



AGENDA

Technical Advisory Committee

1:30 – 3:30 PM

AUGUST 23, 2023

Teams Virtual Meeting

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 289 780 741 569

Passcode: arQnGU

In-Person Location

Flagstaff City Hall

CR-Staff Room

211 W Aspen Ave

Flagstaff, AZ 86001

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

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

Public Questions and Comments must be emailed to planning@metroplanflg.org prior to the meeting or presented during the public call for comment.

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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

TECHNICAL ADVISORY COMMITTEE MEMBERS

- ☐ Michelle McNulty, City of Flagstaff Planning Director, Chair
- ☐ Nate Reisner, Coconino County Assistant Engineer, Vice-chair
- ☐ Anne Dunno, Mountain Line Capital Program Manager
- ☐ Brenden Foley, ADOT North Central District Administrator
- ☐ Jess McNeely, Coconino County Community Development Assistant Director
- ☐ Myrna Bondoc, ADOT Regional Planner
- ☐ Paul Mood, City of Flagstaff Engineer
- ☐ Jeff Bauman, City of Flagstaff, Transportation Manager
- ☐ Stephanie Santana, City of Flagstaff, Senior Transportation Engineer (*Alternate*)
- ☐ Romare Truly, Federal Highways Administration (FHWA)
- ☐ VACANT, Northern Arizona University

METROPLAN STAFF

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

A. PRELIMINARY GENERAL BUSINESS

A CALL TO ORDER

B ROLL CALL

C 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.

D APPROVAL OF MINUTES

Executive Session Minutes of April 6, 2023

(Pages 6-9)

B. CONSENT AGENDA

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

C. GENERAL BUSINESS

A REGIONAL PLAN UPDATE

(Pages 10-11)

TAC Member: Sara Dechter

Recommendation: None. This item is for information only.

B WEST ROUTE (WR) 66 OPERATIONAL ASSESSMENT SCOPE OF WORK

(Pages 12-25)

MetroPlan Staff: Mandia Gonzles

Recommendation: The TAC approve the W. Route 66 Operational Assessment Scope Statement and Work Plan as presented.

- C [TITLE VI PLAN ADOPTION](#) (Pages 26-79)
- MetroPlan Staff: Mandia Gonzales
- Recommendation: The TAC recommend the adoption of the FY24 Title VI Plan to the Board of Directors
- D [PUBLIC PARTICIPATION PLAN \(PPP\) OPEN PUBLIC COMMENT](#) (Pages 80-105)
- MetroPlan Staff: Mandia Gonzales
- Recommendation: The TAC recommend the Board open a 45-day public comment period.
- E [TRANSPORTATION IMPROVEMENT PROGRAM \(TIP\) AMENDMENT/BEULAH BLVD.](#) (Pages 106-114)
- MetroPlan Staff: Dave Wessel
- Recommendation: The TAC recommend the Board adopt the TIP Amendment as presented
- F [RURAL TRANSPORTATION ADVOCACY COUNCIL \(RTAC\) PROJECTS](#) (Pages 115-120)
- MetroPlan Staff: Kate Morley
- Recommendation: The TAC recommend the Board approve of Greater Arizona Funding Initiative Projects.
- G [TRANSIT INTO CODE STUDY \(TCS\) INTERGOVERNMENTAL AGREEMENT \(IGA\)](#) (Pages 121-131)
- MetroPlan Staff: Kate Morley
- Recommendation: The TAC recommend the Board approve the First Amendment to Master Subrecipient Agreement
- H [MOUNTAIN LINE INTERGOVERNMENTAL AGREEMENT \(IGA\) AMENDMENT 3](#) (Pages 132-192)
- MetroPlan Staff: Kate Morley
- Recommendation: The TAC recommend the Board approve the Third Amendment to Mountain Line Intergovernmental Agreement and adopt Mountain Line IT policy.

TRANSPORTATION ALTERNATIVES (TA) PROGRAM APPLICATION (Pages 193-195)

MetroPlan Staff: Kate Morley

Recommendation: The TAC recommend the Board approve MetroPlan application to ADOT's Transportation Alternatives (TA) Competitive Grant Program.

J 501C3 STATUS (Pages 196-198)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information only.

K TAC STRUCTURE (Pages 199-201)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information only.

L NO DRIVE WEEK IN OCTOBER (Pages 202-210)

MetroPlan Staff: Mandia Gonzales

Recommendation: None. This item is for information only.

M HAPPENINGS AT METROPLAN (Pages 211-213)

MetroPlan Staff: Mandia Gonzales/Sandra Tavel

Recommendation: None. This item is for information only.

D. CLOSING BUSINESS

A 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.

B NEXT SCHEDULED TAC MEETING

September 27, 2023

C ADJOURN

The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority 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.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at www.metroplanflg.org and Mountain Line Office by August 21, 2023 at 12:00 noon.

Dated this 21st day of August 2023.

Karen Moeller

Karen Moeller
Administrative Assistant & Clerk of the Board

MEETING MINUTES

MetroPlan Technical Advisory Committee Meeting

1:30 pm to 3:30 pm

July 26, 2023

IN-PERSON	VIRTUAL
City of Flagstaff – City Hall 211 W Aspen Ave, Flagstaff, AZ 86001	Microsoft Teams Meeting ID: 289 780 741 569 Passcode: arQnGU

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Public Questions and Comments must be emailed to planning@metroplanflg.org prior to the meeting or presented during the public call for comment.

TECHNICAL ADVISORY COMMITTEE MEMBERS

- ☒ Michelle McNulty, City of Flagstaff Planning Director, Chair
- ☐ Nate Reisner, Coconino County Assistant Engineer, Vice-chair – **Absent**
- ☒ Anne Dunno, Mountain Line Capital Program Manager
- ☐ Brenden Foley, ADOT North Central District Administrator
- ☒ Jess McNeely, Coconino County Community Development Assistant Director
- ☒ Myrna Bondoc, ADOT Regional Planner
- ☐ Jeff Bauman, City of Flagstaff, Transportation Manager – **Absent**
- ☒ (Alternate) Stephanie Santana, City of Flagstaff, Senior Transportation Engineer
- ☐ Romare Truely, Federal Highways Administration (FHWA)
- ☒ Paul Mood, City of Flagstaff Engineer
- ☐ VACANT, Northern Arizona University

METROPLAN STAFF

- ☐ Kate Morley, Executive Director – [Excused](#)
- ☒ David Wessel, Planning Manager
- ☒ Mandia Gonzales, Transportation Planner
- ☐ Sandra Tavel, Transportation Planner – [Excused](#)
- ☐ Karen Moeller, Administrative Assistant & Clerk of the Board – [Excused](#)
- ☒ Ty Holliday, Montoya Fellow

[Others in attendance: None.](#)

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

[Chair McNulty called the meeting to order at 1:30 pm](#)

B. ROLL CALL – [See above.](#)

C. PUBLIC COMMENT

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

[There was no public comment.](#)

D. APPROVAL OF MINUTES

Minutes of Regular Meeting: June 28, 2023

[Motion:](#) Paul Mood made a motion to approve the June 28, 2023, meeting minutes. Stephanie Santana seconded the motion. The motion passed 6– 0.

II. CONSENT AGENDA

Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Technical Advisory Committee.

[No consent items presented.](#)

III. GENERAL BUSINESS

A. W. Route 66 Master Plan

MetroPlan Staff: Mandia Gonzales

Recommendation: None. This item is for discussion only.

A PowerPoint Presentation was provided by David Wessel on behalf of Mandia Gonzales. The presentation provided context of the corridor, project purpose statement, and the draft scope of work for the West Route 66 Operational Assessment.

Discussion included:

Project Scope Statement

- Anne – continues to support a visioning process but understands the need for this type of technical study for its timeliness to respond to growth and development. However, MetroPlan needs to manage the expectations of the Executive Board.
- Michelle – Explain MetroPlan’s adoption process for clarity. Will this need to be an addendum to the Regional Transportation Plan (Stride Forward)

No changes suggested. Consensus found on the Project Scope Statement

Operational Assessment Objectives and Deliverables

- Anne – Public Outreach: Set expectations on what we are asking from the public to ensure we are not providing options that cannot be implemented. Keep public questions within the constraints.
- Michelle – Public Outreach: Provide a fact sheet and the “why” we are doing this type of planning study. Be clear with the parameters. Expectation management. How does this inform the current planning efforts.
- Myrna – Public Outreach: Remind the public that the funding source(s) that can fund potential projects are limited to state and federal policies and standards. Myrna to provide additional information on ADOT’s design process/policies.
- Paul – Model: Do you incorporate transit, bicycle, and pedestrian counts into the model? Yes.
- Anne – Model: Counting people and not just vehicles, correct? Bike counts are included in the current traffic counts.
- Anne – ADOT policy: Regarding ADOT warrants on transit pullouts and pedestrian crossings. Will/how will these be incorporated into the plan? A warrant analysis is beyond the scope of this project. However, we can estimate and predict the future needs and demands and make recommendations accordingly.
- Myrna – ADOT policies: Determining access points is an ADOT activity. In terms of standards, does Coconino County have standards? If so, they should be included. Along with a system should be developed on how best to prioritize which agencies policies.

No changes suggested. Consensus found on the Project Scope Statement

B. Happening at MetroPlan

MetroPlan Staff: Sandra Tavel

Transportation Alternatives Program (TAP) Update

Recommendation: None. This item is for discussion only.

A PowerPoint Presentation was provided by David Wessel on behalf of Sandra Tavel. The presentation provided an overview of the TAP program and a call for potential projects.

Sandra Tavel will send an invitation to all agencies involved in Safe Routes to School for a meeting to discuss a unified strategy to apply for TAP funding.

IV. CLOSING BUSINESS

A. ITEMS FROM THE COMMITTEE

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

- The City of Flagstaff has requested the procurement of an on-call firm to support grant applications.
- It is recommended to invite Sara Dechter to the next TAC meeting to provide an update on the Regional Plan scenarios.
- The City of Flagstaff has submitted SS4A and RAISE Grants for construction projects.
- Mountain Line was awarded funding to expand the Kaspar Maintenance Facility.
- The City of Flagstaff has secured a consultant for the Project in Code Analysis.

B. NEXT SCHEDULED TAC MEETING

August 23, 2023

C. ADJOURN

Chair McNulty adjourned the meeting at 2:44 pm

The Transportation Improvement Program (TIP) includes the Northern Arizona Intergovernmental Public Transportation Authority 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.



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3773 N Kaspar Dr.
Flagstaff, AZ 86004
www.metroplanflg.org

STAFF REPORT

REPORT DATE: August 14, 2023
MEETING DATE: August 23, 2023
TO: Honorable Chair and Technical Advisory Committee Members
FROM: David Wessel, Planning Manager
SUBJECT: City/County Regional Plan Update

1. Recommendation:

i None. This item is for discussion only

2. Related Strategic Workplan Item

i Strategically leverages project champions and other plans

3. Background

i The Regional Plan is a joint effort by the City of Flagstaff and Coconino County. It covers a region coterminous with the MetroPlan planning area. The Regional Plan is updated every ten years. MetroPlan plays a key role in development and review of the transportation (or circulation) element which is a state-mandated plan element.

City Community Development staff will update the TAC about the ongoing update to the Regional Plan, including the overall schedule and the current public outreach and scenario development efforts.

MetroPlans's Regional Transportation Plan, updated every 5-years, historically advances current Regional Plans and inform the evolution of the Regional Plan. Examples of this include providing information and guidance to transportation tax questions intended to implement that plan (e.g., Transportation Tax Decision 2000 and Transportation Tax Decision 2018) or refining or testing policies like Stride Forward did in exploring carbon neutrality through the Upward Concept.



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4. Fiscal Impact

- i** Considerable MetroPlan staff time will be committed to coordinating with and supporting the Regional Plan effort primarily through application of the regional travel demand model.

5. Alternatives

- i** None. This item is for discussion only.

6. Attachments

- i** For more information go to: <http://www.flagstaff.az.gov/RegionalPlan2045>



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3773 N Kaspar Dr.
Flagstaff, AZ 86004
www.metroplanflg.org

STAFF REPORT

REPORT DATE: August 7, 2023

MEETING DATE: August 23, 2023

TO: Honorable Chair and Members of the Technical Advisory Committee

FROM: Mandia Gonzales, Transportation Planner

SUBJECT: Consider West Route 66 Operational Assessment Scope of Work

1. Recommendation:



The TAC approve the W. Route 66 Operational Assessment Scope Statement and Work Plan as presented.

2. Related Strategic Workplan Item



Goal 2: Deliver Plans that Meet Partner and Community Needs

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

3. Background



Starting in April 2023, MetroPlan staff conducted a series of Stakeholder Interviews to identify common needs and outcomes of the planning process. Through the interview process, the need to have this plan be implementable by each jurisdiction was a desired outcome. With this in mind, the TAC came to the conclusion that MetroPlan should pursue an Operational Assessment (OA) rather than a Corridor Master Plan of W. Route 66.



At the June 28th TAC meeting, staff and TAC members discussed the differences between a Corridor Master Plan and an Operational Assessment. It was determined that because the



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Corridor Master Plan would not be a document that could or would impact the City's development process or Regional Plan, formal adoption would not be sought. This lack of adoption would result in a plan that is not implementable by the City. Rather, the TAC wanted to look at other processes that would not necessarily have to be adopted by each jurisdiction, but that could provide guidance and direct future investments along the corridor.

At the July 26th TAC, Staff presented a draft Scope Statement and Work Plan for an Operational Assessment of the corridor. These items were reviewed and discussed by members and staff. No major comments or recommendations were made to the documents.

At the August 23rd TAC meeting, staff will present the final versions of the Operational Assessment Scope Statement and Work Plan for approval by the TAC.

OA Plan Purpose:

The purpose of the West Route 66 Operation Assessment (OA) is to identify and prioritize multimodal transportation project(s) for the corridor as a whole. However, a special emphasis will be placed on identifying projects and funding partnerships for voter-approved 419 tax initiative funds that have been specifically allocated to West Route 66 from Milton Road to Flagstaff Ranch Road. In addition, this plan will also support Mountain Line's planned extension of Route 8 along West Route 66 as identified in Flagstaff in Motion 5-Year Plan by providing guidance on future bus stop location(s), potential bus stop design options, and route design.

Next Steps:

Staff is continuing to draft the following items. These items may be sent prior to the September TAC meeting for review and feedback with an attempt to bring solidified documents to the TAC at that time.

1. Project Advisory Group (PAG)
2. Detailed deliverables schedule and key milestones
3. Proposed escalation process

4. TAC and Management Committee Discussion



Pending.

5. Fiscal Impact



MetroPlan will conduct the majority of the Operational Assessment in-house with staff time estimated at **\$118,512**. The FY 2024 MetroPlan includes budget for technical services (e.g.,



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modeling, analytics, design, software, etc.) at **\$102,400** in the fiscal year 2024. **Total project cost \$220,512.**

If significant technical analysis outside of the scope of work is required to deliver a plan that meets partner expectations, additional funding may be sought from partners to support the planning effort.

6. Alternatives



- 1) (Recommended). Approve the W. Route 66 Scope Statement and Work Plan as presented. The scope statement has been developed with significant input from TAC members and best practices for project management.
- 2) (Not Recommended). Do not approve the Scope Statement and Work Plan. This puts the project in jeopardy of falling behind schedule. The TAC could provide direction to modify the Scope Statement and/or Work Plan. The TAC may wish to include additional actions to support W. Route 66 objectives.

7. Attachments



1. W. Route 66 Scope Statement
2. W. Route 66 Work Plan

PROJECT SCOPE STATEMENT

PROJECT NAME: W. Route 66 Operational Assessment

PROJECTED START: March 2023

COMPLETED BY: Mandia Gonzales, MetroPlan Transportation Planner

PROJECTED END: March 2025

PROJECT PURPOSE:

The purpose of the West Route 66 Operation Assessment (OA) is to identify and prioritize multimodal transportation project(s) for the corridor as a whole. However, a special emphasis will be placed on identifying projects and funding partnerships for voter approved 419 tax initiative funds that have been specifically allocated to West Route 66 from Milton Road to Flagstaff Ranch Road. In addition, this plan will also support Mountain Line's planned extension of Route 8 along West Route 66 as identified in Flagstaff in Motion 5-Year Plan by providing guidance on future bus stop location(s), potential bus stop design options, and route design.

PROJECT DESCRIPTION:

The OA will consider existing and future conditions to horizon year 2045 to determine projects that will address future transportation needs, corridor safety for all modes, and is implementable by local jurisdictions. Potential project(s) will be guided through existing plans and policies such as those found in the City of Flagstaff [Carbon Neutrality Plan](#), [Active Transportation Master Plan](#), [Mountain Line's 5-year Transit Plan](#), and MetroPlan's Regional Transportation Plan *Stride Forward*. Development of future land use scenarios for road design sensitivity testing will be guided by the City's [Regional Plan 2030](#) and any new data or information provided by the ongoing Regional Plan update.

DESIRED RESULTS:

Goal 1: Identify multimodal and transportation for the corridor with additional emphasis on projects specific to 419 funding by prioritizing projects that meet the funding timeline and reach a 15% design level.

Goal 2: Identify bus stop locations for future route 8 extension along the corridor that allow for good pedestrian access from both sides of corridor and are supported by all jurisdictions.

Goal 3: Address future transportation needs through baseline and future performance analysis of the transit network, complete streets/active transportation, arterial network, and intersection assessments.

Goal 4: Design with best practices set forth in an outcome-oriented evaluation criteria that will be created with jurisdictional partners to achieve corridor goals.

Goal 5: Prioritize potential projects through an evaluation process that eliminates any alternatives early that do not meet state, city, or regional policies, standards, and design guidelines. Prioritized projects may be evaluated further for conceptual design(s).

Goal 6: Create a plan that is implementable by local jurisdictions and provides solutions aligned with policies and standards.

Goal 7: Identify projects in existing plans that may be eligible for future federal funding.

EXCLUSIONS :

- Right-of-way and property acquisitions will be thoughtfully considered. However, solutions requiring additional right-of-way will be reviewed for reasonable acquisition through normal or routine development review and public capital project.
- The OA will recognize and not require further project planning around the Milton Corridor Master Plan and La Plaza Vieja Neighborhood Plan regarding the Clay Ave. Extension.
- The planning effort does not rely on the results of the update to the Regional Plan as that effort is concurrent with the OA planning process. Instead, uses the existing Regional Plan 2030 (Ratified 2014) for sensitivity analysis of intersection operations, corridor capacity and transit service levels under variable, but hypothetical, growth levels within those permitted under existing land use plans and regulations.
- No discernable impacts to developers beyond what is typically expected through implementation of City of Flagstaff and ADOT policies.
- The OA will respect City of Flagstaff and Arizona Department of Transportation (ADOT) policies, standards, and design guidelines and will honor jurisdictional requirements. If something outside of standard is requested by partners, the question of variance, policy amendment, road ownership, and/or management must be addressed before designing such solutions.
- Urban Design will not be included as part of this planning process.
- No engineering or design beyond 15% design (preliminary engineering) consisting of “concept plan views of potential design.”

CONSTRAINTS:

- The W. Route 66 OA planning process is of the most importance to ensure the plan and identified projects are implementable and can respond to existing funding and grant opportunities (IIJA). Therefore, timeliness is important to this project to meet potential federal and state funding opportunities.
- Project identification and strategies will be primarily based on the Arizona Department of Transportation (ADOT) policies and standards as ADOT is the primary roadway owner. Any future investments will need to be compliant with ADOT, unless the City of Flagstaff identifies needs that require an action such as a route transfer, maintenance agreement, or follows ADOT’s policy change process. This plan will seek to identify flexibility in policies, procedures, and standards to align local and state interests.

COMMUNICATION NEEDS:

- MetroPlan, with assistance from the Technical Advisory Committee (TAC) will develop a W. Route 66 Project Advisory Group (PAG) to meet regularly to ensure a quality and implementable product is produced. MetroPlan shall develop a list of regional stakeholders, organize the PAG meetings, agendas, provide written and oral project updates, facilitate discussions, and document stakeholder participation and input received.
- Monthly project status reports (provided via email) will be sent to PAG participants and the TAC. TAC members will help to ensure that the plan and the recommendations therein are vetted within their respective agencies/organizations and will provide a collective recommendation to the MetroPlan staff within the given timeframes of each deliverable.
- MetroPlan Management and Executive Board to provide input on scope, workplan, alternatives and final recommendation(s).
- MetroPlan can provide presentations to partner boards/committees as requested by partners.

A detailed communications schedule is forthcoming.

ACCEPTANCE CRITERIA:

Acceptance of project purpose, escalation process, scope, and work plan:

- MetroPlan Technical Advisory Committee (TAC)
- W. Route 66 Project Advisory Group (PAG)
- MetroPlan Management Committee
- MetroPlan Executive Board

Acceptance/adoption of final corridor master plan document:

- Basis of Design and partner consultation results in MetroPlan adopted plan that may be implemented under existing partner policies and regulations.

APPROVALS

KEY STAKEHOLDERS	INTERVIEW DATE	APPROVAL
Anne Dunno Mountain Line	May 4, 2023	
Nate Reisner Coconino County	May 8, 2023	
Jeff Bauman City of Flagstaff	May 10, 2023	
Paul Mood City of Flagstaff	May 10, 2023	
Brenden Foley ADOT	May 11, 2023	
Michelle McNulty City of Flagstaff	May 18, 2023	
Myrna Bondoc ADOT	June 28, 2023	
Jess McNeely Coconino County	June 28, 2023	
Romare Truly FHWA		
Dave Wessel MetroPlan		

W. Route 66 Operational Assesment Scope of Work			
Task		MetroPlan Responsibilities & Deliverables	Agency Roles
1	Project Initiation		
	Task objectives: To ensure clarity and consensus regarding project objectives, partner agency roles, and administrative functions (i.e., reporting, invoicing, etc.). Also, to identify – and subsequently avoid – potential pitfalls to the planning process.		
1.1	MetroPlan to organize and administer a project kickoff meeting for regional partners	MetroPlan will lead an internal kick-off meeting with staff and partner agencies. MetroPlan will plan and conduct an external kick-off meeting with regional partners identified by the partner agencies and perform introductory interviews with key regional partners, in order to gain a better understanding of expectations for project management, communications, and potential sensitivities that may affect the planning process. The internal and external kickoff meeting(s) will further define the vision, goals, and objectives of the Corridor Master Plan.	City of Flagstaff, Coconino County, Mountain Line, and ADOT: -Attend regional partner kickoff meeting, review interviewee list, and participate in interviews as needed. - Provide MetroPlan will all relevant plans, project, studies, reports, etc. as they relate to W.Route 66. - Participate in the development of guidance documents to ensure planning needs are met. - Provide clear expectations to MetroPlan staff on purpose and goals of the W. Route 66 Operational Assessment.
1.2	Interview Key Regional Partners and Stakeholders	MetroPlan will develop project guidance documents that will be reviewed and approved by the Technical Advisory Committee(TAC) and/or Project Advisory Group. <u>Deliverables:</u> <ul style="list-style-type: none">• Site visit by MetroPlan project manager and essential project support staff.	
1.3	Gather Relevant data, policies, and plans for study area from partners	<ul style="list-style-type: none">• Internal kick-off meeting agenda and minutes• External kick-off meeting agenda and minutes.• Summary of interviews performed and key takeaways• Finalize project scope and deliverables	
1.4	Develop project guidance documents that set executions for agency partners.	<ul style="list-style-type: none">• Finalize project timeline• Define each agencies role in the planning process• Develop a project escalation process	
1.5	Finalize scope and schedule with Technical Advisory Committee (TAC)/Project advisory group (PAG)		
2	Public and Stakeholder Outreach		
	Task objectives: To engage stakeholders in the planning process by increasing public awareness, access to information, and opportunity to influence key decisions. Public input obtained through this effort will inform future project development and funding recommendations. The MetroPlan Technical Advisory Committee (TAC) members will help to ensure that the plan and the recommendations therein are vetted within their respective agencies/organizations and will provide a collective recommendation to the MetroPlan Board of Directors at the time of adoption.		

2.1	Organize and conduct a W. Route 66 Planning project advisory group (PAG)	<p>MetroPlan shall develop a list of regional stakeholders, organize the PAG meetings, agendas, provide written and oral project updates, facilitate discussions, and document stakeholder participation and input received.</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none">• Develop a communications schedule for key stakeholders• Organize a PAG site visit (optional)• Project advisory group meeting agendas.• Project updates to project advisory group meetings and facilitate participation in the process.• Documentation of input received	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <ul style="list-style-type: none">- Provide agency representation to the PAG and regularly attend meetings- Recommend additional potential PAG members.
2.2	Develop a Public and Stakeholder Engagement Plan	<p>MetroPlan shall develop a project website. This website will be the primary means for distributing information about the planning process. MetroPlan will lead the development of online tools used to collect public and stakeholder input, including: up to (2) community survey.</p> <p>MetroPlan shall prepare, social media posts, and email blasts that direct audiences to the website for project-related documents and opportunities to participate in planning and decision-making processes. The materials should avoid jargon and should explain complex concepts and materials in a way that is easy to understand.</p>	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <ul style="list-style-type: none">• Partners to review, and/or approve materials depending on capacity.
2.3	Plan and administer an online public outreach campaign for the planning process (Website content and Social Media)	<p><u>Deliverables:</u></p> <ul style="list-style-type: none">• Project website content.• Project social media content• Public notifications and documentation of their distribution.• Documentation of outreach efforts and materials.• Quantification/measurement of efficacy (e.g., number of exposures, number of survey participants, etc.)	<ul style="list-style-type: none">• Support the effort by identifying community stakeholders, information gatekeepers, and other partners needed to ensure successful outreach.
2.4	Develop corridor goals, objectives, and performance measures.	<p>After gathering information on existing conditions and public feedback, MetroPlan in conjunction with partner agencies, will develop a mutually agreed-upon document defining corridor goals, objectives, performance measures, within ADOT policies and procedures, to help inform subsequent tasks.</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none">• Corridor goals and objectives document	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <ul style="list-style-type: none">• Help define a set of mutually agreed upon corridor goals, objectives, and performance measures in alignment with state, regional, and local goals.
3	Establish and Evaluate Existing and Future Conditions		
	<p><u>Task Objective & Future Application:</u> Corridor information is collected and gathered to inform an understanding of the corridor context, as well as current and possible future conditions, with the understanding that future conditions may vary depending on the planning choices made between now and that time. This task may occur simultaneously with Task 2 and should inform how outreach is performed.</p>		

3.1	Set a Basis of Design (BOS)	<p>MetroPlan will work with the PAG to develop a basis of design for the project. The basis of design is recommended to align with ADOT standards and policies as the primary roadway owner.</p> <p>BOS may also be evaluated against City standards to impact the following:</p> <ul style="list-style-type: none">- Review route transfer considerations- 419 project selection- Inform the criteria in corridor alternative evaluation that satisfies both ADOT and the City of Flagstaff- May be useful in applying recommendations to the City's TIA process- Compare and contrast City of Flagstaff against ADOT standards <p>Deliverables:</p> <ul style="list-style-type: none">• Basis of Design document	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <ul style="list-style-type: none">• Provide direction and support
3.2	Collect information on corridor context	<p>MetroPlan will collect information and produce a document describing the corridor’s context, including (but not necessarily limited to):</p> <p>CURRENT CONDITIONS</p> <ul style="list-style-type: none">• Current context (population, land use, total units, employment, etc.)• Location, purpose, and users• Network and corridor designations• Issues of regional significance• The most current planning efforts and studies (local, regional, state, etc.)• Operational conditions in the corridor (bottlenecks, travel times, demand and delay trends, etc.) - Traffic volumes• Travel patterns (O-D, time-of-day, day of the week, different modes and mode choice in the corridor, trip purposes, socioeconomic characteristics, industry concentrations, employment, etc.)• Community characteristics<ul style="list-style-type: none">oDemographicsoTitle VI/EJ communitiesoEconomic Base• Safety and Crash data•Access assessment•Intersection and Traffic Signal Analysis	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <ul style="list-style-type: none">• Provide any relevant and available materials and data.• Review reports and provide feedback.• Approve reports

3.3	Identify and gather any additional data needs	<p>Intersection and Traffic Signal Analysis</p> <ul style="list-style-type: none">• Sidewalk/Bike lane inventory• System characteristics (freeway/highway, arterial, transit conditions, freight, complete streets)• Environmental scan<ul style="list-style-type: none">o Sensitive habitatso Drainage and waterwayso Hazardous materials siteso Air quality and noiseo Historical/cultural preservation• Climate change vulnerabilities<ul style="list-style-type: none">o Drainage and flooding concerns along the corridor <p>FUTURE CONDITIONS</p> <p>Future conditions will rely on the current Regional Plan (or business as usual). Generally speaking, this planning efforts timeline may not fully align with the Regional Plan update that is currently happening. However, if we can access more recent data and scenarios, MetroPlan will use any relevant new data or direction over the 2014 Regional Plan. This will allow us to keep the project moving forward without waiting for the Regional Plan update to be concluded.</p> <ul style="list-style-type: none">• Future context (population, land use, total units, employment, etc.)<ul style="list-style-type: none">o The Regional Plan consultant is producing a land use scenario formatted for our model input that will allow this to be one-to-one with their processo Evaluate against “existing and committed” transportation projects and facilities. This would exclude the prospective 419 project(s)o Evaluate per list above <p><u>Deliverables:</u></p> <ul style="list-style-type: none">• Technical memo summarizing findings, outlining corridor description, basic system characteristics of the corridor and its unique elements.• Set the basis of the design criteria	
3.4	Set Evaluation Criteria	<p>MetroPlan will develop an outcome oriented evaluation criteria that will support future alternative(s) development to achieve the goals identified in task 2.4. Criteria may include but is not limited to:</p> <ul style="list-style-type: none">- Multi-modal accessibility and performance- Safety- Network connectivity- Ability to leverage funds- Equity- Sustainability <p><u>Deliverables:</u></p> <ul style="list-style-type: none">• A report documenting process and acceptance of criteria	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <ul style="list-style-type: none">• Provide direction and approve
4	Conduct Baseline Performance Assessment		

Task Objective & Future Application: Identify and quantify performance issues, which will help inform future tasks.			
4.1	Perform operational assessment	<p>The criteria used to perform assessments may vary depending on the goals, objectives, and measures agreed-upon in Task 2.6 and will be agreed upon by the PAG.</p> <p>The following performance measures will be categorized into the following:</p> <ul style="list-style-type: none">- Transit Network assessment- Complete streets/active transportation assessment- Arterial network assessment- Intersections assessment <p>Criteria may include (<i>but not necessarily be limited to</i>) : bottleneck location, delay, speed, productivity, peak hour excessive delay, travel time reliability, safety, pavement condition, transit ridership, transit service on-time percentage, transit service hours and frequency, number/type of transit-supportive infrastructure in corridor, freight productivity, truck VMT, truck travel time reliability, container transfers, type/number of complete street features within corridor, gap analysis, active transportation travel demand, active transportation level of traffic stress, active transportation safety, first/last mile access to transit, and multimodal network connectivity.</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none">• Technical memo summarizing findings, including baseline performance levels, with maps and graphics as needed.	City of Flagstaff, Coconino County, Mountain Line, and ADOT: <ul style="list-style-type: none">• Provide relevant traffic data and/or recent traffic studies.• Review and advise.
4.2	Forecast Future performance	<p>MetroPlan will use the Regional Travel Demand Model to identify the scale and scope of performance issues in the future if no action is taken or if only already approved investments move forward.</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none">• Technical memo summarizing findings	
5	Alternative Development and Evaluation against (Business as Usual)		
	Task Objective & Future Application: Identify potential projects and strategies for analysis and evaluation		
5.1	Establish an evaluation process	<p>MetroPlan will create an evaluation process to prioritize alternatives in an effort to eliminates any alternatives early that do not meet State, City, or Regional policies, standards, or design guidelines.</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none">• A report documenting process and illuminated alternatives	City of Flagstaff, Coconino County, Mountain Line, and ADOT: <ul style="list-style-type: none">• Review and advise.

5.2	Alternative profiles	<p>MetroPlan will develop Alternative profiles to help visualize the results of the performance assessments. The purpose of these profiles is to characterize corridor performance and help identify issues to address.</p> <p>Performance will be evaluated through:</p> <ul style="list-style-type: none">- MetroPlan's Regional Transportation Model- TransModeler- NAU AzTrans Tech Support- NAU GIS Support- FHWA Intersection Analysis <p><u>Deliverables:</u></p> <ul style="list-style-type: none">• Technical memo summarizing findings.
5.3	Alternative Sensitivity Testing	<p>MetroPlan will create 3-4 variations of "business as usual" for sensitivity testing against the above profiles and will evaluate against the following:</p> <ul style="list-style-type: none">- Increase in external-to-external and external-to-internal trips- increase in density of 20% (and/or 50%), same rate for residential and non-residential- Increase(s) in residential density only- Change in mix (achieve jobs/housing balance) <p><u>Deliverables:</u></p> <ul style="list-style-type: none">• Technical memo summarizing findings.
5.4	Alternative Visualization	<p>Design and Graphics:</p> <ul style="list-style-type: none">- Up to (4) cross-sections of the corridor at key areas using StreetMix or Beyondware.- Up to (3) conceptual plan designs for key areas as defined by the TAC/PAG- (2 to 3) intersection conceptual design options for no more than 3 intersections for a total of 6 to 9 concept drawings.
6	Alternative Recommendation(s)	
	<p><u>Task Objective & Future Application:</u> A recommended set of solutions for the corridor that can address the identified issues and opportunities and that align with the available 419 tax initiative funds and Mountain Line's 5-year transit plan), along with other local plans and policies.</p>	
6.1	Project Identification and Strategies	<p>MetroPlan and its partner agencies to select and prioritize project(s) and strategies that can address the identified issues and opportunities in the project area.</p> <p>Ideally, the project that performs well across all scenarios will be the preferred option. However, a hybrid of alternatives may be considered.</p> <p>Once a project or a set of projects and strategies are identified, Metroplan and partner agencies consider how they may be integrated or otherwise work together to achieve maximum benefit. (This is meant to help the planning team to consider a holistic or “system” solutions rather than standalone approaches.)</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none">• Technical memo listing identified projects. Information provided for each identified project should include: project name, location, type, short description, short statement of purpose/need, and estimated total cost. Cost estimates will be evaluated using ADOT's Estimated Engineering Construction Costs (E2C2) system and local agency knowledge and resources.
		<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <ul style="list-style-type: none">• Review and comment on findings.• Suggest additional projects and/or strategies for consideration, if needed.• Approve final documents

6.2	419 Funded Project(s) Recommendations	<p>MetroPlan will develop a separate set of projects from those identified in Task 6.1 that specifically address 419 Tax Initiative funding and Mountain Line's 5-year plan. These projects recommendations will focus on city policy priorities and less on ADOT design criteria or performance standards.</p> <p>Projects may be geared more towards multimodal improvements, first/last-mile improvements, and may set expectations for the rest of the corridor.</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none">• Technical memo listing identified projects. Information provided for each identified project should include: project name, location, type, short description, short statement of purpose/need, and estimated total cost. Cost estimates will be evaluated using ADOT's Estimated Engineering Construction Costs (E2C2) system and local agency knowledge and resources.
6.3	Transportation Impact Analysis (TIA) Guidance	<p>MetroPlan will provide guidance on how ADOT and the City may use the identified projects in future TIA processes.</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none">• Guidance Document
6.4	Implementation Process	<p>MetroPlan will develop a project implementation process that provides the following: Overview of the typical implementation means such as the Capital Improvement Program (CIP), ADOT's Planning to Programming (P2P), and Development Process. Additionally narratives related to a City-capital alternative on:</p> <ul style="list-style-type: none">- Route transfer- ADOT policy change process- Maintenance agreements <p><u>Deliverables:</u></p> <p>Technical memo summarizing findings</p>
6.5	Alternative Visualization	<p>Design and Graphics:</p> <ul style="list-style-type: none">- Up to (4) cross-sections of the corridor at key areas using StreetMix or Beyondware.- One (1) conceptual plan designs for key areas as defined by the TAC/PAG- (2 to 3) intersection conceptual design options for no more than 3 intersections for a total of 6 to 9 concept drawings.
7	Develop Draft Reports	
	<p><u>Task Objective & Future Application:</u> The draft plan will synthesize the information collected and developed in Tasks 2–6 into an operational assessment of the W. Route 66 corridor and clearly outline MetroPlan and partner roles in achieving that implementation. The draft plan will be shared with partner agencies for review and comment.</p>	

7.1	Prepare working draft for staff and TAC/PAG review.	<p>MetroPlan shall utilize previously completed technical memos and findings as the basis for developing a cohesive and comprehensive working draft report. The body of the report shall be concise and written for nontechnical audiences. All versions of the report (i.e., working, PAG review, and final drafts) should include an executive summary.</p> <p>Exhibits, tables, and other infographics shall be used wherever appropriate to convey technical concepts in a more approachable manner. The plan should include an implementation schedule (if possible) as well as the identification of responsibilities. The plan will outline how the corridor will be expected to operate, including recommended technical, organizational, and institutional arrangements necessary to achieve expected benefits.</p> <p>Technical documentation of the planning process, public input, data, performance measure methodology, and other such elements shall be attached as appendices to the report.</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none">• Working draft report	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <ul style="list-style-type: none">• Review and comment on the working draft report.
8	Develop Final Reports		
	<u>Task Objective & Future Application:</u> The plan will be referenced developing and recommending specific projects, policies, programs, and other activities to the MetroPlan Executive Board and partner agencies.		
8.1	Prepare final draft	<p>MetroPlan shall integrate partner and feedback in response to the public review draft report into a final draft to be presented to the TAC and Executive Board adoption.</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none">• Final report in PDF format and editable electronic format (e.g., Adobe InDesign, Microsoft Word, etc.)• Outreach materials explaining the final adopted plan and material to be incorporated into the primary MetroPlan website once the project website goes offline.	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <ul style="list-style-type: none">• Review, approve, and send to the MetroPlan TAC and Executive Board for review and approval.
9	Board Review and Approval		
	<u>Task Objective & Future Application:</u> Achieve formal buy-in from the MetroPlan board and other governing bodies as appropriate so that the W. Route 66 Operational Assessment Plan may be implemented.		
9.1	Present final draft to MetroPlan TAC and Executive Board. Governing bodies of partner agencies may be requested.	<p>MetroPlan shall verbally and visually summarize the W. Route 66 plan process, findings, and recommendations at meetings of MetroPlan TAC and Executive Board.</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none">• Presentation materials	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <p>Review and approve plan for TAC and Ex. Board</p>



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STAFF REPORT

REPORT DATE: August 4, 2023

MEETING DATE: August 23, 2023

TO: Honorable Chair and Members of the Technical Advisory Committee

FROM: Mandia Gonzales, Transportation Planner

SUBJECT: Consider Fiscal Year 2024 Title VI Plan Update

1. Recommendation:



The TAC recommends the adoption of the FY24 Title VI Plan to the Board of Directors.

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.

A draft version of the FY24 Title VI Plan was submitted to ADOT in July for initial feedback. Only minor recommendations were made and have been captured in the draft plan.

FY24 Updates included:



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- A substantive change to MetroPlan's Nondiscrimination Policy Statement to include gender, gender identity or expression, sexual orientation. This aligned with the City of Flagstaff, Mountain Line policies.
- (NEW) Title VI Coordinator and Title VI Liaison description of roles
- Updates to staff contacts
- Updates to TAC and Executive Board member profiles
- Updates to the program overview and schedule – Please note a change to the Title VI Plan update schedule. To accommodate ADOT's timeline for submission and adoption of Title VI Plans, MetroPlan will now seek adoption in the month of June (2024) rather than in September.
- Updates to the demographic stats of the region
- Updates to demographic maps of the region

4. TAC and Management Committee Discussion

i Pending.

5. Fiscal Impact

i 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

- i**
- 1) (Recommended). Recommend the Board adopt the FY24 Title VI Plan as presented. The draft plan is compliant with ADOT and federal requirements and keeps compliant with the requirements of our funding.
 - 2) (Not Recommended). Do not recommend the Board adopt the FY24 Title VI Plan as presented. The TAC may wish to include additional actions to support Title VI objectives. However, public participation in projects may always exceed these standards but not drop below.



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3) (Not Recommended). Do not recommend the Board adopt the FY24 Title VI Plan. This puts federal funding at risk.

7. Attachments



(Draft) FY2024 Title VI Plan
FY23 Accomplishment and FY24 Goals Report



Title VI & Environmental Justice Plan

RELATED TO FEDERALLY FUNDED TRANSPORTATION
PLANNING AND IMPROVEMENTS

Adoption by MetroPlan Executive Board
SEPTEMBER 7, 2023 (PENDING)

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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: September 7, 2023

Kate Morley

Executive Director

MetroPlan Contact Information

Karen Moeller

Admin. Assistant-Clerk of the Board/

Title VI Coordinator

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En español:

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

Kate Morley, Director Ejecutivo

Teléfono: 928-266-1293

kate.morley@metroplanflg.org

I. Introduction

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

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

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

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

Statistical Data of Communities

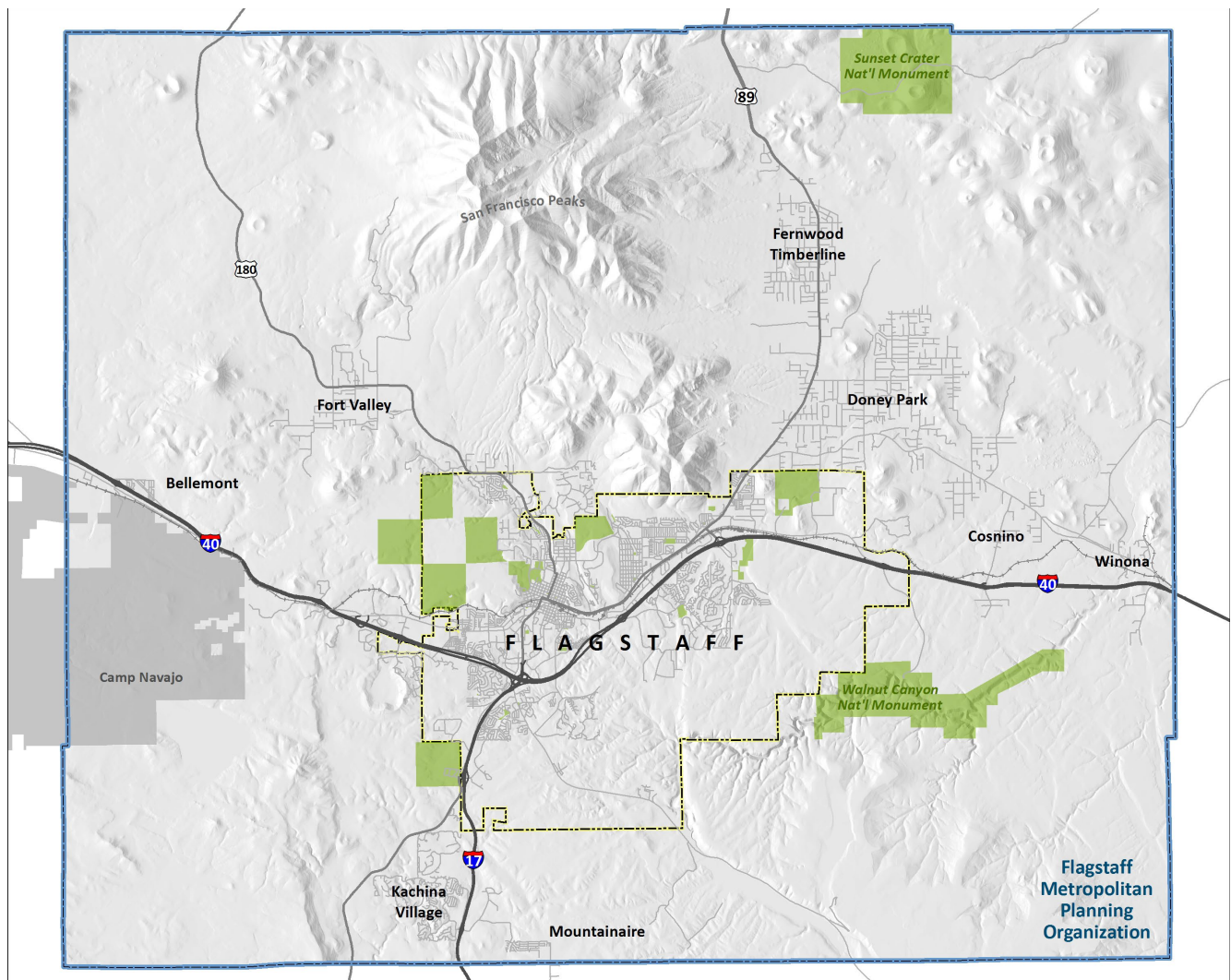
A statistical description of these populations, together with maps illustrating their distribution throughout the MetroPlan region, may be found in [Appendix A](#). Demographic data has been obtained from the American Community Survey database and is regularly used in the MetroPlan planning process.

II. MetroPlan Organization & Program Administration

General Organization

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

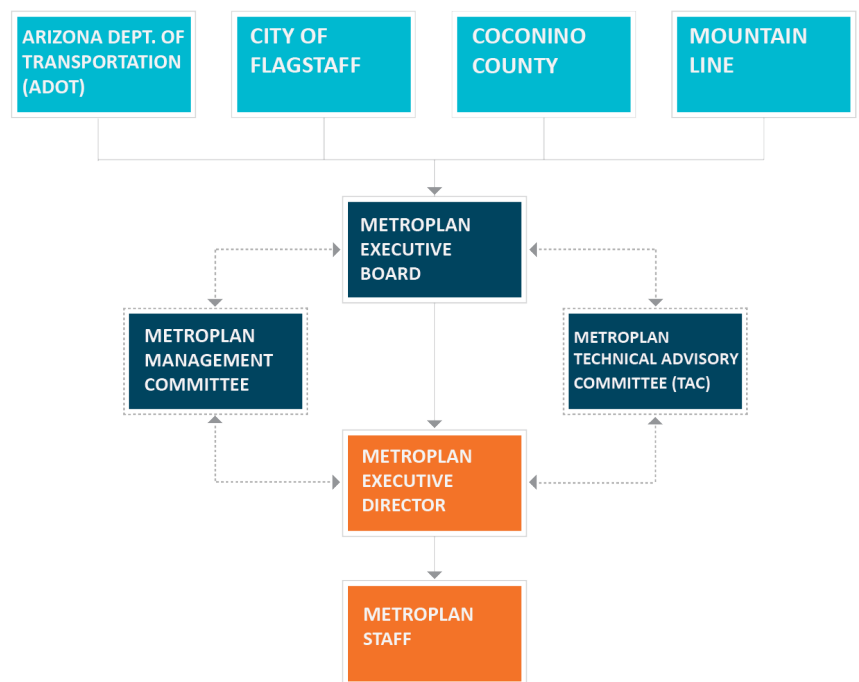
MetroPlan Staff

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
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.

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 September 7, 2023. Minutes from September 7, 2023, meeting indicating plan approval will be attached to the final version of this plan.

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

MetroPlan Technical Advisory Committee

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

COMMITTEE MEMBER	POSITION	RACE	SEX	ELECTED (YES OR NO)
Michelle McNulty <i>(Chair)</i>	City of Flagstaff Planning Director	Other	Female	No
Nate Reisner <i>(Vice-chair)</i>	Coconino County Assistant County Engineer	Decline to State	Male	No
Anne Dunno	Mountain Line Capital Development Manager	Caucasian	Female	No
Brenden Foley	ADOT Assistant District Engineer	Decline to State	Male	No
Paul Mood	City of Flagstaff Engineer	Decline to State	Male	No
Myrna Bondoc	ADOT	Asian/Pacific Islander	Female	No
Jeff Bauman	City of Flagstaff Transportation Manager/Acting City Engineer	Caucasian	Male	No
Jess McNeely	Coconino County Community Development Assistant Director	Decline to State	Male	No
Ed Stillings	Federal Highway Administration	Decline to State	Male	No

MetroPlan Federal Activity

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

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

III. MetroPlan Title VI Goals & Strategies

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

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

MetroPlan Title VI Goals

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

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

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

MetroPlan Title VI Strategies & Program Review

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

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

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

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

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

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

General Program Administration

The following are the general Title VI responsibilities of MetroPlan.

Legal/Operational Guidelines

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

Elements of MetroPlan General Program Administration

Data Collection Procedures

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

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

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

The MetroPlan collects data in the following program areas:

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

Contracts and Intergovernmental Agreements

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

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

Training Program

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

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

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

Title VI Plan/Annual Reports

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

Subrecipient Review

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

Legal/Operational Guidelines

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

Public Participation Plan

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

Various methods to ensure public participation are included below.

Elements of MetroPlan Communications & Public Involvement

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

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

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

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

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

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

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

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

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

Strategies for Engaging Title VI Protected Groups

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

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

Limited English Proficiency Plan

Strategies for Engaging Individuals with Limited English Proficiency

MetroPlan has evaluated the language proficiency of residents within MetroPlan boundaries to determine whether language operates as an artificial barrier to full and meaningful participation in the transportation planning process. MetroPlan has used information from the 2017-2021 American Community Survey to determine the extent of the need for translation services of its materials. The results of the analysis showed that approximately 2% of households speak English less than “very well”.

The MetroPlan policy for LEP is contained herein as follows:

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

LIMITED ENGLISH PROFICIENCY PLAN

Reviewed/Updated July 2023

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

The steps taken will consider Department of Transportation guidance including:

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

See analysis at the end of the LEP Plan.

III. DEFINITIONS:

- A. Executive Order 13166: a presidential Executive Order that states that people who have limited English proficiency (defined below) should be able to meaningfully access federally constructed and federally funded programs and activities.
- B. Limited English Proficiency: designates individuals whose primary language is not English and who have a limited ability to read, write, speak, or understand English. LEP individuals may be competent in certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific: an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.
- C. Primary Language: an individual's native tongue or the language in which an individual most effectively communicates. Personnel should avoid assumptions about an individual's primary language. For example, not all individuals from Central America speak Spanish fluently. Instead, some Central Americans may claim an indigenous language as their native tongue. Personnel should make every effort to ascertain an individual's primary language to ensure effective communication.
- D. Limited English Proficiency: designates individuals whose primary language is not English and who have a limited ability to read, write, speak, or understand English. LEP individuals may be competent in certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific: an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.
- E. Interpretation: the act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.
- F. Translation: the replacement of written text from one language (source language) into an equivalent written text in another language (target language).
- G. Bilingual: the ability to use two languages proficiently.
- H. MetroPlan Authorized Interpreter: (MetroPlan AI) is a bilingual MetroPlan employee or contact who has been authorized to interpret for others in certain situations.
- I. MetroPlan AI List: is an accounting of MetroPlan personnel or contacts who are bilingual and are authorized to act as volunteer interpreters. The MetroPlan Administrative Assistant maintains the list.
- J. Four Factor Analysis: a method used by MetroPlan to ensure that meaningful access is provided to LEP individuals, including services for oral interpretation and written translation of vital documents.
- K. Safe Harbor Threshold: LEP language group that constitutes 5% of the population, or 1,000 individuals, whichever is less, of an area's populations are eligible to be served or likely to be affected and encountered.

IV. PROCEDURES FOR ACCESSING INTERPRETATION SERVICES:

A. MetroPlan Personnel Requesting Interpretation Services:

MetroPlan personnel in the field should take necessary steps to anticipate the need for interpretation services (such as attempting to identify the potential for encountering LEP individuals and identifying their primary language) and contact the Administrative Assistant for assistance in requesting a MetroPlan AI.

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

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

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

B. Contracted In-Person Interpretation Services:

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

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

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

V. PROCEDURES FOR ACCESSING DOCUMENT TRANSLATION SERVICES:

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

VI. TRAINING CONCERNING LANGUAGE ASSISTANCE POLICY AND INTERPRETER SKILLS:

LEP Policies: The MetroPlan will provide periodic training to personnel about MetroPlan's LEP policies, including how to access authorized, telephonic, and in-person interpreters. MetroPlan shall conduct

such training for all employees and board members as part of the annual Title VI training for the Executive Board and Technical Advisory Committee.

VII. MONITORING AND UPDATING LANGUAGE ASSISTANCE EFFORTS:

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

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

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

Program Development and Review

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

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

- Preparing financial analysis and project programming.

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

Legal/Operational Guidelines

Primary legal and operational guidance is provided by:

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

Nature of Planning Activities

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

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

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

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

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

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

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

Strategies for Addressing Environmental Justice (EJ) in Planning Efforts

MetroPlan is committed to ensuring that these programs and plans meet the needs of all people in the region and avoid disproportionately high or adverse human health or environmental effects, including social and economic effects, on Title VI-protected populations. Although it is recognized that much of the evaluation of environmental justice issues will occur at the project planning level (which is the responsibility of the project proponent) rather than the overall transportation planning phase, MetroPlan can use a variety of techniques to identify the risk of discrimination so that positive corrective action can be taken to serve as a building block in subsequent decision making and analysis. These measures include:

1. MetroPlan will document information used in identifying potential environmental justice issues as part of the Regional Transportation Plan effort and all other projects. The Title VI Liaison will work with the Planning Project Manager to ensure that the appropriate data analysis and corrective measures will take place for each project. The analysis will include an evaluation and discussion of the following:
 - Identification of those areas within the MetroPlan region that contain higher than average concentrations of low-income, minority, or other protected populations as stipulated by the Executive Order on Environmental Justice (EJ) and Title VI provisions. To aid in this effort, MetroPlan has prepared a demographic profile of the metropolitan planning area using census data to identify demographic features of different neighborhoods throughout the planning area ([see Appendix B](#)).
 - Analysis of any disproportionately high and adverse impacts on different socio-economic groups will be conducted by comparing the plan impacts on the minority, low-income, senior, disabled, and other populations with respect to the impacts on the overall population within the MetroPlan region. GIS mapping can be used to overlay the locations of the transportation projects upon the EJ neighborhood map so that comparisons can be made between the distributions of projects across the two community types (EJ vs. non-EJ).
 - Evaluation of mitigation measures that could potentially address adverse impacts, including avoidance, minimization, and opportunities to enhance communities and neighborhoods.
 - Overview of the public participation process and efforts made to ensure that all groups within the MetroPlan are involved in the decision-making or project information process through an effective and thorough public participation effort.
2. MetroPlan will solicit and consider input from all groups and citizens concerned with, interested in, and/or affected by its transportation plans or programs. Special attention will be paid to the needs of those that may be underserved by existing transportation systems. The Public Participation Plan above describes in detail the steps that will be taken to solicit input.
3. MetroPlan shall document in the annual report what changes have occurred as a result of public involvement with special emphasis on the involvement of Title VI protected populations.
4. MetroPlan will include evaluation criteria that address issues of environmental justice when awarding funds to local agencies for projects to include in the Metropolitan Transportation Improvement Program (MTIP) and Regional Transportation Plan. Potential criteria could include impact on accessibility and/or travel times to jobs or other activities, transit service provision, and the distribution of transportation funding and activities.

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

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

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

Review Procedures

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

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

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

IV. Program Compliance and Review

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

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

MetroPlan Greater Flagstaff Title VI Assurances

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

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 5 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, and national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The
- Department Of Transportation--Effectuation Of Title VI Of The Civil Rights Act Of 1964);

- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- 23 C.F.R. Part 200 Subchapter C-Civil Rights (Title VI program implementation and related statutes)

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

General Assurances

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

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.

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

Specific Assurances

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

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

" MetroPlan, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to a construct a facility or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

- a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
- b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or

structures or improvements thereon, in which case the Assurance obligates the Recipient or any transference 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 _____

Kate Morley, Executive Director

DATED 9/7/2023 _____

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 U.S. Department of Transportation and its assigns as such interest existed prior to this instruction]. *

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

Assurances - Appendix C

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

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

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

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

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

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

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

Assurances - Appendix D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

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

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of a breach of any of the above Nondiscrimination covenants, MetroPlan will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of a breach of any of the above Non-discrimination covenants, MetroPlan will thereupon revert to and vest in and become the absolute property of MetroPlan and its assigns. *Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

Assurances - Appendix E

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

Pertinent Non-Discrimination Authorities:

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

MetroPlan Title VI Coordination and Administration

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

Notice to the Public

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

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

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

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

Compliance and Enforcement

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

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

Complaint Process

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

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

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

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

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

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

MetroPlan 3773 N. Kaspar Dr Flagstaff, AZ 86004 Email: planning@metroplanflg.org 928-266-1293	ADOT Civil Rights Office 206 S. 17th Avenue, Mail Drop 155A Phoenix, AZ 85007 Email: civilrightsoffice@azdot.gov 602.712.8946 602.239.6257 FAX	Federal Highway Administration U.S. Department of Transportation Office of Civil Rights 1200 New Jersey Avenue, SE 8th Floor E81-105 Washington, DC 20590 Email: CivilRights.FHWA@dot.gov 202-366-0693 202-366-1599 FAX
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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:

MetroPlan 3773 N. Kaspar Dr. Flagstaff, AZ 86004 Email: planning@metroplanflg.org 928-266-1293	ADOT Civil Rights Office 206 S. 17th Avenue, Mail Drop 155-A Phoenix, AZ 85007 602.712.8946 602.239.6257 FAX civilrightsoffice@azdot.gov	FTA Office of Civil Rights 1200 New Jersey Avenue SE Washington, DC 20590.
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There have been no investigations, complaints, or lawsuits against MetroPlan FY 2023.

Appendix A: Demographic Statistics of Flagstaff Metropolitan Area

MetroPlan (FMPO) Environmental Justice Statistics ACS 2021										
	Flagstaff		Region (1)		Coconino County		Arizona		United States	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Population	76,984		104,159		145,052		7,276,316		331,893,745	
Households	29,435		40,319		55,145		2,817,723		127,544,730	
Age 65 and over	5,484	7.1%	12,306	11.8%	20,364	14.0%	1,333,985	18.3%	55,892,014	16.8%
White	46,417	60.3%	64,742	62.2%	78,570	54.2%	4,241,669	58.3%	202,981,791	61.2%
Pacific Islander	114	0.1%	430	0.4%	288	0.2%	12,432	0.2%	612,448	0.2%
Native American	11,638	15.1%	15,558	14.9%	37,699	26.0%	294,658	4.0%	3,158,694	1.0%
Black	882	1.1%	1,590	1.5%	2,009	1.4%	326,638	4.5%	40,194,304	12.1%
Asian	1,069	1.4%	2,151	2.1%	2,717	1.9%	245,285	3.4%	19,157,288	5.8%
Two or More Races	9,057	11.8%	11,682	11.2%	12,945	8.9%	1,462,148	20.1%	41,886,439	12.6%
Other Race	7,807	10.1%	8,322	8.0%	10,824	7.5%	693,486	9.5%	23,902,781	7.2%
Hispanic	14,514	18.9%	16,974	16.3%	21,666	14.9%	2,351,124	32.3%	62,529,064	18.8%
Below Poverty (2)	13,215	20.5%	14,736	16.1%	22,546	15.5%	908,961	12.5%	41,393,176	12.5%
With a Disability	7,323	9.6%	9,412	9.1%	16,730	11.5%	972,252	13.4%	42,485,034	12.8%
No car households (3)	2,004	6.8%	2,058	5.1%	3,545	6.4%	141,396	1.9%	10,263,494	3.1%

MetroPlan (FMPO) Limited English Proficiency Households ACS 2017-2021										
	Flagstaff		Region (1)		Coconino County		Arizona		United States	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Total LEP							99,159	3.5%	5,241,326	4.1%
Spanish LEP	321	1.1%	336	0.8%	383	0.7%	71,279	2.5%	3,119,502	2.4%
Indo_European LEP	19	0.1%	19	0.0%	26	0.0%	6,823	0.2%	804,979	0.6%
Asian Pacific Islands LEP	113	0.4%	126	0.3%	153	0.3%	10,853	0.4%	1,080,491	0.8%
Other LEP	42	0.1%	238	0.6%	1,002	1.8%	10,204	0.4%	236,354	0.2%
			719	2%						

NOTES:

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

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

Appendix B: Demographic Maps

Figure 2: Percent Race - Two or More

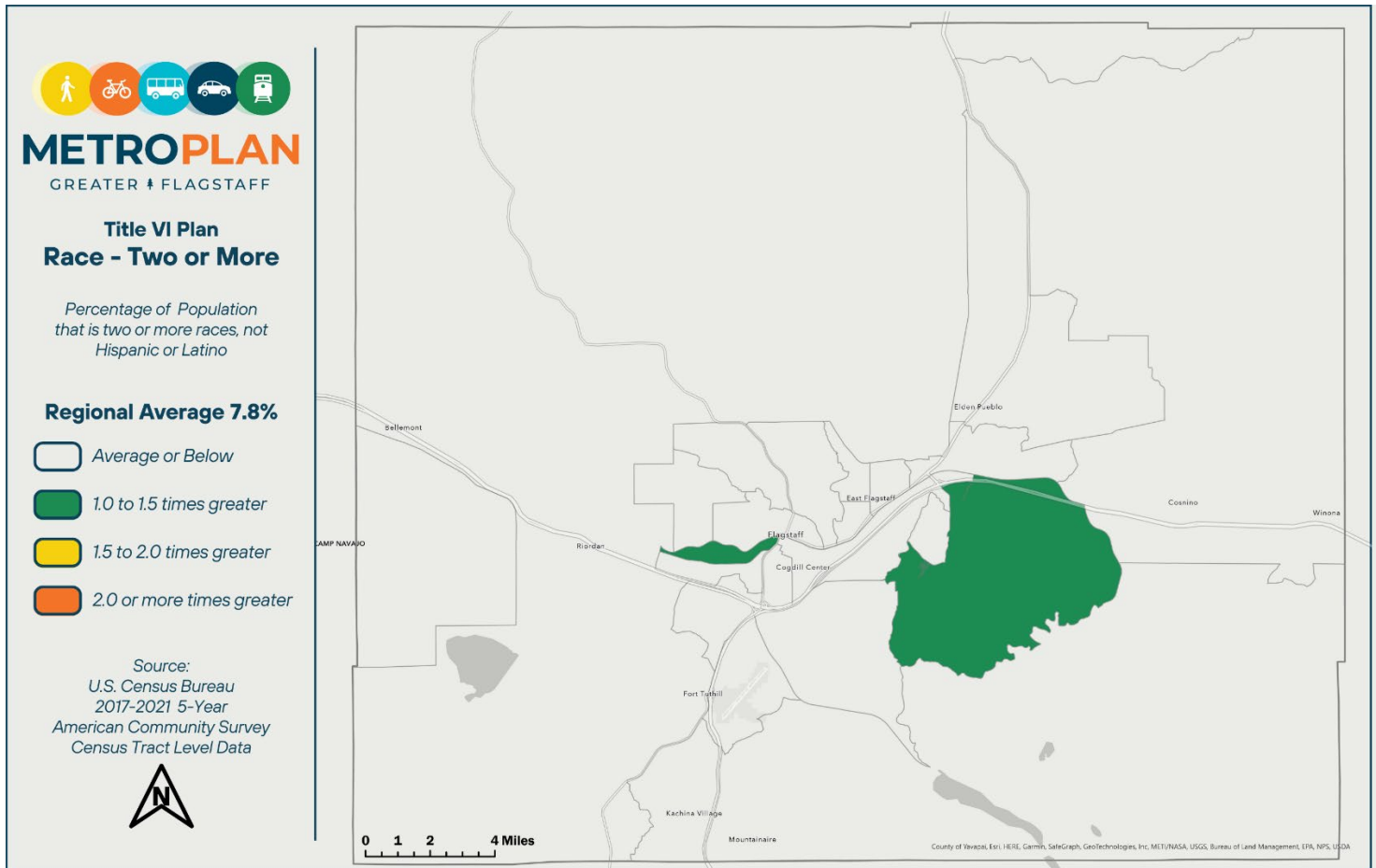


Figure 3: Percent Race - Asian

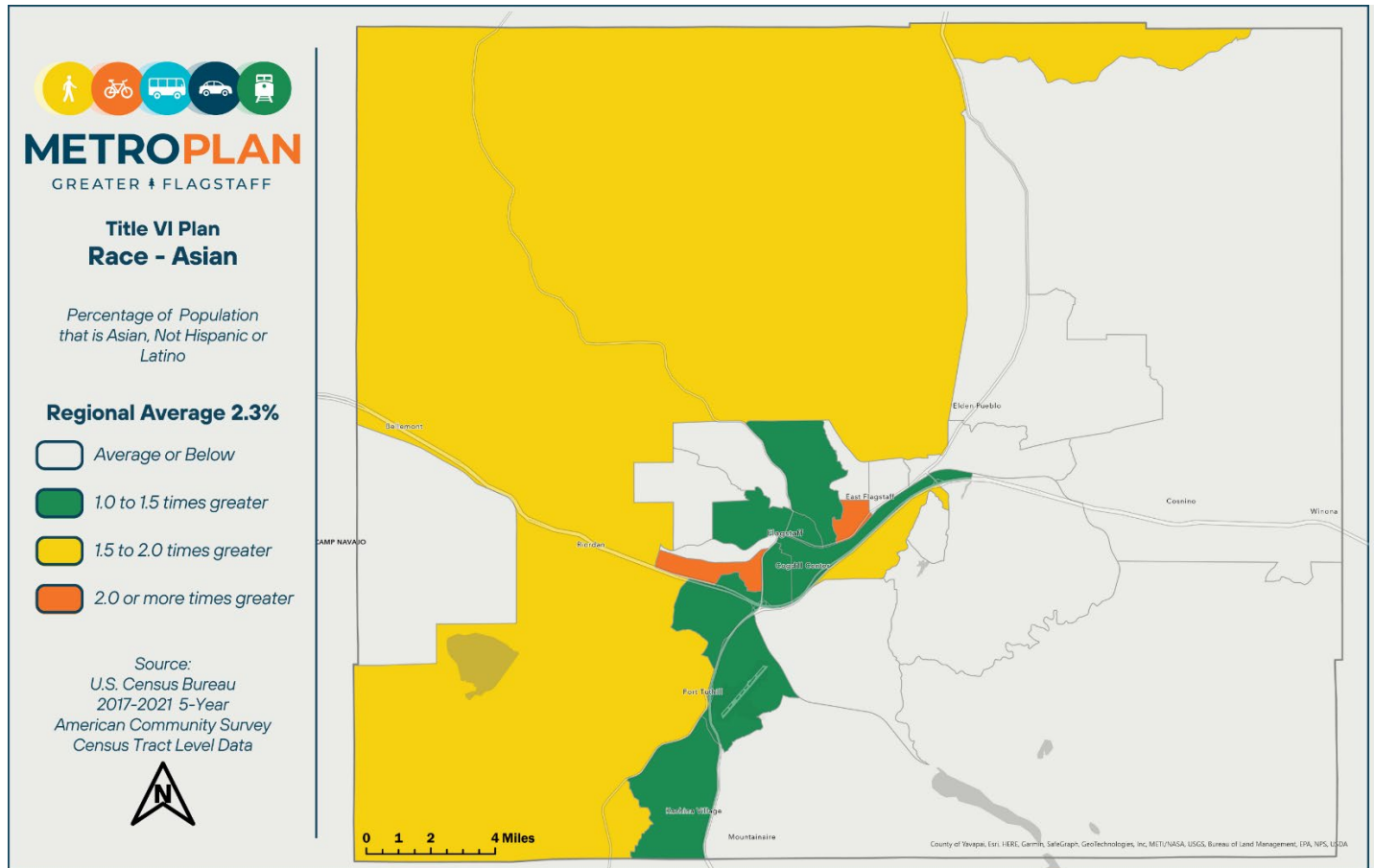


Figure 4: Percent Race - Black/African American

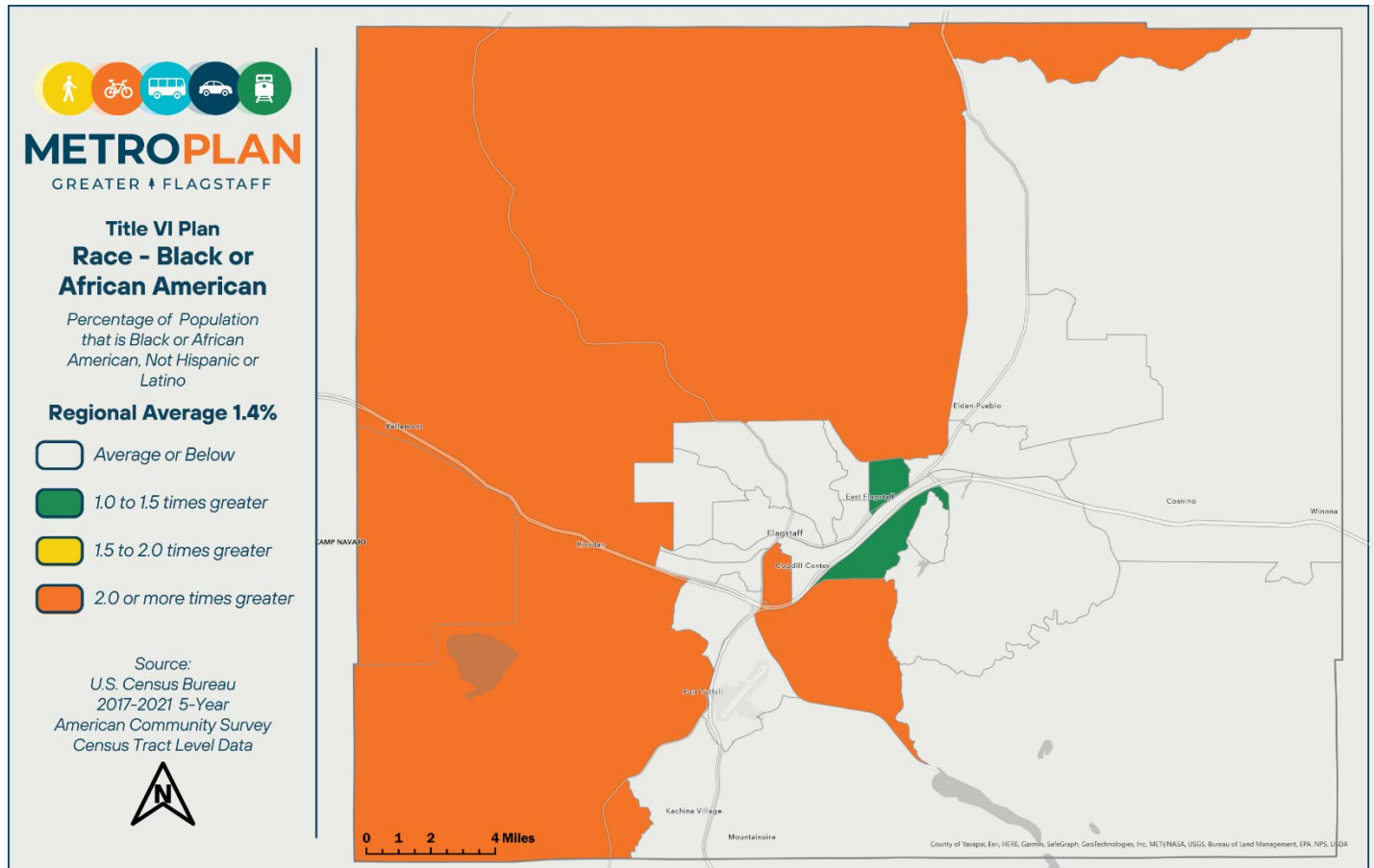


Figure 5: Percent Race - Hispanic or Latino

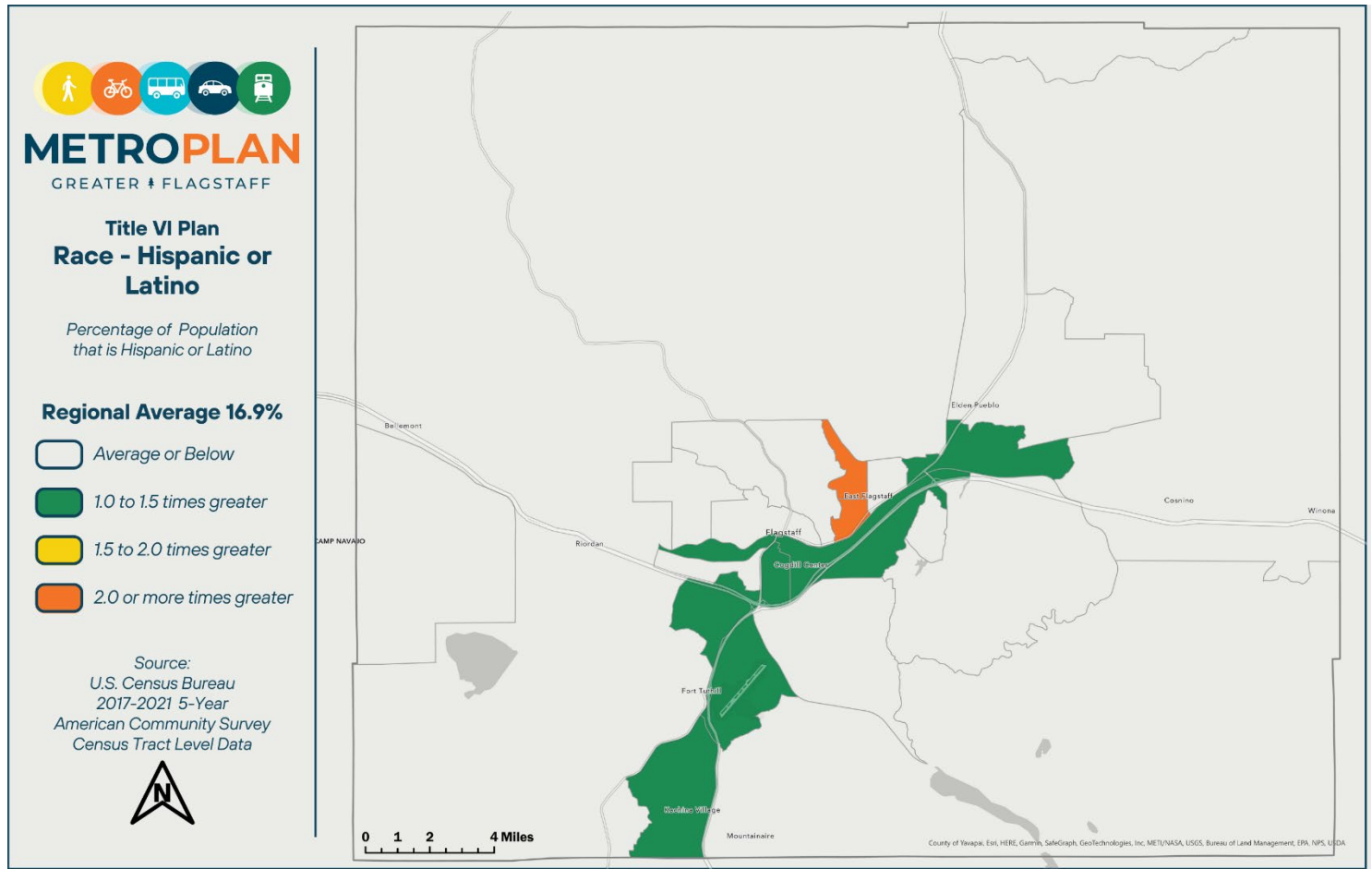


Figure 6: Percent Race - Indigenous or Native American

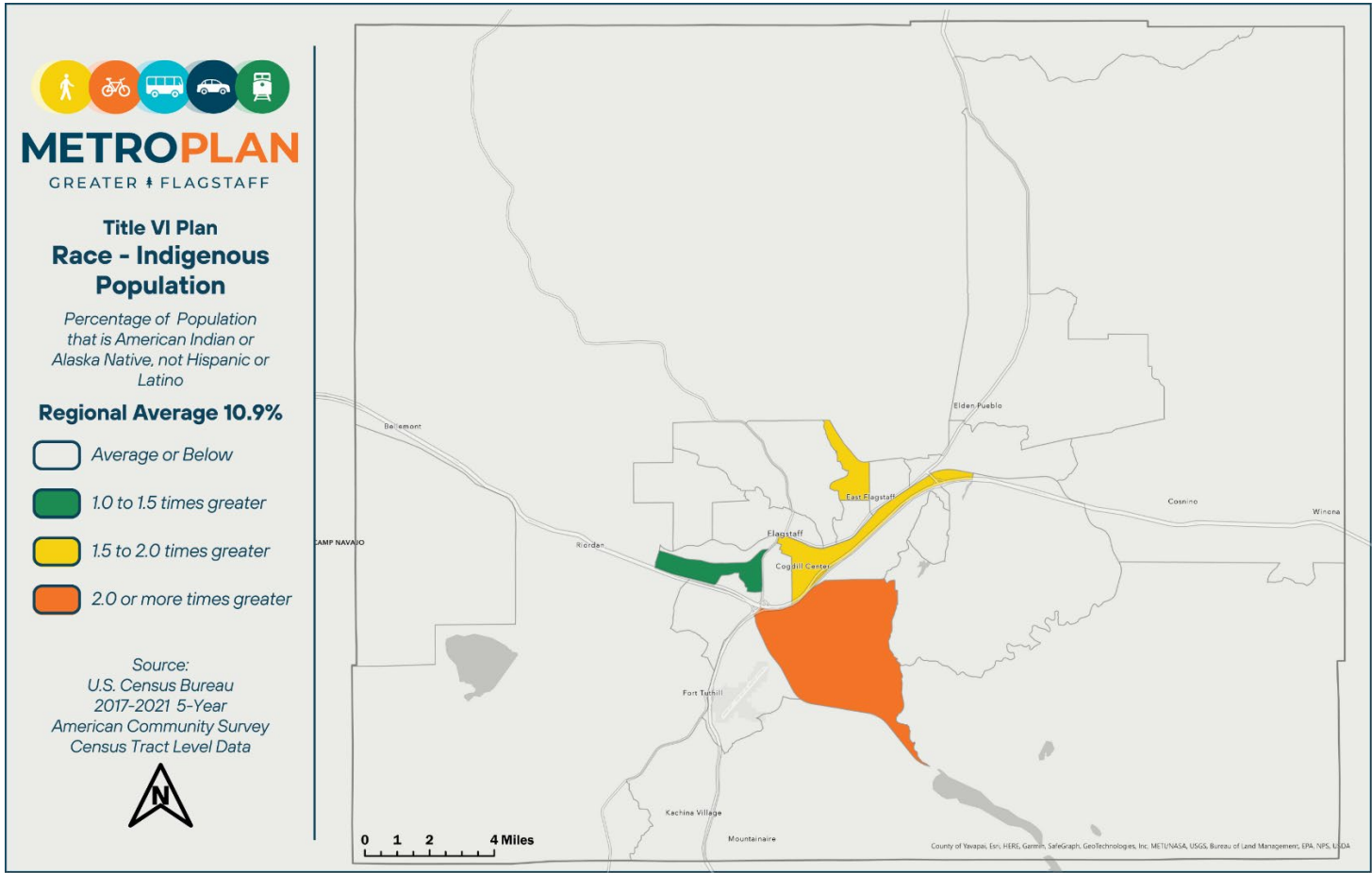


Figure 7: Percent Race - Hawaiian or Pacific Islander

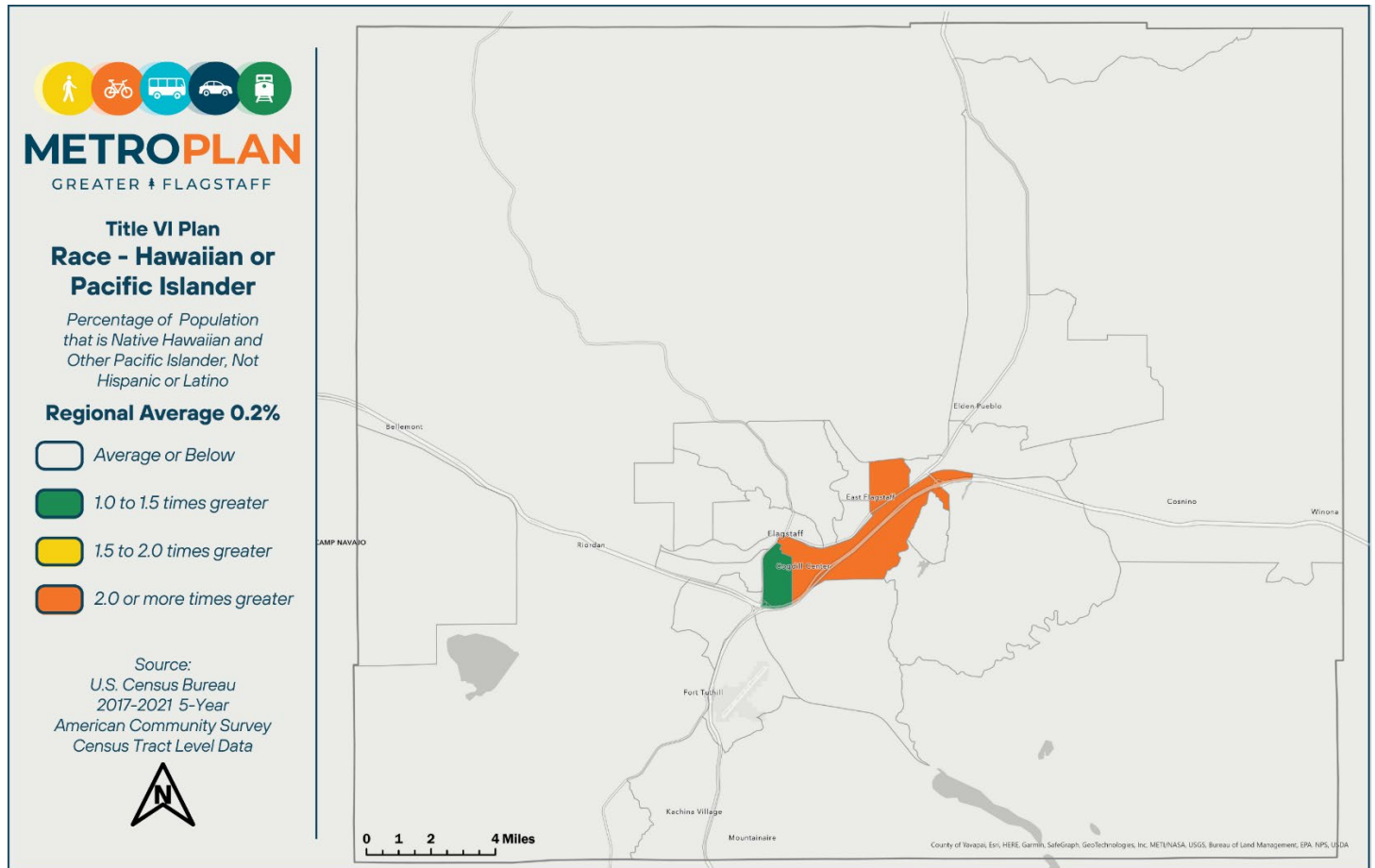


Figure 8: Percent Race - White or Caucasian



Figure 9: Percent age 65 and older

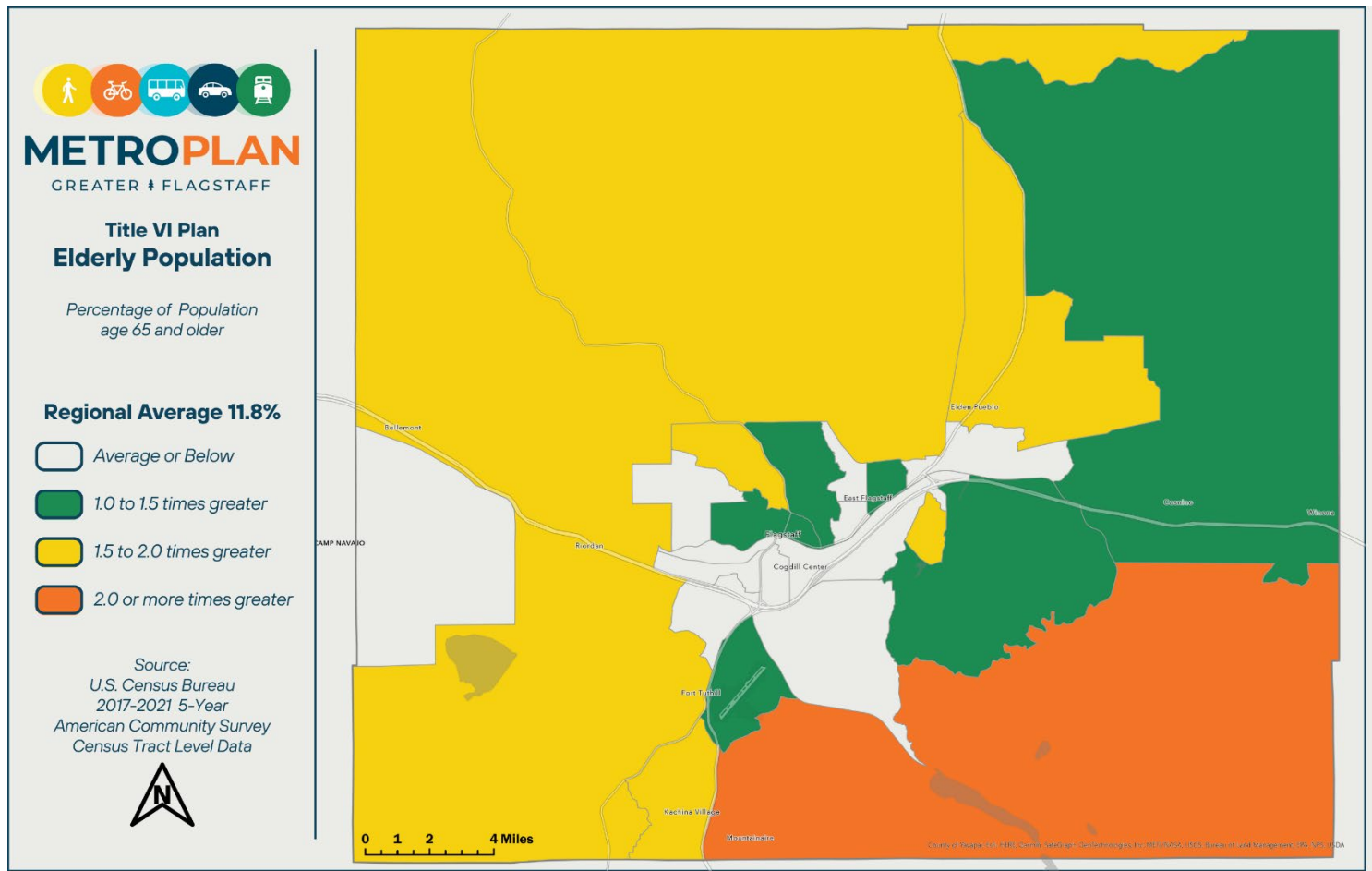


Figure 10: Percent Disability Status

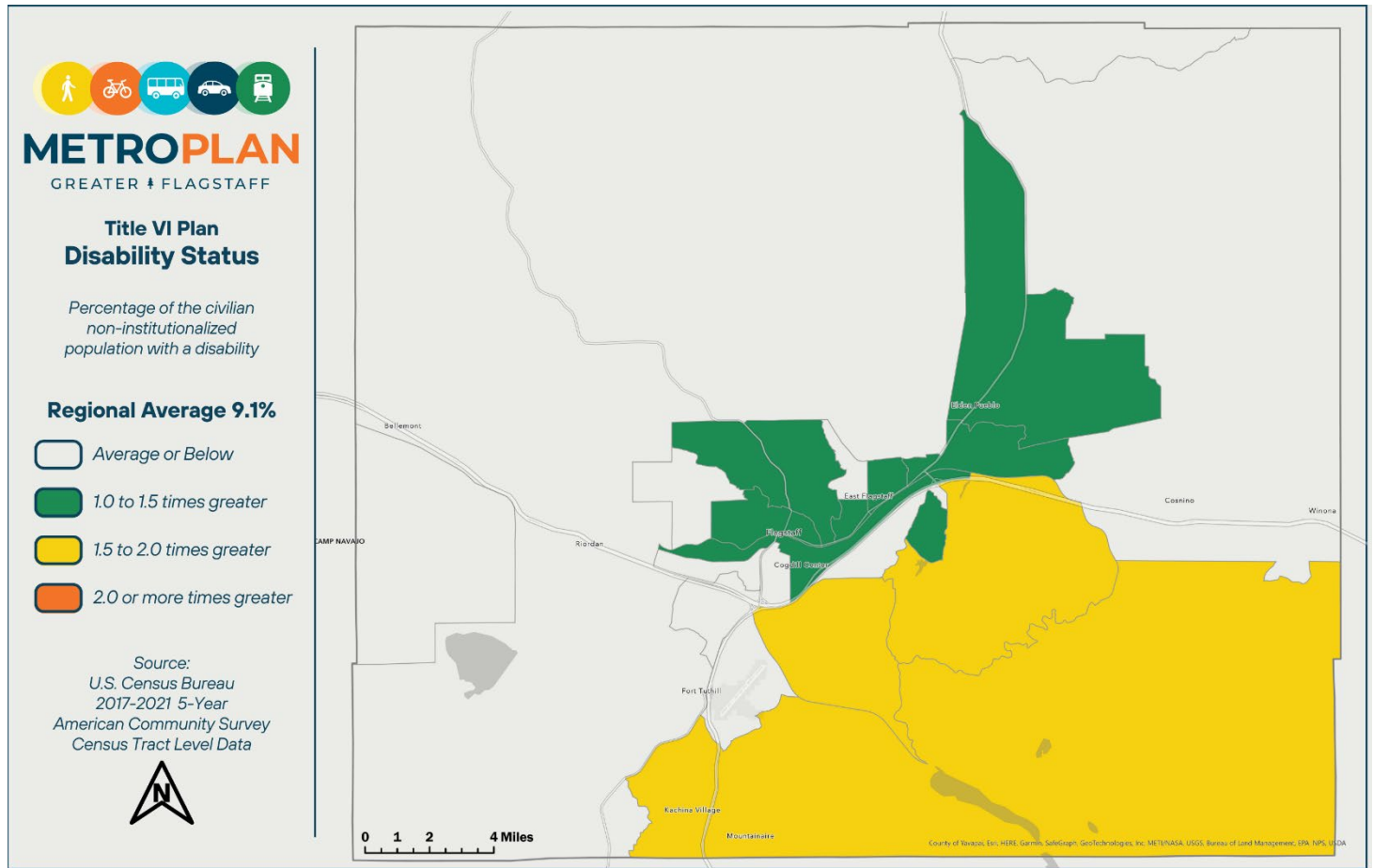


Figure 11: Percent in Poverty

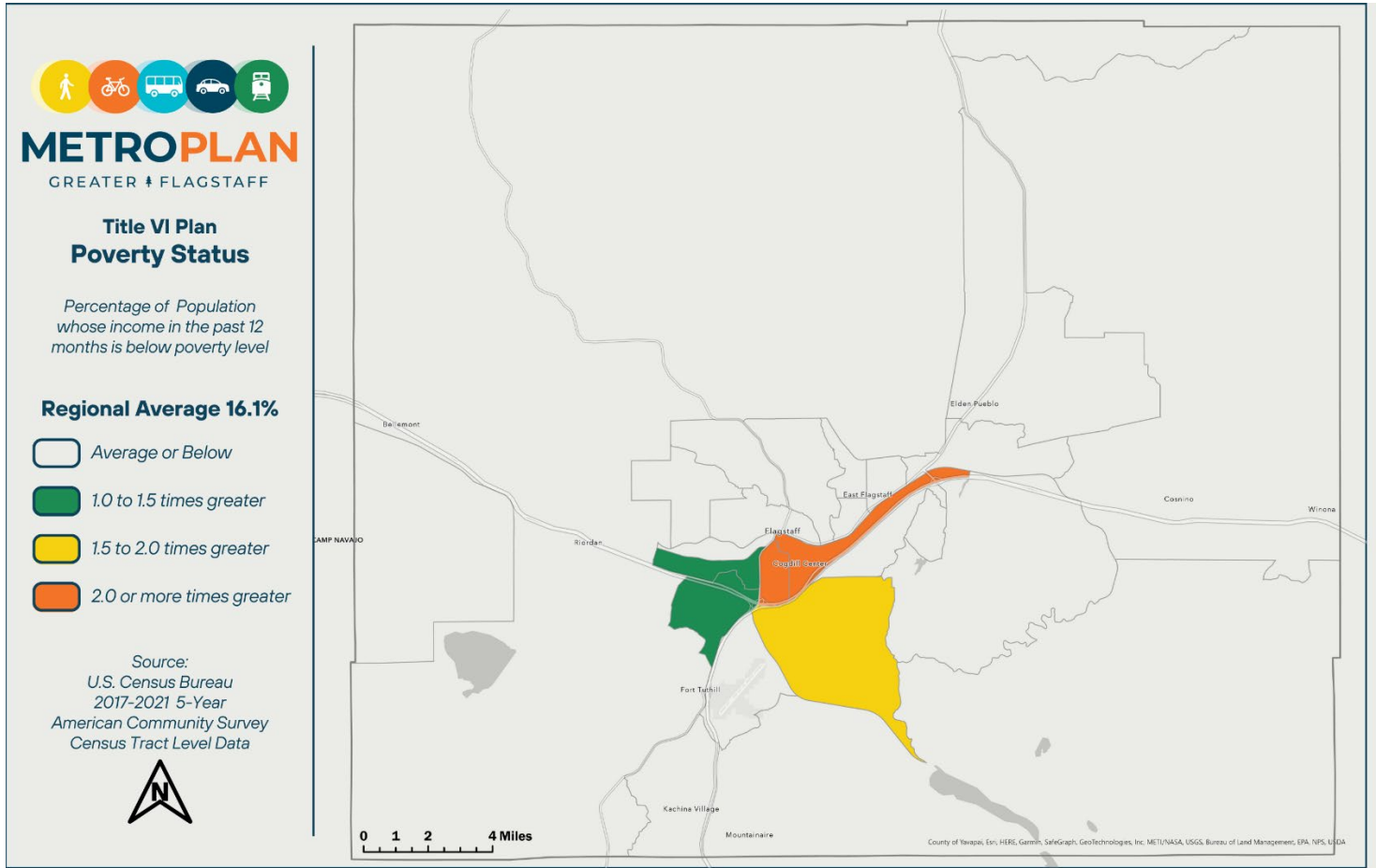


Figure 12: Percent without a Vehicle

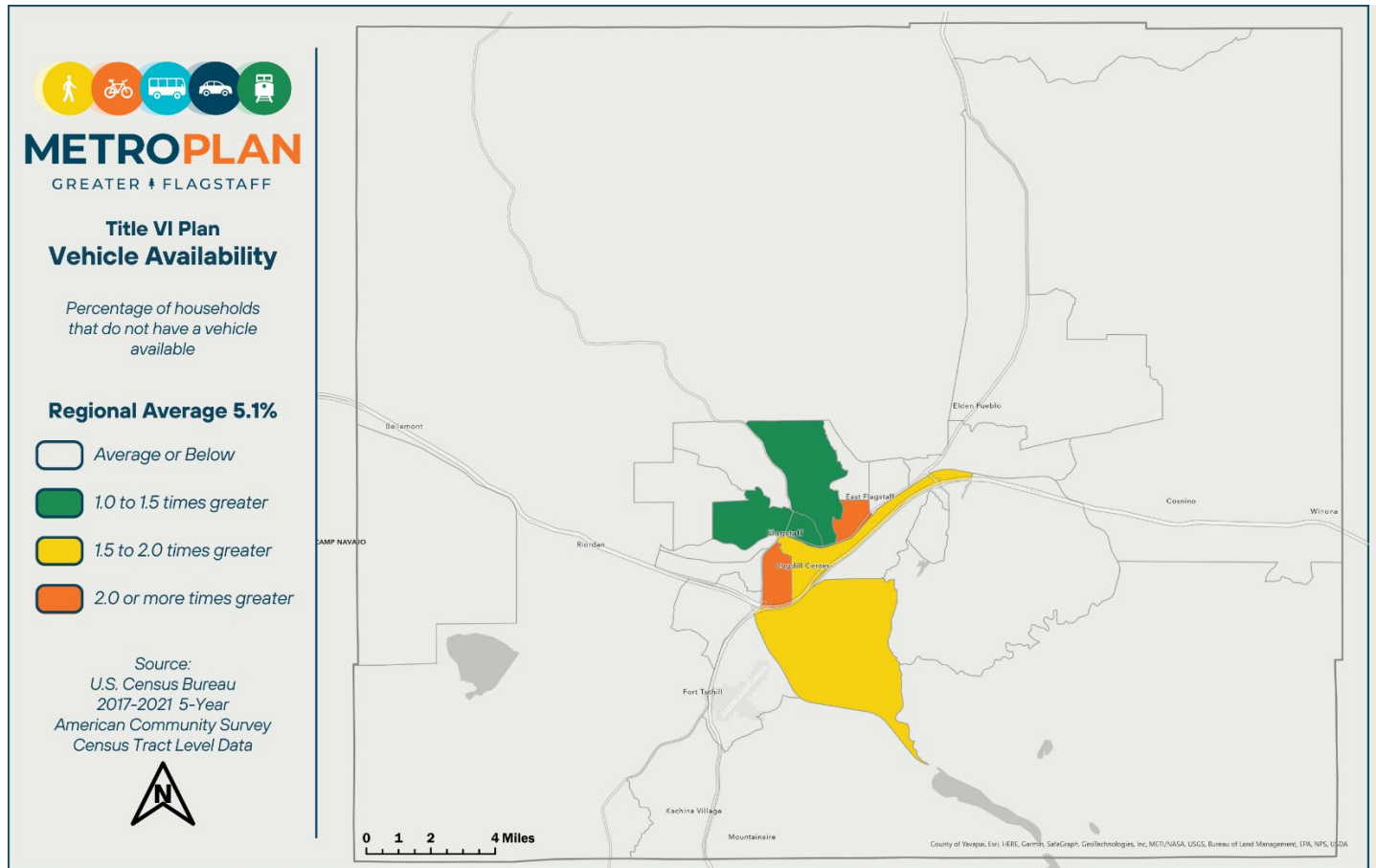
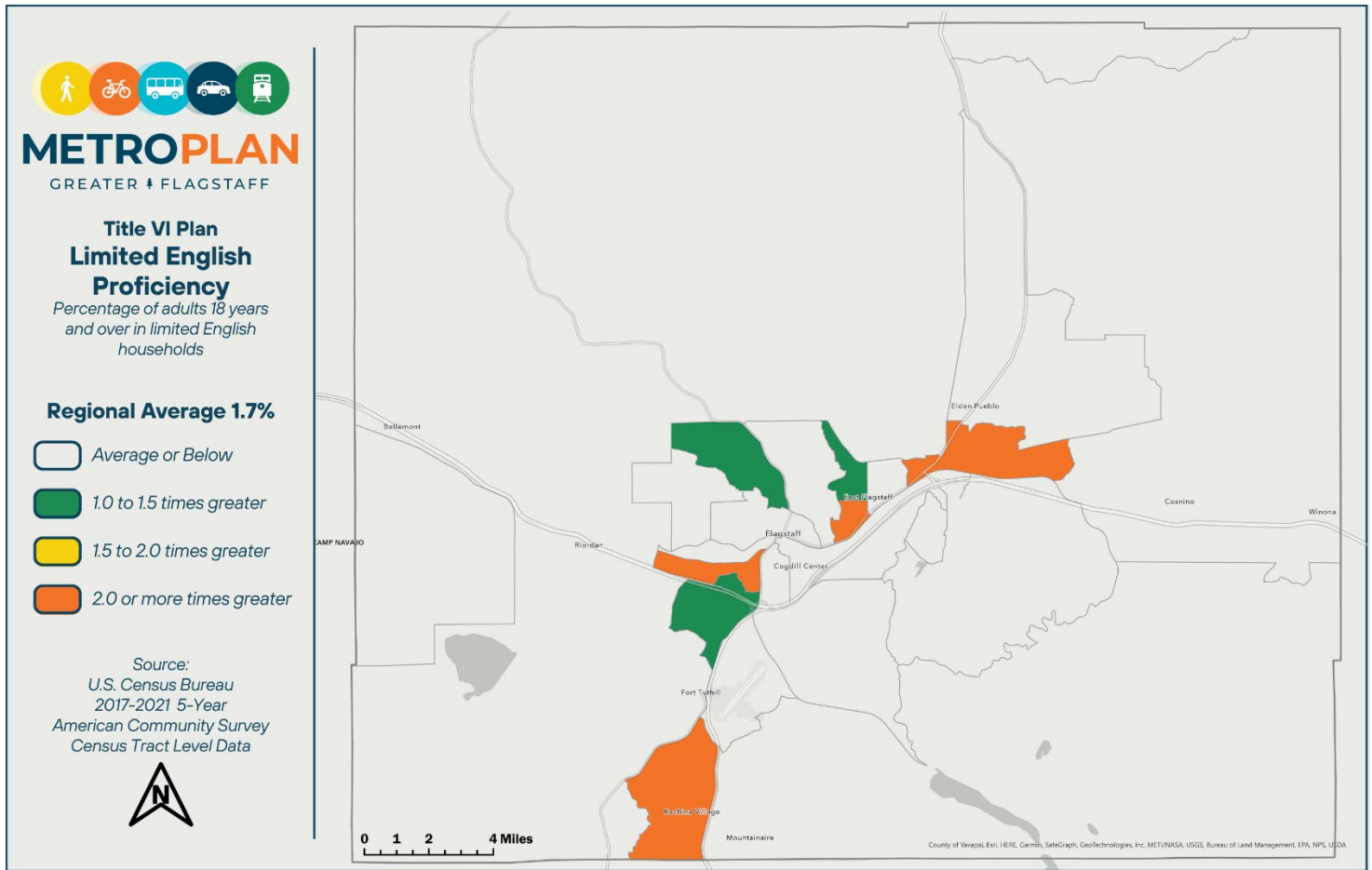


Figure 13: Percent Limited English Proficiency (LEP)



Appendix C: ADA/Title VI Complaint Forms & Log

ADA/Title VI Discrimination Complaint Form

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

Complainant's Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Alternate Phone Number: _____

Person discriminated against (someone other than the complainant):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Alternate Phone Number: _____

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

☐ Race ☐ Color ☐ National Origin

☐ ADA/ Disability ☐ _____

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

Where did the alleged discrimination take place? _____

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

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

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

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

☐ Federal Agency ☐ Federal Court ☐ State Agency ☐ State Court ☐ Local Agency

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Alternate Phone Number: _____

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

Complainant Signature

Date

Number of attachments: _____

Submit the form and any additional information to:

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

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

COMPLAINT LOG: Complaints, Investigations, Lawsuits

MetroPlan Title VI

Fiscal
Year : 2024

COMPLAINTS, INVESTIGATIONS, LAWSUITS LOG

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

Appendix D: MetroPlan Title VI Nondiscrimination Notice to the Public



MetroPlan
Flagstaff Metropolitan Planning
Organization

METROPLAN TITLE VI NONDISCRIMINATION NOTICE TO THE PUBLIC

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

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

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

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

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

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

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

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

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



METROPLAN

GREATER FLAGSTAFF

3773 N Kaspar Dr.
Flagstaff, AZ 86004
www.metroplanflg.org

STAFF REPORT

REPORT DATE: August 4, 2023

MEETING DATE: August 23, 2023

TO: Honorable Chair and Members of the Technical Advisory Committee

FROM: Mandia Gonzales, Transportation Planner

SUBJECT: Consider Public Participation Plan 2023 Public Comment Period

1. Recommendation:

i The TAC recommends the Board open a 45-day public comment period.

2. Related Strategic Workplan Item

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

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

3. Background

i The purpose of public participation is to ensure a proactive process affording the opportunity for the public to be involved in all phases of the multi-modal transportation planning process by providing complete information, timely public notice, sufficient periods for comment, full access to key decision points, and early and continuing engagement in developing transportation plans and programs. The Public Participation Plan (PPP) guides MetroPlan's public involvement activities.

The Public Participation Plan is a federally required document and requires input and adoption by the Technical Advisory Committee and Executive Board. MetroPlan is *required to release the PPP* for a 45-day public comment period and is proposing a comment period from September 8th – October 23rd, 2023.



METROPLAN

GREATER † FLAGSTAFF

MetroPlan's current Public Participation Plan was adopted in 2015. The 2023 update includes the following additions to bring the Plan up to current standards and reflect MetroPlan's current staff and governance structure. Additionally, a lot has changed since 2015 with the use of additional outreach methods and techniques that have now become MetroPlan standard practice.

Updates include:

- Staff contacts and office address
- Project-specific outreach techniques
- Social Media
- Non-traditional outreach methods: Virtual meetings, open houses, and pop-up booths
- Surveys
- Annual review of Key Performance Measures as they relate to the Strategic Work Plan

4. TAC and Management Committee Discussion

i Pending

5. Fiscal Impact

i The fiscal impact is nominal, including staff time for recording data, posting information, and communicating with relevant parties.

6. Alternatives


- i**
- 1) (Recommended). TAC recommend the Board open a 45-day public comment period. A 45-day public comment period is required after which additional changes can be made. If TAC members have suggested changes, they can submit them during the comment period for inclusion in the final plan.
 - 2) (Not Recommended). Do not recommend *the Board* open *the* public comment. This will delay the 45-day public comment period.



METROPLAN

GREATER  FLAGSTAFF

7. Attachments

 DRAFT MetroPlan Public Participation Plan



METROPLAN
GREATER † FLAGSTAFF

2023

Public Participation Plan



Adopted by MetroPlan
Executive Board on (Pending)

Public Participation Plan

Flagstaff Metropolitan Planning
Organization, dba MetroPlan

3773 N Kaspar Dr.
Flagstaff, AZ 86004

Members

City of Flagstaff

Coconino County

Northern Arizona Intergovernmental Public Transit

Agency (NAIPTA) – dba Mountain Line

Arizona Department of Transportation (ADOT)

Northern Arizona University (NAU)

MetroPlan Contacts

Kate Morley, Executive Director

MetroPlan

kate.morley@metroplanflg.org

David Wessel, Transportation Planning Manager

MetroPlan

david.wessel@metroplanflg.org

Office: 928-699-3053

En español:

Para más información, a esta interesado en participar en el planeamiento del proceso de transporte en su comunidad y necesita asistencia con idioma, por favor comuníquese:

Señora Kate Morley

kate.morley@metroplanflg.org

Señor David Wessel

david.wessel@metroplanflg.org

Teléfono: 928/699-3053

Flagstaff Metropolitan Planning Organization (MetroPlan) Public Participation Plan

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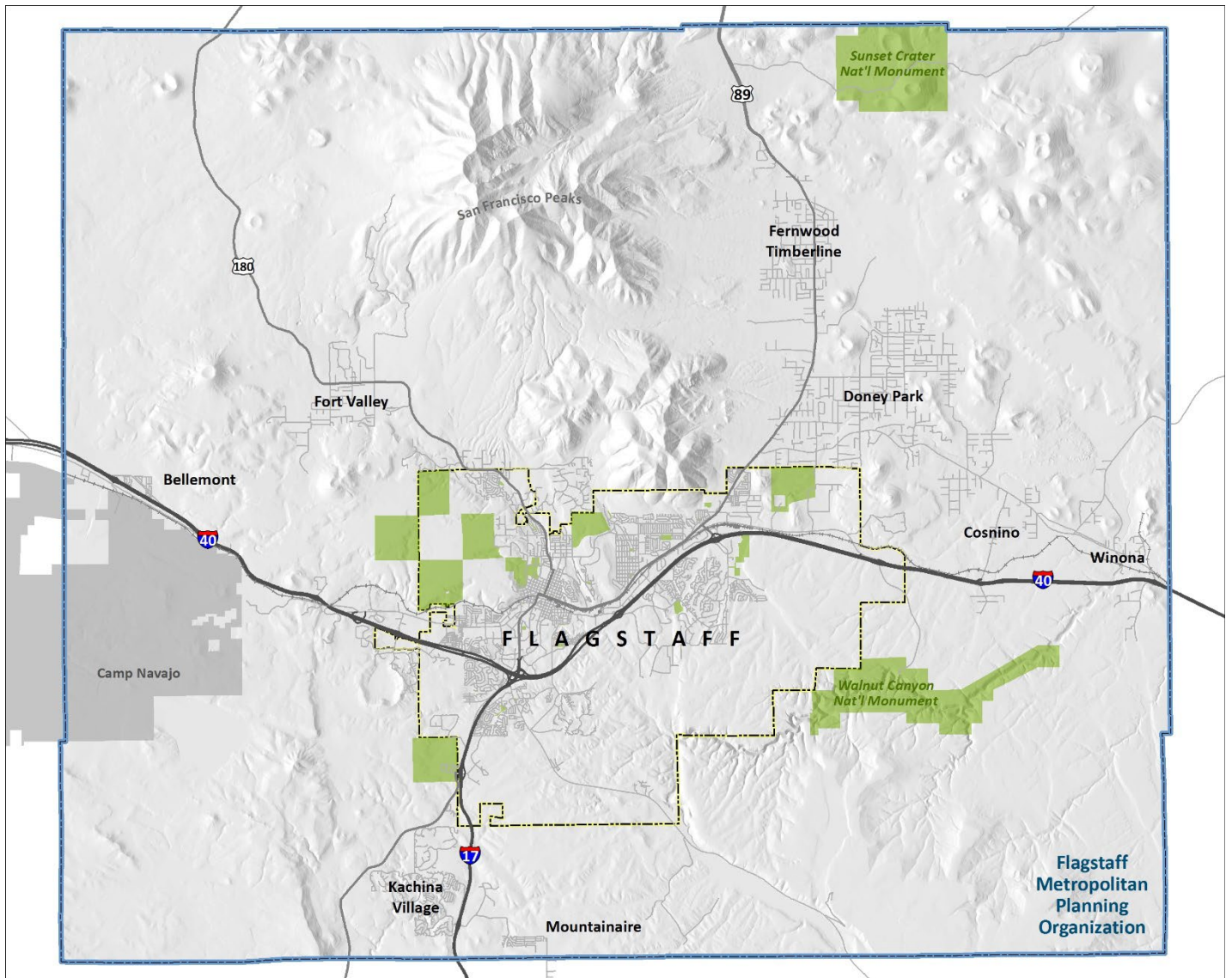


**ADOPTED by the Executive Board of the Flagstaff
Metropolitan Planning Organization (DBA MetroPlan).**

Chair X, MetroPlan Executive Board

Date

MetroPlan Planning Boundary



Flagstaff Metropolitan Planning Organization Public Participation

Introduction

This document guides the public involvement activities conducted by the Flagstaff Metropolitan Planning Organization (MetroPlan). The purpose of public participation is to ensure a proactive process affording the opportunity for the public to be involved in all phases of the multi-modal transportation planning process by providing complete information, timely public notice, sufficient periods for comment, full access to key decision points, and early and continuing engagement in developing transportation plans and programs. MetroPlan encourages active public participation in identifying and commenting on transportation issues, programs, and projects at every stage of the planning process.

Commencing with the Transportation Equity Act of the 21st Century (TEA-21), the need for public participation in all stages of the transportation planning process was emphasized by requiring metropolitan planning organizations (MPOs) to “include provisions to ensure early and continuing involvement of the public in the development of plans and Transportation Improvement Programs (TIPs).” The successor, Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), continues the tradition of public participation. Interested parties might include, but not be limited to: *citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, and representatives of the disabled*, as noted in Title 23 United States Code (USC), Section 134 I (5).

Background

The United States Congress created the requirement for establishing Metropolitan Planning Organizations. MetroPlan was established in 1996 with responsibility for transportation planning within the regional area generally surrounding Flagstaff, Arizona, 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. MetroPlan The region covered by MetroPlan is nearly 525 square miles and is shown on the preceding map.

Executive Board and Technical Advisory Committee

The Executive Board and TAC meetings shall be held in conformance with the Arizona Open Meetings Law (A.R.S. Sec. 38-431, et seq.). The meeting agenda will be prepared and then posted at the following locations: MetroPlan office and website (www.metroplanflg.org)

Agendas include MetroPlan's [Non-Discrimination Policy and](#) Federal Transit Administration (FTA) public notice: *"The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority 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."*

Meeting agendas will be forwarded in advance to member agencies (ADOT, City of Flagstaff, Coconino County, Mountain Line, NAU). Documentation to support the posting will be retained by the MetroPlan administrative assistant for three years after the fiscal year of posting. An advanced list of the upcoming year's regularly scheduled meetings will be posted on MetroPlan's website annually.

Citizens, elected officials, and staff will have the opportunity to speak on transportation issues at every regular meeting during the call to the public and/or as each agenda item is considered.

Regular meetings of the Executive Board and TAC will be recorded, and minutes drafted. Minutes will be available for public review upon request and available on the MetroPlan website at www.metroplanflg.org.

Governance Structure

MetroPlan Executive Board Representation

City of Flagstaff	3 voting staff
Coconino County	2 voting staff
Az State Transportation Board	1 voting staff
Mountain Line	1 voting staff

The MetroPlan Executive Board is the forum for cooperative decision-making on transportation-related matters. This seven-member board is comprised of principal elected officials from local government, a representative from the Arizona State Transportation Board, and a representative from the Mountain Line Board of Directors.

The Executive Board provides policy guidance and direction for the metropolitan transportation planning process.

The Technical Advisory Committee (TAC) is an advisory committee to the Executive Board. The 9-member committee is comprised of technical staff from the member agencies, as well as representatives from the Arizona Department of Transportation's Flagstaff District Engineering Office and Transportation Planning Division. In addition, there is an ex-officio non-voting member from Northern Arizona University.

MetroPlan Technical Advisory Committee Representation

Staff members of the City of Flagstaff appointed by the Flagstaff City Manager	3 voting staff
Staff members of Coconino County appointed by the Coconino County Manager	2 voting staff
staff members of ADOT appointed by the District Engineer	2 voting staff
Staff member of NAU appointed by the President's office	1 voting staff
Staff member of Mountain Line appointed by the Mountain Line CEO	1 voting staff
Staff member of FHWA	1 non-voting staff

Environmental Justice Activity

Title VI of the Civil Rights Act of 1964 requires outreach to underserved groups.

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

A further 1994 Presidential directive dictates, "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." Executive Order 12898

Groups impacted: low-income and minority populations, which may include sub-groups of elderly and disabled.

MetroPlan will make every effort to hold public meetings in facilities that are compliant with the Americans with Disabilities Act (ADA) and arrange for reasonable accessibility and accommodation to persons with disabilities. Further, to provide equally effective communication, MetroPlan will make preparations, when appropriate, for persons requiring assistance, such as the hearing or visually impaired, upon request.

MetroPlan will assist persons with limited English proficiency to participate in the transportation planning process. Staff will make every effort to provide Spanish translators and document translation, where feasible, upon request. Elderly persons or

zero-vehicle households who are not able to attend meetings may make a request for the information at MetroPlan offices for delivery of materials to their homes. MetroPlan staff, coordinating availability, is willing to go speak to groups in an effort to eliminate participation barriers and involve citizens in the transportation process.

Current federal financial assistance for MetroPlan is provided by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) via an annual transportation planning allocation. No lawsuits or complaints alleging discrimination on the basis of race, color, or national origin have been filed regarding MetroPlan.

MetroPlan Title VI Non-discrimination 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 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.

Public Involvement Tools, Techniques, and Activities

MetroPlan will utilize a variety of tools to educate and inform the public, which may include the interweaving of **visualization techniques** such as, but not limited to:

Maps	Flow Charts
Drawings and Graphics	Illustrations
Tables and charts	PowerPoint Presentation
Sketches	Diagrams
Video	Photographs
Artist Renderings	Images/Auto Shapes
Demonstration Projects	Callouts/Word Art
Geographic Information Systems (GIS)	Narrative Description

The use of these individual techniques, or a combination thereof, will assist in the communication process.

Master Distribution List

MetroPlan continues to build our distribution list, which is made consists of government officials, staff, and community members who are interested in keeping up on plans, projects, and educational programs. The list is used to inform groups with project updates, calls for action, and invites to participate in public outreach events and surveys. An email sign-up is available on MetroPlan's website and presented at public events.

Project-Specific Outreach Techniques

Beyond MetroPlan's standard and continuous outreach, specific projects may require additional activities to reach targeted audiences and provide early input opportunities and education.

To incentivize the community to attend and make outreach events equitability accessible, MetroPlan offers translation services upon request, and locations and times that are reachable by public transportation. MetroPlan may provide food. Other important considerations affecting the participation of different groups include reaching people within their own communities and during existing meeting schedules, focusing presentations to special interests of specific groups, and placement of announcements and flyers using different types of media. Project-specific outreach techniques reflect the input received from the public on TMPO's outreach method effectiveness.

MetroPlan Website

MetroPlan has developed and regularly updated the organization's website to provide the most current information available for download on various topics. The website contents are expected to include the following:

- ☑ Contact information
- ☑ Current Executive Board and Technical Advisory Committee information
- ☑ Meeting calendars and agendas
- ☑ Press releases
- ☑ Current and past plans, projects, and resources
- ☑ Partner project information links
- ☑ Federally required documents
- ☑ Work products and publications
- ☑ Links to related agencies
- ☑ Email sign-up for regular communications
- ☑ Job opportunities and Requests for Proposals



Media Contact and Advertising

The media play a crucial role in getting information regarding significant transportation activities and issues to the public. MetroPlan will maintain ongoing communication with the media through various means, including press releases and interviews.

The Arizona Daily Sun will be utilized as the primary print medium for advertising transportation issues of interest to the general population. Public service announcements and interviews may be broadcast on local radio stations.

MetroPlan social media accounts provide ongoing communications and are used for a variety of public outreach, education and encouragement campaigns, project updates, and invites to participate in the planning process through surveys, open houses, workshops, and events.

Public Meetings and Workshops

Meetings and workshops are used to both inform the public of the planning process and solicit input, ideas, and feedback. The MetroPlan Executive Board and Technical Advisory Committee meetings each include time on the agenda for general public comment on transportation-related items.

In-person and virtual meetings may include informal presentations at regional sites, open houses, round tables, or other community forums, and formal presentations to various service clubs, civic, and professional groups.

MetroPlan uses a variety of non-traditional meeting types described below in an effort to provide opportunities to the community outside of the traditional public meeting format.

- *Open Houses* - This format offers the public the opportunity to come at any time they choose during open house hours, interact with a variety, and take the time they need to learn about specific issues that relate to their concerns. Open houses can also include interactive activities, such as voting on preferred project alternatives.
- *Pop-Up Booths* are an informal type of public meeting that brings an open house feel to the community. Pop-up booths are placed at well-attended community events to give the public a chance to learn and provide input in a quick and personal way.

Surveys

Not everyone has time to attend public meetings, or stop at a pop-up booth during their daily activities. To ensure MetroPlan reaches visitors, residents, commuters, second homeowners, and underrepresented community members, MetroPlan uses surveys. Surveys may be online and hard copy and provided at events and meetings, hosted online, and in some cases are brought to the community through the Flagstaff Library and community centers, particularly for non-English speaking and underrepresented community members. Additionally, depending on the type of project, MetroPlan uses in-person intercept surveys to gather information about users of the Flagstaff transportation system. These survey methodologies help MetroPlan understand the travel behavior and decision-making process of transportation users throughout the region.

Annual Review of Key Performance Measures

MetroPlan, with the Technical Advisory Committee and Executive Board, developed a set of goals, objectives, and key performance measures (KPIs) as they relate to planning, federal funding, and public and stakeholder participation. MetroPlan will annually evaluate these KPIs to ensure communications are far-reaching and that the results from outreach efforts are representative of the region's demographic makeup. The goals, objectives, and KPIs will be revisited annually, and adjustments may be made. (Appendix B)

Public Comment and Response to Comments

Written comments received through the public involvement process will be included along with responses as an appendix to the document under review, as appropriate, or will otherwise be summarized and presented to the board or other body for awareness purposes.

For MetroPlan's Work Products, the scope, depth, and duration of public involvement will vary depending on the MetroPlan work product (document). The following section identifies the MPO's minimum input, review, and comment opportunities that will be offered before adoption.



Work Program Tasks

MetroPlan produces two major documents, the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP). These two plans directly lead to the implementation of projects in the Flagstaff Region. Other MetroPlan documents, such as the Public Participation Plan, Overall Work Program, and modal plans inform the RTP and TIP and identify priorities. Public input is a vital component of each of these documents, and ultimately results in needed improvements to Flagstaff's transportation system.

Regional Transportation Plan (RTP)

The Regional Transportation Plan, also known as the RTP, is a comprehensive plan of the transportation system that covers, at the minimum, a 20-year planning horizon. Federal law requires that major updates occur at least every five years after it is adopted. A specific RTP process will be developed for each major update. All major updates to the RTP follow the same basic process as follows:

- During the early stages of plan development, at least two formal public meetings (a.k.a. workshops) will be hosted to involve interested parties.
- Stakeholders will be identified and engaged early in the process.
- Efforts to engage and inform the general public of the process and process results will include media outreach, website information, and potentially other methods.
- Continuing engagement during the development of the plan will occur in stages for the public and elected/appointed officials.
- The Draft RTP will be presented to the MetroPlan Technical Advisory Committee and Executive Board for review and comment before the public comment period.
- The comment period on the draft RTP will last for 30 days; copies of the plan will be placed in accessible facilities, and locations will be published in the primary newspaper.
- Comments will be collected and responses provided, as appropriate.
- The Final Draft RTP, comment, and response will be presented to the MetroPlan Technical Advisory Committee for review prior to the Executive Board recommendation.
- All written and appropriate public comments received will be made part of the final document.
- The Final RTP will be presented to the MetroPlan Executive Board for adoption.

Metropolitan Transportation Improvement Program (MTIP)

The Metropolitan Transportation Improvement Program is a short-term listing of projects expected to be in the immediate future. The Transportation Improvement Program (TIP) includes the Northern Arizona Intergovernmental Public Transportation Authority's final program of projects and funding under the Federal Transit Administration (FTA) unless amended. Public notice procedures for the TIP also satisfy FTA public notice requirements for the final program of projects (POP). The MTIP is updated at least every two years based on the following process:

- MetroPlan will announce a call for projects 30 days before the Technical Advisory Committee review.
- MetroPlan staff, in conjunction with the Technical Advisory Committee, will prepare a Draft MTIP, which will be recommended to the Executive Board for public review.

- The public review period on the MTIP will last 30 days
- Comments will be collected, and responses will be provided.
- The Final Draft MTIP, comment, and response will be presented to the MetroPlan Technical Advisory Committee prior to the Executive Board recommendation
- An ad giving notice will be placed in the local paper of record and state that the MetroPlan TIP process satisfies the NAIPTA program of projects notice process
- The Final MTIP will be presented to the MetroPlan Executive Board for adoption
- An ad giving notice will be placed in the local paper of record and state that the MetroPlan TIP process satisfies the NAIPTA program of projects (POP) notice process
- Amendments and Administrative Modifications
 - Changes meeting the ADOT prescribed criteria for amendments will be advertised and posted per MetroPlan's regular meeting procedures. Amendments will be reviewed by the TAC which will make a recommendation to the Executive Board for final action.
 - A TIP/STIP requires formal amendments when one or more of the following criteria are met:
 - Change to a federally funded project or source of federal funds.
 - Additions or deletions of projects which will require air quality analysis.
 - Major change in the project description, limits, scope, or project phase.
 - Change in project schedule over one year.
 - The change results in a cost increase of greater than 25 percent.
 - Adding a new federally funded project (in attainment areas).
 - Please see ADOT's MPO and COG procedures manual, chapter 8, for more complete explanations.
 - ADOT, MPO, and COG Guidelines and Procedures Manual | Department of Transportation (azdot.gov)

Amendments to Adopted Documents

Amendments to the RTP and the MTIP are occasionally necessary after they have been adopted. With the exception of emergency or exempt projects, amendments will utilize the following process:

- MetroPlan will announce the proposed amendment via agenda posting
- Amendments will be reviewed by the TAC with a recommendation to the Executive Board for adoption
- Upon review by Executive Board, the amendment will either be approved or denied

Public Participation Plan (PPP)

The Public Participation document will be updated as required based on the following process:

- MetroPlan staff, in conjunction with the Technical Advisory Committee, will prepare a draft PPP and/or related amendments.
- Draft PPP will be presented to Executive Board prior to public review
- The comment period on the updated PPP will last 45 days
- The MetroPlan Technical Advisory Committee shall review all written public comments and prepare responses prior to recommendation to the Executive Board for adoption

An explicit public involvement plan (PIP) will be developed for each task in the annual Unified Planning Work Program and budget. Each PIP will be tailored to the complexity and impact of the task on the public.

Amendments Exempt from the Public Participation Plan

Certain amendments to adopted documents will be exempt from the public involvement process:

- Emergency projects, necessary for the safety and welfare of the citizenry
- Minor revisions or technical amendments, such as:
 - Minor cost changes
 - Changes in cost shares between agencies
 - Splitting projects, minor changes in the project location
 - Typographical corrections
 - Other administrative changes include but are not limited to the lead agency, contingency, and funding source.

Appendix A: Summary Table of MetroPlan Public Participation Procedures and Tools

Summary of MetroPlan Public Participation Procedures and Tools

Public Participation Component	Meetings	Public Comment Period	Typical Public Participation Techniques	Additional Comment
Adopted Documents, Plans, and Programs				
Regional Transportation Plan (RTP)	Initial and subsequent public meetings TAC Executive Board	30 days	News Release Website Comment Forms	Update every 4 years. Comments received to be included in RTP
Metropolitan Transportation Improvement Program (MTIP)	TAC Executive Board	30 days	News Release Website Comment Forms	Update every 1-2 years. Public comments provided to Executive Board
Public Participation Plan (PPP)	TAC Executive Board	45 days	News Release Website Comment Forms	Updated as required Public comments provided to Executive Board
Amendments to adopted documents	TAC Executive Board	N/A	Website	Non-exempt amendments
Amendments Exempt from public participation	N/A	N/A	N/A	Emergency projects and minor revisions
Open Public Meetings				
Executive Board Meetings	Regularly scheduled meetings	N/A	Master distribution list Website	Public comments accepted at the meeting
TAC	Regularly scheduled meetings	N/A	Master distribution list Website	Public comments accepted at the meeting

Public Participation Component	Meetings	Public Comment Period	Typical Public Participation Techniques	Additional Comment
Outreach Components				
Title VI & Environmental Justice	TAC Executive Board	N/A	Mailings upon request News release Website Coordinate communications with local organizations and agencies.	Assist persons with limited English proficiency.
MetroPlan Website	N/A	N/A	Web address supplied with news releases, on business cards, and other web links	Maintained and updated regularly
Staff Presentations	Government, community groups, business, and professional groups	N/A	N/A	Upon request; subject to staff availability
News Release	N/A	N/A	Sent to news media	N/A

Appendix B: Annual Strategic Work Plan Goals, Objectives, and Key Performance Measures

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 Representative

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



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3773 N Kaspar Dr.
Flagstaff, AZ 86004
www.metroplanflg.org

STAFF REPORT

REPORT DATE: August 15, 2023
MEETING DATE: August 23, 2023
TO: Honorable Chair and Technical Advisory Committee Members
FROM: David Wessel, Planning Manager
SUBJECT: Consider Transportation Improvement Program (TIP) Amendment

1. Recommendation:

- i** The TAC recommend the Board adopt the Transportation Improvement Plan (TIP) Amendment as presented.

2. Related Strategic Workplan Item

- i** Goal 1: Maximize Funding for Transportation Projects and Programs.
Objective 1.4: Ensure good standing with funders

3. Background

- i** The Transportation Improvement Plan (TIP) is a public-facing document intended to inform regulatory agencies and the public of the funds to be obligated for transportation in any given year. A TIP covers four to five years and must be updated every four years. A TIP must be fiscally constrained and support the Regional Transportation Plan. MetroPlan chooses to update the TIP every two years. The current TIP is FY2023-2027.

The projects included in this amendment are:

5310 Elderly and Disabled Transit Program (Varies – FY23)

- Total Project Cost: \$1,421,969
- Federal Share: \$849,555 Local Share: \$572,414 (20%-50%)



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- Description: Five organizations and agencies within the region receiving eight capital or operating grant awards to provide services to the Elderly and disabled. This action ratifies an administrative modification previously submitted by staff.

5311 Rural Transit Program (Mountain Line – FY23)

- Total Project Cost: \$105,398
- Federal Share: \$91,998.40 Local Share: \$13,399.60 (10%-20%)
- Description: A grant award for administration (\$22,598) and contracting of vanpool services (\$76,800) for the areas primarily outside the Flagstaff City limits. This action ratifies an administrative modification previously submitted by staff.

RURAL Beulah Complete Street and Health Care Access

(City of Flagstaff/Northern Arizona Healthcare – FY27 illustrative)

- Total Project Cost: \$37,950,274
- Federal Share: \$28,000,000 Local Share: \$9,950,274 (NAH, 26%)
- Description: RURAL grant application for the widening of Beulah Boulevard from Lake Mary Road to Ft. Tuthill with improvements to eight intersections including pedestrian, bicycle and transit facilities.

Transportation Alternatives Program: Safe Routes to School Plan & Program

(MetroPlan/City of Flagstaff/Mountain Line/Coconino County Health – FY27 illustrative)

- Total Project Cost: \$1,100,000
- Federal Share: \$1,037,300 Local Share: \$62,700 (5.7%)
- Description: TAP grant application. \$500,000 to plan safe routes for regional schools and provide 30% plans for priority projects such as the Knoles Elementary School sidewalks and McMillan Mesa Transit Access Lane. \$600,000 to support four-years of safe routes to school programming through the Coconino County Health District.

Transportation Alternatives Program: Cromer Elementary School Safe Route Sidewalk

(Coconino County Public Works – FY27 illustrative)

- Total Project Cost: \$1,305,274
- Federal Share: \$1,230,873 Local Share: \$74,401 (5.7%)
- Description: TAP application for construction of a sidewalk serving Cromer Elementary School on Skeet Drive from Silver Saddle Drive to Neptune Drive and on Neptune Drive from Skeet Drive to Lunar Drive



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RAISE Beulah application – Remove. This item is being replaced addition of the RURAL Beulah Complete Street and Health Care Access above.

4. Fiscal Impact

i None. Project sponsors are responsible for meeting their match requirements and administering their grants, as necessary.

5. Alternatives

- i**
- 1) (Recommended). Recommend the Board adopt the TIP amendment as presented. This permits obligation of and access to transit funds and improves competitiveness of grant applications.
 - 2) (Not Recommended). Recommend only some of the projects within the amendment to the Board. The TAC may find that one or more projects is not ready for approval.
 - 3) (Not Recommended). Do not recommend the Board adopt the TIP amendment. This will delay and/or prevent programs not included from receiving funds and is not aligned with our Strategic goal to maximize funding in the region.

6. Attachments

i 5311 Preliminary Award letter
5310 administrative modifications
Amended TIP Tables



May 24, 2023

Heather Dalmolin
General Manager
Northern Arizona Intergovernmental Public Transportation Authority
3773 N Kaspar Dr.
Flagstaff, AZ 86004

Subject: 5311 Rural Transit Fiscal Year 2022 Preliminary Notice of Award Year 2

Dear Ms. Dalmolin:

ADOT is pleased to issue this Preliminary Award Notice for Year 2 of your FY 2022 5311 Rural Public Transit Grant Agreement. All preliminary funding awards are contingent upon the Federal Transit Administration awarding funds to ADOT for the 5311 Program. ADOT will be submitting an application to FTA in June 2023 and anticipates FTA awarding funding in August 2023. Please see the table below for your 5311 Rural Transit 2022 Preliminary Notice of Award for Year 2.

ADOT must await Federal Transit Administration (FTA) approval of the grant; thus these award amounts are contingent upon FTA approval and your compliance with Federal and State requirements. You must also have an updated Title VI plan that is approved by ADOT Civil Rights or FTA (if applicable), or a self-certification form submitted, prior to expending funds. Your official notice of award will come with your Exhibit A.

All funding balances available as of 9/30/23 will be rolled into Year 2 of your Grant Agreement. Additional 5311 formula funding was awarded to each subrecipient based upon your projected formula funding carry over and level funding needs for Year 2.

All 5311 Formula funding must be expended by September 30, 2024 or will be recaptured by ADOT when the grant agreement ends. Please note that all Capital funds awarded in Year 2 must also be expended by September 30, 2024.

Northern Arizona Intergovernmental Public Transportation Authority				
Project Title	Federal Match Ratio	Preliminary Total Award	Preliminary Federal Award	Local Match
Administration	80%	\$28,598.00	\$22,878.40	\$5,719.60

Vanpool Service Contract- Year 2	90%	\$76,800.00	\$69,120.00	\$7,680.00
Total		\$105,398.00	\$91,998.40	\$13,399.60

Please note, due to our funding requests exceeding 41 million dollars and an apportionment of just over 18 million dollars we were unable to approve capital request(s) outside of preventative maintenance. Capital requests such as buses and bus facilities can be funded from the upcoming 5307/5339 Competitive grant application. Arizona DOT received an apportionment of 4 million dollars in Section 5339 Statewide funds in FY 2023 and 5311 agencies are eligible to apply for 5339 funding. Please consider this funding option. We anticipate the application opening in the next few weeks.

If you have any questions, or if the award is significantly different than expected, please contact your Program Manager. You have the right to appeal this funding decision. If filing an appeal, applicants must use the following process in order for the appeal to be considered valid. Letters of appeal must clearly identify the applicant, contact person, address, phone number, project description and grounds for appeal. Letters of appeal must be submitted within ten business days of notification of award; no later than the close of business **June 8, 2023**. Submit the appeal via email to your assigned Program Manager.

ADOT reviews all appeals and notifies applicants of the decision within ten business days. If the applicant is not satisfied with the 5311 Program Manager's response, a further appeal may be made to the Transit Group Manager. This appeal must be submitted within ten business days of the notice of the 5311 Program Manager's decision. A copy of the additional appeal must be sent to the 5311 Program Manager. The Transit Group Manager will then provide a written response to the applicant within 30 days of receipt of the appeal.

Please remember that your transit funding must be included in the local TIP (Transportation Improvement Plan) developed by your COG or MPO and your COG/MPO must forward their approved TIP to ADOT Programming so the projects can be included in the STIP. COGs and MPOs have been copied on this award letter, however it is the transit agencies responsibility to coordinate with your COG or MPO to assure that all your projects are included in the local TIP. FTA is unable to fund any grant application until the project is included in the federally approved STIP.

Aubree Perry
602-712-8947
aperry2@azdot.gov

Shatawn Reed
602-712-7318
sreed2@azdot.gov

Sincerely,



Jill Dusenberry
Transit Group Manager

CC - Shatawn Reed, 5311 Program Manager
Aubree Perry , 5311 Program Manager
John Vater, 5311 Program Manager
Jason James, ADOT MPD Regional Planner
David Wessel, FMPO
Mandia Gonzales, FMPO

July 24, 2023

Mr. Paul Patane, Director MPD
Arizona Department of Transportation
Through: Myrna Bondoc
205 S. 17th Avenue, Mail Drop 310B
Phoenix, AZ 85007

RE: FY 2023 – 2027 Transportation Improvement Program (TIP) Administrative
Modification for 5310 Program

Dear Mr. Patane,

The FMPO, doing business as MetroPlan, respectfully requests this TIP administrative
modification recognizing these 5310 grant awards:

Subrecipient	Fund Type	Project Title	Federal Ratio	Total Award	Federal Award	TIP ID #
Arizona Board of Regents for and on behalf of Northern Arizona University	Operating	Senior Companion Door Through Door & More (FMPO - Year 1)	50%	\$23,433	\$11,717	MUT-23-02
Hope Lives Vive La Esperanza	Vehicle Capital	Full Size SUV to replace non FTA minivan 9Vin#9979	80%	\$54,381	\$43,505	MOT-23-03
Hope Lives Vive La Esperanza	Vehicle Capital	Maxivan with lift 11 passenger expansion	80%	\$91,858	\$73,486	MOT-23-04
Hozhoni Foundation, Inc.	Vehicle Capital	9 Passenger Cutaway with Lift Vin# 2511 (Replacement) C	80%	\$124,752	\$99,802	MOT-23-05
Northern Arizona Intergovernmental Public Transportation Authority	Mobility Management	Mobility Management - Year 2	80%	\$129,273	\$103,418	MMT-23-06

Northern Arizona Intergovernmental Public Transportation Authority	Operating	ADA Plus - Year 1	50%	\$210,000	\$105,000	MMT-23-07
Northern Arizona Intergovernmental Public Transportation Authority	Operating	Mountain Line Taxi Program - Year 1	50%	\$124,000	\$62,000	MMT-23-08
Quality Connections Inc	Vehicle Capital	Expansion Maxi Van with Lift-QCL	80%	\$91,858	\$73,486	MOT-23-09

Best regards,

David Wessel

David Wessel, Planning Manager

Cc: Kate Morley, MetroPlan Executive Director
Jill Dusenberry, ADOT Transit Group Manager
Sara Allred, ADOT Assistant Transit Manager
Brian McCoy, ADOT Transit Planning Program Manager 1

Table 6a. FTA Section 5310 transit projects within the FMPO area									
Updated 8-15-23									
Agency			FY - Awarded	Location	Project description	Fund type	Local cost	Federal cost	Total cost
Civic Service Institute - NAU		MUT-23-02	2023	Small Urban	Senior Companion Program - Door-to-door	5310 - Operating	\$ 11,716	\$ 11,717	\$ 23,433
Hozhoni Foundation, Inc.		MOT-23-05	2023	Small Urban	Vehicle Replacement -9 passenger cutaway w/ lift	5310 - Capital	\$ 24,950	\$ 99,802	\$ 124,752
Quality Connections		MOT-23-09	2023	Small Urban	Vehicle Replacement - maxivan with lift	5310 - Capital	\$ 18,372	\$ 73,486	\$ 91,858
NAIPTA		MMT-23-06	2023	Small Urban	Mobility management - Year 2	5310 - Mblty mgmt	\$ 25,855	\$ 103,418	\$ 129,273
NAIPTA		MMT-23-07	2023	Small Urban	ADA Plus - Year 1	5310 - Operating	\$ 105,000	\$ 105,000	\$ 210,000
NAIPTA		MMT-23-08	2023	Small Urban	Taxi voucher program - Year 1	5310 - Operating	\$ 62,000	\$ 62,000	\$ 124,000
Hope Lives		MOT-23-03	2023	Small Urban	Full size SUV	5310 - Capital	\$ 10,876	\$ 43,505	\$ 54,381
Hope Lives		MOT-23-04	2023	Small Urban	11 passenger Maxivan	5310 - Capital	\$ 18,012	\$ 73,846	\$ 91,858
TOTALS							\$ 276,781	\$ 572,774	\$ 849,555

Table 6b. FTA Section 5311 transit projects within the FMPO area									
Updated 4-20-2022									
Agency			FY - Awarded	Location	Project description	Fund type	Local cost	Federal cost	Total cost
NAIPTA		MMT-22-01	2022	Rural	Administration	5311	\$ 5,720	\$ 22,878	\$ 28,598
NAIPTA		MMT-2202	2022	Rural	Vanpool Service Contract Year 2	5311	\$ 7,680	\$ 69,120	\$ 76,800
TOTALS							\$ 13,400	\$ 91,998	\$ 105,398

						ad		r	c		
COF	TBD	MPP-24-10	MetroPlan Safe Routes To School Plan & Program	TAP	\$1,100,000					\$ 1,037,300	\$ 1,100,000
			Regional Safe routes plans for regional schools and Safe Routes Program	Local						\$ 62,700	
										s, a	
CC	TBD	MCP-24-11	Cromer Elementary School Safe Route Sidewalk	TAP	\$ 1,305,274					\$ 1,230,873	\$ 1,305,274
			Sidewalk construction	Local						\$ 74,401	
			Skeet Drive: Silver Saddle to Neptune and Neptune Dr:								
			Skeet to Lunar							c	

Authorization Request											
City of	MFH-24-12	TBD	Beulah Complete Street and Health Care Access	RURAL	\$37,950,274					\$28,000,000	\$37,950,274
Flagstaff			Beulah Blvd from Woodlands Village to JW Powell Blvd	Local						\$9,950,274	
			Complete street project and intersection improvements								
City of		104042	Southwest Infrastructure RAISE Grant	RAISE	\$56,250,000					\$45,000,000	\$0
Flagstaff			Beulah Blvd from Woodlands Village to JW Powell Blvd	Local						\$11,250,000	
			Complete street project and intersection improvements								



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STAFF REPORT

REPORT DATE: August 14, 2023

MEETING DATE: August 23, 2023

TO: Honorable Chair and Members Transportation Advisory Committee

FROM: Kate Morley, Executive Director

SUBJECT: Consider Greater Arizona Funding Initiative Projects

1. Recommendation:

i The TAC recommend the Board approve of Greater Arizona Funding Initiative Projects.

2. Related Strategic Workplan Item

i Goal 1: Maximize Funding for Transportation Projects and Programs.
Objective 1.3: Coordinate partners' legislative priorities related to transportation.

3. Background

i The Rural Transportation Advocacy Council (RTAC) represents 11 small Councils of Government (COGs) and Metropolitan Planning Organizations (MPOs) around the State. The mission of RTAC is "to protect and promote rural and small metropolitan transportation interests, as well as creating a stronger and more effective rural transportation advocacy network in Arizona". Vice Chair Jeronimo Vasquez serves on the RTAC Board and Councilmember Sweet is the Alternate.

At their May 22nd meeting, the RTAC Board supported the recommendation to develop a list of priority projects totaling \$400M to pursue in the next legislative session. Specifically, RTAC is pursuing funding through the Governor and State Legislature as a special budget appropriation. This is not funding that would be apportioned through ADOT, and the funding would go directly to the local agencies for local projects. The \$400 million proposal is allocated to each Council of Government (COG) or Metropolitan Planning Organization (MPO) region by population, providing the MetroPlan region with \$22,434,763 in funds to request. This process mirrors the previous legislative session process.



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The major benefit of this Statewide approach is that it amplifies MetroPlan's request and enlists additional champions. Our request will be packaged with the requests of 10 other COGs and MPOs. For example, rather than MetroPlan submitting a standalone \$22.4 million request and soliciting support, we will be partnering with 10 other organizations that all want to be successful. By partnering with others, we can amplify our voice and link up with additional champions. However, MetroPlan and each agency should also advocate for projects separately to increase the likelihood of inclusion in the final budget.

Projects the State finds compelling should be considered since the State would provide the funding. Items that should be considered are:

- Local match percentage and any other partnership funding,
- Timeliness/ shovel ready,
- Issues of importance to regional representatives: rural and tribal benefits, post-fire flooding.

RTAC has asked each organization to provide priority projects and make the case for funding in time for the Rural Transportation Summit in October. After conferring with TAC and Management Committee as well as our legislative Liaison, the following package is recommended.

- Mountain Line Maintenance Facility Improvements Match: \$2,044,750
- Coconino County US89 Flood Mitigation: \$5,029,210
- Lone Tree Improvements: \$15,360,803

All three project can demonstrate significant non-state investment and have shovel ready components so money can be spent in a timely fashion.

4. TAC and Management Committee Discussion



Pending

5. Fiscal Impact



There is no cost to pursue this funding, however, support of our legislative liaison will be critical to funding being included in final budget. MetroPlan budgeted \$20,000 in local funds for legislative services in fiscal year 2024.

6. Alternatives



1. (Recommended). Recommend the Board approve Greater Arizona Funding Initiative Projects The proposed projects are timely and show significant federal and local investment. Approval will allow us to meet RTAC's deadline.




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	2. (Not recommended). Do not recommend the Board approve Greater Arizona Funding Initiative Projects. The Board could direct staff to modify the proposed package of projects.
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7. Attachments

	RTAC Legislation 2024
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Central Arizona Governments
Central Yavapai Metro. Planning Org.
Lake Havasu Metro. Planning Org.
MetroPlan Greater Flagstaff
Northern Arizona Council of Gov'ts.
Sierra Vista Metro. Planning Org.
Southeastern Arizona Governments Org.
Sun Corridor Metro. Planning Org.
Western Arizona Council of Gov'ts.
Yuma Metropolitan Planning Org.

June 12, 2023

RTAC 2024 PRIORITY PROJECT LIST DEVELOPMENT

At their May 22nd meeting, the RTAC Board supported the recommendation to start the development of a list of priority projects totaling \$400M to pursue next legislative session. The timing recognizes the minimum four months that will be needed for the COG/MPOs to complete their lists in time for their use at the Rural Transportation Summit scheduled for October 18-19.

Allocations will continue to be based on COG/MPO population numbers:

COG/MPO	2020 Population	Percentage	Allocation
CAG	84,510	5.01%	\$20,031,930.68
CYMPO	141,784	8.40%	\$33,607,943.63
LHMPO	60,257	3.57%	\$14,283,157.95
MAG (Pinal)	279,975	16.59%	\$66,364,432.04
MetroPlan	94,647	5.61%	\$22,434,763.07
NACOG	317,618	18.82%	\$75,287,111.77
SEAGO	152,306	9.03%	\$36,102,142.58
SCMPO	114,051	6.76%	\$27,034,325.62
SVMPO	68,906	4.08%	\$16,333,263.38
WACOG	169,567	10.05%	\$40,193,609.77
YMPO	203,881	12.08%	\$48,327,319.51

Note 1: Calculation is based on using the 2020 Census as the control total for each County.

Note 2: COG/MPO population is based on using the latest 5-year ACS data (2017-2021), used within MAG's "azdemographics interactive map" (<https://geo.azmag.gov/maps/azdemographics/>) to capture the COG/MPO percentage within Counties divided as such. The percentage is then applied to the corresponding County's 2020 Census Figure.

Project lists and the accompanying fact sheets for each project are due to Travis Ashbaugh at CAG on October 1st. This will provide time for edits, the compilation of supporting documents such as the statewide project location map, and the completion of the booklet prior to the start of the Summit on October 18th.

We will continue to provide flexibility on project submittals as we would like your projects to truly represent your top transportation priorities. There are no requirements or restrictions such as; whether a project is state or local, the type of mode serviced, the inclusion and level of local contributions, or the construction timing. However, please know that those factors may influence the prospects of a project's successful inclusion in the state budget. Local shares and quick

completion timelines have been very impactful. Considering projects that your local legislators will be willing to support will also be very important.

We will be using the same fact sheet template as last year. Travis indicated that one of the most frequent errors with last year's fact sheets were the project location pins on the state maps on each fact sheet, so please doublecheck the locations.

Some of the other key points are:

- Use a non-satellite map that provides a good visual of the location and improvements
- Provide the accurate full name of the roadway (for example, whether Street or Boulevard) If highway, is it an Interstate, U.S. Route, or State Route
- Use a picture(s) that persuasively illustrates the current conditions or challenges
- Specify the project boundaries such as intersecting streets or mileposts
- Specify the jurisdiction that will be administering the project. If multiple, which jurisdiction should receive the funding (one recipient)
- Insure that the point of contact is best for legislator & legislative staff inquiries
- Identify total project costs, the legislative funding request and other funding sources, particularly from the local jurisdiction
- Specify legislative district, COG/MPO, county, and municipality. If unincorporated, list closest municipalities and/or those mostly impacted by the improvement
- In the description, emphasize and describe the primary impacts and benefits such as safety, congestion, economic development, etc...
- At end of description, add the date that the project was voted on by the COG/MPO and list the voting jurisdictions (to help illustrate the level and breadth of support)
- List any project endorsers such as chambers of commerce, businesses or colleges (not necessary but helpful). This is a new addition from last year
- Provide a project timeline including construction start and completion dates. While next year completions are not a requirement, they certainly enhance a project's chances.

A follow up discussion with planners will be scheduled for August. In the meantime, please do not hesitate to contact me at (480) 577-7209 or kadam@rtac.net if you have any questions or suggestions to improve the process or fact sheets. I'm attaching a fact sheet from last year that did a good job of capturing most of the bullet points above:

Industrial Park Dr Reconstruction Project



Project Overview

Located just off Interstate 19 in Nogales, Arizona, this project has a significant economic impact for the Nogales area. The road serves a major industrial park that facilitates import /export of goods to and from Mexico. The project involves the reconstruction of 2,860 ft. of Industrial Park Drive beginning at Manor Drive and ending at Mariposa Rd.

The City of Nogales has a population of 20,288 and is located on the US/Mexico international border with 3 land ports of entry and 1 air port of entry. The greater Nogales border area is home to a thriving Maquiladora industry and \$30 billion of goods enter the US market through the community. That trade is dependent on a good transportation system. Industrial Park Drive serves a major industrial area in the City providing significant employment opportunities to area residents. The street carries from 3,345 to 6,019 vehicles per day on average with a high volume of truck traffic. The replacement pavement will be designed to withstand the truck traffic loads. The proposed street improvement will serve to enhance the economic competitiveness of the City of Nogales and induce private job creation and capital investment by the benefitted developments. All businesses to benefit from the improvements considered are base industries.

This road was last paved in 1984. The road has a significant crash history that can generally be attributed to the dilapidated condition of the roadway. According crash data provided by the Nogales Police Department, 48 accidents have been recorded in this road over the past 5 years. The improvements to Mariposa Road (SR 189) were completed earlier this year. Industrial Park Drive is federally classified as Urban Major Collector that connects with Mariposa Road in two locations. This road could serve as an alternative route for Mariposa Road in the event that Mariposa has to be temporarily closed.

This project was selected as a regional priority by the SEAGO Executive Board that consists of elected officials from 19 counties, cities, and towns located in Southeastern Arizona.



Project Lead

City of Nogales, Arizona



Project Schedule

Construction in 2023



Project Cost

Total Project Cost: \$2,505,944
State Funding Request: \$2,363,105
Local Contribution: \$142,839



Contact Info

Juan Guerra
City of Nogales Engineer
520.287.6571
jguerra@nogalesaz.gov



Location

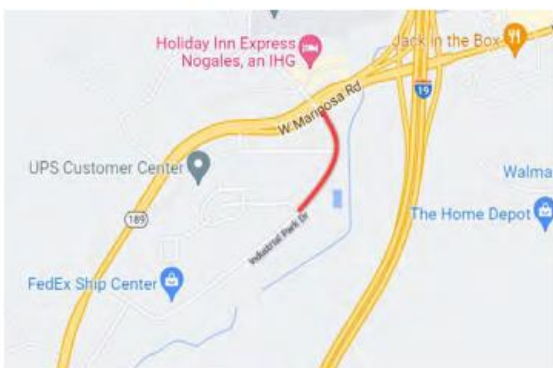


City of Nogales
Santa Cruz County
AZ Legislative District 21
SEAGO Region



SouthEastern Arizona
Governments Organization

Vicinity Map & Site Photo





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www.metroplanflg.org

STAFF REPORT

REPORT DATE: August 14, 2023

MEETING DATE: August 23, 2023

TO: Honorable Chair and Members Transportation Advisory Committee

FROM: Kare Morley, Executive Director

SUBJECT: Consider First Amendment to Master Subrecipient Agreement

1. Recommendation:



The TAC recommend the Board approve the First Amendment to Master Subrecipient Agreement

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



On November 16, 2022, MetroPlan entered into an Intergovernmental Agreement (IGA) with the City of Flagstaff known as the Master Subrecipient Agreement. This agreement outlines the requirements and expectations for entities to comply and manage funds Metroplan chooses to pass through. Passed through funds must align with funding source eligible, and MetroPlan's Unified Planning Work program (UPWP). Subrecipients must agree to follow all federal and ADOT requirements for the use of the funds.

This IGA was originally developed for the partnership between MetroPlan and the City of Flagstaff for MetroPlan to provide funding for the Downtown Mile. It is intended and structured to be amended when other funding partnerships are deemed valuable to MetroPlan.

MetroPlan received a 5305(e) competitive grant as a part of its agreement with Mountain Line to seek such funding opportunities on its behalf. The grant is for \$200,000 to conduct the Transit into Code Study (TCS) in which proposed code amendments that better integrate



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transit in the development process will be developed and brought to the City Council for their consideration.

The City is also undertaking efforts to update their codes and all three partners believe the most efficient and effective way to deliver these projects is for the City to be tasked with implementing them and to be compensated for their work based on expected deliverables.

The proposed amendment reiterates subrecipient responsibility and outlines expectations between MetroPlan, the City and Mountain Line.

4. TAC and Management Committee Discussion



5. Fiscal Impact



MetroPlan received a \$200,000 5305 grant for the Transit into Code Study requiring \$18,550 in match that is paid for by Mountain Line. MetroPlan will reimburse the City for consultant fees related this project up to \$40,000. Additional grant funds cover project administration and are reserved for future phases of the Study.

6. Alternatives



- 1) (Recommended). Recommend the Board approve the First Amendment to Master Subrecipient Agreement. Approval of the Amendment assures MetroPlan of partner's responsible for accepting funds and provides for the efficient and effective deliver of the Transit into Code Study. The approach is supported by Mountain Line.
- 2) (Not recommended). Do not recommend the Board approve the First Amendment to Master Subrecipient Agreement. The Board could provide direction on the delivery of the Project so that staff may bring them an alternative to consider.

7. Attachments



Draft First Amendment Master Subrecipient Agreement- **DRAFT attached**



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SUPPLEMENTAL INTERGOVERNMENTAL AGREEMENT/ADDENDUM

Between
Flagstaff Metropolitan Planning Organization (“MetroPlan”);
Northern Arizona Intergovernmental Public Transportation Authority, (“Mountain
Line”);
And
The City of Flagstaff, an Arizona municipal corporation (“City”).

This Supplemental Intergovernmental Agreement/ Addendum ("Agreement") is entered into this ____ day of August, 2023 (the “Effective Date”), among the Flagstaff Metropolitan Planning Organization (“MetroPlan”), an Arizona nonprofit corporation, with a legal address of 3773 N Kaspar Lane, Flagstaff, Arizona; Northern Arizona Intergovernmental Public Transportation Authority (“Mountain Line”), a political subdivision of the State of Arizona with offices at 3773 N Kaspar Lane, Flagstaff, Arizona; and the City of Flagstaff, an Arizona municipal corporation (“City”) with offices at 211 W. Aspen Avenue, Flagstaff, Arizona. Mountain Line, MetroPlan, and City may each be referred to in this Agreement individually as a Party, and collectively as the Parties.

RECITALS

- A. The City and MetroPlan have already entered into a Master Subrecipient Agreement as an intergovernmental agreement dated November 16, 2022 (“Master Agreement”). The Master Agreement contemplates multiple project addenda tied to the overarching terms of the Master Agreement whereby the City is a subrecipient of grant funds from MetroPlan.
- B. Under this specific Agreement, as an addendum and supplement to the Master Agreement, Mountain Line will participate in the project along with the City and MetroPlan, although Mountain Line is not a party to the Master Agreement.
- C. The Parties have authority to enter into this intergovernmental agreement pursuant to A.R.S. §11-952 for joint exercise of authority and cooperative action.
- D. Mountain Line is an intergovernmental public transportation authority, created pursuant to state law and the intergovernmental agreement dated March 14, 2006, amended and restated effective July 1, 2013, and amended effective July 1, 2020, referred to collectively herein as the “Amended Regional IGA”, to which the City is a member.
- E. Pursuant to the terms of state law and the Amended Regional IGA, Mountain Line is charged with planning and operating a public transportation system in the area that incorporates the City of Flagstaff and the Northern Arizona University campus.
- F. On or about September 7, 2006, Mountain Line and City entered into an intergovernmental agreement (the "2006 City IGA") for the purpose of providing fixed route transit service and paratransit service in a manner that conforms to Mountain Line’s 5-year transit plan and all local, state, and federal laws and regulations; an amendment to the 2006 City IGA on or about July 1, 2016.

- G. On or about November 2020, MetroPlan and Mountain Line entered agreed to the 1st Amendment (“1st Amendment”) of their April 2020 Intergovernmental Agreement (“2020 IGA”) describing roles and responsibilities for 5305 funds.
- H. MetroPlan has secured CPG Transit Planning and Section 5305 Statewide Transit Planning funds from Arizona Department of Transportation (“ADOT”) for Integrating Transit into Code Study (“ITCS”).
- I. City has contracted with DOWL to complete the Flagstaff Land Availability and Site Suitability Study / Code and Process Analysis (hereafter “Project”). This plan includes Task 6 – Transit- Related Code Assessment.
- J. City, Mountain Line, and MetroPlan now wish to enter into this Agreement to set out the roles and responsibilities of the Parties as related to the project management, deliverable expectations, and finances of the Project.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, the Parties agree as follows:

1. Purpose of the Agreement

The purpose of this Agreement is to identify responsibilities and commitments between the Parties regarding use of Federal Section 5305 funds as a supplement and addendum to the Master Agreement and pursuant to other IGAs between the Parties.

2. Duration and Termination of Agreement

This Agreement will remain effective from the date it is executed by the Parties through _____, 202___. Expiration or termination of this Agreement will have no impact on the Master Agreement. A Party may terminate this Agreement upon at least sixty (60) days prior written notice to the other Parties to the Agreement. Terminating the Agreement shall not relieve a Party from those liabilities or obligations already incurred under this Agreement.

3. Project Roles and Responsibilities

3.1 City Roles and Responsibilities

- 3.1.1 City shall designate a point of contact who will coordinate with the point of contact designated by Mountain Line.
- 3.1.2 City shall be responsible for day-to-day project management of this Project.
- 3.1.3 City shall be responsible for overall consultant contract management, administration, project controls, and coordination.
- 3.1.4 City and consultant shall coordinate with Mountain Line on all aspects of City code regarding transit and multimodal items. City shall invite Mountain Line to meetings with the consultant on these topics and Project Kickoff.
- 3.1.5 City shall coordinate with Mountain Line, MetroPlan, and City’s legal throughout the development of code recommendations. This includes checking in with City legal, MetroPlan legal, and Mountain Line legal during key milestones to ensure

recommendations are legal and implementable. This specifically includes but is not limited to Task 6.4 - Infrastructure/Operations Cost-Sharing Opportunities and items from Task 6.5 - Code Recommendations Memorandum.

- 3.1.6 Based on transit code recommendations from the consultant, City staff shall receive approval from Mountain Line regarding the exact code language being changed in the City codes. Mountain Line and City will agree on which Code changes are brought to the public and both parties will agree on changes needed based on public comment's feedback. City will use the LASS & CAP Project Management Plan to resolve internal conflicts. If the core team, steering committee, and Mountain Line point of contact cannot resolve conflicts, Mountain Line will include Heather Dalmolin, Mountain Line's General Manager and CEO, to resolve conflicts with the Division Director and City Manager's office as needed.
- 3.1.7 City shall incorporate recommendations into City codes as soon as possible, no later than 12 months from final report. This includes conducting the required public outreach and approvals to incorporate recommendations. Exceptions will be mutually agreed upon if there are delays in the implementation process.
- 3.1.8 City shall purchase one year of NACTO membership and provide access for Mountain Line and MetroPlan to use. The membership fee will be paid from ITCS grant funds. City, Mountain Line, and MetroPlan will reevaluate after one year of membership and all three Parties will agree to a cost sharing method to split the membership fee, if renewing.
- 3.1.9 The City shall be a subrecipient of funding from MetroPlan.

3.2 Mountain Line Roles and Responsibilities

- 3.2.1 Mountain Line shall designate a point of contact who will coordinate with the point of contact designated by City.
- 3.2.2 Mountain Line shall coordinate with City and consultant on all aspects of the City code regarding transit and multimodal items.
- 3.2.3 Mountain Line shall participate in the Project Kickoff meeting and participate in meetings with City and consultants on all aspects of City code regarding transit and multimodal items.
- 3.2.4 Mountain Line shall coordinate with Mountain Line's legal as necessary to ensure code recommendations are implementable. This includes but is not limited to Task 6.4 - Infrastructure/Operations Cost-Sharing Opportunities and items from Task 6.5 - Code Recommendations Memorandum.
- 3.2.5 Mountain Line shall provide MetroPlan with monthly status reports by the 15th of each month for grant compliance.
- 3.2.6 Mountain Line will present updates to the Mountain Line Board as needed for timely feedback. Mountain Line will not adopt finalized code language as related to transit, but the Board may be asked to approve language to signify input and buy in.
- 3.2.7 Mountain Line will participate in NACTO through the membership purchased by City and will cooperate in cost sharing of future annual membership, if renewed.

3.3 MetroPlan Roles and Responsibilities

- 3.3.1 MetroPlan will be available to City and Mountain Line as an advisor as needed for transit and multimodal code items, for research outside DOWL's scope, and review of code recommendations.
- 3.3.2 MetroPlan shall provide grant administration in accordance with the grant award agreement. If DOWL amends its contract with City to include all required Federal language under the grant process, the Parties may agree to MetroPlan paying DOWL directly from grant funds to save City staff processing time, but any such payments will be made through the relationship of the City being a subrecipient under the Master Agreement.
- 3.3.3 MetroPlan will participate in NACTO through the membership purchased by City and will cooperate in cost sharing of future annual membership, if renewed

3.4 Financial Roles and Responsibilities

- 3.4.1 City shall receive invoices from consultant and be responsible for payment, unless DOWL amends its contract with City to include all required Federal language under the grant process, whereby the Parties may agree to MetroPlan paying DOWL directly from grant funds to save City staff processing time, but any such payments will be made through the relationship of the City being a subrecipient under the Master Agreement.
- 3.4.2 MetroPlan to reimburse the City for City staff time for an estimated amount of \$35,000 based on actual expenditures of City labor at the full burden rate, unless MetroPlan makes payments directly to DOWL under Sections 3.3.2 and 3.4.1 above.
- 3.4.3 City shall email Task 6 consultant invoices and progress report to Mountain Line for approval prior to City (or, as applicable, MetroPlan) paying the invoice. After review, Mountain Line shall email the approved invoice to City and MetroPlan for grant oversight.
- 3.4.4 City shall provide monthly expense reports to Mountain Line and MetroPlan to communicate expenditures and balance details pertaining to Task 6 – Transit Related Code Assessment.
- 3.4.5 Mountain Line shall bill to the grant Mountain Line staff's actual time spent on the Project, not to exceed \$40,000. Invoices will be provided to MetroPlan and provide an accompanying progress report.
- 3.4.6 MetroPlan is responsible for submitting reimbursement request to ADOT for the Federal grant.
- 3.4.7 MetroPlan will bill Mountain Line for the match as required by ADOT no later than thirty (30) days after receipt of invoices from City.
- 3.4.8 All Parties shall be responsible for tracking Project budget to ensure Project does not exceed Federal funding

4. Liability and Indemnification

4.1 Force Majeure. A Party shall not be liable for failure to comply with any of the terms and conditions of this Agreement where any failure to comply is caused by an act of God, court order, government regulation or requirement, other than those imposed by the Party that fails to perform, strike or labor difficulty, fire, flood, windstorm, breakdown or other damage to equipment, power failure or any other cause beyond the reasonable control of said Party.

4.2 Indemnification. To the extent permitted by law, each Party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other Party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

5. Dispute Resolution

5.1 Mediation. If a dispute arises out of or relates to this Agreement, and if the dispute cannot be settled through negotiation, the Parties agree first to try in good faith to resolve the dispute by mediation before resorting to litigation or some other dispute resolution procedure. Mediation will take place in Flagstaff, Arizona, be self-administered and be conducted under the CPR Mediation Procedures established by the CPR Institute for Dispute Resolution, 366 Madison Avenue, New York, New York 10017, (212) 949-6490, www.cpradr.org, with the exception of the mediator selection provisions, unless other procedures are agreed upon by the Parties. Unless the Parties agree otherwise, the mediator(s) shall be selected from panels of mediators trained under the auspices of the Alternative Dispute Resolution Program of the Coconino County Superior Court. Each agrees to bear its own costs in mediation. The Parties will not be obligated to mediate if an indispensable Party is unwilling to join the mediation.

5.2 Legal Action. This mediation provision is not intended to constitute a waiver of a Party's right to initiate legal action if a dispute is not resolved through good faith negotiation or mediation, or if a Party seeks provisional relief under the Arizona Rules of Civil Procedure. Nothing in this Agreement shall be considered a waiver of the requirements of A.R.S. §12-821 or 12-821.01 by either Party.

5.3 Litigation and Attorney's Fees. In the event any action at law or in equity is instituted between the Parties in connection with this Agreement, the prevailing Party in the action will be entitled to its costs including reasonable attorneys' fees and court costs from the non-prevailing Party.

6. Notices

Unless otherwise specified in this Agreement, any notice or other communication

required or permitted to be given shall be in writing and sent to the address given below for the Party to be notified, or to such other address notice of which is given:

If to Mountain Line:
General Manager
NAIPTA
3773 N. Kaspar Drive
Flagstaff, Arizona 86004

If to MetroPlan:
Executive Director
MetroPlan
3773 N. Kaspar Drive
Flagstaff, Arizona 86004

If to City:
City Manager
211 W. Aspen Ave.
Flagstaff, Arizona 86001

7. General Provisions

7.1 Authorization to Contract. Each Party represents and warrants that it has full power and authority to enter into this Agreement and perform its obligations under this Agreement and has taken all required acts or actions necessary to authorize the same.

7.2 Integration; Modification. Each Party acknowledges and agrees that it has not relied upon any statements, representations, agreements or warranties, except as expressed in this Agreement, and that this Agreement constitutes the Parties' entire agreement with respect to the matters addressed in this document. All prior or contemporaneous agreements and understandings, oral or written, with respect to such matters are superseded and merged in this Agreement. This Agreement may be modified or amended only by written agreement signed by or for each of the Parties and recorded by the County Recorder, and any modification or amendment will become effective on the date so specified, but no earlier than the date of the recording by the County Recorder.

7.3 Cancellation for Conflict of Interest. Pursuant to A.R.S. § 38-511, any Party may cancel this Agreement without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of a Party is, at any time while the Agreement or any extension of the Agreement is in effect, an employee or agent of another Party of the Agreement in any capacity or as a consultant to the other Party of the Agreement with respect to the subject matter of this Agreement.

7.4 Waiver. No failure to enforce any condition or covenant of this Agreement will imply or constitute a waiver of the right of a Party to insist upon performance of the condition or covenant, or of any other provision of this Agreement, nor will any waiver by either Party of any breach of any one or more conditions or covenants of this Agreement constitute a waiver of any succeeding or other breach under this Agreement.

7.5 Compliance with Immigration Laws and Regulations. Pursuant to the provisions of A.R.S. § 41-4401, each Party warrants to the other Parties that the warranting Party

and its contractors or consultants, if any, are in compliance with all Federal Immigration laws and regulations that relate to their employees and with the E-Verify Program under A.R.S. § 23-214(A). The Parties acknowledge that a breach of this warranty by a Party or any of its subconsultants is a material breach of this IGA subject to penalties up to and including termination of this IGA or any subcontract. Each Party retains the legal right to inspect the papers of any employee of the other or any subconsultant who works on this IGA to ensure compliance with this warranty.

7.5.1 A Party may conduct random verification of the employment records of the other Parties, and any of its contractors or consultants, to ensure compliance with this warranty.

7.5.2 A Party will not consider the other Parties or any of their contractors or consultants in material breach of the foregoing warranty if the other Party and its contractors or consultants establish that they have complied with the employment verification provisions prescribed by 8 USCA § 1324(a) and (b) of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214(A).

7.5.3 The provisions of this Article must be included in any contract a Party enters into with any and all of its contractors or consultants who provide services under this IGA or any subcontract. As used in this Section 7.5.3, “services” are defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility, or improvement to real property.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed effective as of the day and year first written above.

Mountain Line/NAIPTA

Jamie Whelan, Board Chair

Attest:

Clerk

Approved as to form:

NAIPTA/Mountain Line Attorney

MetroPlan/FMPO

Coral Evans, Board Chair

Attest:

Clerk of the Board

Approved as to form:

FMPO/MetroPlan Legal Counsel
Mangum, Wall, Stoops & Warden, PLLC

City of Flagstaff

Greg Clifton, City Manager

Attest:

City Clerk

Approved as to form:

City Attorney



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3773 N Kaspar Dr.
Flagstaff, AZ 86004
www.metroplanflg.org

STAFF REPORT

REPORT DATE: August 14, 2023

MEETING DATE: August 23, 2023

TO: Honorable Chair and Members of the Transportation Advisory Committee

FROM: Kate Morley, Executive Director

SUBJECT: Consider Third Amendment to Mountain Line Intergovernmental Agreement and Adopt IT Policy

1. Recommendation:



The TAC recommend the Board approve the Third Amendment to Mountain Line Intergovernmental Agreement and adopt Mountain Line IT policy.

2. Related Strategic Workplan Item



Goal: Maximize Funding for Transportation Projects and Programs
Objective 1.2: Expand match and revenue generating options.

3. Background



On August 16, 2020, MetroPlan entered into an Intergovernmental Agreement (IGA) with Mountain Line for Mountain Line to perform payroll services on behalf of MetroPlan and to outline how the agencies partner on transit-related grants. The second amendment to the IGA established the MetroPlan use of Mountain Line office space as an in-kind contribution to MetroPlan and clarified certain grant partnerships. This third amendment to the IGA expands the space available to MetroPlan within Mountain Line's headquarters and establishes Mountain Line providing Information Technology (IT) Services to MetroPlan for a fee.

This agreement for IT services provides many benefits to MetroPlan. The primary purpose is a direct result of sharing a facility. Without merging IT, MetroPlan did not have access to any IT equipment in meeting rooms including the inability to use screens, making hybrid meetings very challenging. Additional benefits are the availability of Mountain line IT staff to resolve any issues and enhanced security measures including emergency response to cyber security issues. They will also secure folders and provide regular file backups. To merge IT, Mountain Line is requiring MetroPlan staff to be subject to following Mountain Line's IT policies and



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procedures. The proposed action will replace Metroplan’s existing IT policy with a much more comprehensive one limiting our vulnerability to cyber-attacks.

4. TAC and Management Committee Discussion



5. Fiscal Impact



The annual cost of IT services will be a prorated share of Mountain line IT staff time based on number of employees at each organization plus direct purchases such as computers and licensing. It is estimated to cost approximately \$15,000 annually for support plus direct expenses. This is within the FY2024 budget.

6. Alternatives



- 1) (Recommended). Recommend the Board approve the Third Amendment to Mountain Line Intergovernmental Agreement and adopt Mountain Line IT policy This partnership is in MetroPlan’s best interest and allows for seamless use of meeting rooms.facilitating hybrid meeting formats. It also provides a higher level of IT support and significantly reduces vulnerabilities in the MetroPlan’s IT security.
- 2) (Not recommended). Do not recommend the Board approve the Third Amendment to Mountain Line Intergovernmental Agreement and adopt Mountain Line IT policy. This would prevent MetroPlan fully utilizing facilities and continue to leave MetroPlan vulnerable to IT attacks. MetroPlan would need to seek a new vendor for IT security and maintenance.

7. Attachments



Amendment 3 to Mountain Line IGA- **Pending**
Mountain Line Technology Policy
MetroPlan Technology Policy
Original IGA, Frist, and Second Amendments- **Available upon request**



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Mountain Line

Information Security Policy

This policy establishes the security framework that Mountain Line uses to protect its Information Technology (“IT”) systems and assets.

1.0 PURPOSE

Mountain Line’s information is a valuable asset that requires appropriate protection from unauthorized use, modification, loss, or disclosure in a manner consistent with industry best practices, applicable laws, and contractual obligations. Unauthorized use, disclosure, or the unavailability of Mountain Line information could cause harm to Mountain Line or members of the community. Clear information security policies and standards contribute to mitigating these risks. All authorized users (to include Mountain Line employees, contractors, vendors, and interns) share the responsibility to help protect Mountain Line information and IT Resources from harm through careful adherence to these requirements. Failure to comply with these standards and requirements may result in denial of access to Mountain Line information and/or IT Resources, disciplinary action up to and including termination of employment, and civil and criminal liability.

2.0 Scope

This policy and its associated information Security Standards apply to all Mountain Line employees as well as any other users of Mountain Line Information wherever located, including all third-party individuals or entities granted access to Mountain Line information. Additionally, this policy applies to all Mountain Line IT Resources wherever located, all applications or data contained on those devices or systems, and all other devices, including privately owned devices, that connect to Mountain Line’s information networks or data storage systems.

3.0 POLICY

Information Security Program

The IT Manager administers a comprehensive Information Security Program to protect and preserve the availability, confidentiality, and integrity of Mountain Line information. Mountain Line’s IT staff provide or oversee services including network monitoring, vulnerability assessments and scanning, incident response, guidance for complying with Information Security controls, oversight of identity and access management activities, and other related services that comprise Mountain Line’s Information Security Program. The program shall support Mountain Line’s compliance with all applicable statutory, regulatory, policy, and contractual guidance or requirements, and shall be shaped according to industry best practices. Mountain Line managers are each responsible for ensuring the compliance with and enforcement of the Information Security Program. Managers will work with the IT Manager to coordinate prudent

Information Security practices, measures, and minimum requirements appropriate for each Mountain Line department, division, or activity.

Information Security Standards

This policy governs all data and IT Resources owned by or under Mountain Line's control. It applies to all campuses and Mountain Line employees, wherever located. The IT Manager, in coordination with IT Staff and the Leadership Team, is required to establish and revise the standards, policies, and controls identified herein. Each of Mountain Line's managers is responsible for implementing Information Security Standards and all other applicable requirements within their respective areas of jurisdiction, and for providing all training that may be necessary or prudent.

Mountain Line's Information Security Standards include the following:

- Auditing, Logging, and Monitoring
- Data Backup and Disaster Recovery
- Enterprise System Change Management
- Information Technology Risk Assessment
- Secure Data Center Physical Security
- Software Patch Management
- Vulnerability Management and Scanning
- Training and Implementation

Auditing, Logging, and Monitoring

Mountain Line IT systems shall collect and retain logs in accordance with the Audit Log Management Policy and Auditing, Logging, and Monitoring Standards.

IT will monitor network baseline, expected data flows, and configurations for changes and anomalies.

Duty to Report

All Mountain Line Employees are obligated to immediately report any IT security threat or suspected breach of sensitive data. Contact the IT Manager or the IT help desk to make a report.

Least Privilege and Least Functionality

Whenever possible, Mountain Line adheres to the principles of Least Privilege and Least Functionality:

Least Privilege: authorized users are given access to the resources they need to do their duties, and are unable to access resources they do not need.

Least Functionality: server functionality is limited to a single function. Software and services are limited to what is needed.

Security Awareness Training

Mountain Line requires all new staff to complete cyber security awareness training within 30 days of their first day. Brief refresher training is required every other month for all staff. Additional security awareness training may be triggered by information system changes or may be required for certain positions who have elevated or privileged access.

Network Systems

1. Connections between systems must be authorized by all relevant entities and protected by the implementation of appropriate controls.
2. All connections and their configurations must be documented, and the documentation must be reviewed by the information owner and the ISO/designated security representative annually, at a minimum, to assure:
 - a. the business case for the connection is still valid and the connection is still required; and
 - b. the security controls in place (filters, rules, access control lists, etc.) are appropriate and functioning correctly.
3. A network architecture must be maintained that includes, at a minimum, tiered network segmentation between:
 - a. Internet accessible systems and internal systems.
 - b. systems with high security categorizations (e.g., mission critical, systems containing PII) and other systems; and
 - c. user and server segments.
4. Network management must be performed from a secure, dedicated network.
5. Authentication is required for all users connecting to internal systems.
6. Network authentication is required for all devices connecting to internal networks.
7. Only authorized individuals or business units may capture or monitor network traffic.
8. A risk assessment must be performed in consultation with the ISO/designated security representative before the initiation of, or significant change to, any network technology or project, including but not limited to wireless technology.

Patch Management

1. Patch Management
 - a. The IT Manager must produce and maintain a Patch Management Standard that defines the minimum information security standards necessary to ensure the

protection of Mountain Line IT Resources. Minimum standards must include the following requirements:

- i. A risk-informed systems patch cycle for all server operating systems (OS) must be scheduled, as appropriate, for IT Systems and related subsystems.
 - ii. Any emergency patching outside of the routine patching schedule must be done according to level of risk, as determined by the IT Manager in consultation with the system owner.
 - iii. Servers, services, or applications must be maintained with current OS, application, or security patch levels, as recommended by the software manufacturer and informed by risk, to protect Mountain Line IT Resources from known information security issues.
- b. All System Owners must ensure the implementation of processes and procedures that provide assurance of compliance with the minimum standards produced by the IT Manager.

Responsibilities

Note: additional responsibilities are listed within individual policies.

CEO and General Manager: Evaluate and accept risk on behalf of Mountain Line. Participate in response to security incidents.

Human Resources Manager: notify affected staff in the event of a sensitive data breach in accordance with current notification requirements.

IT Manager: updates and republishes as necessary and appropriate Mountain Line's Information Security Policy and Standards of appropriate use of Mountain Line's IT resources. Responsible for working with the roles identified herein to develop and implement security policies, procedures, protocols, and standards in support of this policy and the Information Security Program. Responsible for working with individuals, departments, and administrators to implement and enforce this policy. Provides an annual cyber security report to Mountain Line's Board of Directors.

IT Staff: Maintain an inventory of physical devices and systems, including all devices connected to Mountain Line networks. Maintain an inventory of software and software platforms used by Mountain Line. Review cyber threat and vulnerability information received from approved sources, such as MS-ISAC. Complete training that includes understanding roles and responsibilities related to incident response. Maintains availability of IT resources ensuring adequate capacity through the use of auditing of available storage/storage usage, contingency planning, and denial of service protection.

Marketing & Communications Director: notify affected third parties in the event of a sensitive data breach in accordance with current notification requirements.

Mountain Line staff: promote the implementation of this policy within their respective areas of responsibility and comply with all related IT policies and procedures.

Purchasing and Contracts Officer: work with IT to develop standard language to be used in all contracts that include IT elements, or where third parties are granted or may receive access to Mountain Line IT resources. The Purchasing and Contracts Officer will request an IT review of product or service contracts when third-party access to Mountain Line networks, information, or systems is requested. Ensures third parties know they must comply with relevant Mountain Line IT policies/procedures, as well as applicable laws, Executive Orders, directives, policies, regulations, standards, and guidance. Provides the third parties with appropriate documentation and ensures understanding.

4.0 Compliance

When necessary to protect the integrity or security of its IT Resources or information systems and Mountain Line Information they contain, Mountain Line's IT department may suspend access to its networks or devices and may examine any user account. At the discretion of the IT Manager and as approved by the CEO (or MSD), enforcement of this and related IT policies may include the removal of devices or systems from Mountain Line's information networks until compliance with applicable requirements is achieved. Violations by authorized users to adhere to applicable policies, standards, or requirements may also result in the temporary or permanent revocation of access privileges to Mountain Line Information or IT Resources. Further, such violations may result in possible civil liability or criminal prosecution.

Acceptable Use Policy

Overview

Mountain Line's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Mountain Line's established culture of openness, trust and integrity. Mountain Line is committed to protecting Mountain Line's employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, intern browsing, and FTP, are the property of Mountain Line. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations. Please review Human Resources policies for additional details that guide employee actions and authorities.

Effective security is a team effort involving the participation and support of every Mountain Line employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

1.0 Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Mountain Line. These rules are in place to protect the employee and Mountain Line. Inappropriate use exposes Mountain Line to risks including virus attacks, compromise of network systems and services, and legal issues.

2.0 Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Mountain Line business or interact with internal networks and business systems, whether owned or leased by Mountain Line, the employee, or a third party. All employees, contractors, consultants, temporary staff, and other workers at Mountain Line and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Mountain Line policies and standards, and local laws and regulation. Exceptions to this policy are documented in section 5.2

This policy applies to employees, contractors, consultants, temporary staff, and other workers at Mountain Line, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Mountain Line.

3.0 Policy

General Use and Ownership

1. Mountain Line proprietary information stored on electronic and computing devices whether owned or leased by Mountain Line, the employee or a third party, remains the sole property of Mountain Line. You must ensure through legal or technical means that proprietary information is protected in accordance with the *Data Protection Standard*.
2. You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Mountain Line proprietary information.
3. You may access, use or share Mountain Line proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.
4. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. If there is any uncertainty, employees should consult their supervisor or manager.
5. For security and network maintenance purposes, authorized individuals within Mountain Line may monitor equipment, systems and network traffic at any time, per Mountain Line's *Audit Policy*.
6. Mountain Line reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information

1. All mobile and computing devices that connect to the internal network must comply with the *Minimum Access Policy*.
2. System level and user level passwords must comply with the *Password Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
3. All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.

4. Postings by employees from a Mountain Line email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Mountain Line, unless posting is in the course of business duties.
5. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Mountain Line authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Mountain Line-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Mountain Line.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Mountain Line or the end user does not have an active license is strictly prohibited.
3. Accessing data, a server or an account for any purpose other than conducting Mountain Line business, even if you have authorized access, is prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
7. Using a Mountain Line computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
8. Making fraudulent offers of products, items, or services originating from any Mountain Line account.
9. Making statements about warranty, expressly or implied.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
11. Port scanning or security scanning is expressly prohibited unless prior notification to Mountain Line is made.
12. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
13. Circumventing user authentication or security of any host, network or account.
14. Introducing honeypots, honeynets, or similar technology on the Mountain Line network.
15. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
17. Providing information about, or lists of, Mountain Line employees to parties outside Mountain Line.

Email and Communication Activities

When using company resources to access and use the Internet, users must realize they represent the company. Whenever employees state an affiliation to the company, they must

also clearly indicate that "the opinions expressed are my own and not necessarily those of the company". Questions may be addressed to the IT Department

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Mountain Line's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Mountain Line or connected via Mountain Line's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Blogging and Social Media

1. Blogging by employees, whether using Mountain Line's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Mountain Line's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Mountain Line's policy, is not detrimental to Mountain Line's best interests, and does not interfere with an employee's regular work duties. Blogging from Mountain Line's systems is also subject to monitoring.
2. Mountain Line's Confidential Information policy also applies to blogging. As such, Employees are prohibited from revealing any Mountain Line confidential or proprietary information, trade secrets or any other material covered by Mountain Line's Confidential Information policy when engaged in blogging.
3. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Mountain Line and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Mountain Line's *Non-Discrimination and Anti-Harassment* policy.

4. Employees may also not attribute personal statements, opinions or beliefs to Mountain Line when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Mountain Line. Employees assume any and all risk associated with blogging.
5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, Mountain Line's trademarks, logos and any other Mountain Line intellectual property may also not be used in connection with any blogging activity.

4.0 Compliance

Compliance Measurement

The Mountain Line team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

Exceptions

Any exception to the policy must be approved by the Mountain Line IT team in advance.

Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Remote Access and VPN Policy

1.0 Purpose

The purpose of this policy is to define requirements for connecting to Mountain Line's network from any device. These requirements are designed to minimize the potential exposure to Mountain Line from damages which may result from unauthorized use of Mountain Line resources. Potential damages include the loss of sensitive or confidential data, damage to public image, damage to critical Mountain Line Information Technology (IT) systems, etc.

2.0 Scope

This policy applies to all Mountain Line employees, contractors, vendors, and agents (hereafter referred to as "Authorized Users"). This policy covers any remote access connections used to do work on behalf of Mountain Line, including reading or sending email and accessing IT resources.

Remote access technologies that are covered by this policy include, but are not limited to, DSL, VPN, SSH, and cable modems, etc.

3.0 Policy

3.1 General

1. It is the responsibility of Authorized Users with remote access privileges to Mountain Line's corporate network to ensure that their remote access connection is given the same consideration as an on-site connection to Mountain Line.
2. Authorized Users are responsible to ensure non-authorized users family members do not use Mountain Line-owned computers or systems. The Authorized User bears responsibility for the consequences should the access be misused.
3. Review the following policies for details of protecting information when accessing the corporate network via remote access methods, and acceptable use of Mountain Line's network:
 - a. *Acceptable Encryption Policy*
 - b. *Wireless Communications Policy*
 - c. *Acceptable Use Policy*

3.2 Requirements

1. Secure remote access must be strictly controlled. Control will be enforced via password and multifactor authentication. (MFA)
2. At no time should any Authorized Users provide their login or email password to anyone, not even family members.
3. All devices that are connected to Mountain Line internal networks via remote access technologies must use up-to-date anti-virus software where possible, this includes personal devices. Third party connections must comply with requirements as stated in the *Third-Party Agreement*.
4. Organizations or individuals who wish to implement non-standard Remote Access solutions to the Mountain Line production network must obtain prior approval from the IT Manager.

3.3 Virtual Private Network (VPN)

1. It is the responsibility of Authorized Users with VPN privileges to ensure that unauthorized users are not allowed access to Mountain Line networks.
2. VPN access is to be controlled using domain username and password and multi-factor authentication (MFA).
3. When actively connected to the corporate network, VPNs will force all traffic to and from the PC over the VPN tunnel: all other traffic will be dropped. Split (dual) tunneling is NOT permitted; only one network connection is allowed.
4. VPN gateways will be set up and managed by the Mountain Line IT staff.
5. All computers connected to Mountain Line internal networks via VPN or any other technology must use up-to-date anti-virus software that is equivalent to the corporate standard; employees must use Mountain Line-owned computers for VPN access.
6. VPN users will be automatically disconnected from Mountain Line's network after thirty minutes of inactivity. The user must then logon again to reconnect to the network. Pings or other artificial network processes are not to be used to keep the connection open.
7. The VPN concentrator is limited to an absolute connection time of 24 hours.
8. Users of computers that are not Mountain Line-owned equipment (i.e. contractors or vendors) must configure the equipment to comply with Mountain Line's VPN, Security, and Network policies.
9. Only approved VPN clients may be used.
10. By using VPN technology with non-Mountain Line equipment, vendors must understand that their machines are a de facto extension of Mountain Line's network, and as such are subject to the same rules and regulations that apply to Mountain Line-owned equipment, i.e., their machines must be configured to comply with Mountain Line's Security Policies

4.0 Compliance

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Third party users may have remote access privileges revoked.

Account and Credential Management Policy

1.0 PURPOSE

Account and credential management is the process of creating, provisioning, using, and terminating accounts and credentials in the enterprise. The *Account and Credential Management Policy* prescribes the processes and procedures for governing accounts and credentials.

2.0 SCOPE

- IT is responsible for all account and credential management functions. This information is relayed to other business units within the enterprise such as finance, accounting, and human resources as required or needed. IT is responsible for informing all users of their responsibilities in the use of any accounts and credentials assigned to them.
- Users are responsible for using their accounts in a manner consistent with enterprise policy.

3.0 POLICY

Onboarding

1. IT must maintain procedures for modifying access, permissions, and roles to user accounts.
 - a. Newly created accounts must be represented within this process.
 - b. Changing user roles must be included in this process.
 - c. The permissions granting process must enforce the principle of least privilege.
 - d. Unnecessary default or generic accounts must be changed before a new system is deployed into the enterprise.

Account Creation

1. IT must develop procedures for creating accounts and assigning privileges.
2. Administrator privileges must only be provided to administrative accounts.
 - a. Administrator and privileged accounts must only be used for appropriate installation and maintenance tasks; not for daily use.

- b. Administrator accounts must be unique and assigned to a specific individual, unless technically constrained by a system or application.
- 3. It is the responsibility of IT to maintain an account inventory.
- 4. At a minimum the account inventory must contain the following data for each account:
 - a. Person's name
 - b. Account name
 - c. Date of employment start and stop
 - d. Business unit
 - e. Account status (i.e., enabled, disabled)
- 5. All enabled accounts within the inventory must be regularly validated once a quarter, or more frequently

Credential Creation and Issuance

- 1. All passwords must be unique.
 - a. Passwords created by users must not also be used for personal accounts.
 - b. Passwords must not be shared by users.
- 2. Passwords created for use with multifactor authentication must be at a minimum 8 characters long.
- 3. Passwords created for use without multifactor authentication must be at a minimum 14 character long.

Account and Credential Usage

- 1. All users must use multifactor authentication to access externally facing applications.
- 2. All users must use multifactor authentication to access applications hosted by a third-party service provider, where supported.
- 3. All remote users must use multifactor authentication to access internal systems and applications.
- 4. Multifactor authentication is required for all administrative accounts on all enterprise assets, whether managed on-site or through a third-party provider.
- 5. All default user passwords must be changed at the first login.

Modify Access

- 1. All user accounts that have not been accessed within 45 days of creation must be disabled.

2. Accounts of individuals on extended leave, as defined by human resources, must be disabled.
3. The Account Creation and Account Termination procedures must include the ability to change a user's role.

Account Termination

1. IT must develop procedures for revoking account access.
 - a. Termination of employees must be included in this process.
2. All user credentials must be revoked immediately upon employee separation.
 - a. Password self-service mechanisms for users must not allow them to re-enable their own account.

Exceptions

Exceptions to this policy are likely to occur. Requests for exception must be made in writing and must contain:

- The reason for the request,
- Risk to the enterprise of not following the written policy,
- Specific mitigations that will not be implemented,
- Technical and other difficulties, and
- Date of review.

Password Policy

1.0 Purpose

The purpose of this policy is to establish a standard for creation of strong passwords and the protection of those passwords.

2.0 Scope

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Mountain Line facility, has access to the Mountain Line network, or stores any non-public Mountain Line information.

3.0 Policy

Password Creation

1. All user-level and system-level passwords must conform to Password Construction Guidelines.
2. Users must use a separate, unique password for each of their work-related accounts. Users may not use any work-related passwords for their own, personal accounts.
3. User accounts that have system-level privileges granted through group memberships (ex: Domain Admin accounts) must have a unique password from all other accounts held by that user to access system-level privileges. In addition, it is highly recommended that some form of multi-factor authentication is used for any privileged accounts.

Password Change

1. Passwords should be changed every 90 days
2. Password cracking or guessing may be performed on a periodic or random basis by the Information Technology (IT) Team or its delegates. If a password is guessed or cracked during one of these scans, the user will be required to change it to be in compliance with Password Construction Guidelines.

Password Protection

1. Passwords must not be shared with anyone, including supervisors and coworkers. All passwords are to be treated as sensitive, confidential Mountain Line information.
2. Passwords must not be sent via email messages.
3. Passwords may be stored only in "password managers" authorized by IT.
4. Avoid using the "Remember Password" feature of applications (for example, web browsers).
5. Any user suspecting that his/her password may have been compromised must report the incident to IT immediately and change all passwords.

Multi-Factor Authentication

Multi-factor authentication (MFA) is required whenever possible for all work-related accounts. MFA is encouraged for any personal accounts as well.

4.0 Compliance

When necessary to protect the integrity or security of its IT Resources or information systems and Mountain Line Information they contain, Mountain Line's IT department may suspend access to its networks or devices and may examine any user account. At the discretion of the IT Manager, enforcement of this and related IT policies may include the removal of devices or systems from Mountain Line's information networks until compliance with applicable requirements is achieved. Violations by authorized users to adhere to applicable policies, standards, or requirements may also result in the temporary or permanent revocation of access privileges to Mountain Line Information or IT Resources. Further, such violations may result in possible civil liability or criminal prosecution.

Acceptable Encryption Policy

1.0 Purpose

The purpose of this policy is to provide guidance that limits the use of encryption to those algorithms that have received substantial public review and have been proven to work effectively. Additionally, this policy provides direction to ensure that Federal regulations are followed, and legal authority is granted for the dissemination and use of encryption technologies outside of the United States.

2.0 Scope

This policy applies to all Mountain Line employees and affiliates.

3.0 Policy

Algorithm Requirements

Ciphers in use must meet or exceed the set defined as "AES-compatible" or "partially AES-compatible" according to the [IETF/IRTF Cipher Catalog](#), or the set defined for use in the United States [National Institute of Standards and Technology \(NIST\) publication FIPS 140-2](#), or any superseding documents according to the date of implementation. The use of the Advanced Encryption Standard (AES) is strongly recommended for symmetric encryption.

Algorithms in use must meet the standards defined for use in NIST publication [FIPS 140-2](#) or any superseding document, according to date of implementation. The use of the RSA and Elliptic Curve Cryptography (ECC) algorithms is strongly recommended for asymmetric encryption.

Signature Algorithms

Algorithm	Key Length (min)	Additional Comment
ECDSA	P-256	Consider RFC6090 to avoid patent infringement.

RSA	2048	Must use a secure padding scheme. PKCS#7 padding scheme is recommended. Message hashing required.
LDWM	SHA256	Refer to LDWM Hash-based Signatures Draft

Hash Function Requirements

In general, Mountain Line adheres to the [NIST Policy on Hash Functions](#).

Key Agreement and Authentication

1. Key exchanges must use one of the following cryptographic protocols: Diffie-Hellman, IKE, or Elliptic curve Diffie-Hellman (ECDH).
2. End points must be authenticated prior to the exchange or derivation of session keys.
3. Public keys used to establish trust must be authenticated prior to use. Examples of authentication include transmission via cryptographically signed message or manual verification of the public key hash.
4. All servers used for authentication (for example, RADIUS or TACACS) must have installed a valid certificate signed by a known trusted provider.
5. All servers and applications using SSL or TLS must have the certificates signed by a known, trusted provider.

Key Generation

1. Cryptographic keys must be generated and stored in a secure manner that prevents loss, theft, or compromise.
2. Key generation must be seeded from an industry standard random number generator (RNG). For examples, see [NIST Annex C: Approved Random Number Generators for FIPS PUB 140-2](#).

4.0 Compliance

Compliance Measurement

The Infosec team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

Exceptions

Any exception to the policy must be approved by the Infosec team in advance.

Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Audit Log Management Policy

1.0 PURPOSE

Audit log management includes generating, storing, analyzing logs files in order to identify and respond to suspicious or anomalous events occurring within the enterprise. prioritizing, and remediating vulnerabilities in enterprise systems and software. The *Audit Log Management Policy* provides the processes and procedures for ensuring logs are created and properly analyzed. This policy applies to all departments and all assets connected to the enterprise network.

2.0 SCOPE

The Information Technology (IT) business unit is responsible for all log management functions. Specifically, administrators are responsible for configuring the correct devices to generate, store, and transmit logs. IT is responsible for informing all users of their responsibilities in the use of any assets assigned to them, such as applying updates in a regular manner or restarting their systems. All enterprise assets are required to comply with the enterprise audit logging procedures.

3.0 POLICY

Generation

1. An enterprise-wide strategy must be developed to establish and maintain an audit log process.
 - a. This strategy must be documented.
 - b. Documentation must be updated annually, or when significant changes have occurred.
 - c. The contents of logs must be specified within the Secure Configuration Policy.
2. Audit logging must be enabled on all enterprise assets, as is practical.
3. Audit logs must not be disabled on enterprise assets.

Transmission

1. Procedures must be developed to move logs from enterprise assets to an audit log datastore.

- a. This may be done manually or via electronic means.
2. Access controls must be used to prevent audit logs from being modified in an unauthorized manner.

Storage

1. Procedures must be developed to collect audit logs from enterprise assets.
2. Sufficient storage space must be allocated for audit logs for the period of time required for analysis and retention.
 - a. Sufficient space must be allocated to store audit logs on all enterprise assets.
 - b. Sufficient space must be allocated to store audit logs on any centralized audit log datastore.
3. Retention timeframes for audit logs should be in accordance with the enterprise data management process.

Review and Analysis

1. All high severity events must be acted upon in accordance with the audit log management process.

Disposal

1. All audit logs must be stored for a period of time specified by the audit log management process.
2. Archived logs must be available for analysis.
3. Disposal of audit logs should be in accordance with the enterprise data management process.

Exceptions

Exceptions to this policy are likely to occur. Requests for exception must be made in writing and must contain:

- The reason for the request,
- Risk to the enterprise of not following the written policy,
- Specific mitigations that will not be implemented,
- Technical and other difficulties, and
- Date of review.

Router and Switch Security Policy

1.0 Purpose

This document describes a required minimal security configuration for all routers and switches connecting to a production network or used in a production capacity at or on behalf of Mountain Line.

2.0 Scope

All employees, contractors, consultants, temporary and other workers at Mountain Line and its subsidiaries must adhere to this policy. All routers and switches connected to Mountain Line production networks are affected.

3.0 Policy

Every router must meet the following configuration standards:

1. The enable password on the router or switch must be kept in a secure encrypted form.
2. The following services or features must be disabled:
 - a. IP directed broadcasts
 - b. Incoming packets at the router/switch sourced with invalid addresses such as RFC1918 addresses
 - c. TCP small services
 - d. UDP small services
 - e. All source routing and switching
 - f. All web services running on router
 - g. Mountain Line discovery protocol on Internet connected interfaces
 - h. Telnet, FTP, and HTTP services
 - i. Auto-configuration
3. The following services should be disabled unless a business justification is provided:
 - a. Cisco discovery protocol and other discovery protocols
 - b. Dynamic trunking
 - c. Scripting environments, such as the TCL shell
4. The following services must be configured:
 - a. Password-encryption
 - b. NTP configured to a standard source
5. All routing updates shall be done using secure routing updates.
6. Use corporate standardized SNMP community strings. Default strings, such as public or private must be removed. SNMP must be configured to use the most secure version of the protocol allowed for by the combination of the device and management systems.

7. Access control lists must be used to limit the source and type of traffic that can terminate on the device itself.
8. Access control lists for transiting the device are to be added as business needs arise.
9. The router must be included in the corporate enterprise management system with a designated point of contact.
10. Each router must have the following statement presented for all forms of login whether remote or local:

"UNAUTHORIZED ACCESS TO THIS NETWORK DEVICE IS PROHIBITED. You must have explicit permission to access or configure this device. All activities performed on this device may be logged, and violations of this policy may result in disciplinary action, and may be reported to law enforcement. There is no right to privacy on this device. Use of this system shall constitute consent to monitoring."

11. Telnet may never be used across any network to manage a router, unless there is a secure tunnel protecting the entire communication path. SSH version 2 is the preferred management protocol.
12. Dynamic routing protocols must use authentication in routing updates sent to neighbors. Password hashing for the authentication string must be enabled when supported.
13. The corporate router configuration standard will define the category of sensitive routing and switching devices, and require additional services or configuration on sensitive devices including:
 - a. IP access list accounting
 - b. Device logging
 - c. Incoming packets at the router sourced with invalid addresses, such as RFC1918 addresses, or those that could be used to spoof network traffic shall be dropped
 - d. Router console and modem access must be restricted by additional security controls

4.0 Compliance

1. Compliance Measurement
 - a. The IT team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thrus, monitoring, business tool reports, internal and external audits, and feedback to the policy owner.
2. Exceptions
 - a. Any exception to the policy must be approved by the IT team in advance.

3. Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Vulnerability Management Policy

1.0 Purpose

Vulnerability management is the process of searching for, prioritizing, and remediating vulnerabilities in enterprise systems and software. The Vulnerability Management Policy provides the processes and procedures for ensuring enterprise assets do not contain vulnerabilities. This policy applies to all departments and all assets connected to the enterprise network.

2.0 Scope

Responsibility

IT staff are responsible for all vulnerability management functions. Specifically, administrators are responsible for assessment and application of patching. Necessary vulnerability information must be relayed to other business units within the enterprise such as Finance or Operations, as required or needed. IT is responsible for informing all users of their responsibilities in the use of any assets assigned to them, such as applying updates in a regular manner or restarting their systems.

Exceptions

Exceptions to this policy are likely to occur. Request for exceptions may include to not scan a device, or additional time to remediate vulnerabilities, or to let certain systems function normally with vulnerabilities in place. Exception requests must be made in writing and must contain:

- The reason for the request,
- Risk to the enterprise of not following the written policy,
- Specific mitigations that will not be implemented,
- Technical and other difficulties in applying patches, and
- Date of review

3.0 Policy

Assess

1. A documented process for performing vulnerability management must be established.
 - a. At a minimum, the vulnerability management process must be reviewed on an annual basis or following significant changes within the enterprise.
 - b. IT must monitor vulnerability announcements and emerging threats applicable to current asset inventory.
 - c. All systems connected to the enterprise network must be scanned for vulnerabilities at minimum quarterly, as well as each time a change is made that may introduce additional vulnerabilities.

Prioritize

1. Identified vulnerabilities must be prioritized, with more critical vulnerabilities addressed first.

Remediate

1. A documented process for remediating identified vulnerabilities must be established.
 - a. At a minimum, this process must be reviewed on an annual basis or following significant changes within the enterprise.
 - b. Vulnerabilities that cannot be remediated must be submitted through the vulnerability exception process.
2. Operating systems must be configured to automatically update, unless an alternative approved patching process is used.
3. Applications must be configured to automatically update, unless an alternative approved patching process is used.
4. All users of enterprise assets have a duty to install updates for business systems and applications in a timely manner.
5. All users must ensure required reboots occur within a reasonable timeframe to ensure updates are properly installed.
6. High severity vulnerabilities must be addressed as a matter of priority.

Monitor

1. IT staff should subscribe to a threat information service such as MS-ISAC to receive notifications of recently released patches and other software updates.
2. IT staff must notify the IT Manager if vulnerabilities are not mitigated in a timely manner.
3. IT must create report containing the status of all known vulnerabilities within the enterprise at minimum quarterly.

Risk Assessment Policy

1.0 Purpose

To ensure that Information Technology (IT) performs risk assessments in compliance with IT security policies, standards, and procedures.

2.0 Scope

This policy applies to all risk assessments performed by or on behalf of Mountain Line's IT staff.

3.0 Policy

RISK ASSESSMENT

IT Department shall:

1. Conduct (or have conducted by a qualified third-party) an assessment of risk, including the likelihood and magnitude of harm, from the unauthorized access, use, disclosure, disruption, modification, or destruction of the information system and the information it processes, stores, or transmits.
2. Document risk assessment results in annual IT Risk Assessment.
3. Review risk assessment results quarterly.
4. Disseminate risk assessment results to stakeholders.
5. Update the risk assessment quarterly or whenever there are significant changes to information systems or environment of operation (including the identification of new threats and vulnerabilities), or other conditions that may impact the security state of the system.

VULNERABILITY SCANNING

IT Department shall:

1. Scan for and document vulnerabilities in information systems and hosted applications quarterly and when new vulnerabilities potentially affecting the system/applications are identified and reported.
2. Analyze vulnerability scan reports and results from security control assessments.

3. Remediate legitimate vulnerabilities within one month in accordance with an organizational assessment of risk.
4. Employ vulnerability scanning tools that include the capability to readily update the information system vulnerabilities to be scanned.
5. Update the information system vulnerabilities scanned monthly, prior to a new scan, or when new vulnerabilities are identified and reported.
6. Ensure that information systems implement privileged access authorization to all systems for selected vulnerability scanning.

Incident Response Policy

1.0 Purpose

To ensure that Information Technology (IT) properly identifies, contains, investigates, remedies, reports, and responds to computer security incidents.

2.0 Scope

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Mountain Line facility, has access to the Mountain Line network, or stores any non-public Mountain Line information.

3.0 Policy

INCIDENT RESPONSE TRAINING

Mountain Line shall:

1. Provide incident response training to information system users consistent with assigned roles and responsibilities:
 - a. Within 30 days of assuming an incident response role or responsibility.
 - b. When required by information system changes, and annually thereafter.
2. Incorporate simulated events into incident response training to facilitate effective response by personnel in crisis situations.
3. Employ automated mechanisms to provide a more thorough and realistic incident response training environment.

INCIDENT RESPONSE TESTING

Mountain Line's IT staff shall:

1. Test the incident response capability for the information system annually using tabletop exercises to determine the incident response effectiveness and documents the results.
2. Coordinate incident response testing with entity contacts responsible for related plans such as Business Continuity Plans, Contingency Plans, Disaster Recovery Plans, Continuity of Operations Plans, Crisis Communications Plans, Critical Infrastructure Plans, and Occupant Emergency Plans.

INCIDENT HANDLING

IT Staff shall:

1. Implement an incident handling capability for security incidents that includes preparation, detection and analysis, containment, eradication, and recovery.
2. Coordinate incident handling activities with contingency planning activities.
3. Incorporate lessons learned from ongoing incident handling activities into incident response procedures, training, and testing/exercises, and implements the resulting changes accordingly.

INCIDENT MONITORING

IT Staff shall:

Employ automated mechanisms to assist in the tracking of security incidents and in the collection and analysis of incident information.

INCIDENT REPORTING

IT Staff shall:

Report security incident information to Mountain Line's current cyber insurance company, Cybersecurity & Infrastructure Security Agency (CISA), and the Multi-state Information Sharing & Analysis Center (MS-ISAC) within 24 hours.

INCIDENT RESPONSE ASSISTANCE

IT Staff shall:

- a. Provide an incident response support resource, integral to the incident response capability that offers advice and assistance to users of the information system for the handling and reporting of security incidents.

INCIDENT RESPONSE PLAN

IT Staff shall:

1. Develop an incident response plan that:
 - a. Provides Mountain Line with a roadmap for implementing its incident response capability.
 - b. Describes the structure of the incident response capability.
 - c. Provides a high-level approach for how the incident response capability fits into the overall organization.
 - d. Meets the unique requirements of Mountain Line, as it relates to mission, size, structure, and functions.
 - e. Defines reportable incidents.
 - f. Provides metrics for measuring the incident response capability within Mountain Line.
 - g. Defines the resources and management support needed to effectively maintain and mature an incident response capability.
 - h. Is reviewed and approved by the IT Manager and the General Manager (GM) Team.
2. Distribute copies of the incident response plan to the GM team and other responsible personnel.

3. Review the incident response plan annually.
4. Update the incident response plan to address system changes or problems encountered during plan implementation, execution, or testing.
5. Communicate incident response plan changes to GM team and other responsible personnel.
6. Protect the incident response plan from unauthorized disclosure and modification.

Data Breach Response Policy

1.0 Purpose

The purpose of the policy is to establish the goals and the vision for the breach response process. This policy will clearly define to whom it applies and under what circumstances, and it will include the definition of a breach, staff roles and responsibilities, standards and metrics (e.g., to enable prioritization of the incidents), as well as reporting, remediation, and feedback mechanisms. The policy shall be well publicized and made easily available to all personnel whose duties involve data privacy and security protection.

Mountain Line's intentions for publishing a Data Breach Response Policy are to focus significant attention on data security and data security breaches and how Mountain Line's established culture of openness, trust and integrity should respond to such activity. Mountain Line is committed to protecting Mountain Line's employees, partners and the organization from illegal or damaging actions by individuals, either knowingly or unknowingly.

2.0 Scope

This policy applies to all whom collect, access, maintain, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle personally identifiable information or Protected Health Information (PHI) of Mountain Line members. Any agreements with vendors will contain language similar that protects the fund.

3.0 Policy

Confirmed theft, data breach or exposure of Mountain Line Protected data or Mountain Line Sensitive data

As soon as a theft, data breach or exposure containing Mountain Line Protected data or Mountain Line Sensitive data is identified, the process of removing all access to that resource will begin.

This policy mandates that any individual who suspects that a theft, breach or exposure of Mountain Line Protected data or Mountain Line Sensitive data has occurred must immediately provide a description of what occurred via e-mail to itsupport@mountainline.az.gov, by calling the designated on-call IT staff, or through the use of the help desk reporting web page at <https://naipta.freshdesk.com>. Mountain Line's Information Technology (IT) team will investigate reported thefts, data breaches and exposures to confirm if a theft, breach or exposure has occurred.

If a theft, breach or exposure has occurred, the General Manager or designee will chair an Incident Response Team to handle the breach or exposure.

The team will include members from:

- IT
- GM Team
- Finance (if applicable)
- Legal
- Marketing and Communications
- Human Resources
- The affected unit or department that uses the involved system or output or whose data may have been breached or exposed
- Additional departments based on the data type involved
- Additional individuals as deemed necessary by the General Manager

Confirmed theft, breach or exposure of Mountain Line data

The General Manager will be notified of the theft, breach or exposure. IT, along with the designated forensic team, will analyze the breach or exposure to determine the root cause.

Work with Forensic Investigators

As provided by Mountain Line cyber insurance, the insurer will provide access to forensic investigators and experts that will determine how the breach or exposure occurred; the types of data involved; the number of internal/external individuals and/or organizations impacted; and analyze the breach or exposure to determine the root cause.

Develop a communication plan.

Work with Mountain Line communications, legal and human resource departments to decide how to communicate the breach to: a) internal employees, b) the public, and c) those directly affected.

Ownership and Responsibilities

Roles & Responsibilities:

Sponsors - Sponsors are those members of the Mountain Line staff that have primary responsibility for maintaining any particular information resource. The Information Technology Manager is responsible for providing administrative support for the implementation, oversight and coordination of security procedures

and systems with respect to specific information resources in consultation with the relevant Sponsors.

Users include all members of the Mountain Line community to the extent they have authorized access to information resources, and may include staff, contractors, consultants, interns, temporary employees and volunteers.

4.0 Compliance

Any Mountain Line personnel found in violation of this policy may be subject to disciplinary action, up to and including termination of employment. Any third-party partner company found in violation may have their network connection terminated.

Information Technology Disaster Recovery Plan Policy

1.0 Purpose

This policy requires provides the framework for Mountain Line's ongoing disaster contingency planning efforts. Disasters are not limited to adverse weather conditions. Any event that could likely cause Information Technology (IT) services to become unavailable should be considered. The IT Disaster Recovery Plan works in conjunction with Mountain Line's Safety, Security, and Emergency Preparedness Plan (SSEPP).

This policy defines the requirement for a baseline disaster recovery plan to be developed and implemented by Mountain Line that will describe the process to recover IT Systems, Applications, and Data from any type of disaster that causes a major outage.

2.0 Scope

This policy is directed to the IT Manager, who is accountable to ensure the plan is developed, tested and kept up to date. This policy is solely to state the requirement to have a disaster recovery plan, it does not provide requirement around what goes into the plan or sub-plans.

3.0 Policy

Contingency Plans

The following contingency plans must be created:

1. Computer Emergency Response Plan: Who is to be contacted, when, and how? What immediate actions must be taken in the event of certain occurrences?
2. Succession Plan: Describe the flow of responsibility when normal staff is unavailable to perform their duties.
3. Data Study: Detail the data stored on the systems, its criticality, and its confidentiality.
4. Criticality of Service List: List all the services provided and their order of importance. It also explains the order of recovery in both short-term and long-term timeframes.

5. Data Backup and Restoration Plan: Detail which data is backed up, the media to which it is saved, where that media is stored, and how often the backup is done. It should also describe how that data could be recovered.
6. Equipment Replacement Plan: Describe what equipment is required to begin to provide services, list the order in which it is necessary, and note where to purchase the equipment.
7. Mass Media Management: Who oversees giving information to the mass media?
8. Also provide some guidelines on what data is appropriate to be provided.

After creating the plans, it is important to practice them to the extent possible. Management should set aside time to test implementation of the disaster recovery plan. Tabletop exercises should be conducted annually. During these tests, issues that may cause the plan to fail can be discovered and corrected in an environment that has few consequences.

The plan, at a minimum, should be reviewed and updated on an annual basis.

4.0 Compliance

Compliance Measurement

The Information Technology (IT) team will verify compliance to this policy through various methods, including but not limited to, periodic walk-throughs, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

Exceptions

Any exception to the policy must be approved by the IT Manager in advance.

Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

IT Equipment Disposal Policy

1.0 Purpose

Technology equipment often contains parts which cannot simply be thrown away. Proper disposal of equipment is both environmentally responsible and often required by law. In addition, hard drives, USB drives, CDs, DVDs, and other storage media contain various kinds of Mountain Line data, some of which is considered sensitive. In order to protect our data, all storage mediums must be properly erased before being disposed of. However, simply deleting or even formatting data is not considered sufficient. When deleting files or formatting a device, data is marked for deletion, but is still accessible until being overwritten by a new file. Therefore, special tools must be used to securely erase data prior to equipment disposal.

The purpose of this policy is to define the guidelines for the disposal of technology equipment and components owned by Mountain Line.

2.0 Scope

This policy applies to any computer/technology equipment or peripheral devices that are no longer needed within Mountain Line including, but not limited to the following: desktop computers, servers, hard drives, laptops, smart phones, or handheld computers (i.e., Windows Mobile, iOS or Android-based devices), peripherals (i.e., keyboards, mice, speakers), printers, scanners, typewriters, compact discs, portable storage devices (i.e., USB drives), backup tapes, printed materials.

All Mountain Line employees and affiliates must comply with this policy.

3.0 Policy

Technology Equipment Disposal

1. When Technology assets have reached the end of their useful life, IT staff will securely erase all storage mediums in accordance with current industry best practices.
2. No computer or technology equipment may be sold to any individual other than through the processes identified in this policy (Section 4.2 below).
3. Technology equipment should be taken to the Hazardous Products Center for disposal. No technology equipment should be disposed of via dumps, landfills etc.

4. All electronic drives must be degaussed or overwritten with a commercially available disk cleaning program. Hard drives may also be removed and rendered unreadable via physical destruction--drilling, crushing or other demolition methods.
5. Computer Equipment refers to desktop, laptop, tablet or netbook computers, printers, copiers, monitors, servers, handheld devices, telephones, cell phones, disc drives or any storage device, network switches, routers, wireless access points, batteries, backup tapes, etc.
6. Technology equipment with non-functioning memory or storage technology will have the memory or storage device removed and it will be physically destroyed.

Disposal of Equipment

1. Equipment which is working but reached the end of its useful life to Mountain Line, can either be donated or disposed of according to current environmental guidelines.
2. Prior to leaving Mountain Line premises, all equipment must be removed from the Information Technology inventory system.

4.0 Compliance

Compliance Measurement

The IT team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

Exceptions

Any exception to the policy must be approved by the IT Team in advance.

Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Data Management Policy

1.0 Purpose

Managing data within an enterprise includes data classification, inventory, handling, retention, and disposal. The *Data Management Policy* informs the processes and procedures for governing data within the enterprise. This includes creating a data inventory and classifying data based on sensitivity. Additionally, procedures for securely protecting data from unauthorized access or modification alongside appropriate for methods for how users should handle their data during their day-to-day work activities. Finally, authorized methods to destroy and remove data from the enterprise are discussed.

2.0 Scope

Responsibility

- IT is responsible for managing the enterprise's data as this information is housed on systems primarily maintained by IT. Information owners are responsible for coordinating data maintenance activities with IT.
- Users have the responsibility to protect data associated with their role from unauthorized access and disclosure. IT is responsible for informing all users of their responsibilities associated with protecting data entrusted to them.

Exceptions

Exceptions to this policy are likely to occur. Requests for exception must be made in writing and must contain:

- The reason for the request,
- Risk to the enterprise of not following the written policy,
- Specific mitigations that will not be implemented,
- Technical and other difficulties, and
- Date of review.

3.0 Policy

Data Inventory

1. IT must conduct an inventory of data on an annual basis.

- a. All sensitive data must be marked accordingly in the data inventory.
 - b. A data owner must be associated with all data tracked within the inventory.
 - c. Data with specific data retention needs must be labeled accordingly.
2. All data owners are required to contact IT upon the creation of, or obtaining, sensitive data to ensure the data is tracked within the data inventory.

Data Classification

1. IT must establish and enforce labels for sensitive data.
2. IT must review data classification labels and their usage on an annual basis.

Data Protection

1. IT must configure access control lists on enterprise assets in accordance with user's need to know. This is to include laptops, smartphones, tablets, centralized file systems, remote file systems, databases, and all applications.
2. Sensitive data must be encrypted on all user devices.

Data Handling

1. IT must develop and maintain a written data retention plan.
 - a. All data and documents must be preserved for the appropriate amount of time as dictated by regulatory, legal, and business requirements.

Data Disposal

1. IT, or other authorized parties, must destroy data that have outlasted their specified retention timeframes.
2. All users are required to contact IT before disposing of sensitive data.
3. Data that is not sensitive and not deemed a record according to Arizona statute may be disposed of without speaking to IT via common destruction methods (e.g., shredding, deletion from a computer system).
4. Sensitive data destruction must be performed in a manner that preserves confidentiality.
 - a. Reports, correspondence, and other printed media:
 - i. Shredding – Documents must be shredded using IT approved cross-cut shredders, or

- ii. Shredding Bins – Disposal must be performed using locked bins located on-site using an IT approved shredding service, or
 - iii. Incineration – Materials are physically destroyed using an IT approved incineration service.
 - b. Portable Media (e.g., Solid State Drives (SSDs), digital video discs (DVDs), universal serial bus (USB) data storage devices):
 - i. Physical Destruction – Complete destruction of media by means of shredding, crushing, or disassembling the asset and ensuring no data can be recovered.
 - c. Hard Disc Drives (HDDs) and other magnetic media to include printer and copier hard-drives:
 - i. Overwriting – Using a program to write binary data sector by sector onto the media, or
 - ii. Physical Destruction – Crushing, disassembling, or degaussing the asset to ensure no data can be extracted or recreated.
 - d. Tape Cartridges
 - i. Degaussing – Using strong magnets or electric degaussing equipment to magnetically scramble the data on a hard drive into an unrecoverable state, or
 - ii. Physical Destruction – Complete destruction of the tapes.
 - e. Third-party service provider systems (e.g., cloud services) must be disposed of by first requesting the appropriate methods to permanently delete data stored in their systems, and then performing those actions according to the received instructions.
5. Destruction of data must be logged in the data inventory, when applicable.
- a. IT must obtain proof of destruction if using a third-party disposal contractor.

Configuration Management Policy

1.0 Purpose

Secure configurations are used to remove default accounts, passwords, unnecessary services, and other functionality that ship with default configurations in products used by the enterprise. These default configurations may introduce weaknesses that are under the responsibility of the enterprise using the assets. Additionally, secure configurations sometimes enable security-relevant tools and settings that are not available by default. This *Secure Configuration Management Policy* provides the processes and procedures for identifying, applying, and maintaining secure configurations throughout the lifetime all asset and services.

2.0 Scope

Responsibility

IT is responsible for all secure configurations. This information is relayed to other business units within the enterprise such as finance, accounting, and cybersecurity as required or needed. IT is responsible for informing all users of their responsibilities in the use of any assets assigned to them.

Exceptions

Exceptions to this policy are likely to occur. Requests for exception must be made in writing and must contain:

- The reason for the request,
- Risk to the enterprise of not following the written policy,
- Specific mitigations that will not be implemented,
- Technical and other difficulties, and
- Date of review.

3.0 Policy

Plan

1. Configuration guidelines must be selected based on either vendor-provided hardening requirements or industry standards (e.g., [Center for Internet Security \(CIS\) Benchmarks™](#)).
 - a. A set of secure configurations must be selected for all operating systems or applications before they are used by the enterprise.

- b. A set of secure configurations must be selected for all cloud platform or third-party services before they are used by the enterprise.
- c. A set of secure configurations must be selected for all network appliances before they are used by the enterprise.
- d. If configuration guidelines are not available for a particular technology, IT must research appropriate security configurations before using the product to develop a configuration template for this technology.

Implement

1. Every operating system, application, and device deployed in the enterprise network must be appropriately configured and meet security requirements for their individual purposes.
 - a. Automatic session expirations must be configured for operating systems and applications where supported, with the period not exceeding 15 minutes.
 - I. For mobile end-user devices, the automatic session expiration period must not exceed 2 minutes.
 - b. All enterprise laptops and workstations must utilize a host-based firewall or port-filtering tool, with a default-deny rule.
 - c. Servers must utilize either a virtual firewall, operating system firewall, or a third-party firewall agent enabled and appropriately configured in accordance with the enterprise's standards.
 - d. Default accounts shipped with operating systems and software, such as root, administrator, and other pre-configured vendor accounts must be appropriately disabled or configured to prevent unauthorized access (e.g., unauthorized password change).
 - e. Operating systems must be configured to automatically update, unless an alternative approved patching process is used.
 - f. Applications must be configured to automatically update, unless an alternative approved patching process is used.
 - g. All software authorized for use within the enterprise must be currently supported by the developer.
 - I. Browsers used on all user systems must be currently supported by the developer.
 - II. Email clients used on all user systems must be fully supported by the developer.

- h. IT must configure access control lists on enterprise assets in accordance with user's need to know. This is to include laptops, smartphones, tablets, centralized file systems, remote file systems, databases, and all applications.
 - i. IT must ensure that detailed audit logging is enabled for user devices.
 - j. IT must ensure that sufficient space is available on enterprise assets to collect and maintain audit logs.
 - k. All instances of the Windows Operating System must disable autorun and autoplay functionality from executing on removable media.
2. Every cloud platform deployed must be appropriately configured in accordance with enterprise standards and meet security requirements for their individual purpose.
- a. IT must configure cloud platforms to enable detailed audit logging.
3. Every network appliance deployed in the enterprise must be appropriately configured and meet security requirements for their individual purpose.
- a. Automatic session expirations must be configured for network appliances.
 - b. Default accounts shipped with network appliances, such as root, administrator, and other pre-configured vendor accounts must be appropriately disabled or configured to prevent inappropriate access (e.g., password change).
 - c. All ports, protocols, and services not required to support operations must be disabled where possible.
 - d. Domain Name System (DNS) filtering services must be used on all enterprise assets to block access to known malicious domains.
 - e. IT must configure network appliances to have detailed audit logging enabled.
 - f. IT must ensure that sufficient space is available to collect and maintain audit logs.
 - g. All network devices and other infrastructure must be configured to automatically update, unless an alternative approved patching process is used.
 - h. IT must only use up-to-date network management protocols (e.g., Secure Shell (SSH))

Monitor

1. Securely configured technologies must be monitored to ensure they remain in compliance with approved configurations.

Modify

1. The approved secure configuration guidance for a technology must be updated in a timely manner when a significant update occurs. Significant should be defined by enterprise standards and thresholds.

2. All protocols and tools used to install, modify, or otherwise manage technology configurations must be approved by IT.

4.0 Compliance

IT Asset Management Policy

1.0 PURPOSE

Asset management is the process of procuring, identifying, tracking, maintaining, and disposing of an asset owned by an enterprise. The *IT Asset Management Policy* provides the processes and procedures for governing the enterprise asset lifecycle while an enterprise is using an asset. An inventory must be created and maintained to support the enterprise's mission. This inventory must be current and reflect the current assets owned and operated by the enterprise.

2.0 SCOPE

The IT business unit is responsible for all enterprise asset management functions. This information is relayed to other business units within the enterprise such as finance, accounting, and cybersecurity as required or needed. IT is responsible for informing all users of their responsibilities in the use of any enterprise assets assigned to them.

3.0 POLICY

Acquisition

- 1.** IT shall assign unique identifiers to all existing and newly acquired enterprise assets.
- 2.** Each enterprise asset (e.g., desktops, laptops, servers, tablets), where applicable, must have an enterprise asset tag affixed to the device with this identifier.
- 3.** Record the enterprise asset identifier alongside other relevant information within the IT inventory. This is to include:
 - a.** Enterprise asset identifier
 - b.** Date of purchase
 - c.** Purchase price
 - d.** Item description
 - e.** Manufacturer
 - f.** Model number
 - g.** Serial number
 - h.** Name of the enterprise asset owner (e.g., administrator, user), role, or business unit, where applicable.
 - i.** Physical location of enterprise asset, where applicable
 - j.** Physical (Media Access Control (MAC)) address

- k. Internet Protocol (IP) address
 - l. Warranty expiration date
 - m. Any relevant licensing information
4. IT must verify the enterprise asset inventory every six months or more frequently.

Discovery

1. Enterprise assets not included within the inventory must be investigated, as these assets may be unauthorized.
 - a. Assets not owned by the enterprise must be removed from the network unless temporary access is granted by the IT business unit.
 - b. Assets owned by the enterprise but not kept within the enterprise asset inventory must be added to the inventory.
2. Users are required to connect their enterprise assets to the enterprise network on a weekly basis, where practical.
3. Permanently air-gapped systems must be approved by IT.
4. IT must address unauthorized assets on a weekly basis at a minimum.
5. IT must choose to remove the unauthorized asset from the network, deny the asset from connecting remotely to the network, or quarantine the asset.

Controlled Disposal

1. Enterprise assets to be decommissioned or retired must be returned to IT.
2. IT must make a copy of the user data, as needed.
3. IT will be responsible for the secure erasure of the primary memory storage device within the enterprise asset, where applicable.
4. IT will be responsible for updating the status of the enterprise asset within all enterprise management systems.
 - a. IT must ensure that records are retained in compliance with the *Record Retention Policy*.
5. Document the removal of the enterprise asset from the enterprise within the asset inventory.

Uncontrolled Disposal

1. All lost or stolen enterprise assets must be immediately reported to the appropriate business units, including IT, cybersecurity, and finance.
2. A report must be filed with law enforcement for all enterprise assets assumed stolen.

3. Lost and stolen enterprise assets must have their access to enterprise data revoked as soon as possible.
 - a. The enterprise assets must also be removed from the inventory.

Software Asset Management

1.0 Purpose

Software asset management is the process of procuring, identifying, tracking, maintaining, and removing software on enterprise assets. This *Software Asset Management Policy* provides the policies for governing the software asset lifecycle while an enterprise is using a software asset. A software inventory must be created and maintained to support the enterprise's mission and to help ensure only authorized software is installed and used. This software inventory must be up-to-date and reflect the current state of software across the enterprise.

2.0 Scope

Responsibility

The IT business unit is responsible for all software asset management functions. This information is relayed to other business units within the enterprise such as finance, accounting, and cybersecurity as needed. IT is responsible for informing all users of their responsibilities in the use of any assets assigned to them.

Exceptions

Exceptions to this policy are likely to occur. Requests for exception must be made in writing and must contain:

- The reason for the request,
- Risk to the enterprise of not following the written policy,
- Specific mitigations that will not be implemented,
- Technical and other difficulties, and
- Date of review.

3.0 Policy

Procurement

1. All software procurement must be approved by IT staff prior to purchasing.
2. IT must maintain a list of approved software vendors.
3. Software must only be purchased from vendors on the approved software list.

Installation

1. Any software installed on enterprise assets, alongside other relevant information within the software asset, must be recorded within the software inventory. This must include:
 - a. Title of software
 - b. Developer or publisher of software
 - c. Date of acquisition
 - d. Date of installation
 - e. Duration of usage
 - f. Business purpose
 - g. App Store(s)
 - h. Version(s)
 - i. Uniform Resource Locator (URL)
 - j. Deployment mechanism
 - k. End-of-support (EoS) date, if known
 - l. End-of-life (EoL) date, if known
 - m. Any relevant licensing information
 - n. Decommission date
2. Only software that has been approved by IT may be installed.
3. Only cloud services that have been approved by IT may be used within the enterprise.
4. Mountain Line owned mobile devices may only obtain software from IT approved sources.

Discovery

1. IT must review all software installed on enterprise assets on a monthly basis.
 - a. All installed software on enterprise assets must be reported to IT on a regular basis.
 - b. All newly discovered software must be checked against the list of approved software in the software asset inventory.
2. Identified software not included within this inventory must be investigated as the software may be unauthorized.
 - a. Assets containing unauthorized software must be removed from the network unless temporary access is granted by IT.
 - b. The presence of unauthorized software must be properly investigated.

- c. All newly discovered (authorized) software must be added to the software inventory.
- d. Unauthorized software must be removed from use on enterprise assets or receive a documented exception.

Update and Upgrade

- 1. All updates and upgrades must be approved by IT prior to installation. IT configuring a device for automatic updates, or directing users to do so, constitutes a tacit approval.

Removal

- 1. Software to be decommissioned must be removed from all enterprise assets.
- 2. Assets containing retired software must be protected with additional defensive mitigations, such as removal from the network or isolation.
- 3. IT must make a copy of the user data as needed.
- 4. Ensure that any retired software did not store data in other servers or cloud infrastructure not owned by the enterprise.



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Document: **Non-Capitalized Asset and
Technology Use Policy**

Effective: **December 1, 2022**

Introduction

Non-Capitalized Assets are those valued at less than \$5000

Acceptable Use

Computers, laptops, monitors, standing desks, and other non-capitalized property of MetroPlan are to be checked out to employees by completion of the attached form. All forms must be approved by the Executive Director.

Useful life

- Laptops *2 years*
- Monitors *4 years*
- Standing Desk *20 years*
- Other Office Furnishings *Varies*

Can we reference CPA standards for useful life?

Disposal Policy

If an item becomes unusable, it may be returned for replacement or repair. All replacements must be approved by the Executive Director. Laptops are to be replaced not more frequently than once every two years, unless it is unusable. Employees may be liable for replacement cost if damage is done not in the regular course of business (as in a laptop is run over by a car).

Staff Technology Checkout Form

I have received the herein described hardware and software (see below) as an employee of Flagstaff Metropolitan Planning Organization dba MetroPlan. By accepting the possession of this equipment and software, I agree to follow the terms below.

I shall not sell, lease, or otherwise grant anyone rights to this equipment or software. I shall adhere to MetroPlan's rules and regulations governing the use of this equipment and software and comply with all applicable copyright and other regulations regarding any software.

I understand that I am responsible for any damage to or loss of the equipment; however, I am not responsible for such equipment or software reaching its end of usefulness or obsolescence. MetroPlan may request this equipment and software be returned at any time, and I will return all such equipment and software at the time of my termination of employment with MetroPlan. Upon request by MetroPlan or termination of the agreement, I must return this equipment to MetroPlan, in the same condition as on the agreement beginning date, normal wear and tear excepted.

Name (Please Print): _____

Device Make : _____ **Device Model:** _____

Serial Number: _____ **Asset Tag:** _____

Peripherals/Accessories Included: _____

Signature: _____ **Date:** _____

Due Date: _____

Damage Noted Upon Checkout: _____

Return to: _____ **Returned Date:** _____



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STAFF REPORT

REPORT DATE: August 14, 2023

MEETING DATE: August 23, 2023

TO: Honorable Chair and Members of the Transportation Advisory Committee

FROM: Kate Morley, Executive Director

SUBJECT: Consider Transportation Alternatives (TA) Program Grant Application

1. Recommendation:



The TAC recommend the Board approve MetroPlan application to ADOT's Transportation Alternatives (TA) Competitive Grant Program.

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



The Transportation Alternatives (TA) Set-Aside from the Surface Transportation Block Grant (STBG) Program provides federal funding for a variety of smaller-scale transportation projects and activities such as pedestrian and bicycle facilities; construction of turnouts, overlooks, and viewing areas; community improvements such as historic preservation and vegetation management; environmental mitigation related to stormwater and habitat connectivity; recreational trails; safe routes to school projects; and vulnerable road user safety assessments. The ADOT Transportation Alternatives Program passes through this funding to Greater Arizona through a competitive grant program.

MetroPlan put a call out to member agencies to request projects they would like to see in the region. Projects from Coconino County, City of Flagstaff and Mountain Line were all identified and had a common theme of creating multimodal access to schools. Based on that call, partners requested MetroPlan consider applying for projects in the region aligned with Safe Routes to Schools. Specifically, partners sought safe routes to school education, programming



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and capital planning to identify gaps in infrastructure and prepare for the future year construction application.

MetroPlan can deliver planning, education and programming and the request directly fits our goals to be more strategic in how funds are leveraged to the region rather than have partners compete against each other in applications.

The joint application would request \$1.1 million in funding to deliver these items. A breakdown includes \$500,00 in planning and design requested by the City, \$150,000 in planning and design requested by Mountain Line and \$450,000 in education and programming requested by Coconino County. The TA program requires a 5.7% match. Partners are asked to commit match for programs they requested in a formal letter prior to application.

4. TAC and Management Committee Discussion



5. Fiscal Impact



This request is off budget but if awarded the MetroPlan FY2024 budget could be amended to include them. Grant funds would pay for projects and have no impact on the fund balance.

6. Alternatives



- 1) (Recommended). Recommend the Board approve MetroPlan application to ADOT's Transportation Alternatives (TA) Competitive Grant Program. Approving this application will align with our goal to strategically bring funding into the region. The TA program will bring resources enabling MetroPlan to deliver these commitments.
- 2) (Not recommended). Do not recommend the Board approve MetroPlan application to ADOT's Transportation Alternatives (TA) Competitive Grant Program. If not approved, partners can submit their own projects individually but will compete against each other for funding.

7. Attachments



None.



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STAFF REPORT

REPORT DATE: August 14, 2023

MEETING DATE: September 7, 2023

TO: Honorable Chair and Members of the Executive Board

FROM: Sandra Tavel, Transportation Planner- Grants

SUBJECT: Update: Creative Local Match- 501(c)(3)

1. Recommendation:



None. This item is for discussion only.

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



At its June 2023 meeting, the Board requested additional information on the Creative Local Match strategy- Philanthropy. Becoming a 501(c)(3) to draw donors was a potential action of this strategy and the Board expressed the desire for additional information, particularly as it related to MetroPlan considering this action. While MetroPlan is a non-profit, it has never filed for 501c3 designation.

MetroPlan could apply to become a 501(c)(3) and research indicates it could be a good candidate for being approved. The application process is relatively straightforward and with the assistance of MetroPlan's accountant, would not pose a barrier. There is some additional financial accounting associated with being a 501(c)(3) including unique tracking and filing a 990, none of which is overly burdensome when considering current practices for grant reporting.

This biggest implication for consideration of becoming a 501(c)(3) is related to the risk of dissolving. The IRS requires that if a 501(c)(3) dissolves, all assets of the organization be dispersed to 501(c)(3) organization(s). MetroPlan's fund balance is comprised of membership fees of partner organizations or other payments from the partners. Whether partners would



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be willing to have any fund balance accrued redistributed to non-partner entities rather than returned is a significant policy question. MetroPlan does not currently have a large amount of assets. Computer and IT equipment is the only capital owned and federal investment would need to be repaid upon dissolution. MetroPlan has maintained a fund balance of approximately \$150,000 which would be distributed as well. While these are our current assets, it's difficult to project what the value of assets could be 20 years from now. While MetroPlan does not intend to dissolve, it is a risk worth considering due to reliance on federal funding. The funds have been secure for decades but are not guaranteed.

A potential solution is to create a separate entity such as "Friends of MetroPlan", to fill this role while still keeping MetroPlan's asset separate. It would require more administration to manage a second entity.

Staff believe the biggest opportunity to leverage philanthropic dollars is through demonstrations and events that it may hold. While this funding may only be in the tens of thousands of dollars, it could go a long way towards leveraging planning grants as match. Staff recommend as MetroPlan's demonstration projects develop over the next year, staff work to estimate what the dollar value of such philanthropic gifts could be and make a recommendation to the Board on pursuing 501(c)(3) status in FY2025.

4. TAC and Management Committee Discussion



5. Fiscal Impact



Becoming a 501(c)(3) would have little administrative cost and potentially bring in local funds. However, to maximize philanthropic giving, time would need to be dedicated to development activities which could take away from other priorities.

6. Alternatives




None. This item is for discussion only.



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7. Attachments

	None
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STAFF REPORT

REPORT DATE: August 14, 2023

MEETING DATE: August 23, 2023

TO: Honorable Chair and Members of the Transportation Advisory Committee

FROM: Kate Morley, Executive Director

SUBJECT: Technical Advisory Committee (TAC) Structure

1. Recommendation:



None. This item is for discussion only.

2. Related Strategic Workplan Item



Goal 2: Deliver Plans that Meet Partner and Community Needs

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

3. Background



The role and membership of the MetroPlan Technical Advisory Committee (TAC) has changed over the years to adapt to the needs of the organization. While conducting a listening tour, many TAC members expressed a desire to reconsider the best use of the TAC's time, especially when considering the need for their engagement in supplemental project advisory groups (PAGs).

MetroPlan has several upcoming planning processes that will require technical review. Current examples include West 66 Corridor Planning, the Vulnerable Roadway Users Study, and the Regional Transportation Safety Plan. When those projects finish, there will likely be more. Staff expect that many members of the TAC would sit on project advisory groups. However, not all representatives who should be on a project advisory group may currently sit on the TAC.

The TAC discussed options on June 28, 2023. Members generally agreed reviewing Board agendas was not the best use of their time though they would still like to review agendas in advance of Board meetings. They discussed the pros and cons of project meetings being



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held in public forums and the potential for important PAG members who do not sit on TAC to participate in plans and how such structure would impact their decisions.

Based upon this discussion, the following changes are recommended. All changes are aligned with bylaws and require no formal action.

TAC remains on Board agenda emails but no longer uses it's time to discuss Board agenda unless requested.

The TAC meets four times annually, January, April, June and October, to review the TIP, UPWP, Title VI Plan, Legislative and Grant priorities and participate in the annual Advance.

In alternate months, TAC members continue to commit time to MetroPlan through the review of Board agendas and Project Advisory Group (PAG) meetings.

History

For reference, the role and membership of the TAC are defined in the MetroPlan by-laws. The bylaws state TAC membership is as follows:

3 City staff

2 County staff

2 ADOT staff

1 NAU staff

1 Mountain Line staff

1 Federal Highways Administration (FHWA) and 1 Federal Transit Administration (FTA) staff as non-voting members

The responsibilities of the TAC are reviewing, studying, analyzing, and as appropriate making recommendations to the Executive Board and staff. The TAC must meet at least four times annually.

The TAC role is further refined in the operating procedures:

"The TAC has authority and primary responsibility to conduct technical reviews and analyses regarding all work activities of the Unified Planning Work Program (UPWP), and any related



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issues as specified by the FMPO Executive Board, and to so advise the Executive Board and staff on appropriate actions to be taken. The TAC works closely with the FMPO staff, providing guidance and direction for the development of the annual UPWP/Budget and work activities defined therein.”

Within the bylaws and operating procedures, there is flexibility regarding the structure of meetings and agendas. Historically, the TAC operated more like a project advisory group, reviewing technical details of plans. More recently, the TAC has acted as a review committee for the Board agenda, providing feedback on items the Board will consider and act on.

4. TAC and Management Committee Discussion



5. Fiscal Impact



There is no fiscal impact to this change.

6. Alternatives



None. This item is for discussion only.

7. Attachments



[MetroPlan Bylaws](#)

[MetroPlan Operating Procedures](#)



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STAFF REPORT

REPORT DATE: August 11, 2023

MEETING DATE: August 23, 2023

TO: Honorable Chair and Members of Technical Advisory Committee

FROM: Mandia Gonzales, Transportation Planner

SUBJECT: National Week Without Driving Campaign

1. Recommendation:



None. This item is for information only.

2. Related Strategic Workplan Item



GOAL 3: Build MetroPlan's Visibility in the Community

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

3. Background



The Week Without Driving challenge was created by Disability Rights Washington so that policymakers, elected leaders, and transportation professionals can begin to understand the barriers nondrivers experience in accessing their communities. For the past two years, #WeekWithoutDriving has been focused on Washington State. Now in its third year, the Challenge is going national.

The first-ever [National Week Without Driving challenge](#) will be held October 2-8, 2023. Participants can get around however they want but can't drive themselves. This applies to all activities — not just work commutes. The challenge isn't about not using a car, rather it's to see what it's like to not be the one able to drive, to better understand what it's like to try to navigate their communities without the privilege of driving.



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Staff have an interest in organizing the TAC and Executive Board Members to participate because this is an opportunity for MetroPlan to build its reputation in the community and has the added benefit of assuring decision-makers at our organization understand the impacts of decisions on a full range of transportation users. MetroPlan would be the “lead” organization and work directly with American Walks.

Would the TAC have an interest in participating and/or would your agency like to establish a coordinated approach?

What’s required for participation? Read and sign the pledge! *(See attached)*

After signing the pledge, MetroPlan will have access to the following:

- Access to the communications calendar
- Social media toolkit
- Templates for the proclamation
- Templates for letters and emails to invite local officials and leaders

The staff time required to participate and organize the campaign is at the will of the organization that signs up. At a minimum, staff would have to commit to the following.

Organizers Commitment:

- Send an organizational representative to participate in monthly meetings
- Amplify or host #WeekWithoutDriving challenge
- Track and share local registrants
- Connect local participants to the video production team
- Participate in the debriefing meeting

4. TAC and Management Committee Discussion



Pending

5. Fiscal Impact




The fiscal impact is nominal, including staff time for organizing, posting information, and communicating with relevant parties.




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6. Alternatives

	None. This item is for information only.
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7. Attachments

	<ul style="list-style-type: none">• National Week Without Driving Pledge Form• National Week Without Driving Press Release
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National Week Without Driving Organizational Pledge

Please read carefully.

mandia5460@gmail.com [Switch account](#)



Not shared



* Indicates required question

Organization *

Your answer

Organization location - describe city/state/region *

Your answer



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As a host of the National #WeekWithoutDriving Challenge 2023, we understand and commits to the following principles: *

- We believe the knowledge and expertise reflected in the lived experiences of nondrivers must be incorporated into the way our government funds, builds, and operates the transportation system. We know that those of us who don't have the privilege of driving deserve sidewalks, streets and public transit systems that actually work for us.
- Black and Native American people, immigrants, poor people and disabled people are much less likely to have access to a vehicle. Understanding how our communities work or don't work for us is a matter of racial, economic and disability justice.
- The National Week Without Driving (NWWD) isn't a disability simulation or a test of how easily you can find alternatives. We know that it is far easier to give up your keys if you can afford to live in a walkable area well served by transit, or can outsource your driving and other transport and delivery needs to other people. Having to drive during the challenge does not signify failure. The goal is to consider how someone without that option would have coped, and what choices they might have made.

Further, we agree to the following guidelines for participating organizations:

- Send an organizational representative to participate in regular (1 per month) National #WeekWithoutDriving meetings hosted by America Walks to connect our understanding of mobility justice and to share templates, toolkits and organizing tips for a successful challenge.
- Amplify the National #WeekWithoutDriving challenge Oct 2-8, 2023. We strongly encourage groups to hold their #WeekWithoutDriving challenge during the same week, but understand that some groups may need to shift the week to accommodate local events.



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- Track local registrations for WWD and create an additional count for participation of elected leaders and other public officials. Share these counts with the national organizing committee in advance of and throughout the challenge week.
- Be available to connect local participants to national media with support from the national organizing committee.
- Be available to connect local participants to a video production team hired by the national organizing committee to create video content from the week.
- Participate in a debrief and lessons-learned conversation with the national organizing committee in November 2023.

☐ Agree

Name of organizational representative with ability to endorse *

Your answer

Contact email *

Your answer

Contact phone number

Your answer



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Resources: Disability Justice Information

Sins Invalid [Disability Justice Principles](#)

Disability Rights Washington [Disability Mobility Initiative Storymap](#)

[Front and Centered Transportation Justice](#)

[Charles Brown: Arrested Mobility Podcast](#)

[#PlowTheSidewalks Access Living](#)

[The Untokening](#)

Mimi Sheller: [Mobility Justice](#)

Sara Seo: [Policing the Open Road](#)

Peter Norton: [Autonorama](#)

Paris Marx: [Road to Nowhere](#)

Questions?

Your answer

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PRESS RELEASE: May 2

CONTACT:

Anna Zivarts, Program Director, Disability Mobility Initiative

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Ruth Rosas, Program Manager, America Walks

312 579 9087 - ruth@americawalks.org

Week Without Driving Launches Nationally
Mobility Justice Organizations Invited to Join National Coordinating Effort

May 2: The National Coalition for a Week Without Driving announces the first-ever National [Week Without Driving](#) challenge, which will be held October 2-8, 2023.

The #WeekWithoutDriving challenges elected leaders, advocates, and individuals to understand the barriers for nondrivers. Participants can get around however they want, but can't drive themselves. This applies to all activities — not just work commutes. The challenge isn't about not using a car, rather it's to see what it's like to not be the one able to drive, to better understand what it's like to try to navigate their communities without the privilege of driving.

For the past two years, #WeekWithoutDriving has been focussed on Washington State, and this year, the Week Without Driving will go national. The National Coalition is inviting mobility justice advocates across the US to invite elected leaders and transportation professionals in their communities to take the challenge to better understand what it is like to not be able to drive yourself wherever and whenever you need or want.

Organizations that sign up to collaborate will take part in national coalition organizing meetings, and be provided with templates and other resources to make their own #WeekWithoutDriving challenges a success.

The National Coalition was convened by the Disability Mobility Initiative, America Walks, Access Living, and Front and Centered.

In addition to organizations that would like to host a #WeekWithoutDriving challenge, anyone can sign up to learn more and participate as an individual at weekwithoutdriving.org. We encourage participants to understand the barriers nondrivers experience by reading the stories collected in Disability Rights Washington's [Transportation Access for Everyone Storymap](#), and to check out [highlights from the 2020 and 2021 events](#).



Why #WeekWithoutDriving Matters - Quotations from Collaborators and Participating Organizations:

"If you can drive, and can afford a car, you may not understand what it's like to rely on walking, rolling, transit and asking or paying for rides. But for nearly a quarter of the people in our state – people with disabilities, young people, seniors and people who can't afford cars or gas, this is our every day," said Anna Zivarts, Director of the Disability Mobility Initiative

"We really encourage everyone to participate in the Week Without Driving, whether you're a politician or community member. It's important for legislators to participate so that they can understand who and how their decisions impact the public transportation system. But also, community members should participate so they can learn what non-drivers experience every day. We deal with extensive planning that has to be done ahead of time, missing events because there isn't public transportation that can get us there and back in a reasonable timeframe, and many more challenges. The week without driving is a life-changing event that teaches participants what it's like for people who have no choice but to do this on a daily basis, for their whole lives. Then maybe our legislators and community members can be more informed decision makers and voters," - Tanisha Sepulveda, Coordinator, BIPOC Mobility Action Coalition, a Front and Centered coalition member organization comprised of grassroots advocates that are also people of color with disabilities.

"Everyone should be able to access their own communities safely, whether or not they own a car. We must acknowledge the harmful impact of car dependence when so many of us are nondrivers, or likely will be at some point in our lives. We urge policymakers and community leaders to partake in Week Without Driving to understand the restrictions and challenges nondrivers experience in their daily lives." said Mike McGinn, Executive Director of America Walks

"Access Living is excited to partner on this endeavor because all modes of transportation need to be available, accessible, and reliable for all people regardless of if they have a disability or not. People with disabilities oftentimes don't have the option or resources to access driving as a means of reliable transportation so it is imperative that other modes and options exist." Said Laura Saltzman, Access Living of Metropolitan Chicago



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STAFF REPORT

REPORT DATE: August 11, 2023

MEETING DATE: August 23, 2023

TO: Honorable Chair and Members of Technical Advisory Committee

FROM: Kate Morley, Executive Director

SUBJECT: MetroPlan Happenings

1. Recommendation:

i None. This item is for information only.

2. Related Strategic Workplan Item

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

Objective 3.3: Promote the value MetroPlan brings to the Community

3. Background

i Transportation Demand Management Planner Position Update

In 2022 the MetroPlan Board approved a new position: Transportation Planner: Transportation Demand Management (TDM Planner). The TDM Planner would be paid for using Carbon Reduction Program (CRP) funds and would work on Safe Routes to School activities that encourage mode shift at K-12 schools and conduct demonstrations and events related to transportation improvements such as right sizing roads. The position was posted once last December and never filled. Upon reposting in May, ADOT and FHWA requested further review of this use of CRP funds. Director Morley met with FHWA in August to justify eligibility of the position and is waiting for a formal response. An answer is anticipated by early September.

Regional Transportation Safety Plan

TAC members completed a survey on safety emphasis areas. Staff sees strong alignment with the public and crash data assessments. Priorities align around pedestrians, bicycles, intersections, speeding and distracted driving. There is general support for the intersection



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rankings. Half felt that the extreme weighting of fatal crashes over property damage only crashes skews results. Staff asked the consultant to create a web-map showing unweighted crash frequencies for additional consideration in the overall analysis.

US 89 Flood Mitigation PROTECT Grant

Thanks to Sandra Travel's leadership, MetroPlan lead the grant writing effort for the County's \$15,590,568 PROTECT application for US89 mitigation. Supports letters were received from a variety of stakeholders including our Congressional delegation, State representatives, Hopi and Navajo DOTs, and the State Transportation Board amongst others. As a part of efforts, a \$3,705,842 SMART Fund application was made to the State Transportation Board to provide match and was 100% funded.

Butler Complete Streets Conversion Safe Streets for All Grant

MetroPlan partnered with the City to write the narrative, develop supporting materials and provide mentorship on the City's \$12,014,989 application for Safe Streets for All (SS4A) for a permanent solution to the Butler bike lane pilot. DOT announced they received over 800 applications for funding. Awards are anticipated to be made by October.

Beulah Blvd Widening RURAL Grant

Northern Arizona Healthcare has partnered with the City on a RURAL application for the widening of Beulah Boulevard. MetroPlan provided a letter of concurrence on regional transportation plan alignment and inclusion in Transportation Improvement Plan (TIP).

ARTx Creative Flagstaff National Endowment for the Arts

MetroPlan provided a support letter for Creative Flagstaff application for ARTx. the National Endowment for the Arts (NEA) is focused on "arts, culture, or design projects that address health or well-being, transportation or infrastructure, or climate-related challenges within a community." Creative Flagstaff is looking for transportation-related art and seeking MetroPlan's assistance providing data and ideas to artists if awarded.

International Association for Public Participation (IAP2) North American Conference

Mandia Gonzales will be attending the IAP2 Conference September 13-15th. IAP2 USA is a nationwide organization that leads, advances, and advocates for best practices in public participation. It is a home and community for people who believe good decisions can be made together.



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This year's conference theme, "Partnering for Possibility", is about coming together in authentic and creative ways. It's about what can happen when equitable engagement is shared, valued, and celebrated. It's about taking chances and believing in people, processes, and opportunities. The theme reflects a critical moment in time, as we are actively recovering from a multi-year pandemic and adapting our approaches to public engagement in the context of racial reckoning and reconciliation.

Association of Metropolitan Planning Organizations (AMPO) Conference

Dave Wessel will be attending and presenting at the AMPO Conference, September 26-29th. Dave will be presenting with Dana Biscan, Burgess & Niple, and Steve Brown, Fehr & Peers on Performance Standards and Tools for Tackling Carbon Neutrality. Sandra Tavel will also attend the conference. We look forward to the best practices they bring home.

Executive Director Goal Setting

Chair McCarthy and Director Morley have been working on setting annual performance review goals and will bring forth a draft for the Board to review at its October meeting.

4. 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 Representative

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

MetroPlan Funding Matrix

Confidence or Probability Level:

High



Medium



Low



This document will be updated regularly as new information becomes available.

Annual Funding									
Source	Program	Abbreviation	Amount	Staff	Overhead	Planning / Data	Construction	Match	Eligible Activity
FHWA - ADOT	Metropolitan Planning	PL	\$110,000	★	★	★			Multimodal planning and programming
FHWA-ADOT	State Planning & Research	SPR	\$125,000	★	★	★			
FHWA-ADOT	Carbon Reduction Program	CRP	\$164,000	★	★	★	★		
FHWA - ADOT	Surface Transportation Block Grant	STBG	\$430,500	★	★	★	★		
FTA	Metropolitan & Statewide Planning	5305	\$36,000	★	★	★			
Local	General Funds	Local	\$27,500	★	★	★	★	★	

In-State Competitive Grants										
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning / Data	Construction	Match	Eligible Activity	NOFO* Est. date
FHWA-ADOT	Highway Safety Improvement Program	HSIP	Non-Infrastructure (MIN.) \$100,000				★	90/10 Up to 100% if project qualifies	Highway safety improvement projects, which are defined very broadly, from rumble strips and widened shoulders to data collection and safety planning. Safety Education Campaigns. Automated Enforcement Programs. Non-Fed. Share for TAP	Feb.
FHWA - ADOT	Transportation Alternative Program	TAP	TBD				★	80/20	Recreational trails, bike/ped projects, micromobility, stormwater mitigation, vegetation mgmt., wildlife mgmt., SRTS, and other types of transportation alternatives	
FHWA-ADOT	Bridge Formula Program (includes off-system bridges)	BFP	TBD						Replace, rehabilitate, preserve, protect and construct bridges on public roads	June
FTA-ADOT	Metropolitan & Statewide Planning	5305	\$300,000			★				
ADOT	Federal Lands Access Program	FLAP	\$250,000 - \$30,000,000			★	★		Roads, bridges, trails, transit systems and other facilities that improve multimodal transportation.	2025
AZ State Parks	Competitive OHV Grant		\$10,000 - \$750,000			★	★	State funded - no match Fed. Funded - 5.7% match	Various grant types - wayfinding, law enforcement, emergency and mitigation, development and/or maintenance of trails.	June

MetroPlan Funding Matrix

AZ State Parks	Heritage Fund – Non-Motorized Trails Grant		\$5,000 - \$100,000				★	75/25	Trail projects, outdoor environmental education programs, local, regional, and state parks, as well as historic preservation projects.	July
AZ State Parks	Recreational Trails Program - Non-Motorized	RTP	Up to \$150,000				★	94.3/5.7	Trail development, maintenance, pedestrian uses (hiking, running, ADA-accessibility improvements-trails, signs, education), bicycling, equestrian, off-road motorcycling, all-terrain vehicle riding,	
FRA/ADOT	Railway Highway Crossings Program	RHCP	TBD				★	100%	Eliminate hazards at crossings, decrease fatalities, protective devices, signage	

In-State Partnership Opportunity										
				Eligible Uses						NOFO*
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Eligible Activity	Est. date
ADOT	Surface Transportation Block Grant	STBG	Varies (Formula based)				★		Bridges, public roads, and transit capital projects.	Dec. 2022
ADOT	Carbon Reduction Program	CRP	Varies (Formula based)						Transportation projects or programs that reduce congestion and improve air quality. CMAQ funding can be used for both capital and operating expenses.	
ADOT	Safe Routes to School Program	SRTS	Varies (Formula based)							
ADOT	National Electric Vehicle Infrastructure Formula Program	NEVI	Varies (Formula based)					80/20	<i>NEVI Formula funds will not be made available to a State for obligation until the State has submitted to the Joint Office of Energy and Transportation, and FHWA has approved, the State's Electric Vehicle Infrastructure Deployment Plan.</i>	

National Competitive Grants										
				Eligible Uses						NOFO*
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Eligible Activity	Est. date
USDOT	Rebuilding American Infrastructure Sustainably and Equitably	RAISE	\$1,000,000 - \$25,000,000			★	★	Up to 100% federal share for "rural" projects	Local or regional projects that improve safety, environmental sustainability, quality of life, economic competitiveness, state of good repair, and community connectivity.	Jan. 2022
USDOT	Multimodal Projects Discretionary Fund: MEGA, INFRA, Rural Surface	MPDG: INFRA, MEGA, Rural Surface				★	★		<i>A single application is eligible for INFRA, MEGA, and Rural Surface Transportation Grants.</i>	
USDOT	Infrastructure for Rebuilding America	INFRA	\$5,000,000-\$25,000,000			★	★	60% grant cost share/80% Fed. Share (Max.)	Improve freight movements - safety, generate economic benefits, reduce congestion, enhance resiliency.	

MetroPlan Funding Matrix

National Competitive Grants										
				Eligible Uses						NOFO*
USDOT	Mega Grant	MEGA	No Min./Max.				★	60% grant cost share/80% Fed. Share (Max.)	Support large, complex projects that are difficult to fund by other means and likely to generate national or regional economic, mobility, or safety benefits.	
USDOT	Rural Surface Transportation Grant Program		\$25,000,000 max (no min.)				★	60% grant cost share/80% Fed. Share (Max.)	Highway, bridge, or tunnel projects that meet HPP or STBG projects criteria.	
FHWA	Advanced Transportation and Congestion Management Technologies Deployment	ATCMTD	\$5,000,000 - \$25,000,000			★	★		ATIS, ATMT, infrastructure maintenance and monitoring, APTS, TSP, advanced safety systems, ITS, elec. Pricing and payment systems, etc.	June
FRA	Consolidated Rail Infrastructure & Safety Improvement Program		TBD				★		Measures that prevent trespassing and injuries and fatalities associated with trespassing. Capital projects – such as track, station and equipment improvements, congestion mitigation, grade crossings, and track relocation, and deployment of railroad safety technology	Aug.
FTA	All Stations Accessibility Program	ASAP	TBD						Planning related to pursuing public transportation accessibility projects, assessments of accessibility, or assessments of planned modifications to legacy stations or facilities for passenger use.	July
FHWA	Bridge Investment Program		TBD						Replace, rehabilitate, preserve, protect bridges on the National Bridge Inventory. Modify for bike and peds.	
FHWA	Advanced Transportation Technologies & Innovative Mobility Deployment		TBD						Improve safety, mobility, efficiency, system performance, intermodal connectivity, and infrastructure return on investment	
FHWA	Highway Research & Development Program		TBD							
FRA	Railroad Crossing Elimination Program		TBD						Funds highway-rail or pathway-rail grade crossing improvements that focus on safety and mobility of people and goods.	
USDOT	Strengthen Mobility and Revolutionizing Transportation	SMART	TBD						ITS elements - smart grid, TSP, systems integration, connected vehicles, coordinated automation, etc.	Sep.

MetroPlan Funding Matrix

National Competitive Grants										
				Eligible Uses						NOFO*
FTA	Pilot Program for Transit Oriented Development (Planning)		\$250,000 (min.)					80/20	Comprehensive planning, multimodal connectivity and accessibility, improve transit access for pedestrians and bicycle traffic, enable mixed-use development near transit	May
USDOT	Active Transportation Infrastructure Investment Program		TBD						Active transportation projects. This can include micromobility stations and vehicles as part of the active transportation network.	
USDOT	Safe Streets and Roads for All	SS4A	Planning: \$200,000 - \$1,000,000 (\$5m - MPO) Capital projects: \$5,000,000 - \$30,000,000 (\$50m- MPO)					80/20	1. Develop or update a Comprehensive Safety Action Plan. 2. Conduct planning, design, and development activities in support of an Action Plan. 3. Carry out projects and strategies identified in an Action Plan.	June
USDOT	Reconnecting Communities Pilot Program		Planning: Up to \$2,000,000 Capital projects: Up to \$5,000,000					80/20 (P) 50/50 (C)	Remove, retrofit, or mitigate highways or other facilities that create barriers to community connectivity. Planning: Traffic patterns, mobility needs, public engagement activities, other planning required in advance of capital project(s)	Summer 2022
FTA	Innovative Coordinated Access Grant		No Min./Max.					80/20	Innovative capital projects for the transportation disadvantaged that improve the coordination of non-emergency medical transportation services.	Oct.
FTA	Mobility for All		TBD					80/20	employing mobility management strategies, vehicle purchase, IT purchase, leasing equipment or a facility for use in public transportation etc.	Oct.
	Healthy Streets Program		TBD					80/20	supports expanding tree coverage, reductions in urban heat islands, and porous pavement installation in flood-prone areas	

Finance, Loans, Other										
				Eligible Uses						NOFO*
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Eligible Activity	Est. date
USDOT	Transportation Infrastructure Finance and Innovation Act	TIFIA	Financing						Surface transportation projects - transit, electrification of buses, intermodal freight transfer facilities.	N/A

MetroPlan Funding Matrix

Finance, Loans, Other										
				Eligible Uses						NOFO*
ADOT	Emergency Relief Program	ER							Natural or manmade disaster funds. Must be declared a disaster from the President of Governor. Funding can only be used to make repairs.	N/A

Non-Federal Grants										
				Eligible Uses						NOFO*
Source	Program	Abbrevia tion	Range Amount	Staff	Overhea d	Planning	Construction	Match	Eligible Activity	Est. date
Private	AARP Livable Communities Grant		Average grant amount \$11,500 - no ceiling.						Transportation and Mobility: Connectivity, walkability, bikeability, wayfinding, access to transportation options and roadway improvements.	Jan.
Private/ CDC	America Walks Community Change Grants		Varies						Programs and projects that advance walkability	
Private	American Trails - Trail Fund		\$2,000 - \$15,000					20/80		Feb.
Private	Bloomberg Philanthropies		Up to \$25,000						Asphalt Art Initiative Grant	April
Private	People for Bikes – Big Jump Grant		Up to \$10,000					50%	Bike paths, lanes, trails and bridges. Bike racks, parking, repair stations, and storage	

*NOFO release dates are estimates based on 2022 and older release dates. Release dates are subject to change.

Items "greyed" will be updated as new information becomes available. Any funding amounts shown may represent previous awards.

RESOURCES:

https://www.whitehouse.gov/wp-content/uploads/2022/01/BUILDING-A-BETTER-AMERICA_FINAL.pdf

<https://www.whitehouse.gov/build/>

<https://t4america.org/ijja/?eType=EmailBlastContent&eld=e95adace-4f0e-4813-8cb9-a24b3c0ae2f7>

<https://www.transportation.gov/bipartisan-infrastructure-law/upcoming-notice-funding-opportunity-announcements-2022>



Eligibility Table

Annual Funding									
				Eligible Applicants					
Source	Program	Abbrevia tion	Amount	MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
FHWA - ADOT	Metropolitan Planning	PL	\$110,000	✓					
FHWA - ADOT	State Planning & Research	SPR	\$125,000	✓					
FHWA - ADOT	Surface Transportation Block Grant	STBG	\$430,500	✓	✓	✓	✓	✓	✓
FTA	Metropolitan & Statewide Planning	5305	\$36,000	✓					
Local	General Funds	Local	\$27,500	✓					

In-State Competitive Grants									
				Eligible Applicants					
Source	Program	Abbrevia tion	Range Amount	MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
FHWA-ADOT	Highway Safety Improvement Program	HSIP	\$5,000,000	✓	✓	✓		✓	✓
FHWA - ADOT	Transportation Alternative Program	TAP	\$1,000,000		✓	✓	✓	✓	✓
FHWA-ADOT	Bridge Formula Program (includes off-system bridges)	BFP	TBD		✓	✓			
FTA-ADOT	Metropolitan & Statewide Planning	5305	\$300,000	✓			✓		✓
FHWA - ADOT	Federal Lands Access Program	FLAP	\$250,000 - \$30,000,000						
FHWA - AZ State Parks	Competitive OHV Grant		\$10,000 - \$750,000	✓	✓	✓	✓	✓	✓
FHWA - AZ State Parks	Heritage Fund – Non-Motorized Trails Grant		\$5,000 - \$100,000	✓	✓	✓		✓	
FHWA - AZ State Parks	Recreational Trails Program	RTP	Up to \$150,000	✓	✓	✓		✓	
FRA/ADOT	Railway Highway Crossings Program	RHCP	TBD	✓	✓	✓		✓	✓

In-State Partnership Opportunity									
				Eligible Applicants					
Source	Program	Abbreviation	Range Amount	MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
FHWA - ADOT	Surface Transportation Block Grant	STBG	Varies (Formula based)	✓	✓	✓	✓	✓	✓
FHWA - ADOT	Carbon Reduction Program		Varies (Formula based)	✓					
FHWA - ADOT	Safe Routes to School Program	SRTS	Varies (Formula based)						
FHWA - ADOT	National Electric Vehicle Infrastructure Formula Program	NEVI	Varies (Formula based)						

National Competitive Grants									
				Eligible Applicants					
Source	Program	Abbreviation	Range Amount	MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
USDOT	Rebuilding American Infrastructure Sustainably and Equitably	RAISE	\$1,000,000 - \$25,000,000	✓	✓	✓		✓	
USDOT	Multimodal Projects Discretionary Fund: MEGA, INFRA, Rural Surface	MPDG: INFRA, MEGA, Rural Surface		See information below					
USDOT	Infrastructure for Rebuilding America	INFRA	\$5,000,000-\$25,000,000		✓	✓	✓	✓	
USDOT	Mega Grant	MEGA	No Min./Max.	✓	✓	✓	✓	✓	
USDOT	Rural Surface Transportation Grant Program		\$25,000,000 max (no min.)	✓	✓	✓		✓	
FHWA	Advanced Transportation and Congestion Management Technologies Deployment	ATCMTD	\$5,000,000 - \$25,000,000	✓	✓	✓	✓	✓	✓
FRA	Consolidated Rail Infrastructure & Safety Improvement Program		TBD	✓	✓	✓	✓	✓	

FTA	All Stations Accessibility Program	ASAP	TBD	✓	✓	✓	✓	✓	
FHWA	Bridge Investment Program		TBD		✓	✓	✓	✓	
FHWA	Advanced Transportation Technologies & Innovative Mobility Deployment		TBD						
FHWA	Highway Research & Development Program		TBD						
FRA	Railroad Crossing Elimination Program		TBD	✓	✓	✓		✓	
USDOT	Strengthen Mobility and Revolutionizing Transportation	SMART	TBD	✓	✓	✓	✓	✓	
FTA	Pilot Program for Transit Oriented Development		TBD	✓	✓	✓	✓	✓	
USDOT	Active Transportation Infrastructure Investment Program		TBD	✓	✓	✓		✓	
USDOT	Safe Streets and Roads for All	SS4A	Planning: \$200,000 - \$1,000,000 (\$5m - MPO) Capital projects: \$5,000,000 - \$30,000,000 (\$50m-MPO)	✓	✓	✓	✓		
USDOT	Reconnecting Communities Pilot Program		Planning: Up to \$2,000,000 Capital projects: Up to \$5,000,000	✓	✓	✓		✓	
FTA	Innovative Coordinated Access Grant		No Min./Max.		✓	✓	✓		
FTA	Mobility for All		TBD		✓	✓	✓		
USDOT	Healthy Streets Program		TBD						

Finance, Loans, Other									
				Eligible Applicants					
Source	Program	Abbreviation	Range Amount	MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
USDOT	Transportation Infrastructure Finance and Innovation Act	TIFIA	Finance		✓	✓			
ADOT	Emergency Relief Program	ER			✓	✓			
Non-Federal Grants									
				Eligible Applicants					
Source	Program	Abbreviation	Range Amount	MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
Private	AARP Livable Communities Grant		Average grant amount \$11,500 - no ceiling.	✓	✓	✓	✓		
Private/ CDC	America Walks Community Change Grants		Varies						
Private	American Trails - Trail Fund		\$2,000 - \$15,000	✓	✓	✓	✓		
Private	Bloomberg Philanthropies		Up to \$25,000						
Private	People for Bikes – Big Jump Grant		Up to \$10,000	✓	✓	✓	✓	✓	✓