



METROPLAN

GREATER † FLAGSTAFF

MEETING PACKET

Executive Board Meeting

1:00 – 3:00 PM
May 2, 2024

Teams Virtual Meeting

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 278 344 575 57
Passcode: wRauVK

In-Person Location

City Hall
City Council Chambers
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. 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 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).

EXECUTIVE BOARD MEMBERS

- Jeronimo Vasquez, Coconino County Board of Supervisors, Chair
- Miranda Sweet, Flagstaff City Council, Vice-Chair
- Judy Begay, Coconino County Board of Supervisors
- Austin Aslan, Vice Mayor of Flagstaff
- Tony Williams, Mountain Line Board of Directors
- Jim McCarthy, Flagstaff City Council
- Jesse Thompson, Arizona State Transportation Board Member
- Patrice Horstman, Coconino County Board of Supervisors (*alternate*)
- Becky Dagget, Mayor of Flagstaff (*alternate*)

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 5-12)

Executive Board Regular Meeting Minutes of April 4, 2024

CONSENT AGENDA

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

B. GENERAL BUSINESS

1. CONSIDER AMENDMENT TO THE FY2024 AND FY2025 UNIFIED PLANNING WORK PROGRAM (UPWP)

(Pages 13-47)

MetroPlan Staff: Kate Morley

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

2. CONSIDER ADOPTION OF FISCAL YEAR 2025 TITLE VI PLAN

(Pages 48-100)

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the Board adopt the FY25 Title VI Plan.

3. CONSIDER VULNERABLE ROAD USERS SAFETY PLAN SCOPE (Pages 101-118)

MetroPlan Staff: Mandia Gonzales

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

4. CONSIDER ADOPTING PROCUREMENT POLICY UPDATE (Pages 119-131)

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the Board adopt the updated Procurement Policy.

5. DRAFT STRATEGIC GRANTS PLAN (Pages 132-143)

MetroPlan Staff: Sandra Tavel

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

6. FY2024 ADOT AUDIT (Pages 144-155)

MetroPlan Staff: Kate Morley

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

7. FY2024 FINANCIAL REPORT – 3RD QUARTER (Pages 156-158)

MetroPlan Staff: Karen Moeller

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

8. DRAFT FY2025 BUDGET (Pages 159-164)

MetroPlan Staff: Kate Morley

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

9. TDM UPDATE (Pages 165-167)

MetroPlan Staff: Kim Austin

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

10. METROPLAN HAPPENINGS

(Pages 168-169)

MetroPlan Staff: Kate Morley

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

C. 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 Board. Items are not on the agenda, so discussion is limited, and action not allowed.

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

June 6, 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.metroplanflg.org on April 26, 2024 at 12:00 pm.

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 26th day of April, 2024.



METROPLAN

GREATER † FLAGSTAFF

MINUTES

Executive Board Meeting

1:00 – 3:00 PM

April 4, 2024

Teams Virtual Meeting

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Meeting ID: 278 344 575 57

Passcode: wRauVK

In-Person Location

City Hall

City Council Chambers

211 W. Aspen

Flagstaff, AZ 86001

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EXECUTIVE BOARD MEMBERS

- Jeronimo Vasquez, Coconino County Board of Supervisors, Chair
Excused
- Miranda Sweet, Flagstaff City Council, Vice-Chair *Excused*
- x Judy Begay, Coconino County Board of Supervisors
- x Austin Aslan, Vice Mayor of Flagstaff
- x Tony Williams, Mountain Line Board of Directors
- x Jim McCarthy, Flagstaff City Council
- x Jesse Thompson, Arizona State Transportation Board Member
- Patrice Horstman, Coconino County Board of Supervisors (*alternate*)
- Becky Daggett, Mayor of Flagstaff (*alternate*)

METROPLAN STAFF

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

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

The meeting was called to order by Acting Chair McCarthy at 1:07 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.

There was no public comment.

4. APPROVAL OF MINUTES

(Pages X-X)

Annual Strategic Advance Minutes of February 15, 2024

Motion to approve the minutes of February 15, 2024 by Member Williams. The motion was seconded by Member Thompson. The motion passed unanimously.

Executive Board Regular Meeting Minutes of March 7, 2024

Staff Member Moeller suggested making several clarifications to the minutes sent out in the packet. Motion to approve the minutes of the March 7, 2024 Executive Board Meeting as suggested was made by Member Thompson. The motion was seconded by Member Begay. 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.

There was no consent agenda today.

C. GENERAL BUSINESS

1. CONSIDER ADOPTING COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN UPDATE

(Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board adopt the 2024 MetroPlan-Mountain Line Coordinated Public Transit-Human Services Transportation Plan Update.

Executive Director Morley presented on behalf of Transportation Manager Wessel. She shared the update to the Coordinated Public Transit-Human Services Transportation Plan. Executive Director Morley stated this is a minor update.

The motion was made to adopt the 2024 MetroPlan-Mountain Line Coordinated Public Transit-Human Services Transportation Plan Update by Member Aslan. The motion was seconded by Member Thompson. The motion passed unanimously.

2. CONSIDER FISCAL AGENT AGREEMENT WITH CREATIVE FLAGSTAFF FOR CHESHIRE SLOW STREET ASPHALT ART PROJECT (Pages X-X)

MetroPlan Staff: Kim Austin

Recommendation: Staff recommends the Board ratify the Fiscal Agent Agreement with Creative Flagstaff for Cheshire Slow Street Asphalt Art Project

Transportation Planner Austin presented the Fiscal Agent Agreement with Creative Flagstaff for Cheshire Slow Street Asphalt Art Project.

The motion was made to ratify the Fiscal Agent Agreement with Creative Flagstaff for Cheshire Slow Street Asphalt Art Project by Member Aslan. The motion was seconded by Member Begay. The motion passed unanimously.

After the passing of the motion, Transportation Planner Austin presented the video which was developed to promotion the Cheshire Slow Street Asphalt Art Project.

3. CONSIDER ADOPTING FINANCIAL MANAGEMENT POLICY UPDATE (Pages X-X)

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the Board adopt the updated Financial Management Policy.

Administrative Assistant Moeller presented the Financial Management Policy Update as outlined in the staff report.

The motion was made to adopt the updated Financial Management Policy by Member Begay. The motion was seconded by Member Williams. The motion passed unanimously.

4. CONSIDER APPLICATION FOR NEIGHBORHOOD ACCESS AND EQUITY/RECONNECTING COMMUNITIES PILOT (NAE/RCP) PROGRAMS RESEARCH GRANT (Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board 1) authorize MetroPlan to apply for Neighborhood Access and Equity/Reconnecting Communities Pilot (NAE/RCP) Programs Research Grant and 2) authorize MetroPlan Executive Director to execute a grant agreement upon award.

Executive Director Morley presented on behalf of Transportation Manager Wessel regarding the Neighborhood Access and Equity/Reconnecting Communities Pilot Program which addresses barriers from past transportation investment. This is a research program opportunity.

Member Thompson asked how long the study would last. Executive Director Morley said she had not heard of a timeline. Northern Arizona University (NAU) has been working on the Cyclist Routing Algorithm for Network Connectivity (CRANC) tool for several years and the funds would assist in the continued research.

The motion was made to 1) authorize MetroPlan to apply for Neighborhood Access and Equity/Reconnecting Communities Pilot (NAE/RCP) Programs and 2) authorize MetroPlan Executive Director to execute a grant agreement upon award was made by Member Thompson. The motion was seconded by Member Aslan. The motion passed unanimously.

5. CONSIDER INTERGOVERNMENTAL AGREEMENT (IGA) WITH CITY OF FLAGSTAFF ESTABLISHING A CASH ADVANCE FUND (Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board authorize the Executive Director to enter into an Intergovernmental Agreement (IGA) with City of Flagstaff establishing a Cash Advance Fund.

Executive Director Morley presented the background including cash flow challenges which are faced by MetroPlan. Additionally, the benefits of financial relationships to the City of Flagstaff, Mountain Line and NAU were presented.

Executive Director Morley stated there was a follow-up e-mail to the packet sent to the Board from Legal Counsel which clarified he has not approved the draft agreement yet but believed the general outline was acceptable.

One potential change is the title. The City of Flagstaff is deciding if they want it to be an IGA or cooperative agreement. The motion presented is to have the Board authorize the Executive Director and Legal Counsel to finalize the agreement.

The motion was made to authorize the Executive Director to enter into an Intergovernmental Agreement (IGA) with City of Flagstaff establishing a Cash Advance Fund by Member Begay with the title of agreement type could change per City request but that any substantive changes would require further review by the Board. The motion was seconded by Member Aslan. The motion passed unanimously.

6. CONSIDER OPENING MONEY MARKET ACCOUNT AND RESOLUTION (Pages X-X)

2024-01 MONEY MARKET BANKING

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board 1) Approve opening of Money Market Account with Alliance Bank and 2) Adopt resolution 2024-01 Money Market Banking.

Executive Director Morley presented the consideration for opening a money market account and resolution 2024-01 Money Market Banking. She said there are times that MetroPlan, with the cash advances, would have more than the FDIC insured amount of \$250,000. This action would allow money to be moved between insured accounts and have the money readily accessible.

Member Thompson asked if other banks were considered. Executive Director Morley said not at this time because we already bank with Western Alliance.

The motion was made to approve opening of Money Market Account with Alliance Bank by Member Thompson. The motion was seconded by Member Begay. The motion passed unanimously.

7. FY2025-2029 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (Pages X-X) AND ADOT 5-YEAR TENTATIVE PROGRAM

MetroPlan Staff: David Wessel

Recommendation: None. This item is for information and discussion only. The Board may provide direction to Staff regarding the inclusion of relevant ADOT projects in the MetroPlan Transportation Improvement Plan (TIP).

Executive Director Morley presented on behalf of Transportation Manager Wessel regarding the FY2025-2029 Transportation Improvement Program and ADOT 5-year Tentative Program.

ADOT has just opened a process for a Call for Projects for the next 5 Year Construction Program. MetroPlan is working with partners and reviewing planning documents for additional items to be included in the Program.

Member Williams asked if Chris Lugenbuel was made aware of this program. Executive Director Morley stated she had conversation with Chris Lugenbuel, Jeff Hall, and members of the Naval Observatory.

Member Thompson said the next public comment period is March 1 to May 24, 2024 and he would encourage anyone who has concerns to bring it before the Arizona State Transportation Board. The public hearing will be May 17, 2024.

8. VULNERABLE ROAD USERS (VRU) SAFETY PLAN UPDATE (Pages X-X)

MetroPlan Staff: Mandia Gonzales

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

Transportation Planner Gonzales presented the Vulnerable Road Users Safety Plan Update.

Member Begay said she's in support of MetroPlan assisting the County in establishing their safety plan.

9. LEGISLATIVE AGENDA UPDATE

MetroPlan Staff: Kate Morley

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

Executive Director Morley presented the Legislative Update.

Member Thompson commented regarding the passage of applications for AZ SMART fund. He said at the previous Arizona State Transportation Board Meeting the Board had passed four applications.

Member Austin Aslan shared that Flagstaff City Council ratified the reduction in speed on Butler and asked if this action plays into making the City of Flagstaff more competitive for any grants. Executive Director Morley said when grants are written the grants look at the Safe Systems Approach. She shared how MetroPlan can use this information that the partner who is applying for funds is using the Safe Systems Approach. Additionally, MetroPlan will be bringing a Safer People Campaign, a positive for grant applications.

10. ARIZONA STATE TRANSPORTATION BOARD DINNER

MetroPlan Staff: Kate Morley

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

Executive Director Morley shared the events around the June 20-21, 2024 Arizona State Transportation Board meeting. Further she stated it is tradition to hold the dinner the night before the meeting. This year the dinner will be held at the new CDL course at Northern Arizona University. Executive Director Morley said MetroPlan would like to hear ideas for presentations at the meeting.

Member Thompson said it is good for the Arizona State Transportation Board go around the state and see the struggles in the communities.

11. METROPLAN HAPPENINGS

MetroPlan Staff: Kate Morley

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

Executive Director Morley shared about the National Association of Transportation Officials (NACTO) conference in May in Miami, Florida. This is the foremost conference in the country about transportation infrastructure and design.

She also shared about the Earth Day activities on April 20 and month-long events for Bike Month during the month of May.

D. CLOSING BUSINESS

1. ITEMS FROM THE BOARD

Member Begay said Coconino County earlier had a meeting about the Arizona State Transportation Board vacancy and this fell through at that time. At the April 2, 2024 Coconino County Board Meeting the Board had two applicants for the open position. Only one, Charles Odegaard, showed up for the meeting, was interviewed and recommended to the Arizona State Transportation Board for membership. Member Thompson said he knows Charles Odegaard and he is a good person to take on the responsibilities of the Arizona State Transportation Board.

Member Williams congratulated Executive Director Morley and the MetroPlan team on their work for the AZ SMART fund. Member Williams shared the positive comments from CEO and General Manager of Mountain Line, Heather Dalmolin, about the AZ SMART Fund.

Member McCarthy said he and Member Aslan will be returning from Washington DC and will not be present at the next Board meeting.

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

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

May 2, 2024

3. ADJOURN

Acting Chair McCarthy adjourned the meeting at 2:22 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 on April 1, 2024 at 12:00 pm.

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 1st day of April, 2024.



METROPLAN

GREATER † FLAGSTAFF

STAFF REPORT

REPORT DATE: April 19, 2024

MEETING DATE: May 2, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

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

1. RECOMMENDATION:

Staff recommends 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

GREATER † FLAGSTAFF

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC and Management Committee had no comments.

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:** 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:** Do not amend the FY2024 and FY2025 Unified Planning Work Program (UPWP). The Board 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

**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

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)

2023-2024 EXECUTIVE BOARD

Jim-
McCarthy
Jeroni
mo 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

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

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 McCarthy Jeronimo _____ 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
 - IIJA 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.

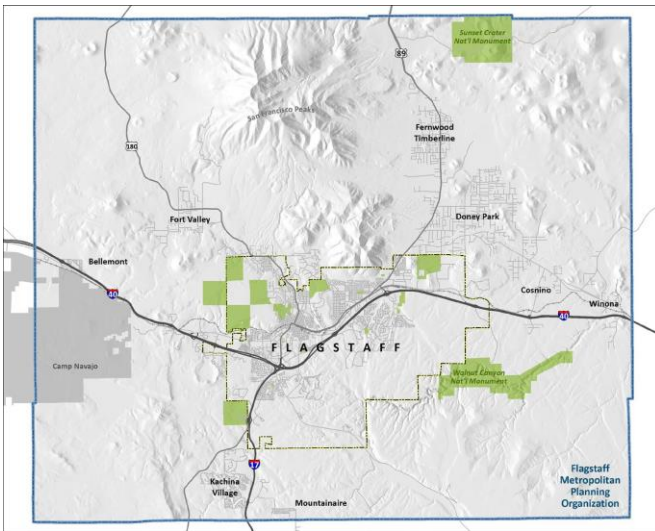


Figure 1. MetroPlan Planning Boundary

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.

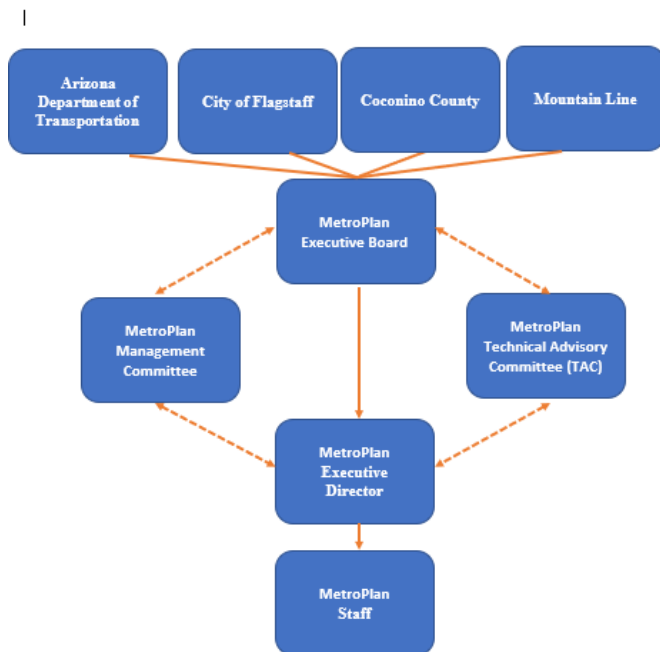
- **The MetroPlan Technical Advisory Committee (TAC)** is composed of technical and/or managerial staff representatives from each of the participating agencies. In addition, there may be one or more ex-officio non-voting representatives from the FHWA and FTA. Additional organizations may be added in 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

| | STBG | PL | CRP | SPR | CFO FTA 5305D | FTA 5305E | PL- SATO | Consolidated 5305e transit | SS4A | Members | Transit Tax | Totals |
|------------------------------------|------------------|----------------|----------------|----------------|----------------|----------------|--------------|-------------------------------|----------------|---------------|---------------|------------------|
| REVENUE | | | | | | | | | | | | |
| 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 |
| Total Authorized Federal | 1,053,341 | 330,093 | 481,379 | 111,172 | 173,537 | 200,000 | 3,937 | 141,450 | 201,360 | - | - | 2,696,269 |
| 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 |
| MATCH Breakdown | 33,309 | 21,090 | 17,077 | 33,352 | 11,087 | 29,426 | - | 9,037 | - | - | - | 154,378 |
| 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 |
| Match Total | 33,309 | 21,090 | 17,077 | 33,352 | 11,087 | 29,426 | - | 9,037 | - | 30,000 | - | 184,378 |
| | | | | | | | | | | | | (30,000) |
| Total Cash Revenue | 1,053,341 | 350,045 | 481,379 | 138,566 | 184,027 | 229,426 | 3,937 | 150,487 | 201,360 | 30,000 | - | 2,822,568 |
| EXPENDITURES | | | | | | | | | | | | |
| 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 | - | - | - |
| | | | | | | | | Consolidated Planning | | | | |
| 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 |
| Operations: | 50,083 | 11,157 | 107,327 | 7,028 | - | 13,008 | 3,937 | - | 9,736 | 18,000 | 3,600 | 223,875 |
| Travel, Lodging and Meals | 11,000 | - | - | - | - | - | - | - | - | - | - | 11,000 |
| Conference Registration | 3,000 | - | - | - | - | - | - | - | - | - | - | 3,000 |
| Staff Education and Training | 4,000 | - | - | - | - | - | - | - | - | - | - | 4,000 |
| Travel and Training: | 18,000 | - | - | - | - | - | - | - | - | - | - | 18,000 |
| Professional services | 50,000 | 51,483 | - | - | 184,027 | - | - | 150,000 | 115,120 | - | 52,400 | 419,003 |
| Downtown Mile | 305,973 | - | - | - | - | - | - | - | - | - | - | 490,000 |
| Planning Contingency | 80,000 | 65,416 | 30,320 | - | - | - | - | - | - | - | - | 175,736 |
| Projects: | 435,973 | 116,899 | 30,320 | - | 184,027 | - | - | 150,000 | 115,120 | - | 52,400 | 1,084,739 |
| | | | | | | | | Consolidated Planning | | | | |
| Total Expenditures: | 592,855 | 350,045 | 283,445 | 138,566 | 184,027 | 122,607 | 3,937 | 150,000 | 291,360 | 18,000 | 56,000 | 2,061,240 |
| Surplus (Available future years) | 500,486 | (0) | 197,934 | 0 | 0 | 106,819 | - | 487 | 0 | 12,000 | (56,000) | 761,727 |
| Total Expenditures+ Surplus | | | | | | | | | | | | 2,822,567 |

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 |
| MATCH Breakdown | 28,069 | 9,251 | 22,063 | 23,436 | - | 60,000 | - | - | - | - | - | 142,819 |
| 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 |
| EXPENDITURES | | | | | | | | | | | | |
| 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 |
|---|------------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------------------------------|----------------|------------------|----------------|---------------|------------------|
| REVENUE | | | | | | | | | | | | | |
| 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 | | 125,650 | 63,000 | 4,000 | 100,000 | 142,000 | 1,037,300 | | - | 2,140,195 |
| Total Authorized Federal | 1,037,710 | 156,611 | 268,268 | 79,808 | 202,740 | 313,000 | 8,016 | 336,750 | 142,000 | 1,037,300 | 30,000 | - | 3,610,203 |
| 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 | 19,952 | 12,455 | 78,000 | - | 14,250 | 35,500 | 59,136 | | | 307,490 |
| MATCH Breakdown | 31,296 | 3,560 | 10,700 | 19,530 | 12,015 | 78,000 | - | 14,250 | 35,500 | 47,145 | - | - | 251,995 |
| In-Kind | 31,296 | 3,560 | 10,700 | 19,530 | 12,015 | - | - | 25,170 | 10,085 | - | - | - | 112,365 |
| MetroPlan Cash Match | - | - | - | - | - | - | - | - | - | 28,500 | - | - | - |
| City Cash Match | - | - | - | - | - | - | - | - | - | - | - | - | - |
| County Cash Match | - | - | - | - | - | 78,000 | - | 14,250 | 25,170 | 8,550 | - | - | 125,970 |
| Mountain Line Cash Match | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Cash Match | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Cash Match | - | - | - | - | - | 78,000 | - | 14,250 | 25,170 | 37,050 | - | - | 154,470 |
| Match Total | 31,296 | 3,560 | 10,700 | 19,530 | 12,015 | 78,000 | - | 14,250 | 50,340 | 47,145 | - | - | 238,335 |
| check | - | - | - | - | - | - | - | - | (14,840) | - | - | - | 13,660 |
| Total Cash Revenue | 1,037,710 | 156,611 | 268,268 | 79,808 | 202,740 | 390,000 | 8,016 | 350,000 | 167,170 | 1,045,850 | 30,000 | - | 3,736,173 |
| EXPENDITURES | | | | | | | | | | | | | |
| Salaries | 207,255 | 43,100 | - | 55,970 | 150,113 | 43,100 | - | - | 80,868 | 72,842 | 2,946 | - | 656,192 |
| Benefits | 88,823 | 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 |
| 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 | - | - | - | - | - | 515 | - | 1,500 | - | - | - | 2,015 |
| Office Supplies | 515 | - | - | - | - | - | 515 | - | - | - | - | - | 515 |
| Postage and Freight | 125 | - | - | - | - | - | 125 | - | - | - | - | - | 125 |
| Books and Subscriptions | - | - | - | 1,236 | - | - | - | - | - | - | - | - | 1,236 |
| 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 | 300,000 | - | - | - | - | 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 |
| Operations: | 369,517 | 178,535 | 2,643 | 80,000 | 7,581 | 8,922 | 2,643 | 3,937 | - | 12,859 | 36,696 | 22,410 | 396,628 |
| 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 |
| Travel and Training: | 24,000 | 21,600 | - | - | - | - | - | - | - | 6,200 | 2,400 | - | 30,200 |
| 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 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Projects: | 1,447,600 | 50,000 | - | 97,600 | - | - | 250,000 | - | 350,000 | 50,000 | 650,000 | - | 1,447,600 |
| Total Expenditures: | 2,679,939 | 617,755 | 89,087 | 177,600 | 78,721 | 199,416 | 369,687 | 3,937 | 350,000 | 166,615 | 782,506 | 28,534 | 2,673,256 |
| Surplus (Available future years) | 519,955 | 97,525 | 90,668 | 1,087 | 3,324 | 80,913 | 4,079 | - | 555 | 263,350 | 1,466 | - | 1,062,923 |
| Total | | | | | | | | | | | | | 3,736,173 |

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 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| total | 552,655 | 33,309 | 350,045 | 18,330 | 283,445 | 17,077 | 138,966 | 33,552 | 184,027 | 11,087 | 122,607 | 29,426 | 3,937 | - | 150,000 | 6,550 | 1,936,961 | 1,785,881 | 151,081 |

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 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| total | 465,884 | 28,069 | 153,540 | 17,504 | 366,202 | 22,063 | 97,650 | 23,436 | - | - | 200,000 | 50,000 | 3,937 | - | - | - | 1,428,285 | 1,287,213 | 136,178 |

| | 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 | - | - | - | - | - | 280,442 | 256,878 | 23,564 |
| 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 | 4,031 |
| 400 RTP | 134,795 | 66,905 | 4,031 | 0 | - | - | 35,370 | 8,489 | - | - | - | - | - | - | - | - | - | - | 134,795 | 102,375 | 32,420 |
| 500 Special Project Planning | 1,200,395 | 183,830 | 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 | 1,200,395 | 1,175,600 | 24,795 |
| 600 Environmental Review | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 700 Capital Expenditures | 106,025 | 100,000 | 6,025 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 106,025 | 100,000 | 6,025 |
| total | 2,620,218 | 517,735 | 31,194 | 59,087 | 6,756 | 177,600 | 10,700 | 78,721 | 199,416 | 12,054 | 252,643 | 50,528 | 3,937 | - | 350,000 | 21,156 | 782,500 | 47,298 | 2,620,218 | 2,423,658 | 196,560 |

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: May 2, 2024

TO: Honorable Chair and Members of the Executive Board

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

SUBJECT: Consider Adoption of Fiscal Year 2025 Title VI Plan

1. RECOMMENDATION:

Staff recommends 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 stats 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.** 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.** Modify the FY25 Title VI Plan as presented. The Board 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 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

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

Mandia Gonzales

Transportation Planner/Title VI Liaison

3773 N. Kaspar Drive

Flagstaff, AZ 86004

928-266-1293

Mandia.gonzales@metroplanflg.org

Kate Morley

Executive Director

David Wessel

Planning Manager

3773 N. Kaspar Drive

Flagstaff, AZ 86004

928-266-1293

kate.morley@metroplanflg.org

David Wessel

Planning Manager

3773 N. Kaspar Drive

Flagstaff, AZ 86004

928-266-1293

david.wessel@metroplanflg.org

Sandra Tavel

*Transportation Planner/Grant Research &
Writing*

3773 N. Kaspar Drive

Flagstaff, AZ 86004

928-266-1293

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

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

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

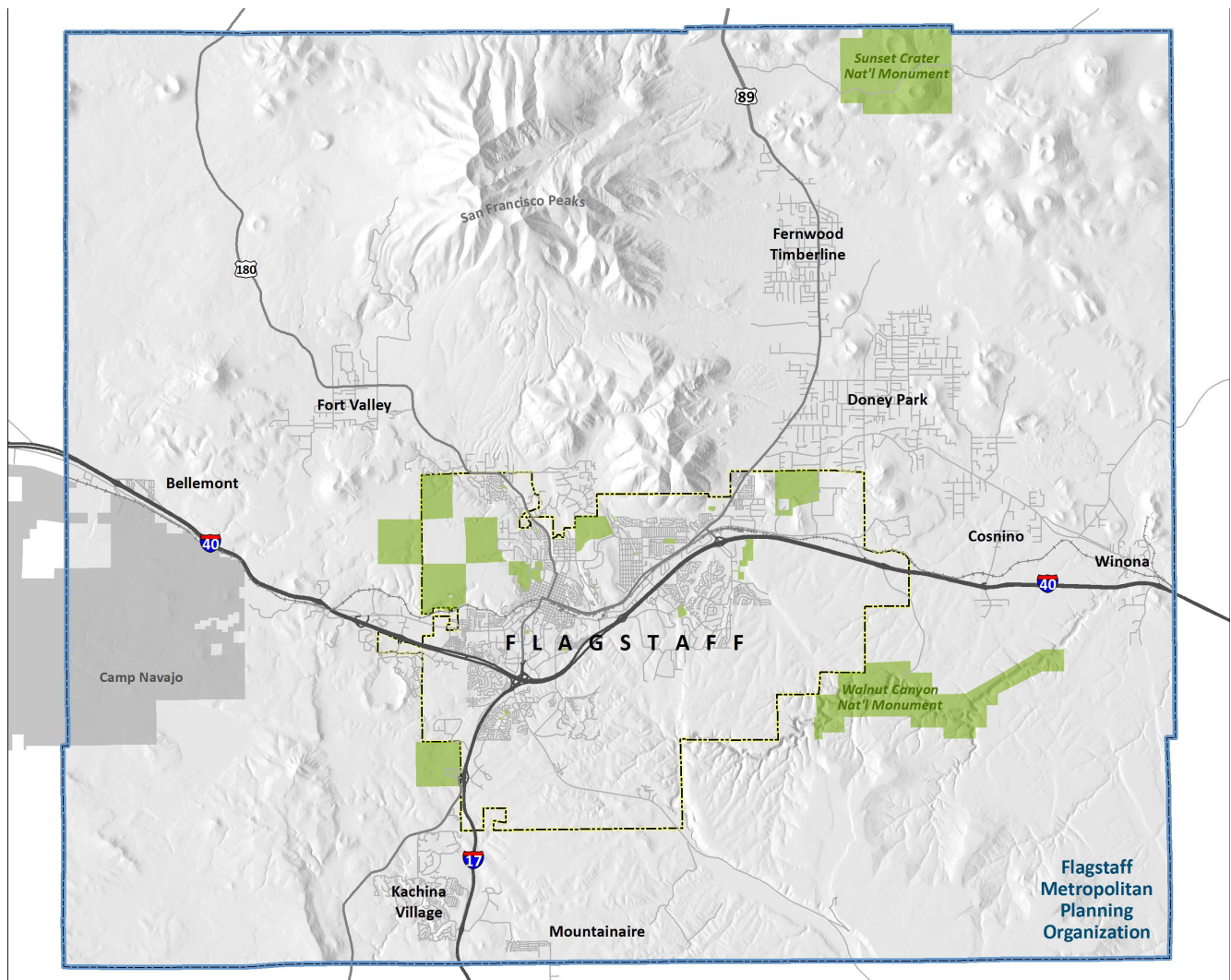
A statistical description of these populations, together with maps illustrating their distribution throughout the MetroPlan region, may be found in [Appendix A](#). Demographic data has been obtained from the American Community Survey database and is regularly used in the MetroPlan planning process.

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.

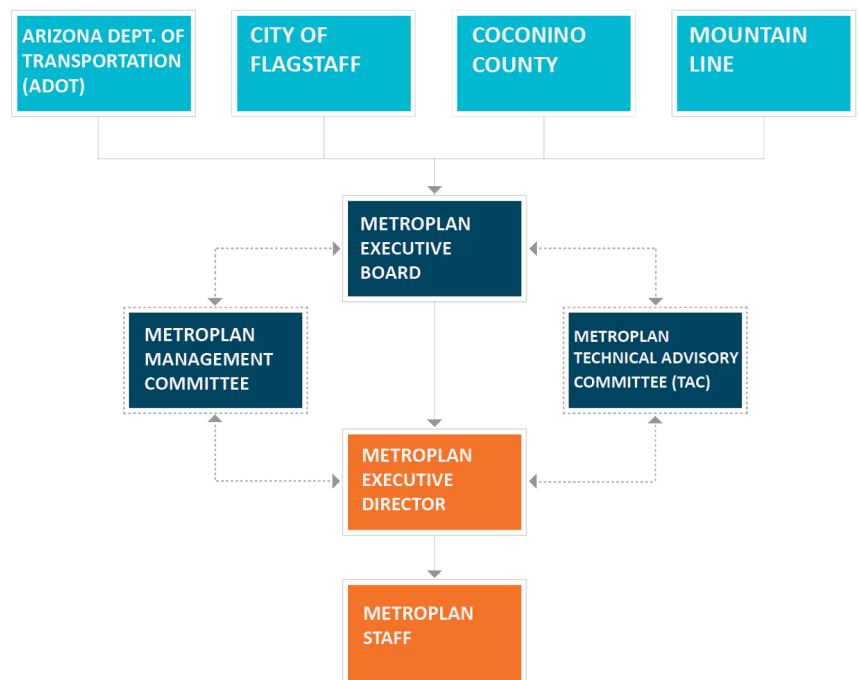
Minority Participation

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) |
|---|---|-----------------|--------|---------------------|
| Jeronimo Vasquez <i>(Chair)</i> | Flagstaff City Council | Hispanic | Male | Yes |
| Miranda Sweet <i>(Vice-Chair)</i> | Flagstaff City Council | Caucasian | Female | Yes |
| Judy Begay | Coconino County Board of Supervisors | American Indian | Female | Yes |
| Jesse Thompson | Arizona State Transportation Board Member | American Indian | Male | No |
| Jim McCarthy | Flagstaff City Council | Caucasian | Male | Yes |
| Austin Aslan | Flagstaff City Council | Caucasian | Male | Yes |
| Tony Williams | 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.

| COMMITTEE MEMBER | POSITION | RACE | SEX | ELECTED (YES OR NO) |
|--------------------------------------|---|------------------|------------|----------------------------|
| Michelle McNulty (Chair) | City of Flagstaff Planning Director | Other | Female | No |
| Nate Reisner (Vice-chair) | Coconino County Assistant County Engineer | Caucasian | Male | No |
| Estella Hollander | Mountain Line Planning Manager | Caucasian | Female | No |
| VACANT | ADOT Assistant District Engineer | | | No |
| Paul Mood | City of Flagstaff Engineer | Decline to State | Male | No |
| Ruth Garcia | ADOT | Hispanic/Latino | Female | No |
| Jeff Bauman | City of Flagstaff Transportation Manager/Acting City Engineer | Caucasian | Male | No |
| Jess McNeely | Coconino County Community Development Assistant Director | Caucasian | Male | No |
| Romare Truely | 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) 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, 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 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. 17th 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: planning@metroplanflg.org 928-266-1293</p> | <p>ADOT Civil Rights Office 206 S. 17th Avenue, Mail Drop 155A Phoenix, AZ 85007 Email: civilrightsoffice@azdot.gov 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: CivilRights.FHWA@dot.gov 202-366-0693 202-366-1599 FAX</p> |
|---|--|--|

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: planning@metroplanflg.org 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 civilrightsoffice@azdot.gov</p> | <p>FTA Office of Civil Rights 1200 New Jersey Avenue SE Washington, DC 20590.</p> |
|--|---|---|

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

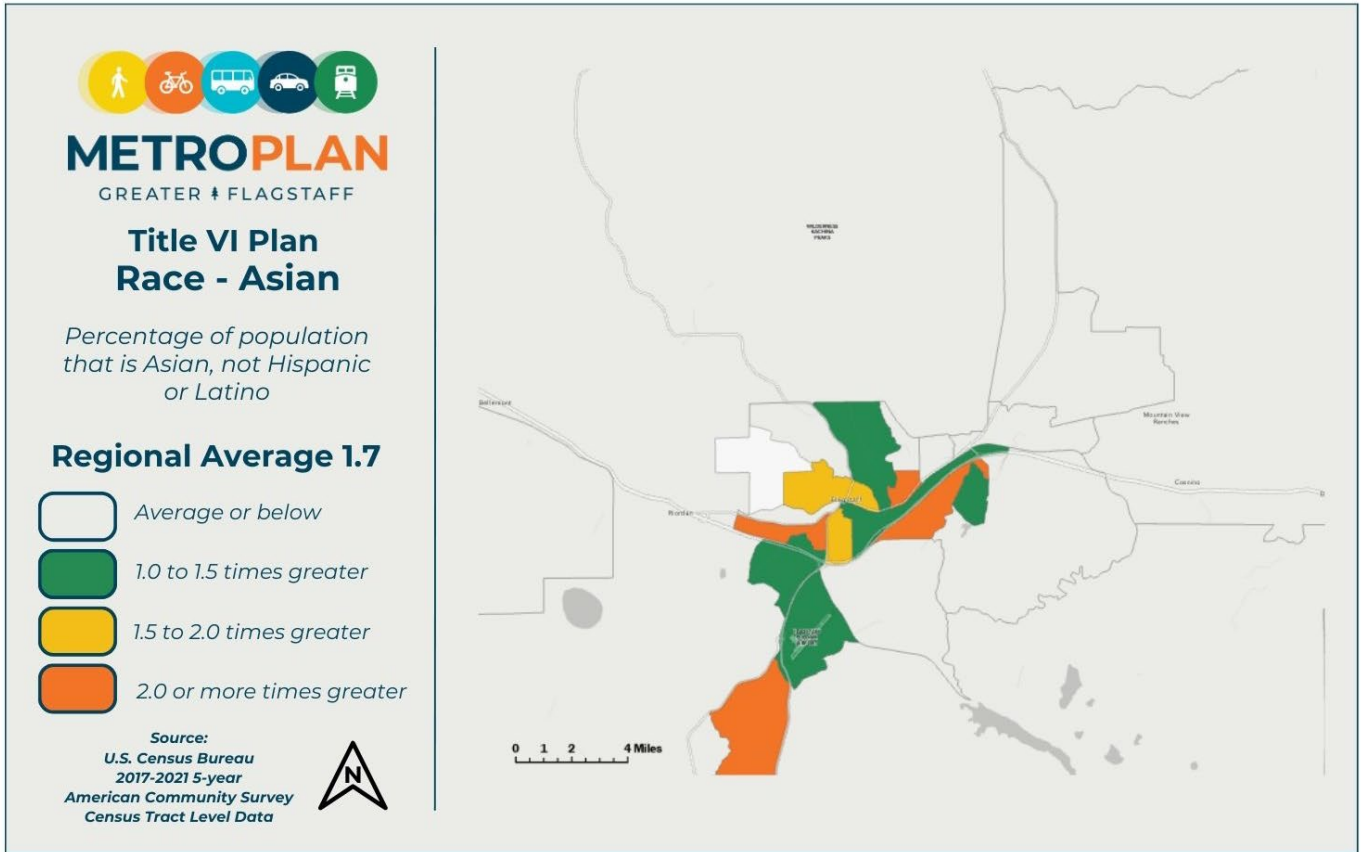


Figure 4: Percent Race - Black/African American

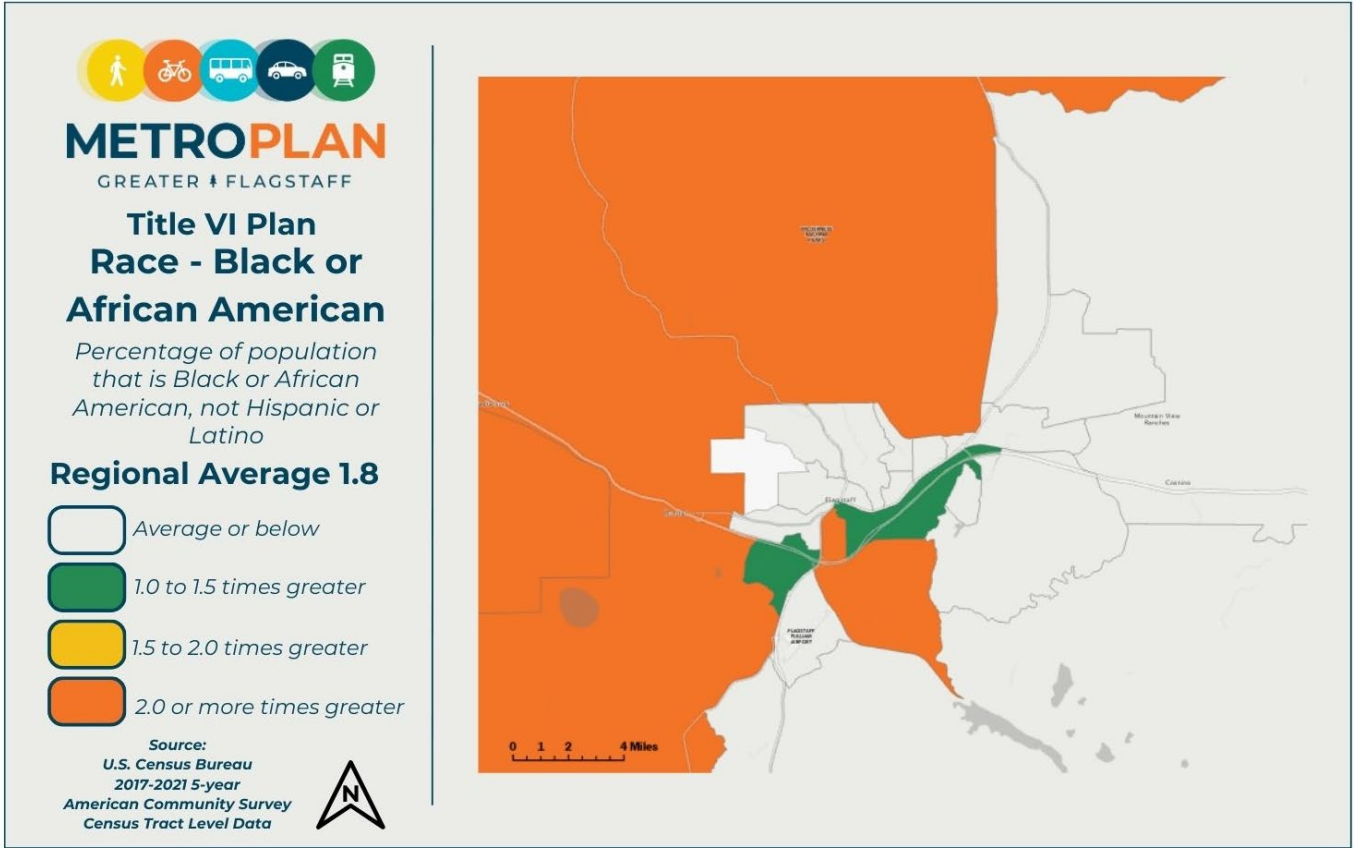


Figure 5: Percent Race - Hispanic or Latino

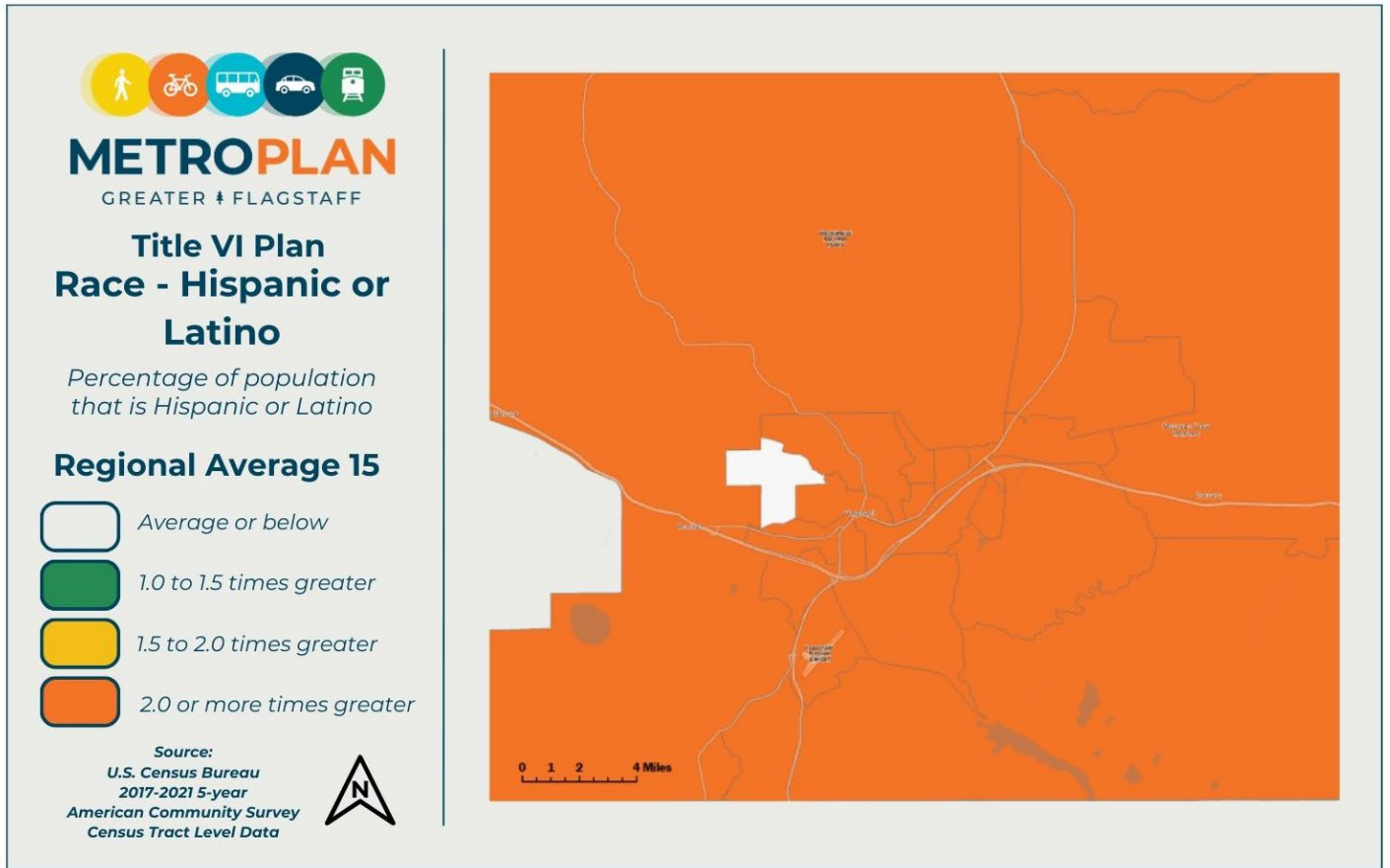


Figure 6: Percent Race - Indigenous or Native American

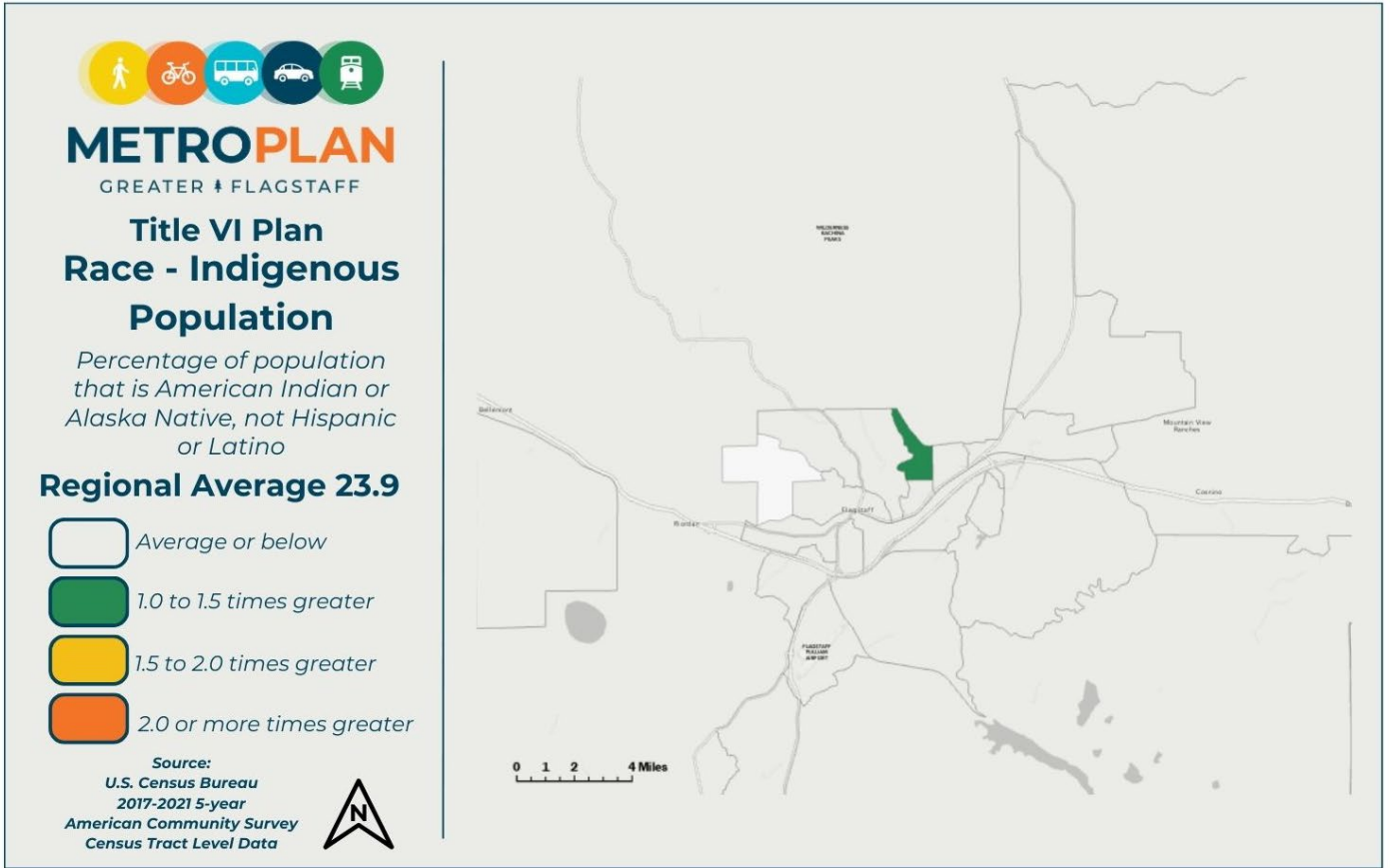


Figure 7: Percent Race - Hawaiian or Pacific Islander

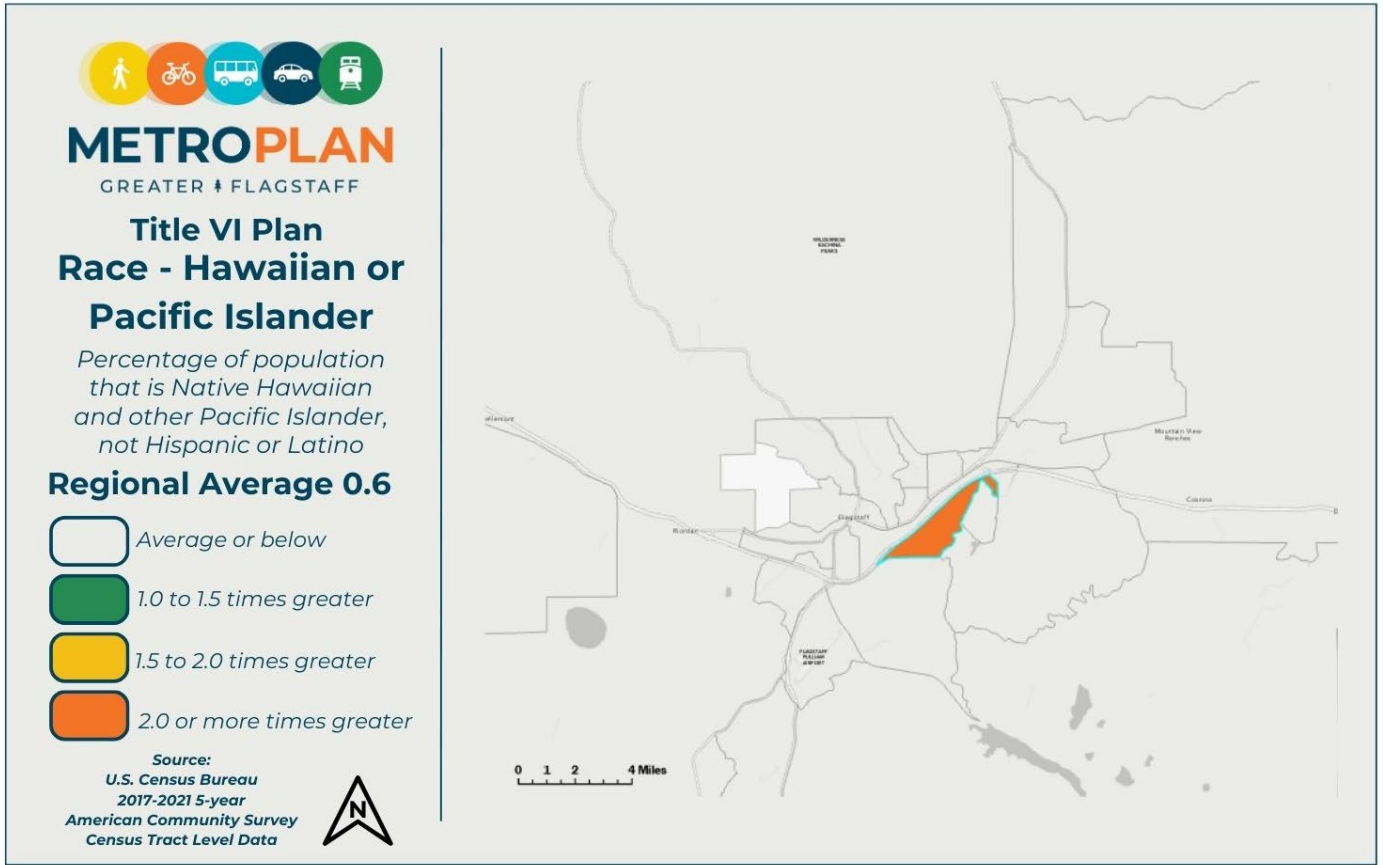


Figure 8: Percent Race - White or Caucasian

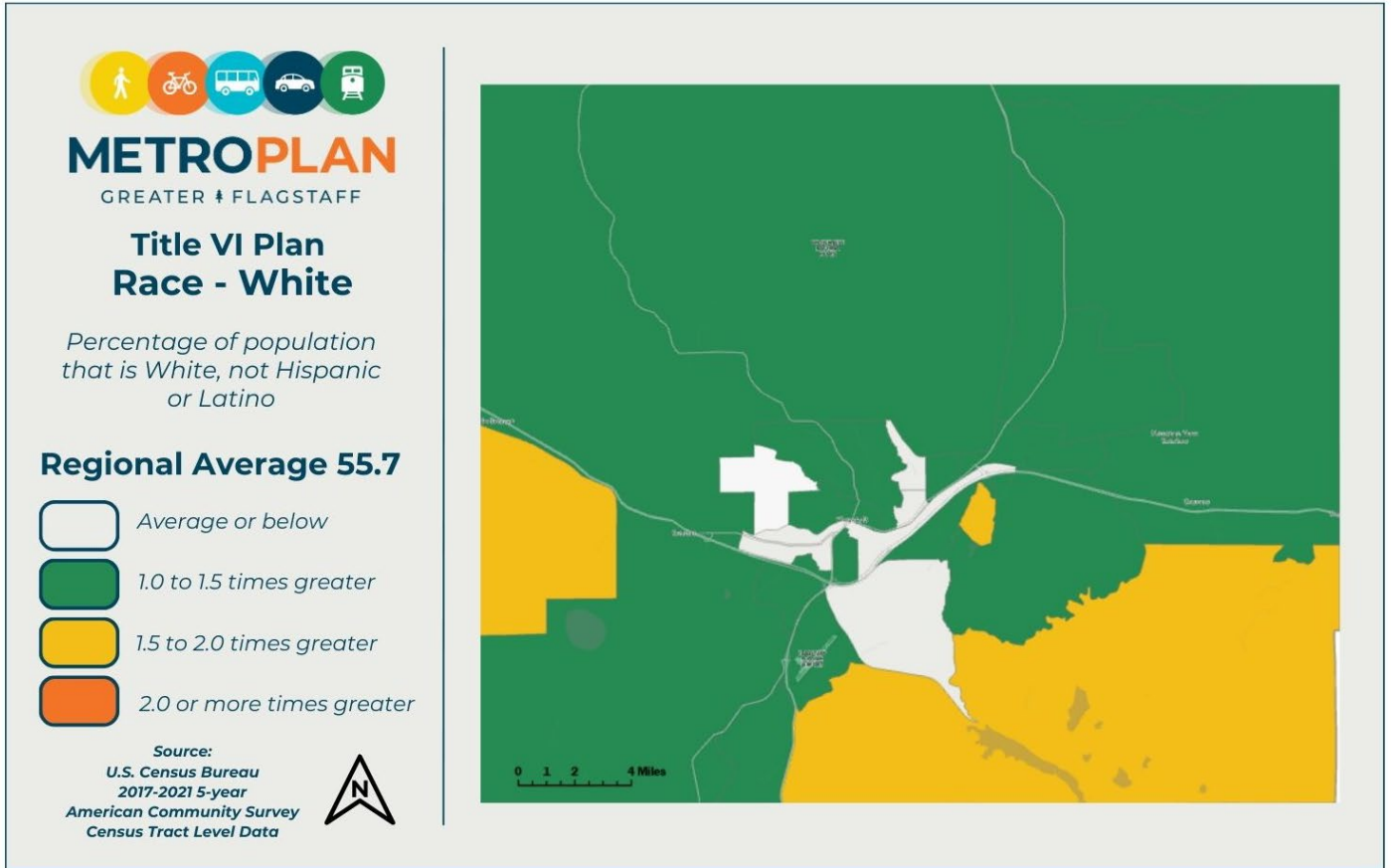


Figure 9: Percent age 65 and older

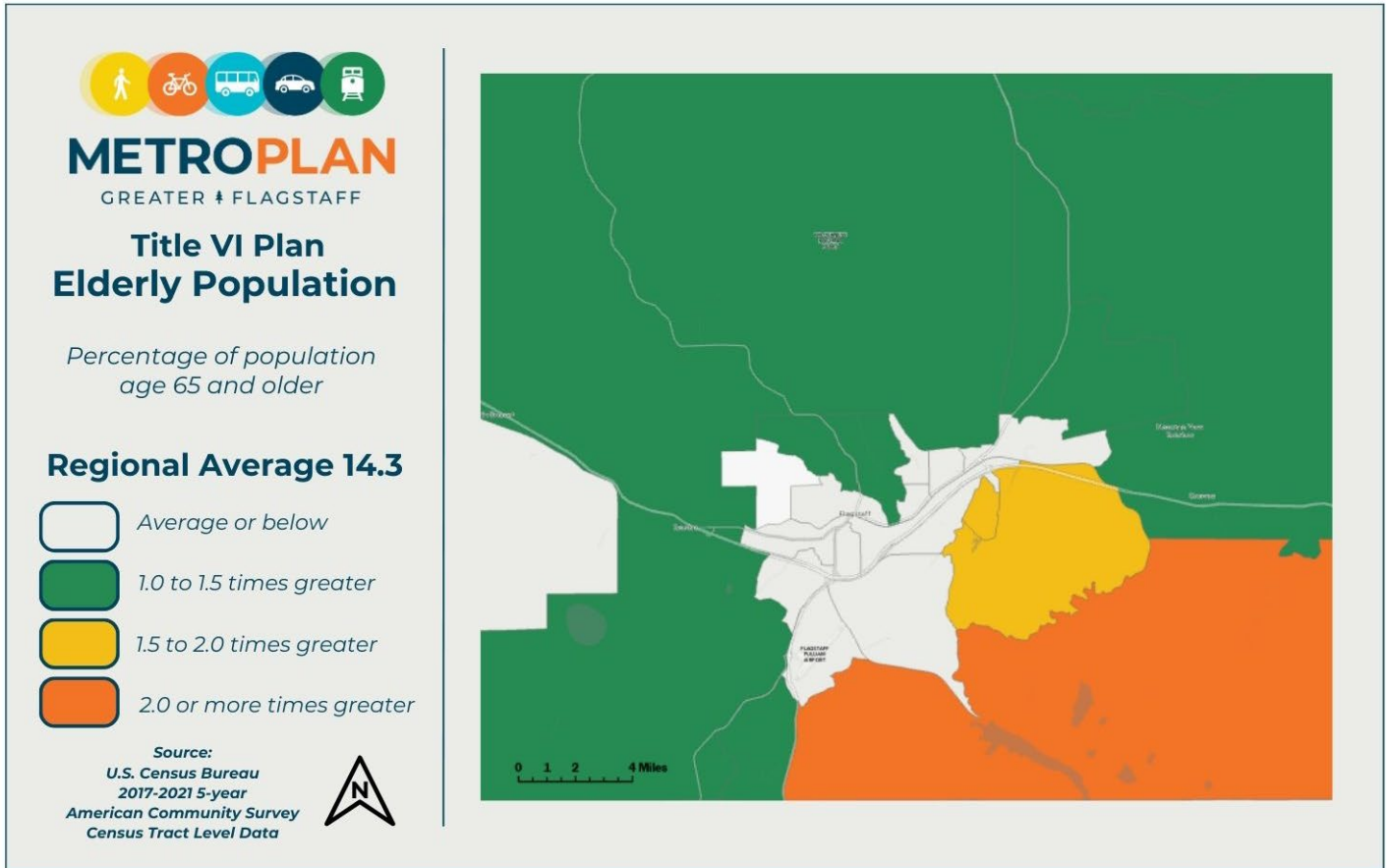


Figure 10: Percent Disability Status

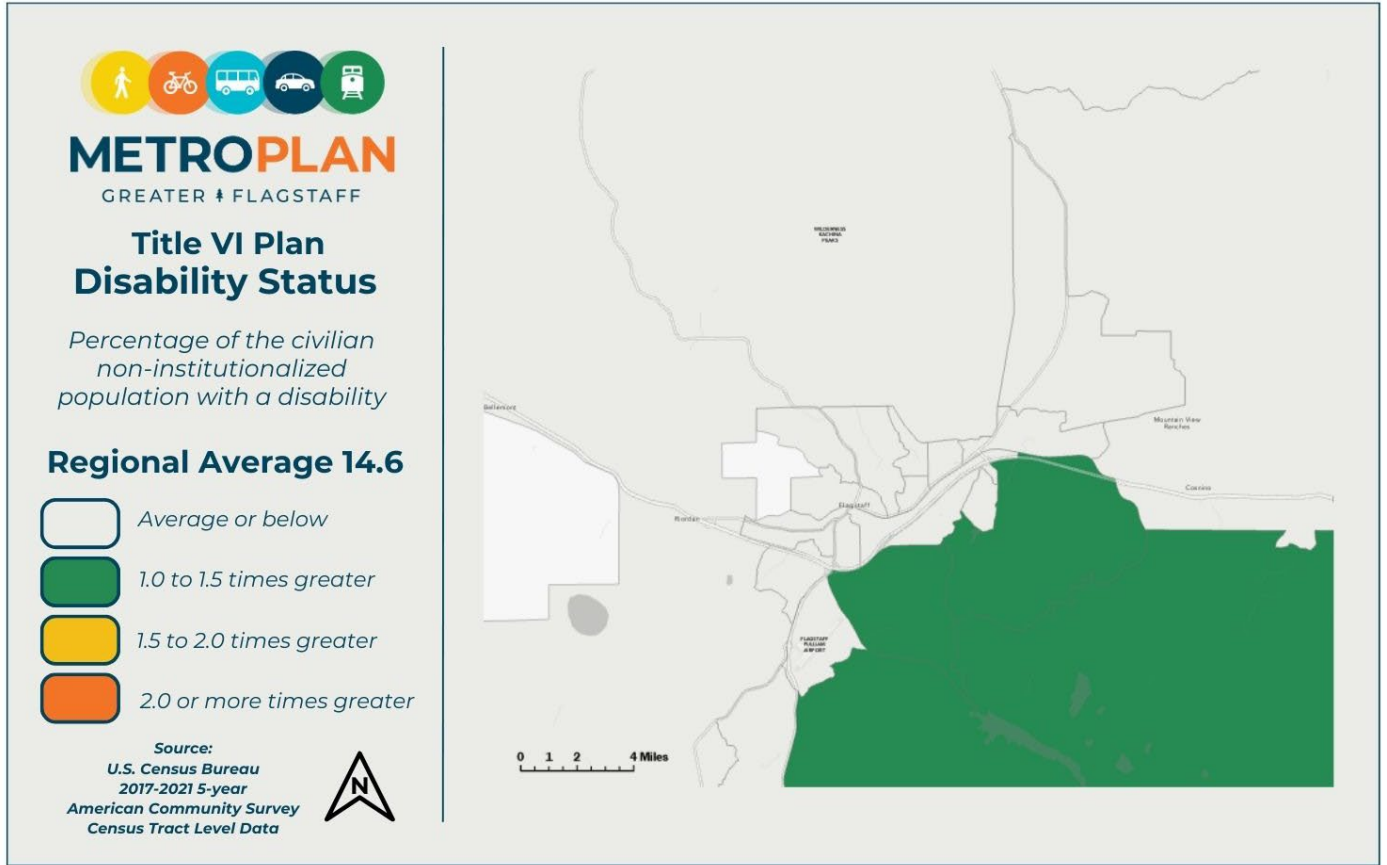


Figure 11: Percent in Poverty

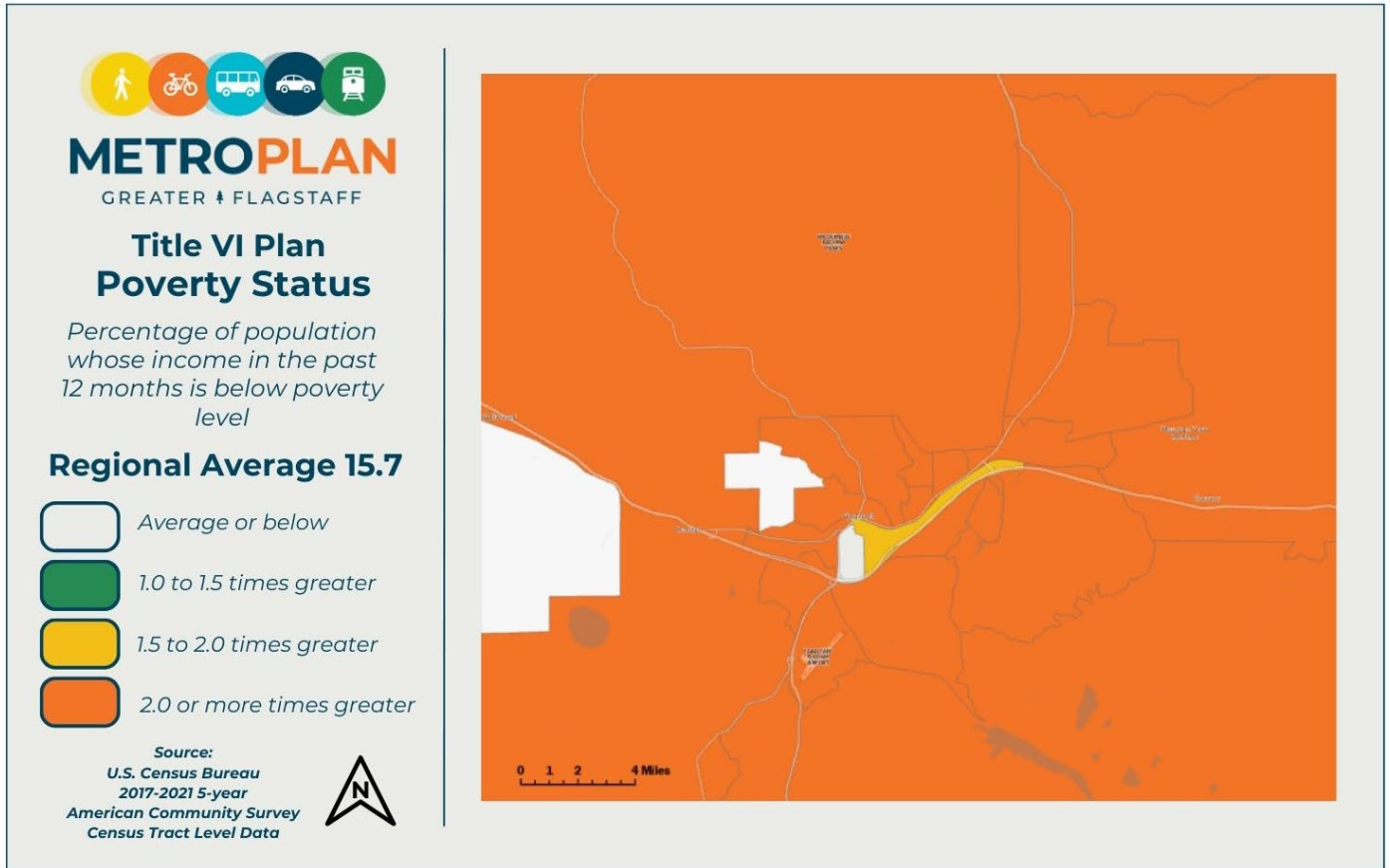


Figure 12: Percent without a Vehicle

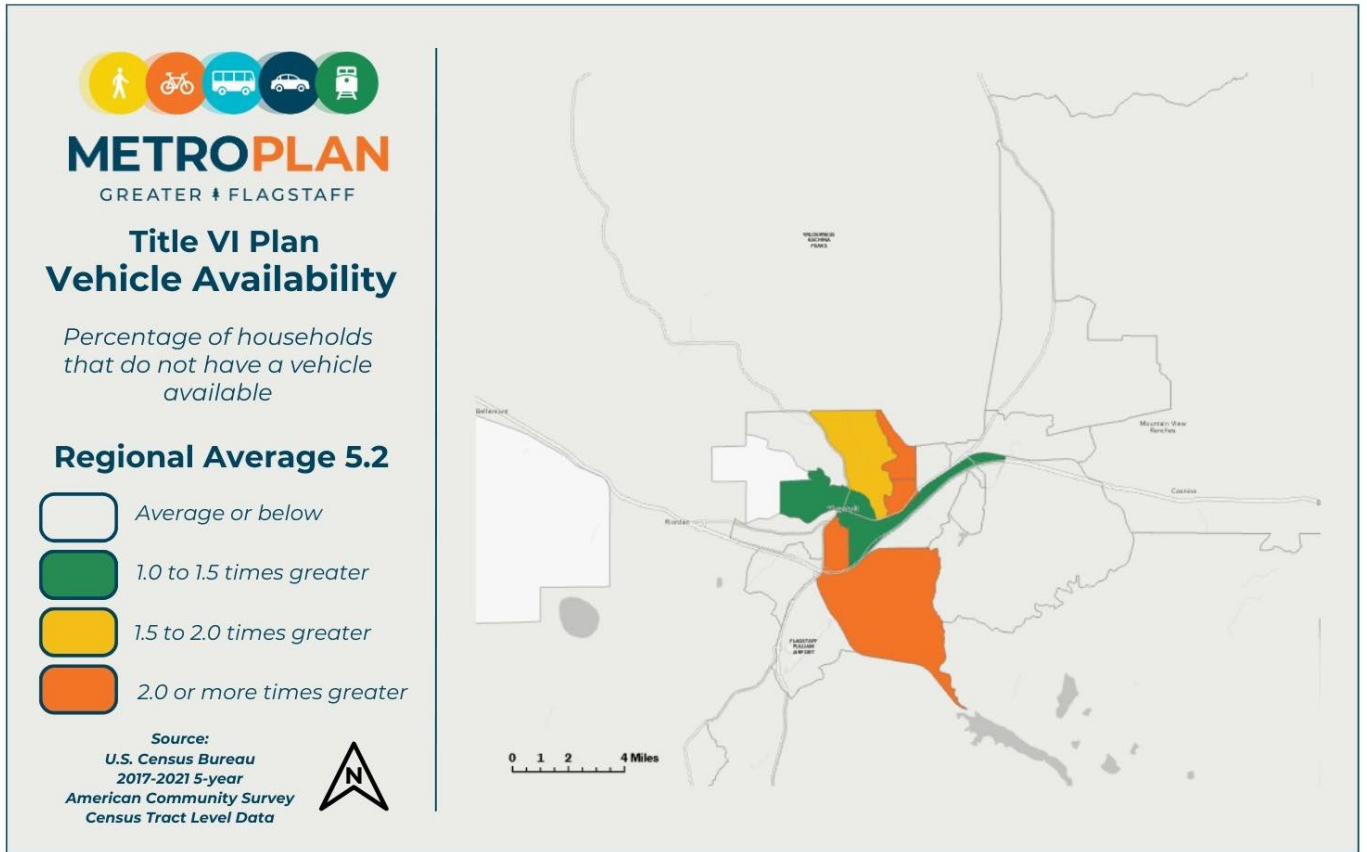
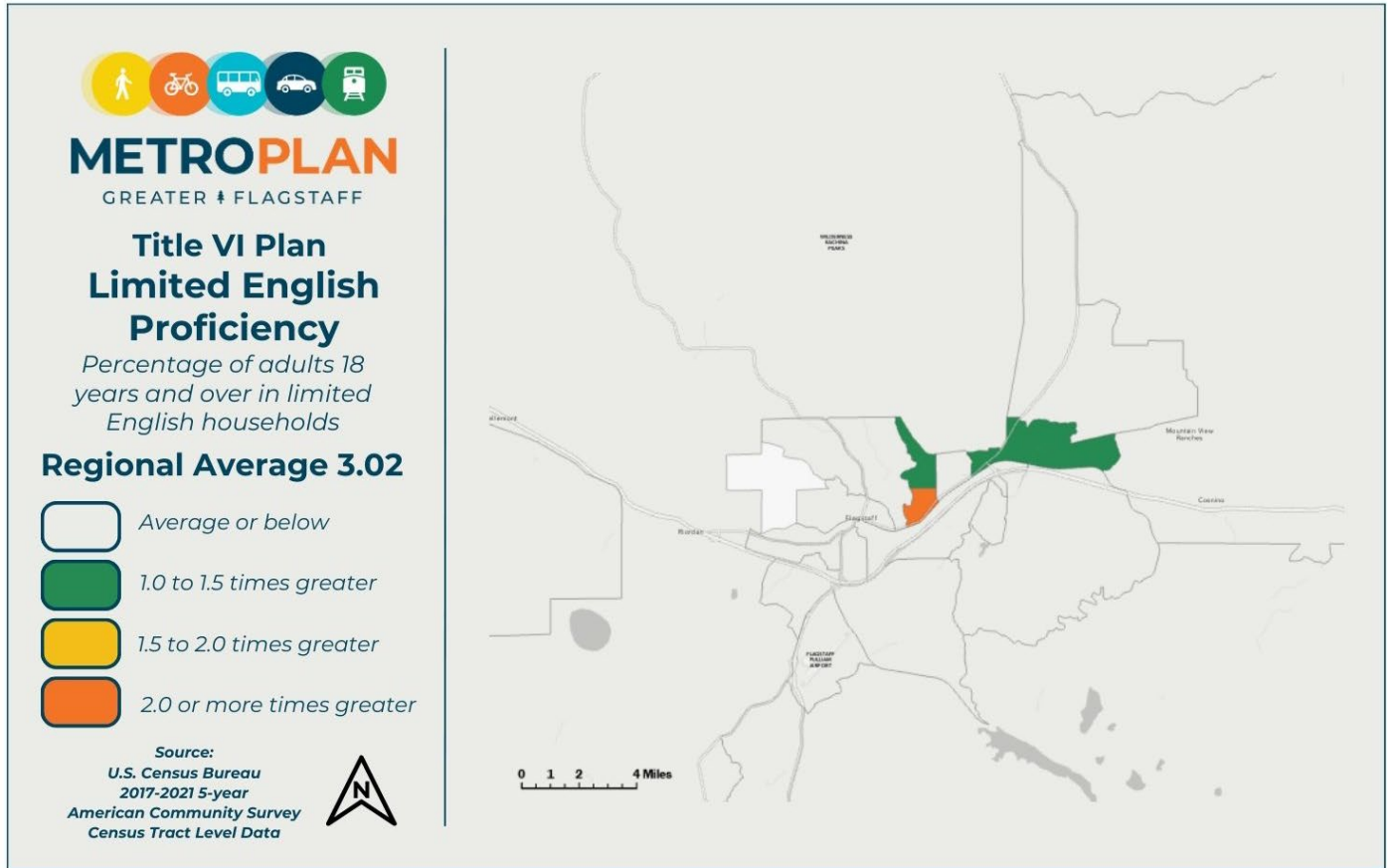


Figure 13: Percent Limited English Proficiency (LEP)



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.

Complainant Signature

Date

Number of attachments: _____

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 with 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 |
|----------|------------------|-------------------------|--------------------|---------------------------------------|----------------|-----------------|---------|
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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.

Cualquier persona que crea que se han violado sus derechos bajo el Título VI puede presentar una queja. Esta queja debe presentarse por escrito a la Oficina de Derechos Civiles de MetroPlan dentro de ciento ochenta (180) días a partir de la fecha en que se alega que ocurrió la discriminación. Para recibir más información sobre los programas de Derechos Civiles de MetroPlan y los procedimientos para presentar una queja, por favor póngase en contacto con la Oficina de Derechos Civiles de MetroPlan a la dirección que aparece abajo:

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

MetroPlan Civil Rights Office
3773 N Kaspar Drive
Flagstaff, AZ 86001
planning@metroplanflg.org



METROPLAN

GREATER † FLAGSTAFF

STAFF REPORT

REPORT DATE: April 8, 2024

MEETING DATE: May 2, 2024

TO: Honorable Chair and Members of the Board

FROM: Mandia Gonzales, Transportation Planner

SUBJECT: Consider Vulnerable Road Users Safety Plan Scope

1. RECOMMENDATION:

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

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



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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.

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

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> | | | |
| 1 | Project Management & Coordination | | |
| | 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. | | |
| 1.1 | Interview Key Regional Partners and Stakeholders | <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"> • Internal kick-off meeting agenda and minutes • External kick-off meeting agenda and minutes. • Summary of interviews performed and key takeaways • Finalize project scope and deliverables • Finalize project timeline • Define each agency's role in the planning process |
| 1.2 | MetroPlan to organize and administer a project kickoff meeting for regional partners | | |
| 1.3 | Gather Relevant data, policies, and plans for study area from partners | | |
| 1.4 | Develop project guidance documents that set executions for agency partners. | | |
| 1.5 | Finalize scope and schedule with Technical Advisory Committee (TAC) | | |
| | | Refine and approve detailed scope of work for the VRU. | Approval of detailed scope |
| 2 | Stakeholder and Public Engagement Plan | | |
| | 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. | | |

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| 2.1 | Organize and conduct a VRU Transportation Safety Group (TSG) | 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"> • Develop a communications schedule for key stakeholders • Project advisory group (TSG) meeting agendas. • Provide monthly project updates to both the TAC and TSG. • Organize and facilitate participation the TSG. • Documentation of input received |
| 2.2 | Develop a Public and Stakeholder Engagement Plan | 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"> • Conduct outreach at local organizations that support people who rely on non-motorized transportation. • Conduct outreach in locations and neighborhoods where disparate communities, seniors, and people with disabilities live, work, and play. |
| 2.3 | Plan and administer an online public outreach campaign for the planning process (Website content and Social Media) | <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"> • Attend up to (4) public events to reach the general public and visitors alike. • Develop a regionwide VRU safety planning advertisement plan. • Create a project website. • Create social media content to promote the planning effort, safety, and opportunities to participate. • Public notifications and documentation of their distribution. • Documentation of outreach efforts and materials. • Quantification/measurement of efficacy (e.g., number of exposures, number of survey participants, etc.) |

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| 2.4 | Develop VRU goals, objectives, and performance measures. | 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"> • Establish VRU goals and objectives • Establish MetroPlan's commitment to Safety and Vision Zero • Ensure the VRU performance measures meet the Arizona Strategic Traffic Safety Plan performance measures. <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>3 Safe Systems Performance</p> | | | |
| 3.1 | Safe Systems Assessment | <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"> • Safety performance of functionally classified roads • Regional bike/ped. trends of crashes, crash rates, crash trends, and exposure levels • Assessment of crash patterns within Title VI populations | <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"> • Existing Crash Analysis • Systemic Crash Analysis <p><i>MetroPlan may default to ADOT's ATSAP results for state highways and county-owned roadways.</i></p> |

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| <p>3.2</p> | <p>Risk Exposure /Assessment</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"> 1) The risk assessments of roadways and exposure risk related to Title VI/underserved populations within the region. 2) Risk score of roadways within the region |
| <p>3.3</p> | <p>Speed Study</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"> • Conduct up to (3) speed studies at priority locations (to be determined by the Transportation Safety Group) • Evaluation will be conducted using FHWA's USLimits2 - <i>A Tool to Aid Practitioners in Determining Appropriate Speed Limit Recommendations.</i> <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 | |
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| 4.1 | <p data-bbox="279 188 473 581">Emphasis Areas</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"> • Analysis of existing conditions and historical trends to baseline the level of crashes • Analysis of crash locations, severities, contributing factors, and behaviors • Analysis of systemic and specific safety needs • Geospatial identification of high-risk locations • Identify public education campaigns and programs • Overlaid with Environmental Justice/Title VI communities |
| 4.2 | <p data-bbox="279 956 360 1230">Equity</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.

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| 5 | Policy Development, Identification of Strategies & Network Screening Methodologies, Prioritization of Safety Needs | | |
| 5.1 | Assessment of Current Plans and Policies | <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"> • Regional Transportation Plan • Transportation Improvement Plan • Regional Transportation Safety Plan • Title VI Plan | <ul style="list-style-type: none"> • Final report of MetroPlan's current policies and practices. • Policy recommendations specific to MetroPlan • High-level policy recommendations will be made to partner agencies based on existing knowledge of safety policy and plans, needs, desires, and public input. <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 | Best Practices References | 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 | Strategy & Project Selection | <p>Apply network screening methodologies for ranking and prioritizing high-risk locations with a focus on methods that will</p> <ol style="list-style-type: none"> (1) facilitate regional scale spatial analysis and evaluation; (2) enable partner agencies to apply equity-based scoring criteria per the Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan requirements; (3) enable partner agency capabilities to facilitate location-specific and community-specific spatial analyses and evaluations; and (4) develop a Vulnerable Users Roadway safety data and analysis improvement plan. | 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 | Identify and Analyze Available Resources | | |

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| 6.1 | Resource Development | <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 Implementation Plan | | | |
| 7.1 | Implementation | <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"> • Incorporate information received from public engagement and stakeholders into the plan; • Determine the data requirements for each performance measure; • Identify a prioritized list of hot spots, along with roadway owner, required resources, and action steps for implementing the recommended countermeasure(s); • Identify a process to track countermeasure and action step implementation; • Guide how MetroPlan’s partner agencies can incorporate safety projects and programs into their respective capital improvement programs (CIPs); • 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. | <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> |

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| 7.2 | Project Identification, Justification, and Eligibility | 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 | Final Plan | | |
| 8.1 | Final Plan | 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"> • Final Report document in electronic format • Electronic copies of all project files in data-useable format • Maps and all relevant spatial data prepared for the Final Report. |
| 9 | Post-project data collection and reporting | | |
| 9.1 | Post-project data collection and reporting | <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"> · The costs of each eligible project and strategy carried out using the grant. · The roadway safety outcomes and any additional benefits (e.g., increased walking, biking, or transit use without a commensurate increase in crashes, etc.) · The lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets. | <ul style="list-style-type: none"> • Develop a guidance document on how to conduct annual evaluations of progress • Establish annual performance reporting in partnership with the City of Flagstaff and Coconino County that meets the USDOT Public Access Plan. • Incorporates ADOT performance measures. |

Contractor Preferred

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

| Task | Description | Deliverables |
|----------------------|--|--|
| <p>Task 1</p> | <p>Project Initiation and Administration</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>Task 2</p> | <p>Stakeholder Engagement</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

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| <p>Task 3</p> | <p>Risk Exposure /Assessment</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"> 1) The risk assessments of roadways and exposure risk related to Title VI/underserved populations within the region. 2) Risk score of roadways within the region |
| <p>Task 4</p> | <p>Equity</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"> • Final report on disparities in traffic crashes • Establish rankings for census tracts based on crash history and risk factors. |
| <p>Task 5</p> | <p>Final Report</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 22, 2024

MEETING DATE: May 2, 2024

TO: Honorable Chair and Members of the Executive Board

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

SUBJECT: Consider Adopting Procurement Policy Update

1. RECOMMENDATION:

Staff recommends the Board adopt the updated Procurement Policy.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs

Objective 1.2: Align Capital and programmatic needs with priorities and fund sources.

3. BACKGROUND:

As MetroPlan actively continues to procure services, goods, and technology, the Procurement Policy guides the Project Manager and Administrative Assistant and Clerk of the Board in ensuring MetroPlan's procurement process is open, fair, well-documented, competitive and conforms to all applicable federal, state, and local laws and regulations, including 2 CFR 200. The proposed updated draft of the final policy meets the requirements of the Arizona Procurement Code and federal requirements.

Substantive changes to the Procurement Policy include:

- Increasing Micro Purchase amount from \$5,000 to \$10,000 to align with federal and state micro purchase levels.
- Requiring general circulation newspaper notice for procurements over \$100,000 as required by state law.
- Recognizing the need to, if practicable, solicit small businesses for procurements less than \$100,000.



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- Establishing a Prospective Suppliers Vendor list which is compiled and maintained by Administrative Assistant/Clerk of the Board.
- Establishing a Vendor Appeals Policy outlining steps for appeals.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item did not go to TAC. The Management Committee had no comment.

6. **FISCAL IMPACT:** There is no direct fiscal impact to updating the Procurement Policy. The Procurement Policy is an important tool in ensuring MetroPlan gets the best value for goods it purchases.

7. ALTERNATIVES:

1. **Recommended:** Adopt the updated Procurement Policy. This will ensure MetroPlan follows has recognized and included appropriate procurement levels, procedures, and vendor lists in the Procurement Policy.
2. **Not Recommended:** Do not adopt the updated Procurement Policy. This action would necessitate leaving the policy as is in place.

8. ATTACHMENTS:

Draft Procurement Policy-redlines.



Document: **Procurement Policy**

Adopted:

Pending

Effective:

1. General

Purpose

This document is intended to direct the MetroPlan purchases of goods and services. MetroPlan's procurement process is open, fair, well-documented, competitive and conforms to all applicable federal, state and local laws and regulations, including 2 CFR 200.

Objectives

The objectives of MetroPlan's purchasing policy are to ensure:

- A uniform system to obtain supplies, materials, equipment, and services in an efficient and timely manner;
- Responsibility and accountability of public funds used by MetroPlan;
- Equal opportunity and competition among vendors and consultants;
- Effective relationships and clear communication between MetroPlan and its vendors and consultants;
- Compliance with the federal, state and local procurement statutes that may govern expenditures of grant funds

Scope

The guidelines apply to purchases of:

- Supplies, materials and equipment
- Non-professional services
- Professional services

These guidelines do not apply to the acquisition, sale, or lease of real property.

Controlling Laws

All purchases shall comply with appropriate and relevant federal, state and local laws, grant requirements, and MetroPlan's policies. Federal, state or local laws, regulations, grants or requirements that are more restrictive than these guidelines, such laws, regulations, grants or requirements shall be followed.

Code of Ethics

No employee, officer or agent of MetroPlan shall participate in the selection, award or administration of a contract or authorization of a purchase if a conflict of interest, real or

apparent, would be involved. Disciplinary actions resulting from violation of this policy are listed in the *MetroPlan's Personnel Policy*. Each Executive Board member, committee member and employee shall annually sign a statement affirming receipt of and agreement to abide by MetroPlan's Conflict of Interest policy.

Credit Cards

MetroPlan recognizes the use of credit cards to be an appropriate and useful means of making payment for a variety of purchase types, including travel expenses, supplies, online purchases and recurring vendor payments (where appropriate).

The Executive Director is responsible for determining which employees are authorized to use credit cards and for designating a Credit Card Administrator to setup and maintain credit card account(s) with the credit card financial institution.

The Credit Card Administrator is responsible for the overall administration of the credit card program by reviewing, reporting and coordinating all aspects of the program. The Credit Card Administrator will act as the liaison between the financial institution and the employee.

The employee is responsible for providing all credit card receipts and/or other documents identifying the credit card expenditures to the Credit Card Administrator no later than the workday following the day the purchase was made, except when the employee is traveling on business; in such case, the employee shall provide all receipts on his/her first day back in the office.

Issuance, Use and Control

- **Issuance and Use:** Credit cards may be issued to MetroPlan and used by authorized employees for purchasing goods, services, supplies and other items from vendors, or in incurring registration, training or travel expenses in connection with the performance of their duties on behalf of MetroPlan.
- **Authorization and Control:** Upon authorization from the Executive Director, employees may obtain a credit card from the Credit Card Administrator who shall maintain a record of individuals issued credit cards. The Credit Card Administrator shall implement accounting controls to promote the proper use of credit cards and reduce the risk of loss or misuse.
- **Credit Limits:** Card limits will be set administratively for each card, reflecting among other things purchases expected to be made during a typical billing cycle and additional credit capacity needed in an emergency or other contingency. Purchasing limitations are found in the MetroPlan Procurement Policy.
- **Payment of Bills:** The Credit Card Administrator shall establish a procedure for the prompt payment of all credit card bills on or before the due date.
- **Unauthorized Charges:** Credit cards issued to employees shall be used only for bona fide MetroPlan business purposes. Any employee using a MetroPlan credit card for unauthorized purposes, including personal purchases, may be subject to disciplinary

action up to and including termination, civil action to recover unauthorized credit card charges plus court costs, and criminal prosecution.

- **Prohibited Uses:** Prohibited uses include, but are not limited to, cash advances, alcohol, tobacco, entertainment and other restricted categories.

Responsibilities

The Executive Director has primary responsibility and oversight for purchasing activities of MetroPlan and has the authority to delegate purchasing responsibilities as appropriate. The Executive Board will periodically review and evaluate the procurement procedures to ensure the best internal controls possible and will make changes as necessary.

2. Determining Total Purchase

Use Anticipated Cost

The anticipated annual need for a good or service (when it can reasonably be projected) shall be used to determine the cost of that good or service, and thus which procurement method and related purchasing requirements shall apply.

No “Splitting”

Procurements shall not be divided to artificially create a lower total cost to avoid procurement method or competition requirements. If one item being purchased requires another item to “make a whole,” the total accumulated costs of the two items (when they can reasonably be projected) should be considered together to determine which procurement method is applicable, unless the two items are not available from a single supplier.

Example: Replacement carpeting is being purchased for a conference room. The total cost of the carpet and the pad (and installation, if applicable) should be used when determining which procurement method should be applied.

Costs to Include

Include costs such as taxes, freight, and installation charges when determining which cost threshold applies. Do not include the value of a trade-in (trade-in value should be considered, however, to determine the lowest price when the small purchase method is used).

The total quantity of a needed item (when it can reasonably be projected) should be considered when determining which cost threshold and related purchasing requirements apply.

Multiphase Programs

If a project is to be completed in phases, the total accumulated cost for all phases should be considered when determining which cost threshold applies.

3. Procurement Methods

Procurements must be covered by budget appropriations approved by the MetroPlan's Executive Board. Procurements requiring additional appropriations must also be approved by the Executive Board. One of the following methods of procurement must be used:

Micro Purchase - Less than \$310,000

Micro purchases cover the acquisition of supplies or services, when the aggregate annual dollar amount is less than \$310,000. To the extent practicable, micro-purchases must be distributed equitably among qualified vendors. Micro purchases do not require soliciting competitive bids, but employees should still make reasonable efforts to receive the best value and price possible. All employees are authorized to make micro-purchases.

Small Purchase - \$310,000 to \$50,000

Small purchases shall be processed through a competitive solicitation process whereby a minimum of three written price or rate quotes are solicited from vendors who can reasonably be expected to provide the required goods and/or services. The quotes must be documented on a Purchase Request Form which then must be signed by the Executive Director prior to execution of the procurement. The procurement shall be awarded to the most responsive, responsible offeror who provides the lowest quote, or if criteria other than price are to be considered, whose proposal achieves the highest score when evaluated. Criteria may include experience, expertise, price, product availability, functionality, quality, or suitability for a particular purpose.

Competitive Proposals - Greater Than \$50,000

Supplies and services greater than \$50,000 shall be procured using one of the following methods:

Request for Proposals (RFP)

RFPs are used when the specific requirements and/or technical specifications of a project are unclear and evaluation criteria are needed in addition to pricing. RFPs are evaluated by an evaluation committee based upon the evaluation criteria identified in the RFP. This method provides for negotiation of all terms and conditions of the proposal, including price before award. The RFP process may be used with competitive negotiation, multi-step and best and final offers. Award is made to the vendor whose proposal is determined to be the most advantageous to MetroPlan.

Request for Qualifications (RFQ)

RFQs are used when seeking professional services. RFQs are evaluated by an evaluation committee based upon the evaluation criteria identified in the RFQ. Evaluations consider only technical factors and qualifications in the evaluation process, which may include description of their education, experience, management and other applicable criteria called for in the RFQ.

This method provides for negotiation of all terms and conditions of the proposal, including price before award. Award is made to the consultant deemed to be the best qualified.

Requirements

The following requirements apply:

- The RFP/Q must be approved by the Executive Director.
- The RFP/Q must be publicized and should identify all evaluation factors and their relative importance, and all complete and timely submittals will be considered.
- Advertisement of Invitation for Bids over \$100,000. Adequate public notice for the invitation for bids over \$100,000 will be given not less than two weeks before the date of the invitation for opening of bids. This notice will be in a newspaper of general circulation. Additionally, the notice will be posted on the MetroPlan website not less than two weeks before the date of the invitation for opening of bids.
- Proposals or qualifications must be solicited from at least two qualified sources.
- A method shall be established for conducting technical evaluations of the proposals and qualifications received as part of the development of the RFP/Q.
- For RFPs, the proposal most advantageous to the program will be selected, even when the preferred proposal is not the lowest-priced.
- For RFQs, competitors' qualifications will be evaluated, and the most qualified responsible competitor will be selected, subject to negotiation of fair and reasonable compensation.
- The Executive Director signs all contracts.
- Contacts greater than \$50,000 require approval by the MetroPlan's Executive Board.

Noncompetitive Proposal (Sole Source)

Procurement through solicitation of only one source (sole source) may be used when at least one of the following applies:

- The item is available only from a single source.
- Exigent circumstances (e.g., significant damage to the building requirement immediate attention) will not permit a delay resulting from competitive solicitation.
- The granting agency authorizes noncompetitive negotiations.
- After solicitation of at least two (2) sources, competition is determined to be infeasible.

The Executive Director must review all noncompetitive proposals, and all noncompetitive proposals over \$50,000 shall require Executive Board approval.

Small Businesses

Any procurement that does not exceed the aggregate dollar amount of less than One Hundred Thousand Dollars (\$100,000.00) shall be restricted, if practicable, to small businesses as defined in rules adopted by the Executive Director. The Administrative Assistant/Clerk of the Board shall rotate the small business(es) solicited to compete for any

procurement of less than One Hundred Thousand Dollars (\$100,000.00). If it is impracticable to restrict a particular procurement to small businesses, the procurement officer shall make a determination setting forth the reasons and place it in the contract file. Notwithstanding the above, all procurements related to federal funds will be handled to satisfy such applicable requirements.

Other Government or Cooperative Contracts

Competition is not required when purchases of supplies, services or equipment are made through competitively secured contracts executed by other government agencies or bonafide cooperative purchasing agreements, such as through vendor contracts negotiated by the State of Arizona.

Contract Requirements

Third-Party contracts and purchase orders should include all *applicable* contract provisions required by the following:

1. The requirements in 2 CFR 200.326,
2. The requirements in 2 CFR 200 Appendix II,
3. FHWA funded procurements/contracts located at:
www.fhwa.dot.gov/programadmin/contracts/core02.cfm and
www.fhwa.dot.gov/construction/cqit/form1273.cfm and
<http://www.fhwa.dot.gov/construction/contracts/provisions.cfm>, as revised from time to time,
4. FTA funded procurements/contracts: Circular 4220 Third Party Contracting Guidance or its Appendix D, as revised from time to time, available at:
<https://www.transit.dot.gov/regulations-and-guidance/ftacirculars/third-party-contracting-guidance>. Procurement Pro from National RTAP can be a good resource for the required federal language except that the State DBE and Title VI required language must also be included. Using Procurement Pro does not relieve the sub-recipient from the responsibility of ensuring that all the terms and conditions are complete and in compliance with Federal, State, and Local regulations.
5. Any requirements established by a particular funding type, program, or in funding agency guidelines
6. Provisions for Prompt Payment deadlines. The funding in this Agreement includes reimbursement of expenditures necessary to accomplish the work program. Payment may not rely on receipt of funds from ADOT before paying vendors/contractors/consultants.

Intergovernmental Purchasing

Services provided by qualified public sector agencies as a joint exercise of authority through intergovernmental agreements with an governmental entity, whether federal, state or local, shall be exempt from the competitive solicitation requirements.

Architectural and Engineering Services

The requirements outlined in 2 CFR 200.320(d)(5) must be followed to procure professional architectural or engineering services.

Vendors

A centralized list of prospective suppliers will be compiled and maintained by the Administrative Assistant/ ~~and~~ Clerk of the Board.

4. Vendor Appeals

Vendors may appeal or protest a proposal solicitation or award of contract issues by MetroPlan by following the procedures ~~described in the MetroPlan Complaint Policy below.~~

1.1 Protest of Award

Any bidder objecting to the recommendation of award, rejection of a bid, solicitation procedures of a bid, or any portion thereof (“~~the~~ Protester”), must submit a written protest to the Administrative Assistant and Clerk of the Board. The protest must be filed with the Administrative Assistant and Clerk of the Board within five (5) business days from notification of the recommendation.

The written protest shall contain the following information:

1. The name, address, and telephone number of the ~~P~~rotester; and
2. The signature of the ~~P~~rotester or its representative; and
3. Identification of the solicitation number; and
4. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
5. The form of relief requested.

1.2 Decisions

The Administrative Assistant and Clerk of the Board shall issue a written decision within fourteen (14) days after a protest has been filed. The decision shall contain an explanation of the basis of the decision.

The Administrative Assistant/ ~~and~~ Clerk of the Board may schedule, but is not required to, a hearing on the appeal, if they deem it appropriate. The ~~Executive Director, Administrative Assistant/ ~~and~~ Clerk of the Board,~~ and Planning Manager shall ~~attend~~ participate in any such hearing with the Administrative Assistant/Clerk of the Board making the determination.

The time limit for decisions set forth may be extended by the Administrative Assistant/ ~~and~~ Clerk of the Board for a reasonable time, not to exceed thirty (30) days to accommodate a hearing. The Administrative Assistant/ ~~and~~ Clerk of the Board shall notify the ~~P~~rotester ~~in~~

writing that the time for the issuance of a decision has been extended and the date by which a decision will be issued.

The Administrative Assistant/~~and~~ Clerk of the Board may dismiss a protest, upon written determination if:

- A. The protest does not state a valid basis for protest; or
- B. The protest is untimely (not within five (5) or ten (10) as applicable business days from notification); or
- C. The possible remedies would unfairly prejudice other interested parties, impact the integrity of the procurement system, or have a serious detrimental effect on the good faith of the parties, cost to MetroPlan, the urgency of the procurement, and the impact of the relief upon ~~MetroPlan~~the using Division.

1.3 Remedies

If the Administrative Assistant/~~tee~~/~~and~~ Clerk of the Board sustains the protest in whole or part and determines that a solicitation or proposed contract does not comply with the policy, the recommendation for award shall be stayed and an appropriate remedy shall be implemented.

In determining an appropriate remedy, the Administrative Assistant/~~Clerk of the Board~~ shall consider all the circumstances pertaining to the proposed procurement including but not limited to, the seriousness of the procurement deficiency, the degree of prejudice to other interested parties or to the integrity of the procurement system, the good faith of the parties, cost to MetroPlan, the urgency of the procurement, and the impact of the relief upon ~~the using department~~MetroPlan.

An appropriate remedy may include one or more of the following:

- 1. Withdraw staff recommendation,~~and~~ reissue the solicitation;
- 2. Withdraw staff recommendation,~~and~~ issue a new solicitation;
- 3. Withdraw staff recommendation,~~and~~ recommend award of contract consistent with MetroPlan Purchasing Policy; or
- 4. Such relief as is determined necessary to ensure compliance with this section.

1.4 Appeals to the Executive Director

If the determination of the Administrative Assistant/~~and~~ Clerk of the Board is not satisfactory to the ~~party submitting the P~~rotester, an appeal ~~with~~to the Executive Director may be requested. The appeal must contain the same information listed in Section 1.1 and a copy of the decision of the ~~Executive Director~~Administrative Assistant/ Clerk of the Board. The appeal must contain the precise factual or legal error in the decision of the Administrative Assistant/Clerk of the Board from which an appeal is taken.

This appeal must be made within ten (10) business days from receipt of the Administrative Assistant/~~and~~ Clerk of the Board's determination.

The same remedies are available as listed in Section 1.3. The Executive Director shall give notice of the appeal to the successful contractor if an award has been made or, if no award has been made, to interested parties. Such interested parties shall have the right to request copies of the appeal and to intervene in the proceedings.

The written determination to the second appeal to the Executive Director shall be final.

5. Compliance with Policy

Willful violation of any of the provisions of this policy may result in disciplinary action under MetroPlan's personnel policies.

6. Glossary

Appropriation: MetroPlan Board authorization to expend funds for a specific purpose.

Competitive Bidding: The submission of prices by individuals or firms competing for a contract, privilege, or right to supply merchandise or services.

Evaluation Committee: Committee should include partner staff with expertise in purchasing and/or knowledge of the service requested.

Exigent: An urgent circumstance requiring immediate action.

Professional Services: Services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement.

Quote: A statement of price, terms of sale, and description of goods or services offered by a prospective seller to a prospective purchaser, usually for purchases below the amount requiring formal bidding. For professional service contracts, quotes would typically include the qualifications of the provider and may or may not include pricing information depending upon the situation.

Request for Proposal (RFP): All documents, whether attached or incorporated by reference, utilized for soliciting competitive proposals. The RFP procedure permits negotiation of proposals and prices, as distinguished from competitive bidding and a notice inviting bids. The procedure allows changes to be made after proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated prior to award.

Request for Qualification (RFQ): A document generally used for obtaining a summary of qualifications from prospective providers of professional services.



| | | | |
|------------|-------|-------|-------|
| Invoice #: | _____ | Date: | _____ |
| Invoice #: | _____ | Date: | _____ |
| Invoice #: | _____ | Date: | _____ |

PURCHASE REQUEST FORM

IMPORTANT: Please refer to “Procurement Policies & Procedures” for details and instructions on purchased and required documentation.

Requestor: Complete ALL Non-Shaded Sections

| | |
|---------------------------------------|-------------------------------|
| Requested by (type or print legibly): | Date submitted to Accounting: |
|---------------------------------------|-------------------------------|

Vendor:

Item(s) and Reason for Purchase:

| | | |
|--|---------------|-----------------------|
| | Date ordered: | Estimated cost: \$ |
|--|---------------|-----------------------|

| Program | Phase | Estimated Cost | Final Cost | Entered by |
|---------|-------|----------------|------------|------------|
| | | | | |
| | | | | |
| | | | | |
| Total: | | | | |

Review and Approval

1. For All purchases \$310,000 and over:

Executive Director approval PRIOR to purchase: _____ Date: _____

2. For non-competitive procurements over \$310,000 and all procurements over \$50,000:

Executive Board approval: _____ Date: _____

Select and complete one to describe the procurement method, price analysis, competition, and vendor selection:

1. **Micro purchase (less than \$103,000)** Competition is not required. Describe basis for price:
 Catalog price Market price or price offered to the general public
 Price set by law or regulation Price compared to recent purchase of similar goods or services
 Other: _____

2. **Small purchase (\$103,000-\$50510,000)** Competition is required – document price rates or quotes from at least three qualified vendors. Attach documentation if needed.
 This is a recurring purchase – price quotes will be obtained periodically as needed.
 Three quotes were obtained to establish a competitive and reasonable price (complete section below).
Vendor 1 and quote: _____
Vendor 2 and quote: _____
Vendor 3 and quote: _____
Reason for final selection: _____

3. **Competitive proposal (Over \$50,000)** Competition is required – document formal written bids, proposals, or qualification from at least two qualified sources. RFP/Q may be used. Select one:
 Competition, cost/price analysis, and reason for final selection are properly documented in the RFP/Q file
 Document of two formal proposals or qualifications is attached.
Reason for final selection: _____

4. **Non-competitive proposal over \$3510,000** Only possible when none of the above three methods are possible and one of the following applies (check all applicable boxes):
 The item or services are available only from one source
 A public urgency or emergency for the requirement will not permit a delay resulting from competitive solicitation
 The granting agency authorizes noncompetitive negotiations
 After solicitation of a number of sources, competition is determined inadequate.
Notes: _____

5. **Government or cooperative contract**
Name of government or purchasing cooperative: _____

6. **Intergovernmental purchase**
Name of other government: _____



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STAFF REPORT

REPORT DATE: April 19, 2024

MEETING DATE: May 2, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Sandra Tavel, Transportation Planner

SUBJECT: Draft Strategic Grants Plan

1. RECOMMENDATION:

None. This item is for information and discussion only. Executive Board members may inform the draft Strategic Grants Plan for 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 input from Executive Board 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:

The report was presented to the TAC. The Management Committee received the report and had no comment.

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. Executive Board members may inform the draft Strategic Grants Plan for June Executive Board adoption.



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7. ATTACHMENTS:

Draft Strategic Grants Plan

Draft Strategic Grants Plan

FY 25-27



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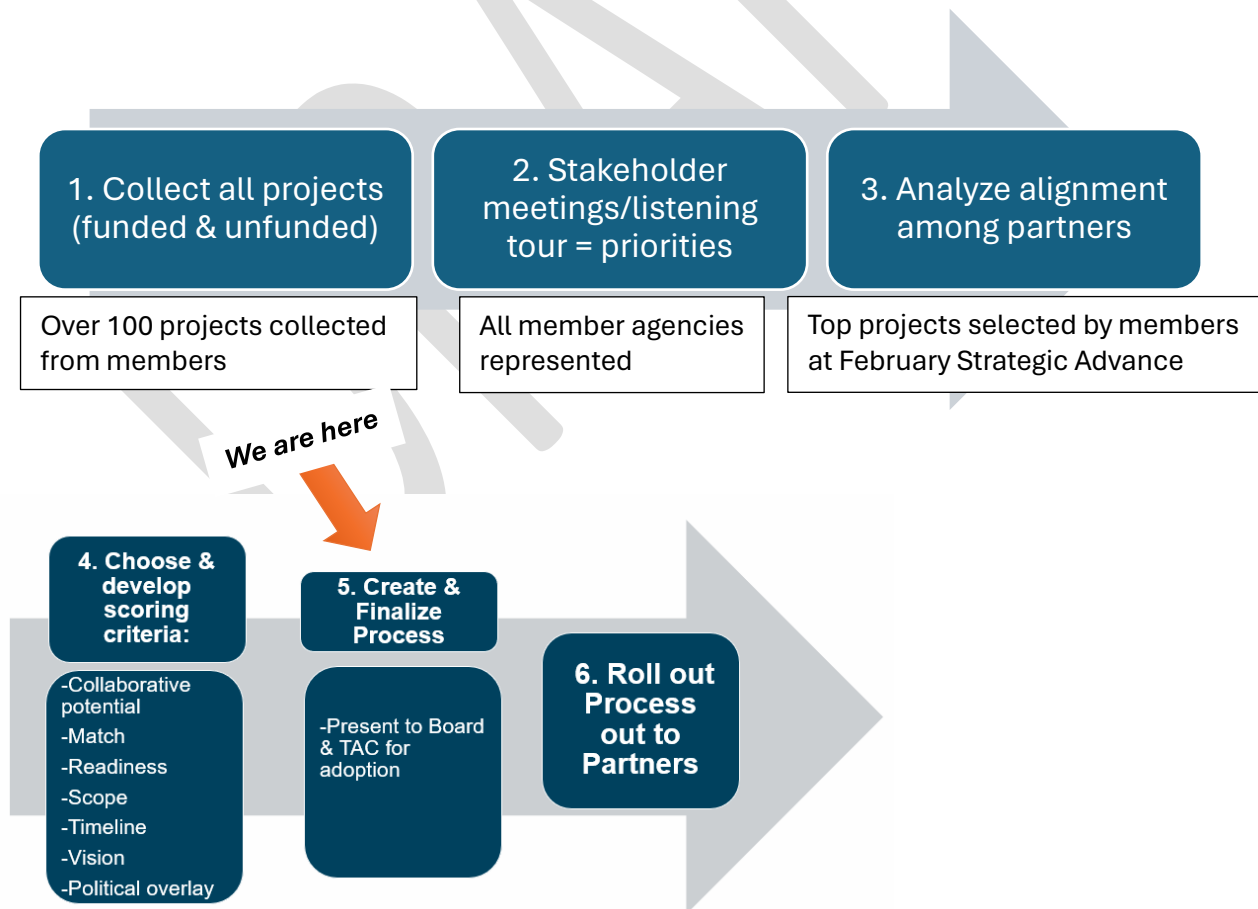
DRAFT

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 \$432,373 | USFS, City, County | | | | |
| Construction Cromer Elementary missing sidewalks – Neptune Dr (Skeet Dr to Lunar Dr) Skeet Dr (Silver Saddle Rd to Neptune Dr) \$1,300,000 | County | | | | |
| FUTS construction Sinclair Ridge (\$80,000), Sawmill (\$105,000), Marshall (\$905,000) total: \$1,090,000 | City | | | | |
| Safe Routes to School capital projects \$1,900,000 | MetroPlan | | | | |
| Safe Routes Phase 2 \$650,300 | MetroPlan | | | | |

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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 \$2,140,000 | MetroPlan, City | | | | |
| Planning Action Plan – Regional Local and Rural Road Safety Plan \$975,000 | 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 \$12,500,000 | 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 \$544,500* | 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 \$18,000,000 - \$25,000,000 | 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 \$13,934,000 | City | | | | |
| Engineering Belmont Roundabout and TI modernization and expansion \$4,000,000 | County | | | | |
| Design & Construction Complete Street Conversion – Fourth St: Route 66 to Cedar – ROW is a huge challenge w. property owners \$12,500,000 | 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 |
|---|--------------|------|------|------|------|
| MEGA & INFRA | | | | | |
| Planning I-40 widening cost and timeline TBD | ADOT | | | | |
| Design and Construction I-40 and Lone Tree TI \$150,000,000 | ADOT, City | | | | |
| RURAL | | | | | |
| 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 | | | | |



METROPLAN

GREATER † FLAGSTAFF

STAFF REPORT

REPORT DATE: April 15, 2024

MEETING DATE: May 2, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: FY2024 ADOT Audit

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 1.4: Ensure good standing with funders.

3. BACKGROUND:

MetroPlan receives the majority of its federal funding as a subrecipient of the Arizona Department of Transportation (ADOT). ADOT is required to ensure MetroPlan complies with all requirements as the subrecipient of its funds. Accordingly, ADOT conducted an audit of MetroPlan for the grant funding period from 7/1/2021- 6/30/2023.

Observation #1- Misclassified labor expenses:

ADOT tested 86 payroll transactions and found one transaction misclassified to the wrong employee. Payroll is hand entered with journal entries that come from the Mountain Line system. With hundreds of entries every month, it's possible to make an error, as occurred. Staff are already working with Mountain Line on a system to automate some of these entries and reduce the likelihood of errors. Additionally, as noted in the Single Audit, the Executive Director is now reviewing and approving journal entries, making it more likely such errors would be caught.

Observation #2 State Travel Policies Not Followed



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Twenty-six travel transactions were tested. Two hotel rooms were purchased and submitted for reimbursement at the conference rate. However an email exchange indicated there were limited rooms at the lower government rate. While state policy allows the purchase of conference rate hotel rooms, because a lesser rate was known to exist, the lesser rate is the maximum to be reimbursed. Additionally, federal per diem rates were used to reimburse meals while traveling. State policy requires receipts be submitted for any reimbursements and receipts were not provided. ADOT may request MetroPlan reimbursement the \$123 these transactions apply to. Staff are updating their internal financial procedures to better outline the state's reimbursement procedures.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item was not brought to the TAC.

5. FISCAL IMPACT:

There is no cost to MetroPlan for the ADOT audit. Such reviews ensure we are managing our federal funds well and help us improve our financial processes. They keep us in good standing to continue receiving federal funds. If MetroPlan must reimburse ADOT for the \$123, local funds will be used.

6. ALTERNATIVES:

None. This item is for information and discussion only.

7. ATTACHMENTS:

ADOT Audit Report

Flagstaff Metropolitan Planning Organization

DbA MetroPlan

MPO Audit

Grant Number: GRT-21-0008177-T

Audit Report No: MPO 23.02

April 10, 2024



Office of Audit and Analysis

The Office of Audit and Analysis actively strives to promote customer value and maximize resources by providing management with independent, objective assurance and consulting services designed to add value and improve ADOT's overall operation.

Audit Staff

Vickie Murphy, Chief Auditor
Kimberly Prendergast, Audit Manager

Oscar De Alba, Audit Supervisor
Kenneth Martinez, Auditor

Distribution

Paul Patane, Multimodal Planning Division, Director, ADOT
Angela Ringor Estrada, MPD Finance Manager, ADOT
Clemenc Ligocki, Planning and Programming Manager, ADOT
Jason James, Regional Planning Manager, ADOT
Mark Hoffman, Transportation Planner, ADOT
Ruth Garcia, Transportation Planner, ADOT
Anki Scott, Transportation Planner, ADOT
Kate Morley, Executive Director, FMPO
David Wessel, Planning Manager, FMPO
Karen Moeller, Administrative Assistant, FMPO

Contact Information

ARIZONA DEPARTMENT OF TRANSPORTATION
1655 W. Jackson St.
Mail Drop 158A
Phoenix, AZ 85007
www.azdot.gov

Independent Auditor's Report

At the request of the Arizona Department of Transportation (ADOT) Multimodal Planning Division (MPD), we have audited the costs billed by Flagstaff Metropolitan Planning Organization (FMPO) dba MetroPlan (the "Grantee") to the Unified Planning Work Program (UPWP) Grant Agreement. The accompanying Schedule of Costs summarizes Reimbursement Requests submitted by the Grantee, between July 1, 2021 and June 30, 2023, for Grant Agreement Number GRT-21-0008177-T (the "Grant Agreement"). The Grant Agreement between ADOT MPD and the Grantee is dated June 30, 2021.

Management's Responsibility

Management is responsible for the preparation and fair presentation of the Schedule of Costs in accordance with the basis of accounting, as described below. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Schedule of Costs that is free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on the Schedule of Costs based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Schedule of Costs is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Schedule of Costs. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the Schedule of Costs, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the Schedule of Costs in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the Schedule of Costs. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the Schedule of Costs referred to above presents fairly, in all material respects, the allowable costs incurred in connection with the Grant Agreement Number GRT-21-0008177-T, on the basis of accounting described below.

Basis of Accounting

The Schedule of Costs is prepared on the basis of accounting found in the Code of Federal Regulations/Federal Acquisition Regulations. This is a basis of accounting, other than accounting principles generally accepted in the United States of America, and was used to meet federal, state and ADOT requirements. Our opinion is not modified with respect to this matter.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the Schedule of Costs and determining whether costs were appropriately billed by the Grantee, as defined in the Grant Agreement between FMPO and ADOT. The Schedule of Costs includes additional analysis of the Reimbursement Requests submitted by the Grantee within the grant period July 1, 2021 and June 30, 2023. The information has been subjected to the auditing procedures applied in the audit of the Schedule of Costs and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare Reimbursement Requests.

In our opinion, the information is fairly stated in all material respects in relation to the Schedule of Costs as a whole.

Report on Other Legal and Regulatory Requirements

In accordance with Government Auditing Standards, we have also issued our report dated April 10, 2024 on our consideration of the Grantee's internal controls and its compliance with laws and regulations. This report is intended solely for the use and information of the Grantee and government agencies or other customers related to contracts employing the cost principles of Title 2 of the Code of Federal Regulations (CFR) and should not be used for any other purpose.

Kimberly Prendergast

Kimberly Prendergast, CPA, CIA
Audit Manager

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

April 10, 2024

To: ADOT Multimodal Planning Division
Flagstaff Metropolitan Planning Organization

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the Schedule of Costs for the Grant Agreement Number GRT-21-0008177-T, and its accompanying notes and have issued our report thereon dated April 10, 2024.

Internal Control over Financial Reporting

In planning and performing our audit of the Schedule of Costs, we considered the Flagstaff Metropolitan Planning Organization's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the Schedule of Costs, but not for the purpose of expressing an opinion on the effectiveness of the Flagstaff Metropolitan Planning Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Flagstaff Metropolitan Planning Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Schedule of Costs prepared in accordance with Title 2 of the Code of Federal Regulation Part 200 will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance whether the Schedule of Costs is free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, including provisions of the applicable sections of Title 2 of the Code of Federal Regulation Part 200; noncompliance with which could have a direct and material effect on the determination of the amounts reported on the Schedule of Costs. The results of our tests disclosed two instances of noncompliance or other matters that are required to be reported under Government Auditing Standards, described in the accompanying Schedule of Findings.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Grantee's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Grantee's internal control and compliance. This report is also intended solely for the use and information of the Grantee and government agencies or other customers related to grants and contracts employing the cost principles of the Federal Acquisition Regulation. Accordingly, this communication is not suitable for any other purpose.

Kimberly Prendergast

Kimberly Prendergast, CPA, CIA
Audit Manager

Schedule of Costs

Billed vs. Actual Costs by Fund

| Schedule of Costs Billed vs. Actual Costs by Fund Grant Period: July 1, 2021 - June 30, 2023 | | | | | | | |
|--|--------------|--------------|------------|------------|--------------|--------------|--------------|
| Funding Source | FY 2022 | | FY 2023 | | Total | | |
| | Billed | Actual | Billed | Actual | Billed | Actual | Over/(Under) |
| FHWA | | | | | | | |
| SPR | \$ 182,333 | \$ 182,333 | \$ 133,129 | \$ 133,129 | \$ 315,463 | \$ 315,463 | \$ - |
| SPR (carry forward) | \$ 124,248 | \$ 124,248 | \$ 77,359 | \$ 77,359 | \$ 201,607 | \$ 201,607 | \$ - |
| STBG | \$ 415,499 | \$ 415,328 | \$ 57,975 | \$ 51,992 | \$ 473,474 | \$ 467,320 | \$ 6,154 |
| STGB (carry forward) | \$ - | \$ - | \$ 424,280 | \$ 424,280 | \$ 424,280 | \$ 424,280 | \$ - |
| CPG - FHWA/FTA | | | | | | | |
| PL | \$ 119,242 | \$ 119,242 | \$ 34,132 | \$ 34,132 | \$ 153,373 | \$ 153,373 | \$ - |
| PL (carry forward) | \$ - | \$ - | \$ 59,579 | \$ 59,579 | \$ 59,579 | \$ 59,579 | \$ - |
| 5305d | \$ 46,335 | \$ 46,335 | \$ 50,740 | \$ 50,740 | \$ 97,075 | \$ 97,075 | \$ - |
| FTA | | | | | | | |
| 5305e | \$ 265,514 | \$ 265,514 | \$ 66,749 | \$ 66,749 | \$ 332,263 | \$ 332,263 | \$ - |
| Totals | \$ 1,153,171 | \$ 1,153,000 | \$ 903,943 | \$ 897,960 | \$ 2,057,114 | \$ 2,050,960 | \$ 6,154 |
| Local Match | \$ 147,540 | \$ 147,516 | \$ 91,170 | \$ 90,395 | \$ 238,710 | \$ 237,911 | |
| Total Federal Portion | \$ 1,005,631 | \$ 1,005,484 | \$ 812,773 | \$ 807,565 | \$ 1,818,404 | \$ 1,813,049 | |

Source: Reimbursement Requests, Grantee backup documentation submitted by the Grantee and approved by ADOT in the E-Grants System. Auditor analysis of grant terms and testing results.

Notes:

Billed Costs: As reflected in Reimbursement Requests submitted by the Grantee and approved by ADOT.

Actual Costs: Based on testing results and costs reflected in Reimbursement Requests submitted by the Grantee.

Over/(Under): Questioned costs due to audit observation(s). (Title 2 CFR 200.84)

FHWA: Federal Highway Administration

FTA: Federal Transit Administration

CPG: Consolidated Planning Grant

SPR: State Planning and Research

STBG: Surface Transportation Block Grant Program

PL: Metropolitan Planning Funds

5305d/5305e: FTA Transit Planning Funds

Notes to the Schedule of Costs

1. Basis of Presentation

Presentation of the Schedule of Costs is a format specified by ADOT, which is in accordance with the CFR. The primary difference between this basis of accounting and accounting principles generally accepted in the United States of America is the allowability and allocability of costs to government funded grants.

2. Contract Description

The Schedule of Costs presented is in relation to the Grant Agreement Number GRT-21-0008177-T, dated June 30, 2021, between ADOT MPD and Flagstaff Metropolitan Planning Organization (FMPO) dba MetroPlan. The Unified Planning Work Program (UPWP) Grant provides funding to support transportation planning and programming processes that lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods; and supports metropolitan community development and social goals.

3. Grant Information

| | |
|-----------------------|--------------------------------------|
| Grant Funding Period: | 7/01/2021 – 6/30/2023 |
| Federal Match: | 80% – 94.30%; depending on program |
| Grant type: | Unified Planning Work Program (UPWP) |

4. Grant Reconciliation

| | |
|----------------------|----------------|
| Federal Award: | \$2,745,564 |
| Local Match: | \$326,766 |
| Total Award: | \$3,072,330 |
| | |
| Total Billed Costs: | \$2,057,114 |
| Total Actual Costs: | \$2,050,960 |
| Over/(Under): | \$6,154 |

5. MetroPlan Personnel Contacted

Kate Morley, Executive Director
Karen Moeller, Administrative Assistant

6. Overhead Costs

FMPO does not recover overhead (indirect) costs and there is no indirect cost rate.

7. Exit Conference

An exit conference was held on April 01, 2024 with Kate Morley, Executive Director, who represented the Grantee. The accompanying Schedule of Costs was communicated to the Grantee's representative. As reflected in the accompanying Schedule of Costs, the Grantee billed ADOT over \$6,154, identified as questioned costs.

Schedule of Findings

Section I – Schedule of Findings

This section identifies the significant deficiencies, material weakness, and instances of fraud illegal acts, violations of provisions of contracts and grant agreements, and abuse related to the Schedule of Costs for which Government Auditing Standards require reporting.

Observation #1 – Misclassified Labor Expense

Title 2 CFR 200.303, *Internal controls* states that non-Federal entities must (a) establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. Of the 86 payroll transactions tested, one transaction was misclassified to the wrong employee in the amount of \$5,983. The FMPO Director explained that an error occurred during the transfer of journal entries into their own records from their fiscal agent. She attributed the error to a combination of staff turnover and a lack of management review.

Recommendation:

The FMPO Director should develop a written procedure that includes the processing and approval of journal entries into the accounting system to provide staff with guidance.

Management's Response:

MetroPlan concurs with Observation #1, adding the clarification that expense was an allowable labor expense attribute to the wrong employee and the corrected documentation has been provided. The Board is considering an update to its Financial Management Policy at its April 4, 2024 meeting that would require additional review and approval of Journal Entries and monthly bank reconciliations by the Executive Director per audit recommendations. MetroPlan will also explore the option for apps that can translate its payroll software into QuickBooks, reducing hand entry errors as a part of its FY2025 budget.

Observation #2 – State Travel Policy Not Followed

Section 8.0 (c) of the Grant Agreement, *Travel*, states travel costs are to comply with the State travel policy (State of Arizona Accounting Manual (SAAM) Topic 50, *Travel*). FMPO did not comply with the State travel policy, as required in the Grant Agreement. Instead, FMPO followed its organizations internal travel policy, which adheres to the Federal GSA travel policy. As a result, the following issues were identified:

- **Travel Reimbursement Rates Exceeded:** SAAM 5040 (2.1), *Conferences, Conventions and Meetings*, states rates may not exceed the least expensive rate published (conference brochure or other official publication) regardless of whether rooms are still available at that rate. Of the 26 total transactions tested, one transaction exceeded the maximum reimbursement limit totaling \$48, based on the lowest rate published in the supporting documentation provided by FMPO.

- **Supporting Documentation Not Maintained:** SAAM 5095, *Reimbursement Rates*, states only actual expenses are reimbursable, within maximum reimbursement limits and retention of records to support travel expenses must be maintained. Of the 26 total transactions tested, two transactions contained meal expenses totaling \$123, where FMPO did not maintain supporting documentation. The FMPO Director explained that her organization has not been maintaining any meal documentation because Federal policy does not require retention of supporting documentation for meal expenses when electing to use the Per Diem method. Reimbursement by Per Diem is not an option in the State travel policy.

Recommendation:

The FMPO Director should work with ADOT MPD to:

- Develop and strengthen processes that will ensure all travel costs reimbursed through ADOT comply with the State's travel policy.
- Reimburse ADOT for the \$123 in unsupported meal reimbursements found during the audit period; assess whether additional unsupported costs have been billed on active grants.

Management's Response:

MetroPlan concurs with Observation #2. MetroPlan is updating its Financial Standard Operating Procedures to have a clearer reimbursement process to be complete by April 30, 2024. Training for all staff on travel policy was completed in February 2024.



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STAFF REPORT

REPORT DATE: April 22, 2024

MEETING DATE: May 2, 2024

TO: Honorable Chair and Members of the Executive Board

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

SUBJECT: FY2024 Financial Report – 3rd Quarter

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 1.4: Ensure good standing with funders.

3. BACKGROUND:

MetroPlan provides financial updates to the Executive Board approximately quarterly and more often as needed. The purpose of the financial report is to keep the Board apprised of MetroPlan's financial situation, particularly how revenue and expense budgets are tracking to actual activity. The financial report is also an opportunity for the Board to ask questions about the current budget and prepare for future budgets.

For the 3rd quarter of FY24, MetroPlan has:

- **Salary and Benefits:** MetroPlan budgeted \$734,626 annually and spent \$357,197.03 through the 3rd quarter. MetroPlan is projected to spend \$ approximately \$85,000 through the end of the fiscal year. Saving is from the delay in hiring TDM Planner and Safe Routes to School coordinator.
- **Operations:** MetroPlan budgeted \$223,875 and has spent \$58,424.89. Savings come from reduced payroll and IT expenses due to vacancies. Legal fees and financial services are anticipated to be over budget as we respond to two different sets of audit requests and update policies accordingly.



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- Travel: MetroPlan budgeted \$18,000. Travel budget has been overbudget by \$8,552.39. This overage is due to an unplanned trip to National Association of City Transportation Engineers (NACTO) which is being paid for through 5305 Transit into Code grant revenue offset by consultant savings for this project.
- Projects: MetroPlan's projects budget is \$1,064,787.00 and expenses are \$275,098.10. Projects are on track with the Downtown Miles and West Route 66 expenses being submitted now. It is likely some funds from those projects and Safe Streets for All and the Transit into Code Study will carry into FY2025.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item was not brought to the TAC. The Management Committee had no concerns.

5. FISCAL IMPACT:

Overall, MetroPlan is currently projected to be underspent. Grant funding not expended in FY2024 will be carried into FY2025.

6. ALTERNATIVES:

None. This item is for information and discussion only.

7. ATTACHMENTS:

Financial Report 3rd Quarter

| | FY2024 Adopted | FY2024 Q3 |
|----------------------|---------------------------|----------------------|
| Revenue | | |
| Formula Grants | \$2,149,522.00 | \$254,680.39 |
| Competitive Grants | \$200,680.02 | \$67,521.41 |
| Local Revenue | \$101,917.00 | \$43,871.77 |
| Total Revenue | \$2,452,119.02 | \$366,073.57 |

| | FY2024 Adopted | FY2024 Q3 |
|---------------------------|---------------------------|----------------------|
| Expenses | | |
| Salary/ERE | \$734,626.00 | \$357,197.03 |
| Operating | \$223,875.00 | \$67,424.89 |
| Travel | \$18,000.00 | \$26,552.39 |
| Projects | \$1,064,787.00 | \$275,098.10 |
| Total Expenditures | \$2,041,288.00 | \$726,272.41 |





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STAFF REPORT

REPORT DATE: April 5, 2024

MEETING DATE: May 2, 2024

TO: Honorable Chair and Members of the Executive Board

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 the application for a \$2.65M Safe Streets and Roads For All (SS4A) grant. It 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 requires 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 \$130,891 to \$116,500 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 Operational Analysis
 - \$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



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| | STBG | PL | CRP | SPR | CPG FTA 5305D | FTA 5305E | PL- SATO | Consolidated Planning Grants- FTA 5305e transit | SS4A | TA | Members | Transit Tax | Totals |
|---|------------------|----------------|----------------|----------------|------------------|------------------|-----------------|---|----------------|------------------|----------------|--------------------|------------------|
| REVENUE | | | | | | | | | | | | | |
| FY24 Revenue | 468,465 | 153,540 | 168,268 | 78,120 | 77,090 | 200,000 | 3,937 | 141,450 | 201,360 | 1,037,300 | | | 2,529,530 |
| FY23 Carryforward Estimated | 584,876 | 176,553 | 313,111 | 33,052 | 96,447 | - | - | - | - | - | - | - | 1,204,039 |
| Total Authorized Federal | 1,053,341 | 330,093 | 481,379 | 111,172 | 173,537 | 200,000 | 3,937 | 141,450 | 201,360 | 1,037,300 | - | - | 3,733,569 |
| Match Rate | 0.057 | 0.057 | 0.057 | 0.200 | 0.057 | 0.200 | - | 0.057 | 0.200 | 0.057 | | | |
| Required Match | 63,670 | 19,953 | 29,097 | 27,793 | 10,490 | 50,000 | - | 8,550 | 51,420 | 59,126 | | | 320,098 |
| MATCH Breakdown | 27,239 | 19,904 | 27,300 | 33,389 | - | 29,457 | - | 9,037 | 51,420 | 59,126 | - | - | 256,871 |
| In-Kind | 27,239 | 19,904 | 27,300 | 5,558 | 597 | - | - | - | 25,710 | 50,576 | | | 156,883 |
| MP Cash Match | | | | | | | | | | | | | - |
| Mountain Line Cash Match | | | | 27,831 | (597) | 29,457 | | 9,037 | 25,170 | 8,550 | | | 99,448 |
| Other Cash Match | | | | | | | | | | | 30,000 | | 30,000 |
| Total Cash Match | - | - | - | 27,831 | (597) | 29,457 | - | 9,037 | 25,170 | 8,550 | 30,000 | - | 129,448 |
| Match Total | 27,239 | 19,904 | 27,300 | 33,389 | - | 29,457 | - | 9,037 | 50,880 | 59,126 | 30,000 | - | 286,331 |
| | | | | | | | | | 540 | | | | (29,460) |
| Total Cash Revenue | 1,053,341 | 330,093 | 481,379 | 139,003 | 172,940 | 229,457 | 3,937 | 150,487 | 226,530 | 1,045,850 | 30,000 | - | 3,863,017 |
| EXPENDITURES | | | | | | | | | | | | | |
| Salaries | 102,097 | 165,861 | 13,104 | 104,390 | - | 83,689 | - | - | 59,941 | 35,360 | - | - | 564,441 |
| Benefits | 32,071 | 56,129 | 2,613 | 27,548 | - | 25,910 | - | - | 16,563 | 16,273 | - | - | 177,107 |
| Salary/ERE: | 134,167 | 221,990 | 15,717 | 131,938 | - | 109,599 | - | - | 76,504 | 51,633 | - | - | 741,547 |
| Allocation: | 0 | 0 | 0 | 0 | - | 0 | - | - | 0 | - | - | - | - |
| | | | | | | | | | | | | | |
| | STBG | PL | CRP | SPR | FTA 5305D | FTA 5305E | PL- SATO | Consolidated Planning Grants- transit | SS4A | TA | Members | Transit Tax | Totals |
| Payroll Processing Expense | 3,236 | 5,354 | 379 | 3,182 | - | 2,643 | - | - | 1,845 | 2,000 | - | - | 18,639 |
| Phone and Internet | 951 | 1,574 | 111 | 935 | - | 777 | - | - | 542 | 660 | - | - | 5,551 |
| 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 | 200 | | | | | | 200 | | | | | | 400 |
| IT Support | 2,714 | 4,490 | 318 | 2,669 | - | 2,217 | - | - | 1,548 | | | | 13,956 |
| Computer Equipment | 9,353 | | | 397 | | | | | | 2,000 | | | 11,750 |
| Office Equipment | 400 | | | | | | | | | | | | 400 |
| Public Outreach | | | 100,000 | | | | | | 5,891 | 25,000 | | | 130,891 |
| Legislative Services | | | | | | | | | | | 17,000 | 3,400 | 20,400 |
| Computer Software | 2,578 | | | | | | 2,616 | | | | | | 5,193 |
| Operations: | 56,531 | 11,418 | 100,808 | 7,183 | - | 13,137 | 3,937 | - | 9,826 | 29,660 | 18,000 | 3,600 | 254,100 |
| Travel, Lodging and Meals | 11,000 | | | | | | | | | | | | 11,000 |
| Conference Registration | 3,000 | | | | | | | | | | | | 3,000 |
| Staff Education and Training | 4,000 | | | | | | | | | | | | 4,000 |
| Travel and Training: | 18,000 | - | - | - | - | - | - | - | - | - | - | - | 18,000 |
| Professional services | 50,000 | 51,483 | | | | | | 150,000 | 115,120 | | | | 419,003 |
| Special Projects- Downtown Mile/ TA | 113,408 | | 336,592 | | | | | | | 150,000 | | | 600,000 |
| Planning Contingency | 80,000 | 45,464 | | | | | | | | | | | 125,464 |
| Projects: | 243,408 | 96,947 | 336,592 | - | - | - | - | 150,000 | 115,120 | 150,000 | - | 52,400 | 1,144,467 |
| | | | | | | | | | | | | | |
| | STBG | PL | CRP | SPR | FTA 5305D | FTA 5305E | PL- SATO | Consolidated Planning Grants- transit | SS4A | TA | Members | Transit Tax | Totals |
| Total Expenditures: | 452,107 | 330,355 | 453,117 | 139,121 | - | 122,736 | 3,937 | 150,000 | 201,450 | 231,293 | 18,000 | 56,000 | 2,158,115 |
| Surplus (Available future years) | 601,234 | (262) | 28,262 | (118) | 172,940 | 106,721 | - | 487 | 25,080 | 814,557 | 12,000 | (56,000) | 1,704,902 |
| Total Expenditures+ Surplus | | | | | | | | | | | Total | | 3,863,016 |

FY25 Budget and Five Year Plan
Detailed Report

| | FY2025 Proposed | FY 2026 Projected | FY 2027 Projected | FY2028 Projected | FY2029 Projected | FY2030 Projected |
|--------------------------------|------------------|-------------------|-------------------|------------------|------------------|------------------|
| Revenue: | | | | | | |
| 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 | - | - |
| Federal Revenue: | 3,580,203 | 2,010,877 | 1,627,321 | 1,111,292 | 1,029,760 | 941,314 |
| 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 |
| Local Revenue: | 156,070 | 50,328 | 30,100 | 30,100 | 30,100 | 30,100 |
| Total Revenue: | 3,736,273 | 2,061,205 | 1,657,421 | 1,141,392 | 1,059,860 | 971,414 |
| Expenditures: | | | | | | |
| 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 |
| Salary/ERE: | 838,823 | 871,216 | 979,898 | 651,861 | 670,269 | 650,357 |
| 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 |
| Operations: | 356,626 | 178,081 | 147,879 | 141,715 | 175,667 | 147,737 |
| 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 |
| Travel and Training: | 30,200 | 28,520 | 16,868 | 26,225 | 27,012 | 27,012 |
| 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 | - | - | - | - | - | - |
| Projects: | 1,447,600 | 283,142 | 133,000 | 33,000 | 35,000 | 55,000 |
| Total Expenditures: | 2,673,248 | 1,360,959 | 1,277,646 | 852,802 | 907,948 | 880,106 |
| % change | 24% | -49% | -6% | -33% | 6% | -3% |
| Federal Surplus: | 1,061,457 | 677,901 | 334,049 | 248,905 | 160,350 | 69,933 |
| 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



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STAFF REPORT

REPORT DATE: April 16, 2024

MEETING DATE: May 2, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Kim Austin, TDM Planner

SUBJECT: TDM update

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:

The Travel Demand Management (TDM) Planner encourages active transportation such as walking, biking, transit, carpools and ridesharing. This is an update of the upcoming programs and events.

Bloomberg Cheshire Slow Streets Project: The Bloomberg Cheshire Slow Streets Project is still in the planning stages. The City of Flagstaff Parks, Recreation, Open Space, and Events permit has been submitted. The traffic control plans are complete and approved by the city. We received 483 votes through the Flagstaff Community Forum voting, and the winning design has been chosen. We are currently working to recruit volunteers to assist in the painting and developing a day of show plan. The artists are working on their plans for art installation.

Bike Month: MetroPlan continues to encourage active transportation and mode shift by having a larger presence in bike month activities. Some of these events include: Kick off ride (May 1), intended for local officials, Bike to School Day (May 8), Kidical Mass ride West (May 8) and the Bike Bazaar (May 19).

Safer People Campaign: One of Metroplan's transportation values is zero deaths and serious injuries. Achieving this goal will require a holistic Safe Systems approach that includes making strides in 5



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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. 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: Bicycle, Pedestrian, Speeding/Aggressive Driving, Impaired and Distracted Driving and Nighttime driving.

Safe Routes to School: MetroPlan received a Transportation Alternatives (TA) grant from the Arizona Department of Transportation (ADOT) to hire a Safe Routes to School (SRTS) Coordinator. This position is an educational position focusing on 4 of the 6 E's: Education, Encouragement, Equity, Evaluation (Enforcement and Engineering are the other two). This job description is currently being reviewed by Human Resources. MetroPlan has completed the self-administration process, which is being reviewed by the Federal Highway Administration (FHWA). We are hopeful to open the position to applicants soon. MetroPlan is also meeting with stakeholders including the City of Flagstaff, Coconino County, and Flagstaff Unified School District (FUSD) to discuss this position and how to encourage mode shift. FUSD is very interested in maps showing safe routes to walk/bike and carpooling options for parents.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION

This information was presented to TAC. Management Committee saw the presentation and had no comments.

5. FISCAL IMPACT:

- MetroPlan continues to focus on active transportation and mode shift by partnering with Flagstaff Biking Organization during bike month. There is no fiscal impact with this event outside of staff time.
- MetroPlan and Creative Flagstaff were awarded the \$25,000 grant for the Bloomberg Cheshire slow street asphalt art project. Creative Flagstaff is the fiscal agent for this grant.
- 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 Program 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.
- MetroPlan has included \$95,000 in draft FY25 budget support the Safe Routes to School Coordinator (SRTS) position. This would be a 3-year grant-funded position as part of the TA funding source. The SRTS will support vision zero, complete streets, active transportation and Safer People Campaign.



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6. ALTERNATIVES:

None. This item is for information and discussion only.

7. ATTACHMENTS:

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

Safe Routes to School Page: <https://www.saferoutesinfo.org/>

Flagstaff Biking Organization/Bike Month activities: <https://flagstaffbiking.org/>

Cheshire Slow Street Asphalt Art volunteer sign up:

<https://www.signupgenius.com/go/10COB48AAA928A1F5C43-48700812-painting>



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STAFF REPORT

REPORT DATE: April 19, 2024

MEETING DATE: May 2, 2024

TO: Honorable Chair and Members of the Executive Board

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. Staff members Tavel and Wessel will be attending the Association of Metropolitan Planning Organization's conference in Albuquerque for the first week of May. Through the 5305e Transit into Code Grant, a number of partners are headed to the



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National Association of City 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 20th. Staff hosted a table to collect safety commitments and talked to the public about the Cheshire Slow Street Project.

Bike Month

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

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC and Management Committee had these items presented. There was no comment by Management Committee.

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