



# METROPLAN

GREATER † FLAGSTAFF

## MEETING PACKET

### Executive Board Meeting

1:00 – 3:00 PM  
October 3, 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](mailto:planning@metroplanflg.org). The MetroPlan complies with [Title VI of the Civil Rights Act](#) of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin, and LEP – Limited English Proficiency.) Requests should be made as early as possible to allow time to arrange the accommodation.

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

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

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

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

#### 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
- Jamescita Peshlakaj, 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
- Corey Cooper, Safe Routes to School Coordinator
- Karen Moeller, Admin. Assistant & Clerk of the Board
- Ty Holliday, Montoya Fellow
- Aubree Flores, AmeriCorp Fellow

**A. PRELIMINARY GENERAL BUSINESS**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC COMMENT**

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

**4. APPROVAL OF MINUTES**

(Pages 5-11)

Executive Board Regular Meeting Minutes of September 5, 2024

**5. CONSENT AGENDA**

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

**a. CONSIDER TITLE VI POLICY UPDATE**

(Pages 12-67)

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the Board adopt the updated Title VI Policy as presented

**b. CONSIDER METROPLAN SUBRECIPIENT RISK ASSESSMENT TOOL UPDATE** (Pages 68-73)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board adopt updated MetroPlan Subrecipient Risk Assessment Tool.

## **B. GENERAL BUSINESS**

### **1. ADOT PLANNING TO PROGRAMMING (P2P) PROJECT PRIORITIZATION AND SCORING CRITERIA, PROCESS AND TIMELINE** (Pages 74-81)

MetroPlan Staff: Sandra Tavel

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

### **2. CONSIDER LEGISLATIVE AGENDA** (Pages 82-85)

MetroPlan Staff: Sandra Tavel

Recommendation: Staff recommendation the Board consider adopting the proposed legislative agenda.

### **3. MICROMOBILITY SHARE PROGRAM UPDATE** (Pages 86-91)

MetroPlan Staff: Kim Austin

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

### **4. FINAL REPORT ON BLOOMBERG CHESHIRE SLOW STREET ASPHALT ART PROJECT** (Pages 92-93)

MetroPlan Staff: Aubree Flores

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

### **5. METROPLAN HAPPENINGS** (Pages 94-96)

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

**November 7, 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 Mountain Line Front Office on September 27, 2024 at 12:00 pm.

---

Karen Moeller, Clerk of the Board and Admin. Assistant

Dated this 27<sup>th</sup> day of September, 2024.



# METROPLAN

GREATER † FLAGSTAFF

## MINUTES

### Executive Board Meeting

1:00 – 3:00 PM

September 5, 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

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

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

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

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

#### EXECUTIVE BOARD MEMBERS

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

#### METROPLAN STAFF

- X Kate Morley, Executive Director
- X David Wessel, Planning Manager
- X Mandia Gonzales, Transportation Planner
- X Sandra Tavel, Transportation Planner
- X Kim Austin, Transportation Planner
- X Corey Cooper, Safe Routes to School Coordinator
- X Karen Moeller, Admin. Assistant & Clerk of the Board
- X Ty Holliday, Montoya Fellow *Arrived at 1:13 p.m.*
- X Aubree Flores, AmeriCorp Fellow

**A. PRELIMINARY GENERAL BUSINESS**

**1. CALL TO ORDER**

The meeting was called to order by Chair Vasquez at 1:01 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 is no public comment currently.

**4. APPROVAL OF MINUTES**

(Pages X-X)

Executive Board Regular Meeting Minutes of June 6, 2024

Vice-Chair Sweet made the motion to approve the Executive Board Regular Meeting Minutes. The motion was seconded by Member Begay. The motion passed unanimously.

**5. CONSENT AGENDA**

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

There are no Consent Agenda items.

**B. GENERAL BUSINESS**

**1. FY25 RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) UPDATE/PROJECTS**

(Pages X-X)

Guest: Kevin Adam with RTAC; MetroPlan Staff: Sandra Tavel

Recommendation: Staff recommends the Board consider approving Greater Arizona Funding Initiative Projects.

Guest presenter Kevin Adam updated the Board on items being considered for the agenda for November.

Chair Vasquez asked how it is possible that the budget revenue was off by half a billion dollars. Kevin Adams said that overage that 2-3 years ago the overage was over 2 billion. The federal and state responses to COVID and the projected dramatic loss in revenue that did not materialize is most likely responsible for being off in their projections in the past.

Guest Presenter Kevin Adam also talked about the decrease in the Arizona SMART fund balance and the potential for that fund being exhausted. He said that it is important that work is done to direct funds to the SMART fund.

Transportation Planner Tavel presented the projects proposed to be placed on the RTAC bill. She shared the requested locations and amount requested.

Member Mc Carthy made the motion to approve Greater Arizona Funding Initiative Projects. The motion was seconded by Member Sweet. The motion passed unanimously.

**2. CONSIDER TRIP DIARY SURVEY AWARD** (Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board award the Trip Diary Survey contract to WestGroup Research in the amount of \$59,740.

Transportation manager Wessel presented information about the Trip Diary Survey, which is conducted every six years. He stated the random sample invitation would be sent to 5,000 people and MetroPlan is hoping to get a response from 400 people.

Member McCarthy asked if we did some tracking by cell phone a couple of years ago. Planning Manager Wessel said in 2017-2019 there was a contract with StreetLight Data Incorporated for broad census data. The results from StreetLight Data were much broader than the results from the proposed survey.

Vice-Chair Sweet made the motion was made to award the Trip Diary Survey contract to WestGroup Research in the amounts of \$59,740. The motion was seconded by Member Begay. The motion passed unanimously.

**3. CONSIDER SAFE PEOPLE CAMPAIGN CONTRACT WITH MOUNTAIN MOJO GROUP** (Pages X-X)

MetroPlan Staff: Kim Austin

Recommendation: Staff recommends the Board approve a contract with Mountain Mojo Group for the Safer People Campaign.

Transportation Planner Austin gave a brief review of the Safer People Campaign and shared the results of the RFP for the Safer People Campaign.

Member McCarthy made the motion was made to approve a contract with Mountain Mojo Group for the Safer People Campaign. The motion was seconded by Member McCarthy. The motion passed unanimously.

**4. CONSIDER TRANSPORTATION ALTERNATIVES (TA) INTERGOVERNMENTAL AGREEMENT (IGA) WITH CITY OF FLAGSTAFF** (Pages X-X)

MetroPlan Staff: Corey Cooper

Recommendation: Staff recommends the Board approve the Transportation Alternatives (TA) Intergovernmental Agreement (IGA) with City of Flagstaff.

Transportation Planner Austin explained the Safe Route to School Program and introduced Safe Routes to School Coordinator, Corey Cooper. Corey Cooper presented the IGA Agreement with the City of Flagstaff.

Chair Vasquez asked about the availability of the slides in the presentation. Executive Director Morley stated we can get everyone a copy of the slides.

Vice-Chair Sweet made the motion was made to approve the Transportation Alternative (TA) Intergovernmental Agreement (IGA) with City of Flagstaff. The motion was seconded by Member McCarthy. The motion passed unanimously.

**5. CONSIDER RESOLUTION 2025-01 STATE MATCH FOR RURAL TRANSPORTATION (SMART) APPLICATION** (Pages X-X)

MetroPlan Staff: Sandra Tavel

Recommendation: Staff recommends the Board approve Resolution 2025-01 SMART Application and for MetroPlan to enter into subsequent agreements to obtain funding.

Transportation Planner Tavel presented the Resolution 2025-01 SMART Application and the current state of the Arizona SMART fund.

Vice-Chair Sweet made the motion was made to approve Resolution 2025-01 SMART application and for MetroPlan to enter into subsequent agreements to obtain funding. The motion was seconded by Member McCarthy. The motion passed unanimously.

**6. CONSIDER ADOPTING THE CALENDAR YEAR 2025 (CY 2025) EXECUTIVE BOARD MEETING CALENDAR** (Pages X-X)

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the Board adopt the Calendar Year 2025 (CY 2025) Executive Board Meeting calendar as presented.

Administrative Assistant and Clerk of the Board Moeller presented the proposed CY 2025 Executive Board Calendar.

Member Begay made the motion was made to adopt the Calendar Year 2025 (CY 2025) Executive Board Meeting calendar. The motion was seconded by Vice-Chair Sweet. The motion passed unanimously.



**7. FY2024 YEAR END FINANCIAL REPORT** (Pages X-X)

MetroPlan Staff: Kate Morley

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

Executive Director Morley presented the FY 2024 Year-End Financial Report.

**8. UPDATE ON KEY PERFORMANCE INDICATORS (KPIs)** (Pages X-X)

MetroPlan Staff: Kate Morley

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

Executive Director Morley introduced the four goals of the Key Performance Indicators (KPIs).

Transportation Planner Tavel presented KPI Maximize Funding for Transportation Projects and Programs.

Planning Manager Wessel presented KPI Deliver Plans that Meet Partner and Community Needs.

Transportation Planner Gonzales presented KPI Build MetroPlan's Visibility in the Community. Vice-Chair Sweet said knowledge about MetroPlan has increased and the Bloomberg Project was a major part of this increase.

Transportation Planner Austin presented KPI Implement Programs that Encourage Mode Shift.

**9. WEST ROUTE 66 OPERATIONAL ASSESSMENT UPDATE** (Pages X-X)

MetroPlan Staff: Mandia Gonzales

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

Transportation Planner Gonzales presented the West Route 66 Operational Assessment update.

Member McCarthy commented that he lives out West Route 66 and he stated traffic has increased greatly with new growth on West Route 66 and there is a need for this project.

Billie Gilmore, a member of the public, has the following comments. She stated that Crestview Neighborhood, Railroad Springs and the Condos in Railroad Springs all exit on either Railroad Springs Blvd. or Northwestern Avenue. These two exits have a very long wait time in the morning, at noon and in the evening. She further stated that Timber Sky on West Route 66 as well as Grace Church and other commercial businesses on Route 66 and Flagstaff Ranch Road create much more traffic. There are no lights or crossings for cars or pedestrians. She stated that the middle yellow lane is dangerous. Ms. Gilmore encouraged the Board members to drive the route and see what is happening, and suggested possible lowering of the speed limit, increased signage and trimmed vegetation to help with the sight lines. She is asking for more immediate solutions

to the problems in this area to accommodate all who will be in the area.

Member McCarthy stated it may be necessary to look at short-term as well as the long-term solutions.

## **10. METROPLAN HAPPENINGS**

(Pages X-X)

MetroPlan Staff: Kate Morley

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

Executive Director Morley presented the current MetroPlan Happenings. Transportation Planner Austin presented the events which are coming up.

Member Begay thanked all for the work on projects and educational projects.

## **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.*

No items from the Executive Board.

### **2. NEXT SCHEDULED EXECUTIVE BOARD MEETING**

**October 3, 2024**

### **3. ADJOURN**

The meeting was adjourned by Chair Vasquez at 2:25 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 Mountain Line Front Office on August 30, 2024 at 12:00 pm.

---

Karen Moeller, Clerk of the Board and Admin. Assistant

Dated this 30<sup>th</sup> day of August, 2024.



# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** September 20, 2024

**MEETING DATE:** October 3, 2024

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

**FROM:** Karen Moeller, Administrative Assistant and Clerk of the Board

**SUBJECT:** Consider FY2025 Title VI Policy Update

### 1. RECOMMENDATION:

Staff recommends the Board adopt updated FY2025 Title VI Policy as presented.

### 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. In May 2024 the Title VI report was presented and all changes made were adopted at that time. These changes are minor updates based upon the ADOT review of our Plan. The changes made were:

- a. Update the dates on the maps and demographics. No change in the maps or demographic data.
- b. Include a Spanish version of the Title VI Discrimination Complaint Form.
- c. Removal of the race declaration chart for Board members.



# METROPLAN

GREATER † FLAGSTAFF

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

This item was not presented to TAC. Management Committee had no concerns.

#### **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 updated FY2025 Title VI Plan as presented. The updated plan is compliant with ADOT and federal requirements and keeps compliant with the requirements of our funding.
2. **Not Recommended.** Do not adopt the updated FY2025 Title VI Plan as presented. This puts federal funding at risk.

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

FY2025 Updated Title VI Policy



**METROPLAN**

GREATER † FLAGSTAFF

# Title VI & Environmental Justice Plan

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RELATED TO FEDERALLY FUNDED TRANSPORTATION  
PLANNING AND IMPROVEMENTS

Adoption by MetroPlan Executive Board  
MAY 2, 2024

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## TITLE VI NONDISCRIMINATION POLICY STATEMENT

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

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

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

\_\_\_\_\_

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

Kate Morley  
Executive Director



## **MetroPlan Contact Information**

Karen Moeller  
*Admin. Assistant-Clerk of the Board/  
Title VI Coordinator*  
3773 N. Kaspar Drive  
Flagstaff, AZ 86004  
928-266-1293  
[karen.moeller@metroplanflg.org](mailto:karen.moeller@metroplanflg.org)

Mandia Gonzales  
*Transportation Planner/Title VI Liaison*  
3773 N. Kaspar Drive  
Flagstaff, AZ 86004  
928-266-1293  
[Mandia.gonzales@metroplanflg.org](mailto:Mandia.gonzales@metroplanflg.org)

---

Kate Morley  
*Executive Director*  
David Wessel  
*Planning Manager*  
3773 N. Kaspar Drive  
Flagstaff, AZ 86004  
928-266-1293  
[kate.morley@metroplanflg.org](mailto:kate.morley@metroplanflg.org)

David Wessel  
*Planning Manager*  
3773 N. Kaspar Drive  
Flagstaff, AZ 86004  
928-266-1293  
[david.wessel@metroplanflg.org](mailto:david.wessel@metroplanflg.org)

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Sandra Tavel  
*Transportation Planner/Grant Research &  
Writing*  
3773 N. Kaspar Drive  
Flagstaff, AZ 86004  
928-266-1293  
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Kim Austin  
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3773 N. Kaspar Drive  
Flagstaff, AZ 86004  
928-266-1293  
[kim.austin@metroplanflg.org](mailto:kim.austin@metroplanflg.org)

En español:

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

Kate Morley, Director Ejecutivo  
Teléfono: 928-266-1293  
[kate.morley@metroplanflg.org](mailto:kate.morley@metroplanflg.org)

## I. Introduction

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

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

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

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

### Statistical Data of Communities

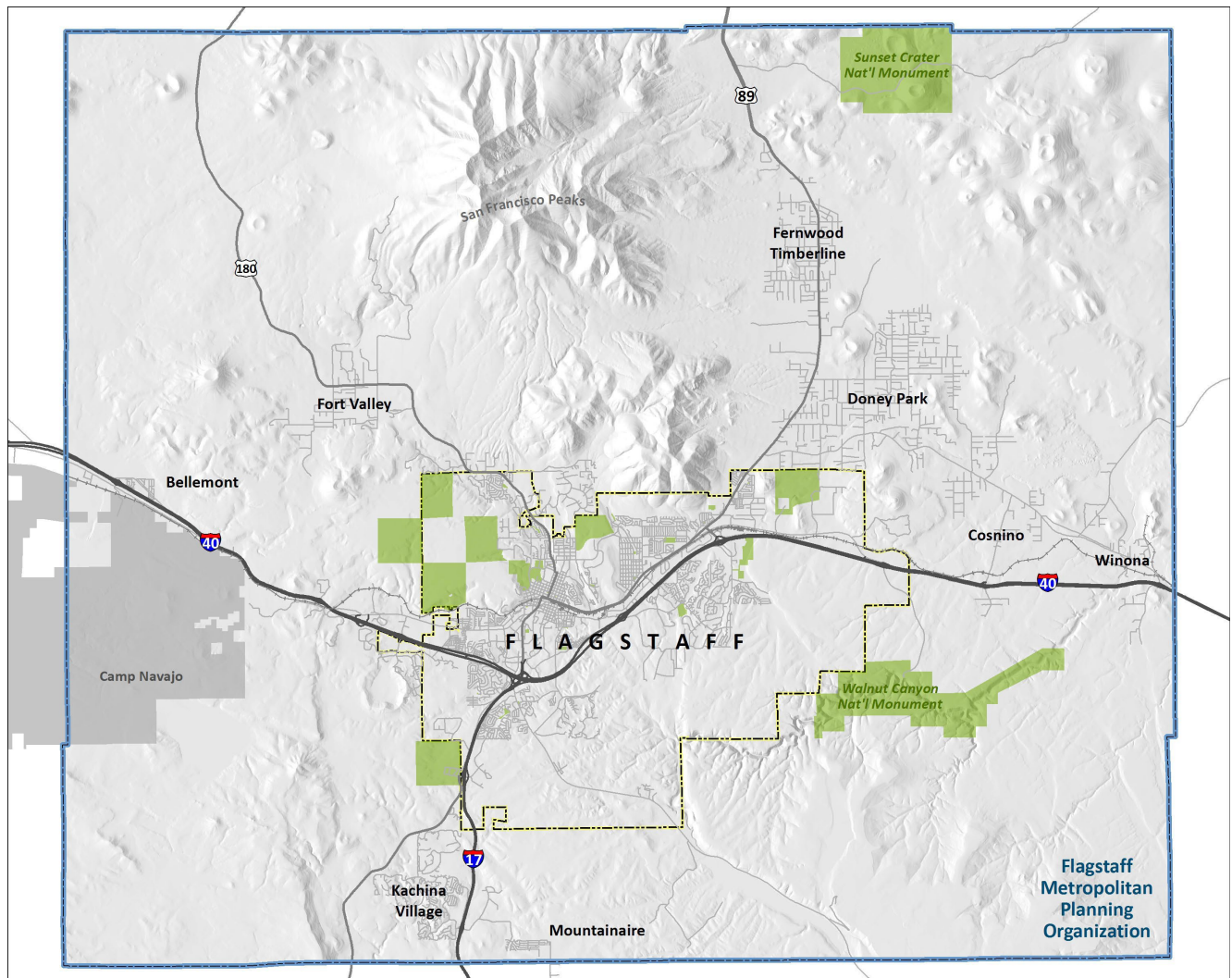
A statistical description of these populations, together with maps illustrating their distribution throughout the MetroPlan region, may be found in [Appendix A](#). Demographic data has been obtained from the American Community Survey database and is regularly used in the MetroPlan planning process.

## II. MetroPlan Organization & Program Administration

### General Organization

MetroPlan was established in 1996 as the Flagstaff Metropolitan Planning Organization with responsibility for transportation planning within the regional area generally described as the City of Flagstaff and the unincorporated communities of Belmont, Winona, Doney Park, Kachina, and Mountanaire 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.

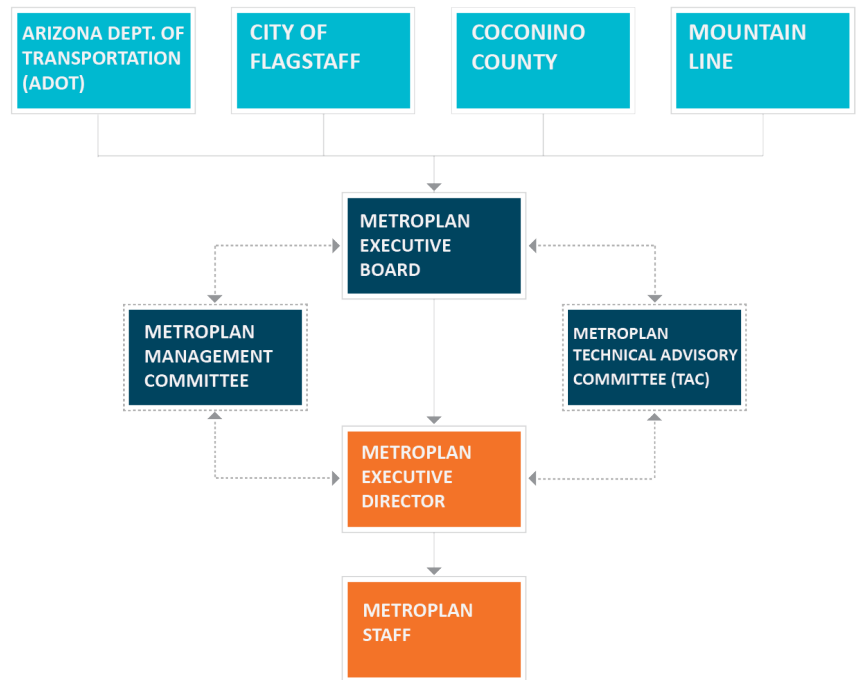
### MetroPlan Staff

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.

MetroPlan Committee Structure



### 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.

The Management Committee is made up of the Directors of Partner Organizations and is not a voting body.

### 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.

### MetroPlan Technical Advisory Committee

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

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

### MetroPlan Federal Activity

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

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

### III. MetroPlan Title VI Goals & Strategies

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

- Make transportation decisions that strive to meet the needs of all people.
- Enhance the public-involvement process to reach all segments of the population and ensure that all groups have a voice in the transportation planning process regardless of race, color, national origin, sex/gender, gender identity or expression, sexual orientation, age, disability, and income status.
- Provide the community with opportunities to learn about and improve the quality and usefulness of transportation in their lives.
- Improve data collection, monitoring, and analysis tools that assess the needs of, and analyze the potential impacts of transportation plans and programs on Title VI protected populations.
- Avoid disproportionately high and adverse impacts on Title VI protected populations.
- Comply with the requirements of Title VI and accompanying rules and orders.

#### MetroPlan Title VI Goals

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

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

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

#### MetroPlan Title VI Strategies & Program Review

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

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

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



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

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

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

### General Program Administration

The following are the general Title VI responsibilities of MetroPlan.

#### Legal/Operational Guidelines

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

#### Elements of MetroPlan General Program Administration

##### Data Collection Procedures

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

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

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

The MetroPlan collects data in the following program areas:

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

### Contracts and Intergovernmental Agreements

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

### 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 outside in the display case of the Mountain Line Offices, 3773 N. Kaspar Drive, Flagstaff, AZ 86004, where MetroPlan offices are housed. The Notice to the Public is included on every public agenda, which is displayed to the public and meeting attendees at the beginning of every meeting.

### Title VI Plan/Annual Reports

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

### Subrecipient Review

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

## Legal/Operational Guidelines

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

## Public Participation Plan

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

Various methods to ensure public participation are included below.

## Elements of MetroPlan Communications & Public Involvement

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

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

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

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

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

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

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

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

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

### Strategies for Engaging Title VI Protected Groups

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

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

## Limited English Proficiency Plan

### Strategies for Engaging Individuals with Limited English Proficiency

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

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

The MetroPlan policy for LEP is contained herein as follows:

## FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

### LIMITED ENGLISH PROFICIENCY PLAN

Reviewed/Updated July 2023

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

The steps taken will consider Department of Transportation guidance including:

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

See analysis at the end of the LEP Plan.

### III. DEFINITIONS:

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

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

IV. PROCEDURES FOR ACCESSING INTERPRETATION SERVICES:

- A. MetroPlan Personnel Requesting Interpretation Services:

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

### Program Development and Review

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

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

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

## Legal/Operational Guidelines

Primary legal and operational guidance is provided by:

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

## Nature of Planning Activities

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Review Procedures

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

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

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

### IV. Program Compliance and Review

MetroPlan assures that it will comply with all federal mandates related to non-discrimination and environmental justice associated with the receipt of federal assistance. The program will be administered through the offices and procedures laid out in this section. The Title VI Liaison coordinates Annual Title VI training for staff and Executive Board and reviews the Title VI Plan annually to ensure compliance. Non-compliance will result in additional training and depending upon the severity of the incident, additional action may be taken at the discretion of the Executive Director.

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. The notice is posted where MetroPlan is housed at the Mountain Line Offices, 3773 N. Kaspar Drive, Flagstaff, AZ 86004, in the display case outside the front lobby.

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

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

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

### Compliance and Enforcement

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

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

### Complaint Process

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

Restoration Act of 1987 or related authorities may file a complaint. The basis of the complaint must be (a) because of race, color, national origin, disability 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 based on *race, color, or national origin* and related to an **FTA**-funded program area will be reported to the ADOT Civil Rights Office within 72 hours, handled by ADOT, and investigated by FHWA.
- [See Appendix C](#) for respective complaint forms and complaint log.  
Complaints may also be filed with the agencies.

Si necesita información en español, comuníquese al 928-266-1293

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

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

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



## Appendix A: Demographic Statistics of Flagstaff Metropolitan Area

MetroPlan (FMPO) Environmental Justice Statistics ACS 2023										
	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 2023										
	Flagstaff		Region (1)		Coconino County		Arizona		United States	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Total LEP	456	1.60%	717	1.87%	1,629	3.02%	107,065	3.76%	5,480,167	4.22%
Spanish LEP	456	1.6%	438	1.1%	456	0.8%	77,853	2.7%	3,231,270	2.5%
Indo_European LEP	0	0.0%	0	0.0%	37	0.1%	5,944	0.2%	848,955	0.7%
Asian Pacific Islands LEP	0	0.0%	84	0.2%	0	0.0%	12,133	0.4%	1,150,105	0.9%
Other LEP	0	0.0%	195	0.5%	1,136	2.1%	11,135	0.4%	249,837	0.2%

**NOTES:**

- (1) The region is represented by data for the Flagstaff Unified School District
- (3) FUSD percentage based on small population size
- (4) Household Vehicle Data Determined by B08201: Household Size by Vehicles Available

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

## Appendix B: Demographic Maps

Figure 2: Percent Race - Two or More



Figure 3: Percent Race - Asian

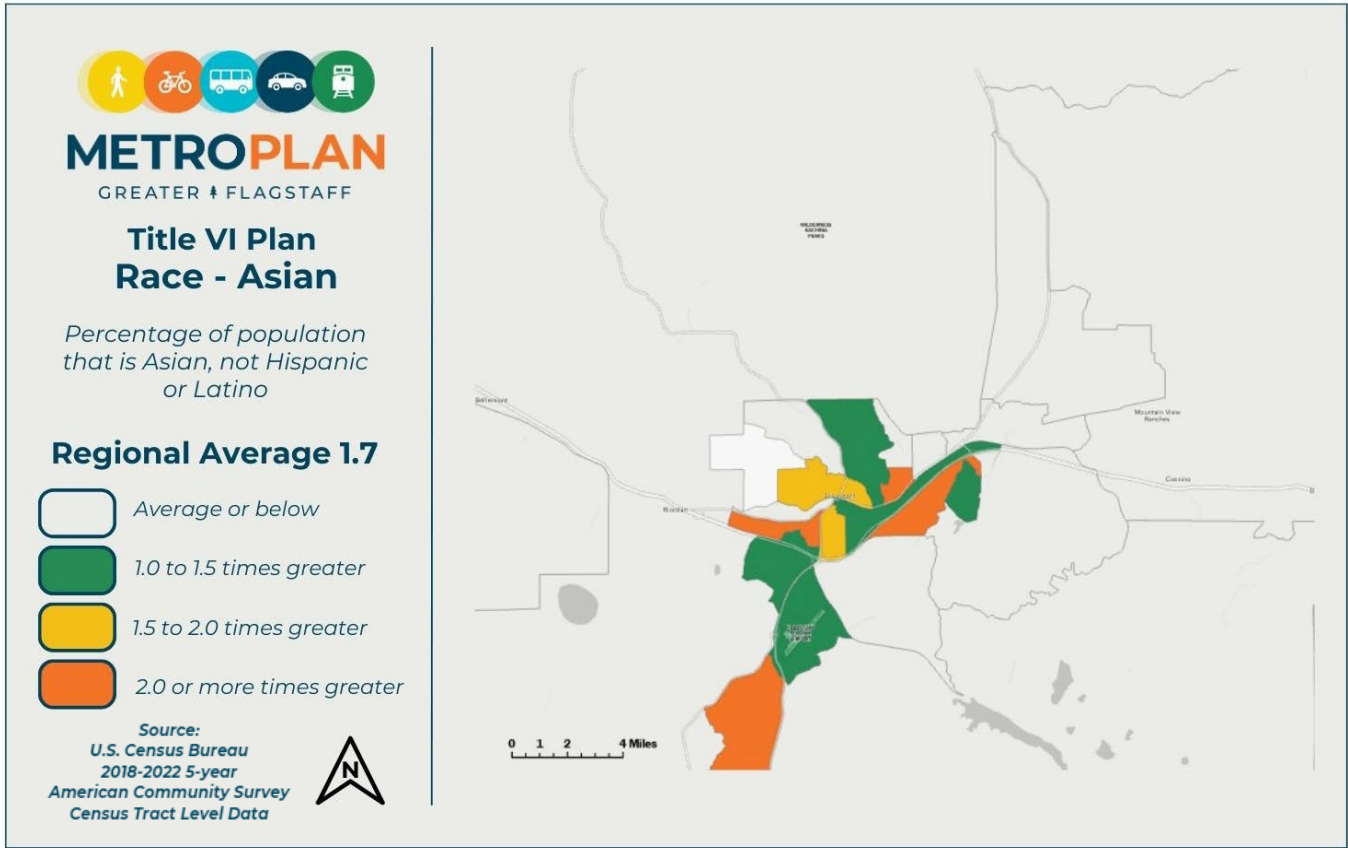


Figure 4: Percent Race - Black/African American

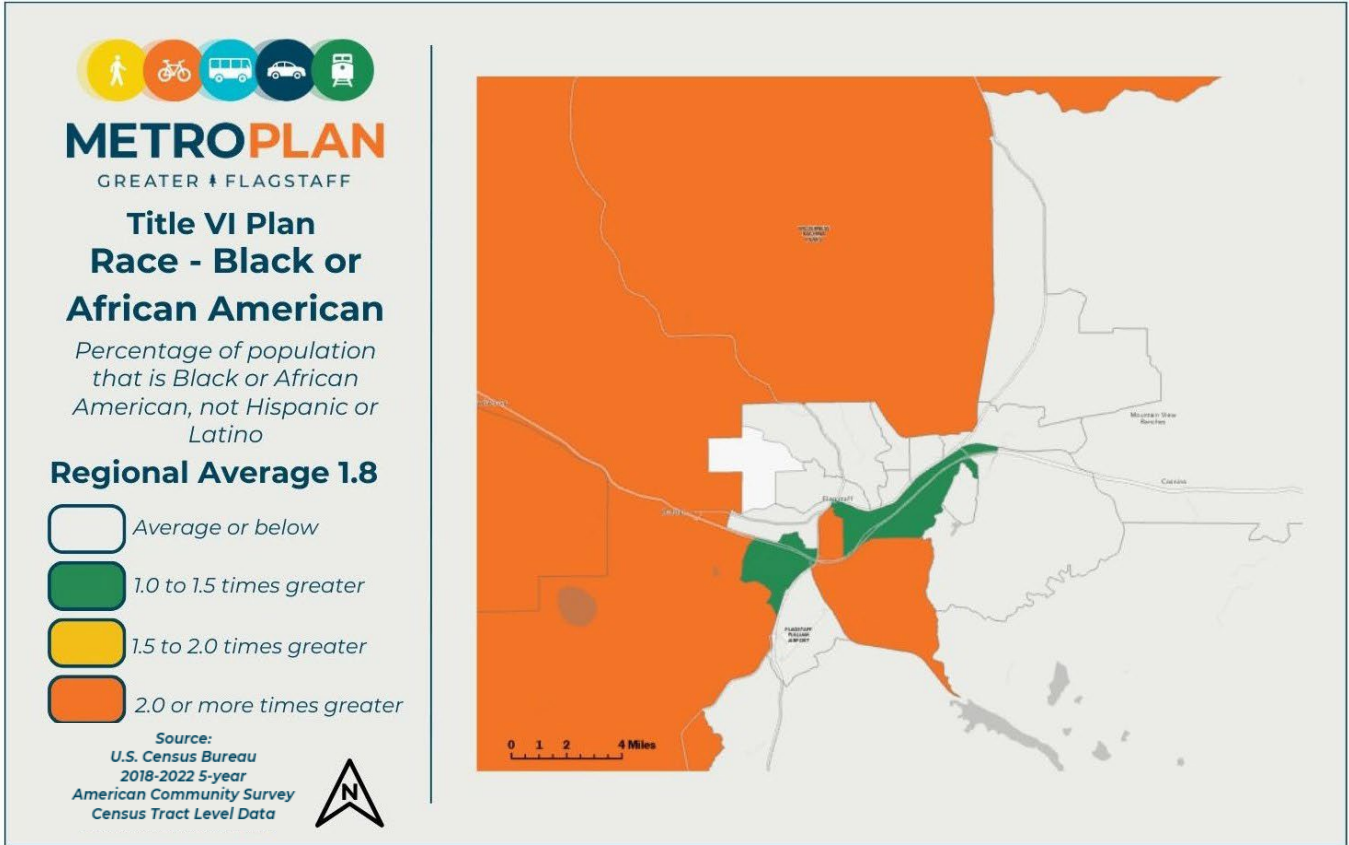


Figure 5: Percent Race - Hispanic or Latino

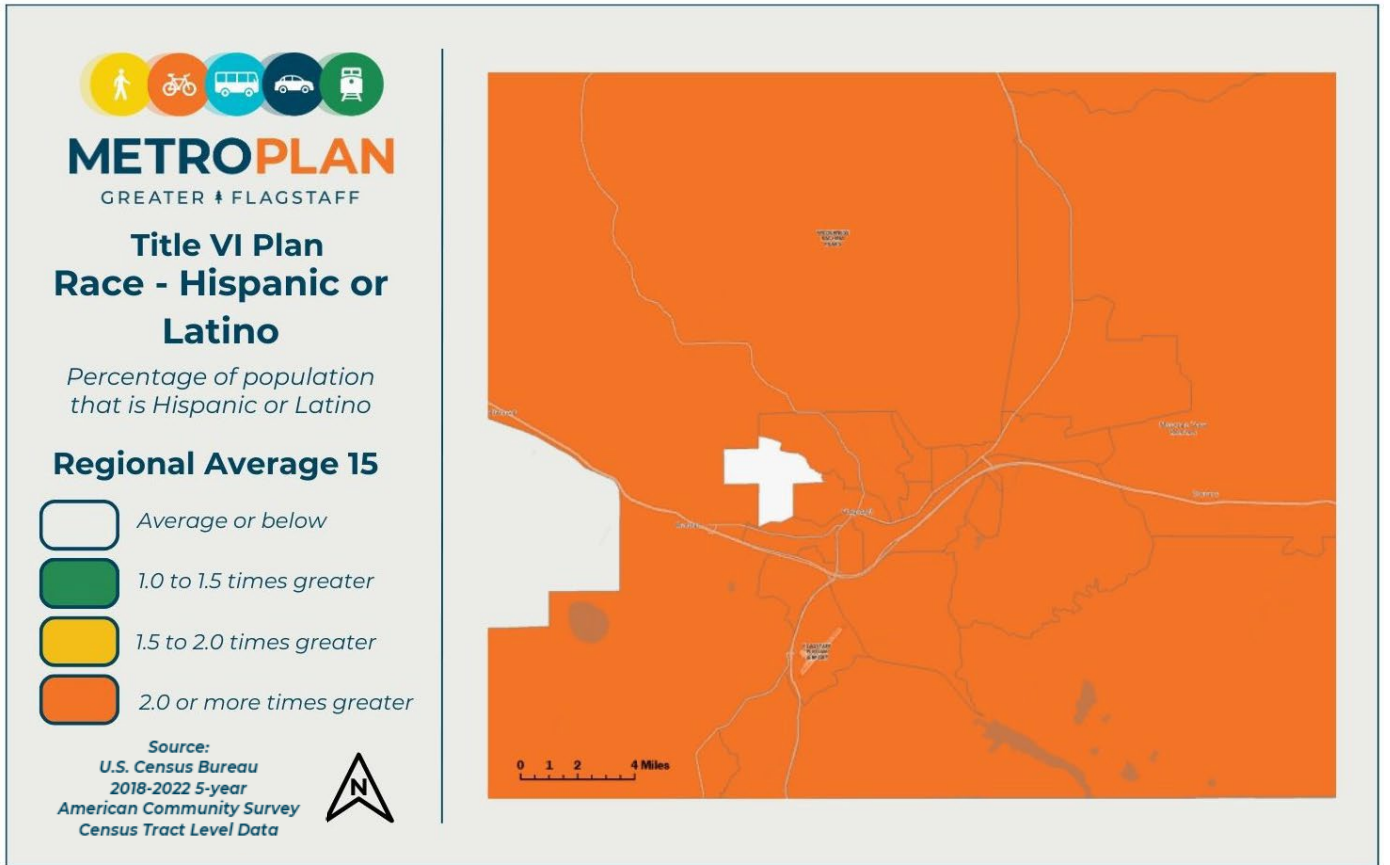


Figure 6: Percent Race - Indigenous or Native American

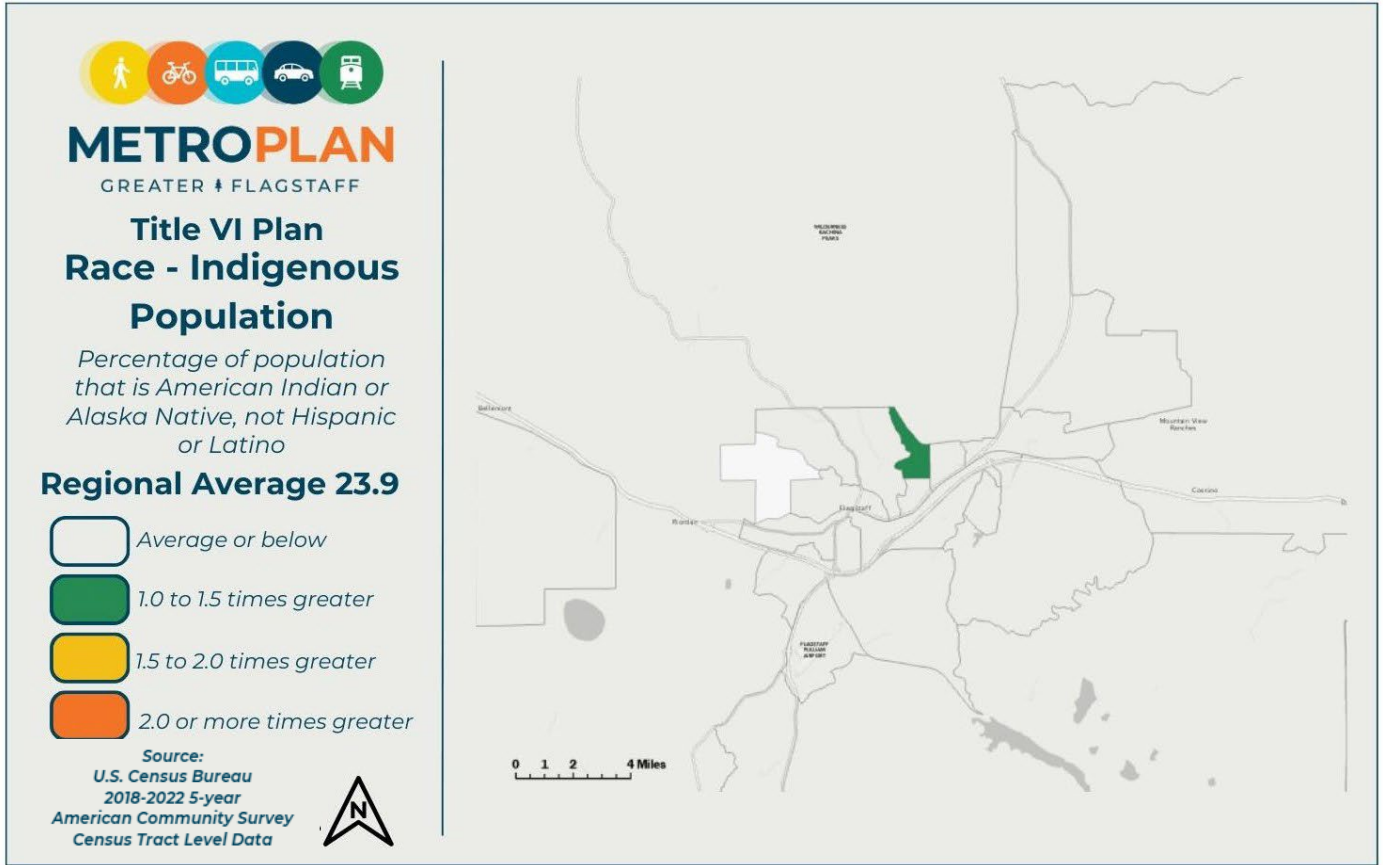


Figure 7: Percent Race - Hawaiian or Pacific Islander

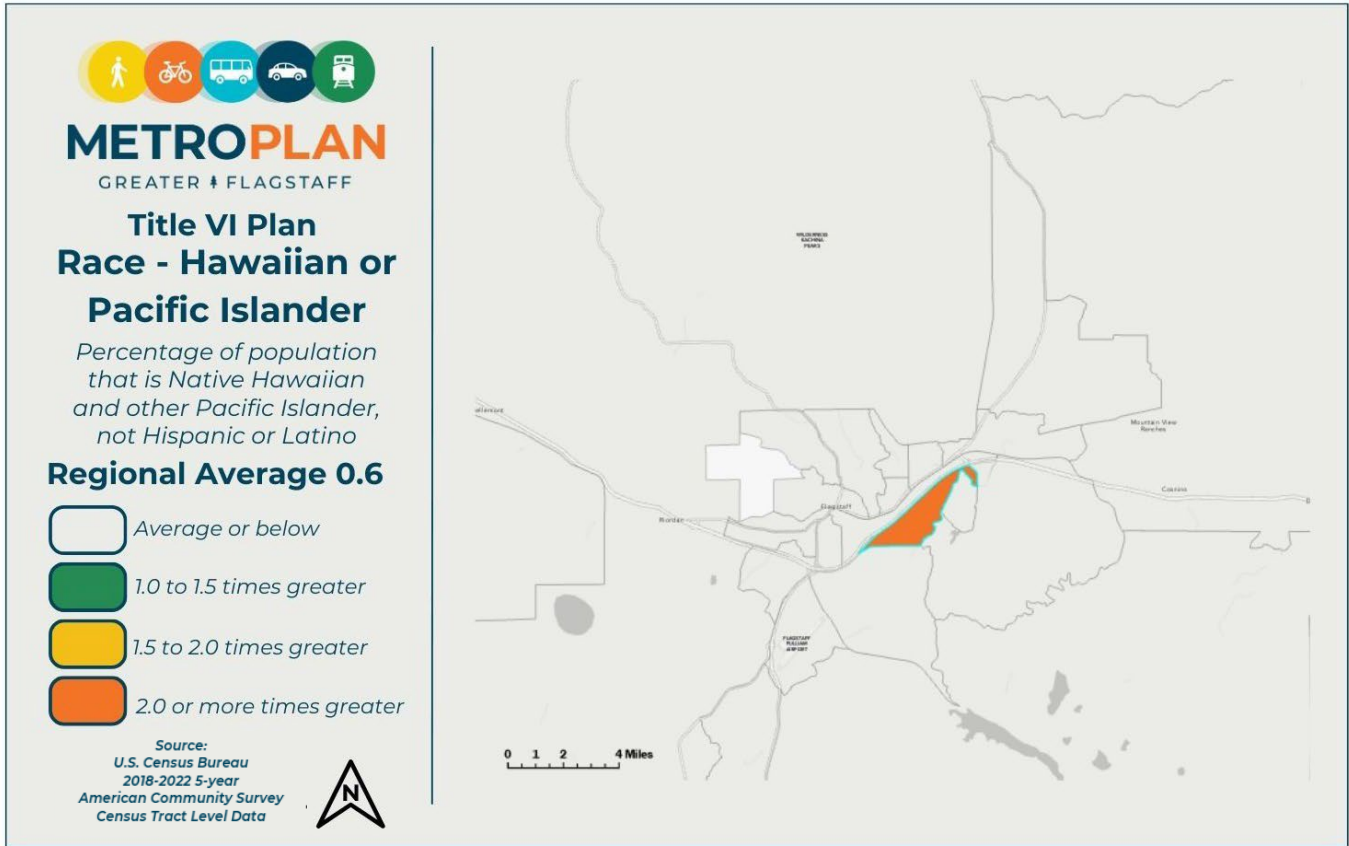


Figure 8: Percent Race - White or Caucasian

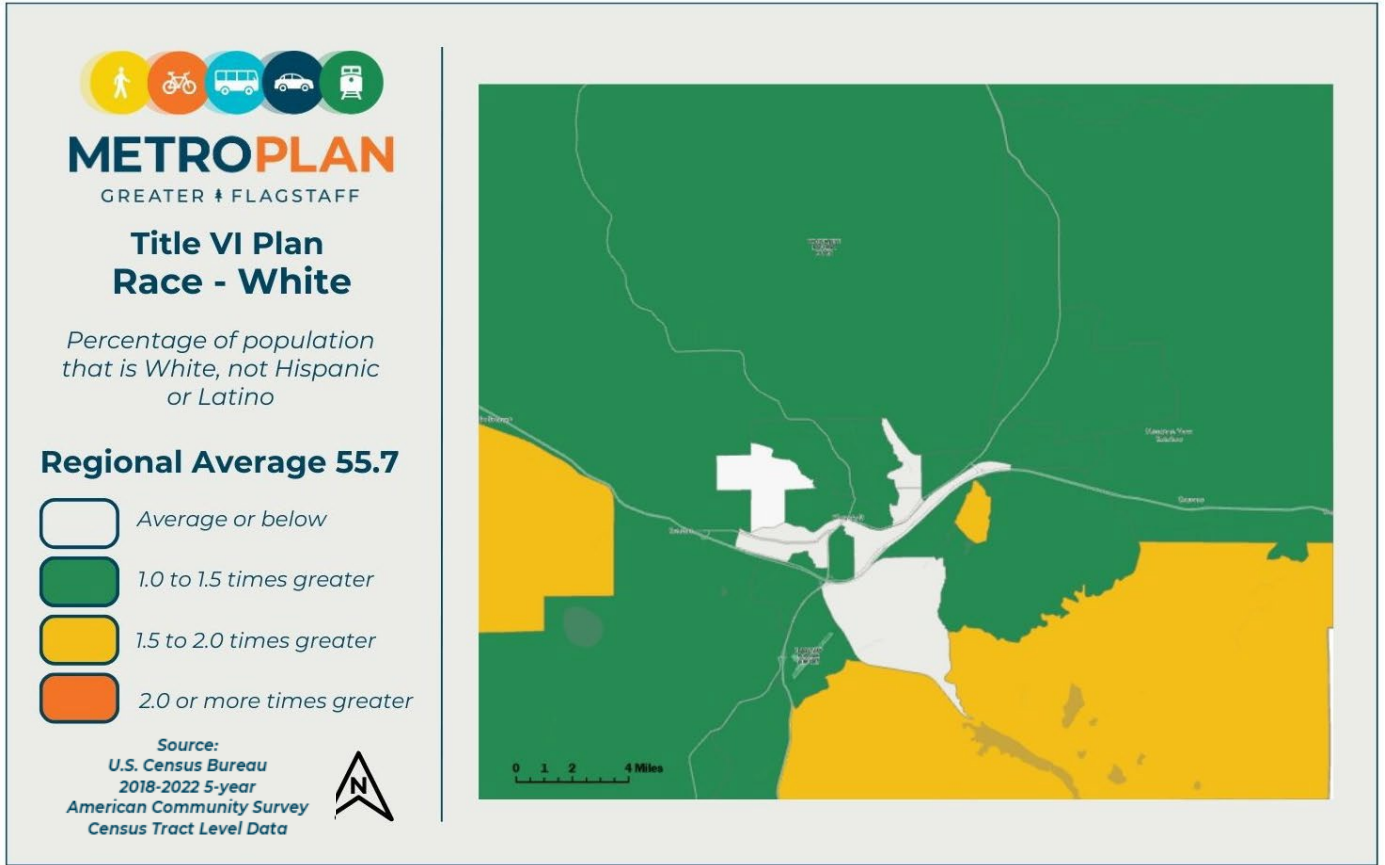




Figure 9: Percent age 65 and older

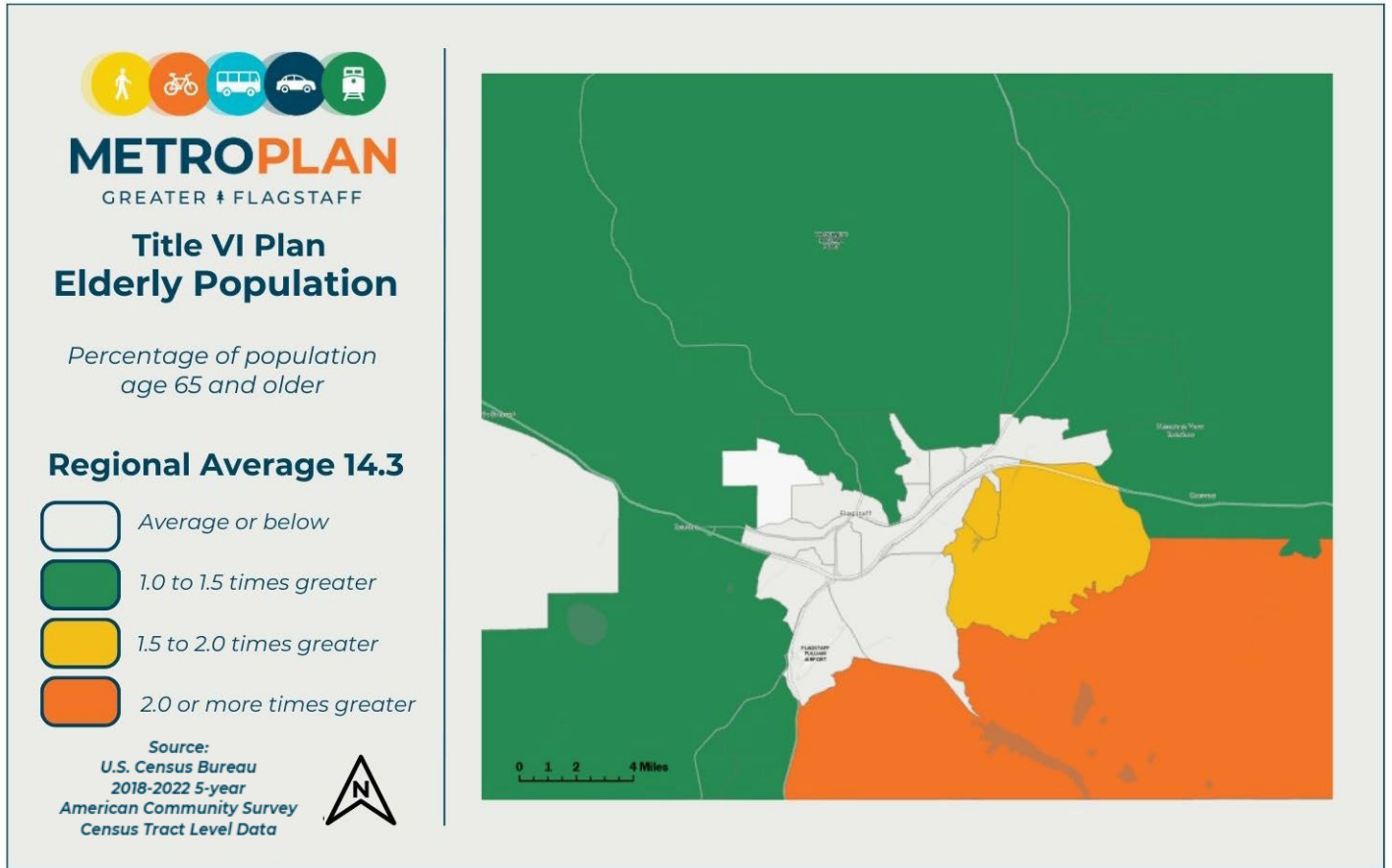


Figure 10: Percent Disability Status

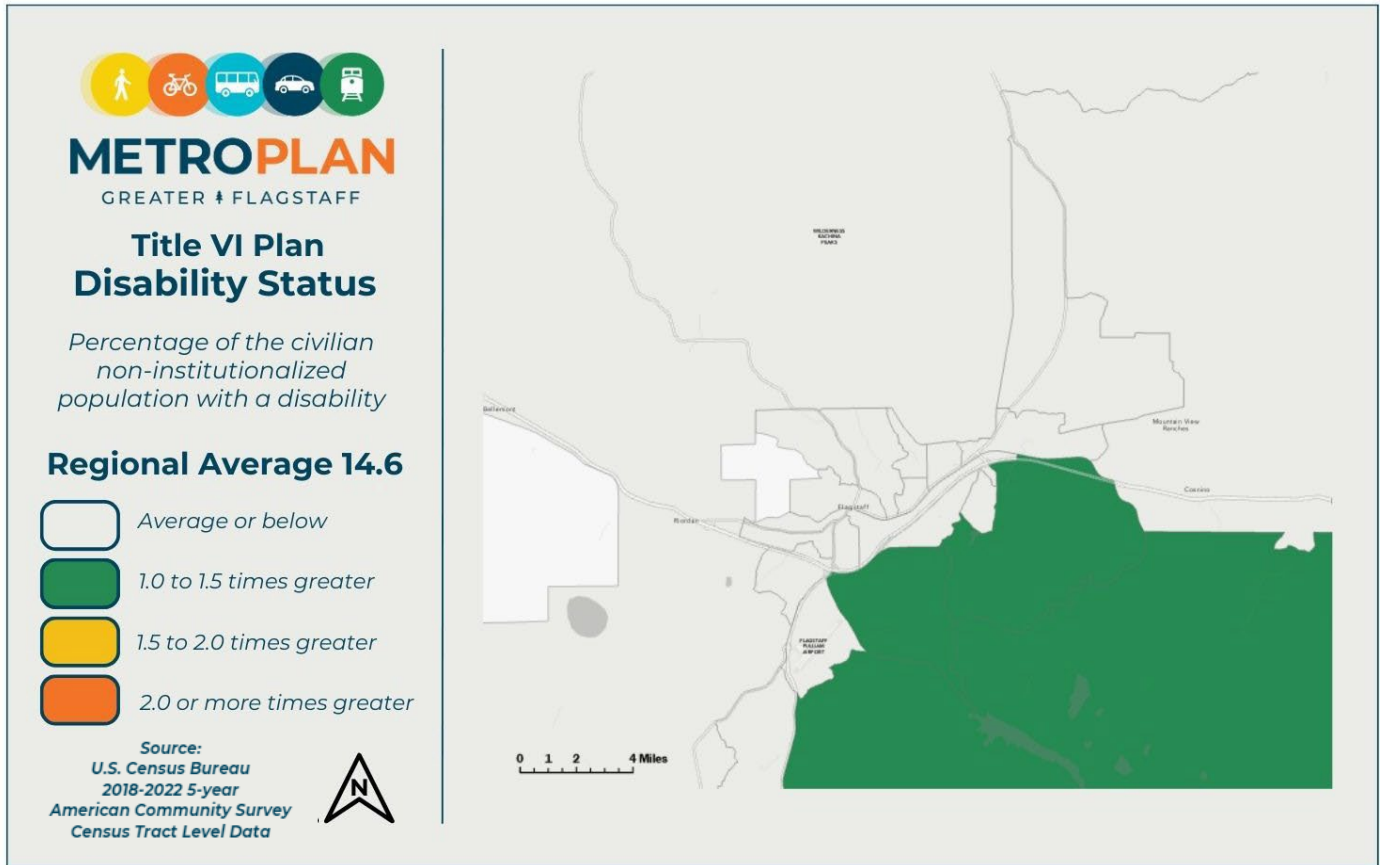


Figure 11: Percent in Poverty

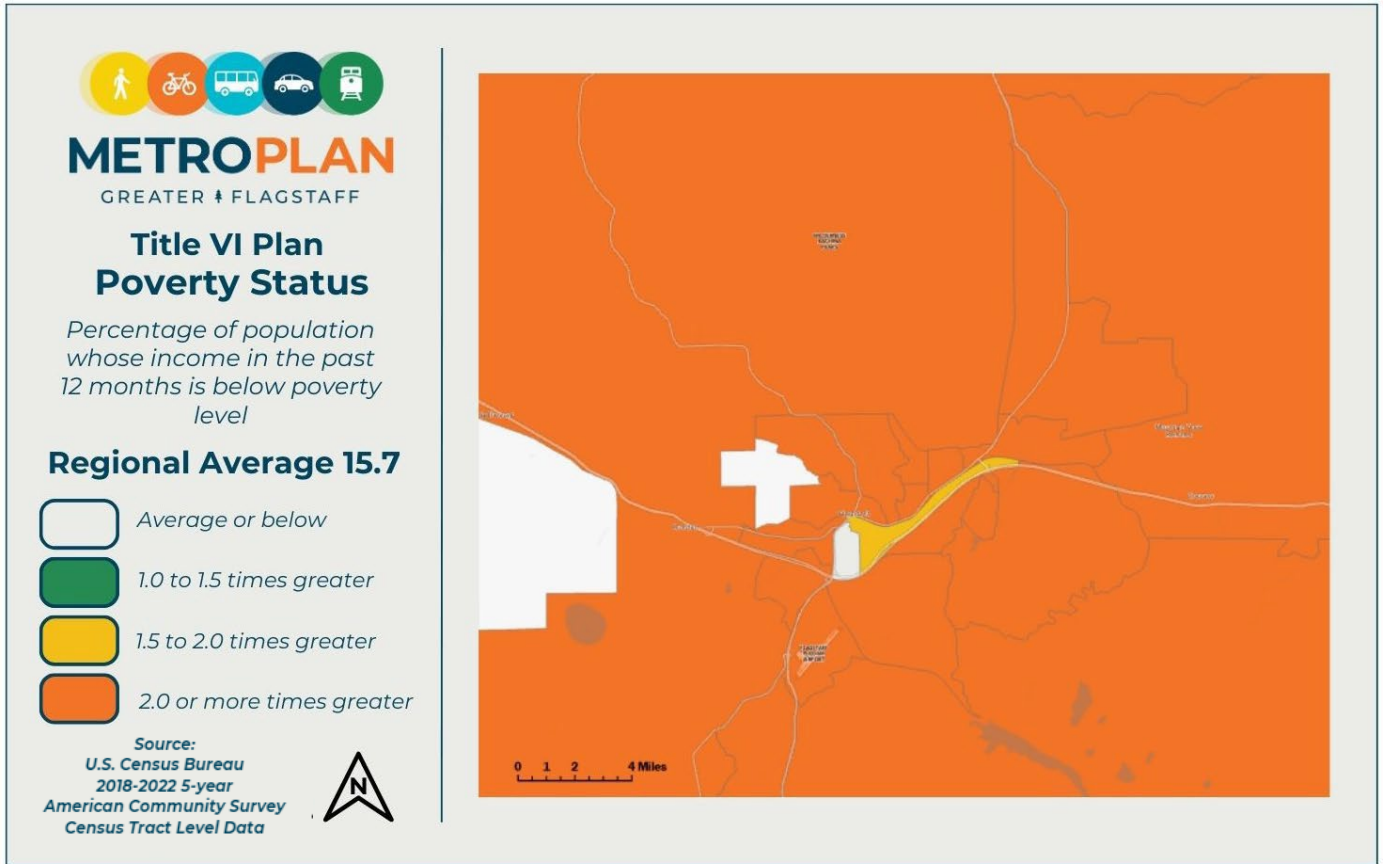


Figure 12: Percent without a Vehicle

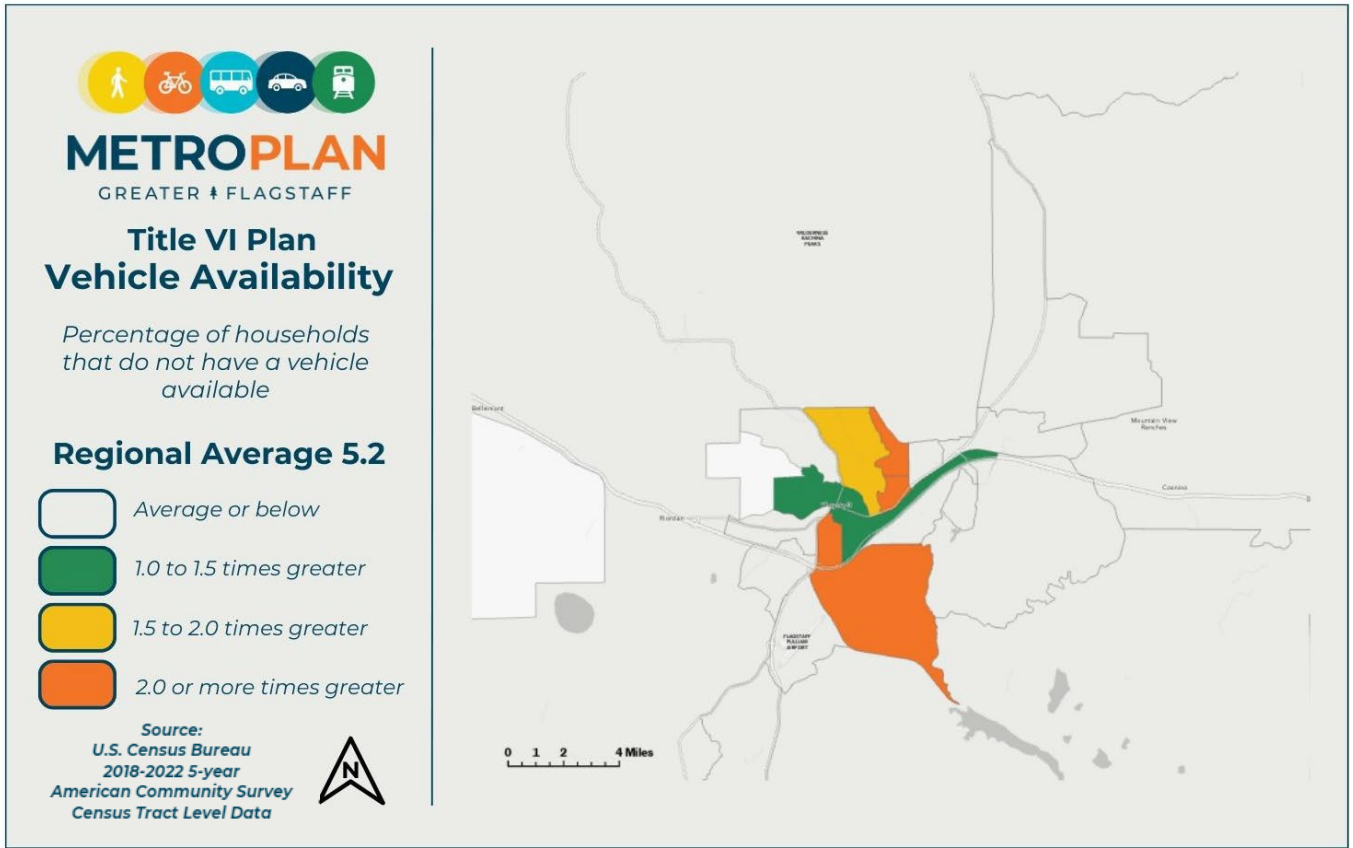
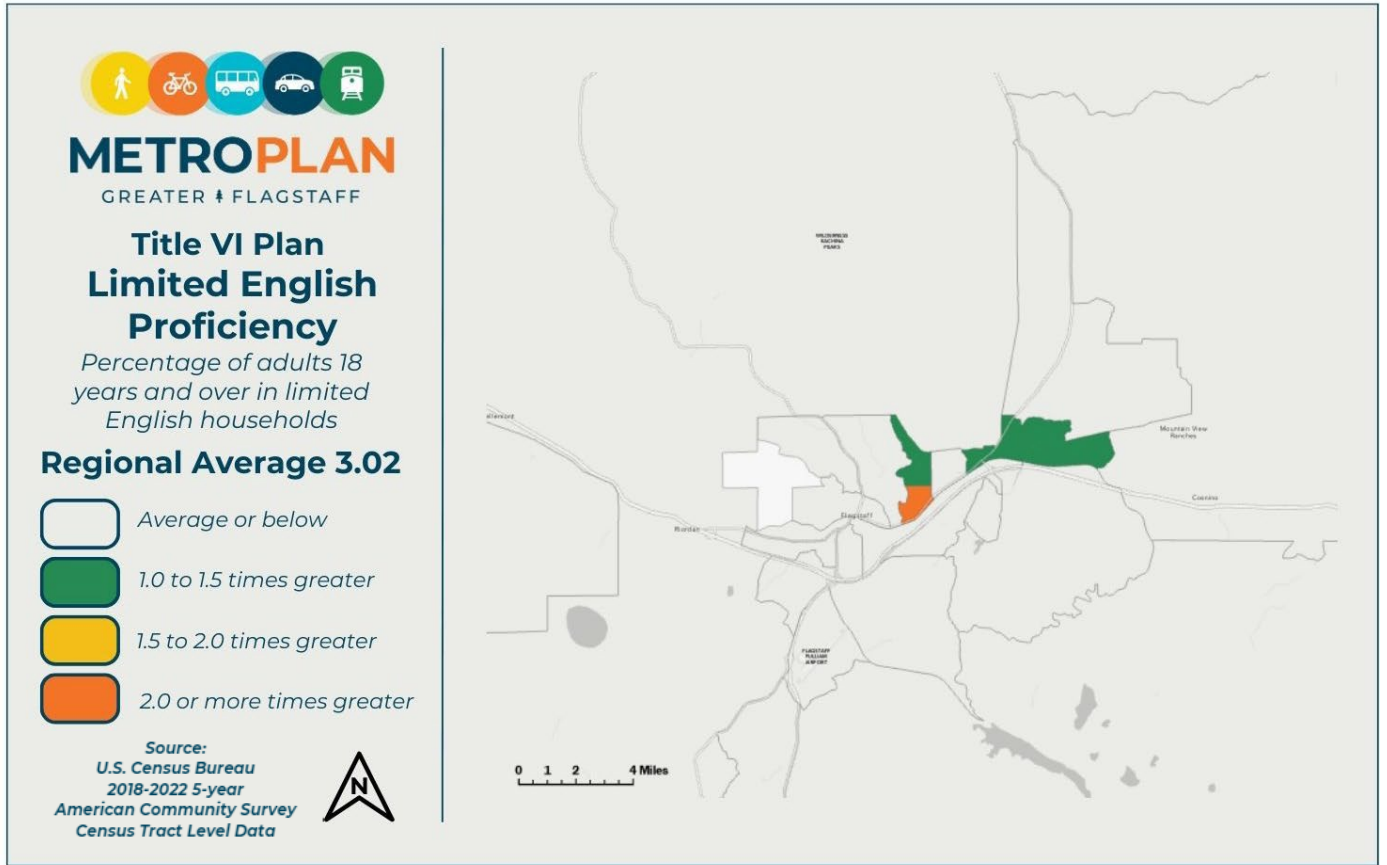


Figure 13: Percent Limited English Proficiency (LEP)



Appendix C: ADA/Title VI Complaint Forms & Log

**ADA/Title VI Discrimination Complaint Form**

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

Complainant's Information:

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

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

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

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

Person discriminated against (someone other than the complainant):

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

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

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

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

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

Race  Color  National Origin

ADA/ Disability

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

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

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

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

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

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

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

Federal Agency     Federal Court     State Agency     State Court     Local Agency

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

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

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

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

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

\_\_\_\_\_ Number of attachments: \_\_\_\_\_

Complainant Signature

Date

Submit the form and any additional information to:

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

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

## Formulario de queja por discriminación ADA/Título VI

*Nota: La siguiente información es necesaria para ayudar a procesar su queja*

Información del denunciante:

Nombre: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Número de teléfono de casa: \_\_\_\_\_

Número de teléfono alternativo: \_\_\_\_\_

Persona discriminada (alguien que no sea el denunciante):

Nombre: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Número de teléfono de casa: \_\_\_\_\_ Número de teléfono alternativo: \_\_\_\_\_

Which of the following best describes the reason you believe the discrimination took place?

Please be specific.

Raza  Color  Origen nacional

ADA/Discapacidad

¿En qué fecha(s) tuvo lugar la supuesta discriminación? \_\_\_\_\_

¿Dónde tuvo lugar la supuesta discriminación? \_\_\_\_\_

¿Cuál es el nombre y título de la(s) persona(s) que usted creía que lo discriminaron (si los conoce)?

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

Describa la supuesta discriminación. Explique qué sucedió y quién cree que fue el responsable (si necesita espacio adicional, agregue una hoja de papel).

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



Enumere los nombres y la información de contacto de las personas que puedan tener conocimiento de la supuesta discriminación.

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Si ha presentado esta queja ante cualquier otra agencia federal, estatal o local, o ante cualquier tribunal federal o estatal, marque todo lo que corresponda.

- Agencia federal    Tribunal Federal    Agencia Estatal    Tribunal Estatal    Agencia Local

Nombre: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_

Código Postal: \_\_\_\_\_

Número de teléfono: \_\_\_\_\_ Número de teléfono alternativo: \_\_\_\_\_

Por favor firme a continuación. Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja.

\_\_\_\_\_  
Firma del denunciante

\_\_\_\_\_  
Número de archivos adjuntos

\_\_\_\_\_  
Fecha

Envíe el formulario y cualquier información adicional a:

MetroPlan  
Director Ejecutivo &  
Coordinador del Título VI  
3773 N Kaspar Drive  
Flagstaff, AZ 86004  
Teléfono: 928-266-1293

- Las quejas basadas en raza, color u origen nacional y relacionadas con un área de programa financiada por la FHWA se informarán a la Oficina de Derechos Civiles de ADOT dentro de las 72 horas y serán manejadas por la FHWA.
- Las quejas relacionadas con todas las demás clases protegidas o relacionadas con un área de programa financiada por la FTA se informarán a la Oficina de Derechos Civiles de ADOT dentro de las 72 horas y serán manejadas por la agencia local de quejas de MetroPlan.

COMPLAINT LOG: Complaints, Investigations, Lawsuits

MetroPlan Title VI

Fiscal  
Year : 2024

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COMPLAINTS, INVESTIGATIONS, LAWSUITS LOG

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

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



### METROPLAN TITLE VI NONDISCRIMINATION NOTICE TO THE PUBLIC

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

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

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

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

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

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

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](mailto:planning@metroplanflg.org)  
(928) 266-1293



# METROPLAN

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## STAFF REPORT

**REPORT DATE:** September 17, 2024

**MEETING DATE:** October 3, 2024

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

**FROM:** Kate Morley, Executive Director

**SUBJECT:** Consider MetroPlan Subrecipient Risk Assessment Tool Update

### 1. RECOMMENDATION:

Staff recommends the Board adopt updated MetroPlan Subrecipient Risk Assessment Tool.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

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

**Objective 1.2:** Expand match and revenue generating options.

### 3. BACKGROUND:

A subrecipient is an entity that receives a subaward from a passthrough entity to conduct part of a federal program. MetroPlan is a subrecipient of the Arizona Department of Transportation (ADOT) for multiple federal grant programs. Likewise, MetroPlan has subrecipients including Mountain Line for 5303e grants, the City of Flagstaff for STBG funds for the Downtown Mile, and the Transit into Code Study. In awarding subrecipients funding, MetroPlan becomes responsible for ensuring subawards comply with all federal requirements.

As a result of the FY2022 audit, the Board adopted a Subrecipient Policy and Risk Tool on October 5, 2023. It has recently come to staff's attention that the Risk Assessment Tool should include a Title VI Plan pertaining to transportation an item that makes an entity eligible or not eligible to receive MetroPlan funds. The attached Subrecipient Risk assessment Tool includes a proposal for Title VI Plan requirements in red under item 4.

### 4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

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



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## 5. FISCAL IMPACT:

There is no direct financial impact from updating the risk assessment form. The award of subrecipient projects will be considered on a case-by-case basis.

## 6. ALTERNATIVES:

1. **Recommended:** Adopt the updated MetroPlan Subrecipient Risk Tool. This action helps MetroPlan better evaluate entering into subrecipient relationships and establish clear parameters for doing so.
2. **Not Recommended:** Do not adopt updated MetroPlan Subrecipient Risk Tool. The Board could provide staff with additional direction on what they would like to see in a risk assessment tool.

## 7. ATTACHMENTS:

Draft Subrecipient Risk Assessment Tool

# Subrecipient Pre-Award Risk Assessment Tool

Risk Rating
Ineligible

Version 1 - August 2023

Complete this tool as part of the pre-award risk assessment process to determine the eligibility and compliance risk of potential subrecipients of federal funding. Those that are deemed **ineligible** based on the eligibility criteria below may not receive an award from MetroPlan Greater Flagstaff until eligibility has been restored. For subrecipients deemed **eligible**, the tool produces a recommended monitoring cadence based on the risk of noncompliance.

Please enter a value or select from the options in the dropdown list for each highlighted cell.

Entity Name	
Entity Type	
Grant Number	
Grant Title/Description	

Eligibility		
Question	Answer	Result
<b>A. Is the organization eligible to receive the grant funds per the NOFO?</b>	No	Ineligible
1. Has the organization been <b>suspended or debarred</b> by the Federal government?	No	Eligible
2. Is the organization currently delinquent in submission of the <b>Subrecipient Annual Report</b> for any of the past three years?	No	Eligible
3. Is the organization currently delinquent in submission of the <b>Single Audit Report</b> for any of the past three years?	No	Eligible
4. Does the organization have Title VI pertaining to transportation or ability to implement prior to spending?	Yes	Eligible
5. Does the organization have a UEI?	No	Ineligible

Note: The Board may choose to adjust eligibility outcomes above with sufficient justification in writing.

Risk Assessment		
Program and Award	Answer	Points Awarded
5. Rate the size of the award.	Medium	10
6. Rate the complexity of the program.	Not Complex	0
7. Will the subrecipient purchase real property, equipment, or supplies for this program?	No	0
Subrecipient Experience		
Answer	Points Awarded	
8. Is the subrecipient receiving a federal award for the first time?	No	0
8a. Did the organization adhere to all terms and conditions of prior federal awards?	No	15
8b. How significant were the organization's violations of previous awards?	Minor	0
9. Does the subrecipient have experience administering similar programs?	No	5
9a. Does the subrecipient have experience administering or complying with ADOT programs?	No	5
10. Does the subrecipient have adequate and qualified staff to comply with the terms of the agreement and a documented training or hiring policy and process to assure qualification?	No	20
11. How much has the subrecipient's key staff changed in the past year?	Minor Changes	5
Single Audit Findings		
Answer	Points Awarded	
12. Has the organization had a single audit?	Yes	
12a. Did the subrecipient have one or more audit findings in any of their last three last single audits regarding program non-compliance?	No	0

12b. Did the organization have one or more audit findings in any of their last three single audits regarding significant internal control deficiency?	Yes	20
12c. Does the prime recipient believe that the corrective actions taken were sufficient?	No	30
<b>Accounting</b>	<b>Answer</b>	<b>Points Awarded</b>
13. Does the subrecipient have a financial management system in place that can track and record program expenditures?	Yes	0
13a. Is the financial management system able to identify the receipts and expenditures of program funds separately for each award?	Yes	0
13b. Does your entity have an indirect cost rate that is approved and current? If "Yes", enter approving agency and date of approval Agency: _____ Date: _____	Yes	
14. If staff will be required to track their time associated with the award, does the subrecipient have a system in place that will account for 100% of each employee's time?	Yes	0
15. Has your organization returned lapsed federal funds? Funds lapse when excessive time has passed and they are no longer available for obligation.	Yes	15
<b>Policies and Procedures*</b>	<b>Answer</b>	<b>Points Awarded</b>
16. Does the subrecipient have written procedures to implement federal payment requirements and determine cost allowability?	Yes	0
17. Does the subrecipient have a documented procurement policy that is compliant with state and federal regulations including processes to avoid purchase of unnecessary or duplicative items,	Yes	0
18. Does the subrecipient have a conflict of interest policy and code of conduct with disciplinary action policy for non-governmental parent or subsidiary organization?	Yes	0
19. Does the subrecipient have a record retention procedure that complies with all applicable state and federal guidelines?	Yes	0
20. Does the subrecipient have standard operating procedures and/or administrative manuals that indicate strong internal controls?	Yes	0
21. Does your entity have a written process or a certification statement approved by your governing	Yes	0
22. Does your entity have a policy requiring compliance with the Uniform Act?	Yes	0
<b>Project-based Risk Assessment</b>	<b>Answer</b>	<b>Points Awarded</b>
23. Does your entity have direct experience with the project scope as described?	Yes	0
24. Do you have sufficient staff, including contingency plans, to complete the scope on schedule?	Yes	0
25. Do you anticipate the need to hire outside expertise to complete the scope?	Yes	10

<b>Risk Rating</b>	<b>Risk Score</b>
Ineligible	125

Monitoring Requirements	
Check-In Frequency	Additional Requirements
Missing Policies and Procedures	
Follow up with the subrecipient to ensure they implement the following written policies to comply with the terms of the federal award.	
Policy	Uniform Guidance Citation for Requirements
No missing policies and procedures.	

*Note: All additional requirements imposed by the pass-through entity, including reporting frequency, check-in frequency, and other requirements listed above, must be specified in the grant award document. These monitoring levels will remain in effect until the granting agency feels it may be modified.*

**Pre-award risk assessment completed by**

Assessor 1: Name, Date	Assessor 2: Name, Date	Assessor 3: Name, Date

**Justification for issuing award to high-risk subrecipient**

Organization Name	
Grant Number	
Grant Title/Description	

*Please provide a written justification for why it is in the State's best interest to award a grant to an organization that is considered high-risk.*







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## STAFF REPORT

**REPORT DATE:** September 26, 2024

**MEETING DATE:** October 3, 2024

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

**FROM:** Sandra Tavel, Transportation Planner

**SUBJECT:** ADOT Planning to Programming (P2P) Project Prioritization and Scoring Criteria, Process and Timeline

### 1. RECOMMENDATION:

None. This item is for information and discussion only.

### 2. RELATED STRATEGIC WORKPLAN ITEMS:

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

**Objective 1.3:** Coordinate partner's legislative priorities related to transportation.

### 3. BACKGROUND:

MetroPlan is looking to enhance its strategy for selecting and subsequently nominating regional projects located on ADOT roadways in the Planning to Programming (P2P) process that informs ADOT's 5-year Construction Program, to have a better chance of projects being funded.

ADOT funds projects on the state system through their P2P process. Projects are nominated annually through various sources (MPOs, COGs, jurisdictions, plans and studies, legislators, agencies and members of the public); then ADOT scores and prioritizes projects that fall into four categories. Top scoring projects are then placed into ADOT's 5-year construction program in the following categories:

- **Pavement Preservation** – Activities that improve or sustain the condition of road pavement and bridge facilities to a state of good repair.
- **Bridge Preservation** – Activities that improve or sustain the condition to a state of good repair.
- **Modernization** – Improvements to the existing system that upgrade efficiency, functionality, and safety *without* adding capacity.
- **Expansion** – Improvements that *add capacity* through new roads, adding lanes to existing highways, new rail, and constructing new grade separated overpasses/underpasses.



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MetroPlan has noted that in ADOT’s 2025-2029 Capital Budget for District 5 the MetroPlan region is behind in state funding for Modernization and Expansion, compared to the other districts:

5 Year Capital Budget						
	District 1	District 2*	District 3	District 4	District 5	District 6
Preservation	\$ 154,071,802	\$ 36,389,098	\$ 130,699,870	\$ 134,567,931	\$ 550,816,669	\$ 520,864,139
Modernization	\$ 27,201,098	\$ 20,923,636	\$ 14,800,000	\$ 36,359,087	\$ 32,943,695	\$ 103,316,332
Expansion	\$ 30,000,000	\$ -	\$ 20,081,938	\$ 120,800,000	\$ -	\$ 27,743,450
<b>Total</b>	<b>\$ 211,272,900</b>	<b>\$ 57,312,734</b>	<b>\$ 165,581,808</b>	<b>\$ 291,727,018</b>	<b>\$ 583,760,364</b>	<b>\$ 651,923,921</b>
Modernization+ expansion	\$ 57,201,098	\$ 20,923,636	\$ 34,881,938	\$ 157,159,087	\$ 32,943,695	\$ 131,059,782
		*Not including Pima County				

## Phase 1 | Project Nomination and Prioritization Process

MetroPlan is looking to improve its strategy to fund priority projects on the state system by developing a project prioritization and scoring process, outside of ADOT’s P2P scoring process so that we may increase the chances of specific projects to be funded. MetroPlan intends to create a scoring process that is relatively subjective rather than technical through a committee of MetroPlan and ADOT staff to be vetted by the TAC and Board in early 2025. The goal is to come up with a comprehensive list of projects on state owned roadways and then prioritize projects for funding, particularly in the *Modernization category*.

Staff sought TAC input during the September 25, 2024, meeting on potential scoring criteria, based on MetroPlan’s adopted transportation values. Suggested criteria could include:

- **Citation in a State, Regional and/or Local Plan or Roadway Safety Audit** such as ADOT ATSAP (Active Transportation Safety Action Plan), ADOT Long Range Plan, ADOT Milton/180 Corridor Master Plans, MetroPlan Regional Transportation Plan, MetroPlan Regional Transportation Safety Plan, or City of Flagstaff Active Transportation Master Plan.
- **Safety metrics** including
  - Location on the High Injury Crash Network
  - Identified as a safety solution in a plan
 (While not available at this time, future updates could include site specific crash data metrics.)
- **Supports economic vitality, community character and social connection** including
  - Projects located in or that have significant impact on disadvantaged communities
  - Committee evaluation
- **Supports the natural environment** including
  - Climate action goals measured by focus on multimodal in connection to the City of Flagstaff’s Carbon Neutrality Plan
  - Enhancing natural systems such as waterways, dark skies, and wildlife linkages
- **ADOT District support** measure by
  - Unsupported projects should remain on the list but not be ranked.



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- Low, moderate and high support should be reflected in project rankings.
  - District support is key to strategy as without it, projects will not move forward in the P2P process.

MetroPlan’s TAC is tasked with reviewing the project to list and providing feedback by October 9, 2024 to ensure that any desired projects are on the list. Staff will work with ADOT in the coming months to remove old items, duplications and clarify projects.

MetroPlan proposes the following timeline and actions:

Month	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	May-25
Events & Stakeholders	TAC meeting	MetroPlan and ADOT			TAC Meeting	MetroPlan Strategic Advance	P2P Project Nominations for FY30-34
Actions	Discuss projects and scoring	Continue to refine project list			Review refined list of projects	Develop final project list in order of priority	Nominate projects
	Develop process for project selection and Provide feedback to MetroPlan by Oct 9 (within 2 weeks) of any missing projects	Finalize MetroPlan scoring criteria - <b>how</b> to score projects Score and prioritize projects					

## Phase 2 | ADOT Safety Scoring Criteria Methodology – Modernization

Per ADOT Traffic Fatalities data from 1998-2022, there has been a 70% increase in traffic fatalities statewide. The MetroPlan region experiences high active transportation user injury rates. Milton is also the highest-ranking road on the local high injury crash network in the region. MetroPlan has found that projects that offer safety solutions with proven countermeasures are cited within ADOT plans: ATSAP (Active Transportation Safety Action Plan), Milton/180 Corridor Master Plan, and various RSAs (Roadway Safety Audit) but are not making it into the ADOT 5-year construction plan and are subsequently not being funded.

A separate, strategy for exploration is working with ADOT to consider updating their P2P safety scoring methodology in the Modernization category. This could be done in a variety of ways including but not limited to: alignment with projects cited in ADOT’s Active Transportation Safety Action Plan (ATSAP) or other state, regional or local safety plans, score rankings and methodologies.

Enhancing the P2P process could help prioritize and bring important projects that reflect safety solutions that contain proven countermeasures that could reduce injury and death in the region, as well as statewide.

## 4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

TAC and Management Committee supported Phase 1 unanimously.

Both groups expressed hesitation with formalizing Phase 2 into MetroPlan’s workplan due to lack of Northcentral District and Multimodal Planning Division support. Both ADOT divisions have concerns with



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unintended consequences in changing Modernization safety scoring methodology, as this would have statewide effects.

## 5. FISCAL IMPACT:

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

## 6. ALTERNATIVES:

None. This item is for information and discussion only.

## 7. ATTACHMENTS:

Priority Project listing: *draft* of list of regional ADOT projects

*Route Name	*Route #	*From Milepost	*To Milepost	*Nomination Source	*Project Name	Technical Group	Scope of Work	*Total Estimated Cost (\$)	Comments
I	17	322	328.8	Statewide Wildlife Vehicle Conflict Study	Short term option B - Drop in overpass and retrofit fencing	Wildlife	Drop in overpass at MP 327.4, wildlife fencing, escape ramps, cattle guard extension grates, enhanced alert signage, double wide gates	\$7,225,680	
I	17	322.5	336.1	I-17 DCR	I-17 Elk Fencing	Wildlife	Elk Fencing	\$3,608,411	
I	17	331.1	337.4	Statewide Wildlife Vehicle Conflict Study	Short term option A - Drop in overpass and retrofit fencing	Wildlife	Drop in overpass at MP 333.3, wildlife fencing, escape ramps, cattle guard extension grates, enhanced alert signage	\$7,065,080	
I	17	333	333	Statewide Wildlife Vehicle Conflict Study	Willard Spring Meadow Wildlife crossing (MP	Environmental	Wildlife crossings		ADOT Project F0538. WL023 to WL025
I	17	341	341.13	MetroPlan & Mountain Line TIA for McConnell/Pine Knoll transit stop study	McConnell NB off ramp	MetroPlan	Construct Roundabout	\$ 7,134,000	NEW PROJECT NOMINATION FOR FY24-28 CYCLE. Cost is inflated from roundabout
I	40	184	190	CPS I-40W: CA State Line to Junction I-17, June 2022	Bellemont Area Safety Improvements	MPD Study	Rehabilitate shoulders (includes new striping, delineators, safety edge and rumble strips) 184 – 190. Install curve warning signs and chevrons (EB MP 189 – 189.5)	\$7,694,500	
I	40	187.41	187.41	I-40 DCR	I-40 MP 187.41 Wild life Crossing	Wildlife	Wild life crossing	\$6,755,000	
I	40	188	190	Statewide Climbing and Passing Lane Study	EB Climbing lane I-40 MP 188-190	MPD Study	Construct EB climbing lane	\$12,543,000	
I	40	189.2	189.5	Geohazard MGMT Group	West of Flagstaff	Rockfall/Geohazard	Rockfall	\$1,230,000	This project was not included in the scope for FY 19 Pavement Pres project Parks TI /
I	40	190	196	CPS I-40W: CA State Line to Junction I-17, June 2022	Flagstaff Area Safety Improvements	MPD Study	Rehabilitate shoulders (includes new striping, delineators, safety edge and rumble strips)	\$7,683,000	
I	40	191	193	Statewide Climbing and Passing Lane Study	WB Climbing lane I-40 MP 193-191	MPD Study	Construct WB climbing lane	\$12,543,000	
SR	40	192	195	Flagstaff Urban Mobility Study	W. Route 66 Edge Improvements		Pedestrian, bicycle, curb, gutter, drainage, transit, lane improvements	\$ 12,000,000.00	
SR	40	192.58	195.45	City of Flagstaff Fiber Plan	W. Route 66 Fiber Optic cable	MetroPlan	Install 2.87 miles of fiber optic cable	\$ 1,498,140	Assumes a unit cost of \$450,000 per mile from City of Flagstaff draft fiber plan.
SR	40	192.6	193.6	Regional Transportation Safety Plan	W. Route 66 widening	MetroPlan	Widening	\$18,000,000	Added to the P2P Modernization List since the project limits do not exceed more than a mile in length (note: project needs to exceed more than a mile in order to be scored in P2P Expansion List). Also - portion of this roadway is within Coconino County maintenance (starting at MP 193.25 and going westerly).
SR	40	193.26	195.45	MetroPlan - tentative West Route 66 CMP	W. Route 66 Complete Street improvements	MetroPlan	Install turn lanes, crosswalks, signals, bike lanes, bus stops	\$ 34,800,000	NEW PROJECT NOMINATION FOR FY24-28 CYCLE. Cost is a placeholder. MetroPlan has a CMP scheduled for initiation in January 2023.
SR	40	193.3	193.5	TSMO	Business Route 40 and Woody Mountain	TSMO	Install Traffic Signal	\$200,000	Not warranted yet but should meet soon based on development projections. Conduit
I	40	193.45	193.45	I-40 DCR	Woody Mnt. TI	TSMO	Construct new TI. Lower profile and modify intersections at on/off ramps to roundabouts.	\$48,300,000	very low imo
SR	40	193.75	193.75	District	EB Left Turn Lane at South Millis Lane	District	Add to: SB40, MP193.3 to MP199.97, Alvan Clark Way to N Fanning Drive pavement preservation project, currently in Planning Level Scoping as of 10/3/2023	\$345,000	Complaints received by public regarding lack of left turn lane. Regional Traffic noted that this is the only drive without one and it would be beneficial.
SR	40	194.4	194.6	TSMO	Business Route 40 and Thompson St.	TSMO	Install Traffic Signal	\$300,000	No, restripe/reconfigure

*Route Name	*Route #	*From Milepost	*To Milepost	*Nomination Source	*Project Name	Technical Group	Scope of Work	*Total Estimated Cost (\$)	Comments
SR	40	195	195.5	Milton/US 180 CMP	Route 66 - West Leg Pedestrian Crossing Improvement (Flagstaff area)		Improve the west leg ped crossing by shortening the crossing length through the inclusion of a pork chop at the SWC. Scope of work defined in Milton Corridor Master Plan.	\$1,125,000	High priority project by NC District, MetroPlan, and City of Flagstaff. Was a candidate for CRP Funding, but not selected for inclusion into the FY24-28 Five Year
I	40	195	195	State Freight Plan / FMPO RTP	I-40 (EB to NB system ramp at I-40/I-17/SR 89 interchange)	Freight	I-40/I-17 System Interchange Improvements	\$ 82,000,000	PROJECT WAS E015 ON EXPANSION LIST. THIS PROJECT WAS REVIEWED & DETERMINED TO BE A MODERNIZATION PROJECT. District Comment: Verify scope/cost in Freight Plan. Is this the Lone Tree DCR recommendation? (Freight Plan Identifies 5 year FAST Act funding should be prioritized for the I-40 US 93 interchange Improvements, I-10/US 191 System Interchange Improvements and RR underpass.) Not recommended to carry this project forward until those three projects are addressed.) Reassess the project cost
SR	40	195.4	195.6	TSMO	S. Milton Road and Business Route 40 through Flagstaff	TSMO	Construct new ADA ramps & ped refuge island at Plaza		
SR	40	195.5	198.45	PSAP	Project 8: SR 40B Pedestrian Safety Improvements	MPD Study	Construct a raised median between 1st Street and Park Drive; Construct a PHB southwest of 4th Street	\$1,992,242	Benefit-Cost Ratio 4.9
I	40	195.5	199.5	statewide Wildlife Vehicle Conflict Study	Retrofitting with wildlife fence	Wildlife	Wildlife fence, escape ramps, alert signage	\$654,720	
SR	40	195.8	195.9	MetroPlan	BNSF Bridge Replacement	TSMO	Replace bridge to support three main tracks and 6-lane arterial with pedestrian and bicycle facilities	\$27,840,000	MetroPlan: Rough estimate from Mountain Line BRT study c. 2014 District: Project should be paid for by
I	40	196	202	CPS I-40E: I-17 to AZ/NM State Line, June 2022	Flagstaff Lighting	MPD Study	Install offset lighting along I-40 between MP's 196 and 202 by connecting to existing power. This includes light poles, luminaires, pull boxes, conduit, and conductors.	\$10,540,000	June 2024: cost estimate and scope updated.
I	40	196	200	CPS I-40E: I-17 to AZ/NM State Line, June 2022	Flagstaff Safety Improvements (MP 196 – 200)	MPD Study	Rehabilitate shoulder and widen the inside shoulder and rock-fall mitigation (wire mesh) near MP 199.	\$24,185,500	
I	40	196	196.5	MetroPlan	Lone Tree TI Improvements & Bridge Widening		Lengthen the bridges on Interstate 40 eastbound and westbound over Lone Tree Road at MP 196.26, structure numbers 1180 and 1181 to accommodate	\$150,000,000	Existing clearance is 15'-3" from the top of the Lone Tree to the bottom of the bridge. Need added costs for pumping and raising. I-
SR	40	196.07	196.2	District	Right turn lane westbound SR40B to US 180- Left turn lane eastbound SR40B- US 180	TSMO	Adding turn lanes and receiving lanes	\$1,800,000	add SB third lane (even 4th lane)
SR	40	197.2	197.3	District	Westbound right turn lane at Switzer canyon	TSMO	Adding turn lane		add SB as well
I	40	198	198	Initial I-40 DCR	Butler TI pedestrian and bicycle improvements		Pedestrian & bicycle improvements	\$ 3,550,000.00	
I	40	200	207	CPS I-40E: I-17 to AZ/NM State Line, June 2022	East Flagstaff Safety Improvements (MP 200 – 207)	MPD Study	Improve skid resistance from MP 200 to 202 by reconstructing pavement, increasing super-elevation, or mill and replace.	\$15,260,000	
I	40	201.15	201.13	Civil Rights Office	I 040201E	ADA	Improvements to Non Compliant Sidewalks		

*Route Name	*Route #	*From Milepost	*To Milepost	*Nomination Source	*Project Name	Technical Group	Scope of Work	*Total Estimated Cost (\$)	Comments
I	40	205	205		Walnut Canyon RWIS	TSMO	Install RWIS		
I	40	207	212	CPS I-40E: I-17 to AZ/NM State Line, June 2022	Winona Safety Improvements (MP 207-212)	MPD Study	Improve skid resistance from MP 207 to 208 and from MP 210 to 212 by reconstructing pavement, increasing super-elevation, or mill and replace.	\$22,890,000	
I	40	212	218	CPS I-40E: I-17 to AZ/NM State Line, June 2022	East Winona Safety Improvements (MP 212-218)	MPD Study	Rehabilitate shoulder and widen the inside shoulder.	\$16,377,500	
I	40	235	235	ADOT Rest Area Study	I-40 MP 235 Truck Parking		truck parking	\$ 800,000.00	
SR	89	402	403.63	MetroPlan	Milton Road Fiber Optic cable	TSMO	Install 1.63 miles of fiber optic cable	\$884,894	MetroPlan: Assumes a unit cost of \$450,000 per mile from City of Flagstaff draft fiber plan
SR	89	402	404	Milton/US 180 CMP	Milton Road Spot Improvements-Crosswalks, ADA, and Pedestrian Staging	MPD Study	Install High Visibility Cross Walks, Maintain ADA Compliant Curb Ramps, and Improve Pedestrian	\$1,250,000	
SR	89	402.151	402.111	Civil Rights Office	SA089	ADA	Improvements to Non Compliant Sidewalks		
US	89	402.7	403	Milton/US 180 CMP	SR 89A at Plaza Way - South Leg Pedestrian Crossing Improvement		Improve south leg ped crossing by shortening the crossing length through the inclusion of a pork	\$1,025,000	High priority project by NC District, MetroPlan, and City of Flagstaff. Was a
US	89	418	421	State Freight Plan / FMPO RTP	US 89/I-40 System Interchange Improvements	MetroPlan/Freight	TI Improvements	\$ 29,000,000	PROJECT WAS E037 ON EXPANSION LIST. THIS PROJECT WAS REVIEWED &
US	89	420	424	Statewide Wildlife Vehicle Conflict Study	Intermediate term option - Wildlife fencing option	Wildlife	Wildlife fencing, cattle guards, escape ramps, alert signage	\$757,240	
US	89	420	424	Statewide Wildlife Vehicle Conflict Study	Short term option - Integrated radar and detection system	Wildlife	Mobile ORAD radar unit and 8 blank out signs(12 month lease)	\$120,000	Purchase of radar unit cost - \$450,000
US	89	420	424	Statewide Wildlife Vehicle Conflict Study	Short term option - Wildlife collision prevention zone	Wildlife	Signage, rumble strips and speed reduction	\$52,800	
US	89	420.8	420.8	Statewide Wildlife Vehicle Conflict Study	Long term option - Drop in overpass	Wildlife	Drop in overpass	\$2,750,000	
US	89	421.62	421.62	MetroPlan	US 89 @ Burris traffic signal		Install traffic signal	\$ 400,000.00	
US	89	424.1	427.95	Legislative Nomination (Senator Rogers)	US 89 - MP 424.10 to 427.95 (Government Tank Rd to Lenox Rd) Flood Mitigation	Northcentral District	This project would target flood mitigation projects along Hwy 89 in the area between the intersections with Lenox Rd to the north and Government Tank Rd to the south. This work is particularly necessary given the damage caused by post-wildfire flooding events, many of which have resulted in delays and closures of the highway. Work could include rehabilitation of structural damage to the highway, as well as mitigation efforts, such as culverts.	\$108,808,024	Potential State contribution of \$5,029,210
US	89	428	432	CPS US 89: Flagstaff to Utah State Line, June 2022	Sunset Crater Safety Improvement		-Install high visibility striping and delineators, reflective pavement markers, and rumble strips in both directions	\$952,500	June 2024: cost estimate updated.
US	89	436	440	CPS US 89: Flagstaff to Utah State Line, June 2022	Antelope Hills Safety Improvement		-Install high visibility striping and delineators, reflective pavement markers, and rumble strips in both directions	\$10,124,000	June 2024: cost estimate updated.
US	89	460	461	CPS US 89: Flagstaff to Utah State Line, June 2022	South Cameron Freight Improvement		-Construct southbound passing lane from MP 460 - 461	\$8,489,500	June 2024: cost estimate updated.
US	89	467	475	CPS US 89: Flagstaff to Utah State Line, June 2022	North Cameron Safety Improvement Option B		-Install high visibility striping and delineators, reflective pavement markers, and rumble strips in both directions	\$15,314,500	June 2024: cost estimate updated.



*Route Name	*Route #	*From Milepost	*To Milepost	*Nomination Source	*Project Name	Technical Group	Scope of Work	*Total Estimated Cost (\$)	Comments
US	89	488	492	CPS US 89: Flagstaff to Utah State Line, June 2022	Willow Springs Safety Improvement		-Install high visibility striping and delineators, reflective pavement markers, and rumble strips in both directions	\$878,500	June 2024: cost estimate updated.
US	89	506.3	507.3	Stormwater and Erosion Control Study	NC District - Proj.B	MPD Study	Tanner Wash getting closer to US 89, potential for highway failure.		
US	89	524	545	Northcentral District	US 89A - US 89 to Vermillion Cliffs		Shoulder Widening	\$ 31,200,000.00	Requested by Coconino County. Costs baed on H8245.
US	89	531	535	CPS US 89: Flagstaff to Utah State Line, June 2022	Waterhole Canyon Freight		-Construct northbound passing lane from MP 534.5 - 535.5 Construct southbound passing lane from MP 531.5 - 533	\$21,224,000	June 2024: cost estimate updated.
US	89	545	566	Northcentral District	US 89A - SR 67 to MP 593		Shoulder Widening	\$ 31,200,000.00	Requested by Coconino County. Costs baed on H8245.
US	89	556		Stormwater and Erosion Control Study	NC District - Proj.C	MPD Study	Wash on the north side of US 89A at MP 556 is within 5-feet of highway.		
US	89	581	593	Northcentral District	US 89A - SR 67 to MP 593		Right of Way fencing	\$ 2,843,068.80	Requested by Coconino County. Construction cost based on \$19/lf from F262
US	89			Bicycle-Pedestrian Road Safety Assessment, NE, SR89A/Milton Rd	Milton bicycle and pedestrian safety	MetroPlan	Pedestrian signals, leading intervals, retroreflective tape, pedestrian ramps, curb extensions, RRFB beacon signal at Chambers Dr and Milton, restripe, reduce speed limit, signage	\$831,880	Forest Meadows to Mike's Pike
US	89			City of Flagstaff Active Transportation Master Plan	Enhance restricted Crossings	MetroPlan	Add crossings on prohibited crossings on Milton, Fanning, Lockett, Steves, Arrowhead, Ponderosa,		Need milepost locations and cost estimate.
US	89			Regional Transportation Safety Plan	Milton and Riordan Rd Intersection	MetroPlan	Improve traffic signal timing and coordination, left turn phasing evaluation/improvement, high visibility crosswalks		
US	180	215.44	219.65	Milton/US 180 CMP	US 180-Shoulder Widening	MPD Study	Shoulder widening, MP 219.16-219.65. Hidden Hollow Rd to Magdalena Rd	\$737,000	
US	180	215.44	223	US 180 Corridor Master Plan	US 180 Corridor Wide Improvements (Flagstaff Area)	MPD Study	Ladder/High-visibility crosswalks; ADA-compliant curb ramps; pedestrian crossing improvements;	\$3,550,000	This project was in the previous Five Year Construction Program, funded by CRP
US	180	215.788	215.728	Civil Rights Office	U 180	ADA	Improvements to Non Compliant Sidewalks		
US	180	219	221	Statewide Climbing and Passing Lane Study	WB Climbing lane US 180 MP 219-221	MPD Study	Climbing lane	\$11,187,000	
US	180			City of Flagstaff	US 180 Flood Control Project		Flood control	\$ -	Need mileposts & specifics on the scope of work.
US	180			City of Flagstaff Active Transportation Master Plan	Enhance restricted Crossings	MetroPlan	Add crossings on prohibited crossings Switzer Canyon		Need milepost locations and cost estimate.
US	180			City of Flagstaff Active Transportation Master Plan	Pedestrian recall signals	MetroPlan	Pedestrian recall signals: San Francisco, Beaver, Humphreys, Birch		Need milepost locations and cost estimate.



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## STAFF REPORT

**REPORT DATE:** September 19, 2024

**MEETING DATE:** October 3, 2024

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

**FROM:** Sandra Tavel, Transportation Planner

**SUBJECT:** Consider Legislative Agenda

### 1. RECOMMENDATION:

Staff recommend the Board consider adopting the proposed legislative agenda.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

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

**Objective 1.3:** Coordinate partners' legislative priorities related to transportation.

### 3. BACKGROUND:

The MetroPlan Executive Board routinely adopts a legislative agenda to identify strategic objectives aimed at improving transportation in the region. The Board often conveys positions of support for federal and state legislation that addresses funding, planning, policy, and safety initiatives. Activities include issuing letters, adopting resolutions, coordinating with similar organizations, and direct communication with legislative delegates and leadership.

Staff have solicited input from partners in the development of the proposed priorities below.

#### State Priorities:

- Educate on the benefits of the Greater Arizona Funding Initiative (RTAC Bill) collectively and for individual projects. All projects benefit the region:



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Jurisdiction	Project	RTAC Request
City	Lone Tree Overpass Improvements	18,268,353
County	US89 and Burris Roundabout	5,650,000
Mountain Line	Bus Maintenance Facility - match	2,044,750
Mountain Line	Fixed route electric buses - match	958,613
Total RTAC request		<b>26,921,716</b>

- Continue to seek long term funding solutions for insufficient state transportation revenues for all modes.
- Educate on the benefits of maintaining and fully funding the AZ SMART fund at \$35 million (with possible increase in future years) with partners.
- Work with ADOT to prioritize projects in the region for inclusion in their 5-year construction program through the Planning to Programming (P2P) Process.
- Develop LTAF2 (Local Transportation Assistance Fund) strategy to reinstate funds.
  - Multi-year issue
  - Mountain Line and other transit agencies to lead
- Continue developing research on Creative Local Match opportunities that include TIF (Tax Increment Financing) and Developer Impact Fees.
- Make the case for the State of Arizona to make reoccurring funding available that can be used by transit across the state to draw down and keep federal funding in Arizona.
- Advocate for the setting of public agency or non-profit electric rates that will facilitate and support the transition to electric fleets.
  - Reduce or remove peak/demand rates for public agencies
- Collaborate with others to request the Arizona Department of Transportation distribute transit infrastructure funds in a timely fashion with a fair and transparent process.

## Federal Priorities:

- Support reauthorization of and sustained funding levels in the Infrastructure Investment and Jobs Act (IIJA), including discretionary grant programs.
- Support funding for regional project applications submitted for federal grants and congressionally directed spending.
- Support the effort to modernize car safety ratings to consider Vulnerable Users.
- Support funding for long-distance Amtrak routes.
- Ensure annual transit appropriations match authorized levels.
  - The 5-year funding levels authorized in the Infrastructure Investment & Jobs Act (IIJA)/Bipartisan Infrastructure Law (BIL) sets the stage for substantial support and improvement of transportation systems of all sizes across the country. Congress needs to honor these levels each year in the appropriations process.



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## 4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

TAC and Management Committee support the proposed Legislative Agenda.

## 5. FISCAL IMPACT:

There is no direct fiscal impact from adopting a legislative agenda. However, a clear and coordinated legislative agenda can result in more funding to the region. MetroPlan has a contracted state lobbyist and budgeted from local funds in the amount of \$21,000 annually.

## 6. ALTERNATIVES:

- 1) **Recommended:** Recommend the Board adopt proposed legislative agenda. Adopting legislative agenda keeps the agency clear and focused on legislative goals.
- 2) **Not Recommended:** Do not recommend the Board adopt proposed legislative agenda. The TAC could provide additional direction and input for consideration.

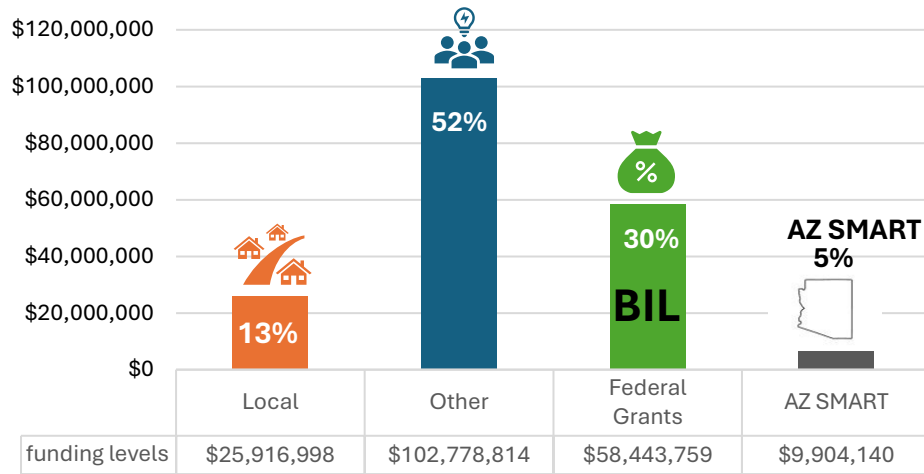
## 7. ATTACHMENTS:

AZ SMART funding graphic



## AZ SMART Fund: State match assistance for federal transportation grants.

### FY23 -25 Regional Funding Levels



- On track to be **exhausted by end of 2024**
- **\$35 million** needed in **FY26 budget** to continue to leverage federal funds
- **Crucial to Rural AZ**, lacks match funds to compete for federal grants

➔ The BIL and the AZ SMART fund have leveraged almost **\$200,000,000** in transportation projects for the Greater Flagstaff region that:

- ✓ **Strengthen our local economy**
- ✓ **Keep our communities safe**
- ✓ **Support our vital tourism industry**

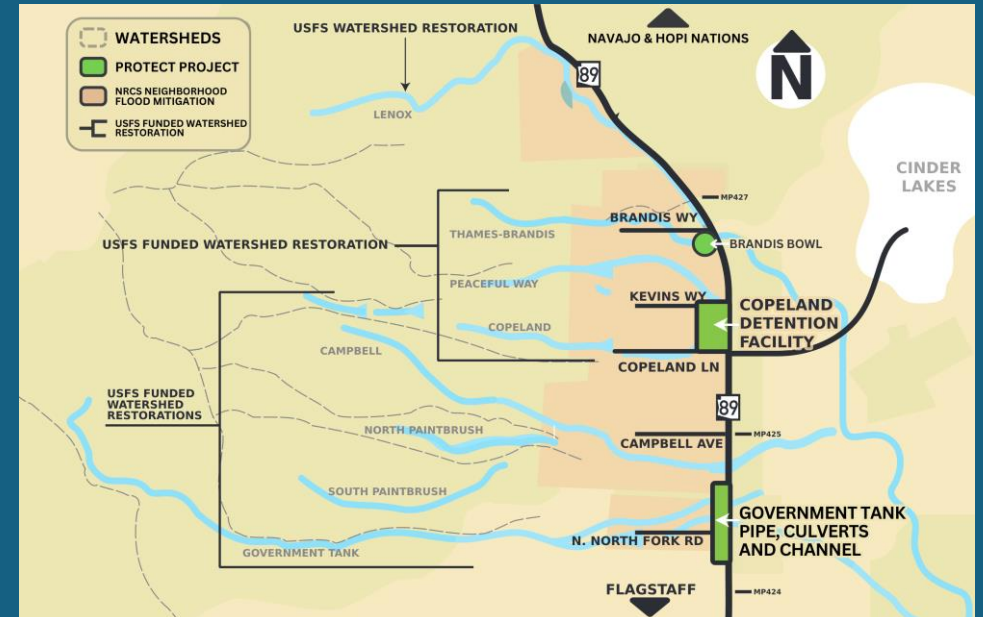
## Downtown Mile Safety & Connectivity Improvement Infrastructure for Rebuilding America (INFRA)

1. Burlington Northern Santa Fe (BNSF) Rail Alignment
2. Florence-Walnut Pedestrian Underpass
3. Milton Roadway Improvements
4. Milton Bridge Reconstruction/ Underpass
5. Flagstaff Urban Trail System (FUTS) Underpass
6. Burlington Northern Santa Fe (BNSF)/Rio de Flag Drainage Crossing
7. Amtrak Platform Improvements\*



## US99 Post Wildfire Flooding Resilience

Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation Program (PROTECT)





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## STAFF REPORT

**REPORT DATE:** September 20, 2024

**MEETING DATE:** October 3, 2024

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

**FROM:** Kim Austin, TDM Planner

**SUBJECT:** Micromobility Share Program Update

### 1. RECOMMENDATION:

None. This 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 projects.

### 3. BACKGROUND:

As a part of its TDM Program, staff are beginning a planning process to look at establishing a micromobility share program in the region. Any such program will involve all MetroPlan partners as such devise will cross jurisdictional boundaries though would have a more significant impact on the City and Northern Arizona University. Staff are seeking feedback from the Board on their level of support for such an effort, initial thoughts on approach, and input on next steps, including outreach, for the project.

#### **What is micromobility share?**

In response to the increasing demand for walking and bicycling facilities in cities and towns across the US, many jurisdictions are exploring micromobility as an alternative mode for short trips and active transportation. Micromobility is generally referred to as any small, low-speed human- or electric-powered device including electric bikes (e-bikes), electric scooters (e-scooters), and other small, lightweight wheeled conveyances. Shared micromobility programs offer access to fleets of human-powered and electric vehicles for public use. Micromobility share programs contribute to climate action goals by offering cleaner transportation alternatives, reducing the reliance on personal vehicles, and supporting broader sustainability initiatives. In addition, these programs can collect data on travel



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patterns and usage. This data can help city planners understand mobility needs and make informed decisions about infrastructure improvements that support sustainable transportation.

According to National Association of City Transportation Officials, in 2022, approximately 113 million trips were taken by shared bikes and e-scooters. This number has increased by 40% since 2018. The Federal Highway Administration reports 157 million trips were taken on micromobility shared devices in 2022, which is 23% more trips than in 2021. Micromobility share programs are becoming very popular programs in cities and towns.

## Regional Background

In 2018, The City of Flagstaff, in partnership with NAU, initiated a pilot bikeshare program with the company Spin. The program was completed through a request for proposals (RFP) process and the fleet was comprised only of electric bicycles (e-bikes). The program operated from April to October of 2018. However, in the fall of 2018, the program stopped abruptly for some reason. The program was seen as a success due to the approximately 11,000 number of rides in a short 6-month period.

- The City of Flagstaff has implemented a code which requires micromobility systems to operate under a permit. See full code reference later in this report.
- Several years ago, the City of Flagstaff initiated a procurement to comply with the permit requirements set forth in the code, however negotiations fell apart due to an unknown reason.

## Opportunity

Stride Forward found that a TDM program, that included micromobility share programs, could help reduce vehicle miles traveled by 5.2%. It also can support reducing congestion, supporting affordability, and creating transportation choices. New systems' fleet type includes dockless and electric bicycles and scooters. Dockless systems mean they can be taken from point to point, and do not have to be parked at a specific location, making them more useful and allowing more freedom for the user to end their trip exactly where they need. With these improvements, its likely a new system could draw even more trips than the original Spin program.

## Approaches

There are two approaches that could be pursued to implement a program: a simple permit system which allows for free market programs to come in under simple but specific set of rules or a procurement/contract (RFP) which provides for more oversight but also more responsibility for the program. Please see the table below highlighting the pros and cons of the two approaches to micromobility share programs.



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	Permit	RFP and Contract
<b>Mechanism</b>	We would set the guidelines, and let things roll the way it happens.	We would do an RFP, and go into contract with the company  - This was the 2019-2020 model, with Spin
<b># of companies</b>	Would allow multiple companies to come into the Flagstaff market	Would keep only one company in the market
<b>Requirements</b>	Less control/free market approach	Potentially more control
<b>Enforcement of terms</b>	Permit and code compliance, business license	Set limitations within contract and RFP
<b>Equity</b>	Can add equity requirements?  <ul style="list-style-type: none"> <li>Other ways to do this: give free or subsidized rides, using a FOB or otherwise.</li> </ul>	Can add equity requirements, on geographic representation  <ul style="list-style-type: none"> <li>Other ways to do this: give free or subsidized rides, using a FOB or otherwise.</li> </ul>
<b>Politically</b>	Adds a bit more separation between Agencies and the private company	City has ownership but will take the fall
<b>Staff</b>	Potentially less staff time	RFP and contract  Potentially more staff time?
<b>Examples</b>	Tucson – has lengthy permitting requirements (12 pages); any company that meets the requirements can get a permit.	COF 2019 program

## Risks

Micromobility share programs can also have risks that can either be accepted or mitigated with the approach to the implementing a system. Risks for consideration include:

- **Parking:** Dockless can be anywhere. This risk can be mitigated in either a permit or contract approach by creating designated parking areas and implementing geofencing for parking areas.
- **Broken bikes:** This risk can be mitigated in either a permit or contract scenario, however a contract scenario may provide for more controls but also more City responsibility.
- **City image and future micromobility share programs:** The City may be seen as having more responsibility for a contracted system with reputation risks, rather than a permitted free market system.





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**Equity:** The City would have more control over the equitable distribution of and access to devices in a contracted system than a permitted system by controlling locations, payment methods and fees. However, ensuring a contractor meets any equity requirements would require additional oversight by staff. There may be less control over equitable distribution in a permitted or free market process but adding distribution guidelines can be set and/or free passes or subsidies can be given to ensure those with transportation limitations have access to the devices.

## Next Steps

This discussion is a starting point for a much larger effort, including key stakeholder outreach, update of codes and permitting processes, and making recommendations to partners. Key stakeholder identified include member agency planning, sustainability, and engineering staff, the City’s Extended Use of Right of Way committee, the Downtown Business Alliance, County Health and Human Services, and NAU’s Transportation Action Team.

## Existing Codes:

For reference, the following codes are currently in place in the city and apply to micromobility programs.

### Code: 9-05-001-0012 PERMIT AGREEMENT

A. Permit Agreement Required. No vendor shall locate or place bicycles or scooters in any City right-of-way, including public streets, alleys, sidewalks, multiuse paths or other public right-of-way, for the purposes of making them available for rent, without first obtaining a permit agreement approved by the City.

B. Failure to enter into a permit agreement required under this section for offering bicycles or scooters for bike sharing or scooter sharing shall result in the impoundment of every bicycle or scooter placed upon the right-of-way or any other public property. The city will make reasonable efforts to notify the vendor prior to impoundment.

C. An impoundment fee shall be assessed for every bicycle or scooter collected in violation of this section and any person or entity shall pay a penalty of five hundred dollars (\$500.00) per device for the redemption and release of each impounded bicycle or scooter. (Ord. 2019-19, Enacted, 06/18/2019)

### Code: 9-05-001-0004 FACILITIES UPON WHICH PERSONS ARE AUTHORIZED TO OPERATE DEVICES

A. The following table indicates where devices are allowed or prohibited on facilities:

Device	Sidewalks*	Bike Lane	Roadway	FUTS* Paved/Hard Surface	FUTS* Unpaved/Gravel
Bicycle	Yes	Yes	Yes	Yes	Yes



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E-bike, Class 1	Yes	Yes	Yes	Yes	Yes
E-bike, Class 2	Yes	Yes	Yes	Yes	Yes
E-bike, Class 3	No	Yes	Yes	No	No
Electric personal assistive mobility device	Yes	Yes	Yes	Yes	Yes
E-standup scooter	No	Yes	Yes	Yes	No
Motorized bicycle	No	Yes	Yes	No	No
Lightweight wheeled vehicle	Yes	Yes	Yes	Yes	Yes

\*Under Section [9-05-001-0008](#) all devices may be prohibited on certain sidewalks by the posting of signs prohibiting their use in a particular area. Electric bikes and electric scooters may also be prohibited on certain multiuse paths by the posting of signs prohibiting their use on those multiuse paths. Compliance with the posted signs is required.

B. Penalty. A violation of this section shall be a civil traffic offense punishable by a fine of not less than twenty-five dollars (\$25.00) nor more than seventy-five dollars (\$75.00) for each offense. (Ord. 2019-19, Enacted, 06/18/2019)

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

The TAC expressed the need to discuss with the Extended Use of Right Away Committee as a next step in the process. Management Committee noted that systems are being successfully implemented elsewhere and that the buy-in of the City of Flagstaff is of particular importance.

#### 5. FISCAL IMPACT:

None. There are no direct costs to MetroPlan for assisting partners considering a micromobility program.

#### 6. ALTERNATIVES:

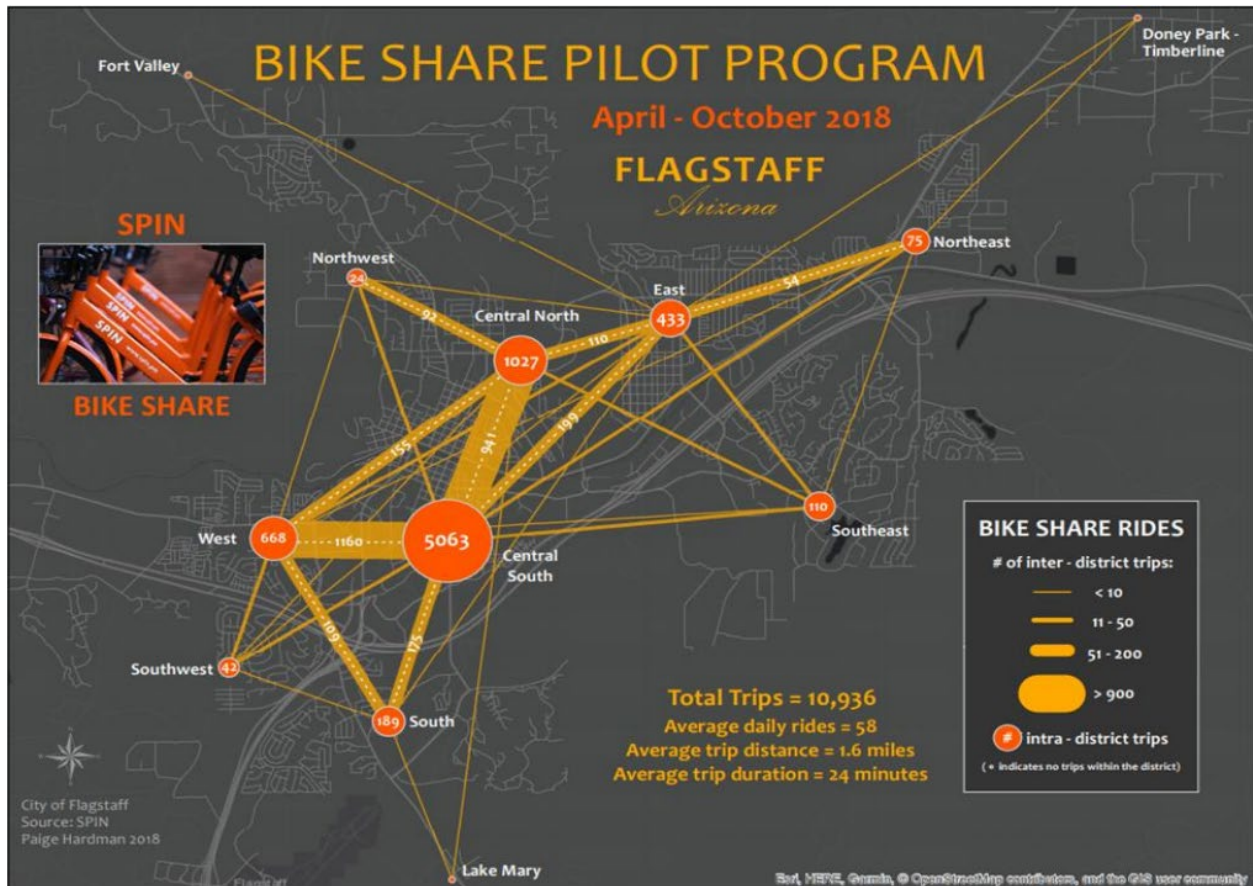
None. This item is for information and discussion only.



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## 7. ATTACHMENTS:



 [2019 RFP](#)

 [Gotcha-City agreement](#)



NAIPTA Bike Share  
Feasibility Study- Sep

[2024 Bike Scooter Share Findings MLine.docx](#)



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## STAFF REPORT

**REPORT DATE:** September 20, 2024

**MEETING DATE:** October 3, 2024

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

**FROM:** Aubree Flores, AmeriCorps Fellow

**SUBJECT:** Final Report on Bloomberg Cheshire Slow Street Asphalt Art Project

### 1. RECOMMENDATION:

Note: This item is for information and discussion only.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

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

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

### 3. BACKGROUND:

MetroPlan, in partnership with Creative Flagstaff, the City of Flagstaff, and Flagstaff Arts and Leadership Academy, received a Bloomberg Foundation grant for an asphalt art project on Fremont Blvd in the Cheshire neighborhood. The project was completed in May of 2024, and the goal of the project was to slow speeds and make the roadway and crossing safer for both pedestrians and bicyclists.

The City of Flagstaff conducted a post-project speed study in July of 2024. The findings of the speed study show an overall decrease in vehicle speeds. In addition to the speed study, MetroPlan conducted a community survey to determine perceived safety of the roadway, post project installation. The results of the survey showed an overall increase in perceived safety of the road and the crosswalk, as well as a decrease in negative driver behavior and vehicle speeds. MetroPlan included a question in the survey asking if the community would like to see other similar projects within Flagstaff and most of the respondents said yes. The City of Flagstaff presented the results at the Transportation Commission meeting on September 4, 2024 (please see attached PowerPoint presentation).

Flagstaff's Bloomberg Asphalt Art project is officially on the Bloomberg website. Please see attachment below to view our project.



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

TAC and Management Committee has no comments.

#### 5. FISCAL IMPACT:

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

#### 6. ALTERNATIVES:

None. This item is for information and discussion only.

#### 7. ATTACHMENTS:

[Reducing traffic lanes and speeding with art | Asphalt Art \(bloomberg.org\)](#)



Fremont Update  
8.7.24.pdf



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## STAFF REPORT

**REPORT DATE:** September 20, 2024

**MEETING DATE:** October 3, 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

#### Travel

Dave Wessel went to the Association of Metropolitan Planning Organizations (AMPO) conference in Salt Lake City. Highlights include working on a national strategy for infrastructure reauthorization.

#### AmeriCorps

Aubree Flores, the AmeriCorps Fellow representing MetroPlan, will continue her contract for another term. Aubree has been instrumental in increasing our public outreach through social media and helping with the asphalt art program. We are very thankful for her and are happy to have her around into 2025. In addition to her continued service with MetroPlan, she gave a presentation at the NAU AmeriCorps site visit on Friday, September 13, 2024. The site visit highlighted four (4) projects, one being the Cheshire Asphalt Art project on Fremont Blvd.

#### Science in the Park



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Staff recently hosted a table at the Science in the Park event on Saturday, September 21, 2024. The 'Cone of Vision' activity was presented to the community, demonstrating how your field of vision decreases as your speed increases. The goal was to encourage drivers to drive a bit slower in neighborhoods and areas with increased numbers of pedestrians and bicyclists.

## Flagstaff Walks!

Flagstaff Walks! is an annual series of events in partnership with the Flagstaff Pedestrian Advisory Committee (PAC) to celebrate walking and raise awareness of pedestrian issues, as well as honor late community member, Jack Welch. Flagstaff Walks! events have not been held in several years and staff have worked with the Pedestrian Advisory Committee to bring them back. Flagstaff Walks! events in October are centered around walking for people of all ages and to encourage "Week Without Driving," September 29-October 5, 2024. Below is a list of events for the week:

- JWalkers | Sun. 9/29 @ 8:30am | Walk on the Arizona Trail with David Sanders.
- Transit Walk | Mon. 9/30 @ 9am | Bus Route 5 to Cheshire, discuss traffic calming, return on bus
- Mural Walk | Tues. 10/1 @ 5:15pm | Mural Walk sponsored by Freaky Foot Tours
- IWTS | Wed. 10/2 7:00am | International Walk to School Day @ various schools
- Spooky Walk | Thurs. 10/3 @ 5:15pm | Spooky Walk sponsored by Freaky Foot Tours
- Accessibility Walk | Sat. 10/5 @ 1pm | Start and end at High Country Conference Center, corner of Butler and Humphrey's

## Commission on Inclusion & Adaptive Living (CIAL)

MetroPlan staff provided a presentation to the CIAL on September 25<sup>th</sup>. The purpose was to provide an introduction to the Vulnerable Road Users Safety Plan in preparation for future conversations, and to seek feedback on the upcoming "Accessibility Walk" as part of Flagstaff Walks.

## AZ SMART Fund – MetroPlan SS4A match application

During the September 20, 2024 State Transportation Board meeting, the AZ SMART fund category for Municipalities with a population of over 10,000 (the MetroPlan region category) was exhausted of funds due to an award made to Casa Grande for \$1,113,613, which brings the category balance to \$0. In January of 2025, the State Board will re-balance funding the categories.

MetroPlan had prepared to submit an AZ SMART fund application in the amount of \$296,250 for partial match of its Safe Streets and Roads for All (SS4A) Safe Streets Master Plan award on October 1, 2024, when AZ SMART applicant eligibility expansion to MPOs takes effect but will no longer do so. MetroPlan will compose a letter to ADOT leadership to illustrate the need for AZ SMART funds. Match dollars for



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the SS4A/Safe Streets Master Plan are coming from partners participating in the project at the required 20% and the project will proceed as intended.

4) **TAC AND MANAGEMENT COMMITTEE DISCUSSION:**

TAC and Management Committee had no comment on Happenings.

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