



# METROPLAN

GREATER † FLAGSTAFF

## MEETING PACKET

### Technical Advisory Committee

1:30 – 3:30 PM  
April 24, 2024

#### Teams Virtual Meeting

Join on your computer, mobile app  
or room device.

[Click here to join the meeting](#)

Meeting ID: 255 607 082 543

Passcode: owK8wn

#### In-Person Location

City Hall  
211 W. Aspen  
Flagstaff, AZ 86001

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting MetroPlan via email at [planning@metroplanflg.org](mailto:planning@metroplanflg.org). The MetroPlan complies with [Title VI of the Civil Rights Act](#) of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin, and LEP – Limited English Proficiency.) Requests should be made as early as possible to allow time to arrange the accommodation.

PURSUANT TO A.R.S. §38-431.02, as amended, NOTICE IS HEREBY GIVEN to the general public that the following Notice of Possible Quorum is given because there may be a quorum of MetroPlan's Technical Advisory Committee present; however, no formal discussion/action will be taken by members in their role as MetroPlan Technical Advisory Committee.

**Public Questions and Comments must be emailed to [planning@metroplanflg.org](mailto:planning@metroplanflg.org) prior to the meeting or presented during the public call for comment.**

#### NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the MetroPlan Executive Board and to the general public that, at this regular meeting, the MetroPlan Executive Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the MetroPlan Executive Board's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

#### TECHNICAL ADVISORY COMMITTEE MEMBERS

- Michelle McNulty, City of Flagstaff Planning Director, Chair
- Nate Reisner, Coconino County Assistant Engineer, Vice-Chair
- Estella Hollander, Mountain Line Planning Manager
- Jess McNeely, Coconino County Community Development Assistant Director
- Ruth Garcia, ADOT Regional Planning
- VACANT; ADOT
- Paul Mood, City of Flagstaff Engineer
- Jeff Bauman, City of Flagstaff Transportation Manager
- Romare Truely, Federal Highway Administration
- Stephanie Santana, City of Flagstaff Senior Transportation Engineer (Alternate)
- Anne Dunno, Mountain Line, Capital Development Manager (Alternate)
- Jason James, ADOT Regional Planning Manager (Alternate)
- VACANT, Northern Arizona University

#### METROPLAN STAFF

- Kate Morley, Executive Director
- David Wessel, Planning Manager
- Mandia Gonzales, Transportation Planner
- Sandra Tavel, Transportation Planner
- Kim Austin, Transportation Planner
- Karen Moeller, Administrative Assistant & Clerk of the Board
- Ty Holliday, Montoya Fellow
- Aubree Flores, AmeriCorp

## **A. PRELIMINARY GENERAL BUSINESS**

### **1. CALL TO ORDER**

### **2. ROLL CALL**

### **3. PUBLIC COMMENT**

*At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.*

### **4. APPROVAL OF MINUTES**

(Pages 5-11)

Technical Advisory Committee Regular Meeting Minutes of January 24, 2024

## **B. CONSENT AGENDA**

*Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Executive Board.*

## **C. GENERAL BUSINESS**

### **1. ADOT STRATEGIC HIGHWAY SAFETY PLAN AND ACTIVE TRANSPORTATION SAFETY PLAN WORKSHOP**

(Pages 12-13)

Guest Presenter: Ruth Garcia, ADOT

Recommendation: None. This item is for information and discussion only.

### **2. DRAFT FY2025 BUDGET**

(Pages 14-19)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information and discussion only.

### **3. CONSIDER AMENDMENT TO THE FY2024 AND FY2025 UNIFIED PLANNING WORK PROGRAM (UPWP)**

(Pages 20-54)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the TAC recommend the Board amend the FY2024 and FY2025 Unified Planning Work Program (UPWP).

- 4. CONSIDER FISCAL YEAR 2025 TITLE VI PLAN UPDATE** (Pages 55-107)

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the TAC recommend the Board adopt the FY 25 Title VI Plan.
- 5. CONSIDER VULNERABLE ROAD USERS SAFETY PLAN SCOPE** (Pages 108-125)

MetroPlan Staff: Mandia Gonzales

Recommendation: Staff recommends the TAC recommend the Board approve the Vulnerable Road Users Safety Action Plan Scope of Work and Purpose Statement.
- 6. FY2025-2029 TRANSPORTATION IMPROVEMENTPROGRAM** (Pages 126-127)

MetroPlan Staff: David Wessel

Recommendation: None. This item is for information and discussion only.
- 7. DRAFT STRATEGIC GRANTS PLAN** (Pages 128-138)

MetroPlan Staff: Sandra Tavel

Recommendation: None. This item is for information and discussion only.
- 8. ADOT 5-YEAR TENTATIVE PROGRAM | P2P (PLANNING TO PROGRAM) PROJECT SELECTION** (Pages 139-140)

MetroPlan Staff: Sandra Tavel

Recommendation: None. This item is for information and discussion only.
- 9. SAFER PEOPLE CAMPAIGN** (Pages 141-143)

MetroPlan Staff: Kim Austin

Recommendation: None. This item is for information and discussion only.
- 10. UPDATE ON BLOOMBERG CHESHIRE SLOW STREET ASPHALT ART PROJECT** (Pages 144-145)

MetroPlan Staff: Aubree Flores

Recommendation: None. This item is for information and discussion only.
- 11. NORTHERN ARIZONA UNIVERSITY MASTER PLAN** (Pages 146-154)

MetroPlan Staff: David Wessel

Recommendation: None. This item is for information and discussion only.

## 12. METROPLAN HAPPENINGS

(Pages 155-156)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information and discussion only.

### D. CLOSING BUSINESS

#### 1. ITEMS FROM THE BOARD

*Board members may make general announcements, raise items of concern, or report on current topics of interest to the Technical Advisory Committee. Items are not on the agenda, so discussion is limited, and action not allowed.*

#### 2. NEXT SCHEDULED TECHNICAL ADVISORY COMMITTEE

May 22, 2024

#### 3. ADJOURN

*The Transportation Improvement Program (TIP) includes the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) final program of projects for Sections 5307 and 5339 funding under the Federal Transit Administration unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects. The MetroPlan Public Participation Plan (PPP) provides public participation notices and processes for NAIPTA as required to meet federal and state requirements for public participation and open meetings.*

#### CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at [www.metroplanfig.org](http://www.metroplanfig.org) on April 19, 2024 at 12:00 pm.

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Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 19<sup>th</sup> day of April, 2024.





**MINUTES**  
**Technical Advisory**  
**Committee**  
1:30 – 3:30 PM  
January 24, 2024

**Teams Virtual Meeting**

Join on your computer, mobile app  
or room device.

[Click here to join the meeting](#)

Meeting ID: 220 020 776 081

Passcode: vdUXeG

**In-Person Location**

City Hall  
211 W. Aspen  
Flagstaff, AZ 86001

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**TECHNICAL ADVISORY COMMITTEE MEMBERS**

- X Michelle McNulty, City of Flagstaff Planning Director, Chair [Left at 2:04 p.m. for another meeting](#)
- X Nate Reisner, Coconino County Assistant Engineer, Vice-Chair
- X Estella Hollander, Mountain Line Planning Manager
- X Brenden Foley, ADOT North Central District Administrator [Arrived at 1:44 p.m.](#)
- X Jess McNeely, Coconino County Community Development Assistant Director
- X Jason James, ADOT Regional Planning Manager
- X Paul Mood, City of Flagstaff Engineer
- X Jeff Bauman, City of Flagstaff Transportation Manager
- Stephanie Santana, City of Flagstaff Senior Transportation Engineer (Alternate)
- Anne Dunno, Mountain Line, Capital Projects Manager (Alternate)
- X Romare Truly, Federal Highways Administration (FHWA)
- VACANT, Northern Arizona University

**METROPLAN STAFF**

- X Kate Morley, Executive Director
- X David Wessel, Planning Manager
- X; Mandia Gonzales, Transportation Planner
- X Sandra Tavel, Transportation Planner
- X Kim Austin, Transportation Planner
- X Karen Moeller, Administrative Assistant & Clerk of the Board

Guests Present: Chad Auker, Coconino County; Armando Palacios, ADOT

## A. PRELIMINARY GENERAL BUSINESS

### 1. CALL TO ORDER

Meeting was called to order by Chair McNulty at 1:32 p.m.

### 2. ROLL CALL

### 3. PUBLIC COMMENT

*At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.*

### 4. APPROVAL OF MINUTES

(Pages 6-12)

Technical Advisory Committee Regular Meeting Minutes of September 24, 2023

The motion was made to approve the minutes of the September 24, 2023 by Vice-Chair Reisner and seconded by Member James. The motion passed unanimously.

## B. CONSENT AGENDA

*Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Executive Board.*

## C. GENERAL BUSINESS

### 1. CONSIDER ELECTION OF A CHAIR AND VICE-CHAIR FOR METROPLAN TECHNICAL ADVISORY COMMITTEE (TAC) (Pages 13-14)

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the Technical Advisory Committee elect a new Chair and Vice-Chair for the term January 24, 2024 to January 22, 2025.

Staff Member Moeller presented the requirements and length of terms for the TAC and turned the discussion and election over to the TAC.

The motion was made for Michelle McNulty to be elected Chair for the term presented by Vice-Chair Reisner and seconded by Member Hollander. The motion passed unanimously.

The motion was made for Nate Reisner to be elected Vice-Chair of the TAC for the term by Chair McNulty and seconded by Member McNeely. The motion passed unanimously.

**2. CONSIDER ROUTE TRANSFER STUDY UPDATE** (Pages 15-18)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the TAC recommend the Board accept the 2024 Route Transfer Study Update.

Staff Member Wessel presented the update for the Route Transfer Study including the advantages, disadvantages, process, and segments.

David Wessel presented the primary edits provided to him for the Route Transfer Study. He noted that the Hwy. 180 drainage issue has been completed and that will be removed.

Member Hollander asked what the next steps are for the City and ADOT? The general agreement, financial issues notwithstanding, is that an urban area the City is best to manage. Staff member Wessel stated that MetroPlan's role going forward is that MetroPlan has a good handle on the process and could assist the City including discussion of funding needs and opportunities.

Executive Director Morley reiterated that we are not making any recommendations about transfers, however, if partners want to consider MetroPlan would be happy to assist and facilitate further study.

It was noted the Executive Board will be seeing this update at their next meeting.

Member Foley added that in the past there had been incentives in the past and these incentives may not be applicable in the future due to budget constraints.

Staff Member Wessel confirmed that he is hearing that transfers are only if there are policy issues of such importance that it is worthwhile to make the transfers.

The motion was made that the TAC recommend the Board accept the 2024 Route Transfer Study Update by Chair McNulty and seconded by Member Hollander. The motion passed unanimously.

**3. CONSIDER FY2025-2029 TRANSPORTATION IMPROVEMENT PROGRAM** (Pages 19-21)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the TAC recommend the Board release of the FY2025-2029 Transportation Improvement Program for a Public Comment Period.

Staff Member Wessel presented the mandated, public-facing Transportation Improvement Program document.

MetroPlan received one project, so far, from Rose Houck, for a bus shelter across from the Joe Montoya Senior Center.

Vice-Chair Reisner asked if once the TIP is passed, can it be amended. Staff Member Wessel confirmed that once it is passed, it will go to the TAC and then to the Executive Board.

The motion was made that the TAC recommend the Board release of the FY2025-2029 TIP for Public Comment Period by Member Hollander and seconded by Member Foley. The motion passed unanimously.

**4. CONSIDER REGIONAL TRANSPORTATION SAFETY PLAN** (Pages 22-26)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the TAC recommend the Board adopt the Regional Transportation Safety Plan.

Staff Member Wessel presented the background, scope, members of the Project Review Team, Project Flow, and a sampling of the data of the Regional Transportation Safety Plan.

Vice-Chair Reisner asked why we chose to compare our data based upon crashes/100,000 people rather than 100,000,000 vehicle miles traveled. Staff Member Wessel shared these choices.

Member Hollander commented that this information is important based upon the requests that Mountain Line receives on a regular basis regarding Hwy. 89, especially at Trails End and Highway 89 at the Sacred Peaks Medical Center.

The motion was made that the TAC recommend the Board adopt the Regional Transportation Safety Plan by Member Hollander and seconded by Member McNeely. This motion passed unanimously.

**5. CONSIDER REGIONAL TRANSPORTATION PLAN AMENDMENT** (Pages 27-28)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the TAC recommend the Board amend *Stride Forward* to include by reference cost constrained and build out project recommendations from *Blueprint 2040*.

Staff Member Wessel shared the reasoning behind the Regional Transportation Plan Amendment.

The motion was made that the TAC recommend the Board amend *Stride Forward* to include by reference cost constrained and build out project recommendations from *Blueprint 2040* by Member McNeely and seconded by Member Foley. The motion passed unanimously.

**6. REVIEW OF RECENT BOARD ACTION** (Pages 29-30)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information and discussion only.

Executive Director Morley reviewed the Recent Board Actions via the attached Staff Report.

**7. STRATEGIC GRANTS PROCESS-SCORING CRITERIA AND PROJECT SELECTION**

(Pages 31-40)

MetroPlan Staff: Sandra Tavel

Recommendation: None. This item is for information and discussion only.

Staff Member Tavel presented the Strategic Grants Process-Scoring Criteria and Project Selection process. She emphasized that MetroPlan wants to employ a shift from Reactive to Proactive fund seeking.

Vice-Chair Reisner stated coming up with the criteria is important, however, if an agency would not receive a go ahead for a grant, the agency may still be advised to apply for the grant by their own agencies.

Member Hollander said having the criteria is important and whatever makes the most sense based upon the NOFO would be the direction to proceed. She also stated all DOT FHWA grants focus on equity and the DOT FHWA have special tools they want used.

Member McNeely stated he was happy to see the alignment in support of disadvantaged communities.

Executive Director Morley stated that we do not want to have competition because the grant applications would be in competition, and no one would benefit. It is important, as stated by Member Hollander, to go for the best fit. Executive Director Morley asked the key question of what is the best application of the criteria?

Vice-Chair Reisner stated that if you apply and receive AZ SMART funds you have a time limit on application. Executive Director Morley said award of such funds could be a ranking criterion.

Executive Director Morley asked if everyone agreed, as Member Hollander stated, that it is best to go with the best fit from the NOFO perspective. Vice-Chair Reisner said, yes, this would be the best criteria. Further he stated other criteria should be the ability to deliver the project.

**8. CREATIVE LOCAL MATCH OPTION-CANNABIS TAX, 501(C)3, DEVELOPER IMPACT FEE, LTAF2, SHORT-TERM RENTAL FEE**

(Pages 41-48)

MetroPlan Staff: Sandra Tavel

Recommendation: None. This item is for information and discussion only.

Staff Member Tavel presented an update on the recent research completed regarding avenues for Creative Local Match options.

Staff Member Austin asked if MetroPlan needed an LLC to be a 501(c)(3). Executive Director Morley said we would have to form a "Friends of MetroPlan" arm to be a 501(c)(3).

Member Hollander confirmed that ADOT gets HURF Revenues and then distributes based upon an established flow. To change such distribution, the reallocation must go to a Statewide vote.

Member James wanted to confirm that all HURF monies that go directly to ADOT is a very small percentage after ADOT distributes all award monies.

9. WEST ROUTE 66 OPERATIONAL ASSESSMENT UPDATE

(Pages 49-51)

MetroPlan Staff: Mandia Gonzales

Recommendation: None. This item is for information and discussion only.

Staff Member Gonzales presented the West Route 66 Operational Assessment Update.

10. METROPLAN HAPPENINGS

(Pages 52-53)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information and discussion only.

Executive Director Morley presented the recent happenings involving MetroPlan. She also shared that the Annual Strategic Advance is at ADOT on February 15, 2024, from 1-4 p.m.

**D. CLOSING BUSINESS**

**1. ITEMS FROM THE BOARD**

*Board members may make general announcements, raise items of concern, or report on current topics of interest to the Technical Advisory Committee. Items are not on the agenda, so discussion is limited, and action not allowed.*

**2. NEXT SCHEDULED TECHNICAL ADVISORY COMMITTEE**

April 24, 2024

**3. ADJOURN**

Vice-Chair Reisner adjourned the meeting at 3:20 p.m.

*The Transportation Improvement Program (TIP) includes the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) final program of projects for Sections 5307 and 5339 funding under the Federal Transit Administration unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects. The MetroPlan Public Participation Plan (PPP) provides public participation notices and processes for NAIPTA as required to meet federal and state requirements for public participation and open meetings.*

**CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at [www.metroplanflg.org](http://www.metroplanflg.org) on January 22, 2024 at 12:00 pm.

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Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 22<sup>th</sup> day of January, 2024.



# METROPLAN

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## STAFF REPORT

**REPORT DATE:** April 12, 2024

**MEETING DATE:** April 24, 2024

**TO:** Honorable Chair and Members of the Technical Advisory Committee

**FROM:** David Wessel, Planning Manager

**SUBJECT:** ADOT Strategic Highway Safety Plan and Active Transportation Safety Plan Workshop

### 1. RECOMMENDATION:

None. This item is for information and discussion only. Ruth Garcia from ADOT will present.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 2:** Deliver Plans that Meet Partner and Community Needs.

**Objective 2.1:** Maintain trust through reliable and transparent project management.

### 3. BACKGROUND:

ADOT is coordinating stakeholder outreach for ADOT’s Strategic Highway Safety Plan (SHSP) and Active Transportation Safety Action Plan (ATSAP) in order to be expanded beyond the original scope to provide more opportunities for engagement.

ADOT’s SHSP project purpose is to establish a framework for Arizona traffic safety partners to reduce fatalities and serious injuries on all Arizona roadways through a series of strategies and actions; while the ATSAP project will develop projects and costs for pedestrian/bicyclist improvements on the State Highway System (SHS), will integrate with the Strategic Highway Safety Plan (SHSP), and inform future Vulnerable Road User Safety Assessment (VRUSA) and SHSP updates.

The SHSP-ATSAP project team will be holding in-person “stakeholder safety workshops” in Phoenix, Flagstaff, and Tucson, along with a virtual option, in the April/May timeframe. This presentation is a general overview and introduction for the SHSP-ATSAP in-person workshop opportunities.

ADOT’s consultants have completed considerable ATSAP analysis and identified several priority sites in Flagstaff based on combined pedestrian and bicycle conditions.







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ADOT has also drafted vision and goal statements for the SHSP and ATSAP

- SHSP VISION: Creating shared responsibility so everyone arrives safely home
- SHSP GOAL: Reduce life altering traffic crashes by 20% by 2030

ATSAP DRAFT GOALS:

- Short term goal: Reduce life altering crashes involving pedestrians and bicyclists on the State Highway System by 20% by 2030
- Long term goal: Eliminate all life altering crashes involving pedestrians and bicyclists on the State Highway System

#### 4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

Pending.

#### 5. FISCAL IMPACT:

There are no direct fiscal impacts.

#### 6. ALTERNATIVES:

None. This item is for information and discussion only.

#### 7. ATTACHMENTS:

<https://adotsafetyplan.com/>



# METROPLAN

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## STAFF REPORT

REPORT DATE: April 5, 2024

MEETING DATE: April 24, 2024

TO: Honorable Chair and Members of the Technical Advisory Committee

FROM: Kate Morley, Executive Director

SUBJECT: Draft FY2025 Budget

### 1. RECOMMENDATION:

None. This item is for information and discussion only.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 1:** Maximize Funding for Transportation Projects and Programs

**Objective 1.1:** Align capital and programmatic needs with priorities and fund sources.

### 3. BACKGROUND:

Adopting an annual budget, while considering a 5-Year Draft Budget for MetroPlan provides the level of forethought and fiscal responsibility needed for MetroPlan to continue to thrive. By reviewing actual expenses and projecting trends, MetroPlan is better able to plan for the future, take corrective action, capitalize on opportunities, and ensure that financial resources are aligned with organizational goals.

#### **Fiscal Year 2025 Draft Budget**

##### Revenues:

The draft FY2025 budget has a projected decrease in revenues from FY2024. This is due to closing out the \$283,000 fund swap with Mountain Line and assuming no new competitive awards. The draft does not assume an award of a \$2.65M Safe Streets and Roads For All (SS4A) grant which would be added at the time of award and is anticipated to be spent over four fiscal years.

##### Expenses:



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Expenses in the budget include the following:

## *Salaries and Employee Related Expenses (ERE)*

- The salary and ERE budget increased by 13%. This includes a 3% annual increase for staff, aligned with Mountain Line's pay plan for FY2025. The remaining increase is attributed to budget a full year of a Safe Routes to School Coordinator where the FY2024 budget only included the position being filled 50% of year.

## *Operating*

- The Operating budget is \$356,626. This is approximately \$100,000 more than FY2024 and is directly attributed to including \$100,000 for office equipment and signage related to moving into the Downtown Connection Center when it opens in 2025. This one-time expense fits within the 5-year budget.
- Legal services have approximately tripled, from \$4,200 to \$15,000 as the number of agreements we are entering into has increased and required additional review. The new number is based on FY2024 budget to actuals.
- These expenses have been offset by a reduction in public outreach funds from \$100,000 to \$80,000 as we have not spent as much in this category as anticipated.

## *Travel and Training*

- Is proposed to increase from \$18,000 to \$30,200, a 68% increase. MetroPlan had difficulty staying in budget with the goal of getting each staff member to one professional development conference as well as instate travel such as to the capitol, local conferences like the Rural Transportation Advocacy Council or Arizona State Transit Association events. The addition of the TDM (Transportation Demand Management) Planner and Safe Routes to School Coordinator will make the budget even tighter and so has been adjusted. The travel budget per full-time staff member would be \$4,000 with this change.

## *Projects*

- The project budget increased 26%. It includes:
  - Carry over for West Route 66 planning
  - \$90,000 in data collection for trip diaries and traffic counts
  - \$650,000 in awarded funds for Safe Routes to School missing infrastructure and feasibility studies
  - \$250,000 in awarded 5305e funds for transit planning for missing transit infrastructure
  - Carry over for the Vulnerable Roadway Users (VRU) Plan



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- This section of the budget no longer includes “planning contingency” which was previously used to provide flexibility in the budget. The intent is that we have thought through needs for the year more thoroughly, thereby eliminating the need for contingency in this area.

## *Surplus*

The FY2025 Federal Surplus is estimated at \$1,061,457. ADOT allows agencies to loan surplus to future years. The 5-Year Financial Plan reallocates these funds to future years to ensure staffing is maintained despite conservative revenue estimates. By FY2030, the Federal Surplus is minimized, with only \$70,000 in planned surplus.

## Assumptions:

The 5-Year Financial Plan has been developed with the following assumptions.

- Revenue projects are assumed to remain flat.
- The Carbon Reduction Program is not renewed at the expiration of the 5-Year IJJA (Infrastructure Investment and Jobs Act).
- A 3% annual increase in operational costs unless an expense is otherwise known.
- A 3% annual increase in salaries and benefits.
- No additional competitive funds are received.

Staff believes these assumptions are conservative and that the proposed budget provides for the long-term health of the organization.

## **4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:**

Pending

## **5. FISCAL IMPACT:**

The FY2025 Draft Budget is developed alongside the Five-Year Budget which demonstrates that MetroPlan is solvent and sustainable through FY2030.

## **6. ALTERNATIVES:**

None. This item is for information and discussion only.



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## 7. ATTACHMENTS:

FY2025 Draft Budget

FY2025 Draft Five-Year Budget

	STBG	PL	CRP	SPR	CPG FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- FTA 5305e transit	SS4A	TA	Members	Transit Tax	Totals
<b>REVENUE</b>													
FY25 Revenue	468,465	156,611	168,268	79,808	77,090	250,000	4,016	235,750			30,000		1,470,008
FY24 Carryforward Estimated	569,245		100,000		125,650	62,000	4,000	100,000	142,000	1,037,300			2,140,195
<b>Total Authorized Federal</b>	<b>1,037,710</b>	<b>156,611</b>	<b>268,268</b>	<b>79,808</b>	<b>202,740</b>	<b>312,000</b>	<b>8,016</b>	<b>335,750</b>	<b>142,000</b>	<b>1,037,300</b>	<b>30,000</b>	<b>-</b>	<b>3,610,203</b>
Match Rate	0.057	0.057	0.057	0.200	0.057	0.200	-	0.057	0.200	0.057			
Required Match	62,725	9,466	16,216	19,952	12,255	78,000	-	14,250	35,500	59,126			307,490
<b>MATCH Breakdown</b>	<b>31,296</b>	<b>3,560</b>	<b>10,700</b>	<b>19,530</b>	<b>12,015</b>	<b>78,000</b>	<b>-</b>	<b>14,250</b>	<b>35,500</b>	<b>47,145</b>	<b>-</b>	<b>-</b>	<b>251,995</b>
In-Kind	31,296	3,560	10,700	19,530	12,015	-	-	-	25,170	10,095	-	-	112,365
MetroPlan Cash Match													-
City Cash Match										28,500			-
County Cash Match													-
Mountain Line Cash Match						78,000		14,250	25,170	8,550			125,970
Other Cash Match													-
Total Cash Match	-	-	-	-	-	78,000	-	14,250	25,170	37,050	-	-	154,470
<b>Match Total</b>	<b>31,296</b>	<b>3,560</b>	<b>10,700</b>	<b>19,530</b>	<b>12,015</b>	<b>78,000</b>	<b>-</b>	<b>14,250</b>	<b>50,340</b>	<b>47,145</b>	<b>-</b>	<b>-</b>	<b>238,335</b>
	-	-	-	-	-	-	-	-	(14,840)	-	-	-	13,660
<b>Total Cash Revenue</b>	<b>1,037,710</b>	<b>156,611</b>	<b>268,268</b>	<b>79,808</b>	<b>202,740</b>	<b>390,000</b>	<b>8,016</b>	<b>350,000</b>	<b>167,170</b>	<b>1,045,850</b>	<b>30,000</b>	<b>-</b>	<b>3,736,173</b>
<b>EXPENDITURES</b>													
Salaries	207,255	43,100	-	55,970	150,113	43,100	-	-	80,868	72,842	2,946	-	656,192
Benefits	60,365	13,344	-	14,770	40,382	13,344	-	-	22,888	16,761	777	-	182,631
Salary/ERE:	267,620	56,443	-	70,740	190,494	56,443	-	-	103,756	89,603	3,723	-	838,823
Allocation:	31.9%	6.7%	0.0%	8.4%	22.7%	6.7%	0.0%	0.0%	12.4%	10.7%	0.4%	0.0%	162
	<b>STBG</b>	<b>PL</b>	<b>CRP</b>	<b>SPR</b>	<b>FTA 5305D</b>	<b>FTA 5305E</b>	<b>PL- SATO</b>	<b>Consolidated Planning Grants- transit</b>	<b>SS4A</b>	<b>TA</b>	<b>Members</b>	<b>Transit Tax</b>	<b>Totals</b>
Payroll Processing Expense	5,877	1,239	-	1,553	4,183	1,239	-	-	2,278	1,968	82	-	18,421
Phone and Internet	1,728	364	-	457	1,230	364	-	-	670	578	24	-	5,415
Memberships	10,300												10,300
Copying and Printing							515		1,500				2,015
Office Supplies							515						515
Postage and Freight							125						125
Books and Subscriptions													-
Insurance				1,236									1,236
Food											1,236		1,236
Legal Services	15,000												15,000
Financial Services (CPA/Audit)	35,000												35,000
Other Services	-												-
IT Support	4,929	1,040	-	1,303	3,509	1,040	-	-	1,911	1,650	69	-	15,450
Computer Equipment	5,701									2,500			8,201
Office Equipment	100,000						865						100,865
Public Outreach			80,000						6,500	30,000			116,500
Legislative Services											21,000		21,000
Computer Software				3,432			1,917						5,349
<b>Operations:</b>	<b>178,535</b>	<b>2,643</b>	<b>80,000</b>	<b>7,981</b>	<b>8,922</b>	<b>2,643</b>	<b>3,937</b>	<b>-</b>	<b>12,859</b>	<b>36,696</b>	<b>22,410</b>	<b>-</b>	<b>356,628</b>
Travel, Lodging and Meals	13,500									5,000	1,500		20,000
Conference Registration	3,600									1,200	400		5,200
Staff Education and Training	4,500										500		5,000
<b>Travel and Training:</b>	<b>21,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,200</b>	<b>2,400</b>	<b>-</b>	<b>30,200</b>
Special Project Consultant	50,000					250,000		350,000	50,000	650,000			1,350,000
Data Collection- Consultant			90,000										90,000
Modelling			7,600										7,600
RTP Consultant													-
Planning Contingency													-
<b>Projects:</b>	<b>50,000</b>	<b>-</b>	<b>97,600</b>	<b>-</b>	<b>-</b>	<b>250,000</b>	<b>-</b>	<b>350,000</b>	<b>50,000</b>	<b>650,000</b>	<b>-</b>	<b>-</b>	<b>1,447,600</b>
	<b>STBG</b>	<b>PL</b>	<b>CRP</b>	<b>SPR</b>	<b>FTA 5305D</b>	<b>FTA 5305E</b>	<b>PL- SATO</b>	<b>Consolidated Planning Grants- transit</b>	<b>SS4A</b>	<b>TA</b>	<b>Members</b>	<b>Transit Tax</b>	<b>Totals</b>
<b>Total Expenditures:</b>	<b>517,755</b>	<b>59,087</b>	<b>177,600</b>	<b>78,721</b>	<b>199,416</b>	<b>309,087</b>	<b>3,937</b>	<b>350,000</b>	<b>166,615</b>	<b>782,500</b>	<b>28,534</b>	<b>-</b>	<b>2,673,250</b>
<b>Surplus (Available future years)</b>	<b>519,955</b>	<b>97,525</b>	<b>90,668</b>	<b>1,087</b>	<b>3,324</b>	<b>80,913</b>	<b>4,079</b>	<b>-</b>	<b>555</b>	<b>263,350</b>	<b>1,466</b>	<b>-</b>	<b>1,062,923</b>
												<b>Total</b>	<b>3,736,173</b>

**FY25 Budget and Five Year Plan**  
*Detailed Report*

	FY2025 Proposed	FY 2026 Projected	FY 2027 Projected	FY2028 Projected	FY2029 Projected	FY2030 Projected
<b>Revenue:</b>						
Federal Grants	-	-	-	-	-	-
STBG	1,037,710	988,420	737,089	507,443	511,031	469,138
PL	156,611	251,065	212,005	253,913	252,102	207,996
CRP	268,268	258,936	269,204	136,204	103,204	68,204
SPR	79,808	79,207	157,327	94,134	80,580	96,585
5305d	202,740	80,414	105,168	101,226	78,350	94,899
5305e	312,000	80,913	0	0	0	0
PL- SATO	8,016	8,016	7,990	3,937	3,937	3,937
Consolidated Planning Grants	335,750	-	-	-	-	-
SS4A	142,000	655	655	655	655	655
Transportation Alternatives	1,037,300	263,350	137,983	13,880	-	-
<b>Federal Revenue:</b>	<b>3,580,203</b>	<b>2,010,877</b>	<b>1,627,321</b>	<b>1,111,292</b>	<b>1,029,760</b>	<b>941,314</b>
Member Dues	30,000	30,000	30,000	30,000	30,000	30,000
Interest Income	100	100	100	100	100	100
City Cash						
County Cash						
Mountain Line Cash	125,970	20,228	0	0	0	0
<b>Local Revenue:</b>	<b>156,070</b>	<b>50,328</b>	<b>30,100</b>	<b>30,100</b>	<b>30,100</b>	<b>30,100</b>
<b>Total Revenue:</b>	<b>3,736,273</b>	<b>2,061,205</b>	<b>1,657,421</b>	<b>1,141,392</b>	<b>1,059,860</b>	<b>971,414</b>
<b>Expenditures:</b>						
Salaries	656,192	675,877	766,104	502,515	517,591	501,825
Benefits	182,631	195,339	213,795	149,346	152,678	148,532
<b>Salary/ERE:</b>	<b>838,823</b>	<b>871,216</b>	<b>979,898</b>	<b>651,861</b>	<b>670,269</b>	<b>650,357</b>
Payroll Processing Expense	18,421	18,901	19,542	20,129	20,732	21,354
Phone and Internet	5,415	5,577	5,744	5,917	6,094	6,277
Memberships	10,300	10,609	10,927	11,255	11,593	11,941
Copying and Printing	2,015	530	546	563	580	597
Office Supplies	515	530	546	563	580	597
Postage and Freight	125	128	132	136	140	144
Books and Subscriptions	-	-	-	-	-	-
Insurance	1,236	1,273	1,311	1,351	1,391	1,433
Food	1,236	1,273	1,311	1,351	1,391	1,433
Legal Services	15,000	15,450	15,914	16,391	16,883	17,389
Financial Services (CPA/Audit)	35,000	36,050	37,132	38,245	39,393	40,575
Other Services	-	-	-	-	-	-
IT Support	15,450	15,914	16,391	16,883	17,389	17,911
Computer Equipment	8,200	8,446	8,699	8,960	9,229	9,506
Office Equipment	100,865	3,891	4,008	4,128	4,252	4,379
Public Outreach	116,500	54,000	20,000	10,000	40,000	8,000
Legislative Services	21,000	-	-	-	-	-
Computer Software	5,349	5,509	5,675	5,845	6,020	6,201
<b>Operations:</b>	<b>356,626</b>	<b>178,081</b>	<b>147,879</b>	<b>141,715</b>	<b>175,667</b>	<b>147,737</b>
Travel, Lodging and Meals	20,000	18,450	15,914	16,391	16,883	16,883
Conference Registration	5,200	4,920	424	4,371	4,502	4,502
Staff Education and Training	5,000	5,150	530	5,464	5,628	5,628
<b>Travel and Training:</b>	<b>30,200</b>	<b>28,520</b>	<b>16,868</b>	<b>26,225</b>	<b>27,012</b>	<b>27,012</b>
Special Project Consultant	1,350,000	101,142	-	-	-	-
Data Collection- Consultant	90,000	33,000	33,000	33,000	35,000	55,000
Modeling	7,600	-	-	-	-	-
RTP Consultant	-	149,000	100,000	-	-	-
Planning Contingency	-	-	-	-	-	-
<b>Projects:</b>	<b>1,447,600</b>	<b>283,142</b>	<b>133,000</b>	<b>33,000</b>	<b>35,000</b>	<b>55,000</b>
<b>Total Expenditures:</b>	<b>2,673,248</b>	<b>1,360,959</b>	<b>1,277,646</b>	<b>852,802</b>	<b>907,948</b>	<b>880,106</b>
% change	24%	-49%	-6%	-33%	6%	-3%
<b>Federal Surplus:</b>	<b>1,061,457</b>	<b>677,901</b>	<b>334,049</b>	<b>248,905</b>	<b>160,350</b>	<b>69,933</b>
Total Expenditure Plus Surplus	3,734,705	2,038,860	1,611,695	1,101,707	1,068,298	950,039
Local Fund Balance	155,018	214,508	274,879	336,158	398,373	155,018

**Notes**

Assume 3% annual increase unless cost otherwise known.

Assume no renewal of CRP after BIL.

Mountain Line cash for 5303e, consolidated planning, transfer from transit fund

Assume no competitive grants



# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** April 5, 2024

**MEETING DATE:** April 24, 2024

**TO:** Honorable Chair and Members of the Technical Advisory Committee

**FROM:** Kate Morley, Executive Director

**SUBJECT:** Consider Amendment to the FY2024 and FY2025 Unified Planning Work Program (UPWP)

### 1. RECOMMENDATION:

Staff recommends the TAC recommend the Board amend the FY2024 and FY2025 Unified Planning Work Program (UPWP).

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 1:** Maximize Funding for Transportation Projects and Programs

**Objective 1.1:** Align capital and programmatic needs with priorities and fund sources.

### 3. BACKGROUND:

The Unified Planning Work Program (UPWP) is a two-year program that provides details on how MetroPlan will spend its funding and meet its responsibilities. The UPWP identifies the major activities of MetroPlan. The UPWP document is required by federal and state governments and is a condition of receiving federal funding. This document covers the period from July 1, 2023, to June 30, 2025, which is two fiscal years. Several changes to grants require an update to the UPWP. A summary of proposed amendments to the UPWP includes the following:

- Update the budget to show MetroPlan's contribution to the Downtown Mile is funded from Carbon Reduction Program (CRP) instead of Surface Transportation Block Grant (STBG). This change in fund source was previously approved by the TAC and Board.
- Update the budget and narrative to include the awarded Transportation Alternative Program fun for MetroPlan's Safe Routes to School programs and planning efforts.
- Update the FY2025 budget tables to reflect the latest draft of the FY2025 budgets.





# METROPLAN

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#### 4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

Pending

#### 5. FISCAL IMPACT:

The UPWP is required to expend federal funds. The cost to create or amend the UPWP is nominal and consists of staff time.

#### 6. ALTERNATIVES:

- 1) **Recommended:** The TAC recommend the Board amend the FY2024 and FY2025 Unified Planning Work Program (UPWP). This action is required to expend awarded Transportation Alternatives funds and updates the UPWP to be aligned with most current budgets.
- 2) **Not Recommended:** The TAC does not recommend the Board amend the FY2024 and FY2025 Unified Planning Work Program (UPWP). The TAC could provide staff will additional direction.

#### 7. ATTACHMENTS:

UPWP Amendment Redlines



**FLAGSTAFF METROPOLITAN  
PLANNING ORGANIZATION (METROPLAN)**  
CITY OF FLAGSTAFF • COCONINO COUNTY • ADOT • MOUNTAIN LINE • NAU

3773 N Kaspar Dr • Flagstaff, Arizona 86004  
Phone: (928) 266-1293  
[www.metroplanflg.org](http://www.metroplanflg.org)

**FISCAL YEAR 2024 and 2025  
UNIFIED PLANNING WORK PROGRAM  
AND BUDGET REVISION**

Prepared by

Flagstaff Metropolitan Planning Organization (MetroPlan)  
3773 Kaspar Dr.  
Flagstaff, AZ 86004  
[www.metroplanflg.org](http://www.metroplanflg.org)

**Executive Board Adoption**

*June 1, 2023*

*Amended XXX*

**Funding Provided by:**  
Federal Highway Administration / Federal Transit Administration  
Arizona Department of Transportation  
City of Flagstaff / Coconino County / Mountain Line

CFDA – FHWA: 20.205  
CFDA - FTA:  
5310/5311/5316/5317 – 20.513  
5303 – 20.505

\* Catalog of Federal Domestic Assistance (CFDA) Number – This is a database of all federal programs available through State and Local government. If necessary, ADOT can provide this number.

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (MetroPlan)

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## 2023-2024 EXECUTIVE BOARD

---

Jim-  
McCarthy  
Jeronimo Vasquez  
Chair  
Council Member  
City of Flagstaff

Jeronimo-  
Vasquez  
Miranda Sweet Vice-Chair  
Supervisor District 2  
Coconino County

Vacant, Jesse  
Thompson  
-STB  
State  
Transportation  
Board

Austin Aslan  
Council Member  
City of Flagstaff

Patrice-  
Horstman  
Judy Begay Supervisor  
District 1-Coconino  
County

Miranda-  
Sweet  
Jim  
Mcarthy  
Council Member  
City of Flagstaff

Tony Williams  
Mountain Line  
Board of Directors

---

## 2023-2024 MANAGEMENT COMMITTEE

---

Greg Clifton  
City of Flagstaff  
Manager

Steve Peru  
Andy Bertelsen Coconino  
County Assistant Manager

Josh Maher  
Northern Arizona University  
Vice President – Community  
Relations

Heather Dalmolin  
CEO and GM  
Mountain Line

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## 2023-2024 TECHNICAL ADVISORY COMMITTEE

---

Michelle McNulty  
City of Flagstaff  
Planning Director  
Chair

Brenden Foley  
ADOT North Central  
District Administrator

City of Flagstaff,  
Transportation Manager

Nate Reisner Coconino  
County Assistant  
Engineer Vice-chair

Jess McNeely, Coconino  
County Community  
Development Assistant  
Director

Ed Stillings  
Romare  
Truely  
Federal Highway  
Administration (FHWA)

Paul Mood, City of  
Flagstaff Engineer

Anne Dunno  
Estella Hollander Mountain  
Line Capital-  
Program  
Planning  
Manager

Myrna Bondoe  
Ruth Garcia, ADOT Regional  
Planner

VACANT  
Northern Arizona University

Jeff Bauman

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## METROPLAN STAFF

---

Kate Morley  
Interim Executive Director

Mandia Gonzales  
Transportation Planner

David Wessel  
Planning Manager

**Kim Austin**~~VACANT~~  
Transportation Planner

**Sandra Tavel**  
Transportation Planner

**Karen Moeller**  
Administrative Assistant  
and Clerk of Board

**FEDERAL CERTIFICATIONS**  
**METROPOLITAN TRANSPORTATION PLANNING PROCESS**  
**SELF-CERTIFICATION**

This document was prepared in cooperation with the U.S. Department of Transportation, the Federal Highway Administration, and the Arizona Department of Transportation.

The Flagstaff Metropolitan Planning Organization (MetroPlan) and the Arizona Department of Transportation hereby certify that the transportation planning process addresses the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

1. 23 USC 134 and 135 , 49 USC 5303 and 5304 and 23 CFR Part 450;
2. 23 CFR Part 230, regarding the implementation of an equal opportunity program on Federal and Federal-aid highway construction contracts;
3. Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 USC 7504, 7506(c) and (d)) and 40 CFR Part 93;
4. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR Part 21.
5. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
6. Section 1101(b) of the FAST Act (Publ. L. 114-94) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in U.S. DOT-funded projects;
7. The provisions of the Americans with Disabilities Act of 1990 (42 USC 12101 et esq.) and 49 CFR Parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 USC 6101), prohibiting discrimination on the basis of age in programs or activities receiving financial assistance;
9. Section 324 of title 23 USC regarding the prohibition of discrimination based on gender;
10. Section 504 of the Rehabilitation Act of 1973 (20 USC 794) and 49 CFR Part 27 regarding discrimination against individuals with disabilities;
11. Anti-lobbying restrictions found in 49 USC Part 20. No appropriated funds may be expended by a recipient to influence or attempt to influence an officer or employee of any agency, or a member of Congress, in connection with the awarding of any federal contract.

Jim McCarthyJeronimo \_\_\_\_\_ Date  
Vasquez, Chair  
Flagstaff Metropolitan  
Planning Organization

Paul Patane, Director \_\_\_\_\_ Date  
Multimodal Planning Division  
Arizona Department of Transportation

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## Chapter I INTRODUCTION TO THE UNIFIED PLANNING WORK PROGRAM AND BUDGET (UPWP)

### Executive Summary

The MetroPlan FY 2024 program is \$1,924,856 including \$1,785,881 in federal funds and \$138,976 in local funds. The MetroPlan FY 2025 program is \$1,462,923 including \$1,337,212 in federal funds and \$125,711 in local and match funds. The majority of local funds are from exchanges of federal funds for local funds. The major activities for FY 2024 and 2025 are:

- Adopt 2 Year UPWP for FY 24 and 25
- Maintain the MetroPlan website, build social media presence
- Review the effectiveness of the procedures and strategies contained in the Public Participation Plan and Title VI Plan
- Review the UPWP processes and documents and update as needed to improve communications and documentation
- Review the TIP processes and documents and update as needed to improve communications and documentation
- Regional Model Update
- Grant-writing: Staff time
  - Special State Appropriations
  - 5307 and 5339 Transit Access by Bicycle and Pedestrian Funding
  - Surface Transportation Reauthorization
  - IJJA Grants including but not limited to: Safe Streets for All, PROTECT, RAISE and INFRA ~~Grants~~ Grants
  - AZ SMART Fund Activities
  - Other competitive applications supporting regional needs
- Transportation Plans: Staff time
  - City of Flagstaff: Lone Tree Corridor
  - Mountain Line: Bus Rapid Transit plan and Bicycle and Pedestrian Funding
  - Support and Update Coordinated Public Transit- Human Services Transportation Plan
  - Regional Safety Plan
  - Safe Streets for All Planning
  - Support Mountain Line's transit planning and 5305 grant funded projects including Creative Local Match and Transit into Code Study
  - West Route 66 Corridor Master Plan
  - Streets Master Plan
- Carbon Reduction Program: ~~Staff time and supplies~~
  - ~~Safe routes to school activities~~Public Outreach
  - ~~Multimodal data collection and modeling~~
  - ~~Demonstration and pilot projects~~Downtown Mile capital project
- Transportation Alternatives: Staff time and capital planning
  - Delivery of 6 E's Safe Route to School program
  - Planning and preliminary engineering up to 30% design for missing infrastructure associated with schools.
- Safe Systems Approach: staff time

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- [Vulnerable Users Study and supplemental safety planning efforts](#)
-

**A brief definition of the UPWP**

The purpose of the Unified Planning Work Program (UPWP) is to outline multimodal transportation planning activities within a financially constrained budget to be conducted in the MetroPlan planning area for a one- or two-year period. Federal definition of a Unified Planning Work Program (UPWP) is “a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds” (23CFR450.104).

**A description of the metropolitan area**

The area covered by MetroPlan approximates 525 square miles from Bellemont on the west, Kachina Village and Mountainaire on the south, Winona on the east, and the San Francisco Peaks on the north (see Figure 1). Jurisdictions include the City of Flagstaff, Coconino County, the Arizona Department of Transportation, and the Northern Arizona Intergovernmental Public Transportation Authority (Mountain Line). Cooperation with Northern Arizona University is embedded in the governance structure of MetroPlan.

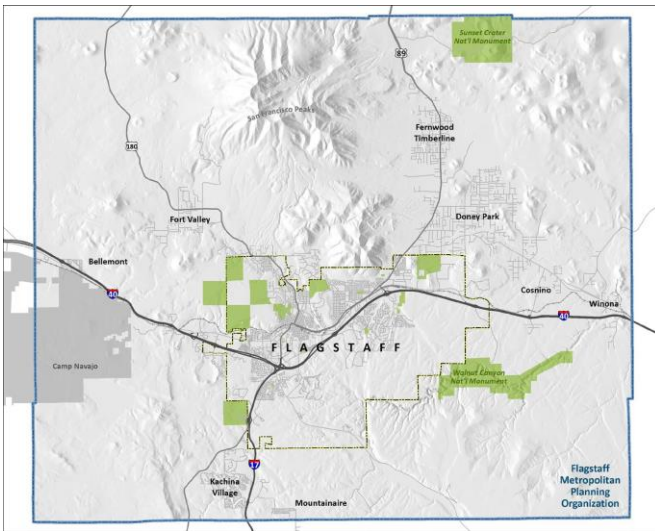


Figure 1. MetroPlan Planning Boundary

**A current overview of the status of comprehensive transportation planning activities**

Comprehensive transportation planning is embodied primarily in the regional transportation plan, a mandated federal document. The *MetroPlan Blue Print 2040 Regional Transportation Plan* was adopted in May 2017 and its update, *Stride Forward* is scheduled for adoption June 1, 2023. The City of Flagstaff and Coconino County update to the regional comprehensive plan, *Flagstaff Regional Plan 2030*, was adopted by the City and County governing bodies in State Fiscal Year

2014 and was approved by voters in May 2014. MetroPlan played a coordinating and cooperative role.

### **The role of MetroPlan for planning priorities in the metropolitan area**

The role and responsibilities of MetroPlan are outlined in 23 CFR 450.

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency
- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility options available to people and for freight
- Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and state and local planned development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
- Enhance travel and tourism

### **Additional Roles and Responsibilities**

- **FAST Act Implementation:** Transition to Performance-based Planning and Programming *Blueprint 2040* is a regional transportation plan supported by more than a dozen performance measures. These are employed at the scenario level, the system monitoring level and the add project prioritization and selection level. MetroPlan has adopted ADOT targets for performance, safety and road and bridge condition. Similarly, MetroPlan has adopted Mountain Line's Transit Asset Management goals and will adopt its recently completed Mountain Line Safety Plan.
- **Regional Models of Cooperation:** MetroPlan will again work cooperatively with the Northern Arizona Council of Government and the Central Yavapai MPO to update the regional strategic transportation safety plan. MetroPlan, the City of Flagstaff and Mountain Line jointly purchased regional transportation data and are working with all the northern COGs and MPOs exploring a similar collaborative purchase. MetroPlan is collaborating with Northern Arizona University in the Pacific Region Southwest University Transportation Center.

### **Air Quality and Attainment**

MetroPlan is currently in attainment for all regulated pollutants. The Environmental Protection Agency (EPA) released new ozone emissions standards lowering the acceptable level from 75 parts per billion (ppb) to 70 ppb. The MetroPlan region is on the fringe of non-attainment and is not being recommended to the EPA by ADOT for non-attainment status this year. An Air Quality Maintenance plan was developed by ADOT for Coconino County, in part due to haze at the Grand Canyon. MetroPlan will track developments with ozone regulations and will comply, if and when, they apply to the region.

## **Chapter II**

### **ORGANIZATION AND MANAGEMENT**

The Organization and Management section provides a narrative that discusses staffing roles and responsibilities of the MPO, employees of member agencies that assist the MPO, and the MPO's fiscal agent and legal counsel. It also identifies the cognizant agency (for audit purposes this means the Federal awarding agency that provides the predominant amount of direct funding to a recipient).

#### **MetroPlan Staffing**

- Executive Director: Oversees day-to-day operations, supervises staff, prepares policy and program materials for consideration by the Technical Advisory Committee, Management Committee and the Executive Board. Coordinates strategic direction with Executive Board.
- Planning Manager: Oversees technical and planning operations, prepares technical reports and capital program materials for consideration by the Technical Advisory Committee, Management Committee and the Executive Board.
- Administrative Assistant and Clerk of the Board: Communications, financial reporting and tabulation, documentation and coordination, administrative and financial policy, Title VI, DBE and Open Meeting Law compliance, public outreach, website management, meeting logistics.
- Transportation Planners: Technical positions supporting Planning. Transportation Planners carry out the development of planning documents and support the planning of regional partners, seek funding to implement regional priorities, carry out grant activities and ensure compliance with grant requirements.
- Montoya Fellowship and Intern(s): The Montoya Fellowship is a paid internship established over 10 years ago as a partnership between MetroPlan and Mountain Line to advance transportation planning as a profession. The Fellow will be given a high degree of responsibility in initiating, carrying out, and completing transportation plans and projects for each agency for the duration of the fellowship. MetroPlan may from time to time partner with NAU on additional paid internships.
- Other City of Flagstaff, Coconino County, ADOT, Mountain Line and NAU staff as necessary: Beyond roles on the Technical Advisory and Management committees, ADOT, City, County and Mountain Line staff frequently collaborate with MetroPlan staff to review large development projects, work out details for multimodal aspects of projects, coordinate on public outreach, and provide technical review of respective agency products. Staff most frequently involved from each agency include:
  - City of Flagstaff: Traffic Engineer, Capital Improvements Engineer, Comprehensive Planning Manager, Multi-Modal Planner and City Engineer
  - Coconino County: Public Works Director, County Engineer, Transportation Planner, Community Development staff
  - ADOT
    - Northcentral District: District Engineer, Traffic Engineer, Development Engineer
    - Multimodal Planning Division: Division Director, Program Planning Manager
  - Mountain Line: Mobility Planner, Capital Project Manager, Management Services Director,

Strategic Performance Planner

- NAU: Parking and Shuttle Director, Facilities Planner

Employees of member agencies will participate on MetroPlan working technical committees, subcommittees or task forces for data assemblage, summary, evaluation, and formulation of recommendations to be presented to the TAC, Management Committee and the Executive Board.

MetroPlan is established as a non-profit and is responsible for its own financial management including providing payroll, invoice payments, procurement and bookkeeping records for reconciling MetroPlan revenue and expense reports. MetroPlan maintains its own records on a daily basis to permit up-to-date billing and to document eligible reimbursements of state and federal funds. MetroPlan has contracted with Mountain Line for payroll and personnel services.

MetroPlan provides its own legal counsel and has a legal firm on contract to represent us.

FHWA, through ADOT, is the cognizant agency providing the predominant amount of funds. Mountain Line, the local public transit provider, is a designated recipient for FTA 5307 funds. MetroPlan does not have an Indirect Cost Allocation Plan (ICAP).

**Identification of committee structure, including an Organization Chart:**

- **The MetroPlan Executive Board** consists of seven elected or appointed officials, three from the Flagstaff City Council, two from the Coconino County Board of Supervisors, one member from the ADOT State Transportation Board (who is appointed to the State Transportation Board by the Governor of the State of Arizona) and one member of the Mountain Line Board of Directors. It is the function of the Executive Board to act as a policy body coordinating and directing transportation planning, implementation thereof (as authorized by the Executive Board), and related activities within the overall regional comprehensive planning process.
- **The MetroPlan Management Committee** consists of Managers or their designees from the City of Flagstaff, Coconino County, Mountain Line, NAU and the ADOT Director of the Multimodal Planning Division. This group meets on an as-needed basis.

The Management Committee has authority and responsibility to review the MetroPlan Board packet and provide input to the MetroPlan Board and MetroPlan Staff.

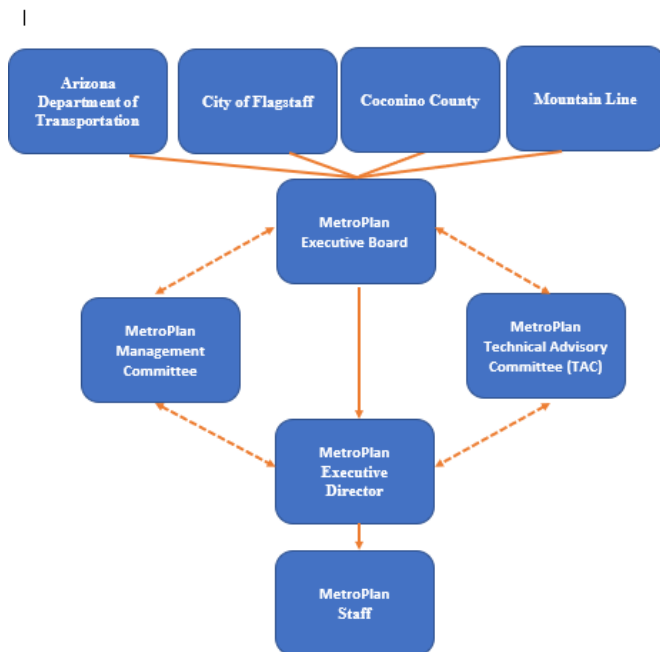
- **The MetroPlan Technical Advisory Committee (TAC)** is composed of technical and/or managerial staff representatives from each of the participating agencies. In addition, there may be one or more ex-officio non-voting representatives from the FHWA and FTA. Additional organizations may be added in the future by Executive Board directive for voting or ex-officio non-voting status. Each ex-officio non-voting member must be approved by her/his respective agency.

The TAC has authority and primary responsibility to conduct technical reviews and analyses regarding work activities of the UPWP, and related issues as specified by the MetroPlan's Executive Board, and to so advise the Executive Board on appropriate actions to be taken. The TAC works closely with the MetroPlan staff, providing guidance and direction for

development of the annual UPWP/Budget and work activities defined therein.

### MetroPlan Organizational Chart

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (MetroPlan)



#### Operating procedures

The MetroPlan Operating Procedures identify the roles and responsibilities of the Executive Board, Management Committee and Technical Advisory Committee. They further define officers, voting members, and quorum requirements.

#### Other Agreements

MetroPlan is formed under the authority of the Governor of the State of Arizona and structured as an independent legal entity through an intergovernmental agreement between the City and County. MetroPlan has entered into the following agreements in order to satisfy federal requirements and clearly define operational relationships:

- a) JPA GRT-( 21-0008177-T) with the Arizona Department of Transportation
- b) Intergovernmental Agreement with Northern Arizona Intergovernmental Public Transportation Authority (Mountain Line) for planning, such as the Coordinated

Public Transit- Human Services Transportation Plan, and payroll and personnel services, April 2020.

**Forms, certifications, and assurances**

MetroPlan will comply with all federal, state and local laws. MetroPlan has an adopted Title VI and Environmental Justice Plan (that includes the Limited English Proficiency Plan), Public Participation Plan, Coordinated Public Transit- Human Services Transportation Plan, and adopted ADOT's Disadvantaged Business Enterprise Policy. MetroPlan uses these documents to meet certifications and assurances required by federal law.

### Chapter III FUNDING DESCRIPTION & BUDGET SUMMARY

The Arizona Department of Transportation (ADOT) is the designated recipient of the Federal-aid Highway funds used for planning and research purposes. As the designated recipient of the planning funds ADOT has the responsibility and the authority under **49 CFR Part 18** (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) to oversee all activities funded under the Federal-aid Program by the subrecipients of these funds. ADOT's oversight responsibilities include but are not limited to overall work plan reviews, invoice billing review and approval, TIP certification, air quality reviews, and quality assurance and quality control of traffic data. WPs are funded primarily with PL funds; however, an MPO may use other eligible funds for their WP. This section describes the types of funding sources used for planning.

- (1) **Metropolitan Planning (PL) Funds:** Federal planning funds can be used for up to 94.3% of a project, with a required 5.7% match typically provided by local governments. The distribution of the PL Funds is accomplished through a formula developed by ADOT in consultation with the MPOs and must be approved by the FHWA.
- (2) **Planning (PL) Funding Set-aside for Increasing Safe and Accessible Transportation Options -** The BIL requires each MPO to use at least 2.5% of its PL funds (and each State to use 2.5% of its State Planning and Research funding under 23 U.S.C. 505) on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. [§ 11206(b).]
- (3) **Statewide Planning and Research (SPR) Funds:** SPR funds are federal dollars from the State Planning and Research Program administered by the Arizona Department of Transportation. Some SPR funds may be allocated to the MPO to help plan for the non-urbanized portion of the MPO. A 20% match is required and must be provided by the local jurisdiction, depending on the project.
- (4) **Surface Transportation Block Grant (STBG) Funds:** STBG is a federal-aid highway flexible funding program that funds a broad range of surface transportation capital needs including roads, transit, airport access, vanpool, and bicycle and pedestrian facilities. Transit related planning, research, and development activities are also eligible uses of STP funds. STP apportionment may be shared by ADOT with other Council of Governments (COG) and all MPOs with less than 200,000 population, though this action is discretionary and not required by current Transportation legislation. A 5.7% match is required.
- (5) **Carbon Reduction Program (CRP) Funding:** The Carbon Reduction Program (CRP) is a federal-aid highway funding program implemented in FFY2022 for projects designed to reduce transportation emissions, defined as carbon dioxide (CO2) emissions from on-road highway sources. This program requires States and MPOs to develop a carbon reduction strategy within two years and then update that strategy at least every four years. A 5.7% match is required.



- (6) **Federal Transit Administration Funding:** FTA funds are secured annually through the FTA Metropolitan Planning Program Section 5305. FTA funds are designated for transit planning and research activities. 5305(e) funds require a 20% local match and 5305(d) funds require 5.7% local match which is typically provided by the local governments. In addition, other federal or state funding that is not specifically designed for planning activities can be allocated for planning purposes. In those cases, funds such as FTA Section 5307 need to be shown in the budget tables.
- (7) **Consolidated Planning Grant (CPG) Program** - The Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) offer States the option of participating in the CPG program. The CPG program allows the States and Metropolitan Planning Organizations (MPOs) to merge funds from the FTA Metropolitan Planning Program (MPP) and State Planning and Research Program (SPRP) with FHWA Planning (PL) and SPR 5305(d) funds into a single consolidated planning grant. States or MPOs have the option to transfer planning funds to either FTA or FHWA to be awarded and administered for metropolitan or metropolitan and statewide planning purposes. This CPG program fosters a cooperative effort between the Federal agencies and the participating States and MPOs to streamline the delivery of their planning programs to provide flexibility in the use of planning funds. These funds will have a 5.7% match. Obligation Authority does not apply to the FTA CPG funding.
- (8) **Highway Safety Improvement Program (HSIP) Funds** - HSIP funds are a federal funding source dedicated to safety improvement projects and planning activities distributed within the State on a competitive basis. The main purpose of the HSIP funding is to achieve a reduction in fatalities and serious injuries on all public roads, including non-State-owned roads and roads on tribal land. HSIP funds may be used for planning purposes provided such activities are identified in the work program and transportation improvement program. These funds require a 5.7% match; however, some projects are 100% funded.
- (9) **Transportation Alternative (TA) Funds** - Metropolitan Planning Organization for small, urbanized areas (under 200,000) are eligible for TA funds. The TA funding is available through a competitive application process through ADOT. The funds require a 20% local match, with some flexibility depending on the type of project.
- (10) **Matching Funds (Local Cash Contribution):** In order to secure federal funds, the state and/or local government must place matching funds on a project. To provide local cash, each member agency contributes member dues to MetroPlan.
- (11) **In-kind (Soft Money) Contribution with Description:** The value of third party in-kind contributions may be accepted as the match for federal funds in accordance with the provisions of 49 CFR 18.24(a)(2) and may be applied on either a total planning work program basis or for specific line items. When at all possible, MetroPlan will use in-kind contributions for match. On a monthly basis, staff tracks the time spent by local partner organizations: City of Flagstaff, Coconino County, Mountain Line and Northern Arizona University on MPO projects and meetings. The time reported is specific to the UPWP task and date. The time reported is accumulated over a 24-month period and is used as an applicable match for all funding received.

(12) **Carry-forward**; Carry-forward funds occur when an MPO does not obligate all available eligible funds in the current and/or prior fiscal years or if it has de-obligated funds that have been obligated previously.

### BUDGET SUMMARY TABLES

The following budget tables identify agency participation and funding sources. The Flagstaff Metropolitan Planning Organization incurs only direct costs. MetroPlan defines direct costs as those costs which can be specifically and readily identified with a specific cost objective or program.

**Revenue Summary:** The table below provides a summary of all funding sources and revenues, including carry forward, anticipated by the Flagstaff MPO for FY 2024 and FY 2025.

#### FY2024 Budget

REVENUE	STBG	PL	CRP	SPR	CFO FTA 5305D	FTA 5305E	PL- SATO	Consolidated 5305e transit	SS4A	Members	Transit Tax	Totals
FY24 Revenue	468,465	153,540	168,268	78,120	77,090	200,000	3,937	141,450	201,360	-	-	1,492,230
FY23 Carryforward Estimated	584,676	176,553	313,111	33,052	96,447	-	-	-	-	-	-	1,204,039
<b>Total Authorized Federal</b>	<b>1,053,341</b>	<b>330,093</b>	<b>481,379</b>	<b>111,172</b>	<b>173,537</b>	<b>200,000</b>	<b>3,937</b>	<b>141,450</b>	<b>201,360</b>	<b>-</b>	<b>-</b>	<b>2,696,269</b>
Match Rate	0.057	0.057	0.057	0.000	0.057	0.000	-	0.057	-	-	-	-
Required Match	63,670	19,953	29,097	27,793	10,490	50,000	-	8,550	50,340	-	-	259,892
<b>MATCH Breakdown</b>	<b>33,309</b>	<b>21,090</b>	<b>17,077</b>	<b>33,352</b>	<b>11,087</b>	<b>29,426</b>	<b>-</b>	<b>9,037</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>154,378</b>
In-kind	33,309	1,138	17,077	5,558	597	-	-	-	-	-	-	57,679
MP Cash Match	-	-	-	-	-	-	-	-	-	-	-	-
Mountain Line Cash Match	-	19,952	-	27,794	10,490	29,426	-	9,037	-	-	-	96,699
Other Cash Match	-	-	-	-	-	-	-	-	-	30,000	-	30,000
Total Cash Match	-	19,952	-	27,794	10,490	29,426	-	9,037	-	30,000	-	126,699
<b>Match Total</b>	<b>33,309</b>	<b>21,090</b>	<b>17,077</b>	<b>33,352</b>	<b>11,087</b>	<b>29,426</b>	<b>-</b>	<b>9,037</b>	<b>-</b>	<b>30,000</b>	<b>-</b>	<b>184,378</b>
												(30,000)
<b>Total Cash Revenue</b>	<b>1,053,341</b>	<b>350,045</b>	<b>481,379</b>	<b>138,566</b>	<b>184,027</b>	<b>229,426</b>	<b>3,937</b>	<b>150,487</b>	<b>201,360</b>	<b>30,000</b>	<b>-</b>	<b>2,822,568</b>
<b>EXPENDITURES</b>												
Salaries	38,610	165,861	113,869	104,390	-	83,689	-	-	59,941	-	-	566,359
Benefits	10,189	56,129	31,928	27,548	-	25,910	-	-	16,563	-	-	168,267
Salary/ERE	48,799	221,990	145,798	131,938	-	109,599	-	-	76,504	-	-	734,626
Allocation:	0	0	0	0	-	0	-	-	0	-	-	-
<b>Consolidated Planning</b>												
Payroll Processing Expense	1,129	5,137	3,374	3,053	-	2,536	-	-	1,770	-	-	17,000
Phone and Internet	327	1,487	976	884	-	734	-	-	512	-	-	4,920
Memberships	2,500	-	-	-	-	7,500	-	-	-	-	-	10,000
Copying and Printing	-	-	-	-	-	-	500	-	-	-	-	500
Office Supplies	-	-	-	-	-	-	500	-	-	-	-	500
Postage and Freight	-	-	-	-	-	-	121	-	-	-	-	121
Books and Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	1,200	-	-	-	-	-	-	-	-	-	-	1,200
Food	-	-	-	-	-	-	-	-	-	1,000	200	1,200
Legal Services	4,200	-	-	-	-	-	-	-	-	-	-	4,200
Financial Services (CPA/Audit)	29,200	-	-	-	-	-	-	-	-	-	-	29,200
Other Services	300	-	-	-	-	-	200	-	-	-	-	400
IT Support	996	4,533	2,977	2,694	-	2,238	-	-	1,562	-	-	15,000
Computer Equipment	7,353	-	-	397	-	-	-	-	-	-	-	7,750
Office Equipment	400	-	-	-	-	-	-	-	-	-	-	400
Public Outreach	-	-	100,000	-	-	-	-	-	5,891	-	-	105,891
Legislative Services	-	-	-	-	-	-	-	-	-	17,000	3,400	20,400
Computer Software	2,578	-	-	-	-	-	2,616	-	-	-	-	5,193
<b>Operations:</b>	<b>50,083</b>	<b>11,157</b>	<b>107,327</b>	<b>7,028</b>	<b>-</b>	<b>13,008</b>	<b>3,937</b>	<b>-</b>	<b>9,736</b>	<b>18,000</b>	<b>3,600</b>	<b>223,875</b>
Travel, Lodging and Meals	11,000	-	-	-	-	-	-	-	-	-	-	11,000
Conference Registration	3,000	-	-	-	-	-	-	-	-	-	-	3,000
Staff Education and Training	4,000	-	-	-	-	-	-	-	-	-	-	4,000
<b>Travel and Training:</b>	<b>18,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,000</b>
Professional services	50,000	51,483	-	-	-	-	-	150,000	115,120	-	52,400	419,003
Downtown Mile	305,973	-	-	-	184,027	-	-	-	-	-	-	490,000
Planning Contingency	80,000	65,416	30,320	-	-	-	-	-	-	-	-	175,736
<b>Projects:</b>	<b>435,973</b>	<b>116,899</b>	<b>30,320</b>	<b>-</b>	<b>184,027</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>115,120</b>	<b>-</b>	<b>52,400</b>	<b>1,084,739</b>
<b>Total Expenditures:</b>	<b>592,855</b>	<b>350,045</b>	<b>283,445</b>	<b>138,566</b>	<b>184,027</b>	<b>122,607</b>	<b>3,937</b>	<b>150,000</b>	<b>291,360</b>	<b>18,000</b>	<b>56,000</b>	<b>2,061,240</b>
Surplus (Available future years)	500,486	(0)	197,934	0	0	106,819	-	487	0	12,000	(56,000)	761,727
<b>Total Expenditures+ Surplus</b>												<b>2,822,567</b>

**FY2025 Budget**

REVENUE	STBG	PL	CRP	SPR	CPG FTA S305D	FTA S305E	PL- SATO	Planning Grants- FTA S305e transit	SS4A	Members	Transit Tax	Totals
FY25 Revenue	468,465	153,540	168,268	78,120	77,090	200,000	3,937	-	-	30,000	56,000	1,235,420
FY23 Carryforward Estimated			197,934									197,934
Total Authorized Federal	468,465	153,540	366,202	78,120	77,090	200,000	3,937	-	-	30,000	56,000	1,433,354
Match Rate	0.057	0.057	0.057	0.200	0.057	0.200	-	0.057	-	-	-	-
Required Match	28,317	9,281	22,135	19,530	4,660	50,000	-	-	-	-	-	133,922
<b>MATCH Breakdown</b>	<b>28,069</b>	<b>9,251</b>	<b>22,063</b>	<b>23,436</b>	<b>-</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>142,819</b>
In-kind	28,069	9,251	22,063	-	-	-	-	-	-	-	-	59,383
MP Cash Match	-	-	-	-	-	-	-	-	-	-	-	-
Mountain Line Cash Match	-	-	-	23,436	-	60,000	-	-	-	-	-	83,436
Other Cash Match	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Match	-	-	-	23,436	-	60,000	-	-	-	-	-	83,436
Match Total	28,069	9,251	22,063	23,436	-	60,000	-	-	-	-	-	142,819
Total Cash Revenue	491,901	153,540	366,202	101,556	77,090	260,000	3,937	-	-	30,000	56,000	1,540,226
<b>EXPENDITURES</b>												
Salaries	232,575	86,199	205,660	58,916	-	-	-	-	-	-	-	583,350
Benefits	74,973	26,687	56,418	15,548	-	-	-	-	-	-	-	173,536
Salary/ERE:	307,448	112,886	262,078	74,464	-	-	-	-	-	-	-	756,876
Allocation:	0	0	0	0	-	-	-	-	-	-	-	162
	STBG	PL	CRP	SPR	FTA S305D	FTA S305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	Members	Transit Tax	Totals
Payroll Processing Expense	7,113	2,612	6,065	1,378	-	-	-	-	-	-	-	17,165
Phone and Internet	2,058	756	1,755	399	-	-	-	-	-	-	-	4,968
Memberships	47	-	10,253	-	-	-	-	-	-	-	-	10,300
Copying and Printing	-	-	-	-	-	-	515	-	-	-	-	515
Office Supplies	-	-	-	-	-	-	515	-	-	-	-	515
Postage and Freight	-	-	-	-	-	-	124	-	-	-	-	124
Books and Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	1,236	-	-	-	-	-	-	-	-	-	1,236
Food	-	-	-	-	-	-	-	-	-	1,030	206	1,236
Legal Services	4,326	-	-	-	-	-	-	-	-	-	-	4,326
Financial Services (CPA/Audit)	30,076	-	-	-	-	-	-	-	-	-	-	30,076
Other Services	-	318	-	-	-	-	206	-	-	-	-	524
IT Support	6,276	2,304	5,350	1,520	-	-	-	-	-	-	-	15,450
Computer Equipment	-	-	3,123	-	-	-	2,577	-	-	-	-	5,700
Office Equipment	-	-	462	359	-	-	-	-	-	-	-	821
Public Outreach	-	-	50,000	-	-	-	-	-	-	-	-	50,000
Legislative Services	-	-	-	-	-	-	-	-	-	-	-	-
Computer Software	-	-	5,349	-	-	-	-	-	-	-	-	5,349
Operations:	49,896	7,226	82,354	3,656	-	-	3,937	-	-	1,030	206	148,305
Travel, Lodging and Meals	11,330	-	-	-	-	-	-	-	-	-	-	11,330
Conference Registration	3,090	-	-	-	-	-	-	-	-	-	-	3,090
Staff Education and Training	4,120	-	-	-	-	-	-	-	-	-	-	4,120
Travel and Training:	18,540	-	-	-	-	-	-	-	-	-	-	18,540
Professional services	-	-	-	-	-	250,000	-	-	-	-	-	250,000
Downtown Mile	-	-	-	-	-	-	-	-	-	-	-	-
Planning Contingency	90,000	33,428	21,770	19,530	-	-	-	-	-	-	-	164,728
Projects:	90,000	33,428	21,770	19,530	-	250,000	-	-	-	-	-	414,728
Total Expenditures:	463,884	153,540	366,202	97,650	-	250,000	3,937	-	-	1,030	206	1,338,449
Surplus (available future years)	24,016	(0)	(0)	3,906	77,090	10,000	-	-	-	28,970	55,794	201,777
Total												1,540,226

	STBG	PL	CRP	SPR	CPG FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	TA	Members	Transit Tax	Totals
<b>REVENUE</b>													
FY25 Revenue	468,465	156,611	168,268	79,808	77,000	250,000	4,016	236,750	142,000	1,037,300	30,000	-	1,470,008
FY24 Carryforward Estimated	569,245	100,000	100,000	125,650	125,650	63,000	4,000	100,000	142,000	1,037,300	-	-	2,140,195
<b>Total Authorized Federal</b>	<b>1,037,710</b>	<b>156,611</b>	<b>268,268</b>	<b>79,808</b>	<b>202,740</b>	<b>312,000</b>	<b>8,016</b>	<b>336,750</b>	<b>142,000</b>	<b>1,037,300</b>	<b>30,000</b>	<b>-</b>	<b>3,610,203</b>
Match Rate	0.057	0.057	0.057	0.200	0.057	0.200	-	0.057	0.200	0.057	-	-	-
Required Match	62,125	9,466	16,216	19,992	12,255	78,000	-	14,250	35,500	59,136	-	-	307,490
<b>MATCH Breakdown</b>	<b>31,296</b>	<b>3,560</b>	<b>10,700</b>	<b>19,530</b>	<b>12,015</b>	<b>78,000</b>	<b>-</b>	<b>14,250</b>	<b>35,500</b>	<b>47,145</b>	<b>-</b>	<b>-</b>	<b>251,995</b>
In-Kind	31,296	3,560	10,700	19,530	12,015	-	-	25,170	10,085	-	-	-	112,365
MetroPlan Cash Match	-	-	-	-	-	-	-	-	-	-	-	-	-
City Cash Match	-	-	-	-	-	-	-	-	28,500	-	-	-	-
County Cash Match	-	-	-	-	-	-	-	-	-	-	-	-	-
Mountain Line Cash Match	-	-	-	-	-	78,000	-	14,250	25,170	8,550	-	-	125,970
Other Cash Match	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Cash Match</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>78,000</b>	<b>-</b>	<b>14,250</b>	<b>25,170</b>	<b>37,050</b>	<b>-</b>	<b>-</b>	<b>154,470</b>
<b>Match Total</b>	<b>31,296</b>	<b>3,560</b>	<b>10,700</b>	<b>19,530</b>	<b>12,015</b>	<b>78,000</b>	<b>-</b>	<b>14,250</b>	<b>50,340</b>	<b>47,145</b>	<b>-</b>	<b>-</b>	<b>238,335</b>
check	-	-	-	-	-	-	-	-	(14,840)	-	-	-	13,660
<b>Total Cash Revenue</b>	<b>1,037,710</b>	<b>156,611</b>	<b>268,268</b>	<b>79,808</b>	<b>202,740</b>	<b>390,000</b>	<b>8,016</b>	<b>950,000</b>	<b>167,170</b>	<b>1,045,850</b>	<b>30,000</b>	<b>-</b>	<b>3,736,173</b>
<b>EXPENDITURES</b>													
Salaries	207,255	43,100	-	55,970	150,113	43,100	-	-	80,868	72,842	2,946	-	656,192
Benefits	60,365	13,244	-	14,770	40,362	13,244	-	-	22,888	16,761	772	-	151,631
Salary/ERE:	638,823	267,620	56,443	70,740	190,494	56,443	-	-	103,756	89,603	3,723	-	838,823
check	-	-	-	-	-	-	-	-	-	-	-	-	162
<b>Allocation:</b>	<b>31.9%</b>	<b>6.7%</b>	<b>0.0%</b>	<b>8.4%</b>	<b>22.7%</b>	<b>6.7%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>12.4%</b>	<b>10.7%</b>	<b>0.4%</b>	<b>0.0%</b>	
Payroll Processing Expense	18,421	5,877	1,239	-	1,553	4,183	1,239	-	2,278	1,968	82	-	18,421
Phone and Internet	5,415	1,728	364	-	457	1,230	364	-	670	578	24	-	5,415
Memberships	10,300	10,300	-	-	-	-	-	-	-	-	-	-	10,300
Copying and Printing	915	-	-	-	-	-	-	-	1,500	-	-	-	2,015
Office Supplies	515	-	-	-	-	-	515	-	-	-	-	-	515
Postage and Freight	125	-	-	-	-	-	125	-	-	-	-	-	125
Books and Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	1,236	-	-	1,236	-	-	-	-	-	-	-	-	1,236
Food	1,236	-	-	-	-	-	-	-	-	-	1,236	-	1,236
Legal Services	15,000	15,000	-	-	-	-	-	-	-	-	-	-	15,000
Financial Services (CPA/Audit)	35,000	35,000	-	-	-	-	-	-	-	-	-	-	35,000
Other Services	-	-	-	-	-	-	-	-	-	-	-	-	-
IT Support	15,450	4,929	1,040	-	1,303	3,509	1,040	-	1,911	1,650	69	-	15,450
Computer Equipment	8,200	5,701	-	-	-	-	-	-	2,500	-	-	-	8,201
Office Equipment	100,865	100,000	-	-	-	-	865	-	-	-	-	-	100,865
Public Outreach	130,891	-	-	80,000	-	-	-	-	6,500	30,000	21,000	-	116,500
Legislative Services	21,000	-	-	-	-	-	-	-	-	-	-	-	21,000
Computer Software	5,349	-	-	-	3,432	-	1,917	-	-	-	-	-	5,349
<b>Operations:</b>	<b>369,517</b>	<b>178,535</b>	<b>2,643</b>	<b>80,000</b>	<b>7,981</b>	<b>8,922</b>	<b>2,643</b>	<b>3,937</b>	<b>-</b>	<b>12,859</b>	<b>36,696</b>	<b>22,410</b>	<b>396,628</b>
Travel, Lodging and Meals	15,000	13,500	-	-	-	-	-	-	-	5,000	1,500	-	20,000
Conference Registration	4,000	3,600	-	-	-	-	-	-	-	1,200	400	-	5,200
Staff Education and Training	5,000	4,500	-	-	-	-	-	-	-	500	-	-	5,000
<b>Travel and Training:</b>	<b>24,000</b>	<b>21,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,200</b>	<b>2,400</b>	<b>-</b>	<b>30,200</b>
Special Project Consultant	1,360,000	50,000	-	-	-	-	250,000	-	350,000	50,000	650,000	-	1,360,000
Data Collection- Consultant	90,000	-	-	90,000	-	-	-	-	-	-	-	-	90,000
Modeling	7,600	-	-	7,600	-	-	-	-	-	-	-	-	7,600
RTP Consultant	-	-	-	-	-	-	-	-	-	-	-	-	-
Planning Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Projects:</b>	<b>1,447,600</b>	<b>50,000</b>	<b>-</b>	<b>97,600</b>	<b>-</b>	<b>-</b>	<b>250,000</b>	<b>-</b>	<b>350,000</b>	<b>50,000</b>	<b>650,000</b>	<b>-</b>	<b>1,447,600</b>
<b>Total Expenditures:</b>	<b>2,679,939</b>	<b>517,755</b>	<b>89,087</b>	<b>177,600</b>	<b>78,721</b>	<b>199,416</b>	<b>369,687</b>	<b>3,937</b>	<b>350,000</b>	<b>166,615</b>	<b>782,506</b>	<b>28,534</b>	<b>2,673,250</b>
<b>Surplus (Available future years)</b>	<b>519,955</b>	<b>97,525</b>	<b>90,668</b>	<b>1,087</b>	<b>3,324</b>	<b>80,913</b>	<b>4,079</b>	<b>-</b>	<b>555</b>	<b>263,350</b>	<b>1,466</b>	<b>-</b>	<b>1,062,923</b>
<b>Total</b>													<b>3,736,173</b>

**FY2024 Funding by Source**

	STBG	STBG Match	PL	PL Match	CRP	CRP Match	SPR	SPR Match	FTA 5305D	FTA 5305D Match	FTA 5305E	FTA 5305E Match	PL- SATO	PL SATO Match	Consolidated Planning Grants-transit	Planning Grants Match	Total	Total Federal	Total Local
100 Administration	116,682	7,042	11,157	672	7,327	441	72,997	17,519	-	-	13,008	3,122	3,937	-	-	-	254,104	225,307	28,797
200 Data Collection	-	-	51,483	3,102	-	-	-	-	-	-	-	-	-	-	-	-	54,585	51,483	3,102
300 TIP	-	-	46,644	-	-	-	-	-	-	-	-	-	-	-	-	-	46,644	46,644	-
400 RTP	-	-	-	-	-	-	65,969	15,033	-	-	-	-	-	-	-	-	81,001	65,969	15,033
500 Special Project Planning	435,973	26,267	240,762	14,506	276,118	16,636	-	-	184,027	11,087	109,599	26,304	-	-	150,000	6,550	1,499,828	1,396,478	103,349
600 Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
700 Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>total</b>	<b>552,655</b>	<b>33,309</b>	<b>350,045</b>	<b>18,330</b>	<b>283,445</b>	<b>17,077</b>	<b>138,966</b>	<b>33,552</b>	<b>184,027</b>	<b>11,087</b>	<b>122,607</b>	<b>29,426</b>	<b>3,937</b>	<b>-</b>	<b>150,000</b>	<b>6,550</b>	<b>1,936,961</b>	<b>1,785,881</b>	<b>151,081</b>

**FY2025 Funding by Source**

	STBG	STBG Match	PL	PL Match	CRP	CRP Match	SPR	SPR Match	FTA 5305D	FTA 5305D Match	FTA 5305E	FTA 5305E Match	PL- SATO	PL SATO Match	Consolidated Planning Grants-transit	Planning Grants Match	Total	Total Federal	Total Local
100 Administration	116,479	7,018	7,226	824	144,050	6,679	40,888	9,813	-	-	-	-	3,937	-	-	-	338,913	312,579	23,440
200 Data Collection	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-	-	0	-	-
300 TIP	78,799	4,748	-	0	-	-	-	-	-	-	-	-	-	-	-	-	83,547	78,799	4,748
400 RTP	-	-	-	0	-	-	56,762	13,623	-	-	-	-	-	-	-	-	70,385	56,762	13,623
500 Special Project Planning	270,606	16,304	146,314	16,680	222,153	13,384	-	-	-	-	200,000	50,000	-	-	-	-	935,441	839,073	96,368
600 Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
700 Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>total</b>	<b>465,884</b>	<b>28,069</b>	<b>153,540</b>	<b>17,504</b>	<b>366,202</b>	<b>22,063</b>	<b>97,650</b>	<b>23,436</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>50,000</b>	<b>3,937</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,428,285</b>	<b>1,287,215</b>	<b>136,178</b>

	STBG	STBG Match	PL	PL Match	CRP	CRP Match	SPR	SPR Match	FTA 5305D	FTA 5305D Match	FTA 5305E	FTA 5305E Match	PL- SATO	PL SATO Match	Consolidated Planning Grants-transit	Planning Grants Match	TA	TA Match	Total	Total Federal	Total Local
100 Administration	280,442	100,135	6,033	2,643	301	-	43,351	30,408	104,169	6,297	2,643	528	3,937	-	-	-	-	-	286,442	256,878	29,564
200 Data Collection	127,236	-	-	0	90,000	-	5,422	-	-	-	-	-	-	-	-	-	30,000	1,813	127,236	120,000	7,236
300 TIP	70,936	66,905	4,031	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	70,936	66,905	7,236
400 RTP	134,795	66,905	4,031	0	-	-	35,370	8,489	-	-	-	-	-	-	-	-	-	-	134,795	102,375	8,489
500 Special Project Planning	1,200,395	183,838	11,074	56,443	6,450	87,600	5,278	-	95,247	5,757	250,000	50,000	-	-	350,000	21,156	752,500	45,485	1,292,795	1,179,600	89,700
600 Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
700 Capital Expenditures	106,025	100,000	6,025	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	106,025	100,000	6,025
<b>total</b>	<b>2,620,218</b>	<b>517,733</b>	<b>31,194</b>	<b>59,087</b>	<b>6,736</b>	<b>177,600</b>	<b>10,700</b>	<b>78,721</b>	<b>199,416</b>	<b>12,054</b>	<b>252,643</b>	<b>50,528</b>	<b>3,937</b>	<b>-</b>	<b>350,000</b>	<b>21,156</b>	<b>782,500</b>	<b>47,298</b>	<b>2,620,218</b>	<b>2,423,658</b>	<b>151,125</b>

## Chapter IV MPO WORK ELEMENTS

The MPO Work Elements Section consists of descriptions of the major work products and tasks the MetroPlan proposes to undertake.

### Work Element 100: Administration

#### **Description**

The administration section describes task functions required to manage the transportation planning process on a continual basis including program administration, development, review and reporting, anticipated staff development and an annual audit as required by **23 CFR 420.121(c)**. The annual audit shall be performed in accordance with **49 CFR 18.26, and OMB 2 CFR 200**.

#### **Purpose**

Administer the MPO and its work program in a manner that:

1. Maintains the region's eligibility to receive federal transportation capital and operating assistance, and
2. Provides a continuous, cooperative, and comprehensive transportation planning process throughout the region.
3. Delivers on the MetroPlan Mission, Vision and Strategic Plan

#### **FY 2024 and 2025 Goals and Objectives**

- Manage the implementation of tasks within the FY 2022 and FY 2023 UPWP and submit quarterly reports
- Prepare and review requests for proposals, contracts, quarterly progress reports and invoices, maintain membership lists, prepare meeting agendas, maintain and update a website, and record meeting minutes of Technical Advisory Committee, Management Committee (as needed) and Executive Board meetings (monthly)
- Monitor best practices for transportation planning through industry associations such as TRB, AMPO, APTA, AASHTO, etc.
- Participate in meetings, workshops and conferences in order to stay current on innovative planning and leadership techniques.
- Host or co-host/ sponsor symposiums or summits on current regional issues for outreach and/or education purposes.
- Assist member jurisdictions with MPO related activities, including orientation sessions.
- Make changes in the planning process as a result of changes to transportation legislation that may occur during the fiscal year.
- Prepare the Fiscal Year 2024 and FY 2025 Work Program by May 2023
- Monitor and revise as needed, administrative, contractual, technical and review procedures and agreements to fulfill the UPWP.
- Prepare annual Title VI Report for submission to ADOT by August of each year.
- Disseminate relevant disadvantaged business enterprise and other information to targeted

parties as required.

- Adopt a revised and updated Public Participation Plan by December 2023
- Hire an Administrative Assistant and Clerk of the Board.
- Consider contract for financial services.
- Update Internal Controls.
- Proactively develop transportation legislative agenda for the region.

**FY 2022 and FY 2023 Outcomes and End Products**

- Timely submission of quarterly progress reports.
- Timely submission of quarterly invoices.
- Properly noticed and documented public meetings .
- Submit annual Title VI Report in August of each year.
- Complete UPWP amendments as needed and update annually.
- Maintain compliance with all grant requirements.
- Support Mountain Line’s 5305e Transit Projects.

**Consultant Activities:**

Accounting and audit services

## Work Element 200: Data Collection

### Description

Maintain a current inventory of data to support transportation planning and facility/system design. Monitor congestion and changes in travel patterns in the region.

### Purpose

Collect, analyze and report on data that:

- 1) Meets federal and state mandates; and
- 2) Supports the approved work program

### FY 2024 and 2025 Goals and Objectives

- Collect the required data for all universe road and street section records in the Highway Performance Monitoring System (HPMS) database that are functionally classified above local, respecting ADOT's preferred collection schedule.
- Maintain a current inventory of the MetroPlan's functional classification of roadways and urban boundaries, according to federal regulations and state procedures.
- Update the transportation model and determine how MetroPlan will collaborate with its partners on data collection partnership, i.e. Streetlight or another vendor
- Consider creation of web-based performance dashboard including associated data management for federal mandates and other needs.
- Adopt and monitor performance measures, including ADOT performance measures, Mountain Line performance measures and new items those related to greenhouse gases and other emissions.
- Update demographic data annually.
- Work with partners to establish practices associated with VMT Calculator Tool.
- Further refine safety and crash data associated with SS4A grant.

### FY 2024 and FY 2025 Outcomes and End Products

- General data collection (variable).
- Document completion of HPMS Data Entry, meeting ADOT's schedule.
- Provide a functional classification report as needed.
- Provide an annual Mobility Report Card in June of each year.

### Consultant Activities:

[Multimodal Traffic Counts](#)

[Modeling Support](#)



## Work Element 300: Transportation Improvement Program (TIP)

### Description

In cooperation with the State and regional public transit operators prepare and update a TIP no less than once every four years. The TIP shall include all projects requiring FHWA and FTA approval; include a priority list of projects to be carried out in the first four (4) years; identify each project or phase; identify carry-forward funding, identifying funding source(s), and be financially constrained.

*The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority (Mountain Line) final program of projects for section 5307 and 5339 funding under the Federal Transit Administration, unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects.*

### Purpose

To create a TIP that:

- 1) Provides a reasonable opportunity for public comment.
- 2) Supports the policies of the MetroPlan Regional Transportation Plan.
- 3) Coordinates local capital programs.

### FY 2024 and 2025 Goals and Objectives

- Use of the E-STIP for annual submittal and for amendments.
- Develop redundancy in TIP/ STIP process knowledge within the organization.
- Develop list of all capital project needs in region, prioritize for federal grant applications.
- Adopt TIP every two years.
- Amend TIP as needed to support grant applications.

### FY 2022 and FY 2023 Outcomes and End Products

- Timely ability to apply for and obligate grants.
- Use of E-STIP for each step.
- Documentation within the TIP of compliance with ADOT and Mountain Line performance targets.

### Consultant Activities:

None

## Work Element 400: Regional Transportation Plan (RTP)

### **Description**

Update the Regional Transportation Plan (RTP) every 5 years in air quality attainment areas covering at least a 20-year planning horizon and include long-range and short-range strategies that lead to an integrated intermodal plan; a financial plan that compares estimated revenues with costs of construction, maintenance, capital purchases and operations; consider the planning factors, and provide an opportunity for public participation. Participate in relevant Statewide long range planning efforts such as transit, freight, etc. Document within the RTP for compliance with ADOT and Mountain Line performance targets.

### **Purpose**

To provide the long-term vision and direction for short and mid-term actions and capital investments.

### **FY 2024 and 2025 Goals and Objectives**

- Submit MetroPlan RTP amendments as needed.
- Support Statewide Rail Plan as needed.
- Work on implementation of Stride Forward concepts.

### **FY 2024 and FY 2025 Outcomes and End Products**

- Budget appropriate funds to remain prepared for RTP update and RTP amendments in April of each year.
- Submit RTP amendments as needed.
- Number of projects from Stride Forward Implemented.

### **Consultant Activities:**

None

## Work Element 500: Special Project Planning

### Description

Produce various regional, corridor, and sub-area planning studies and special projects within the region in consultation with the state, local, and transit operators.

**Purpose** To integrate land use planning with MPO's transportation planning process to ensure the successful implementation of the MPO's Long-Range Transportation Plan and to provide or develop unique analysis or tools that will assist the MetroPlan and their member agencies in the resolution of existing transportation challenges or to advance regional planning. To move the region toward achievement of ADOT and Mountain Line performance targets adopted by MetroPlan.

### FY 2024 and 2025 Goals and Objectives

- Provide input on and support Transit plans and studies.
- Provide input on and support 5310 Program Coordination.
- Deliver 5305(e) Transit Projects, including Creative Local Match and Transit into Code.
- Provide input on Neighborhood Planning efforts in region.
- Provide input on J.W. Powell Boulevard Corridor Master Plan.
- Provide support on Lone Tree Corridor Coordination.
- Provide leadership and support in submitting grants and obtaining funding for priority projects in region.
- Complete the *Regional Strategic Transportation Safety Plan* by 2024.
- Provide input and plan review of Transportation Impact Analysis.
- Provide input on regional freight planning and economic development activities related to freight as needed.
- Participate in and support NAU transportation planning efforts.
- Apply for and initiate bike and ped grants that support transit connectivity.
- Cooperate with the City and County on the update to the Regional Plan.
- Support the Downtown Mile design and construction.
- Develop West 66 Corridor Master Plan.
- Develop Regional Safety Plan and Vulnerable Users Plan.
- Develop a Safe Routes to School program
- Identify missing Safe Routes to School infrastructure and conduct preliminary engineering on priority projects.

### FY 2024 and FY 2025 Outcomes and End Products

- Complete a West Route 66 Corridor Master Plan.
- Adopt a Creative Local Match Plan.
- Modify City code to better include and incentive multimodal transportation options through Transit into Code Study.
- Complete SS4A Planning grant activities and submit for implementation project.
- Implement a Safe Routes to School program and apply for construction of priority projects.

### Consultant Activities:

- STBG-CRP funds in the amount of \$490,000 will be provided to the City of Flagstaff

- via an intergovernmental agreement for planning of the Downtown Mile.
- GIS Support.

## Work Element 600: Environmental

### **Description**

Conducting environmental process comply with guidelines set forth by the U.S. Department of Transportation (DOT).

### **Purpose**

To assist the region and its partner agencies in achieving and maintaining compliance with rules and regulations and to achieve higher states of readiness for delivery of federal projects.

### **FY 2024 and FY 2025 Goals and Objectives**

- No major activities expected.

### **FY 2024 and FY 2025 Outcomes and End Products**

- No major activities expected.

### **Consultant Activities:**

None

## Work Element 700: Capital Expenditures

**Description**

Purchase capital equipment and provide construction as needed to meet the responsibilities of the MetroPlan.

**Purpose**

Support the operations of the organization with capital needs.

**FY 2024 and 2025 Goals and Objectives**

~~No major activities expected.~~ Office Equipment to outfit new location at the Downtown Connection Center

**FY 2024 and FY 2025 Performance Measures and End Products**

~~No major activities expected.~~ Ergonomic workstations, IT equipment and Signage for public.

**Consultant Activities:**

None

## APPENDICES & REFERENCES

### MPO WORK ELEMENTS

The MPO Work Elements Section consists of descriptions of the major work products and tasks the MetroPlan proposes to undertake.

#### **100. Administration**

The administration section describes task functions required to manage the transportation planning process on a continual basis including program administration, development, review and reporting, anticipated staff development and an annual audit as required by **23 CFR 420.121(c)**. The annual audit shall be performed in accordance with **49 CFR 18.26, and OMB Circular 2 CFR 200**.

Administration also includes MetroPlan responsibilities for public participation processes. Federal legislation requires MPOs to include provisions in the planning process to ensure the involvement of the public in the development of transportation plans and programs including the 25-year Long-Range Transportation Plan, and the 4-year Transportation Improvement Program. Following that review period, at least one Public Hearing will be held prior to the adoption of the work program. The MPO will use local and regional newspapers to notify the public of the seven-day review period and date, times, and location of the public hearing.

#### **200. Data Collection**

Maintain a current inventory of data to support transportation planning and facility/system design. Monitor congestion and changes in travel patterns in the region. The following information should be part of the Task Sheet for Data Collection:

##### **Highway Performance Monitoring System (HPMS) Data**

Collect the following data for all universe road and street section records in the HPMS database that are functionally classified above local;

Name of road and beginning and ending termini;

Jurisdiction responsible for ownership;

Jurisdiction responsible for maintenance;

Facility type (one-way/two-way road or street);

Section length (mileage);

Number of through lanes;

Type of surface;

Raw 24-hour traffic counts, factored average annual daily traffic (AADT) volumes, or AADT volume estimates. Traffic counts should be collected on every section in a three-year cycle. If reporting raw traffic figures the month and date should be reported.

For each member agency, update the following data for all roads and street records in the HPMS database that are functionally classified as Local.

Aggregate length in miles;

AADT Volume Range;

Type of surface, Paved or Unpaved.

Collect supplementary data items to update all sample section records in the HPMS database annually, as specified by the ADOT Data Management and Analysis Section.

Ensure all HPMS data is input into the HPMS Internet System for ADOT review:  
The HPMS Internet System is a web-based application that provides a venue for which statewide member agencies will update and submit their HPMS data to ADOT through each respective COG office.

Coordinate with the ADOT Data Management and Analysis Section to receive and present training on data collection for local jurisdictions, by January of each year.

Notify ADOT GIS Section when modifications are suggested or needed to universe or sample section records as a result of project completions or other capital improvements.

Submit all required data listed above to the ADOT Data Management and Analysis Section by March 15. Adhere to other data element deadlines as specified by the ADOT Data Management and Analysis.

Maintain the computer hardware and software necessary to carry out this Work Element, as approved by ADOT and FHWA.

**Functional Classification:**

Maintain a current inventory of the MPO region's functional classification of roadways and urban boundaries, according to federal regulations and state procedures.

Create and/or maintain an inventory of basic centerline data for federally functionally classified roads (collector and above classifications) over a three-year cycle and update the inventory annually. Submit all data to the ADOT Data Management and Analysis/GIS Section.

Process proposed changes in classification through the ADOT Regional Planner and ADOT Data Management and Analysis/GIS Section. Based on roadway classification, verify that projects identified for the TIP are eligible for federal funding.

**Air Quality Standards:**

Coordinate with ADOT Data Management and Analysis/Air Quality staff to comply with requirements regarding nonattainment areas that do not meet the National Ambient Air Quality Standards. All regionally significant projects with a classification of minor arterial and above and some transit projects may require an air quality conformity analysis.

ADOT staff will provide guidance on the appropriate methodology and processes.

**Data for Population Projections and Estimates:**

Ensure that population data from the MPO region is collected according to requirements of the Arizona Department of Commerce.



Actively participate in the Department of Commerce Council for Technical Solutions and Arizona Futures Commission.

Work with local jurisdictions to ensure that data required for the preparation of population estimates and projections are collected and submitted to the Department of Commerce by the prescribed due date.

**300. Transportation Improvement Program (TIP)**

Each MPO, in cooperation with the State and its public transit operators will prepare and update a TIP no less than once every four years. The TIP shall include all projects requiring FHWA and FTA approval; include a priority list of projects to be carried out in the first four (4) years; identify each project or phase; identify carry-forward funding, identifying funding source(s), and be financially constrained. The TIP development process must provide a reasonable opportunity for public comment. Highway and transit projects must be selected in accordance with the specific funding programs.

**400. Regional Transportation Plan**

Title 23 CFR 450, Subpart C, addresses metropolitan planning requirements. Each MPO must update the Long-range Transportation Plan (LRTP) every 4 years in air quality non-attainment or maintenance areas, or every 5 years in air quality attainment areas. The LRTP must: cover at least a 20-year planning horizon, include long-range and short-range strategies that lead to an integrated intermodal plan; include a financial plan that compares estimated revenues with costs of construction, maintenance, capital purchases and operations; consider the planning factors, and provide an opportunity for public participation.

**500. Special Project Planning**

MPOs should undertake various regional, corridor, and sub-area planning studies within the region in consultation with the state, local, and transit operators in an effort to integrate land use planning with MPO's transportation planning process to ensure the successful implementation of the MPO's Long-Range Transportation Plan. This Work Element will cover all projects that do not fit into other elements including road, bike, pedestrian and transit planning.

The MPO will develop a transportation plan for its metropolitan planning area every 4 years (see work element 400) and will take into consideration projects and strategies that will:

- Support economic vitality;
- Increase the safety of the transportation system;
- Increase accessibility and mobility;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote local planned growth;
- Enhance the integration and connectivity of the transportation system;
- Promote efficient system management and operation;
- Emphasize the preservation of the exiting transportation system.

The MPO will provide increased emphasis on issues related to alternative modes and regional inter-modal connectivity including but not limited to:

- Local bus, express bus, and regional transit services;

Pedestrian and bicyclist facilities/network;  
Commercial freight movers (truck, rail, and air);  
Connections between modes of travel;  
Maintaining the system in a state of good repair.

#### **600. Environmental Overview**

On June 16, 2009, EPA joined with the U.S. Department of Housing and Urban Development (HUD) and the U.S. Department of Transportation (DOT) to help improve access to affordable housing, more transportation options, and lower transportation costs while protecting the environment in communities nationwide. Through a set of guiding livability principles and a partnering agreement that will guide the agencies efforts, this partnership will coordinate federal housing, transportation, and other infrastructure investments to protect the environment, promote equitable development, and help to address the challenges of climate change.

##### Livability Principles:

- Provide more transportation choices.
- Promote equitable, affordable housing.
- Enhance economic competitiveness.
- Support existing communities.
- Coordinate and leverage federal policies and investment.
- Value communities and neighborhoods.

#### **700. Capital Expenditures**

FHWA will, on a case-by-case basis, allow MPOs to purchase equipment as a direct expense with PL funds. Equipment is defined as any tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of greater than \$5,000 or more per unit. Approval by the FHWA and ADOT is not required for equipment costs under \$5,000. However, these items should be programmed and itemized in the applicable WP tasks along with the associated local match. All proposed equipment purchases must comply with **2 CFR Part 200**, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and ADOT policy **FIN-11.08** Federal Property Management Standards.



# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

REPORT DATE: April 9, 2024

MEETING DATE: April 24, 2024

TO: Honorable Chair and Members of the Technical Advisory Committee

FROM: Karen Moeller, Administrative Assistant/Clerk of the Board

SUBJECT: Consider Fiscal Year 2025 Title VI Plan Update

### 1. RECOMMENDATION:

Staff recommends the TAC recommend the Board adopt the FY25 Title VI Plan.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 2:** Deliver Plans that Meet Partner and Community Needs

**Objective 2.2:** Expand inclusion of transportation-disadvantaged community members and organizations in planning processes from setting planning priorities to implementing outcomes.

### 3. BACKGROUND:

MetroPlan operates primarily with federal funds. Compliance with Title VI of the Civil Rights Act to assure non-discrimination in the use of those funds is a requirement to receive those funds. The Title VI Plan documents steps taken by MetroPlan to comply with Title VI and future actions to improve or maintain performance.

FY25 Updates included:

- Updates to staff contacts
- Updates to TAC and Executive Board member profiles
- Updates to the demographic statistics of the region
- Updates to demographic maps of the region



# METROPLAN

GREATER † FLAGSTAFF

## 4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

Pending

## 5. FISCAL IMPACT:

The fiscal impact is nominal, including staff time for recording data, posting information, and communicating with relevant parties. Federally funded FHWA and FTA programs are required to have an annually updated Title VI plan.

## 6. ALTERNATIVES:

1. **Recommended.** Recommend the Board adopt the FY25 Title VI Plan as presented. The draft plan is compliant with ADOT and federal requirements and keeps compliant with the requirements of our funding.
2. **Not Recommended.** Do not recommend the Board adopt the FY25 Title VI Plan as presented. The TAC may wish to include additional actions to support Title VI objectives. However, public participation in projects may always exceed these standards but not drop below.
3. **Not Recommended.** Do not recommend the Board adopt the FY25 Title VI Plan as presented. This puts federal funding at risk.

## 7. ATTACHMENTS:

(Draft) FY25 Title VI Plan



**METROPLAN**

GREATER † FLAGSTAFF

# Title VI & Environmental Justice Plan

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RELATED TO FEDERALLY FUNDED TRANSPORTATION  
PLANNING AND IMPROVEMENTS

Adoption by MetroPlan Executive Board  
MAY 2, 2024

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## TITLE VI NONDISCRIMINATION POLICY STATEMENT

The Flagstaff Metropolitan Planning Organization (MetroPlan) ensures nondiscrimination compliance on the grounds of race, color, national origin, age, sex/ gender, gender identity or expression, sexual orientation, ability, limited English proficiency, or low-income status as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, Executive Order 12898 (Environmental Justice), Executive Order 13166 (Limited English Proficiency), Code of Federal Regulations 49 part 21, Code of Federal Regulations 23 part 200, and Code of Federal Regulations 49 part 303.

No person will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any MetroPlan program or activity. Every reasonable effort will be made to ensure nondiscrimination in all of MetroPlan's programs and activities, whether those programs and activities are federally funded or not. MetroPlan's contractors must all comply with this policy.

MetroPlan program areas will work together to implement their mutual Title VI nondiscrimination responsibilities in all programs. Therefore, each MetroPlan program area will take responsibility for preventing discrimination and ensuring nondiscrimination compliance in MetroPlan programs and activities.

\_\_\_\_\_

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

Kate Morley  
Executive Director

## **MetroPlan Contact Information**

**Karen Moeller**

*Admin. Assistant-Clerk of the Board/*

*Title VI Coordinator*

3773 N. Kaspar Drive

Flagstaff, AZ 86004

928-266-1293

[karen.moeller@metroplanflg.org](mailto:karen.moeller@metroplanflg.org)

**Mandia Gonzales**

*Transportation Planner/Title VI Liaison*

3773 N. Kaspar Drive

Flagstaff, AZ 86004

928-266-1293

[Mandia.gonzales@metroplanflg.org](mailto:Mandia.gonzales@metroplanflg.org)

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**Kate Morley**

*Executive Director*

**David Wessel**

*Planning Manager*

3773 N. Kaspar Drive

Flagstaff, AZ 86004

928-266-1293

[kate.morley@metroplanflg.org](mailto:kate.morley@metroplanflg.org)

**David Wessel**

*Planning Manager*

3773 N. Kaspar Drive

Flagstaff, AZ 86004

928-266-1293

[david.wessel@metroplanflg.org](mailto:david.wessel@metroplanflg.org)

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**Sandra Tavel**

*Transportation Planner/Grant Research &  
Writing*

3773 N. Kaspar Drive

Flagstaff, AZ 86004

928-266-1293

[sandra.tavel@metroplanflg.org](mailto:sandra.tavel@metroplanflg.org)

**Kim Austin**

*Transportation Planner/Transportation Demand  
Management*

3773 N. Kaspar Drive

Flagstaff, AZ 86004

928-266-1293

[kim.austin@metroplanflg.org](mailto:kim.austin@metroplanflg.org)

### **En español:**

Para información en Español sobre los proyectos de planificación y transporte en su comunidad, póngase en contacto con:

Kate Morley, Director Ejecutivo

Teléfono: 928-266-1293

[kate.morley@metroplanflg.org](mailto:kate.morley@metroplanflg.org)



## I. Introduction

Flagstaff Metropolitan Planning Organization (dba MetroPlan) receives federal funding to conduct regional transportation planning and fund regional transportation improvements. As a result, MetroPlan is required to operate in a non-discriminatory manner per Title VI of the Civil Rights Act of 1964 and related Environmental Justice requirements. This updated Title VI Plan describes how MetroPlan will operate in compliance with these federal mandates.

### Title VI of the Civil Rights Act of 1964 and Environmental Justice Explained

Section 601 of the Civil Rights Act of 1964 prohibits discrimination “on the basis of race, color, or national origin” in any “program or activity receiving federal financial assistance.” Subsequent legislation has extended the protections under Title VI of the Civil Rights Act to prohibit discrimination based on gender, disability, age, income status, and limited English proficiency. The Civil Rights Restoration Act of 1987 established that Title VI applies to all programs and activities of Federal-aid recipients, sub-recipients, and contractors, whether those programs and activities are federally funded or not.

In 1994, President Clinton issued Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations. This Executive Order focused attention on Title VI by requiring that "each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations." This may include subgroups of elderly and disabled persons. MetroPlan will make every effort to consider the health, environment, and economic impact its activities may have on the communities and individuals within its regional area.

### Statistical Data of Communities

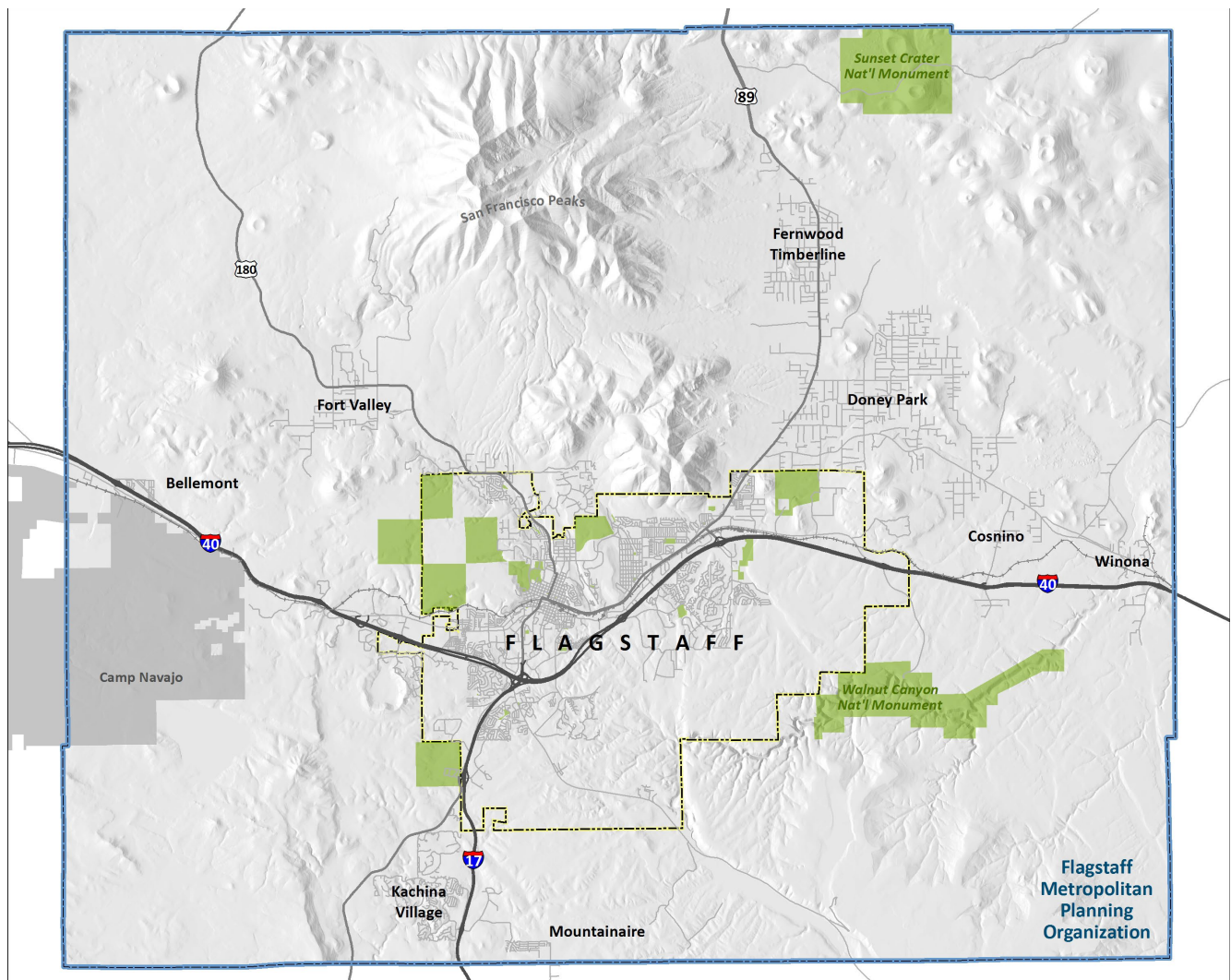
A statistical description of these populations, together with maps illustrating their distribution throughout the MetroPlan region, may be found in [Appendix A](#). Demographic data has been obtained from the American Community Survey database and is regularly used in the MetroPlan planning process.

## II. MetroPlan Organization & Program Administration

### General Organization

MetroPlan was established in 1996 as the Flagstaff Metropolitan Planning Organization with responsibility for transportation planning within the regional area generally described as the City of Flagstaff and the unincorporated communities of Belmont, Winona, Doney Park, Kachina, and Mountaineer and the state highway system within its boundaries. Federal regulations require that an MPO be designated to carry out a comprehensive, continuing, and coordinated transportation planning process for urbanized areas with a population of 50,000 or more. The region covered by MetroPlan is over 525 square miles and is shown on the following map.

Figure 1: MetroPlan Planning Boundary



## MetroPlan Staff

The **Title VI Coordinator** for FY 2024 is Karen Moeller. She acts on behalf of MetroPlan's Title VI program as an interface to the State and Federal agencies regarding Title VI complaints and is the direct contact person for public complaint interaction. The Title VI Coordinator is under the supervision of the MetroPlan Executive Director, and the Coordinator is responsible for the overall administration of the Title VI Program, including Environmental Justice (EJ) and Limited English Proficiency (LEP) activities. This includes the following:

- Integrate data and feedback received from the liaison(s) into the Title VI Program.
- Aid in the development of procedures for processing internal and external discrimination complaints.
- Maintains a complaint log. Investigate Complaints against subcontractors and consultants. Oversees responses to complaints to ensure issues are resolved.
- Review and update the Title VI program annually and update the program as needed.
- Communicate significant Title VI issues with the Executive Director.
- Provide annual training to MetroPlan Staff, Technical Advisory Committee, and Executive Board. These trainings include updates to relevant Title VI data, processes, procedures, and LEP assistance.
- Ensure nondiscrimination in the agency.
- Ensure the agency's contracts contain the appropriate Title VI contract provisions.
- Collect and Analyze data to ensure nondiscrimination.
- Provide ADOT with the agency's Public Participation Plan, Limited English Proficiency Plan, and Title VI reports and yearly updates.

The **Title VI Liaison** for FY 2024 is Mandia Gonzales. The liaison reports to both the Executive Director and Title VI Coordinator. The liaison represents environmental quality, Native Nation communities, and transportation are responsible for the following:

- Ensure planning complies with Title VI.
- Serve as the central point of contact for the public on Title VI concerns and respond to questions and concerns in a timely manner. The liaison notifies the Title VI Coordinator of any unresolved issues and complaints.
- Analyze the effects of MetroPlan planning activities on protected Title VI groups and determine if there will be burdens, or a disproportionately high and adverse impact, and/or benefits to the Title VI communities of concern.
- Report Title VI data analysis and community feedback through MetroPlan Committee(s) process and document the findings. Report any impacts to the relevant community of concern as needed.
- Participate in Title VI training as needed.
- Support the Title VI Coordinator with annual analysis and reporting.

### MetroPlan Staff

STAFF MEMBER	POSITION	RACE	SEX	ELECTED (YES OR NO)
Kate Morley	Executive Director	Caucasian	Female	No
David Wessel	Planning Manager	Caucasian	Male	No
Mandia Gonzales	Transportation Planner	Multi-Ethnic (2 or more races)	Female	No
Sandra Tavel	Transportation Planner	American Indian	Female	No
Kim Austin	Transportation Planner	Caucasian	Female	No
Karen Moeller	Admin. Assistant/Clerk of the Board	Caucasian	Female	No

### MetroPlan Membership

MetroPlan is comprised of the City of Flagstaff, Coconino County, the Arizona Department of Transportation, and the regional transit provider, Mountain Line (Figure 2). MetroPlan works cooperatively with Northern Arizona University (NAU), which has representation on the Technical Advisory Committee (TAC) and Management Committee.

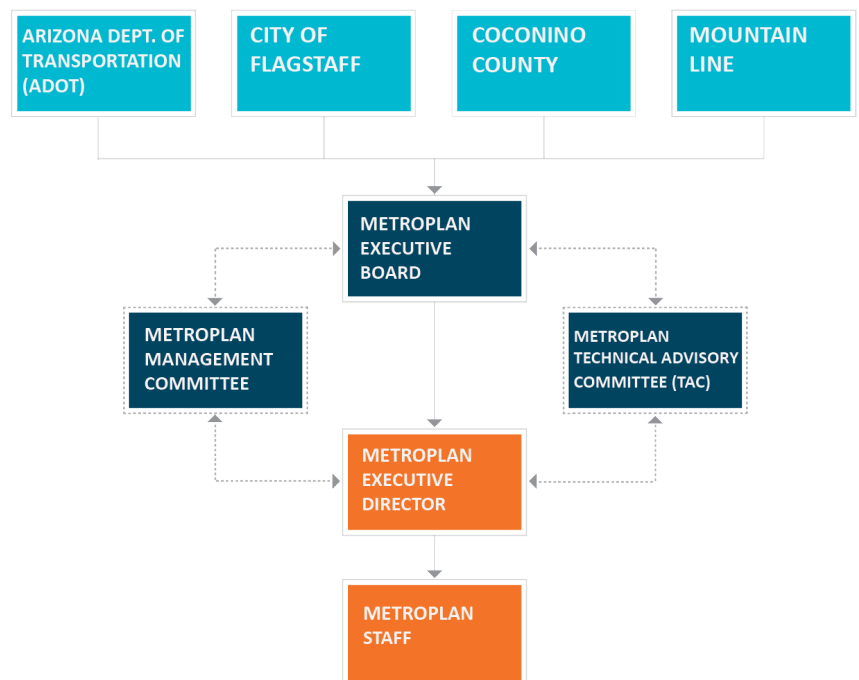
### Minority Participation

MetroPlan is governed by the Executive Board and advised by the Technical Advisory Committee (TAC).

Most board members on the Executive Board are elected officials appointed to serve by their respective governing bodies, and MetroPlan has little control over the election of the members. However, elections in the City and the County are non-discriminatory against minority groups. The County includes a Native American elections Outreach Program designed to engage minority voters in elections.

The TAC is comprised of non-elected members who obtain membership based on their professional positions within their respective agencies. All agencies represented in the TAC are equal-opportunity employers.

MetroPlan Committee Structure



### MetroPlan Executive Board

The MetroPlan Executive Board is the forum for cooperative decision-making on transportation-related matters. This seven-member board is comprised of elected officials from local government and one representative each from the Arizona State Transportation Board and Mountain Line (aka NAIPTA) Board of Directors. Board membership is based on resolutions passed by the City and County at the formation of the MPO and recently amended with the addition of Mountain Line to the Board.

The Executive Board provides policy guidance and direction for the metropolitan transportation planning process. The Executive Board will review and approve MetroPlan’s Title VI Program Plan on June 6, 2024. Minutes from June 6, 2024, meeting indicating plan approval will be attached to the final version of this plan.

BOARD MEMBER	POSITION	RACE	SEX	ELECTED (YES OR NO)
<b>Jeronimo Vasquez</b> <i>(Chair)</i>	Flagstaff City Council	Hispanic	Male	Yes
<b>Miranda Sweet</b> <i>(Vice-Chair)</i>	Flagstaff City Council	Caucasian	Female	Yes
<b>Judy Begay</b>	Coconino County Board of Supervisors	American Indian	Female	Yes
<b>Jesse Thompson</b>	Arizona State Transportation Board Member	American Indian	Male	No
<b>Jim McCarthy</b>	Flagstaff City Council	Caucasian	Male	Yes
<b>Austin Aslan</b>	Flagstaff City Council	Caucasian	Male	Yes
<b>Tony Williams</b>	Mountain Line Board of Directors	Caucasian	Male	No

### MetroPlan Technical Advisory Committee

The Technical Advisory Committee (TAC) is an advisory committee to the Executive Board. The nine-member committee is typically comprised of representatives of the County Engineer and Community Development Director from Coconino County; the City Engineer, Planning Director, and Transportation Services Manager from the City of Flagstaff; the District Engineer and Senior Transportation Planner from the Arizona Department of Transportation, the Mountain Line Deputy General Manager, and an appointee from NAU Facilities Department. Designees for these positions may attend and vote if appointed per the approved operating procedures.

<b>COMMITTEE MEMBER</b>	<b>POSITION</b>	<b>RACE</b>	<b>SEX</b>	<b>ELECTED (YES OR NO)</b>
<b>Michelle McNulty (Chair)</b>	City of Flagstaff Planning Director	Other	Female	No
<b>Nate Reisner (Vice-chair)</b>	Coconino County Assistant County Engineer	Caucasian	Male	No
<b>Estella Hollander</b>	Mountain Line Capital Development Manager	Caucasian	Female	No
<b>VACANT</b>	ADOT Assistant District Engineer			No
<b>Paul Mood</b>	City of Flagstaff Engineer	Decline to State	Male	No
<b>Ruth Garcia</b>	ADOT	Hispanic/Latino	Female	No
<b>Jeff Bauman</b>	City of Flagstaff Transportation Manager/Acting City Engineer	Caucasian	Male	No
<b>Jess McNeely</b>	Coconino County Community Development Assistant Director	Caucasian	Male	No
<b>Romare Truely</b>	Federal Highway Administration	Did not respond	Male	No

### **MetroPlan Federal Activity**

MetroPlan is primarily funded with federal transportation taxes passed through the Arizona Department of Transportation. As such, MetroPlan is responsible for assuring non-discrimination per Title VI of the Civil Rights Act of 1964 and related authorities in its activities, including:

- Establishing an annual work program for regional transportation planning tasks;
- Performing strategic analyses and technical modeling of the transportation system;
- Establishing a fair and impartial setting for regional decision-making that includes federal, state, and local agencies dealing with transportation issues;
- Prioritizing transportation projects and developing a Metropolitan Transportation Improvement Program;
- Allocating state and federal funds for both capital and operating needs;
- Preparing financial analysis and project programming;
- Ensuring compliance with state and federal standards; and
- Providing opportunities for public involvement.

### III. MetroPlan Title VI Goals & Strategies

MetroPlan is committed to preventing discrimination and to fostering a just and equitable society, and MetroPlan recognizes the key role that transportation services provide to the community. MetroPlan establishes the following basic principles to serve as overall objectives in implementing this Title VI program:

- Make transportation 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 a voice in the transportation planning process regardless of race, color, national origin, sex/gender, gender identity or expression, sexual orientation, age, disability, and income status.
- 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.

#### MetroPlan Title VI Goals

MetroPlan will consider environmental justice through planning activity according to Federal legislation noted above. Furthermore, in order to involve and assist minority and low-income populations, MetroPlan will adhere to the Bipartisan Infrastructure Law (BIL) within the transportation planning process. A Public Participation Plan was adopted by the Executive Board in 2015 and subsequent amendments.

MetroPlan will hold public meetings in facilities that are Americans with Disabilities Act (ADA) compliant and ensure reasonable accessibility and accommodation to persons with disabilities. Further, to provide equally effective communication, upon request, MetroPlan will accommodate people requiring assistance, such as the hearing or visually impaired.

MetroPlan will assist persons with limited English proficiency (LEP) to participate in the transportation planning process. Staff will make every effort to provide interpreters and document translation, where feasible, upon request. Elderly people or non-vehicle households who are unable to attend meetings may request information from the MetroPlan office and have the requested materials delivered to their residences. MetroPlan staff are willing to go directly to groups to speak about transportation planning issues groups in an effort to eliminate participation barriers and involve citizens in the transportation process.

#### MetroPlan Title VI Strategies & Program Review

MetroPlan is responsible for conducting technical modeling of the transportation system; facilitating the interaction of federal, state, and local agencies dealing with transportation issues; leading the preparation of financial analysis and project programming; and providing opportunities for public involvement.

All persons living, working, conducting business in, or visiting the region are beneficiaries of the planning, coordination, and construction activities of the MetroPlan. MetroPlan does not construct projects; this activity is according to member agencies. The safe movement of goods and people is supported by providing and maintaining transportation networks and facilities.

As a result, MetroPlan is involved in three different phases of a program: (1) public involvement, (2) program development & planning, and (3) reporting and compliance. These three areas, together with general administration, are applicable to Title VI regulations and are referred to as the Title VI Program Areas.



**Review schedule:** The program areas are reviewed on the following schedule by the Title VI Program Coordinator to ensure their understanding of and compliance with Title VI and related authorities.

- January – MetroPlan Title VI training for Executive Board, Technical Advisory Committee (TAC), and Staff
- February/April - review the draft Unified Planning Work Program for Title VI compliance.
  - Review proposed tasks and activities and recommend corrections to strengthen Title VI compliance and goal achievement.
  - *Data collected includes demographic data that is updated each year based on the most current census data available and data available from optional surveys available at each public meeting.*
- March/April – work with MetroPlan technical staff to assess the impact of draft TIP projects on Title VI communities.
  - Comparison of projects against the most recent regional transportation plan that plan’s Title VI analysis
  - Assessment of individual projects for opportunities to avoid or mitigate impacts.
- April – review current year activities for Title VI compliance.
  - Planning and procurement contracts for Title VI language and FHWA assurances
  - Draft Title VI plan update and accomplishments report to meet checklist expectations. Outreach to MetroPlan member legal offices regarding complaints.
  - Public involvement in advertising and record keeping.
- May – submit the initial Title VI Plan to ADOT for review and feedback.
- June– Title VI Plan Adoption
  - Present Title VI training materials at the regular meetings of the Technical Advisory Committee and Executive Board where the Title VI Plan is respectively recommended and adopted.

MetroPlan will review and conduct an internal program area review of Title VI Strategy Compliance annually prior to developing a draft work program.

## General Program Administration

The following are the general Title VI responsibilities of MetroPlan.

### Legal/Operational Guidelines

- MetroPlan Procedures Manual
- Mountain Line (NAIPTA) Employee Handbook as adhered to by MetroPlan

### Elements of MetroPlan General Program Administration

#### Data Collection Procedures

Data collection is an important aspect of the MetroPlan Title VI and Environmental Justice plan. The collection of demographic information can assist in transportation planning to determine the impacts and benefits of potential projects.

Checking for environmental justice requires an examination of the distribution of benefits and burdens over time, space, and across various population groups. Demographic information can assist in identifying communities of concern. In addition, data collection can be used to develop outreach strategies and to monitor the effectiveness of outreach processes. Finally, data collection can be used to assess the demographic characteristics of those involved in the planning and decision-making process, including agency staff and policy and advisory committees.



In an effort to better integrate environmental justice into its work program, MetroPlan has developed a baseline demographic profile ([see Appendix A](#)), which presents key demographic data describing MetroPlan and identified population groups and communities to be considered for subsequent environmental justice analyses and activities. Demographic data about key populations is obtained through the U.S. Census and the American Community Survey database. Each year, Title VI liaison and planning staff update this demographic profile with the most recent census or survey data. This data is analyzed by Title VI Liaison as part of each plan or project.

The MetroPlan collects data in the following program areas:

1. MetroPlan will continue to update the summary of the staffing composition of those involved in MPO activities and plans. The report shall include job classification, race, and gender. This report is updated annually by the Title VI Coordinator.
2. MetroPlan will establish a reporting mechanism that includes demographics for non-elected members of its policy and advisory committees, including the Executive Board and Technical Advisory Committee. The report shall include race and gender. This report is updated annually by the Title VI Coordinator.
3. MetroPlan will strive to collect demographic information on public participants. This shall be accomplished by summarizing results from comment/feedback forms that request demographic information from participants at public in-person meetings and workshops and public opinion polls. The submittal of demographic information will be voluntary.
4. MetroPlan will annually update a demographic profile of the MPO planning area using the most current and appropriate statistical information available on race, income, and other pertinent data. As new information becomes available, no less than annually, planning staff shall update the Demographic Profile of the MetroPlan planning area in order to provide an up-to-date baseline report documenting populations of concern for environmental justice analysis. The decennial census will be the primary basis of data.
5. All staff will routinely evaluate public participation in order to determine whether the outreach plan has been successful in recruiting participation among Title VI protected populations. Data is used to compare meeting attendee demographics with the demography of the state or areas affected.
6. MetroPlan staff will collect data from contractors and vendors relevant to achieving Disadvantaged Business Enterprise (DBE) goals. Information pertaining to the race and sex of the awardee relative to all bidders will be gathered through the AZ-UTRACS system and compiled on an annual basis. This data is collected as part of the procurement process and is usually managed by the Title VI Coordinator.
7. MetroPlan will collect data on the attendance of MetroPlan staff and relevant host-agency staff at Title VI training opportunities. Data is used to compare meeting attendee demographics with the demography of the state or areas affected. Title VI data is reported annually in the Title VI Report and the updated Title VI Plan. Title VI data is also incorporated, where appropriate, into MetroPlan's ongoing projects. The proximity of Title VI populations to MetroPlan projects is analyzed on an ongoing basis. Training data will be collected by the Title VI Coordinator, and project-specific data will be collected by the planning staff responsible for the project.

### Contracts and Intergovernmental Agreements

MetroPlan facilitates the execution of intergovernmental agreements between MPO partners and the Arizona Department of Transportation in association with the distribution of Federal Surface Transportation Program-Urban (STP-U) funds for specific projects or activities. The standard language incorporated into these intergovernmental agreements requires that the partners comply with all applicable federal, state, and local laws, rules, ordinances, and regulations at all times and in the performance of the work. This provision includes the nondiscrimination and environmental justice stipulations contained in Title VI of the Civil Rights Act and related authorities.

MetroPlan utilizes the ADOT Disadvantaged Business Enterprise program ([http://www.azdot.gov/inside\\_adot/CRO/DBEP.asp](http://www.azdot.gov/inside_adot/CRO/DBEP.asp)) and is committed to working toward DBE contracting goals established by ADOT.

### Training Program

The MetroPlan Title VI Program Coordinator will continue to provide training for MetroPlan employees and sub-contractors on Title VI and other Civil Rights statutes, either by developing and implementing its own training or by participating in training(s) provided by USDOT Agencies or FHWA. MetroPlan will continue to utilize ADOT (USDOT) opportunities to provide Title VI and Civil Rights training for its employees.

MetroPlan's Title VI Coordinator will provide annual training to the Executive Board, Technical Advisory Committee, and MetroPlan staff. Training will include an overview of Title VI, and a review of MetroPlan's Title VI and Limited English Proficiency (LEP) plans with a special focus on Title VI community engagement, program area data collection, and complaint procedures.

**Dissemination of Title VI Materials** The MetroPlan Executive Director and Title VI Coordinator are responsible for oversight of the Title VI Plan. This includes disseminating Title VI program information to MPO employees, sub-recipients, and beneficiaries. MetroPlan will display the updated Notice to the Public, which is posted on the MetroPlan website. The Notice to the Public and other materials are posted at the entrance to every in-person public meeting and in the MetroPlan workplace. The Notice to the Public is included on every public agenda, which is displayed to the public and meeting attendees at the beginning of every meeting.

### Title VI Plan/Annual Reports

ADOT requires MetroPlan to submit a new Title VI Plan annually in addition to an Accomplishments and Goals Report. The annual report will incorporate the data that MetroPlan has collected supporting the Title VI Plan, as well as accomplishments for the past year and plans for the current fiscal year. The MetroPlan Title VI liaison and Planning Manager are responsible for monitoring and compiling the accomplishment data for ADOT and USDOT to review, as well as ensuring the timely submittal of the Accomplishments and Goals Report and the Title VI Plan.

### Subrecipient Review

At contract award, sub-recipients will be provided an updated Title VI plan and training provided by the Title VI Coordinator. FY23, MetroPlan had two subrecipients: Mountain Line and the City of Flagstaff. For FY24, it is anticipated to have the same subrecipients.

## Legal/Operational Guidelines

- Our legal requirements are prescribed in the Bipartisan Infrastructure Law (BIL), Infrastructure Investment and Jobs (IIJA), preceding legislation (The Fixing America's Surface Transportation Act (F.A.S.T. Act)).
- The MetroPlan Public Participation Plan describes how MetroPlan will advertise opportunities for the public to become involved with regional transportation planning.

## Public Participation Plan

MetroPlan is committed to proactive, ongoing public participation in transportation planning. In seeking public comment and review, MetroPlan makes a concerted effort to reach all segments of the population, including Title VI-protected populations.

Various methods to ensure public participation are included below.

## Elements of MetroPlan Communications & Public Involvement

**Website**– MetroPlan maintains a website, [www.metroplanflg.org](http://www.metroplanflg.org), which is updated regularly. The site includes information on MetroPlan's responsibilities, programs, key products, meeting calendars, agendas, and minutes; contact information for staff, the Title VI Plan, complaint procedures, complaint forms, and a sign-up form for e-mail notifications.

**Social Media** – MetroPlan maintains presents on Facebook and Instagram, which is updated regularly and used to educate, encourage behavior change, promote internal and external regional transportation projects, promote outreach events, surveys, and other activities where the public can meet us in person.

**Publications** – Each year, MetroPlan issues publications, reports, and maps as part of the agency's work program and responds to and processes data requests. The information can be accessed by the public through the MetroPlan website.

**Press Releases** – Press releases are routinely sent to various local media outlets – daily and weekly newspapers (including the local Spanish language newspaper), TV stations, and radio stations.

**Open Meeting Law** – MetroPlan Executive Board and Technical Advisory Committee meetings are open to the public. When meetings are held virtually, meetings are available both on the web and with a call-in-only option. Meetings are organized in ways to encourage opportunities for the public to participate. Time for citizen comments is reserved at the start of all meetings. Meeting dates and times are posted in advance on the MetroPlan website and the public meeting board in MetroPlan's office at Mountain Line headquarters. In-person meeting locations are always near transit services and are wheelchair-accessible (WCA). Interpretation services can be provided when requested or a need is anticipated.

**Opportunities for Public Comment** – MetroPlan provides opportunities for comment on the adoption of amendments to transportation plans or programs. Comments are accepted by phone, e-mail, US mail, through online forms, and in person at any of the meetings. Public comment periods are advertised through e-mail notices, web, and newspaper advertisements.

**Staff Accessibility** – Contact information for all staff is provided on the agency's website, on project fact sheets and brochures, and in meeting agendas. Staff attend public meetings and are available to answer questions and take comments.

**Mailings** – MetroPlan routinely uses e-mail to keep the public informed of the agency’s programs, public comment periods, meetings, and publications. MetroPlan maintains an e-mail list, including many points of contact with the community and faith-based organizations, senior, youth, minority, low-income, and other groups. MetroPlan may also publish updates on the City of Flagstaff Community Forum website, which currently has over 3,000 registered participants.

**Events** – Events such as workshops, open houses, and forums are held as needed.

### Strategies for Engaging Title VI Protected Groups

MetroPlan is committed to actively engaging traditionally underrepresented populations, and the organization uses a variety of techniques to design and evaluate public involvement tools, including:

1. MetroPlan will continue to maintain distribution lists that contain community organizations, leaders, and religious organizations that are engaged in issues affecting Title VI protected populations. Community organizations and their leaders are invaluable in building communication between agencies and underrepresented groups. Community groups also provide access to individuals and can serve as forums for participation. Oftentimes these organizations reflect community-wide concerns and can advise an agency on useful strategies for interaction.
2. MetroPlan may send news releases to, and place advertisements in, minority newspapers and news outlets, as needed, as well as in free publications and other media outlets that may be accessed by Title VI protected populations when a call for public comment is needed. Alternatively, an advertisement for public comment may include a tagline in Spanish that translation services are available upon request. This would include the RTP, TIP, and other plans affecting vulnerable populations.
3. MetroPlan will evaluate its meeting times and locations to ensure opportunities for a broad audience to attend. This would include, but not be limited to, assuring that the locations of public meetings are close to transit lines, are accessible to the disabled, and are held at a variety of times to provide the widest opportunity for involvement. Additionally, virtual meetings are available via live Microsoft Teams and are posted on our website following each meeting.
4. MetroPlan will annually evaluate the effectiveness of all communications and public involvement efforts and make appropriate adjustments to its public involvement strategy. As part of this effort, MetroPlan will make efforts to contact different community groups to determine whether any revisions are advisable.
5. MetroPlan will provide key technical information in a manner that facilitates easy review by populations who may be traditionally underrepresented or underserved by existing transportation systems. This may include the provision of information to sight-impaired persons, non-English speakers, or persons without extensive formal schooling.

## Limited English Proficiency Plan

### Strategies for Engaging Individuals with Limited English Proficiency

MetroPlan has evaluated the language proficiency of residents within MetroPlan boundaries to determine whether language operates as an artificial barrier to full and meaningful participation in the transportation planning process. MetroPlan has used information from the 2017-2021 American Community Survey to

determine the extent of the need for translation services of its materials. The results of the analysis showed that approximately 2% of households speak English less than “very well”.

The MetroPlan policy for LEP is contained herein as follows:

## FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

### LIMITED ENGLISH PROFICIENCY PLAN

Reviewed/Updated July 2023

- I. **PURPOSE:** The purpose of this General Order is to outline effective guidelines, consistent with Title VI of the Civil Rights Act of 1964, for department personnel to follow when providing services to, or interacting with, individuals who have limited English proficiency (LEP). Flagstaff Metropolitan Planning Organization (dba MetroPlan) recognizes the importance of effective and accurate communication between its personnel and the community that they serve. Language barriers can impede effective and accurate communication in a variety of ways. Language barriers can sometimes inhibit or even prohibit individuals with LEP from accessing and/or understanding important rights, obligations, and services, or from communicating accurately and effectively in difficult situations. Hampered communication with LEP professionals and community members can present the MetroPlan with technical and ethical challenges. Ensuring maximum communication between public planning professionals and all segments of the region serves the interests of both parties.
- II. **POLICY:** MetroPlan’s policy is to take reasonable steps to provide timely, meaningful access to LEP persons to the services and benefits MetroPlan provides in all MetroPlan-conducted programs or activities. All personnel shall provide free language assistance services to LEP individuals whom they encounter or whenever an LEP individual requests language assistance services. Personnel will inform members of the public that language assistance services are available free of charge to LEP persons and that MetroPlan personnel will provide these services to them.

The steps taken will consider Department of Transportation guidance including:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to people's lives.
4. The resources available to the recipient and costs.

See analysis at the end of the LEP Plan.

### III. DEFINITIONS:

- A. Executive Order 13166: a presidential Executive Order that states that people who have limited English proficiency (defined below) should be able to meaningfully access federally constructed and federally funded programs and activities.

- B. Limited English Proficiency: designates individuals whose primary language is not English and who have a limited ability to read, write, speak, or understand English. LEP individuals may be competent in certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific: an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.
- C. Primary Language: an individual's native tongue or the language in which an individual most effectively communicates. Personnel should avoid assumptions about an individual's primary language. For example, not all individuals from Central America speak Spanish fluently. Instead, some Central Americans may claim an indigenous language as their native tongue. Personnel should make every effort to ascertain an individual's primary language to ensure effective communication.
- D. Limited English Proficiency: designates individuals whose primary language is not English and who have a limited ability to read, write, speak, or understand English. LEP individuals may be competent in certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific: an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.
- E. Interpretation: the act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.
- F. Translation: the replacement of written text from one language (source language) into an equivalent written text in another language (target language).
- G. Bilingual: the ability to use two languages proficiently.
- H. MetroPlan Authorized Interpreter: (MetroPlan AI) is a bilingual MetroPlan employee or contact who has been authorized to interpret for others in certain situations.
- I. MetroPlan AI List: is an accounting of MetroPlan personnel or contacts who are bilingual and are authorized to act as volunteer interpreters. The MetroPlan Administrative Assistant maintains the list.
- J. Four Factor Analysis: a method used by MetroPlan to ensure that meaningful access is provided to LEP individuals, including services for oral interpretation and written translation of vital documents.
- K. Safe Harbor Threshold: LEP language group that constitutes 5% of the population, or 1,000 individuals, whichever is less, of an area's populations are eligible to be served or likely to be affected and encountered.

IV. PROCEDURES FOR ACCESSING INTERPRETATION SERVICES:

A. MetroPlan Personnel Requesting Interpretation Services:

MetroPlan personnel in the field should take necessary steps to anticipate the need for interpretation services (such as attempting to identify the potential for encountering LEP

individuals and identifying their primary language) and contact the Administrative Assistant for assistance in requesting a MetroPlan AI.

Given an informal and non-controversial nature of a given outreach effort, MetroPlan personnel should first look to use family, friends, or bystanders for interpreting assistance. Barring exigent circumstances, MetroPlan personnel should not use minor children to provide interpreter services.

Given a controversial or more personal matter, MetroPlan staff should be aware that using family, friends, or bystanders to interpret could result in a breach of confidentiality, a conflict of interest, or an inadequate interpretation. In such cases, MetroPlan personnel are expected to follow the general procedures outlined in this Directive, however; exigent circumstances may require some deviations. In such situations, personnel is to use the most reliable, temporary interpreters available, such as bilingual MetroPlan personnel or citizens, including family, friends, and bystanders.

If no MetroPlan AI is available, MetroPlan personnel should utilize such services available to obtain the LEP individual's contact information, and general point of concern and follow up when more appropriate services are available.

**B. Contracted In-Person Interpretation Services:**

Contracted in-person interpretation services shall be available to all MetroPlan personnel when interacting with LEP individuals. The Administrative Assistant will be the central conduit for connecting personnel in the field to an appropriate interpreter.

Accessing Contracted In-Person Interpreters: MetroPlan personnel who believe they need this service will consult with the highest-ranking supervisor available. If the supervisor concurs, the MetroPlan personnel will contact the contracted in-person interpreter service, relay all information, and provide for appropriate scope of services and compensation.

NOTE: It is MetroPlan personnel's responsibility to develop and ask any questions. The interpreter's role is to serve as a neutral third party, taking care not to insert his or her perspective into the communication between the parties.

**V. PROCEDURES FOR ACCESSING DOCUMENT TRANSLATION SERVICES:**

Translation services for documents such as key public involvement products and outreach materials for translation shall be coordinated through the Administrative Assistant or Planning Manager in the case of a consultant contract.

**VI. TRAINING CONCERNING LANGUAGE ASSISTANCE POLICY AND INTERPRETER SKILLS:**

LEP Policies: The MetroPlan will provide periodic training to personnel about MetroPlan's LEP policies, including how to access authorized, telephonic, and in-person interpreters. MetroPlan shall conduct such training for all employees and board members as part of the annual Title VI training for the Executive Board and Technical Advisory Committee.

**VII. MONITORING AND UPDATING LANGUAGE ASSISTANCE EFFORTS:**

- A. Community Review: MetroPlan shall assess demographic data, review contracted language access services utilization data, and consult with community-based organizations during the annual update of the Title VI report in order to determine if there are additional languages into which vital documents should be translated upon request.
- B. Tracking and Analysis of LEP Data: MetroPlan shall be responsible for assessing demographic data, reviewing contracted language access services utilization data, and consulting with community-based organizations to ensure that the MetroPlan is providing LEP persons meaningful access to the services and benefits the MetroPlan provides in all MetroPlan-conducted programs or activities.

MetroPlan has utilized the principles of four-factor analysis to come to the following conclusions:

1. **The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee.** There are 104,159 people in 40,319 households in the MetroPlan Planning Region, according to the 2017-2021 American Community Survey (ACS) estimate. The Limited English Proficient (LEP) households is 719 or 2% of all households, with Spanish, or 0.8%, being the predominant language spoken by LEP households.
2. **The frequency with which LEP individuals come in contact with the program.** Transportation planning touches the lives of all persons in the MetroPlan member area. MetroPlan will make every effort to provide those who speak English “less than very well” the opportunity to participate in the planning process. Public Meeting Notices provide information on obtaining interpreter services.
3. **The importance of the service provided by the program to people’s lives.** MetroPlan activities are related to identifying and planning to fund future projects, which will then be implemented by its member agencies. These activities are vital and affect all people living in communities under the jurisdiction of MetroPlan.
4. **The resources available and the overall cost to MetroPlan.** MetroPlan has limited staff and financial resources. We have determined that the translation of large plan documents and maps is not warranted at this time, as the *Safe Harbor Law* triggers are barely attained. However, MetroPlan will provide translation services upon request with advance notice.

### Program Development and Review

MetroPlan is involved in developing long- and short-range transportation plans to provide efficient transportation services to the Flagstaff urbanized area. In this role, MetroPlan is responsible for the preparation of the Regional Transportation Plan. As part of this work, MetroPlan performs a number of different planning functions, including:

- Establishing an annual work program for regional transportation planning tasks to be completed;
- Performing strategic analyses and technical modeling of the transportation system;
- Establishing a fair and impartial setting for regional decision-making that includes federal, state, and local agencies dealing with transportation issues;
- Prioritizing transportation projects and developing a Metropolitan Transportation Improvement Program (MTIP);
- Allocating state and federal funds for both capital and operating needs; and
- Preparing financial analysis and project programming.

It is imperative that MetroPlan consider the impacts of its transportation planning efforts on minority groups within the community, and MetroPlan strives to ensure these impacts are minimized.



## Legal/Operational Guidelines

Primary legal and operational guidance is provided by:

- The Metropolitan Planning Organization (MPO) Regulations 23 CFR 450.
- The Bipartisan Infrastructure Law (BIL)

## Nature of Planning Activities

The following describes some of the key planning and programming activities undertaken by the MetroPlan:

**Unified Planning Work Program:** The Unified Planning Work Program (UPWP) is MetroPlan’s biannual transportation planning work program. The UPWP identifies the planning budget and the scope of planning activities that may be undertaken during the program year. MetroPlan develops the UPWP in cooperation with federal, state, and local jurisdictions and transportation providers. This document includes a description of planning tasks and an estimated budget for each task to be undertaken by the agencies participating in the MetroPlan metropolitan planning process.

The UPWP also serves as a budgeting reference for planning tasks funded by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to meet F.A.S.T. Act requirements.

**Metropolitan Transportation Improvement Program:** The Metropolitan Transportation Improvement Program (MTIP) is a staged, short-range program of transportation improvements to be implemented during a four-year period. The MTIP is required by the U.S. Department of Transportation as a prerequisite for federal funding for street, transit, bicycle, and pedestrian projects. In addition to satisfying federal requirements, the MTIP serves as a comprehensive source of information on all regionally significant transportation projects planned by local jurisdictions and reflected by MetroPlan.

**Regional Transportation Plan:** MetroPlan is required to develop and regularly update a long-range transportation plan for the MetroPlan region. This plan must:

- Include a financial plan that demonstrates how the adopted plan can be implemented
- Have at least a twenty-year planning horizon
- Be updated every five years

**Statewide Transportation Improvement Program (STIP):** The Statewide Transportation Improvement Program, known as the STIP, is ADOT’s five-year transportation capital improvement program. This document identifies the funding for, and scheduling of, transportation projects and programs throughout the State. It includes projects on the federal, state, city, and county transportation systems, multimodal projects (highway, passenger rail, freight, public transit, bicycle, and pedestrian), and projects in the National Parks, National Forests, and Indian tribal lands. The MTIP is included in the STIP.

## Strategies for Addressing Environmental Justice (EJ) in Planning Efforts

MetroPlan is committed to ensuring that these programs and plans meet the needs of all people in the region and avoid disproportionately high or adverse human health or environmental effects, including social and economic effects, on Title VI-protected populations. Although it is recognized that much of the evaluation of environmental justice issues will occur at the project planning level (which is the responsibility of the project proponent) rather than the overall transportation planning phase, MetroPlan can use a variety of techniques

to identify the risk of discrimination so that positive corrective action can be taken to serve as a building block in subsequent decision making and analysis. These measures include:

1. MetroPlan will document information used in identifying potential environmental justice issues as part of the Regional Transportation Plan effort and all other projects. The Title VI Liaison will work with the Planning Project Manager to ensure that the appropriate data analysis and corrective measures will take place for each project. The analysis will include an evaluation and discussion of the following:

- Identification of those areas within the MetroPlan region that contain higher than average concentrations of low-income, minority, or other protected populations as stipulated by the Executive Order on Environmental Justice (EJ) and Title VI provisions. To aid in this effort, MetroPlan has prepared a demographic profile of the metropolitan planning area using census data to identify demographic features of different neighborhoods throughout the planning area ([see Appendix B](#)).
- Analysis of any disproportionately high and adverse impacts on different socio-economic groups will be conducted by comparing the plan impacts on the minority, low-income, senior, disabled, and other populations with respect to the impacts on the overall population within the MetroPlan region. GIS mapping can be used to overlay the locations of the transportation projects upon the EJ neighborhood map so that comparisons can be made between the distributions of projects across the two community types (EJ vs. non-EJ).
- Evaluation of mitigation measures that could potentially address adverse impacts, including avoidance, minimization, and opportunities to enhance communities and neighborhoods.
- Overview of the public participation process and efforts made to ensure that all groups within the MetroPlan are involved in the decision-making or project information process through an effective and thorough public participation effort.

2. MetroPlan will solicit and consider input from all groups and citizens concerned with, interested in, and/or affected by its transportation plans or programs. Special attention will be paid to the needs of those that may be underserved by existing transportation systems. The Public Participation Plan above describes in detail the steps that will be taken to solicit input.

3. MetroPlan shall document in the annual report what changes have occurred as a result of public involvement with special emphasis on the involvement of Title VI protected populations.

4. MetroPlan will include evaluation criteria that address issues of environmental justice when awarding funds to local agencies for projects to include in the Metropolitan Transportation Improvement Program (MTIP) and Regional Transportation Plan. Potential criteria could include impact on accessibility and/or travel times to jobs or other activities, transit service provision, and the distribution of transportation funding and activities.

5. In support of this effort, MetroPlan will work to enhance its analytical capabilities to evaluate the long-range transportation plan and the transportation improvement program's impact on Title VI protected populations. Projects could include:

- Using modeling capabilities to evaluate accessibility by travel mode for various trip purposes.
- Evaluating the distribution of transportation projects or funds.

6. MetroPlan will function in its role as a regional coordinator to work with other agencies, if requested, in addressing environmental justice issues that may occur as part of MetroPlan-funded project development activities.

### Review Procedures

MetroPlan contracts for some planning activities and obtains consultant support by using a Request for Proposal (RFP) or Request for Qualifications (RFQ) procedure. The requests are advertised, and a short list of qualified applicants is determined from the proposals submitted. A selection committee is formed, interviews with the short-listed consultants are held, and a consultant is chosen.

The consultants are required to conform to all Title VI and FHWA provisions, and those provisions are specifically included in the Request for Proposals and the Contract for Services.

The consultant shall comply with, at its own expense, the provisions of all local, state, and federal laws, regulations, ordinances, requirements, and codes that are applicable to the consultant as an employer of labor or otherwise. The consultant shall further comply with all laws, rules, regulations, and licensing requirements pertaining to its professional status and that of its employees and shall require the same compliance of partners, associates, subcontractors, sub-consultants, and others employed or retained by it rendering any services hereunder.

## IV. Program Compliance and Review

MetroPlan assures that it will comply with all federal mandates related to non-discrimination and environmental justice associated with the receipt of federal assistance. The program will be administered through the offices and procedures laid out in this section.

The Executive Director and MetroPlan Legal Counsel annually review the Title VI assurances. The Executive Director acknowledges through his/her signature that all assurances for MetroPlan will be met in the coming fiscal year.

### MetroPlan Greater Flagstaff Title VI Assurances

The Flagstaff Metropolitan Planning Organization, dba MetroPlan (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration and Arizona Department of Transportation, is subject to and will comply with the following:

### Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 5 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, and national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation--Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- 23 C.F.R. Part 200 Subchapter C-Civil Rights (Title VI program implementation and related statutes)

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

## General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars,550. Policies, memoranda, and/or guidance, the Recipient hereby gives assurances that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or 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 from DOT, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

## Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federal Aid Highway Program.

1. The Recipient agrees that each "activity," "facility," or "program," as defined in 55 21.23 (b) and 21.23 (e) of 49 C.F.R. 5 21 will be (with regard to an "an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of finding source:

" MetroPlan, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C.§§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."
3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to a construct a facility or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods:
  9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give a reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
  10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, MetroPlan also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing Federal Highway Administration or Arizona Department of Transportation access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Federal Highway Administration or the Arizona Department of Transportation. You must keep records, reports, and submit the material for review upon request to the Federal Highway Administration, Arizona Department of Transportation, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

MetroPlan gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance

extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal Highway Administration and Arizona Department of Transportation. This ASSURANCE is binding on Arizona, other recipients, sub-recipients, subgrantees, contractors, subcontractors and their subcontractors, transferees, successors in interest, and any other participants in the Federal Aid Highway Program the person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

MetroPlan

by \_\_\_\_\_

DATE \_\_\_\_\_

Kate Morley, Executive Director

## Assurances - Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter including consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally assisted programs of the U.S. Department of Transportation, Federal Highway Administration, or the Arizona Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performance by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient, the Federal Highway Administration or Arizona Department of Transportation to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient, the Federal Highway Administration, or the Arizona Department of Transportation, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration or Arizona Department of Transportation, may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. canceling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The contractor will take action with the request to any subcontract or procurement as the Recipient, the Federal Highway Administration, or the Arizona Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor or supplier because of such direction, the contractor may request the

Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into litigation to protect its interests the United States.

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;  
or
- b. the period during which the Recipient retains ownership or possession of the property.



## Assurances - Appendix B

### CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that MetroPlan will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code the Regulations for the Administration of Federal Aid for Highways, and the policies and procedures prescribed by the Arizona Department of Transportation \*Federal Highway Administration and the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252;42 U.S.C. 5 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the MetroPlan all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

#### (HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto MetroPlan and its successors forever, subject, however, to the covenants, conditions, restrictions, and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the MetroPlan, its successors and assigns. The MetroPlan, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [1 (2) that the MetroPlan will use the lands and interests in lands and interests in lands so conveyed, in compliance with 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, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the US. Department of Transportation and its assigns as such interest existed prior to this instruction]. \*

*\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.*

## Assurances - Appendix C

### CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the MetroPlan to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities,

B. With respect to licenses, leases, permits, etc., in the event of a breach of any of the above Nondiscrimination covenants, MetroPlan will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*

C. With respect to licenses, leases, permits, etc., in the event of a breach of any of the above Nondiscrimination covenants, MetroPlan will have the right to enter or re-enter the lands and facilities thereon, and the above-described lands and facilities will there upon revert to and vest in and become the absolute property of the MetroPlan and its assigns\*.

D. \*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

**Assurances - Appendix D**  
**CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY**  
**ACQUIRED UNDER THE ACTIVITY, FACILITY, OR PROGRAM**

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by MetroPlan pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of a breach of any of the above Nondiscrimination covenants, MetroPlan will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*

C. With respect to deeds, in the event of a breach of any of the above Non-discrimination covenants, MetroPlan will thereupon revert to and vest in and become the absolute property of MetroPlan and its assigns. \*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

## Assurances - Appendix E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

### Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 5 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, and national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 5 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. 5 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 5 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. 5 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC 5 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. 55 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. 5 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1687 et seq).

## MetroPlan Title VI Coordination and Administration

Compliance is ongoing and falls under the duties of the MetroPlan Executive Director. The MetroPlan Executive Director will be supported by the MetroPlan Administrative Assistant & Clerk of the Board, who also serves as Title VI Coordinator. Specific duties will fall to relevant MetroPlan staff and service providers, such as Legal Counsel.

### Notice to the Public

MetroPlan has developed a bilingual notice to the public indicating the rights protected by Title VI, and this notice is displayed at the entrance to all public meetings (wherever they are held), in the MetroPlan workplace, on every public agenda, and on MetroPlan's website. The notice contains the contact information for MetroPlan's Title VI Program Coordinator.

At virtual meetings, the public agenda is displayed at the beginning of the meeting and always includes the following language:

*Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting MetroPlan via email at [planning@metroplanflg.org](mailto:planning@metroplanflg.org) or by phone at 928-266-1293. The MetroPlan complies with Title VI of the Civil Rights Act of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin, and LEP – Limited English Proficiency.) Requests should be made as early as possible to allow time to arrange the accommodation.*

The notice may be viewed in [Appendix D](#).

### Compliance and Enforcement

MetroPlan will monitor shortcomings in the implementation of the MetroPlan Title VI and Environmental Justice Plan in two primary ways. First, the annual Title VI report will provide insight into the daily operations and work program elements regarding how well and effectively strategies are being applied. Second, MetroPlan will hire a CPA firm to complete an annual single audit when federal expenditures exceed \$750,000 in a year. An annual audit is performed to evaluate compliance with all applicable local, state, and federal regulations controlling expenditures. Results of these audits will be incorporated into the annual report and its Title VI goals for the forthcoming year. MetroPlan's first Single Audit

MetroPlan will ensure that any sub-recipients implement policies and procedures to comply with Title VI and related nondiscrimination authorities through sub-recipient - monitoring through desk reviews and on-site visits. FY23, MetroPlan had two subrecipients: Mountain Line and the City of Flagstaff. For FY24, it is anticipated to have the same subrecipients.

### Complaint Process

MetroPlan annually reviews the complaint log. So far, no complaints have been filed to the knowledge of MetroPlan, but if a complaint did arise, the organization would work in a timely manner to address the complaint as thoroughly as possible. Any person who believes that he or she, either individually, as a member of any specific class of persons, or in connection with any minority contractor, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964 and the Civil Rights

Restoration Act of 1987 or related authorities may file a complaint. The basis of the complaint must be (a) unequal treatment because of race, color, national origin, disability, and/or Limited English Proficiency, or (b) noncompliance with Title VI rules or guidelines adopted thereunder. Complaints must be submitted within 180 days of harm.

- Complaints based on *race, color, or national origin* and related to an **FHWA**-funded program area will be reported to the ADOT Civil Rights Office within 72 hours, handled by ADOT, and investigated by FHWA.
- Complaints pertaining to *all other protected classes* or related to an **FTA**-funded program area will be reported to the ADOT Civil Rights Office within 72 hours and handled by MetroPlan’s local agency complaint procedures.

All complaint processes will follow the ADOT procedures. The ADOT Complaint Process can be found at <https://azdot.gov/business/civil-rights/title-vi-nondiscrimination-program/filing-complaint>. Complaints must be in writing with the ADOT Civil Rights Office, 206 S. 17<sup>th</sup> Ave., Phoenix, AZ 85007. The telephone number is 602.712.8946.

Refer to the Arizona Department of Transportation for more information on the filing and investigation of discrimination complaints. [See Appendix C](#) for respective complaint forms and complaint log. Complaints may also be filed with the agencies.

The complainant may file a discrimination-related complaint on an FHWA program or activity directly with MetroPlan or ADOT or with the Federal Highway Administration by contacting the agencies at:

<p>MetroPlan 3773 N. Kaspar Dr Flagstaff, AZ 86004 Email: <a href="mailto:planning@metroplanflg.org">planning@metroplanflg.org</a> 928-266-1293</p>	<p>ADOT Civil Rights Office 206 S. 17th Avenue, Mail Drop 155A Phoenix, AZ 85007 Email: <a href="mailto:civilrightsoffice@azdot.gov">civilrightsoffice@azdot.gov</a> 602.712.8946 602.239.6257 FAX</p>	<p>Federal Highway Administration U.S. Department of Transportation Office of Civil Rights 1200 New Jersey Avenue, SE 8th Floor E81-105 Washington, DC 20590 Email: <a href="mailto:CivilRights.FHWA@dot.gov">CivilRights.FHWA@dot.gov</a> 202-366-0693 202-366-1599 FAX</p>
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For FTA funded programs or activities, the complainant may file a discrimination-related complaint directly with MetroPlan or with ADOT or the Federal Transit Administration by contacting the agencies at:

<p>MetroPlan 3773 N. Kaspar Dr. Flagstaff, AZ 86004 Email: <a href="mailto:planning@metroplanflg.org">planning@metroplanflg.org</a> 928-266-1293</p>	<p>ADOT Civil Rights Office 206 S. 17th Avenue, Mail Drop 155- A Phoenix, AZ 85007 602.712.8946 602.239.6257 FAX <a href="mailto:civilrightsoffice@azdot.gov">civilrightsoffice@azdot.gov</a></p>	<p>FTA Office of Civil Rights 1200 New Jersey Avenue SE Washington, DC 20590.</p>
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***There have been no investigations, complaints, or lawsuits against MetroPlan FY 2024.***

## Appendix A: Demographic Statistics of Flagstaff Metropolitan Area

MetroPlan (FMPO) Environmental Justice Statistics ACS 2022										
	Flagstaff		Region (1)		Coconino County		Arizona		United States	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Population	75,902		100,777		144,060		7,359,197		333,287,562	
Households	28,424		38,293		53,988		2,850,377		129,870,928	
Age 65 and over	8,278	10.9%	13,027	12.9%	20,538	14.3%	1,381,954	18.8%	57,822,315	17.3%
White	47,422	62.5%	60,720	60.3%	80,283	55.7%	4,254,015	57.8%	202,889,017	60.9%
Pacific Islander	865	1.1%	865	0.9%	885	0.6%	15,099	0.2%	665,807	0.2%
Native American	6,598	8.7%	10,395	10.3%	34,467	23.9%	301,909	4.1%	3,205,331	1.0%
Black	2,543	3.4%	2,121	2.1%	2,639	1.8%	340,760	4.6%	40,603,656	12.2%
Asian	2,253	3.0%	2,321	2.3%	2,498	1.7%	266,441	3.6%	19,696,980	5.9%
Two or More Races	9,594	12.6%	5,710	5.7%	14,356	10.0%	1,429,843	19.4%	41,782,289	12.5%
Other Race	6,627	8.7%	1,101	1.1%	17,375	12.1%	751,130	10.2%	24,444,482	7.3%
Hispanic	15,058	19.8%	17,544	17.4%	21,677	15.0%	2,388,520	32.5%	63,553,639	19.1%
Below Poverty (2)	10,652	14.0%	13,167	13.1%	22,639	15.7%	897,852	12.2%	40,951,625	12.3%
With a Disability	9,452	12.5%	13,112	13.0%	20,972	14.6%	984,914	13.4%	44,146,764	13.2%
No car households (3)	1,579	5.6%	1,770	4.6%	2,803	5.2%	145,918	2.0%	10,740,582	3.2%

MetroPlan (FMPO) Limited English Proficiency Households ACS 2022										
	Flagstaff		Region (1)		Coconino County		Arizona		United States	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Total LEP	456	1.60%	717	1.87%	1,629	3.02%	107,065	3.76%	5,480,167	4.22%
Spanish LEP	456	1.6%	438	1.1%	456	0.8%	77,853	2.7%	3,231,270	2.5%
Indo_European LEP	0	0.0%	0	0.0%	37	0.1%	5,944	0.2%	848,955	0.7%
Asian Pacific Islands LEP	0	0.0%	84	0.2%	0	0.0%	12,133	0.4%	1,150,105	0.9%
Other LEP	0	0.0%	195	0.5%	1,136	2.1%	11,135	0.4%	249,837	0.2%

**NOTES:**

(1) The region is represented by data for the Flagstaff Unified School District

(3) FUSD percentage based on small population size

(4) Household Vehicle Data Determined by B08201: Household Size by Vehicles Available

A "limited English speaking household" is one in which no member 14 years old and over (1) speaks only English or (2) speaks a non-English language and speaks English "very well." In other words, all members 14 years old and over have at least some difficulty with English. By definition, English-only households cannot belong to this group.



# Appendix B: Demographic Maps

Figure 2: Percent Race - Two or More





Figure 3: Percent Race - Asian

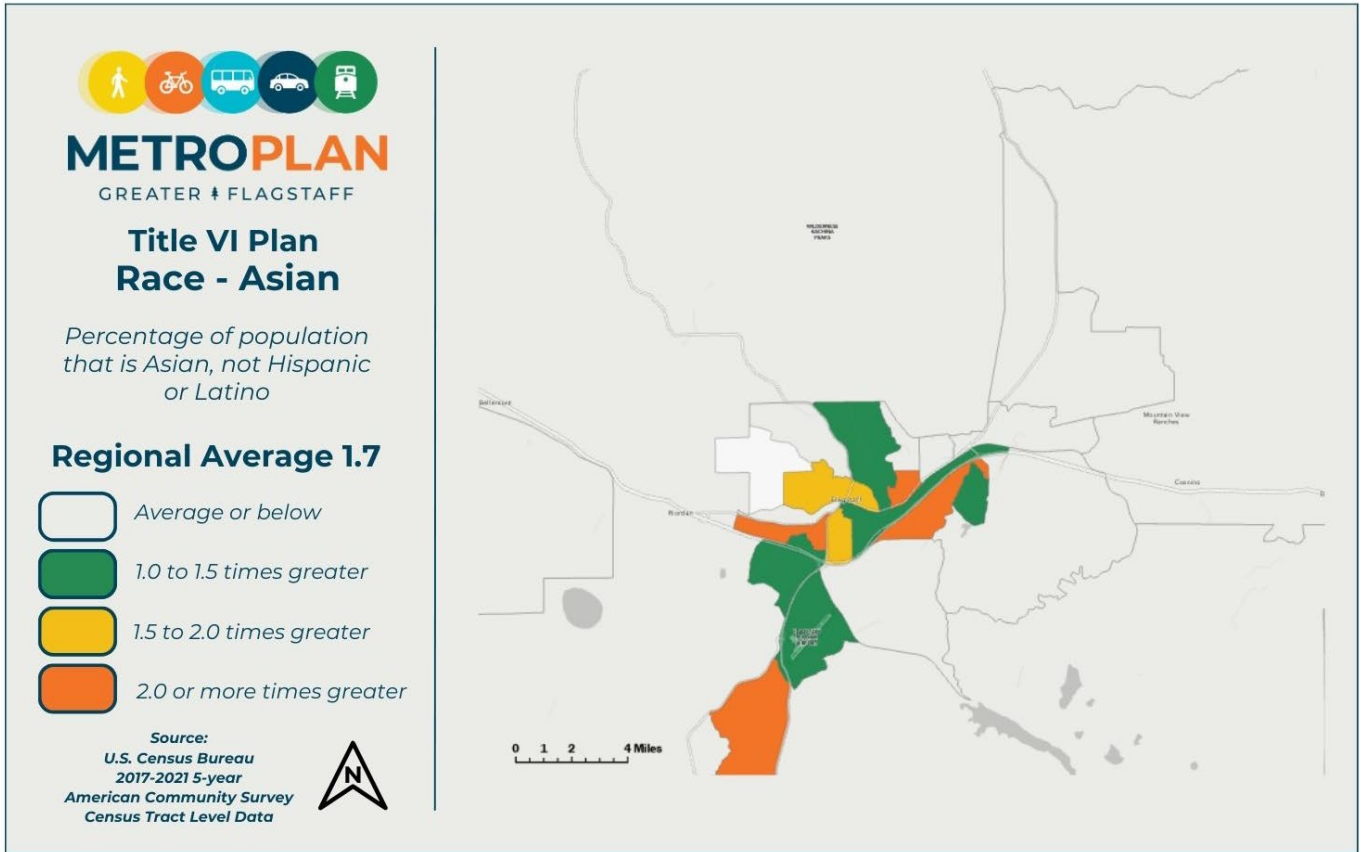


Figure 4: Percent Race - Black/African American

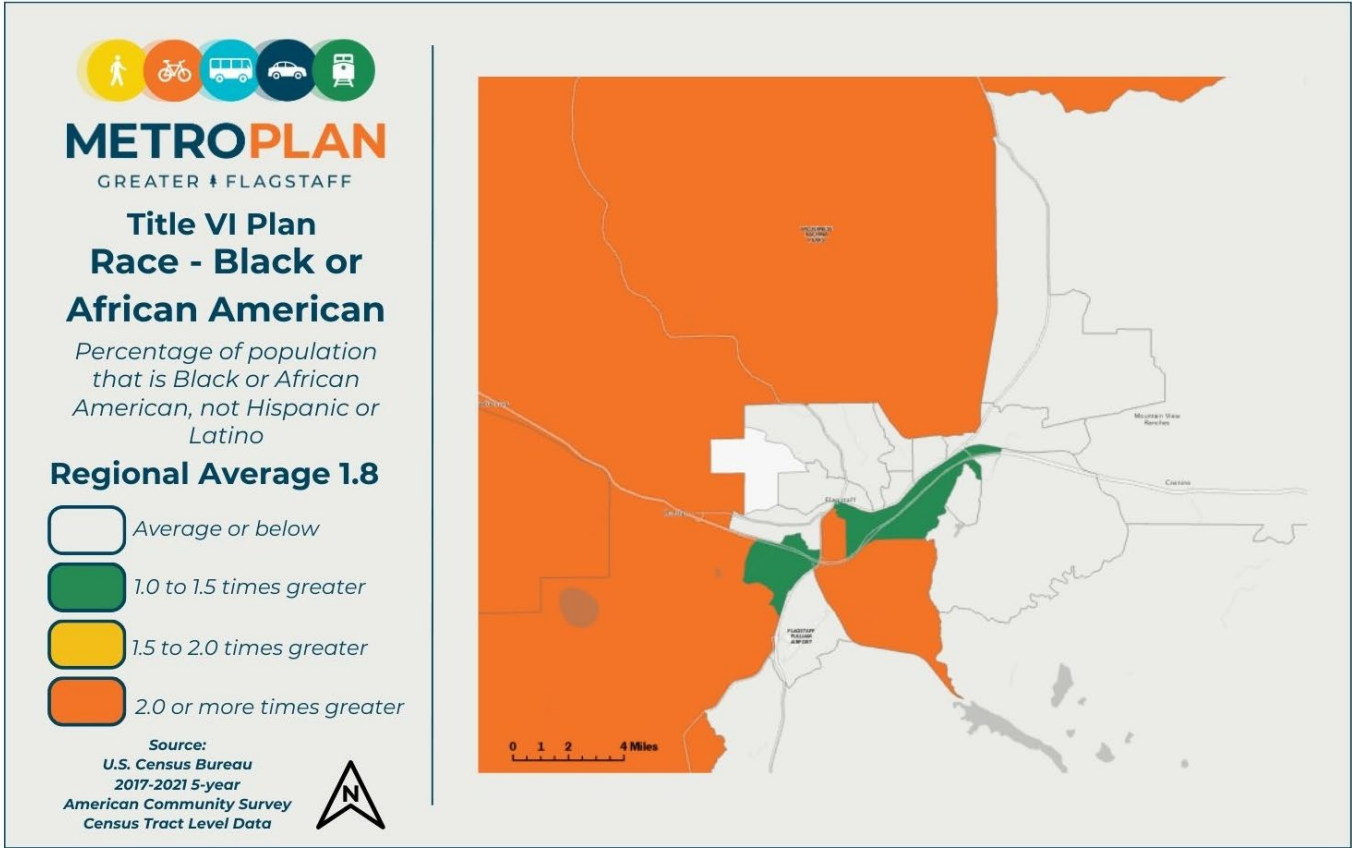


Figure 5: Percent Race - Hispanic or Latino

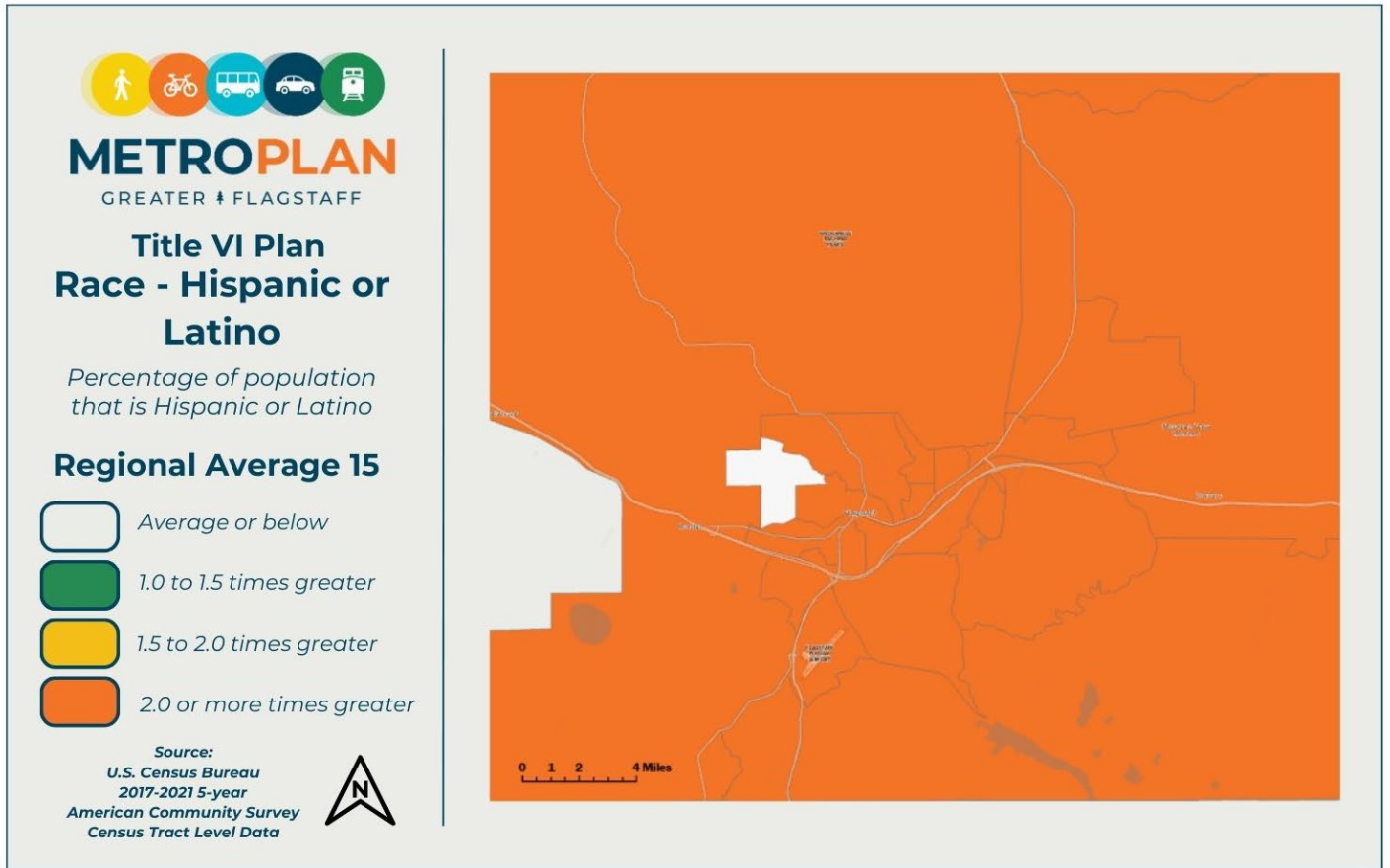


Figure 6: Percent Race - Indigenous or Native American

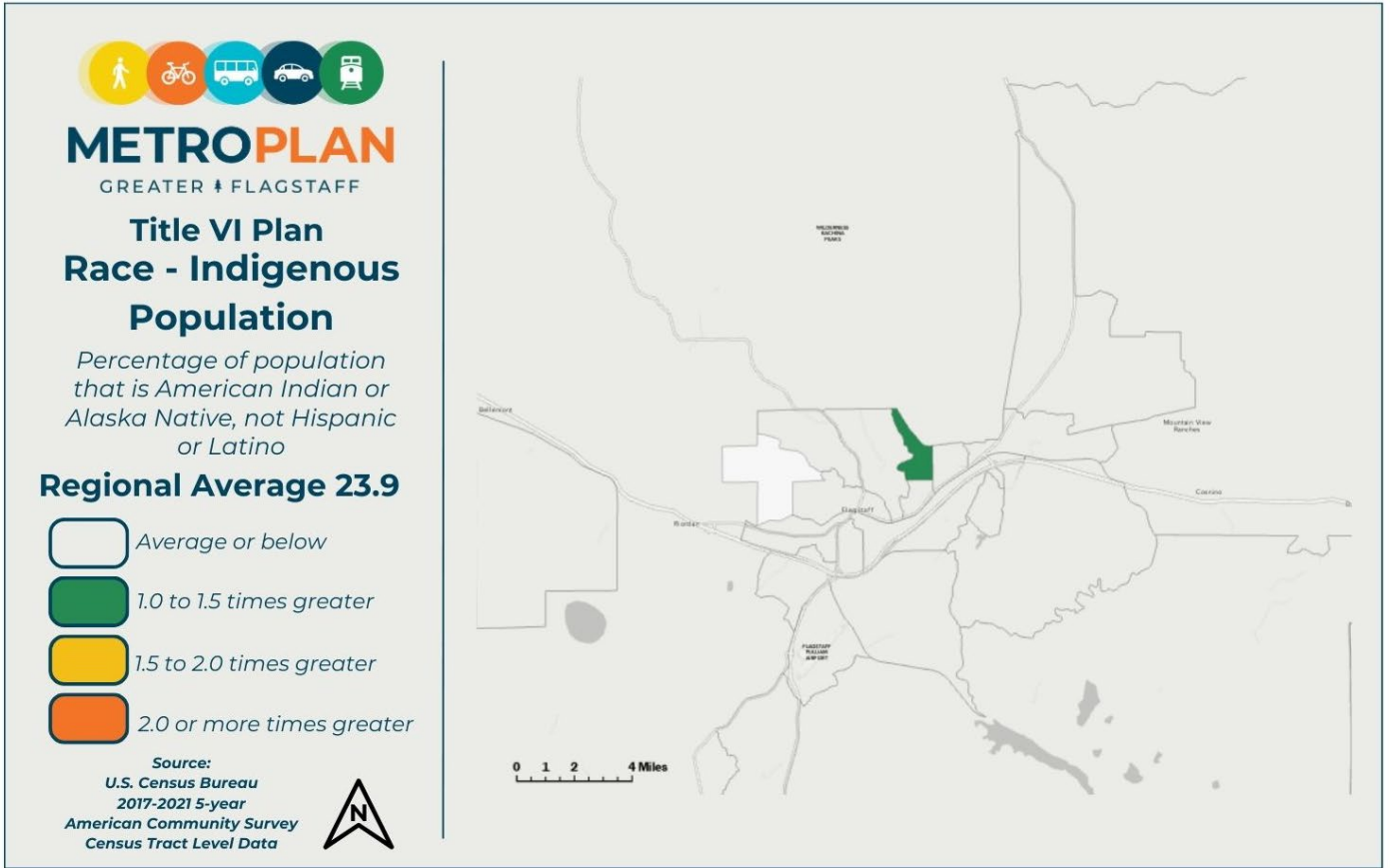


Figure 7: Percent Race - Hawaiian or Pacific Islander

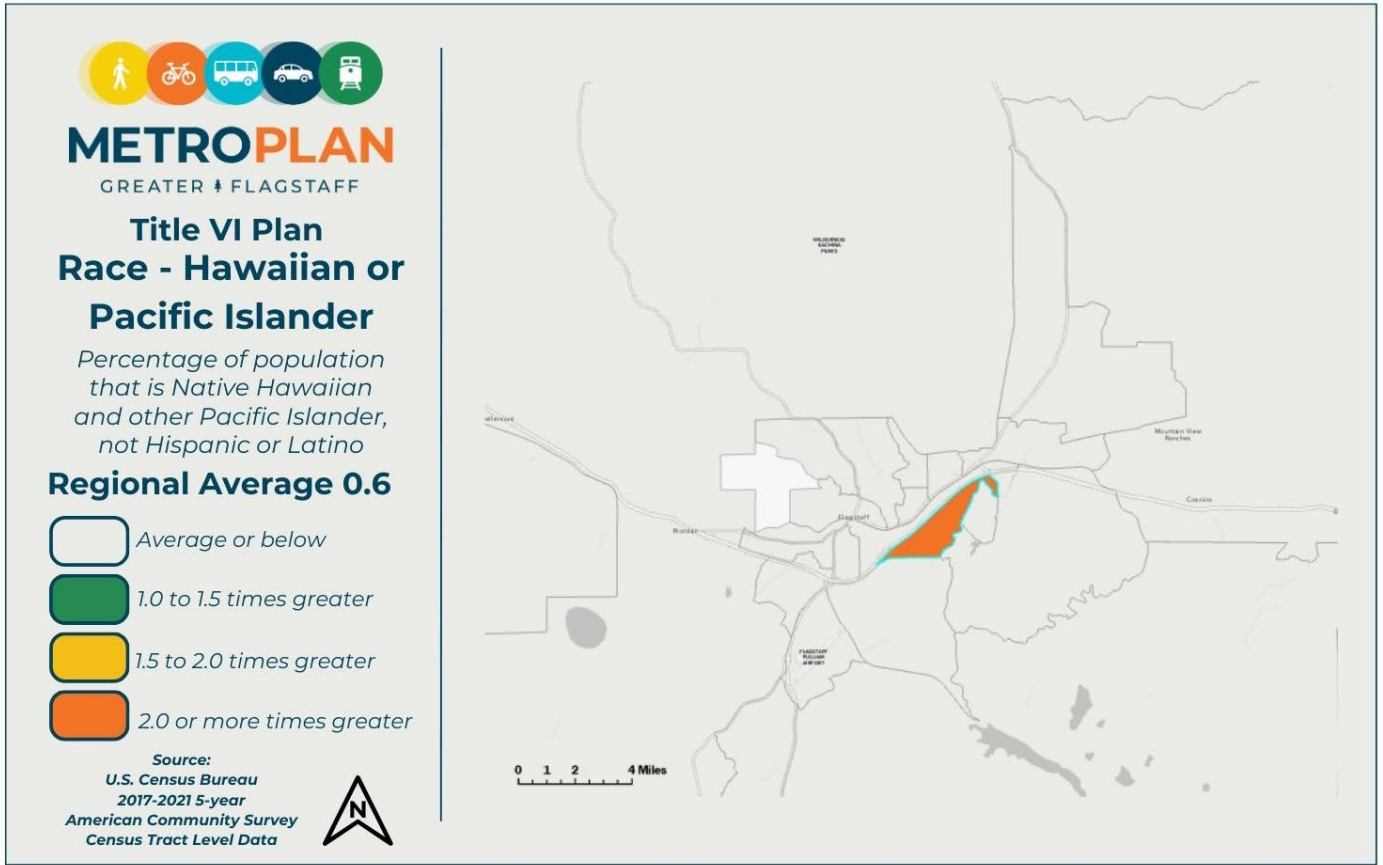


Figure 8: Percent Race - White or Caucasian



Figure 9: Percent age 65 and older

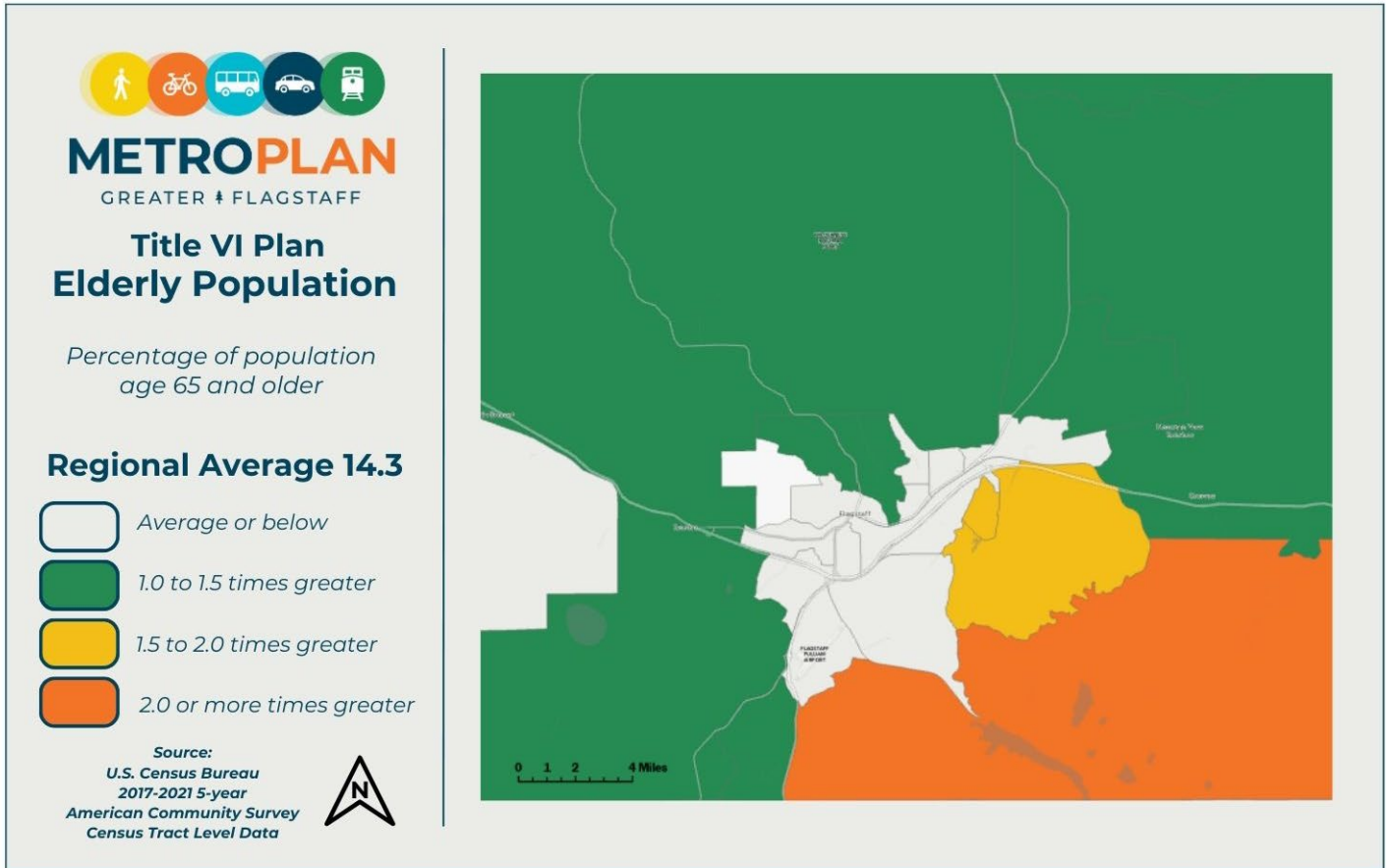




Figure 10: Percent Disability Status

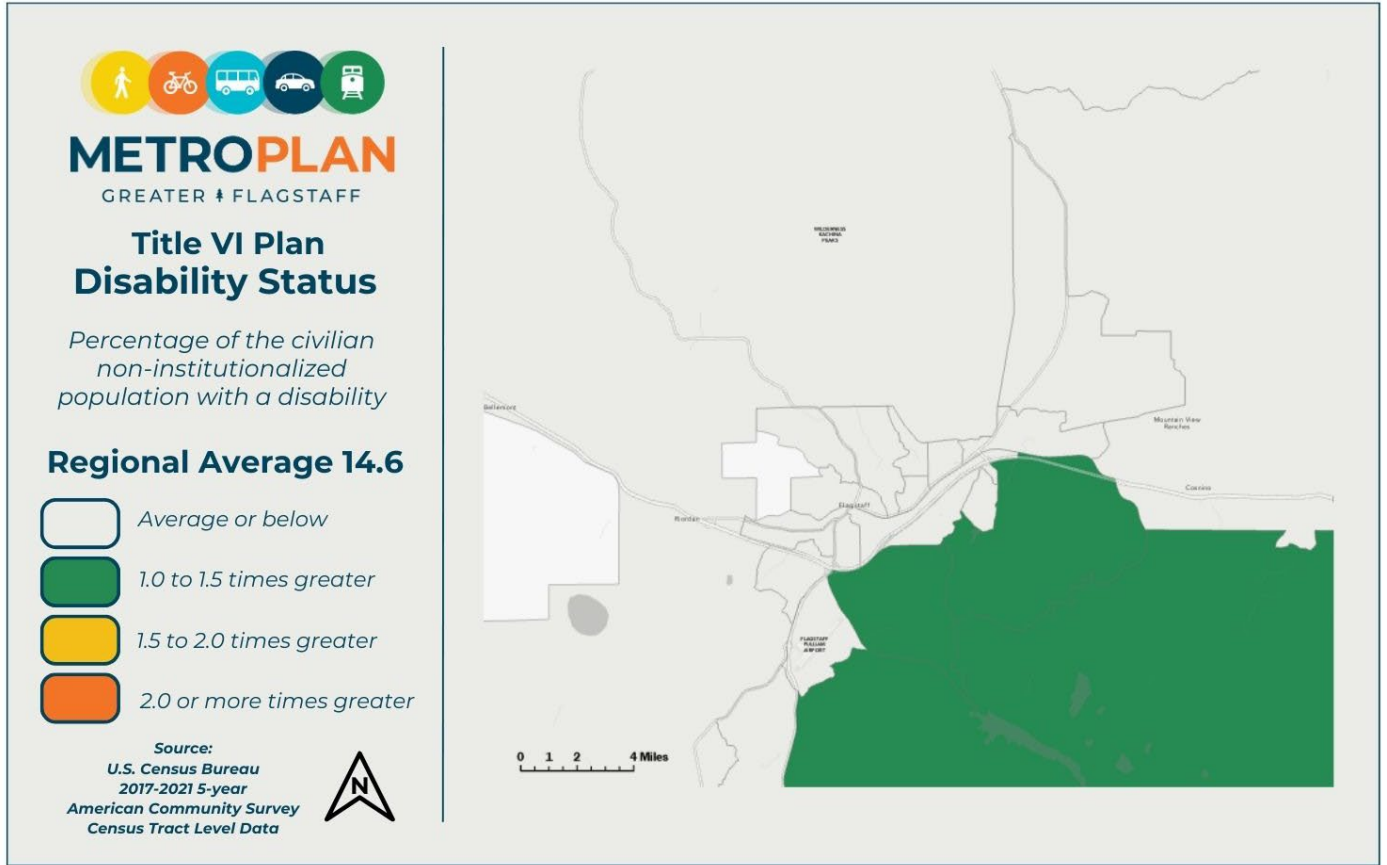




Figure 11: Percent in Poverty

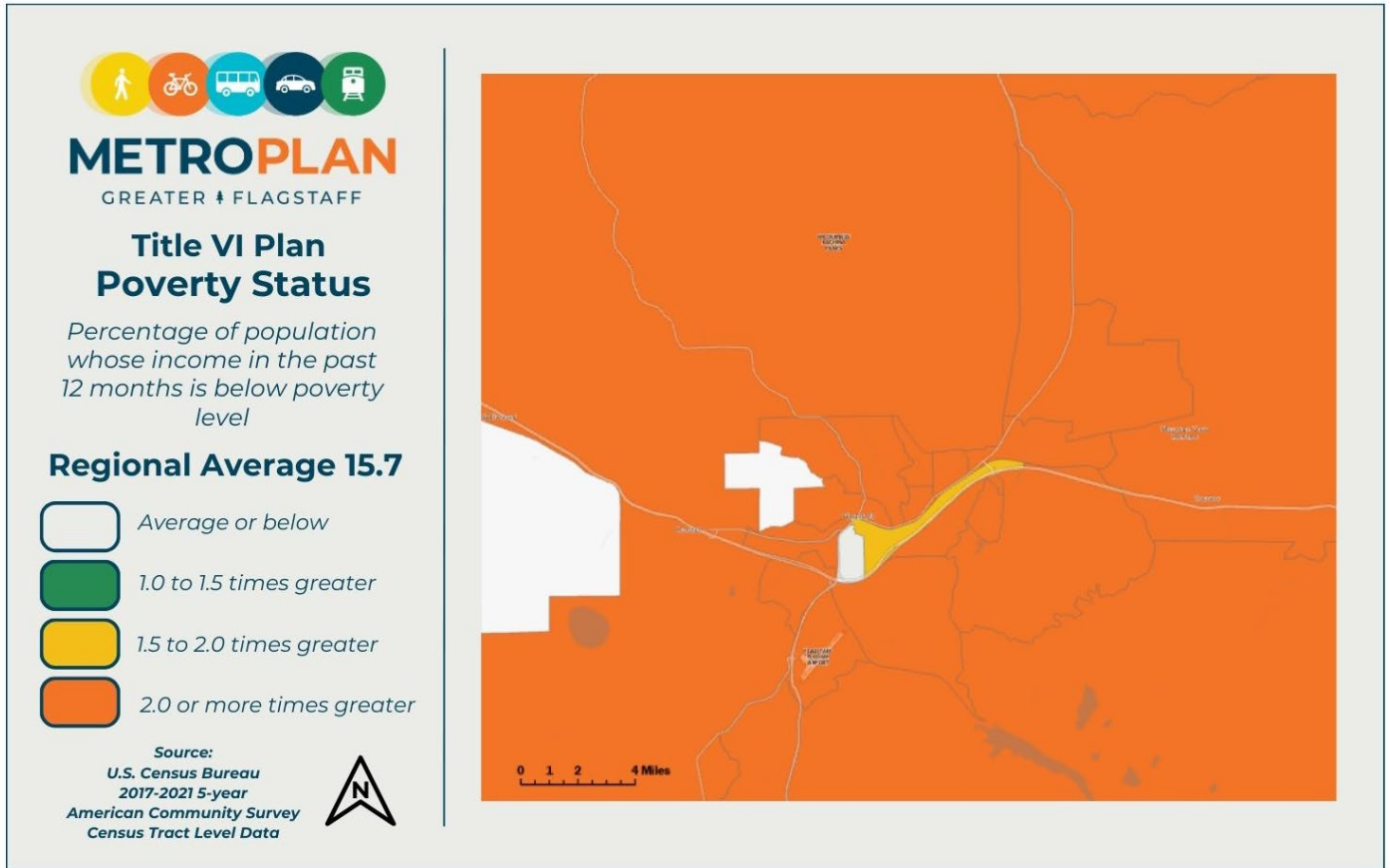


Figure 12: Percent without a Vehicle

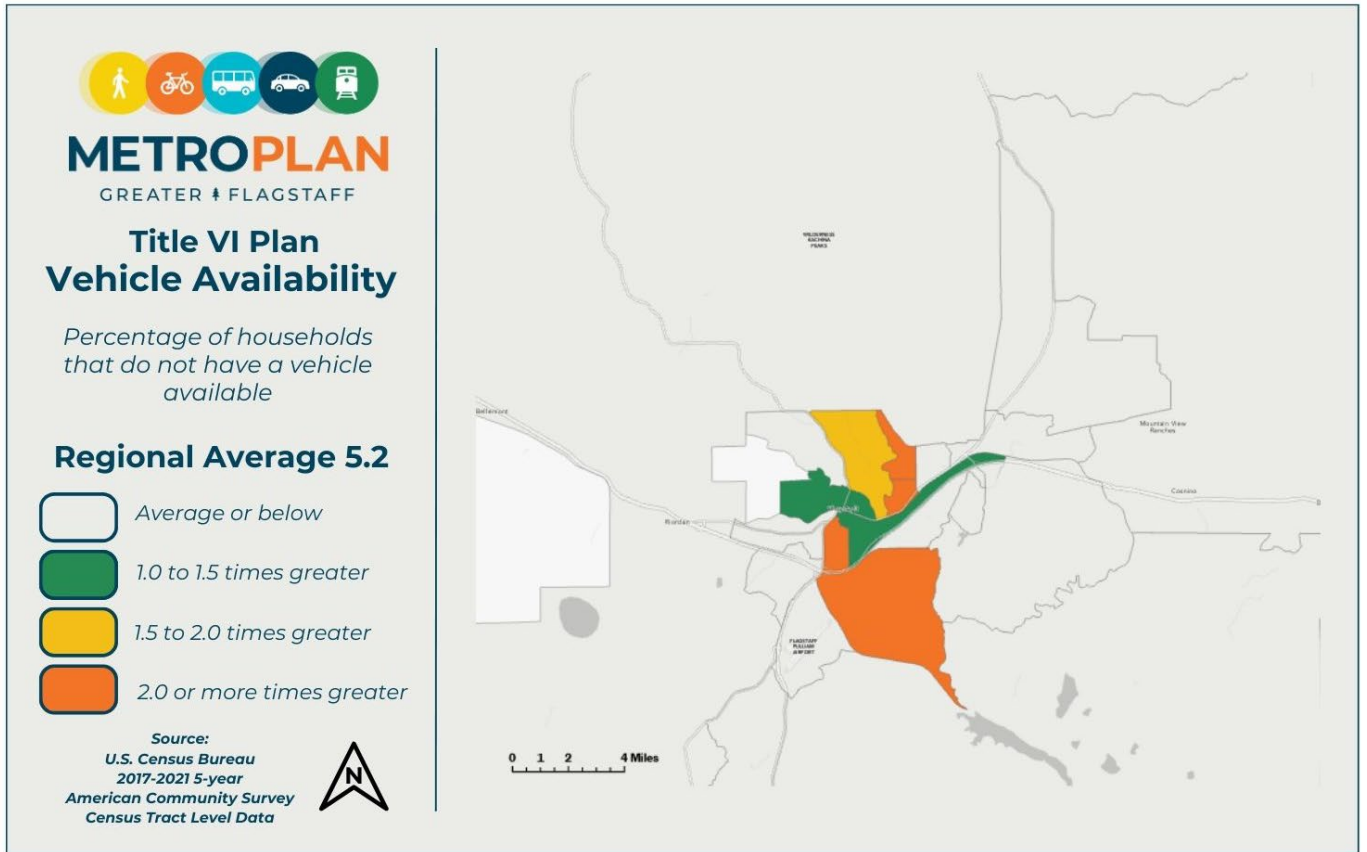
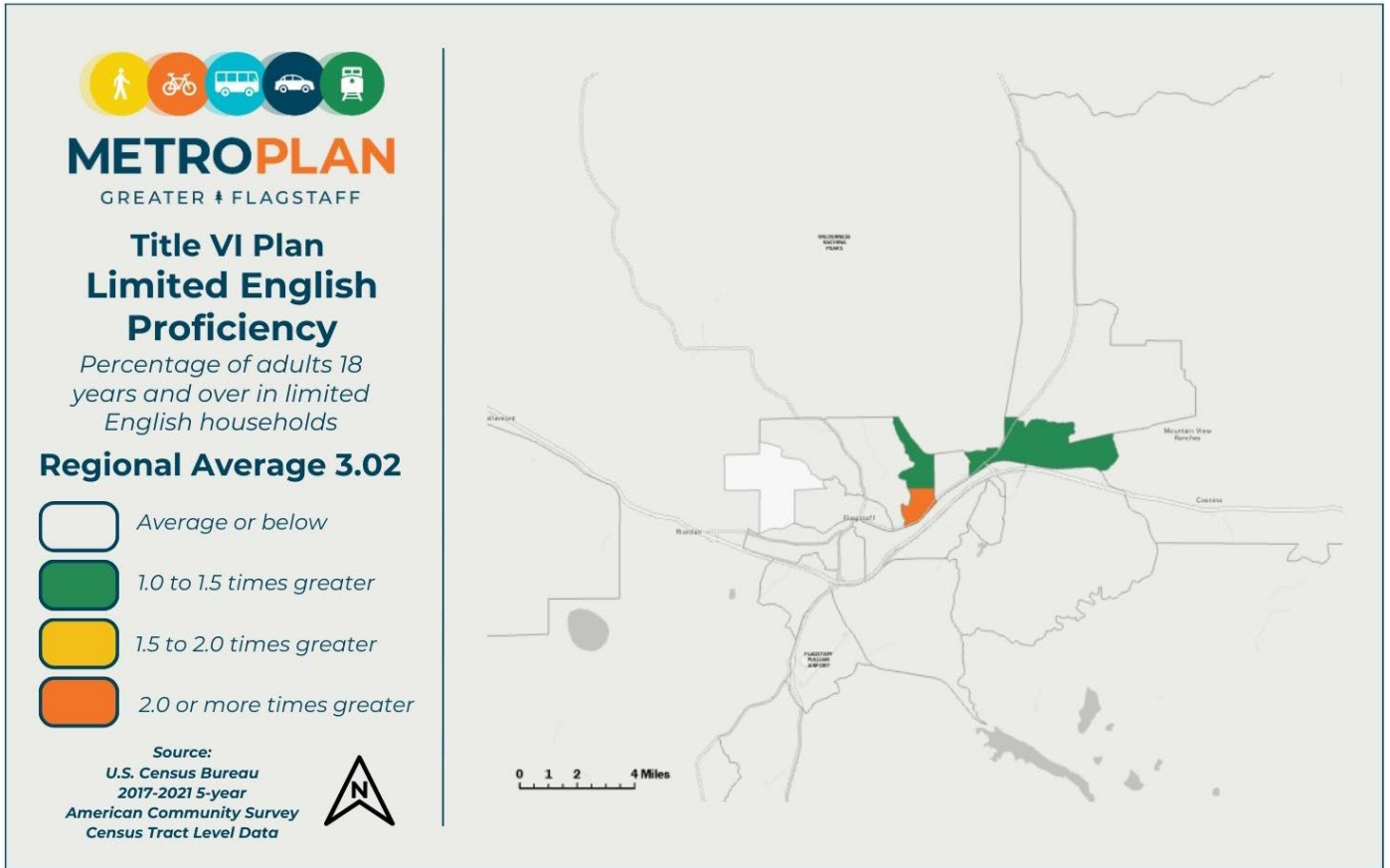


Figure 13: Percent Limited English Proficiency (LEP)



**Appendix C: ADA/Title VI Complaint Forms & Log**  
**ADA/Title VI Discrimination Complaint Form**

Note: *The following information is needed to assist in processing your complaint.*

Complainant's Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Person discriminated against (someone other than the complainant):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Which of the following best describes the reason you believe the discrimination took place? Please be specific.

- Race  Color  National Origin  
 ADA/ Disability  \_\_\_\_\_

On what date(s) did the alleged discrimination take place? \_\_\_\_\_

Where did the alleged discrimination take place? \_\_\_\_\_

What is the name and title of the person(s) who you believe discriminated against you (if known)?

\_\_\_\_\_  
\_\_\_\_\_

Describe the alleged discrimination. Explain what happened and who you believe was responsible. (If additional space is needed, add a sheet of paper).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List names and contact information of persons who may have knowledge of the alleged discrimination.

If you have filed this complaint with any other federal, state, or local agency, or with any federal or state court, check all that apply.

Federal Agency     Federal Court     State Agency     State Court     Local Agency

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Please sign below. You may attach any written materials or other information you think is relevant to your complaint.

_____	_____	Number of attachments: _____
Complainant Signature	Date	

Submit the form and any additional information to:

MetroPlan  
MPO Executive Director/Title VI Coordinator  
3773 N Kaspar Dr.  
Flagstaff, AZ 86004  
Phone: 928-266-1293

- Complaints based on *race, color or national origin* and related to a **FHWA** funded program area will be reported to the ADOT Civil Rights Office within 72 hours and handled by FHWA.
- Complaints pertaining to *all other protected classes* or related to a **FTA** funded program area will be reported to the ADOT Civil Rights Office within 72 hours and handled by the MetroPlan's local agency complaint

# COMPLAINT LOG: Complaints, Investigations, Lawsuits

**MetroPlan Title VI**

Fiscal Year : 2024

**COMPLAINTS, INVESTIGATIONS, LAWSUITS LOG**

Case No.	Complainant Name	Date Complaint Received	Date of Allegation	Description of Alleged Discrimination	Date of Report	Recommendations	Outcome

## Appendix D: MetroPlan Title VI Nondiscrimination Notice to the Public



### METROPLAN TITLE VI NONDISCRIMINATION NOTICE TO THE PUBLIC

MetroPlan (Flagstaff Metropolitan Planning Organization) hereby gives public notice that it is the Agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964 and other related authorities in all programs and activities.

MetroPlan's Title VI Program requires that no person shall, on the grounds of race, color, national origin, age, sex/gender, gender identity or expression, sexual orientation, disability, low-income status, or limited English proficiency (LEP) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

Any person who believes his/her Title VI rights have been violated, may file a complaint. Any such complaint must be in writing and filed with the MetroPlan Civil Rights Officer, within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For additional information about MetroPlan's Civil Rights programs and the procedures to file a complaint contact MetroPlan Civil Rights Office at the address listed below:

### AVISO PÚBLICO DE LA LEY DE NO-DISCRIMACIÓN DE MetroPlan (TÍTULO VI)

MetroPlan (Organización de Planificación Metropolitana de Flagstaff) informa al público que esta agencia tiene como regla asegurar el cumplimiento total del Título VI de la Ley de los Derechos Civiles de 1964, y otras normas relacionadas con todos los programas y actividades.

El programa del Título VI de MetroPlan exige que a ninguna persona se le excluya de participar, se le nieguen beneficios o de ninguna otra manera sea sujeta a discriminación en ningún programa o actividad de MetroPlan por motivo de raza, color, país de origen, edad, sexo, género, identidad o expresión sobre el género, orientación sexual, discapacidad, bajos recursos económicos o dominio limitado del inglés.

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**Karen Moeller**  
TITLE VI COORDINATOR /  
ADMINISTRATIVE ASSISTANT &  
CLERK OF THE BOARD

**MetroPlan Civil Rights Office**  
3773 N Kaspar Drive  
Flagstaff, AZ 86001  
[planning@metroplanfg.org](mailto:planning@metroplanfg.org)



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## STAFF REPORT

**REPORT DATE:** April 8, 2024

**MEETING DATE:** April 24, 2024

**TO:** Honorable Chair and Members of the TAC

**FROM:** Mandia Gonzales, Transportation Planner

**SUBJECT:** Consider Vulnerable Road Users Safety Plan Scope

### 1. RECOMMENDATION:

Staff recommends the TAC recommend the Board approve the Vulnerable Road Users Safety Action Plan Scope of Work and Purpose Statement.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 2:** Deliver Plans that Meet Partner and Community Needs

**Objective 2.4:** Position partners for successful implementation of plans.

### 3. BACKGROUND:

At the Annual Strategic Advance, the Technical Advisory Committee (TAC) and Executive Board Members provided valuable feedback on Vision Zero and how we proceed with establishing a MetroPlan leadership commitment to reduce or eliminate traffic-related fatalities and serious injuries in our region as part of the Vulnerable Road Users (VRU) Safety Plan.

Based on partner feedback, the VRU offers an opportunity for a multijurisdictional Vision Zero planning effort. By developing MetroPlan's commitment to Vision Zero and providing policy, programs, and project recommendations to partner agencies, this VRU will be a catalyst for bringing our partners together around a shared goal.

At the Advance, participants engaged with three posters that provided prompts around the VRU's purpose, desired results, and agency constraints.





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*Here's what we heard:*

## Purpose

- We all agree that increasing transportation safety in our region is a priority.
- We support the development of a commitment towards “zero.”
- The VRU should inform policies for future adoption.
- The VRU should establish accountability for agency staff and elected officials to focus policy on Vision Zero.

## Desired Results

- Create Vision Zero goals that are informed by and shared among our community members.
- The VRU Plan should provide a foundation for the creation of a jurisdictional-specific Vision Zero plan and related policies.
- Gather and maintain data to support project selection, implementation, and funding opportunities.

## Constraints

- MetroPlan's lack of authority to require partners to implement Vision Zero projects.
- The public has the potential to not understand MetroPlan's role in this planning process.
- Funding and/or political will to support Vision Zero.
- Conflicting priorities and needs between various agencies.



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## Scope of Work and Purpose:

Since the Annual Advance, staff have refined the project scope that was submitted with the original SS4A application in FY22.

The scope of work (attached) is the original scope approved as part of the grant application, but now includes additional details on the deliverables themselves based on the needs and desires of our partners and MetroPlan Executive Board. MetroPlan has maintained all required SS4A safety plan components within the updated scope.

This planning effort will be conducted by MetroPlan staff and supported by technical advisors/consultants, as needed to create a meaningful and implementable safety plan.

As the SS4A grantee, MetroPlan is prioritizing the following as part of the overall VRU planning process:

- **Leadership Commitment:** The VRU will establish MetroPlan’s commitment to Vision Zero.
- **Policy:** Policy review and recommendations of MetroPlan’s Federally Mandated planning and policy documents.
- **Public Engagement:** Efforts will be focused on reaching disparate communities, people, or organizations that support folks with disabilities, the houseless, and people who rely on non-vehicle modes for daily travel.
- **Project Identification:** Project recommendations will be provided to each agency within the region with a focus on 2-5 years of implementation efforts while folding in the findings and recommendations provided in the Regional Transportation Safety Plan (RTSP) and Active Transportation Master Plan (ATMP). Additionally, this effort will identify safety-related strategies that MetroPlan can deliver. It is anticipated that this will be focused on programmatic and educational efforts.
- **Datasets:** It is anticipated that VRU will produce a Risk Assessment of the region (*pending a qualified applicant’s contractual agreement.*) – **See the draft Scope of Work below.**

Figure 1: MetroPlan Adopted Values





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## How the MetroPlan VRU relates to future SS4A grants:

The VRU will provide a foundation for partners to use in establishing and/or executing existing Vision Zero goals. Identified infrastructure projects will be eligible for SS4A implementation grants by our partners with or without full adoption of the plan.

### Future Safety Action Plans:

MetroPlan/City of Flagstaff SS4A Grant (*pending award*) | Safe Streets Master Plan. The VRU will:

- Provide high-level policy recommendations to support existing ATMP goals.
- Set the foundation for the “Phase 2” Safe Streets Master Plan but is limited in budget to develop detailed policy, standards, and engineering recommendations. Data, public outreach, and recommendations from the VRU will help to guide the Safe Streets Master Plan.
- The VRU will be amended to include the Safe Streets Master Plan, creating a holistic safety plan that is implementable by partners.

Coconino County: SS4A Grant (*pending award*) | Local Road Safety Plan (LRSP). The VRU will:

- Respond to the MetroPlan region and identify county projects within the regional boundaries.
- The VRU will provide a Vision Zero Foundation that can be built upon to support the larger County’s safety goals.
- The regional VRU may be incorporated into the County’s larger efforts if desired, but it will not establish a county-wide vision zero commitment.

### **Next steps:**

- Identify Traffic Safety Group Participants – Agency staff and community members.

## **4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:**

The Management Committee was provided with an overview of the direction of the scope. No comments were received.

## **5. FISCAL IMPACT:**

The VRU is funded through a Safe Streets for All planning grant awarded to MetroPlan. The grant value \$201,360 federal and \$50,360 in local match split between in-kind and cash. The grant agreement was executed on August 9, 2023.



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## 6. ALTERNATIVES:

- 1) **Recommended:** The TAC recommends the Board approve the Vulnerable Road Users (VRU) Safety Action Plan Purpose Statement and Scope of Work. This action is required to expend awarded Safe Streets and Roads for All (SS4A) funds while keeping the project moving forward promptly.
- 2) **Not Recommended:** The TAC does not recommend the Board approve the Vulnerable Road Users (VRU) Safety Action Plan Purpose Statement and Scope of Work. Additional measures will need to be taken with the Federal Highway Administration and may jeopardize future federal funding. The TAC could provide staff with additional direction.

## 7. ATTACHMENTS:

VRU Project Purpose

VRU Scope of Work

(Draft) Risk Assessment Scope of Work

# VRU PROJECT SCOPE STATEMENT

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**PROJECT NAME:** Vulnerable Road Users (VRU) Safety Action Plan

**PROJECTED START:** January 2024

**COMPLETED BY:** Mandia Gonzales, Transportation Planner

**PROJECTED END:** December 2024 (Pending)

## PROJECT PURPOSE:

MetroPlan supports the elimination of traffic fatalities and serious injuries and will adopt a “Vision Zero” policy as part of its Vulnerable Road Users Safety Action Plan.

Through this planning project, MetroPlan will identify projects, programs, and policies for each partner agency within the region, and will further evaluate MetroPlan’s internal policies and future project selection to focus efforts on improving transportation safety for the region.

- MetroPlan and partners agree that increasing transportation safety in our region is a priority.
- MetroPlan and partners support the development of a commitment towards “zero” fatalities or serious injuries along our regional roadways.
- The VRU should inform policies for future adoption by jurisdictional partners.

## PROJECT DESCRIPTION:

This safety plan will be built on the recently completed [Regional Transportation Safety Plan \(RTSP\)](#), with a focus on people outside of vehicles. It will integrate and support the goals of the City of Flagstaff’s Active Transportation Master Plan (ATMP) by providing additional insight and data into pedestrian and bicycle crashes.

The VRU Safety Plan will identify crash trends, risk factors, high-crash locations, emphasis areas, establish regional performance measures, and potential projects, programs, and policies that will lead our region to zero fatalities and serious injuries. Findings will be provided in a 2–5-year timeframe for each roadway owner/agency with a specific emphasis on MetroPlan’s role in supporting our regional partners through the Safe Systems Approach.

Partner agencies recognize that the VRU needs to be a multi-jurisdictional planning effort and will further support the future SS4A “Safe Streets Master Plan” (*if awarded*), termed “Phase 2” which will provide greater details on complete streets, updating to engineering and design standards, and updates to local and regional policies. If not awarded, the VRU will provide a foundation for the City and County to consider how to address and/or approve upon reaching Towards Zero goals and objectives.

## **DESIRED RESULTS:**

### **Broad Goals**

- Develop an SS4A Compliant Safety Plan.
- Establish a MetroPlan leadership commitment to Vision Zero.
- Create Vision Zero goals that are informed by and shared among our community members.
- Create an implementable safety plan that aligns with Metroplan's Vision and Values.
- Demonstrate MetroPlan's ability to be a successful federal funding recipient.
- Update MetroPlan's strategic grants process for SS4A, actively making strong applications with data-driven solutions.

### **Data Related Goals**

- Identify gaps in the data to identify more infrastructure safety upgrades.
- Gather and maintain data to support project selection, implementation, and funding opportunities.

### **Products and Deliverables**

- Have strategies in each of the Safe Systems approaches and identify where MetroPlan can be useful.
- Set up MetroPlan and partners for future SS4A grants by tying crash/ near miss type to proven countermeasures at specific locations and strategies/ solutions for non-infrastructure issues.
- Provide a wide variety of creative solutions in addition to expensive infrastructure.
- Reach out to community members/neighborhoods that typically do not participate in the planning process (community organizations, disparate communities, communities with disabilities, and the houseless.). Especially those who are reliant on bicycling, walking, and taking transit as a means of everyday transportation.
- Identification of high-risk locations, draft policies for MetroPlan and partners, and project prioritization with an emphasis on equitably distributing resources to those most impacted by traffic collisions that result in a serious injury or fatality.
- Complete a qualifying SS4A Safety Action Plan that can be a foundational document for partners in pursuing SS4A or other safety related plans, policies, or projects.
- Complete a qualifying SS4A Safety Action Plan that partners can use to seek SS4A Implementation Grants and/or other safety-related grant opportunities.

### **Partner Uses**

- Create a foundational Vision Zero policy that MetroPlan can adopt but is also ready-made for partners so they can adopt it without extra effort.
- Ensure the City, NAU, and County can adopt Vision Zero policies and programs with little additional effort, speeding up their commitment to safety.
- Guide our partners by providing recommended policies and standards that are related to our shared regional safety goals.

## EXCLUSIONS:

Utilize existing information as much as possible, especially from the Regional Transportation Safety Plan, Stride Forward, and the Active Transportation Master Plan. This will allow resources to be used towards obtaining new data sets that will further inform decision-making processes.

## CONSTRAINTS:

It is understood that the VRU will be a foundational document for partner agencies and may identify future planning efforts to boost agencies' response to and adoption of Vision Zero. However, every effort will be made to make the plan adoptable by local jurisdictions based on their needs.

MetroPlan lacks the authority to require partners to implement Vision Zero projects. MetroPlan will provide project and policy recommendations to our partners while clearly distinguishing MetroPlan's role in implementation.

The public has the potential to not understand MetroPlan's role in this planning process.

Funding and/or political will to support Vision Zero.

## COMMUNICATION NEEDS:

- MetroPlan, with assistance from the Technical Advisory Committee (TAC), will develop a Transportation Safety Group (TSG) to meet over the life of the VRU planning process. The TSG will be established to ensure a quality and implementable product is produced that meets the community's needs. MetroPlan shall develop a list of regional stakeholders, organize the TSG meetings and agendas, provide written and oral project updates, facilitate discussions and document stakeholder participation and input received.
- Monthly project status reports (provided via email) will be sent to TSG participants, TAC members, and the Federal Highway Administration (FHWA). TAC members will help to ensure that the plan and the recommendations therein are vetted within their respective agencies/organizations and will provide a collective recommendation to the MetroPlan staff within the given timeframes of each deliverable.
- MetroPlan Management and Executive Board to provide input on the scope, workplan, alternatives, and final recommendation(s).
- MetroPlan can provide presentations to partner boards/committees as requested by partners.

*A detailed communications and meeting schedule is forthcoming.*

## ACCEPTANCE CRITERIA:

Acceptance of project purpose, scope of work, and adoption:

- MetroPlan Executive Board
- MetroPlan Management Committee
- MetroPlan Technical Advisory Committee (TAC)

## APPROVALS

<u>Boards and Committees</u>	<u>Approval DATE</u>
Technical Advisory Committee	
Executive Board	

## VRU Detailed Scope of Work

	Task	MetroPlan Responsibilities & Description	Deliverables
<i>Updated April 16, 2024</i>			
<b>1</b>	<b>Project Management &amp; Coordination</b>		
	Develop a Work Plan that outlines project deliverables, activities, and schedules in coordination with MetroPlan. The Work Plan should outline the roles and responsibilities to execute a comprehensive VRU plan including the , MetroPlan, technical advisory committee, and methodologies to address/achieve the outputs identified in the various tasks.		
<b>1.1</b>	<b>Interview Key Regional Partners and Stakeholders</b>	<p>MetroPlan will lead an internal kick-off meeting with staff and partner agencies. MetroPlan will plan and conduct an external kick-off meeting with regional partners identified by the partner agencies and perform introductory interviews with key regional partners, to gain a better understanding of expectations for project management, communications, and potential sensitivities that may affect the planning process.</p> <p>The internal and external kickoff meeting(s) will further define the vision, goals, and objectives of the VRU Safety Plan.</p> <p>MetroPlan will develop project guidance documents that will be reviewed and approved by the Technical Advisory Committee(TAC) and/or Project Advisory Group.</p>	<ul style="list-style-type: none"> <li>• Internal kick-off meeting agenda and minutes</li> <li>• External kick-off meeting agenda and minutes.</li> <li>• Summary of interviews performed and key takeaways</li> <li>• Finalize project scope and deliverables</li> <li>• Finalize project timeline</li> <li>• Define each agency's role in the planning process</li> </ul>
<b>1.2</b>	<b>MetroPlan to organize and administer a project kickoff meeting for regional partners</b>		
<b>1.3</b>	<b>Gather Relevant data, policies, and plans for study area from partners</b>		
<b>1.4</b>	<b>Develop project guidance documents that set executions for agency partners.</b>		
<b>1.5</b>	<b>Finalize scope and schedule with Technical Advisory Committee (TAC)</b>		
		Refine and approve detailed scope of work for the VRU.	Approval of detailed scope
<b>2</b>	<b>Stakeholder and Public Engagement Plan</b>		
	MetroPlan will develop an innovative stakeholder and community outreach plan to ensure it satisfies the intent of SS4A, Title VI of the Civil Rights Act of 1964 the Executive Order on Environmental Justice 12898 that includes underserved communities and address their needs, and Executive Order 13985: Advancing Racial Equity and Support for Underserved Communities.		



2.1	<b>Organize and conduct a VRU Transportation Safety Group (TSG)</b>	MetroPlan shall develop a list of regional stakeholders, organize the TSG meetings, agendas, provide written and oral project updates, facilitate discussions, and document stakeholder participation and input received.	<ul style="list-style-type: none"> <li>• Develop a communications schedule for key stakeholders</li> <li>• Project advisory group (TSG) meeting agendas.</li> <li>• Provide monthly project updates to both the TAC and TSG.</li> <li>• Organize and facilitate participation the TSG.</li> <li>• Documentation of input received</li> </ul>
2.2	<b>Develop a Public and Stakeholder Engagement Plan</b>	Outreach efforts will focus on reaching disparate communities, people, and/or organizations that support people with disabilities, the houseless, and people who rely on non-vehicle modes for daily travel. Through the adopted Regional Transportation Safety Plan, Stride Forward, and Active Transportation Plan much outreach has been conducted region-wide around the broader communities' safety concerns related to walking and bicycling. The VRU is an opportunity to expand outreach and to better understand both safety and equity issues related to underserved groups.	<ul style="list-style-type: none"> <li>• Conduct outreach at local organizations that support people who rely on non-motorized transportation.</li> <li>• Conduct outreach in locations and neighborhoods where disparate communities, seniors, and people with disabilities live, work, and play.</li> </ul>
2.3	<b>Plan and administer an online public outreach campaign for the planning process (Website content and Social Media)</b>	<p>MetroPlan shall develop a project website. This website will be the primary means for distributing information about the planning process. MetroPlan will lead the development of online tools used to collect public and stakeholder input, including: up to (2) community surveys.</p> <p>MetroPlan shall prepare, social media posts, and email blasts that direct audiences to the website for project-related documents and opportunities to participate in planning and decision-making processes. The materials should avoid jargon and should explain complex concepts and materials in a way that is easy to understand.</p>	<ul style="list-style-type: none"> <li>• Attend up to (4) public events to reach the general public and visitors alike.</li> <li>• Develop a regionwide VRU safety planning advertisement plan.</li> <li>• Create a project website.</li> <li>• Create social media content to promote the planning effort, safety, and opportunities to participate.</li> <li>• Public notifications and documentation of their distribution.</li> <li>• Documentation of outreach efforts and materials.</li> <li>• Quantification/measurement of efficacy (e.g., number of exposures, number of survey participants, etc.)</li> </ul>

2.4	<b>Develop VRU goals, objectives, and performance measures.</b>	After gathering information on existing conditions and public feedback, MetroPlan in conjunction with partner agencies, will develop a mutually agreed-upon document defining goals, objectives, and performance measures, within ADOT policies and procedures, to help inform subsequent tasks.	<ul style="list-style-type: none"> <li>• Establish VRU goals and objectives</li> <li>• Establish MetroPlan's commitment to Safety and Vision Zero</li> <li>• Ensure the VRU performance measures meet the Arizona Strategic Traffic Safety Plan performance measures.</li> </ul> <p>Final report and documentation Goals, Objectives, and Performance Measures.</p>
<p><i>The remaining tasks will incorporate data, findings, methods, and tools from recently completed and ongoing plans to apply to the Vulnerable Road Users Safety Plan. This will ensure the VRU aligns with both state and federal safety requirements and incorporates much of the safety work that is already completed to create a regionally implementable document. Plans include the City of Flagstaff Active Transportation Safety Plan (2022), MetroPlan Regional Transportation Safety Plan (2023), ADOT Vulnerable Road Users Safety Assessment (2024), Arizona Strategic Highway Safety Plan (in progress), and ADOT Active Transportation Safety Action Plan (in progress)</i></p>			
<p><b>3 Safe Systems Performance</b></p>			
3.1	<b>Safe Systems Assessment</b>	<p>Perform a comprehensive examination in the context of the Federal Highways Administration Safe Systems Approach of the current state of transportation safety for pedestrians and bicyclists. This assessment will build off of the Regional Transportation Safety Plan by providing more detailed information related to pedestrians and bicycles.</p> <ul style="list-style-type: none"> <li>• Safety performance of functionally classified roads</li> <li>• Regional bike/ped. trends of crashes, crash rates, crash trends, and exposure levels</li> <li>• Assessment of crash patterns within Title VI populations</li> </ul>	<p>The Final Report will include the safety assessments of roadways, VRU crash trends and crash rates, and an assessment of crash patterns with Title VI/underserved populations using ADOT ACIS Data (2018-2022):</p> <ul style="list-style-type: none"> <li>• Existing Crash Analysis</li> <li>• Systemic Crash Analysis</li> </ul> <p><i>MetroPlan may default to ADOT's ATSAP results for state highways and county-owned roadways.</i></p>

<p>3.2</p>	<p><b>Risk Exposure /Assessment</b></p>	<p>Perform a comprehensive Risk Assessment in the context of the Federal Highways Administration Safe Systems Approach to the current state of transportation safety for pedestrians and bicyclists using the most current 5-year ADOT ACIS Data: 2018-2022</p> <p>The Risk Assessment should consider but is not limited to:</p> <p>Functional Classification  Area Type + Intersection  Area Type  Bike/Ped exposure risk  Lane configuration + Roadway type  Speed limits  Left turn lanes  AADT  Sidewalks  Bike facilities</p> <p><i>PREFERENCE is for the risk assessment to be conducted by a consult. However, MetroPlan can use the FMPO Model to provide relative exposure rates for pedestrians and bicyclists.</i></p>	<p>The Final Report should include:</p> <ol style="list-style-type: none"> <li>1) The risk assessments of roadways and exposure risk related to Title VI/underserved populations within the region.</li> <li>2) Risk score of roadways within the region</li> </ol>
<p>3.3</p>	<p><b>Speed Study</b></p>	<p>Evaluate speed limits on prioritized High-Crash Corridors.</p> <p>The Regional Transportation Safety Plan has identified Speed as an emphasis area in the MetroPlan region. Speed is a critical variable in the safety performance of Flagstaff streets. This is particularly critical in areas where pedestrians, bicyclists, and transit users interact with traffic because outcomes for these users are often severe or fatal when a crash occurs.</p>	<ul style="list-style-type: none"> <li>• Conduct up to (3) speed studies at priority locations (to be determined by the Transportation Safety Group)</li> <li>• Evaluation will be conducted using FHWA's USLimits2 - <i>A Tool to Aid Practitioners in Determining Appropriate Speed Limit Recommendations.</i></li> </ul> <p>Final report summarizing the results of the studies.</p> <p><i>MetroPlan may default to ADOT's ATSAP results for state highways</i></p>

4 Identify Safety Emphasis Areas	
4.1	<p data-bbox="279 188 473 581"><b>Emphasis Areas</b></p> <p data-bbox="674 188 1757 256">Emphasis areas identified in the Regional Transportation Safety Plan (RTSP) specific to pedestrians and bicyclists will be reviewed and refined.</p> <p data-bbox="674 305 1239 334">The RTSP has already conducted the following:</p> <ul data-bbox="674 342 1701 565" style="list-style-type: none"> <li>• Analysis of existing conditions and historical trends to baseline the level of crashes</li> <li>• Analysis of crash locations, severities, contributing factors, and behaviors</li> <li>• Analysis of systemic and specific safety needs</li> <li>• Geospatial identification of high-risk locations</li> <li>• Identify public education campaigns and programs</li> <li>• Overlaid with Environmental Justice/Title VI communities</li> </ul>
4.2	<p data-bbox="279 956 360 1230"><b>Equity</b></p> <p data-bbox="674 956 1757 1065">An eye for equity will be threaded throughout the full planning process. MetroPlan will review crashes and crash types concerning Title VI communities, environmental justice areas, and Historically Disadvantaged Census Tracts.</p> <p data-bbox="674 1114 1757 1260">To ensure the most comprehensive approach is taken to incorporate equity in crash analysis and safety improvements, data from the following will be utilized in determining the overall equity of an area: Justice 40, the Social Vulnerability Index (SVI), EJScreen, and a proprietary Equity, Needs Analysis using Census data.</p> <p data-bbox="674 1308 1757 1455">MetroPlan will integrate the ADOT Vulnerable Road Users Safety Assessment equity tool to evaluate census tracks and neighborhoods by applying an equity score that can be overlaid with crash frequency, density, and rate to determine if there are disproportional impacts to underserved communities.</p>

The final report will:

- Outline a 2 and 5-year action plan per emphasis area.

This may include, but is not limited to, design strategies of:

- Temporary Approach: countermeasures that can be “tested” to determine success before finalizing the change (with various exceptions)
- System-Wide Approach: countermeasures that are implemented at all locations (across the community)
- Risk-Reduction Approach: countermeasures that are implemented at locations with the greatest risk (specific locations within the community)
- Site-Specific Approach: countermeasures that are implemented based on crash data that supports continual crashes at one specific site that needs to be addressed (one location within the community)

- Final report on disparities in traffic crashes
- Establish rankings for neighborhoods based on crash history and risk factors.

5	<b>Policy Development, Identification of Strategies &amp; Network Screening Methodologies, Prioritization of Safety Needs</b>		
5.1	<b>Assessment of Current Plans and Policies</b>	<p>A review of MetroPlan's federally mandated plans and policies will be conducted to determine how best to integrate safety and any Vision Zero policies into project selection and funding.</p> <p>Plans and policies in review will include:</p> <ul style="list-style-type: none"> <li>• Regional Transportation Plan</li> <li>• Transportation Improvement Plan</li> <li>• Regional Transportation Safety Plan</li> <li>• Title VI Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Final report of MetroPlan's current policies and practices.</li> <li>• Policy recommendations specific to MetroPlan</li> <li>• High-level policy recommendations will be made to partner agencies based on existing knowledge of safety policy and plans, needs, desires, and public input.</li> </ul> <p><i>It is anticipated that partner agencies may use these high-level recommendations to set the foundation for future Vision Zero policy development.</i></p>
5.2	<b>Best Practices References</b>	Best practices of Road and Street Design, Design Elements, Safe Systems Approach, prioritizing equity and engagement will be used throughout the development of the VRU.	Final report of roadway safety best practices that align with existing regional safety goals and policies.
5.3	<b>Strategy &amp; Project Selection</b>	<p>Apply network screening methodologies for ranking and prioritizing high-risk locations with a focus on methods that will</p> <p>(1) facilitate regional scale spatial analysis and evaluation;</p> <p>(2) enable partner agencies to apply equity-based scoring criteria per the Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan requirements;</p> <p>(3) enable partner agency capabilities to facilitate location-specific and community-specific spatial analyses and evaluations; and</p> <p>(4) develop a Vulnerable Users Roadway safety data and analysis improvement plan.</p>	Project selection will be embedded into MetroPlan's Strategic Grants Process and its corresponding ranking of projects as satisfactory to meet SS4A Implementation grants.
6	<b>Identify and Analyze Available Resources</b>		

6.1	<b>Resource Development</b>	<p>Review of current programs, staffing, and funding resources available for transportation safety planning and implementation at the local level.</p> <p>Identification of opportunities for improvements such as a streamlined safety funding process and collaboration that could lead to improved effectiveness of safety analysis, project development, and implementation by partner agencies</p>	<p>The Final Report will include an analysis of available resources and opportunities at the local, state, and federal levels for safety funding and improved safety analysis, project development, and implementation.</p>
7	<b>Implementation Plan</b>		
7.1	<b>Implementation</b>	<p>The implementation plan shall be specific to the identified Emphasis Areas documenting the measurable objectives and performance measures for each emphasis area.</p> <p>MetroPlan and partner agencies will use the implementation plan to develop project implementation schedules in a 2-5-year plan. The following shall serve as an implementation plan framework:</p> <ul style="list-style-type: none"> <li>• Incorporate information received from public engagement and stakeholders into the plan;</li> <li>• Determine the data requirements for each performance measure;</li> <li>• Identify a prioritized list of hot spots, along with roadway owner, required resources, and action steps for implementing the recommended countermeasure(s);</li> <li>• Identify a process to track countermeasure and action step implementation;</li> <li>• Guide how MetroPlan’s partner agencies can incorporate safety projects and programs into their respective capital improvement programs (CIPs);</li> <li>• Engage with ADOT District offices to encourage and support the development of safety projects and elements in state-level planning and state and federal grant opportunities.</li> </ul>	<p>The Final Report will provide clear direction to MetroPlan and our partner agencies on how to bring about safety improvements through the inclusion of the Implementation Plan.</p>

7.2	<b>Project Identification, Justification, and Eligibility</b>	Projects and strategies to address safety problems identified must include infrastructure, behavioral, and operational activities. An explanation of project prioritization criteria will also be provided.	The Final Report will include ranked lists of implementation projects. Implementation projects must include infrastructure, behavioral, and operational activities.
8	<b>Final Plan</b>		
8.1	<b>Final Plan</b>	MetroPlan will provide an Executive Summary and Final Report that will summarize all of the findings documented in the indicated Tasks. Information provided on each task shall be in non-technical language when possible and include the use of tables, graphs, and pictures. All public comments whether written or verbal shall be incorporated into the final report. A draft shall be provided to MetroPlan Technical Advisory Committee and Executive Board for review and comment before final production.	<ul style="list-style-type: none"> <li>• Final Report document in electronic format</li> <li>• Electronic copies of all project files in data-useable format</li> <li>• Maps and all relevant spatial data prepared for the Final Report.</li> </ul>
9	<b>Post-project data collection and reporting</b>		
9.1	<b>Post-project data collection and reporting</b>	<p>Establish an annual data and performance reporting systems for MetroPlan staff and partners.</p> <p>The framework should include but is not limited to:</p> <ul style="list-style-type: none"> <li>· The costs of each eligible project and strategy carried out using the grant.</li> <li>· The roadway safety outcomes and any additional benefits (e.g., increased walking, biking, or transit use without a commensurate increase in crashes, etc.)</li> <li>· The lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a guidance document on how to conduct annual evaluations of progress</li> <li>• Establish annual performance reporting in partnership with the City of Flagstaff and Coconino County that meets the USDOT Public Access Plan.</li> <li>• Incorporates ADOT performance measures.</li> </ul>

Contractor Preferred

### Risk Exposure and Assessment for the Vulnerable Road Users Safety Plan | Scope of Work

Task	Description	Deliverables
<p><b>Task 1</b></p>	<p><b>Project Initiation and Administration</b></p> <p>Ongoing project management and administration through the life of the project. Providing regular updates to MetroPlan project manager.</p>	<p>Conduct a minimum 60-minute kick-off meeting with MetroPlan staff to review the scope, project schedule, and deliverables.</p> <p>Provide weekly email updates to the MetroPlan project manager of activities completed in the past week and activities projected for the coming week.</p> <p>Provide a monthly written report to the MetroPlan staff team that includes tracking deliverables to date, budget expenditures to date, monthly invoices, and a list of activities planned for the coming month.</p>
<p><b>Task 2</b></p>	<p><b>Stakeholder Engagement</b></p> <p>Schedule and conduct project meetings at the beginning and end of the project with the MetroPlan project manager, Technical Advisory Committee (TAC), and/or Transportation Safety Group (TSG).</p> <p>MetroPlan staff will engage the Executive Board and Management Board regarding the Risk Assessment. The CONTRACTOR will prepare any necessary collateral materials (memos, maps, slides, etc.) for MetroPlan Staff to update the board and committee.</p>	<p>Up to 2 presentations on the findings of the Risk Assessment and Exposure Risks to MetroPlan committees.</p>



RFP Risk Assessment

<p><b>Task 3</b></p>	<p><b>Risk Exposure /Assessment</b></p>	<p>CONTRACTOR will perform a comprehensive Risk Assessment in the context of the Federal Highways Administration Safe Systems Approach to the current state of transportation safety for pedestrians and bicyclists using the most current 5-year ADOT ACIS Data: 2018-2022</p> <p>The Risk Assessment should consider but is not limited to:</p> <p>Functional Classification  Area Type + Intersection  Area Type  Bike/Ped exposure risk  Lane configuration + Roadway type  Speed limits  Left turn lanes  AADT  Sidewalks  Bike facilities</p>	<p>The Final Report should include:</p> <ol style="list-style-type: none"> <li>1) The risk assessments of roadways and exposure risk related to Title VI/underserved populations within the region.</li> <li>2) Risk score of roadways within the region</li> </ol>
<p><b>Task 4</b></p>	<p><b>Equity</b></p>	<p>MetroPlan to provide a method and data for evaluating equity in relation to traffic crashes and crash types.</p>	<ul style="list-style-type: none"> <li>• Final report on disparities in traffic crashes</li> <li>• Establish rankings for census tracts based on crash history and risk factors.</li> </ul>
<p><b>Task 5</b></p>	<p><b>Final Report</b></p>	<p>A final report summarizing the methodology or the risk assessment, ranking of (?), and overall findings.</p>	<p>Final report and any appendices in PDF form.  All GIS and Data files appropriate for retention by MetroPlan.</p>



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## STAFF REPORT

**REPORT DATE:** April 12, 2024

**MEETING DATE:** April 24, 2024

**TO:** Honorable Chair and Members of the Technical Advisory Committee

**FROM:** David Wessel, Planning Manager

**SUBJECT:** FY2025-2029 Transportation Improvement Program

### 1. RECOMMENDATION:

This item is for information and discussion only. In May, staff will seek TAC recommendation to the Board for TIP adoption.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 2:** Deliver Plans that Meet Partner and Community Needs.

**Objective 2.1:** Maintain trust through reliable and transparent project management.

### 3. BACKGROUND:

The Transportation Improvement Program (TIP) is a federally mandated program of projects for which reasonably anticipated revenue is expected to be obligated to transportation projects within a four-to-five-year period. Projects must be compliant with the adopted regional transportation plan, *Stride Forward*. MetroPlan elected to conduct major updates of the TIP every two years with amendments intervening. This is a major update. Regionally significant projects, regardless of funding, must be included in the TIP. Projects received from partner agencies are reflected in the attached Unified TIP tables. City projects are pending a Council retreat on April 25-26.

**Call for Projects:** The public submitted one project in response to this call, a bus shelter on NB route 5 at the Adult Center on Thorpe. This has been added to the Mountain Line unfunded list.

**Public Comment Period:** This closes on April 15. One comment was received related to fare free transit. This is not relevant to the TIP.

**Partner highlights:**

**ADOT:** Projects in the draft TIP reflect ADOT tentative 5-year program. These are primarily I-40 bridge and pavement rehabilitation, I-40 intelligent transportation system components, and I-40 and B40 LED lighting upgrades. MetroPlan is seeking to confirm recently received news that improvements to US 180



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related to bicycle and pedestrian safety and funded by Carbon Reduction Program dollars will be added back into the program.

Coconino County: Pavement preservation in Kachina Village and Doney Park; traffic signal at Burris & 89  
Mountain Line: Downtown Connection Center, Kaspar Maintenance Facility, rolling stock replacement  
City of Flagstaff: pending City Council budget retreat April 25-26.

Amendments to the TIP will be made, if necessary, on final adoption of our partners' capital improvement programs.

Staff is currently updating these other requirements in the TIP: Financial Plan; Compliance with the Regional Transportation Plan; and Performance Based Planning and Programming.

#### **4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:**

Pending.

#### **5. FISCAL IMPACT:**

There are no direct fiscal impacts. However, the TIP is a critical document in the seeking of grant funds.

#### **6. ALTERNATIVES:**

None. This item is for information and discussion only. TAC members may wish to inform staff of likely changes to their respective Capital Improvement Programs (CIPs).

#### **7. ATTACHMENTS:**

(Link) [Draft 2025-2029 Transportation Improvement Program](#)

(Link) [TIP Unified Table](#)



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## STAFF REPORT

**REPORT DATE:** April 12, 2024

**MEETING DATE:** April 24, 2024

**TO:** Honorable Chair and Members of the Technical Advisory Committee

**FROM:** Sandra Tavel, Transportation Planner

**SUBJECT:** Draft Strategic Grants Plan

### 1. RECOMMENDATION:

None. This item is for information and discussion only. TAC members may inform the draft Strategic Grants Plan for their consideration in May and June Executive Board adoption.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 1:** Maximize Funding for Transportation Projects and Programs

**Objective 1.1:** Align capital and programmatic needs with priorities and fund sources.

### 3. BACKGROUND:

MetroPlan staff collected over 100 regional transportation projects from partners and created a spreadsheet with projects and potential funding sources, ranked from best fit (3); medium fit (2) and no fit. Through stakeholder meetings, MetroPlan staff continued to refine projects' best fit for grants, resulting in the proposed three-year Strategic Grants Plan. The purpose of this Plan is to prioritize regional grant applications and allow lead time to work on application items that carry significant weight in the review process such as Benefit Cost Analysis (BCA); Environmental Review; and Right-of-Way acquisition. The typical application window for federal discretionary grant applications is 45 days. The Strategic Grants process allows us to create better quality applications that have a better chance of being awarded. Additionally, the Strategic Grants Plan aligns with MetroPlan's mission to facilitate improvements and programs for all transportation modes through collaborative priority setting, planning, and the strategic pursuit of funding.

During the February Strategic Advance, members selected best projects for the following grant opportunities:



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- ADOT Transportation Alternatives (TA)
- Safe Streets and Roads for All (SS4A)
- Active Transportation Infrastructure Improvement Program (ATIIP)

MetroPlan staff and stakeholders, outside of the Advance also identified projects for:

- Rebuilding American Infrastructure Sustainably and Equitably (RAISE)
- Federal Lands Access Program (FLAP)
- Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation Program (PROTECT)
- MEGA/INFRA/Rural

More detail is contained within attachments that outline the fund source and the projects in a timeline underneath.

Decision points that we are requesting advice on from TAC members:

- Confirm projects, fund sources and timelines for the next three years: FY25-27
- If a project is suited to more than one fund source, confirm both fund sources should be pursued:
  - Example, Complete Street Conversion: Fourth St: Route 66 to Cedar Ave is suited for SS4A AND RAISE – weigh pros and cons and decide to apply for both grants; or just one

#### **4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:**

Pending.

#### **5. FISCAL IMPACT:**

There is no direct budget impact outside of staff time. However, implementing this Plan will help the region be more competitive in discretionary grants.

#### **6. ALTERNATIVES:**

None. This item is for information and discussion only. TAC members may inform the draft Strategic Grants Plan for their consideration in May and June Executive Board adoption.

#### **7. ATTACHMENTS:**

Draft Strategic Grants Plan

# ***Draft Strategic Grants Plan***

## **FY 25-27**



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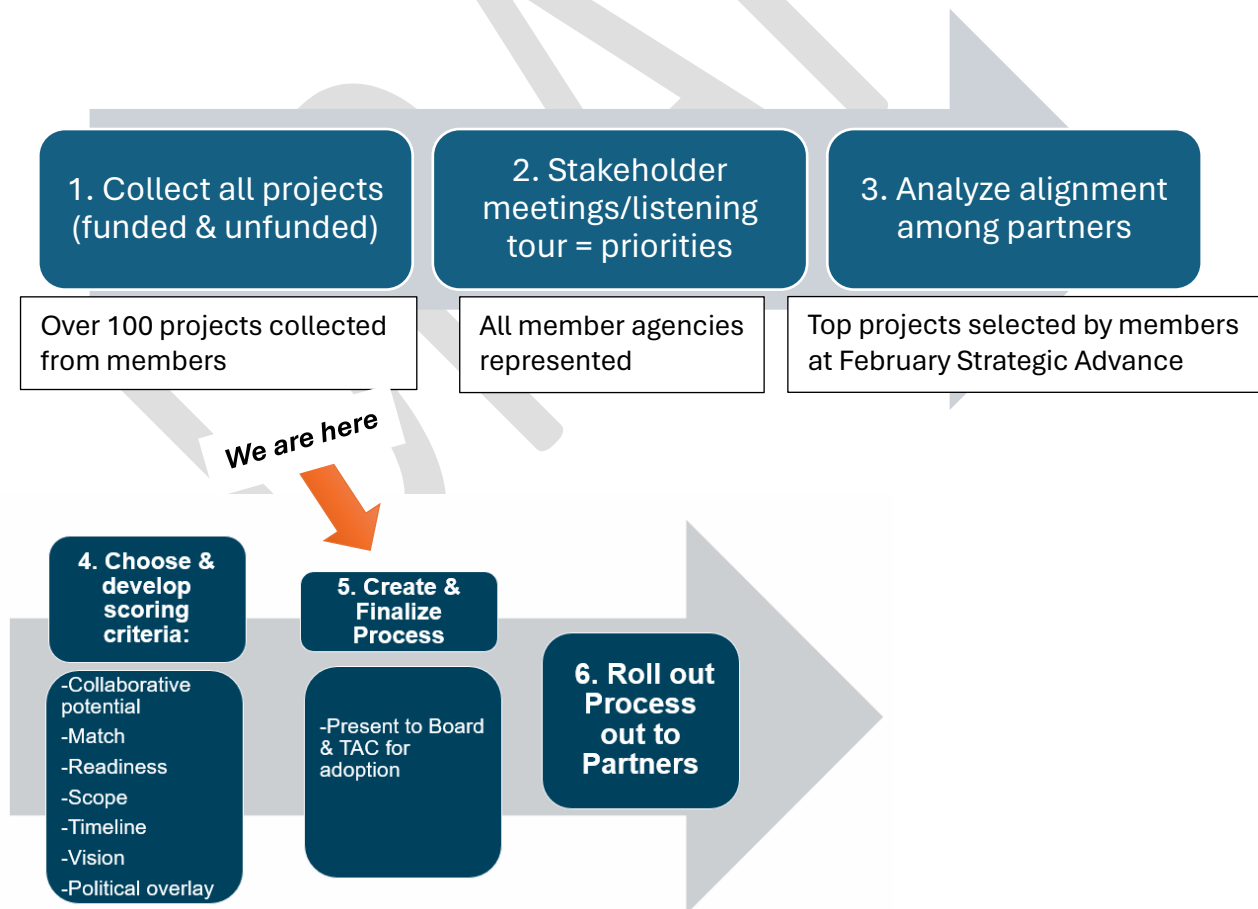
**DRAFT**

## Introduction

The Bipartisan Infrastructure Law (BIL) / Infrastructure Investment and Jobs Act (IIJA) increased the availability of discretionary federal (competitive grant) dollars by 40% from 2021; the law is active through 2026. MetroPlan Flagstaff and its member agencies – City of Flagstaff, Coconino County, Mountain Line Transit, Arizona Department of Transportation (ADOT) and Northern Arizona University (NAU) have been able to apply for and win more transportation dollars than ever before. To this end, MetroPlan seeks to create a proactive, rather than reactive fund seeking strategy that seeks to analyze regional projects for best fit for grant programs, increase collaboration and decrease or eliminate competition amongst members and allow more lead time to develop the more complex and time-consuming components of federal grant applications such as the Benefit Cost Analysis (BCA), environmental review (NEPA – National Environmental Policy Act) and Right-of-Way (ROW) acquisition.

The Strategic Grants Plan aligns with MetroPlan’s mission to *facilitate improvements and programs for all transportation modes through collaborative priority setting, planning and the strategic pursuit of funding.*

## Steps taken to create Strategic Grants Plan



Grant Info: [Transportation Alternatives](#)

**Next Application Release Date:** April/May 2024

**Funder:** State – AZ Dept of Transportation

**Required match:** 5.7%

**Background:**

Smaller-scale transportation projects: pedestrian and bicycle facilities; construction of turnouts, overlooks, and viewing areas; community improvements - historic preservation and vegetation management; environmental mitigation related to stormwater and habitat connectivity; recreational trails; safe routes to school projects; and vulnerable road user safety assessments.

**Eligible project costs:**

- Eligible non-infrastructure activities (e.g., educational programming)
- Planning/Scoping
- Design
- Construction
- Other items unavoidably required for the primary purpose of the project
- ADOT administrative fees

**Ineligible project costs:**

- Right-of-Way acquisition
- Routine maintenance and operations
- General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas, pavilions
- Utility relocation which is not directly and unavoidably caused by the TA Program project
- Promotional activities except as permitted under the Safe Routes To School



**PRIORITY PROJECTS**

Project	Jurisdiction	FY24	FY25	FY26	FY27
Planning & Design   Mt Elden Urban Trail   5.5 miles from Elden Lookout Rd, terminus at Sandy Seep Trailhead at US89   <b>\$432,373</b>	USFS, City, County				
Construction   Cromer Elementary missing sidewalks – Neptune Dr (Skeet Dr to Lunar Dr)   Skeet Dr (Silver Saddle Rd to Neptune Dr)   <b>\$1,300,000</b>	County				
FUTS construction   Sinclair Ridge (\$80,000), Sawmill (\$105,000), Marshall (\$905,000)   total: <b>\$1,090,000</b>	City				
Safe Routes to School capital projects   <b>\$1,900,000</b>	MetroPlan				
Safe Routes Phase 2   <b>\$650,300</b>	MetroPlan				

DRAFT

**Grant Info:** [SS4A](#) (Safe Streets and Roads for All)

**Funder:** federal, US DOT (Department of Transportation)

**Required nonfederal match:** 20%, ok to use in-kind

**Next Application Release Date:** Open - Implementation: May 16,2024  
Planning and Demonstration: April 4, 2024 | May 16, 2024 | August 29, 2024

**Background:**

- **Improve** roadway **safety** for all users by **reducing and eliminating serious injury and fatal crashes through comprehensive safety Action Plans** and their implementation.

**Planning and Demonstration Grants:**

- Develop, complete, or supplement a comprehensive safety action plan
- Demonstration activities | **temporary** safety improvements that inform Action Plans by testing them first

**Implementation Grants:**

- Implement projects and strategies identified in an Action Plan
  - Projects and strategies can be infrastructure, behavioral, and/or operational activities
  - May include demonstration activities, supplemental planning, and project-level planning, design, and development
  - Applicants **must have an eligible Action Plan** to apply for Implementation Grants
  - Project location must be on High Injury Crash Network

**Note: Not just bike/ped money | Safety money = must be tied to a safety problem**

**PRIORITY PROJECTS**

Project	Jurisdiction	FY24	FY25	FY26	FY27
Planning   Safe Streets Master Plan   Supplemental Planning   <b>\$2,140,000</b>	MetroPlan, City				
Planning   Action Plan – Regional Local and Rural Road Safety Plan   <b>\$975,000</b>	County				
Project type and cost estimate TBD   Neighborhood Sidewalk planning – Infill, upgrade, repair, replace, add curb ramps	City				
Project type and cost estimate TBD   Bikeways	City				
Design and Construction   Complete Streets Conversion: Rte 66 and Cedar   <b>\$12,500,000</b>	City				

**Grant Info:** [ATIIP](#) (Active Transportation Infrastructure Improvement Program)

**Funder:** FHWA (federal highway administration)

**Required match:** 20%

Next Application Release Date: **Open, applications due June 17, 2024** | Appropriations through 2026 in line with BIL

**Background:**

Supports planning and **active transportation implementation** (mobility options powered primarily by human energy, including bicycling and walking) **at the network scale, rather than on a project-by-project basis.**

The ATIIP awards competitive grants to **plan, design, and construct networks of safe and connected active transportation facilities that connect between destinations within a community or metropolitan region.** Additionally, grants may fund projects to plan, design, and construct an active transportation spine, a facility that connects between communities, metropolitan regions, or States.

**PRIORITY PROJECTS**

Project	Jurisdiction	FY24	FY25	FY26	FY27
Planning and Design   FUTS: Santa Fe Trail   Malpais Ave to Railroad Springs   <b>\$544,500*</b>	City				
Project type and cost TBD   Pedestrianize Knoles & Humphreys on Campus   safety, lighting and accessibility enhancements	NAU				

\*15% of total project cost, design AND construction: \$3,630,000

**Grant Info:** [PROTECT](#) (Promoting Resilient Operations for Transformative, Efficient and Cost-Saving Transportation)

**Funder:** federal, US DOT (Department of Transportation), FHWA (Federal Highway Administration)

**Required nonfederal match:** 20%\*

**Next Application Due Date:** TBD , estimated April or May 2024 | Appropriations through 2026

**Background:**

Help make surface transportation more resilient to natural hazards, including climate change, sea level rise, flooding, extreme weather events, and other natural disasters through support of planning activities, resilience improvements, community resilience and evacuation routes. Funds planning, resilience improvement. **\*Match gets reduced by 7 to 3 percentage points if the project is prioritized in a Resilience Improvement Plan.** No match for planning grants!

**PRIORITY PROJECTS**

Project	Jurisdiction	FY24	FY25	FY26	FY27
Cost TBD   Resilience planning	MetroPlan				
Design and Construction   reduce the tailwater condition at BNSF culvert 338.9 and US 66   <b>\$18,000,000 - \$25,000,000</b>	City, BNSF				
Project and Costs TBD   Drainage bundle: Meade Lane drainage improvements between Highway 180 and the Rio de Flag; Steve's wash at Soliere, Fanning Wash, Downtown Drain lateral - Aspen and Beaver, Spruce Wash	City				

**Grant Info:** [RAISE](#) (Rebuilding American Infrastructure with Sustainability and Equity)

**Funder:** federal, US DOT (Department of Transportation)

**Required nonfederal match:** 20%

**Next Application Due Dates:** FY25: Jan 13 2025| FY26: Jan 13 2026

**Background:**

- Planning or constructing surface transportation infrastructure projects that improve safety, environmental sustainability, quality of life, mobility & community connectivity, economic competitiveness & opportunity, including tourism, state of good repair, partnership & collaboration, and innovation

**PRIORITY PROJECTS**

Project	Jurisdiction	FY24	FY25	FY26	FY27
Planning and Construction   Bikeways Bundle – McConnell to Woodlands Village to NAU campus; Milton – Phoenix Ave to Forest Meadows St   <b>\$13,934,000</b>	City				
Engineering   Belmont Roundabout and TI modernization and expansion   <b>\$4,000,000</b>	County				
Design & Construction   Complete Street Conversion – Fourth St: Route 66 to Cedar – ROW is a huge challenge w. property owners   <b>\$12,500,000</b>	City				

**Grant Info:** [FLAP](#) (Federal Lands Access Program)

**Funder:** federal, US DOT (Department of Transportation), FHWA (Federal Highway Administration)

**Required nonfederal match:** 20%

**Next Application Due Date:** 2026, tentative

**Background:**

Improve transportation facilities that provide access to, are adjacent to, or are located within Federal lands. Supplements State and local resources for public roads, transit systems, and other transportation facilities, with an emphasis on high-use recreation sites and economic generators.

**PRIORITY PROJECTS**

Project	Jurisdiction	FY24	FY25	FY26	FY27
Planning and construction   Lake Mary Bike Lanes   cost TBD	County				
Planning and construction   US180 Bike Lane Improvements (curve at Hidden Hollow)   cost TBD	ADOT				
Planning and construction   Snowbowl Road improvements and Mountain Express Bus stop   cost TBD	County, Mountain Line				

**Grant Info:** [INFRA](#) | [MEGA](#) | [Rural](#)

**Funder:** federal, US DOT (Department of Transportation)

**Required nonfederal match:** 20%

**Next Application Due Date:** May 6, 2024 | Appropriations through FY2026

**Background:**

Eligible Project Costs		
Mega	INFRA	Rural
Development-phase activities and costs, including planning, feasibility analysis, revenue forecasting, alternatives analysis, data collection and analysis, environmental review and activities to support environmental review, preliminary engineering and design work, and other preconstruction activities, including the preparation of a data collection and post-construction analysis plan; and, Construction, reconstruction, rehabilitation, acquisition of real property (including land relating to the project and improvements to that land), environmental mitigation (including projects to replace or rehabilitate culverts or reduce stormwater runoff for the purpose of improving habitat for aquatic species), construction contingencies, acquisition of equipment, protection, and	Development phase activities, including planning, feasibility analysis, revenue forecasting, environmental review, preliminary engineering, design, and other preconstruction activities, provided the project meets statutory requirements. Construction, reconstruction, rehabilitation, or acquisition of property (including land related to the project and improvements to the land), environmental mitigation (including a project to replace or rehabilitate a culvert, or to reduce stormwater runoff for the purpose of improving habitat for aquatic species), construction contingencies, equipment acquisition, and operational improvements directly related to system performance.	Development phase activities, including planning, feasibility analysis, revenue forecasting, environmental review, preliminary engineering and design work, and other preconstruction activities; and, Construction, reconstruction, rehabilitation, acquisition of real property (including land related to the project and improvements to the land), environmental mitigation, construction contingencies, acquisition of equipment, and operational

**MEGA:** supports large, complex projects that are difficult to fund by other means and likely to generate national or regional economic, mobility, or safety benefits.

**INFRA:** multimodal freight and highway projects of national or regional significance to improve the safety, efficiency, and reliability of the movement of freight and people in and across rural and urban areas.

**Rural:** supports projects that improve and expand the surface transportation infrastructure in rural areas to increase connectivity, improve the safety and reliability of the movement of people and freight, and generate regional economic growth and improve quality of life.

**PRIORITY PROJECTS**

Project	Jurisdiction	FY24	FY25	FY26	FY27
<b>MEGA &amp; INFRA</b>					
Planning   I-40 widening   cost and timeline TBD	ADOT				
Design and Construction   I-40 and Lone Tree TI   <b>\$150,000,000</b>	ADOT, City				
<b>RURAL</b>					
Design and Construction   Bikeways bundle: McConnell Dr - Woodlands Village Blvd to NAU campus; Milton Bikeway - Phoenix Ave to Forest Meadows St; Westside Area Improvements - Santa Fe Trail. Need agreement from City whether to federalize   Cost TBD	City				



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## STAFF REPORT

**REPORT DATE:** April 12, 2024

**MEETING DATE:** April 24, 2024

**TO:** Honorable Chair and Members of the TAC

**FROM:** Sandra Tavel, Transportation Planner

**SUBJECT:** Discussion on ADOT 5-Year Tentative Program and Planning to Programming (P2P) Project Selection

### 1. RECOMMENDATION:

None. This item is for information and discussion only. The TAC may advise on relevant ADOT projects in the MetroPlan area.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 2:** Deliver Plans that Meet Partner and Community Needs.

**Objective 2.1:** Maintain trust through reliable and transparent project management.

### 3. BACKGROUND:

MetroPlan staff would like to review projects that are in the *Draft* Tentative FY25-29 Program that are open for public comment through May 24 through a public hearing (in person or virtual) at the [State Transportation Board](#) (which **takes place on May 17**) or via [online comment format](#) or [email](#) through May 24.

MetroPlan would like the TAC's advice on **new** project nominations for the P2P process which will allow the projects to be considered for the FY26-30 Five Year Construction Program. Nominated projects are evaluated and scored against technical merit and policy support. High ranking projects are worked into ADOT's tentative five-year construction program for consideration by the State Transportation Board. There are three main categories: Preservation, Maintenance, and Expansion. Funds are divided among these categories per the state long range plan. ADOT has advised that Preservation is so overprogrammed that nominations are not necessary.

The below projects, inclusive of design and construction, are eligible for ADOT's 5-year Tentative Program and fall within the MetroPlan region:



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Nominated and accepted by ADOT and open for Public Comment for FY25-29:

- I-40 | I-17 to Country Club | Fiber, Dynamic Signs, Closed Circuit TV | 2024-2025 | \$4,340,000
- I-40 | Cosnino Rd | Bridge Rehabilitation | 2027-2029 | \$4,500,000
- I-40/Milton/Etc. | LED Lighting | 2024-2026 | \$2,840,900
- Rest areas and truck parking for I-40)

Nominated but **not** included in Draft Tentative FY25-29 Program list:

- Rest areas and truck parking along I-17
- Flood control projects (180 and 89)
- US180 and Milton CRP (Carbon Reduction Program) projects
- Pedestrian crossings (all routes)
- Wildlife Crossings (I-40 west)
- JWP/I-40 Bridge
- Traffic signal US89/Burris
- Pedestrian/bicycle improvements I-40/Butler
- Improvements to ADOT facilities that may complement a private development

MetroPlan is looking for feedback on the above projects that should be recommended to be added to the Draft Tentative FY25-29 Program, as well as ***any new or additional projects that member organizations want to nominate in the P2P process to make them eligible for ADOT's FY26-30 five-year Construction Program.***

#### **4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:**

Pending

#### **5. FISCAL IMPACT:**

There are no direct fiscal impacts. However, having projects included in the P2P is a crucial step to getting them in ADOT's construction program.

#### **6. ALTERNATIVES:**

None. This item is for information and discussion only. The TAC may provide direction to staff regarding the inclusion of relevant ADOT projects in the P2P Program.

#### **7. ATTACHMENTS:**

None





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## STAFF REPORT

**REPORT DATE:** April 12, 2024

**MEETING DATE:** April 24, 2024

**TO:** Honorable Chair and Members of the Executive Board

**FROM:** Kim Austin, TDM Planner

**SUBJECT:** Safer People Campaign

### 1. RECOMMENDATION:

None. This item is for information and discussion only.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 4:** Implement Programs that Encourage Mode Shift.

**Objective 4.1:** Conduct community-oriented multimodal demonstration and pilot project.

### 3. BACKGROUND:

One of MetroPlan's transportation values is zero deaths and serious injuries. Achieving this goal will require a holistic Safer Systems approach that includes making strides in 5 categories: Safer People, Safer Vehicles, Safer Speeds, Safer Roads, and Post Crash Care. Staff are proposing a robust Safer People education campaign to make progress in the Safer People category. MetroPlan proposes to spend \$80,000 from the Carbon Reduction Program funding source to hire an independent consultant firm to create a branded educational campaign. This educational campaign supports vision zero, active transportation, and mode shift goals.

MetroPlan is committed to a partnership with the City of Flagstaff's Safer Streets and Roads for All grant, by providing a safer people marketing educational campaign specifically related to that project. The opportunity exists to make this a more robust, educational effort.

Considerations for topics may include how to use new infrastructure in the region and highlight their safety benefits or focus on common behaviors associated with crashes such as lack of restraints. The Regional Transportation Safety Plan found the following behavioral and operational emphases:



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## BEHAVIORAL

- Speeding/Aggressive Driving
- Impaired Driving
- Distracted Driving
- Bicycle
- Pedestrian
- Nighttime

## OPERATIONAL

- Bicycle
- Pedestrian
- Intersection
- Lane Departure
- Nighttime
- Speeding/Aggressive Driving

MetroPlan would like the Technical Advisory Committee to discuss possible topics for this Safer People marketing campaign.

## **4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:**

Pending

## **5. FISCAL IMPACT:**

MetroPlan proposes to spend approximately \$80,000 in its FY2025 draft budget to hire a consulting company to create content for educational purposes. This would be grant-funded as part of the Carbon Reduction funding source.

A Safer People campaign can also make the region more competitive for federal funds because we can clearly point to taking action in this category of the Safe Systems Approach.

## **6. ALTERNATIVES:**

None. This item is for information and discussion only.



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## 7. ATTACHMENTS:

FHWA's Safer People Page: <https://www.transportation.gov/NRSS/SaferPeople>



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## STAFF REPORT

**REPORT DATE:** April 12, 2024

**MEETING DATE:** April 24, 2024

**TO:** Honorable Chair and Members of the Executive Board

**FROM:** Aubree Flores, AmeriCorp Fellow

**SUBJECT:** Update on Bloomberg Cheshire Slow Street Asphalt Art Project

### 1. RECOMMENDATION:

Note: This item is for information and discussion only.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 4:** Implement Programs that Encourage Mode Shift.

**Objective 4.1:** Conduct community-oriented multimodal demonstration and pilot project.

### 3. BACKGROUND:

MetroPlan, in partnership with Creative Flagstaff, received a Bloomberg Foundation grant for an asphalt art project on Fremont Blvd. The Cheshire neighborhood. Installation of the artwork will occur Thursday, May 16, 2024, through Saturday, May 18, 2024. May 18<sup>th</sup> will be a community paint party and street festival. The project is currently in the planning phase. Current planning includes the street festival run of show, finalizing the placement of delineators, determination of paint amounts. The art designs were completed and approved by Beautification and Public Art Commission (BPAC) and were voted on by the community through the Flagstaff Community Forum. A postcard mailer was developed and will be sent out to all Cheshire residents on April 25, 2024. The Cheshire Park permit was completed and submitted to the Parks Recreation and Open Space and Events (PROSE). The traffic control plans were finalized and approved by the City of Flagstaff engineering staff. The Bloomberg foundation has arranged for drone photography to be completed pre- and post-installation of the project. In response to the focus group feedback received, MetroPlan, with the in-kind donation from Loven Contracting, developed an educational video of the project, which is available on our website. An “opening brush stroke” photo opportunity before painting commences and staff invite the Board to participate in this event. Volunteering sign-ups and liability waiver are open through the sign-up genius platform.



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#### 4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

#### 5. FISCAL IMPACT:

This project is a grant-funded project at \$25,000 however none of the money flows through MetroPlan. Creative Flagstaff is the fiscal agent for this project. MetroPlan is providing staff time at no cost to the project.

#### 6. ALTERNATIVES:

None. This item is for information and discussion only.

#### 7. ATTACHMENTS:





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## STAFF REPORT

REPORT DATE: April 12, 2024

MEETING DATE: April 24, 2024

TO: Honorable Chair and Members of the Technical Advisory Committee

FROM: David Wessel, Planning Manager

SUBJECT: Northern Arizona University Master Plan

### 1. Recommendation:

None. This item is for information and discussion only. This report was given to the Executive Board on January 4, 2024.

### 2. Related Strategic Workplan Item

**Goal 2:** Deliver Plans that Meet Partner and Community Needs  
**Objective 2.4:** Position partners for successful implementation of plans.

### 3. Background

Northern Arizona University (NAU) has completed its *Comprehensive Sustainable Smart Campus Master Plan*. Several elements have relevance to MetroPlan’s interests: circulation, connectivity, parking, gateways and entrances, sustainability (carbon reduction), and housing. Excerpts from the plan are provided below with limited MetroPlan staff commentary on opportunities for cooperation, collaboration, or support between NAU and MetroPlan in the future. The plan covers much more than these areas and a link to it is available at the end of this report.

#### Overview

Moving the university's population across the large campus for daily activities creates an enormous amount of movement both on and off campus. From on-campus residents walking to class, to off-campus residents relying on the transit system, and service vehicles accessing buildings for deliveries and repairs, each of these systems must align harmoniously to create seamless, convenient, and safe experiences for all campus users.

The Master Plan relies on a hierarchical mobility structure focused primarily on pedestrian safety. A dynamic and functional pedestrian environment contributes to the overall campus environment, supports campus sustainability goals, and is cost-effective. The preferred travel modes at NAU include walking, bicycles, skateboards, scooters, and on-campus transit. These modes have the lowest environmental impact and also support campus wellness initiatives.



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The vision to create a pedestrian-focused campus requires a mobility system that relocates vehicles away from the center and uses the recovered areas for the highest and best use of university land. This mobility approach improves the quality of life for campus users by creating more opportunities for the exchange of ideas, chance meetings, and places to collaborate and socialize. For example, a new signature open space at the heart of campus will connect the Library, NACC, Field House, and Union in an area that today is host to pedestrian/ vehicle conflict, congestion, idling cars waiting for parking spaces, etc.

Vehicle parking is encouraged along the campus perimeter by the future construction of structured parking which will serve as transition points to switch travel modes from vehicle to walking, cycling, or transit. A perimeter parking strategy poses little inconvenience to travelers because once on campus, little time is typically lost by walking or cycling compared to driving short distances and parking a vehicle. No net change in parking spaces is planned, however, the University's carbon commitments and goals result in the need to reduce the number of spaces through Transportation Demand Management (TDM) measures.

Through improvements to the pedway and the additions of East-West connections, the Plan encourages separation or restriction of mixed travel modes in order to emphasize both pedestrian and cycling safety. The goal of a Pedestrian-Focused Mobility Hierarchy is to create a campus that emphasizes a more urban experience, prioritizing pedestrians, cycling, and then transit, and aligning with the university's commitments and goals around sustainability and carbon emissions.

The outcomes will:

1. Improve the safety of all users
2. Make non-motorized transportation convenient
3. Reduce traffic congestion by reducing the number of staff, students, and visitors who drive a vehicle to and around campus
4. Reduce the demand for expensive parking and street capacity projects and walking more comfortable and
5. Improve storm water management

*Commentary: This overview contains commonalities with MetroPlan regional transportation plans and the City/County Regional Plan. These include urbanization of activity centers, travel demand management, focus on pedestrians, and sustainability objectives like carbon neutrality. Mutual support for grants is low-hanging fruit with possibilities for cooperative planning and capital projects.*

## **Circulation**

Planning for the relationship between the Flagstaff community and the NAU campus is crucial for fostering connectivity, promoting attainable transportation, providing access to essential





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resources, stimulating economic development, encouraging cultural exchange, and ensuring a positive town-gown relationship.

## Needs

- East-west connections and enhancement of Pedway
- Alternative transportation including bike lanes (where missing) and storage, scooter and skateboard needs, missing sidewalks
- Parking toward the edges of campus and fewer internal parking lots
- Separation of circulation modes, including e-mobility, specifically on the Pedway
- Incentivization of electric vehicles and transit
- Address vehicular intersection and pedestrian conflict areas



- **USE CAMPUS EDGE TO CONNECT TO COMMUNITY** The campus edge offers an opportunity for improvement and enhancement. NAU can create a welcoming transition between the campus and the surrounding Flagstaff community through a thoughtful landscape, the incorporation of pedestrian-friendly pathways, and the integration of signage, art, and gathering spaces. Enhancing the campus edge can foster a stronger sense of connection and collaboration with the community, while also creating a positive first impression for visitors. Additionally, attention to safety, lighting, and accessibility can further improve the functionality and attractiveness of the campus edge, ensuring that it serves as a vibrant and engaging gateway to the university. *Commentary: Many of these edge locations correspond to City of Flagstaff capital projects like the Lone Tree widening efforts, the Butler protected intersections, and other projects in the Active Transportation Master Plan. The ADOT Milton Corridor Master Plan also has relevance.*

**STRENGTHEN EAST-WEST CONNECTIONS** Strengthening the east-west connections is crucial for enhancing accessibility and universal design, promoting efficient circulation, and fostering a cohesive campus environment. Seamless pathways facilitate movement between different academic and administrative areas, which can be achieved through the development of well-designed pedestrian and cycling routes, the integration of wayfinding signage, and the creation of vibrant gathering spaces along these connections. These connections enhance the sense of community and unity within the campus, allowing for a more integrated and dynamic learning and working environment. *Commentary: The Active Transportation Master Plan highlights many of these type projects.*







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**RESOLVE VEHICLE AND PEDESTRIAN CONFLICT AREAS** By identifying and addressing conflict areas, NAU can implement measures that promote coexistence between cars, bicycles, and pedestrians, ensuring the safe and efficient movement of all campus users. Such measures include redesigning intersections, crosswalks, and parking areas to prioritize pedestrian safety and improve visibility. Examples of implementing traffic calming measures include closing Knoles Drive to single occupancy vehicles at peak times of day. Enhancing signage, implementing designated pedestrian zones, and providing clear markings can all help clarify the right-of-way and improve overall traffic flow for a smooth and efficient campus.  
*Commentary: MetroPlan is embarking on the Vulnerable Road Users Safety Action Plan this spring. Collaboration with NAU to ensure coordination with this masterplan should exist.*

Overall student satisfaction with campus living is high, and there is a limited supply of affordable housing in the off-campus market, leading to a growing interest among upper-division students to return to on-campus living. This Plan and NAU explore the possibility of providing housing support for faculty and staff. The Plan assumes, based on a spring 2023 housing demand analysis, demand for up to 1,000 new apartment style beds with the need for renovations to existing buildings and taking certain buildings offline

**Needs**

- More on-campus housing to meet a growing demand

*Commentary: Increasing density has relevance for trip generation and transit service.*

**SUSTAINABILITY NEEDS** Follow goals established in, and continue to improve campus through the Climate Action Plan and Roadmap to Carbon Neutrality. *Commentary: The City of Flagstaff has plans and policies in this arena and the MetroPlan Stride Forward Regional Transportation Plan speaks to carbon neutrality. This is additional ground for cooperation.*

#### 4. TAC and Management Committee Discussion

None.
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#### 5. Fiscal Impact

None.
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#### 6. Alternatives

None. This item is for information and discussion only.
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## 7. Attachments

<https://in.nau.edu/wp-content/uploads/sites/139/2023/11/ABOR-Executive-Summary - 31Oct2023.pdf>

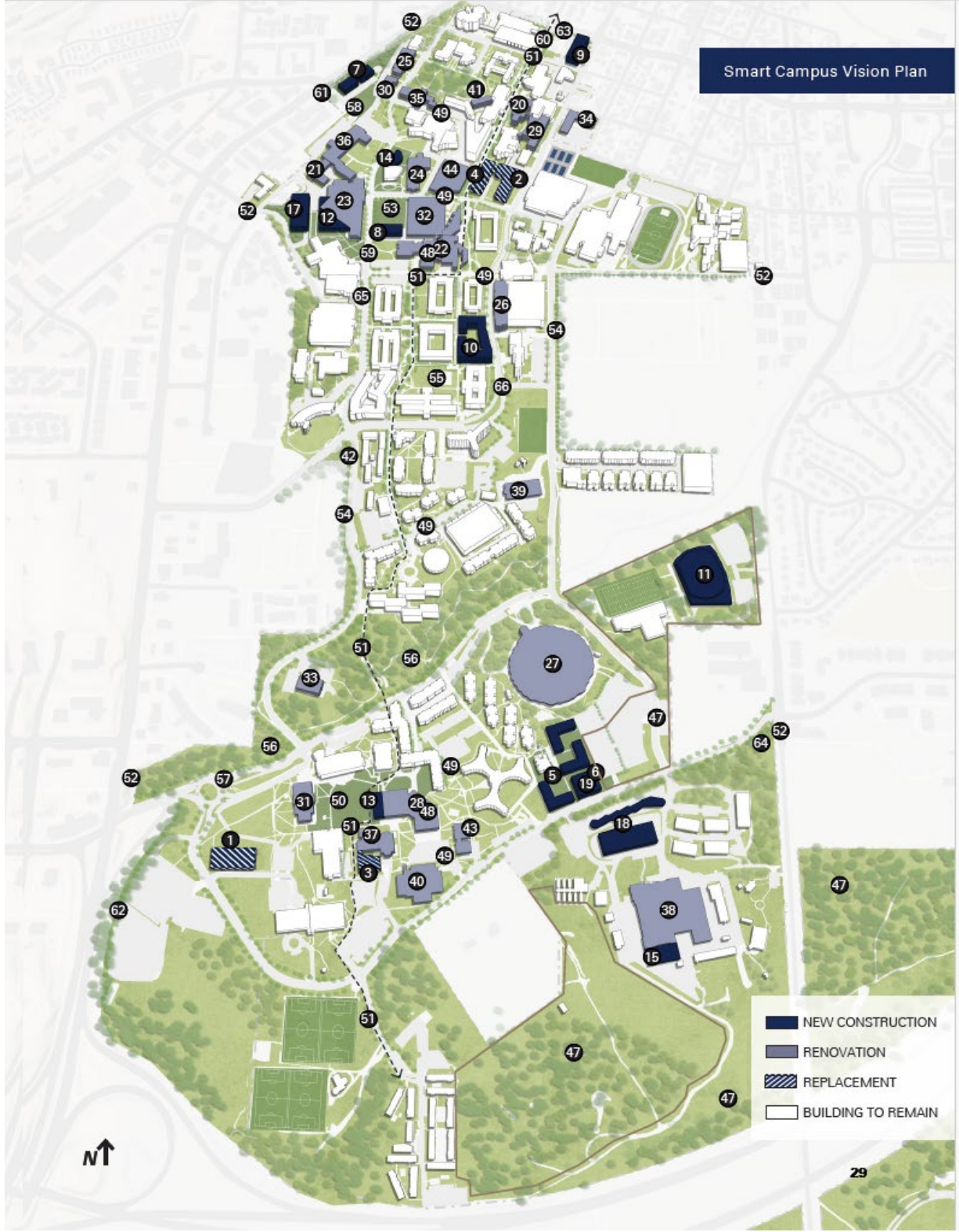
<https://in.nau.edu/facility-services/pdc/planning/>

Select maps from NAU Master Plan





Smart Campus Vision Plan



## PARKING STRUCTURES

- 17 North Campus + Cline Library Parking Structure
- 18 South Campus Parking Structure + Transportation Center
- 19 South Campus Residential Parking Structure

## INFRASTRUCTURE

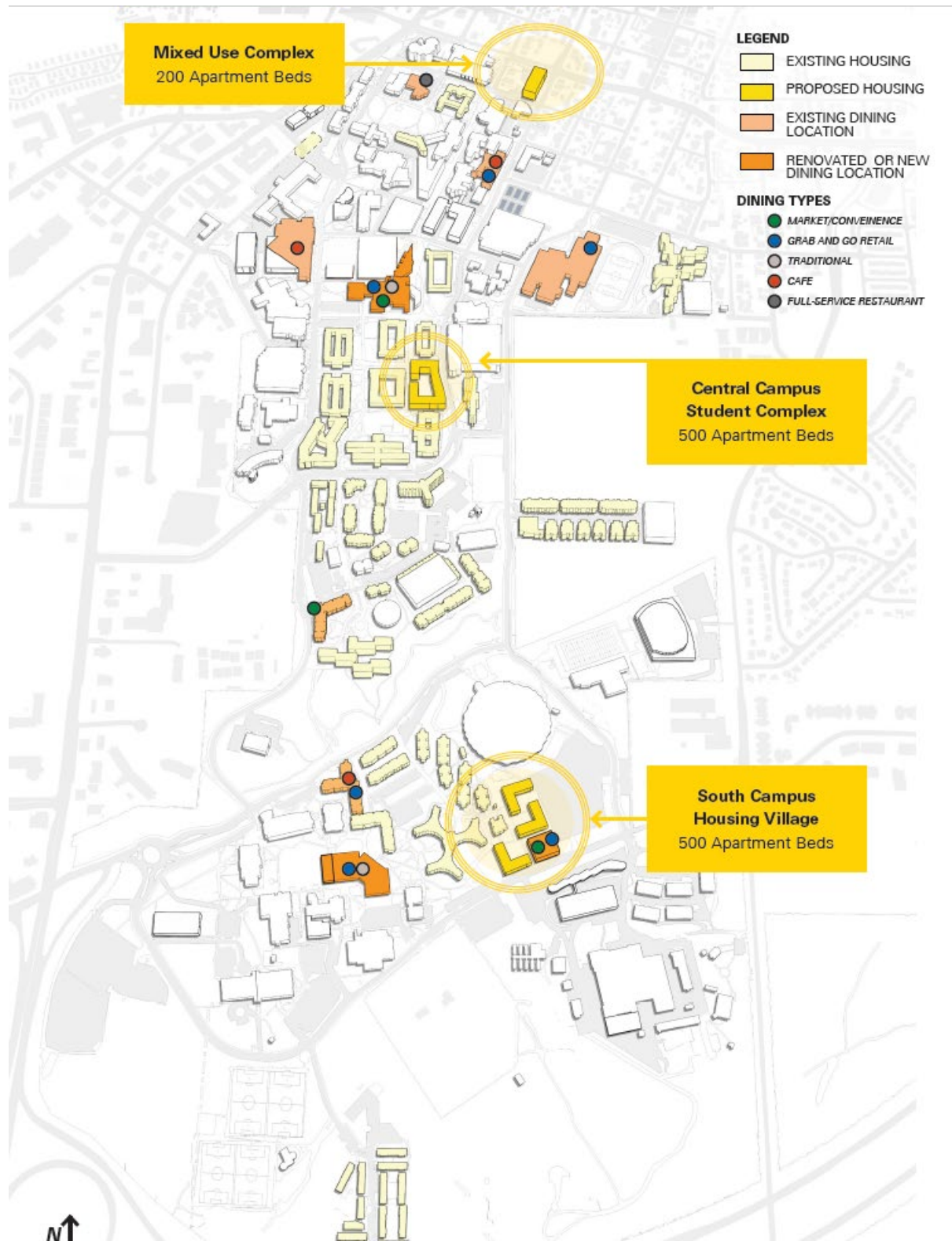
- 42 Interconnect North and South Heating Systems
- 43 Conversion of South Campus Plant to Low Temperature Hot Water
- 44 Conversion of North Campus Plant to Low Temperature Hot Water
- 45 Conversion of existing buildings from local heating systems to a centralized heating system (multiple)
- 46 Deep energy retrofits (multiple)
- 47 Woody biomass and/or geothermal conversion project
- 48 Electrify campus commercial kitchens

## OPEN SPACE

- 49 East West Connections (multiple)
- 50 South Quad Improvements
- 51 Pedway Improvements
- 52 Trails Connections to FUTS
- 53 Library Plaza and Gathering Lawn
- 54 Cemetery Screenings
- 55 Central Quad Improvements
- 56 Sinclair Wash Improvements / Walk of Nations

## CIRCULATION

- 57 McConnell Drive Improvements
- 58 Milton Entry and Connection to S. Riordan Ranch Street
- 59 Pedestrianize Knoles Drive
- 60 Pedestrianize Humphrey's Street





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## STAFF REPORT

**REPORT DATE:** April 9, 2024

**MEETING DATE:** April 2024, 2024

**TO:** Honorable Chair and Members of the Technical Advisory Committee

**FROM:** Kate Morley, Executive Director

**SUBJECT:** MetroPlan Happenings

### 1. RECOMMENDATION:

None. This item is for information and discussion only.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 3:** Build MetroPlan's Visibility in the Community

**Objective 3.3:** Promote the value MetroPlan brings to the Community

### 3. BACKGROUND:

#### Grant Updates

Coconino County received \$15,590,568 in a competitive PROTECT award to address flooding on US89 associated with the Government Tank drainage and to expand the Copeland Basin. The grant will be matched by \$3.7M in AZ SMART Funds that the County was awarded at the time of application. Kudos to Sandra, Dave, and Ty for preparing the application and attachments. This grant also showcased a partnership with NAU's Economic Policy Institute who conducted the Benefit Cost Analysis (BCA).

#### Events

##### Conferences

Staff are headed to several conferences in the coming weeks. Sandra and Dave will be attending the Association of Metropolitan Planning Organizations conference in Albuquerque. Through the 5305e Transit into Code Grant, a number of partners are headed to the National Association of City





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Transportation Officials conference. Attendees include Vice Chair Sweet, Executive Director Morley, TAC members Hollander, McNulty, Santana, and Mountain Line staff member Reyes. This trip will exceed the MetroPlan travel budget however is offset by savings in the 5305e grant.

## Earth Day

MetroPlan was at the Earth Day celebration on April 20<sup>th</sup>. Staff hosted a table and Kim lead a bike train to Earth Day event.

## Bike Month

MetroPlan is taking a stronger role in Bike Month this year. Mark your calendars for: May 1<sup>st</sup> Kick Off ride, starting at City Hall, May 8<sup>th</sup> Bike to School Day and (West) Kidical Mass family ride, May 15<sup>th</sup> Bike to Breakfast, May 19<sup>th</sup> Bike Bazaar at Heritage Square, Tuesday's bike to take out, and a Road Rules bicycle safety class (TBD).

## **Audits**

ADOT has finalized its audit of MetroPlan. The draft audit has two findings: one instance of coding payroll to the wrong employee in a grant reimbursement and a travel finding related to not submitting receipts for all food expenses billed to a grant. A minor discrepancy on published conference hotel rates provided a good learning experience for all involved.

## **4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:**

## **5. FISCAL IMPACT:**

None. These items are updates only.

## **6. ALTERNATIVES:**

None. This item is for information and discussion only.

## **7. ATTACHMENTS:**

None.



# 1-3 Year Strategic Workplan

Adopted: June 1, 2023



## VISION:

To create the finest transportation system in the country.

## MISSION:

Leverage cooperation to maximize financial and political resources for a premier transportation system.

## GUIDING PRINCIPLES

### Focused

- Adopts clearly delineated objectives
- Provides ambitious and credible solutions
- Strategically plans for political and financial realities and possibilities

### Leverages Resources

- Strategically leverages project champions and other plans
- Writes and secures competitive grants

### Leads Regional Partners

- Provides targeted, effective and prolific communication to "speak with one voice"
- Advocates for implementation, coordination and commitment
- Provides collaborative leadership among and through its partners
- Accountable for leveraging plans that lead to successful construction and services

### Builds Trust and Credibility

- Exhibits integrity in its work products
- Exercises openness and transparency
- Delivers on its promises

### Plans for Resiliency

- Invests time and resources to expand mode choice

### Fair and Equal Representativ

# 1

## *Maximize Funding for Transportation Projects and Programs*

### OBJECTIVES

- Objective 1.1: Align capital and programmatic needs with priorities and fund sources.
- Objective 1.2: Expand match and revenue generating options.
- Objective 1.3: Coordinate partners' legislative priorities related to transportation.
- Objective 1.4: Ensure good standing with funders.



### KEY PERFORMANCE INDICATORS

1. Number funding opportunities sought
2. Amount of funding obtained
3. Develop annual legislative agenda and workplan
4. Clean audits and reviews

# 2

## *Deliver Plans that Meet Partner and Community Needs*

### OBJECTIVES

- Objective 2.1: Maintain trust through reliable and transparent project management.
- Objective 2.2: Expand inclusion of transportation disadvantaged community members and organizations in planning processes from setting planning priorities to implementing outcomes.
- Objective 2.3: Fill gaps in transportation data and make data accessible.
- Objective 2.4: Position partners for successful implementation of plans.



### KEY PERFORMANCE INDICATORS

1. Involvement of stakeholders in scoping through final recommendations
2. Participant demographics reflect community demographics
3. Number of new data sets collected and available on the website
4. Number of policy, project or other recommendations implemented

# 3

## *Build MetroPlan's Visibility in the Community*

### OBJECTIVES

**Objective 3.1:** Educate, inspire, and empower individuals in the planning process through creative education opportunities, public events, and demonstrations.

**Objective 3.2:** Expand MetroPlan's visibility through branding and marketing - social media, print, and digital materials.

**Objective 3.3:** Promote the value MetroPlan brings to the community.



### KEY PERFORMANCE INDICATORS

1. Number of public outreach events attended or organized
2. Number of people/organizations interacted with annually
3. Number of follower/ subscribers to social media and e-news sign-ups
4. Number of people reached through other media such as direct mailers, poster

# 4

## *Implement Programs that Encourage Mode Shift*

### OBJECTIVES

**Objective 4.1:** Conduct community-oriented multimodal demonstration and pilot projects.

**Objective 4.2:** Implement programs at K-12 schools to reduce parent pick up and drop off.

**Objective 4.3:** Educate the public about economic, health, congestion, climate, equity and other benefits of multimodal transportation.



### KEY PERFORMANCE INDICATORS

1. Increase % of trips made by walking, cycling, micro-mobility and public transit
2. Reduction in K-12 school traffic
3. Number of programs, pilots and demonstrations conducted