

# MEETING PACKET

## Executive Board Meeting

1:00 – 3:00 PM

December 7, 2023



**METROPLAN**  
GREATER ↑ FLAGSTAFF

### Teams Virtual Meeting

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 263 499 516 188

Passcode: zcASgQ

### In-Person Location

Mountain Line

VERA room

3773 N. Kaspar Dr

Flagstaff, AZ 86004

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

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

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

### NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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

### EXECUTIVE BOARD MEMBERS

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

## 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

#### 1. CALL TO ORDER

#### 2. ROLL CALL

#### 3. PUBLIC COMMENT

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

#### 4. APPROVAL OF MINUTES

(Pages 7-13)

Executive Board Regular Meeting Minutes of November 2, 2023

### B. CONSENT AGENDA

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

## C. GENERAL BUSINESS

1. **CONSIDER CREATION OF A POLICY OF MEMBERSHIP** (Pages 14-16)

### REQUIREMENTS FOR THE BOARD OF METROPLAN

MetroPlan Staff: Kate Morley

Recommendation: Discussion and possible action regarding creation of a policy on membership requirements for the Board of MetroPlan.

*The Board may vote to go into executive session pursuant to ARS §38-431.03(A)(1) for MetroPlan appointment review, or ARS §38-431.03(A)(3) for legal advice.*

2. **APPROVE INVITATION LETTER TO NORTHERN ARIZONA** (Pages 17-21)

### UNIVERSITY (NAU)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board approve the letter inviting Northern Arizona University (NAU) to participate in MetroPlan as a full member.

3. **CONSIDER ELECTION OF A CHAIR AND A VICE-CHAIR FOR** (Pages 22-23)

### METROPLAN EXECUTIVE BOARD

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the Board elect a new Chair and Vice-Chair for the term January 1, 2024 to December 31, 2024.

4. **CONSIDER MISSION, VISION, AND VALUES** (Pages 24-29)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board consider adopting new Mission, Vision, and Values statements.

5. **CONSIDER AN AMENDMENT TO THE FY2024 BUDGET** (Pages 30-34)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board approve the Amendment to the FY 2024 Budget.

**6. CONSIDER ADDENDUM 2 TO MASTER SUBRECIPIENT AGREEMENT WITH CITY OF FLAGSTAFF FOR NATIONAL ASSOCIATION OF TRANSPORTATION OFFICIALS (NACTO) MEMBERSHIP** (Pages 35-47)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board approve Addendum 2 to Master Subrecipient Agreement with City of Flagstaff.

**7. CONSIDER ADDENDUM 3 TO MASTER SUBRECIPIENT AGREEMENT WITH THE CITY OF FLAGSTAFF FOR THE DOWNTOWN MILE** (Pages 48-54)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board approve Addendum 3 to Master Subrecipient Agreement with City of Flagstaff for the Downtown Mile.

**8. CONSIDER THE ADOT 2024 SAFETY TARGETS** (Pages 55-56)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board adopt the ADOT 2024 Safety Targets.

**9. CONSIDER THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT** (Pages 57-60)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board adopt the Transportation Improvement Program Amendment as presented.

**10. CONSIDER CALENDAR YEAR 2024 (CY24) EXECUTIVE BOARD MEETING CALENDAR** (Pages 61-63)

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the Board adopt the Calendar Year 2024 (CY24) Executive Board meeting calendar as presented.

**11. CREATIVE LOCAL MATCH OPTION – DEVELOPER IMPACT FEE and LTAF2 (LTAF2)** (Pages 64-69)

MetroPlan Staff: Sandra Tavel

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

## **12. METROPLAN HAPPENINGS**

(Pages 70-71)

MetroPlan Staff: Kate Morley

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

## **D. CLOSING BUSINESS**

### **1. ITEMS FROM THE BOARD**

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

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

The next schedule Executive Board meeting is January 4, 2024.

### **3. ADJOURN**

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

**CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at [www.metroplanflg.org](http://www.metroplanflg.org) on December 4, 2023 at 12:00 pm.

*Karen Moeller*

---

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 4<sup>th</sup> day of December, 2023.

# MINUTES

## Executive Board Meeting

1:00 – 3:00 PM

November 2, 2023



**METROPLAN**  
GREATER † FLAGSTAFF

### Teams Virtual Meeting

*Join on your computer, mobile app or room device.*

[Click here to join the meeting](#)

Meeting ID: 263 499 516 188

Passcode: zcASgQ

### In-Person Location

Mountain Line

VERA room

3773 N. Kaspar Dr

Flagstaff, AZ 86004

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

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

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

### NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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

### EXECUTIVE BOARD MEMBERS

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

## 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 *Excused*

Guests Present: Gregory Nelson (online), Keith Brekhaus, Coconino County, joined the meeting online at 1:07 p.m. Kevin Adam joined in person at 1:31 p.m.

---

### A. PRELIMINARY GENERAL BUSINESS

#### A CALL TO ORDER

Chair McCarthy called meeting to order at 1:01 PM.

#### 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

(Pages 5-12)

Executive Board Regular Meeting Minutes of October 5, 2023

Chair McCarthy made a motion to approve the minutes of October 5, 2023 with the following changes. Item D-Mission, Vision, and Values, should say Chair McCarthy stated the City of Flagstaff wanted to delete the word "Comprehensive," Item H-TRZ, paragraph 6 delete "the that, And to spell out TIP to Transportation Improvement Plan.

Member Williams seconded the motion.

No other changes were noted.

The motion was passed unanimously.

At 1:07pm, the meeting Chair was turned over to Vice-Chair Vasquez

### 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 CONSIDER MISSION, VISION, AND VALUES

(Pages 13-18)

MetroPlan Staff: Kate Morley

Recommendation: Consider adopting a new Mission, Vision, and Values



Executive Director Morley presented the edited versions, which were brainstormed at the previous Executive Board meeting. Executive Director Morley stated this item is not a rush if the Board wishes to read and consider. At this time Executive Director Morley called for comments. Vice-Chair Vasquez suggested the missing concept is “connection.” Member Williams stated at the beginning of the Vision the wording “joined together” brings everyone together, would that be the same? Executive Director stated we could say “The region is “connected” together. Member Sweet stated we are missing two key members-Horstman and Aslan and she is sure they would like to have input. Chair McCarthy stated we could use “the region is connected by a transportation system which is shorter and shorter is better.” Further Chair McCarthy said we should table this action until the next meeting. Executive Director stated we have the values which have not changed, and if there are comments as to how these must be changed to let MetroPlan know. Executive Director Morley stated the proposed values are not in any order, however, at the last meeting, Chair McCarthy did as to move public support up because he felt public support should be higher on the list than second to last.

**B APPROVE INVITATION LETTER TO NORTHERN ARIZONA UNIVERSITY (NAU) (Pages 19-23)**

MetroPlan Staff: Kate Morley

**Recommendation: Approve the letter inviting Northern Arizona University (NAU) to participate in MetroPlan as a full member**

Executive Director Morley began by stating that NAU is recognized as a partner, however, does not have a seat on the Board. The Executive Director stated that staff sees the benefit of having NAU be a full member of the Board and had a conversation with NAU’s Management Committee member Josh Maher. The benefits of full participation were outlined in the presentation. The first question presented by Executive Director Morley was “do we want NAU to participate? and secondly, “who would this Board accept for a member, a vice-president, the president?”

Vice-Chair Vasquez asked about the financial obligation of members and Executive Director Morley stated each member, except the ADOT member, is \$5,000 per year.

Member Sweet stated she is for NAU being a member. Member Williams asked about the difference between having NAU as a member of the Board versus having a member of, for example, the hospital be a member? How would we distinguish such members?

Tony Williams further stated he would like to know what precedent this would set for other organizations in the community. Would they believe their voice needed to be heard on this Board? We are all here to question where the line is drawn for members of the Board?

Vice Chair Vasquez further asked what is the value to NAU and what is the value to us to have their representative in the work committee? What are the other groups on that committee? How does this set a precedent?

Executive Director Morley stated that all members of the Board own roadways or operate public transportation systems. This would be a distinction between the hospital and NAU being a member. A policy could be set up around who we consider for member of the Board as well. We could draft a policy about member considerations before we move forward.

Vice Chair Vasquez asked the value of having NAU as a member. Executive Director Morley stated that as the owner and operator of transportation systems she would anticipate they would buy into the policies that we create, coordinate with us better on some of the adjacent roadway impacts and transit systems working together.

Staff Member Wessel stated that originally NAU was a member of the Board, yet they did not participate. Because of their lack of appearance at the meeting, quorum challenges were experienced and by their lack of participation they were removed from the Board with NAU's assent. There are times when NAU might say they would close a road and having NAU with a seat at the table would be important for coordination and collaboration in person.

Member Thompson stated that he did not know if NAU ever wrote a letter stating they did not want to be a part of the Board. Maybe things have changed and we should go ahead and send a letter to NAU.

Chair McCarthy stated NAU being the only other organization that controls streets answers questions about NAU's membership. He is suggestion in the letter that where it says that NAU become a full member of MetroPlan that it is stated who is chosen or whomever that person would designate the possibility of NAU not showing up at a board meeting would be lessened.

Executive Director Morley said she is hearing Chair McCarthy asking if everyone is ready to move forward and if so, he would have a couple of edits. The alternative would be the Board would direct staff to go back and write a policy about who is an acceptable member of the Board and put some guardrails up and come back to a future meeting with a letter.

Vice Chair Vasquez asked about the timeline for both above. If this letter is ready and when are we looking for NAU to join? Secondly, if the policy is to be written, when would that be ready and when would the Board be looking for NAU to join? Executive Director Morley said we could bring a policy to establish who is an acceptable member at the December meeting. She stated it could be short and simple around operating and owning roadways. That would be the direction she would go unless the Board has further direction. At that point staff could put these items on the agenda in order by adopting the policy and then approving the letter. There is no rush or urgency. Vice Chair Vasquez stated he understands there are no deadlines, however, there would be benefits to getting NAU onboard sooner rather than later.

Member Sweet asked if we could do a policy and letter at the December meeting. Executive Director Morley stated we could table this action until the December meeting. Chair McCarthy said he is OK with tabling and will send the minor edits to staff. Member Thompson confirmed the meaning of tabling the action being that we will not vote now and we will vote in December.

The Board decided to table the item and asked staff to bring a policy to consider.

**C CONSIDER ADOPTION OF THE 2023 PUBLIC PARTICIPATION PLAN (PPP)**

**(Pages 24-26)**

**MetroPlan Staff: Mandia Gonzales**

**Recommendation: Adopt MetroPlan's 2023 Public Participation Plan as presented.**  
Staff Member Gonzales shared the PowerPoint presentation and provided background into the Public Participation Policy (PPP) including the changes which have occurred since the original 2015 PPP. Further, she reminded the Board this is a Federally required document which needs to be available on our website. In

addition, a public comment period was conducted and Staff Member Gonzales presented on the outreach. A formatting error and two misspellings will be fixed in the PPP rather than the original sent with the Executive Board Meeting Packet.

A motion was made to adopt MetroPlan's 2023 PPP by Member Thompson. A second was made by Member Williams. The motion passed unanimously.

D METROPLAN'S REGIONAL TRANSPORTATION MODEL OVERVIEW (Pages 27-37)

MetroPlan Staff: Kate Morley

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

Executive Director Morley presented the Transportation Model as an educational item which explained the benefits of doing regional transportation and modeling as well as the limitations of such modeling. In addition, the public comments received in the past couple of models bring a need to educate the Board on what is true, what our role is, and where there are some misconceptions over what MetroPlan's role in the design and development of transportation improvements is.

Vice-Chair Vasquez asked if the information presented was shared with the public and how? Executive Director Morley stated it was not specifically shared though doing items like this public meeting help disseminate information.

Staff Member Wessel clarified the reason we look 20 years out despite loss of accuracy. He stated that is typically how long a roadway will last and this dictates the need for advanced planning.

Member Sweet thanked MetroPlan for the presentation being helpful to understanding. Vice Chair Vasquez stated this is helpful, as well. Staff Member Wessel added there are many uses for the model, and we are glad to accommodate.

E ROUTE TRANSFER STUDY UPDATE (Pages 38-41)

MetroPlan Staff: David Wessel

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

Staff Member Wessel explained and described the basis of the route transfers and why MetroPlan is now updating the study. This study originally came about in the 1980's when the City of Flagstaff took control of the area in front of the mall. He further presented the state highways within the City limits and what might need to occur if transfer was to occur in this area.

Vice-Chair Vasquez asked for confirmation regarding other transfers which might be occurring outside the City of Flagstaff. Staff Member Wessel stated there are not many opportunities for transfers, however, we will add them to the report. Mr. Wessel stated the City of Flagstaff is responsible for maintaining sidewalks on the state highways. He further stated that if bike lanes are desired as well as markings and signage, the jurisdiction will maintain those lanes, markings, and signage. Vice-Chair Vasquez said he would like to see a Metro Flagstaff map to further understand the changes which might occur there.

## F. CREATIVE LOCAL MATCH OPTION – CANNABIS TAX

MetroPlan Staff: Sandra Tavel

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

Staff Member Tavel reminded her hiring parameters as a 5305e grant writer to grow local match. Next, she presented a new recreational cannabis tax passed into law in 2020. She shared the elements of this law and the revenues which have been collected and this revenue disbursement thus far.

Vice-Chair Vasquez asked about a federal match and if there are costs which are not covered, for example the railings on channels and culverts, can this money pay for those items since the cannabis tax revenue funds HURF highway user revenue fund.

Member Thompson said a couple of years back the HURF exchange was going to go away, but it would be beneficial to investigate.

Executive Director Morley stated this is not something MetroPlan is suggesting we should use or advocate for because we do not have something we could leverage for use, but it might be something optional for others to consider.

## G FY2023 FINANCIAL REPORT – 1<sup>ST</sup> QUARTER

(Pages 45-46)

MetroPlan Staff: Kate Morley

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

Executive Director Morley shared the Quarter 1, 2024 Financial Report .

Member Williams asked which quarter we would anticipate having expenditure in the projects area.

Vice-Chair Vasquez asked that a percentage used column be added to the chart for further Understanding of the reports.

## I METROPLAN HAPPENINGS

(Pages 47-48)

MetroPlan Staff: Kate Morley

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

Executive Director Morley presented the highlights of the past month for MetroPlan.

Staff Member Tavel highlighted that MetroPlan's Safe Routes to School in a multi-district grant.

Guest Kevin Adam gave a preview of the next legislative session. He stated there is disappointing news about the budget that Arizona is about \$400,000,000 in the red. Revenues are historically significantly affected and COVID-19 has a great effect on the amount of revenue available, however, has been exhausted. The budget is being drafted looking at future reviews because of the shortfall.

## 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.*

Vice Chair Vasquez said they will be looking at a candidate as a member of the Board for MetroPlan at the November 7 County Board meeting.

Member Thompson said for 7 years he has been a member of various organizations and he said everything is being done for cities and he wonders when something will be done for the remote areas.

Guest Kevin Adam added a thank you to Jesse Thompson.

Chair McCarthy stated that he understands there is a block of House of Representative republicans which are proposing significant cuts to Amtrak, which could affect long distance travel and asked staff to investigate options for advocacy.

### B NEXT SCHEDULED EXECUTIVE BOARD MEETING

*December 7, 2023*

### C ADJOURN

Vice Chair Vasquez adjourned the meeting at 2:44 p.m.

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

### CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at [www.metroplanflg.org](http://www.metroplanflg.org) on October 30, 2023 at 12:00 pm.

*Karen Moeller*

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 30<sup>th</sup> day of October, 2023.



# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** November 22, 2023

**MEETING DATE:** December 7, 2023

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

**FROM:** Kate Morley, Executive Director

**SUBJECT:** Consider the Creation of a Policy of Membership Requirements for the Board of MetroPlan

### **1. RECOMMENDATION:**

Discussion and possible action regarding creation of a policy on membership requirement for the Board of MetroPlan.

*The Board may vote to enter into executive session under ARS 38-431.03(A)(3) for legal advice.*

### **2. RELATED STRATEGIC WORKPLAN ITEM:**

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

### **3. BACKGROUND:**

At the November 2023 MetroPlan Executive Board meeting, the Board asked staff to draft a policy regarding the requirements for an entity to be considered for membership on the MetroPlan Board. New information received makes drafting such a policy more complex than originally anticipated due to the original establishment of MetroPlan by the City and County. A draft policy is attached for the Board's consideration should they choose to adopt a policy anyway.

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

This item was not presented to the TAC. The Management Committee has no comments.

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

There is no fiscal impact to adopting a policy on Membership requirements for the Board of MetroPlan

### **6. ALTERNATIVES:**

**Recommended:** Adopt the policy of membership requirements for the Board of MetroPlan.

**Not Recommended:** Do not adopt the policy.



# METROPLAN

GREATER † FLAGSTAFF

## 7. ATTACHMENTS:

Membership requirements for the Board of MetroPlan



Document: **Membership requirements of the MetroPlan Board Policy**  
Adopted:  
Effective:

**Purpose:**

The purpose of this policy is to establish considerations for new public member entities that may want to join the MetroPlan Board.

**Considerations**

The MetroPlan Board should consider the following when deciding if should support the participation of additional public entities on the MetroPlan Board.

1. Voting make up of the Board. By inviting a new member to the Board, does the additional entity upset the balance of existing agency votes on the Board?  
MetroPlan was created by the City and the County by IGA.
2. MetroPlan membership is most appropriate for a public entity with a role in providing public transportation systems or services. Key considerations should include whether the public entity owns and maintains public right(s) of way or a transportation system serving the public within the MetroPlan region?





# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** November 11, 2023

**MEETING DATE:** December 7, 2023

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

**FROM:** Kate Morley, Executive Director

**SUBJECT:** Approve Invitation Letter to Northern Arizona University (NAU)

### 1. RECOMMENDATION:

Staff recommends the Board approve the letter inviting Northern Arizona University (NAU) to participate in MetroPlan as a full member.

### 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 the planning process from setting planning priorities to implementing outcomes.

### 3. BACKGROUND

At its November 2, 2023 meeting, the Board had a discussion about inviting NAU to serve on the MetroPlan Board. The Board expressed interest but directed staff to consider a policy about who we would and would not allow to be a part of the Board. In consultation with MetroPlan's legal counsel, creating such a policy is no longer advised. MetroPlan's counsel will attend the December meeting to provide advice to the Board on such a policy. Information on NAU joining the Board is below.

MetroPlan's bylaws and operating procedures establish the Executive Board which acts as a policy body and manages the business and affairs of the organization. The Executive Board includes three seats from the City of Flagstaff, two seats from Coconino County, a State Transportation Board member, and Mountain Line member.

The Management Committee is established to advise the Executive Director and Executive Board. The primary area of emphasis is on the policy direction of the respective jurisdictions and any bearing that direction has on Metroplan's work program or implementation. Seats are held by the leadership of the



# METROPLAN

GREATER † FLAGSTAFF

agencies represented on the Executive Board; however, the Management Committee also includes a member of the President's office of NAU. The seat is currently held by Josh Maher, Associate VP for Community Relations.

The Technical Advisory Committee (TAC) is made of technical and/or managerial staff of participating agencies and includes one (1) voting seat for NAU that is currently vacant and has been for more than a year.

NAU is the only agency that does not have parallel structure within the MetroPlan organization by not having representation on the Board but enjoying positions on Management Committee and TAC. The parallel TAC, Management Committee and Board structure is intentional in ensuring that technical analysis, resources, and policy of the organization are aligned at all levels.

NAU is a major land holder in Flagstaff and its road, transit, bike and pedestrian network and operations are a key part of the overall transportation system within the greater Flagstaff region. Ensuring these systems all work together is key to the success of MetroPlan. Additionally, NAU can benefit from the transportation planning occurring at MetroPlan and benefit from access to grants. Having policy direction from the President's Office at NAU on the Board can help ensure the mutual benefit of both organizations. The draft invitation letter currently suggests the President be invited to sit on the Executive Board, however, the Board could allow the President to designate a member of his office.

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

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

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

There is no direct expense associated with this decision. Membership on the Board of Directors is set at \$5,000 per seat for member agencies, excluding the State Transportation Board member seat which does not have a fee.



# METROPLAN

GREATER † FLAGSTAFF

## 6. ALTERNATIVES:

**Recommended:** Approve letter inviting Northern Arizona University to participate in MetroPlan as a full member. This option invites NAU to become a full, participating member of MetroPlan and will support the representation and engagement of NAU. If accepted, MetroPlan will need to update the bylaws at a future meeting.

**Recommended:** Approve letter inviting Northern Arizona University modifying the letter to allow a designee from the President's office. It is recommended the Board ensure any appointee to the Executive Board has authority to represent the high level, policies of the organization as other Executive Board members have. If accepted, MetroPlan will need to update the bylaws at a future meeting.

**Not Recommended:** Do not send a letter. The Board may wish to decline sending a letter of invitation to NAU. The Board could choose whether to continue to have NAU fill seats on Management Committee and Technical Advisory Committee. Changes to the bylaws would need to occur if changes were to be made.

## 7. ATTACHMENTS:

Draft Letter to NAU

[Link to bylaws](#)



President Jose' Luis Cruz Rivera  
Office of the President, Northern Arizona University  
1900 S Knoles Dr  
Flagstaff, AZ 86011

Dear President Cruz Rivera,

The Executive Board of MetroPlan encourages NAU to become a full member of MetroPlan by inviting you, or your designee, to join the MetroPlan Executive Board. MetroPlan leads transportation planning in the greater Flagstaff region and has been instrumental in related policy and funding decisions made over the past three decades. MetroPlan Executive Board membership consists of three elected officials from the City of Flagstaff, two from Coconino County, a Mountain Line representative, for which each agency pays \$5,000 per seat, and one representative of the Arizona State Transportation Board.

NAU currently holds seats on two committees of the organization. Josh Maher serves on the Management Committee and there is a vacant seat on the Technical Advisory Committee that the Board would also like to see filled.

NAU is a key transportation partner with a significant regional role. NAU runs its own shuttle service, owns roadways, collaborates with adjacent roadway owners, is a major trip generator and attractor, and has critical multimodal connections through its campus. Fully participating in MetroPlan's processes will help the regions' transportation system be more cohesive.

MetroPlan's current Strategic Plan, attached, has four goals that benefit NAU. The first is to maximize funding for transportation projects and programs. MetroPlan can serve NAU in this fashion by fully understanding needs and seeking federal and state grants for transportation projects on and adjacent to campus. In the last six months, MetroPlan has written over \$45 million in applications on behalf of our partner organizations.

The second goal is to deliver plans that meet partner and community needs. NAU is a key component of the greater Flagstaff transportation system. Connections within campus but also to and from campus are important for the function of the entire transportation system. NAU is also a major trip generator within the community. NAU's participation in the planning and direction of the greater transportation system can ensure equitable access to higher education, lessen NAU's climate impacts, and ensure regional projects meet NAU's needs.

The third goal of the Strategic Plan is to build MetroPlan's visibility in the community. As a member agency, NAU will receive this recognition as well, building a positive reputation in the community and showing the community NAU is fully committed to participating in the larger planning and transportation conversation occurring within the community.

Finally, the fourth goal is to implement programs that encourage mode shift. NAU is the leader in mode shift in the region and can benefit greatly from additional programs and investment that support a multimodal approach. MetroPlan's programs support NAU's Climate Action Plan and policies to expand transportation demand management.

We hope you will accept our offer to become a full member agency of MetroPlan by joining the Executive Board.

Please reach out to me or our Executive Director, Kate Morley if you have any questions.

Sincerely,

Jim McCarthy  
Flagstaff City Council and MetroPlan Board Chair  
Jmccarthy@flagstaffaz.gov  
928-864-8510



# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** November 16, 2023

**MEETING DATE:** December 7, 2023

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

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

**SUBJECT:** Consider Election of a Chair and a Vice-Chair for MetroPlan Executive Board

### 1. RECOMMENDATION:

Staff recommends the Executive Board elect a new Chair and Vice-Chair for the term January 1, 2024 to December 31, 2024.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

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

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

### 3. BACKGROUND:

MetroPlan's By-Laws have established requirements for the Chair and Vice-Chair of the Executive Board. Section 6.1.1. of the By-Laws states:

**6.1.1** The members of the FMPO Executive Board shall elect a Chairperson and a Vice Chairperson. In the absence of the Executive Board Chair, or upon her/his inability to act or serve, the Vice Chairperson shall have the powers of the Chairperson. The Chairperson and Vice Chairperson will serve without compensation and shall serve for a period of one year. The Executive Board may reappoint members to additional terms as Chairperson or Vice Chairperson, except that a person may not serve in these positions for more than three consecutive years.

Chair McCarthy has served his full 3-year term and cannot be re-elected to the Chair position. The appointment of the new Chair will be for one (1) year with the possibility of two (2) one (1) year extensions to these terms. Vice Chair Vasquez has served in his role for two (2) years.



# METROPLAN

GREATER † FLAGSTAFF

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

The item was not presented to the TAC. This item was reviewed by the Management Committee.

#### 5. FISCAL IMPACT:

There is no fiscal impact.

#### 6. ALTERNATIVES

**Recommended:** Elect a new Chair and Vice-Chair for the term January 1, 2024 to December 31, 2024.

**Not Recommended:** Do not elect a new Chair and Vice Chair. If the election does not take place, there will be a leadership gap on the Executive Board and the continuity of meetings will be interrupted.

#### 7. ATTACHMENTS:

None



# METROPLAN

GREATER † FLAGSTAFF

mission

## STAFF REPORT

**REPORT DATE:** November 14, 2023

**MEETING DATE:** December 7, 2023

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

**FROM:** Kate Morley, Executive Director

**SUBJECT:** Consider Mission, Vision, and Values

### 1. RECOMMENDATION:

Staff recommends the Board consider adopting new Mission, Vision, and Values statements.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

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

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

### 3. BACKGROUND:

In 2017, MetroPlan updated its Mission and Vision:

*Vision: To create the finest transportation system in the country.*

*Mission: Leverage corporation to maximize financial and pollical resources for a premier transportation system.*

MetroPlan kept the mission and vision through its transition to independence. MetroPlan's Strategic Plan tasks staff with building MetroPlan's identity and promoting the value MetroPlan brings to the community. However, staff received feedback that the mission and vision of the organization does not clearly communicate what MetroPlan does. Staff used information received at the Advance to draft options for the Board to consider at their October 5, 2023 meeting, see staff report attached. At the October 5, 2023 meeting, the Board leaned towards the following mission, vision and values and asked staff to bring them back for potential adoption at this meeting.

#### Vision

A vision should identify future aspirations.





# METROPLAN

GREATER † FLAGSTAFF

## *Proposed Vision:*

*The region is joined together by a transportation system that prioritizes the wellbeing of people and the environment.*

## Mission

A mission should clearly identify what the organization is specifically doing to achieve its vision.

## *Proposed Mission:*

*To facilitate improvements and programs for all transportation modes through collaborative priority setting, planning, and the strategic pursuit of funding.*

## Transportation Values

The idea of transportation values is new to MetroPlan. Adopting values can help MetroPlan get clear about how to prioritize projects for funding and connects to the creation of a strategic grant seeking process. Common themes of the “why’s” of the West 66 Exercise were used to develop these.

- *Zero Deaths and Serious Injuries*
- *Public Support*
- *Efficient and Effective Use of Funds*
- *Stewardship of the Natural and Built Environment*
- *Health and Social Connections*
- *Economic Vitality*
- *Community Character*

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

## **5. FISCAL IMPACT:**

There is no fiscal impact to updating the mission and vision.

## **6. ALTERNATIVES:**

**Recommended:** Adopt new Mission, Vision, and Values statements. The Board may choose to make additional modifications to the proposed versions.



# METROPLAN

GREATER † FLAGSTAFF

**Not Recommended:** If the options provided do not meet the desires of the Board, the Board can provide additional direction to staff.

## 7. ATTACHMENTS:

October 5 Executive Board Meeting Staff Report- Mission, Vision, and Values



# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** September 27, 2023

**MEETING DATE:** October 5, 2023

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

**FROM:** Kate Morley, Executive Director

**SUBJECT:** Consider Mission, Vision, and Values

### 1. RECOMMENDATION:

Staff recommends the Board consider adopting a new Mission, Vision and Values.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

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

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

### 3. BACKGROUND:

In 2017, MetroPlan updated its Mission and Vision:

*Vision: To create the finest transportation system in the country.*

*Mission: Leverage corporation to maximize financial and pollical resources for a premier transportation system.*

MetroPlan kept the mission and vision through its transition to independence. MetroPlan's Strategic Plan tasks staff with building MetroPlan's identity and promoting the value MetroPlan brings to the community. However, staff received feedback that the mission and vision of the organization does not clearly communicate what MetroPlan does. At the May 2023 Advance, the Technical Advisory Committee (TAC), Management Committee, and Executive Board completed an exercise to drill down on the purpose of transportation system improvements using West Route 66 visioning as an example. The exercise asked members to identify why features were important for example, sidewalks being important for affordability, health, and social connection. After the Advance, staff used information received in this exercise to brainstorm new options for the mission and vision.



# METROPLAN

GREATER † FLAGSTAFF

## Vision

A vision should identify future aspirations. Two versions have been drafted.

### *Proposed:*

- 1. Our region joined together by a multimodal transportation system that prioritizes the wellbeing of people and the natural environment.*
- 2. Our vision is that the region will be joined together by an efficient, multimodal transportation system that prioritizes the wellbeing of people and the natural environment.*

People being connected was a key “why” we heard in the West 66 exercise. “Our region joined” seeks to emphasize that social purpose. Wellbeing of people includes physical safety, social connection, economic health, opportunity, and availability of options, while wellbeing of the environment captures carbon neutrality goals, wildlife safety and connectivity and designs that consider forest health, storm water, protection of open space and efficient use of land.

## Mission

A mission should clearly identify what the organization is specifically doing to achieve its vision. Also imperative is that a new mission is written in a way that members of the public can succinctly understand what MetroPlan does. This is the core purpose of updating the mission and vision. Staff had a wider variety of ideas for clearly explaining what MetroPlan’s role in the transportation system is and developed several options:

- 1. To inspire better multimodal transportation through collaborative priority setting, principled planning, mode choice programs, and the enthusiastic pursuit of funding.*
- 2. Advancing multimodal transportation through collaborative priority setting, planning, pursuit of funding and mode choice programs.*
- 3. The mission of MetroPlan is to facilitate multimodal transportation improvements for all transportation modes through collaborative priority setting, principled planning, mode choice programs, and the enthusiastic pursuit of funding.*

Key points staff felt were important to highlight were the collaborative nature of MetroPlan, MetroPlan’s key tasks of transportation planning, prioritizing projects for funding, actively pursuing funding, and filling a gap to implement demand management programs such as Safe Routes to School programs.

## Transportation Values

The idea of transportation values is new to MetroPlan. Adopting values can help MetroPlan get very clear about how to prioritize projects for funding and connects to the creation of a strategic grant seeking process. Common themes of the “why’s” of the West 66 Exercise were used to develop these.

- 1. Vision Zero Deaths and Serious Injuries*



# METROPLAN

GREATER † FLAGSTAFF

2. *Efficient and Effective Use of Funds*
3. *Environmental Stewardship*
4. *Health and Social Connection*
5. *Economic Vitality*
6. *Community Character and Beauty*
7. *Public Support*

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

The TAC provided input on the mission and vision. They felt adding the word “multimodal” was important to highlight MetroPlan is about all modes and that environment should be clarified with the word “natural.” The TAC leaned towards the simplified version of the mission in number 2 and preferred “mode choice” over “transportation demand management.” Management Committee concurred transportation demand management should be replaced with “mode choice” or “active transportation.” These changes have been made in this report.

#### 5. FISCAL IMPACT:

There is no fiscal impact to updating the mission and vision.

#### 6. ALTERNATIVES:

**Recommended:** Staff recommend the Board consider adopting a new Mission, Vision and Values. No particular recommendation on which of the options is provided by staff and the Board may choose to make additional modifications to proposed versions. If none of the options provided meet desires of the Board, the Board can provide additional director to staff in the development of these items.

**Not Recommended:** None at this time based upon desires of the Board.

#### 7. ATTACHMENTS:

None.



# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** November 14, 2023

**MEETING DATE:** December 7, 2023

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

**FROM:** Kate Morley, Executive Director

**SUBJECT:** Consider Amendment to FY2024 Budget

### 1. Recommendation:

Staff recommends the Board approve the Amendment to the FY2024 Budget.

### 2. Related Strategic Workplan Item

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

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

### 3. Background

On June 1, 2023, the Board adopted a budget for FY2024 totaling \$2,828,186. The budget allocated expenses for the Carbon Reduction Program grant (CRP) to salaries and benefits to support the Transportation Demand Management (TDM) Planner position approved in September 2022. Shortly after budget adoption, the Federal Highway Administration (FHWA) made the determination that CRP funds were ineligible for staff time. Additionally, in November 2023, MetroPlan received a Transportation Alternatives grant for a Safe Routes to School Program that was not identified in the budget. Staff are asking for a budget amendment to address these changes as follows:

Allocate \$336,592.14 in CRP funding to a special project for the Downtown Mile. Remove \$336,592.14 in STBG funds for special project for the Downtown Mile. MetroPlan's commitment to the Downtown Mile is \$450,000. The difference between the commitment amount and the amendment amount has already been paid to the City of Flagstaff. This change requires an amendment to the Transportation Improvement Program (TIP) and subrecipient agreement with the City of Flagstaff, if approved.



# METROPLAN

GREATER † FLAGSTAFF

Add \$37,278 in salaries and benefits to STBG to support ½ year of a TDM Planner. These funds were originally allocated in CRP with the intent to spend over multiple years. The 5-year budget now includes future years for position funded through STBG.

Add new revenue for Transportation Alternatives grant award in the amount of \$1,037,300 federal and \$59,126 in local match. Mountain Line will contribute \$8,550 in cash match in FY2024, the City of Flagstaff will contribute \$28,500 in cash match anticipated in FY2025 and the remainder will be matched with in-kind contributions.

Expenses for this revenue are allocated are as follows:

- \$150,000 in FY2024 to a special project for design and engineering of missing multimodal infrastructure associated with schools. The remaining \$500,000 for design and engineering is shown as surplus to be allocated in FY2025 (\$612,950 federal and \$37,050 cash match). At a future date, the Board may be asked to consider a new subrecipient relationship with the City of Flagstaff to deliver this project.
- Allocate the remaining \$81,293 in federal, plus in-kind, match to support programmatic elements of the Safe Routes Program including salary and benefits for a new staff position: Safe Routes Coordinator. The funds will also support expenses for public outreach in the amount of \$25,000. The remaining \$343,057 is shown as surplus to be allocated in future years.

#### 4. TAC and Management Committee Discussion

This item did not go to the TAC. Management Committee had no concerns.

#### 5. Fiscal Impact

Adopting the budget amendment will allocate expenses to the grants as described above.

#### 6. Alternatives

**Recommended.** Amend the FY2024 budget. This alternative allows MetroPlan to hire the TDM position as planned and keeps the commitment to the City’s Downtown Mile project. It also enables the expenditure of Transportation Alternative Funds.



# METROPLAN

GREATER † FLAGSTAFF

**Not Recommended.** Make additional amendments to the budget to expend federal awards differently.

**Not Recommended.** Do not amend the budget. This alternative limits MetroPlan’s ability to accept grant funds and meet our obligations.

## 7. Attachments

Fiscal year 2024 Budget Amendment

Five Year Budget





# METROPLAN

GREATER FLAGSTAFF

		STBG	PL	CRP	SPR	CPG FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- FTA 5305e transit	SS4A	TA	Members	Transit Tax	Totals
<b>REVENUE</b>														
FY24 Revenue	2,529,530.00	468,465	153,540	168,268	78,120	77,090	200,000	3,937	141,450	201,360	1,037,300			2,529,530
FY23 Carryforward Estimated	1,204,039.00	584,876	176,553	313,111	33,052	96,447	-	-	-	-	-	-	-	1,204,039
<b>Total Authorized Federal</b>	<b>3,733,569.00</b>	<b>1,053,341</b>	<b>330,093</b>	<b>481,379</b>	<b>111,172</b>	<b>173,537</b>	<b>200,000</b>	<b>3,937</b>	<b>141,450</b>	<b>201,360</b>	<b>1,037,300</b>			<b>3,733,569</b>
Match Rate		0.057	0.057	0.057	0.200	0.057	0.200	-	0.057	0.200	0.057			
Required Match		63,670	19,953	29,097	27,793	10,490	50,000	-	8,550	51,420	59,126			320,098
<b>MATCH Breakdown</b>		27,239	19,904	27,300	33,389	-	29,457	-	9,037	51,420	59,126			256,871
In-Kind	156,883.47	27,239	19,904	27,300	5,558	597	-	-	-	25,710	50,576			156,883
MP Cash Match	-													-
Mountain Line Cash Match	99,447.92				27,831	(597)	29,457		9,037	25,170	8,550			99,448
Other Cash Match	30,000.00											30,000		30,000
Total Cash Match	129,447.92	-	-	-	27,831	(597)	29,457	-	9,037	25,170	8,550	30,000		129,448
<b>Match Total</b>	<b>286,331.39</b>	<b>27,239</b>	<b>19,904</b>	<b>27,300</b>	<b>33,389</b>	<b>-</b>	<b>29,457</b>	<b>-</b>	<b>9,037</b>	<b>50,880</b>	<b>59,126</b>	<b>30,000</b>		<b>286,331</b>
										540				(29,460)
<b>Total Cash Revenue</b>	<b>3,863,016.92</b>	<b>1,053,341</b>	<b>330,093</b>	<b>481,379</b>	<b>139,003</b>	<b>172,940</b>	<b>229,457</b>	<b>3,937</b>	<b>150,487</b>	<b>226,530</b>	<b>1,045,850</b>	<b>30,000</b>		<b>3,863,017</b>
<b>EXPENDITURES</b>														
Salaries	564,440.60	102,097	165,861	13,104	104,390	-	83,689	-	-	59,941	35,360			564,441
Benefits	177,106.82	32,071	56,129	2,613	27,548	-	25,910	-	-	16,563	16,273			177,107
<b>Salary/ERE:</b>	<b>741,547.41</b>	<b>134,167</b>	<b>221,990</b>	<b>15,717</b>	<b>131,938</b>	<b>-</b>	<b>109,599</b>	<b>-</b>	<b>-</b>	<b>76,504</b>	<b>51,633</b>			<b>741,547</b>
<b>Allocation:</b>		0	0	0	0	-	0	-	-	0				-
		STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	TA	Members	Transit Tax	Totals
Payroll Processing Expense	17,884.00	3,236	5,354	379	3,182	-	2,643	-	-	1,845	2,000			18,639
Phone and Internet	5,257.00	951	1,574	111	935	-	777	-	-	660				5,551
Memberships	10,000.00	2,500					7,500							10,000
Copying and Printing	500.00							500						500
Office Supplies	500.00							500						500
Postage and Freight	121.00							121						121
Books and Subscriptions	-													-
Insurance	1,200.00	1,200												1,200
Food	1,200.00												200	1,200
Legal Services	4,200.00	4,200									1,000			4,200
Financial Services (CPA/Audit)	29,200.00	29,200												29,200
Other Services	400.00							200						400
IT Support	15,000.00	2,714	4,490	318	2,669	-	2,217	-	-	1,548				13,956
Computer Equipment	9,750.00	9,353			397						2,000			11,750
Office Equipment	400.00	400												400
Public Outreach	130,891.00			100,000						5,891	25,000			130,891
Legislative Services	20,400.00											17,000	3,400	20,400
Computer Software	5,193.00	2,578						2,616						5,193
<b>Operations:</b>	<b>252,096.00</b>	<b>56,531</b>	<b>11,418</b>	<b>100,808</b>	<b>7,183</b>	<b>-</b>	<b>13,137</b>	<b>3,937</b>	<b>-</b>	<b>9,826</b>	<b>29,660</b>	<b>18,000</b>	<b>3,600</b>	<b>254,100</b>
Travel, Lodging and Meals	11,000.00	11,000												11,000
Conference Registration	3,000.00	3,000												3,000
Staff Education and Training	4,000.00	4,000												4,000
<b>Travel and Training:</b>	<b>18,000.00</b>	<b>18,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,000</b>
Professional services	419,003.00	50,000	51,483						150,000	115,120			52,400	419,003
Special Projects- Downtown Mile/ TA	600,000.00	113,408		336,592							150,000			600,000
Planning Contingency	125,464.00	80,000	45,464											125,464
<b>Projects:</b>	<b>1,144,467.00</b>	<b>243,408</b>	<b>96,947</b>	<b>336,592</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>115,120</b>	<b>150,000</b>	<b>-</b>	<b>52,400</b>	<b>1,144,467</b>
		STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	TA	Members	Transit Tax	Totals
<b>Total Expenditures:</b>	<b>2,158,114.69</b>	<b>482,107</b>	<b>330,355</b>	<b>453,117</b>	<b>139,121</b>	<b>-</b>	<b>122,736</b>	<b>3,937</b>	<b>150,000</b>	<b>201,450</b>	<b>231,293</b>	<b>18,000</b>	<b>56,000</b>	<b>2,158,115</b>
<b>Surplus (Available future years)</b>	<b>1,704,901.73</b>	<b>601,234</b>	<b>(262)</b>	<b>28,262</b>	<b>(118)</b>	<b>172,940</b>	<b>106,721</b>	<b>-</b>	<b>487</b>	<b>25,080</b>	<b>814,557</b>	<b>12,000</b>	<b>(56,000)</b>	<b>1,704,902</b>
<b>Total Expenditures+ Surplus</b>	<b>3,863,016.42</b>													<b>3,863,016</b>

**FY24 Budget and Five Year Plan**  
*Detailed Report*

	<b>FY 2024 Budget</b>	<b>FY 2024 Amended</b>	<b>FY 2025 Projected</b>	<b>FY 2026 Projected</b>	<b>FY 2027 Projected</b>	<b>FY2028 Projected</b>	<b>FY2029 Projected</b>
<b>Revenue:</b>							
Federal Grants	-	-	-	-	-	-	-
STBG	1,053,341	1,053,341	581,103	1,054,261	730,577	463,521	513,011
PL	330,093	330,093	153,540	167,865	168,312	215,853	215,853
CRP	481,379	481,379	196,530	173,841	193,656	47,691	-
SPR	111,172	111,172	78,120	125,000	250,000	250,477	125,921
5305d	173,537	173,537	250,030	219,777	220,043	223,130	222,978
5305e	200,000	200,000	200,000	-	-	-	-
PL- SATO	3,937	3,937	3,937	3,937	3,937	3,937	3,937
Consolidated Planning Grants	141,450	141,450	-	-	-	-	-
SS4A	201,360	201,360	-	-	-	-	-
Transportation Alternatives		1,037,300	843,057	224,794	103,803	-	-
<b>Federal Revenue:</b>	<b>2,696,269</b>	<b>3,733,569</b>	<b>2,306,316</b>	<b>1,969,474</b>	<b>1,670,326</b>	<b>1,204,609</b>	<b>1,081,700</b>
Member Dues	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Interest Income	100	100	100	100	100	100	100
Mountain Line Cash	99,448	99,448	90,262	-	-	-	-
<b>Local Revenue:</b>	<b>129,548</b>	<b>129,548</b>	<b>120,362</b>	<b>30,100</b>	<b>30,100</b>	<b>30,100</b>	<b>30,100</b>
<b>Total Revenue:</b>	<b>2,825,817</b>	<b>3,863,117</b>	<b>2,426,678</b>	<b>1,999,574</b>	<b>1,700,426</b>	<b>1,234,709</b>	<b>1,111,800</b>
<b>Expenditures:</b>							
Salaries	529,081	564,441	656,192	675,877	766,104	473,018	517,591
Benefits	160,834	177,107	182,631	195,339	213,795	143,429	152,678
<b>Salary/ERE:</b>	<b>689,914</b>	<b>741,547</b>	<b>838,823</b>	<b>871,216</b>	<b>979,898</b>	<b>616,447</b>	<b>670,269</b>
Payroll Processing Expense	17,884	18,639	18,421	18,973	19,542	20,129	20,732
Phone and Internet	5,257	5,551	5,415	5,577	5,744	5,917	6,094
Memberships	10,000	10,000	10,300	10,609	10,927	11,255	11,593
Copying and Printing	500	500	515	530	546	563	580
Office Supplies	500	500	515	530	546	563	580
Postage and Freight	121	121	125	128	132	136	140
Books and Subscriptions	-	-	-	-	-	-	-
Insurance	1,200	1,200	1,236	1,273	1,311	1,351	1,391
Food	1,200	1,200	1,236	1,273	1,311	1,351	1,391
Legal Services	4,200	4,200	4,326	4,456	4,589	4,727	4,869
Financial Services (CPA/Audit)	29,200	29,200	30,076	30,978	31,908	32,865	33,851
Other Services	400	400	523	539	555	571	589
IT Support	15,000	15,000	15,450	15,914	16,391	16,883	17,389
Computer Equipment	9,750	11,750	5,701	5,872	6,048	6,230	6,417
Office Equipment	400	400	865	891	918	945	974
Public Outreach	130,891	130,891	50,000	50,000	50,000	50,000	50,000
Legislative Services	20,400	20,400	-	-	-	-	-
Computer Software	5,193	5,193	5,349	5,509	5,675	5,845	6,020
Office Rent							
<b>Operations:</b>	<b>252,096</b>	<b>255,145</b>	<b>150,052</b>	<b>153,053</b>	<b>156,145</b>	<b>159,329</b>	<b>162,609</b>
Travel, Lodging and Meals	11,000	11,000	11,330	11,670	12,020	12,381	12,752
Conference Registration	3,000	3,000	3,090	3,183	3,278	3,377	3,478
Staff Education and Training	4,000	4,000	4,120	4,244	4,371	4,502	4,637
<b>Travel and Training:</b>	<b>18,000</b>	<b>18,000</b>	<b>18,540</b>	<b>19,096</b>	<b>19,669</b>	<b>20,259</b>	<b>20,867</b>
Professional services	419,003	419,003	250,000	100,000	-	-	100,000
Special Projects	600,000	600,000	500,000	-	-	-	-
Planning Contingency	125,464	125,464	141,300	129,551	135,819	161,238	60,000
<b>Projects:</b>	<b>1,144,467</b>	<b>1,144,467</b>	<b>891,300</b>	<b>229,551</b>	<b>135,819</b>	<b>161,238</b>	<b>160,000</b>
<b>Total Expenditures:</b>	<b>2,104,477</b>	<b>2,159,159</b>	<b>1,898,714</b>	<b>1,272,916</b>	<b>1,291,531</b>	<b>957,273</b>	<b>1,013,745</b>
% change		0.03	(0.12)	(0.33)	0.01	(0.26)	0.06
<b>Federal Surplus:</b>	<b>786,897</b>	<b>1,704,902</b>	<b>583,425</b>	<b>702,754</b>	<b>404,947</b>	<b>284,948</b>	<b>149,158</b>
Total Expenditure Plus Surplus	2,185,733	2,742,584	2,482,140	1,975,670	1,696,479	1,242,222	1,162,903
Local Fund Balance	144,952	153,452	158,002	161,785	164,779	166,960	168,303
<b>Notes</b>							
Assume 3% annual increase unless cost otherwise known.							
Assume no renewal of CRP after BIL.							
Mountain Line cash for 5303e, consolidated planning, transfer from transit fund							
Assume no competitive grants							



# METROPLAN

GREATER ↑ FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** November 14, 2023

**MEETING DATE:** December 7, 2023

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

**FROM:** Kate Morley, Executive Director

**SUBJECT:** Consider Addendum 2 to Master Subrecipient Agreement with City of Flagstaff for National Association of Transportation Officials (NACTO) Membership

### 1. Recommendation:

Staff Recommends the Board approve Addendum 2 to Master Subrecipient Agreement with City of Flagstaff.

### 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. The IGA 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). The partners of the TCS, the City, Mountain Line and MetroPlan believe membership to the National Association of Transportation Officials (NACTO) would be beneficial to the TCS and NACTO is a leader in creating example multimodal codes and conducts local workshops to help jurisdictions identify and resolve barriers to multimodal



# METROPLAN

GREATER † FLAGSTAFF

infrastructure. Addendum 2 is structured to provide up to two years of funding, with year two being available upon agreement of the partners the membership is valuable.

In alignment with MetroPlan’s subrecipient policy, staff completed a risk assessment for this project and determined it was low risk. The policy and risk matrix are attached for reference.

## 4. TAC and Management Committee Discussion

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

## 5. Fiscal Impact

NACTO membership is estimated to cost \$15,000 in year one and \$16,250 in year two. 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 from this grant for NACTO membership. Additional grant funds cover project administration and are reserved for future phases of the Study.

## 6. Alternatives

**Recommended.** Approve Addendum 2 the Master Subrecipient Agreement with City of Flagstaff. Approval of the Addendum assures MetroPlan of its partner’s responsibility for accepting funds and provides for the efficient and effective delivery of the Transit into Code Study. The approach is supported by Mountain Line and City staff.

**Not Recommended:** Do not approve Addendum 2. The Board could provide direction on the delivery of the Project so that staff may bring them an alternative to consider or reserve the right to execute the agreement themselves.

## 7. Attachments



DRAFT Addendum 2 to the Master Subrecipient Agreement with the City of Flagstaff.

Adopted Subrecipient Policy



# METROPLAN

GREATER † FLAGSTAFF

	Project Risk Matrix
--	---------------------

SCHEDULE 2.0 (December 7, 2023)

Addendum No. 2 to Budget and Project(s) Scope

<b>Agreement Number</b>	
<b>Program/Phase/Federal Aid</b>	5305e PMP22G5P MPD-G-022
<b>Unique Entity Identifier (UEI)</b>	GZK6YNLWC3S3
<b>SAM.GOV CAGE Code</b>	8HE44
<b>Description</b>	Subrecipient agreement for Project Funding

The following additional work is to be included in the definition of the Project and is to be pursued under this Addendum No. 2 during FY 2024-2026. The estimated Project costs are as follows:

Membership costs in National Association of City Transportation Officials:

MetroPlan Federal-aid funds, year 1	\$ 14,145.00
MetroPlan Federal-aid funds, year 2	\$ 15,323.75
Mountain Line Funds (Federally required local match) year 1	\$ 855.00
Mountain Line Funds (Federally required local match) year 2	\$ 926.25
<b>Total</b>	<b>\$ 31,250.00</b>

Scope of Work

The City shall purchase a membership to the National Association of City Transportation Officials (NACTO) for a minimum of one (1) year and, upon agreement of the parties at its expiration, shall purchase a second year, each with the financial contributions listed above by MetroPlan and Mountain Line.

Flagstaff Metropolitan Planning Organization  
d/b/a MetroPlan

City of Flagstaff

\_\_\_\_\_  
Jim McCarthy, Chair

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Document: **Subrecipient Management Policy**  
Adopted: 10/05/2023  
Effective: 10/05/2023

**Purpose:**

The purpose of this policy is to establish procedures for monitoring subrecipients to ensure that federal funds passed through comply with Code of Federal Regulations, Title 2, Chapter 2, Part 200. It is the intent of this policy to document procedures to ensure that grants awarded are consistent with Federal, State and local priorities and that payments made to subrecipients are for associated costs that are allowable and eligible for reimbursement. This manual also provides procedures that MetroPlan will follow to exercise oversight of the Subrecipients and the procedures that the Subrecipients will follow to ensure compliance with Federal and State laws and regulations.

**Section One: Risk Assessment**

**Purpose**

A risk assessment tool shall be developed to minimize Metroplan’s exposure to non-compliance with federal requirements for pass through funds. The tool will be applied to subrecipient organizations and to each individual project.

**Federal requirements**

Per 2 CFR 200.332(b), pass-through entities must evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward. Risk assessments consider the following factors:

- a. The subrecipient’s prior experience with the same or similar subawards.
- b. The results of previous audits, including whether the subrecipient receives a Single Audit, and the extent to which the same or similar subaward has been previously audited.
- c. Whether the subrecipient has new personnel or a new or substantially changed system.
- d. The extent and results of Federal awarding agency monitoring (e.g. if the subrecipient also receives Federal awards directly from a Federal awarding agency).

Per 2 CFR 200.205, MetroPlan may consider other risk factors.





## **Risk Assessment Tool**

The Risk Assessment Tool shall be adopted by the MetroPlan Board and will show the relevant metrics and scoring. A Risk Assessment will be completed for each subrecipient and each work element/ project. Completion of the Risk Assessment shall be completed by staff in collaboration with the subrecipient entity and final scoring shall be determined by MetroPlan staff. MetroPlan will then evaluate the results before proceeding with a subrecipient agency and for every unique project. If a subrecipient and/ or project is deemed to be high risk, justification for issuing an award shall be approved by the Board. The Board may choose to adjust eligibility criteria with sufficient justification in writing.

## **Section Two: Subrecipient Agreements**

### **Master Subrecipient Agreement**

To enter into a subrecipient relationship, a Master Subrecipient Agreement must be established between MetroPlan and the entity(s) receiving funding. A Master Subrecipient Agreement shall outline roles and responsibilities applicable to a variety of projects. Each workplan element shall be independently evaluated and added to the Master Subrecipient Agreement through a formal amendment to the agreement.

### **Schedules and Amendments**

A Schedule 2.0, a section of the Master Subrecipient Agreement, shall be developed for each workplan item for which funds shall be passed through. Amendments shall be considered if new relationships require the addition of new parties to oversee requirements of the workplan element. Amendments and Schedule 2.0 changes require approval of the Board.

### **Contents**

The Master Subrecipient Agreement and Schedule 2.0 shall cumulatively describe the scope of work and address and contain, at a minimum, all of the information listed below.

- a. The subrecipient's name;
- b. The subrecipient's Unique Entity ID (UEI) and Employer Identification Number (EIN);  
responsibility matrix for timed events
- c. The Federal Award Identification Number;
- d. The Federal award date;
- e. The subaward period of performance start and end date;
- f. The subaward budget period(s) start and end date;
- g. Amount of Federal funds obligated to the subrecipient by Metroplan through the issuance of the subaward;

- h. Total amount of Federal funds obligated to the subrecipient by MetroPlan including the current subaward;
- j. Federal award project description;
- k. Name of the Federal awarding agency (FHWA) and pass-through entity MetroPlan), and contact information for the awarding official;
- l. Catalogue of Federal Domestic Assistance (CFDA) number and name; the dollar amount made available under each Federal award and the CFDA number at the time of disbursement;
- m. Identification of whether the award is for Research & Development;
- n. Indirect cost rate for the Federal award (if applicable);
- o. All requirements imposed on the subrecipient by MetroPlan including but not limited to accounting and financial management, procurement, assets and travel requirements, Title VI and conflict of interests;
- p. Requirements imposed on the subrecipient in order for MetroPlan to meet its own responsibilities to the Federal awarding agency, including any required financial and performance reports;
- q. A requirement that the subrecipient permit MetroPlan's auditors to have access to the subrecipient's records and financial statements as necessary for MetroPlan to meet its audit requirements; and
- r. Appropriate terms and conditions concerning closeout of the sub-award.

### **Section Three: Post Award Tasks**

#### **MetroPlan Responsibilities**

##### **Tasks**

1. Encourage subrecipients to submit monthly invoices;
2. Verify that invoices include progress reports;
3. Review progress reports to ensure project is progressing appropriately and on schedule;
4. Review invoice to ensure supporting documentation is included and invoiced costs are within the scope of work for the project(s) being invoiced;
5. Obtain report, certification and supporting documentation of local (nonfederal)/ in-kind match work from the Subrecipient; and
6. Obtain a copy of annual audit and review for findings related to the subaward. MetroPlan will work with subrecipient to verify corrective actions are taken.

#### **Subrecipient Responsibilities**

##### **Tasks**

1. Share annual audits;
2. Provide project management and administration and designate a person as Subrecipient Project Manager who is primarily responsible for the execution of the grant;
3. Keep MetroPlan informed on the project progress and request prior approval of any changes when necessary;

4. Inform MetroPlan of any issues that arise with the projects, at the earliest possible time, to ensure that the projects are completed on schedule and within budget;
5. Submit accurate, timely and complete invoices. These invoices shall show the costs incurred, in detail;
6. Provide a report, certification and supporting documentation of local (nonfederal)/in-kind match;
7. Develop the scope of work for projects involving consultants, review any consultant's work products and providing progress reports, monitor the day-to-day activities of the consultant; and recommend approval of payment of invoices from the consultant, promptly;
8. Track, monitor and report on all of their MetroPlan projects, whether staff or consultant projects, through monthly progress report;
9. Provide estimates to complete projects and the estimated completion date; and
10. Subrecipients are also required to be cognizant of, and insure that their practices conform to, the administrative requirements referenced above in Section One when accepting Federal funds. The administrative requirements include: CFR 2, Title 2, Chapter 2, Part 200; Federal Transit Administration Circulars and the Federal Certifications and Assurances.

# Subrecipient Pre-Award Risk Assessment Tool

Risk Rating
Low

Version 1 - August 2023

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

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

Entity Name	City of Flagstaff
Entity Type	Public Agency
Grant Number	
Grant Title/Description	NACTO

Eligibility		
Question	Answer	Result
1. Has the organization been <b>suspended or debarred</b> by the Federal government?	No	Eligible
2. Is the organization currently delinquent in submission of the <b>Subrecipient Annual Report</b> for any of the past three years?	No	Eligible
3. Is the organization currently delinquent in submission of the <b>Single Audit Report</b> for any of the past three years?	No	Eligible
4. Does the organization have a <b>UEI</b> ?	Yes	Eligible

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

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

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

<b>Risk Rating</b>	<b>Risk Score</b>
Low	0

<b>Monitoring Requirements</b>	
<b>Check-In Frequency</b>	<b>Additional Requirements</b>
Quarterly	Grantees will have a quarterly desk review of financial and programmatic reports. The monitoring agency may require backup documentation.

monitoring agency may require backup documentation.

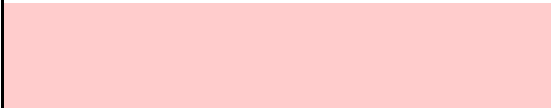
### Missing Policies and Procedures

Follow up with the subrecipient to ensure they implement the following written policies to comply with the terms of the federal award.

**Policy**

**Uniform Guidance Citation for Requirements**

No missing policies and procedures.



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

### Pre-award risk assessment completed by

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

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

Organization Name	City of Flagstaff
Grant Number	
Grant Title/Description	NACTO

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







# METROPLAN

GREATER ↑ FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** November 14, 2023

**MEETING DATE:** December 7, 2023

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

**FROM:** Kate Morley, Executive Director

**SUBJECT:** Consider Addendum 3 to Master Subrecipient Agreement with City of Flagstaff for the Downtown Mile

### 1. Recommendation:

Staff Recommends the Board approve Addendum 3 to Master Subrecipient Agreement with City of Flagstaff for the Downtown Mile.

### 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. The IGA is intended and structured to be amended when other funding partnerships are deemed valuable to MetroPlan.

The original agreement provided \$490,000 in Surface Transportation Block Grant (STBG) funds to the City of Flagstaff for the Downtown Mile. The City of Flagstaff has billed \$153,407.86 for that grant to date. This Addendum would move the remaining \$336,592.14 from STBG to the Carbon Reduction Program (CRP). This move benefits MetroPlan because STBG funds are allowed to be used for salaries and benefits while





# METROPLAN

GREATER † FLAGSTAFF

CRP funds are not. The switch in funding sources creates capacity for hiring the Transportation Demand Management Planner (TDM) Planner under STBG while honoring the financial commitment to the City of Flagstaff. Both grants have the same match percentage.

At the time of the original agreement, the Subrecipient Policy and Risk Tool did not exist. Staff conducted a risk assessment in accordance with the policy for this change. The risk score is seventy (70), or Moderate. This is due primarily to the project being a complex construction project. However, this project also has direct oversight by Federal Rail Administration, reducing the risks to MetroPlan.

#### 4. TAC and Management Committee Discussion

This item did not go to the TAC. Management Committee has no concerns.

#### 5. Fiscal Impact

MetroPlan has \$457,929.84 available in CRP funds with additional funds available in future years under the IJJA. This change does not impact the total funds available to MetroPlan nor the funds committed to the Downtown Mile project.

#### 6. Alternatives

**Recommended:** Approve Addendum 3 the Master Subrecipient Agreement with City of Flagstaff. Approval of the Addendum reflects MetroPlan's commitment to the Downtown Mile Project while making use of more flexible funds for staffing.

**Not Recommended:** Do not approve Addendum 2. This action will result in needing to find an eligible use for Carbon Reduction Program funds.

#### 7. Attachments

DRAFT Addendum 3 to the Master Subrecipient Agreement with the City of Flagstaff.

Project Risk Matrix

SCHEDULE 2.0 (December 7, 2023)

Addendum No. 3 to Budget and Project(s) Scope

<b>Agreement Number</b>	
<b>Program/Phase/Federal Aid</b>	CRP          PFM2405P          FMP-C-024
<b>Unique Entity Identifier (UEI)</b>	XMMUMPKTLVQ3
<b>SAM.GOV CAGE Code</b>	3KLU3
<b>Description</b>	Subrecipient agreement for Project Funding

This Addendum modifies the original Schedule 2 of the Master Subrecipient Agreement so that the source of the remainder of funds contributed to the Downtown Mile project is updated to now be pursued under this Addendum No. 3 during FY 2023-2025 (coded as shown in the box above). The estimated Project costs are as follows:

Planning and Design:

MetroPlan Federal-aid funds	\$ 336,592.14
City Funds (Federally required local match)	\$ 19,185.75
 Total	 \$ 355,777.89

City funds have been provided already to MetroPlan.

Flagstaff Metropolitan Planning Organization  
d/b/a MetroPlan

City of Flagstaff

\_\_\_\_\_  
Jim, McCarthy, Chair

\_\_\_\_\_  
By: \_\_\_\_\_

Its: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Subrecipient Pre-Award Risk Assessment Tool

Risk Rating
Moderate

Version 1 - August 2023

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

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

Entity Name	City of Flagstaff
Entity Type	Public Agency
Grant Number	
Grant Title/Description	Downtown Mile

Eligibility		
Question	Answer	Result
1. Has the organization been <b>suspended or debarred</b> by the Federal government?	No	Eligible
2. Is the organization currently delinquent in submission of the <b>Subrecipient Annual Report</b> for any of the past three years?	No	Eligible
3. Is the organization currently delinquent in submission of the <b>Single Audit Report</b> for any of the past three years?	No	Eligible
4. Does the organization have a <b>UEI</b> ?	Yes	Eligible

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

Risk Assessment		
Program and Award	Answer	Points Awarded
5. Rate the size of the award.	Large	20
6. Rate the complexity of the program.	Highly Complex	30
7. Will the subrecipient purchase real property, equipment, or supplies for this program?	Yes	10
Subrecipient Experience		
Question	Answer	Points Awarded
8. Is the subrecipient receiving a federal award for the first time?	No	0
8a. Did the organization adhere to all terms and conditions of prior federal awards?	Yes	0
9. Does the subrecipient have experience administering similar programs?	Yes	0
9a. Does the subrecipient have experience administering or complying with ADOT programs?	Yes	0
10. Does the subrecipient have adequate and qualified staff to comply with the terms of the agreement and a documented training or hiring policy and process to assure qualification?	Yes	0
11. How much has the subrecipient's key staff changed in the past year?	No Changes	0
Single Audit Findings		
Question	Answer	Points Awarded
12. Has the organization had a single audit?	Yes	
12a. Did the subrecipient have one or more audit findings in any of their last three last single audits regarding program non-compliance?	No	0
12b. Did the organization have one or more audit findings in any of their last three single audits regarding significant internal control deficiency?	No	0
Accounting		
Question	Answer	Points Awarded
13. Does the subrecipient have a financial management system in place that can track and record	Yes	0

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

<b>Risk Rating</b>	<b>Risk Score</b>
<b>Moderate</b>	<b>70</b>

<b>Monitoring Requirements</b>	
<b>Check-In Frequency</b>	<b>Additional Requirements</b>
Bi-Monthly	Grantees will have an enhanced quarterly desk review with the mandatory review of backup documentation. The agency will also conduct phone check-ins every other

month. The monitoring agency may conduct a site visit.

**Missing Policies and Procedures**

Follow up with the subrecipient to ensure they implement the following written policies to comply with the terms of the federal award.

**Policy**

**Uniform Guidance Citation for Requirements**

No missing policies and procedures.



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

**Pre-award risk assessment completed by**

<b>Assessor 1: Name, Date</b>	<b>Assessor 2: Name, Date</b>	<b>Assessor 3: Name, Date</b>

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

<b>Organization Name</b>	City of Flagstaff
<b>Grant Number</b>	
<b>Grant Title/Description</b>	Downtown Mile

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







# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** November 17, 2023

**MEETING DATE:** December 7, 2023

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

**FROM:** David Wessel, Planning Manager

**SUBJECT:** Consider the ADOT 2024 Safety Targets

### 1. RECOMMENDATION:

Staff recommends the Board adopt the ADOT 2024 Safety Targets

### 2. RELATED STRATEGIC WORKPLAN ITEM:

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

**Objective 1.4:** Ensure good standing with funders.

### 3. BACKGROUND:

The Bipartisan Infrastructure Laws, or BIL, the last transportation authorization bill, continues to require performance-based planning and target setting. Such planning is intended to guide investments toward improving performance in expected ways. Mandatory measures include pavement condition, bridge condition, congestion, transit assets, and safety, among others. Metropolitan Planning Organizations have the authority to set their own targets for these measures or to adopt those of the state. These targets are reviewed annually as data is gathered and trends evaluated. Failure to meet four out of five targets requires states to direct more funding to highway safety projects and conduct more planning.

Except for transit asset measures, FMPO has adopted the State measures. This avoids costly data gathering, analysis and reporting by FMPO and permits a uniform approach to safety planning and reporting across the state.

The Arizona Department of Transportation (ADOT) recently released its targets for the coming year. Safety targets established by ADOT are as follows: The 2024 Arizona Safety Performance Projections established by ADOT are as follows:



# METROPLAN

GREATER † FLAGSTAFF

- Number of Fatalities: 1286.1
- Rate of Fatalities per 100 million VMT: 1.745
- Number of Serious Injuries: 3636.0
- Rate of Serious Injuries per 100 million VMT: 5.001
- Number of Non-Motorized Fatalities & Serious Injuries: 883.5

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

This item was not presented to the TAC as adoption of ADOT targets is standard practice.

#### 5. FISCAL IMPACT:

There is no fiscal impact to adopting the ADOT 2024 Safety Targets

#### 6. ALTERNATIVES:

**Recommended:** Staff recommends the Board adopts the ADOT 2024 Safety Targets.

**Not Recommended:** The Board does not adopt the ADOT 2024 Safety Targets as presented. This would cause MetroPlan and its members to be ineligible to apply for safety funds.

#### 7. ATTACHMENTS:

None.





# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** November 20, 2023

**MEETING DATE:** December 7, 2023

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

**FROM:** David Wessel, Planning Manager

**SUBJECT:** Consider the Transportation Improvement Program (TIP) Amendment

### 1. RECOMMENDATION:

Staff recommends the Board adopts the Transportation Improvement Program Amendment (TIP) as presented.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

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

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

### 3. BACKGROUND:

The Transportation Improvement Program or TIP is a federally mandated requirement for metropolitan planning organizations. The TIP is a fiscally constrained program of projects that implement the Regional Transportation Plan. It is a publicly available document that informs on the amount and timing of federal funds committed to specific projects. The TIP is amended as changes or deletions of projects occur and as new projects are added.

This amendment includes several projects in the illustrative year for which grant applications were submitted and for which awards have been made or for which formula funds have been received.

Downtown Mile Planning: this City of Flagstaff project is ongoing and already in the TIP programmed with Surface Transportation Block Grant (STBG) Funds. The balance of the MetroPlan contribution of \$490,000 to this project, which is \$336,592.14 will be paid for with Carbon Reduction Program (CRP) funds. The change in funding source permits use of the less-restricted STBG funds for the Transportation Demand Management Planner – a position programmed in the Unified Planning Work Program. The year of obligation is FY2024.



# METROPLAN

GREATER † FLAGSTAFF

**MetroPlan Safe Routes to School Plan and Program:** This \$ \$1,037,300 Transportation Alternative Program award to MetroPlan project coordinates several projects for member agencies. It includes a Safe Routes to School Program, design of bus access from Pine Cliff Drive to Forest Avenue, and design of priority bike and pedestrian infrastructure near schools. MetroPlan may enter into subrecipient agreements with partners to allow MetroPlan to pass through funding and receive commitment to matching funds. The year of obligation is FY2024.

**Butler Avenue Protected Intersections:** The City was awarded \$394,174 in Transportation Alternatives Program funds for the design of these facilities. The original application included construction, but ADOT desires more confidence in the construction cost estimate. The year of obligation is FY2024.

**Downtown Connection Center:** Mountain Line successfully applied for and received \$12,493,677 in 5307/5339 transit funds to cover costs on the DCC, the addition of solar to the DCC, and upgrade technology for training, safety, and wayfinding. The year of obligation is FY2024.

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

The projects in this amendment each pertain to a grant application previously approved by the Technical Advisory Committee as illustrative year projects or to previously approved budgets. As some dollar figures from these earlier actions require alteration, staff will schedule ratifying action before the TAC in January.

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

This amendment enables the respective agencies to authorize and expend funds on these projects.

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

**Recommended:** Amend the TIP as presented. This enables ADOT to place these projects in the Statewide TIP, proceed with federal approvals, and allow local agencies to obligate funds and initiate projects.

**Not recommended:** Defer the TIP amendment. This delays actions by oversight agencies and could delay implementation of one or more projects.

**Not recommended:** Do not amend the TIP. This will delay or preclude implementation.

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

Award letters



November 9, 2023

Heather Dalmolin  
NAIPTA/Mountain Line CEO and General Manager  
3773 N. Kasper Dr.  
Flagstaff, Az 86004

Subject: FY 2023 5307 and 5339 Competitive Application Award Letter for Northern Arizona Intergovernmental Public Transportation Authority

Dear Ms. Dalmolin,

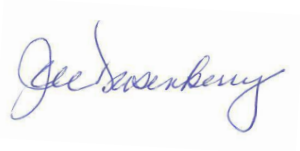
The Federal Transit Administration (FTA) allocates funds to the governor of the State of Arizona for the Small Urbanized Areas. ADOT administers these funds on behalf of the governor. The following Section 5307 Small Urbanized Area Funds and Section 5339 Funds have been assigned to NAIPTA:

Recipient Agency	Recipient ID	Small Urbanized Area	Project Title	Federal award	Apportionment
NAIPTA	6743	Flagstaff, AZ	DCC Bus Plaza – Construction	\$725,311	FFY 2021 5307 Small Urbanized Area
NAIPTA	6743	Flagstaff, AZ	DCC Bus Plaza – Construction	\$5,295,458	FFY 2022 5307 Small Urbanized Area
NAIPTA	6743	Flagstaff, AZ	DCC Bus Plaza – Construction	\$1,135,715	FFY 2022 5339 Small Urban
NAIPTA	6743	Flagstaff, AZ	DCC Bus Plaza – Construction Buses	\$2,867,816	FFY 2023 5307 Small Urbanized Area
NAIPTA	6743	Flagstaff, AZ	DCC Bus Plaza – Construction	\$1,170,100	FFY 2023 5339 Small Urban
NAIPTA	6743	Flagstaff, AZ	DCC Administrative Building - Solar	\$219,925	FFY 2022 5339 Statewide
NAIPTA	6743	Flagstaff, AZ	DCC Administrative Building - Solar	\$100,075	FFY 2023 5307 Small Urbanized Area

NAIPTA	6743	Flagstaff, AZ	Security and Technology Upgrades	\$979,277	FFY 2022 5339 Statewide
--------	------	---------------	----------------------------------	-----------	-------------------------

This award letter and the split letter should be included in the grant application to FTA. Additionally at least 1% must be allocated to security projects as certified to ADOT and FTA. Please note that the funding awarded in this letter must be obligated with FTA prior to September 30, 2024 or the funding will be recaptured by ADOT. If there are any questions, please contact Shatawn Reed at 602-712-7318.

Sincerely,



Jill Dusenberry  
Transit Group Manager

cc: Shatawn Reed, 5311 Program Manager  
 Luke Taylor, 5311 Program Manager  
 Aubree Perry, Assistant Transit Manager  
 Myrna Bondoc, ADOT Regional Planner  
 Jason James, ADOT MPD Regional Planning Manager  
 Estella Hollander, NAIPTA  
 Heather Higgins, NAIPTA  
 Dave Wessel, FMPO/MetroPlan  
 Kate Morley, FMPO/MetroPlan



# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** November 16, 2023

**MEETING DATE:** December 7, 2023

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

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

**SUBJECT:** Consider Adopting the Calendar Year 2024 (CY24) Executive Board Meeting Calendar

### 1. RECOMMENDATION:

Staff recommends the Board adopt the Calendar Year 2024 (CY24) Executive Board meeting calendar as presented.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

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

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

### 3. BACKGROUND:

MetroPlans By-Laws have established all requirements for meetings dates for the Executive Board.

**Section 4.5** of the MetroPlan bylaws, Regular Meetings of the Executive Board, state that, “in no event shall there be less than four meetings of the Executive Board in one year.”

### 4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item was not presented to the TAC. This item was reviewed by the Management Committee.

### 5. FISCAL IMPACT:

There is no fiscal impact to adopting the Calendar Year 2024 Executive Board meeting calendar.



# METROPLAN

GREATER † FLAGSTAFF

## 6. ALTERNATIVES:

**Recommended:** Adopt the Calendar Year 2024 Executive Board meeting calendar as presented. This action will allow Board members to reserve time on calendars to ensure quorums can be met and allows the public to track meetings.

**Alternative Recommended:** Adopt the Calendar Year 2024 Executive Board meeting calendar with amended dates. This action will allow Board members to reserve time on calendars to ensure quorums can be met and allows the public to track meetings.

**Not Recommended:** Do not adopt the Calendar Year 2024 Executive Board meeting calendar as presented. This increases coordination of 2schedules and increases chances for cancelling meetings due to lack of quorum.

## 7. ATTACHMENTS:

Proposed CY24 Calendar

## Proposed CY24 Executive Board Meeting Calendar

January 4, 2024 – Regular Executive Board Meeting

February 15, 2024 – Annual Strategic Advance

March 7, 2024 - Regular Executive Board Meeting

April 4, 2024 - Regular Executive Board Meeting

May 2, 2024 – Regular Executive Board Meeting

June 6, 2024 - Regular Executive Board Meeting

July and August 2024 – Summer Recess

September 5, 2024 - Regular Executive Board Meeting

October 3, 2024 - Regular Executive Board Meeting

November 7, 2024 – Regular Executive Board Meeting

December 5, 2024 - Regular Executive Board Meeting



# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** November 16, 2023

**MEETING DATE:** December 7, 2023

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

**FROM:** Sandra Tavel, Transportation Planner

**SUBJECT:** Creative Local Match Option – Developer Impact Fee and Local Transportation Assistance Fund (LTAF2)

### 1. RECOMMENDATION:

None. This item is for information and discussion only.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

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

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

### 3. BACKGROUND:

The advent of the [Bipartisan Infrastructure Law](#) created a need for the increased local match to draw down additional federal dollars under the new law. Many grants for transportation require a match between 5.7% and 20% depending on the funding source. The ability to draw down federal dollars is almost always contingent on providing matching funds. MetroPlan partnered with Mountain Line to write a 5305e grant in 2021 and was awarded Creative Local Match planning funds in April of 2022.

Deliverables of the Creative Local Match Plan include a toolkit and presentation of findings to MetroPlan Member Agencies and at the 2024 AZTA Conference. The project will be completed in April 2024.

Initial Creative Local Match listing of ten options was presented at Executive Board, TAC and Management Committee meetings in June of 2023. Moving forward, one to two options are continually discussed in more detail at each respective meeting. Developer Impact Fees and LTAF2 (Local Transportation Assistance Fund) options will be discussed in this meeting.

**Developer Impact Fee:** a one-time payment (fee) collected from developers that is used to fund infrastructure around a new development project. Fees must be included in local municipalities’





# METROPLAN

GREATER † FLAGSTAFF

Infrastructure and Capital Improvement Plans; the former requires public comment and formal adoption. Arizona statute limits what those funds can be used for. Locally, Flagstaff has developer impact fees integrated into building permits to fund police and fire services. Impact fees in Arizona are sometimes litigated using the Gift Clause language in the state constitution, so transparency and clear methodology in devising fee structures is paramount for success, as well as clear inclusion in the City's Capital and Infrastructure Improvement Plans. An example of litigation using the Gift Clause: cities decide to attract business development by offering tax breaks or other financial incentives for developers. Once those agreements are made and the city follows the steps to build in a Developer Impact Fee into their project, the fee paid by the developer cannot appear that the fee is a *gift exchange* or that the city uses their impact fees arbitrarily to favor one developer over another.

Local Transportation Assistance Fund (**LTAf2**): From 1998 to 2010, cities and towns in Arizona were able to use lottery revenues to fund transit-related capital projects and use the funds as local match to draw down federal dollars. In March of 2010, then-governor Jan Brewer eliminated the LTAf2 funding stream. Maricopa County sued the state and won using a CMAQ (Congestion Mitigation and Air Quality) defense to keep their LTAf2 funding. Flagstaff is a non-attainment area for CMAQ (has clean air on a consistent basis) and therefore could not use this argument to keep LTAf2 funding intact for the region. Some recommendations to consider in resurrecting this funding for the Flagstaff region are to engage with the Arizona Lottery Commission, who is the governing body on lottery revenue distribution that follows state statute. Then regional support could be garnered that promotes reduction of congestion, economic factors of improving the transit system, and connect advocacy to a specific transit project that clearly demonstrates local investment and has maintenance funding already budgeted. Though this is somewhat of a heavy lift, it is possible with robust coordination among members. A final caveat to consider when advocating for the redistribution of lottery funds is the impact on current beneficiaries' distribution funds.

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

The TAC did not review this item. The Management Committee had no comments.

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

The Creative Local Match plan is funded by a \$200,000 (80/20 split) Federal Transit Administration 5305e grant. The \$40,000 local match is provided by Mountain Line.

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

None. This item is for information and discussion only.



# METROPLAN

GREATER † FLAGSTAFF

## 7. ATTACHMENTS:

One-page summary of **Developer Impact Fee**

One-page summary of **LTAf2**

## →Potential Funding Mechanism: Developer Impact Fee (DIF)

### What is it?

- **One-time payment (fee) paid by a developer** with local government approval for a new development project
  - Fee offsets some or all costs of public facilities outside the project boundary such as:
    - Parks, schools, **roads**, water/sewage, utilities and police/fire/emergency services
- Through local ordinance, DIFs can (and should) be directly incorporated into local planning process as part of formal [Infrastructure](#) and Capital Improvement Plans (Federal Highway Administration - FHWA)

### What does it do?

- Shifts costs of financing public facilities from general taxpayer to **beneficiaries** of new facilities

### →Legal Framework

- Current legislation:
  - AZ: local ordinance follows [state statute](#)
    - Flagstaff: DIFs are integrated into [Infrastructure](#) and Capital Improvement Plans
    - Fees are integrated into building permit language
    - Fees collected are currently used to fund police and fire

### →Barriers

- AZ State legislation restricts what fees can be used for
  - Restricts use for operation, maintenance, expansion, repair, upgrades and administration of new infrastructure
- Time/Process length: this is a long game
  - Example: Tampa, FL, Impact Fee legislation began in 1998 and they completed a project using Impact Fee Funds in 2020: 22 years
- May turn away some Developers due to **cost** of Impact Fee
- Illustrating transparency
  - If implementation steps are not followed carefully and clear methodology of how the Impact Fee was devised aren't clearly illustrated, this can invite litigation if the fees appear arbitrary or akin to quid pro quo = gifting
- Caveat: while the **State** explicitly gives municipalities and counties the authority to assess DIFs, they may be legally challenged, and often are
- AZ Gift Clause prohibits the donation or grant of public funds to private individuals or entities unless (1) it is for a public purpose, and (2) the value to be received by the public is not "grossly disproportionate" to the consideration being paid by the public ←often used in litigation against Impact Fees
  - Example: cities decide to attract new business development by offering tax breaks or other financial incentives for developers and businesses. Once those agreements are made and the city follows the steps to integrate a DIF into their project, the fee paid by the developer cannot appear like a *gift exchange* in any way. The fee cannot appear like the city is favoring one developer over another.

### →Revenue

- Proportional to the cost of the new infrastructure through Nexus study and capital planning
  - Varies based on cost of infrastructure
  - Currently, Impact Fees in Flagstaff are not used to fund Transportation projects

### →Public Acceptance

- Generally met with little resistance since it is not a new tax

### →Pros

- Funds can be used/leveraged as local match with a caveat to be careful about the Nexus study, Infrastructure Plan integration and illustration of clear methodology; illustrate proportionality of fees related to the project and its beneficiaries

### →Implementation Steps:

- Establish DIF Goals and Objectives
- Nexus study: revenue has to be in proportion to project & be reasonable/illustrated/feasible

- Devise a defensible and logical *Fee Structure*
- Integrate DIF into Infrastructure and Capital Improvement Plans
- Public hearing for IIP (Infrastructure Improvement Plan) adoption; IIP is city wide
- Notice is then given of intent to adopt a DIF ordinance based on the IIP
- Another public hearing is held
- Fees are adopted and go into effect 90 days after adoption

## →Potential Funding Mechanism: Local Transportation Assistance Fund (LTAF2)

### *What is it?*

- LTAF2 is lottery revenue that specifically funds transit in Maricopa County
  - Does NOT currently fund transit projects outside of Maricopa, though pre-2010 did
  - In 2010, then-governor, Jan Brewer signed a budget package that eliminated LTAF2 funds
    - LTAF2 only restored to Maricopa County through a lawsuit filed under the Clean Air Act/CMAQ (Congestion Mitigation and Air Quality)
- The Arizona Lottery Commission follows [Arizona state statutes](#) and decides on beneficiaries of lottery sales revenue:
  - AZ general fund, University Bond Fund, AZ Department of Health Services, AZ Game and Fish, AZ Commerce Authority, Court Appointed Special Advocates, Department of Economic Security, AZ Internet Crimes Against Children, Department of Gaming, AZ Department of Education: Tribal College fund; LTAF2 for Maricopa County Mass Transit

### *What does it do?*

- It was and can be reinstated to produce local revenue for transit services
- Can be and was used as local match

## →Legal Framework

- HB2594 re-established LTAF2 from its repeal in 2010 for Maricopa County transit only
- Reinstatement of LTAF2 outside of Maricopa County requires enabling legislation
  - Examples of potential cases to be made:
    - Leverages federal dollars
    - Job creation aspect of supporting transit
    - Reduction in congestion, highway expansion and maintenance costs
    - Data driven case for economic impact for supporting transit through a specific project

## →Barriers

- Advocating for redistribution of lottery revenue funds affects existing beneficiaries who will likely resist a reduction in funds in their area
- Needs enabling legislation to restore LTAF2 to include funding for transit for regions outside Maricopa County
- Indirectly related to overall health of State budget can be “swept” into State General Fund if needed

## →Revenue

- 2006 -2010, average LTAF2 revenue for Flagstaff was \$128,500
- 2019 Maricopa transit revenue from LTAF2: \$11.4M

## →Public Acceptance

- Generally, lottery revenue is well supported
  - If there is a bill to redistribute funds, the current beneficiaries will likely fight it, since redistribution means they get less.

## →Pros

- Allocates lottery revenue that can be used for local match for transit

## →Implementation Steps:

- Engage Board and local municipality to support resurrection of LTAF for Flagstaff or other regions besides Maricopa County
- Legislators are more likely to support enabling legislation if it is attached to a specific project that demonstrates regional investment.
- Garner local and regional consensus to advocate for LTAF2 re-establishment
- Include engagement with the Lottery Commission
- If enabling legislation advocacy is agreed upon, engage lobbyist and state legislators



# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

REPORT DATE: November 14, 2023

MEETING DATE: December 7, 2023

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: MetroPlan Happenings

### 1. RECOMMENDATION:

None. This item is for information and discussion only.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

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

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

### 3. BACKGROUND:

#### Strategic Grants Process

The Strategic Plan includes the goal of maximizing transportation funding through grants and legislative advocacy through the following 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.

The product that will guide the execution of these objectives is a Strategic Grants Process scheduled to be completed in Spring 2024.

The status of the Strategic Grants Process to date:

Staff have met with stakeholders from: NAU, City of Flagstaff (Engineering, Planning and Grants Management divisions), Coconino County (Public Works and Flood Control divisions) and will complete the meetings by the end of November. Simultaneously, a work plan with steps to plan completion is



# METROPLAN

GREATER † FLAGSTAFF

being developed. Some of the key commonalities between stakeholders thus far are a desire to align projects with grant sources and an emphasis on using common tools (spreadsheet, visuals) that outline projects with potential grant sources to increase collaboration and decrease competition.

## Grant Updates

MetroPlan received a **\$25,000** Bloomberg Asphalt Art Initiative Grant for North Fremont Blvd in the Cheshire neighborhood for a pilot street art project that seeks to calm traffic in the area.

MetroPlan and the City of Flagstaff won ADOT (Arizona Department of Transportation) Transportation Alternatives (TA) grants for Safe Routes to School Program for \$1,037,300. The City of Flagstaff received a TA grant for Design and Engineering for \$394,174 for protected intersections on Butler Avenue. Total TA grant award for the region: **\$1,431,474**.

## 4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item did not get to the TAC. The Management Committee had no comments on this item.

## 5. FISCAL IMPACT:

None.

## 6. ALTERNATIVES:

None. This item is for information and discussion only.

## 7. ATTACHMENTS:

None.

## 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	Eligible Uses					Eligible Activity
				Staff	Overhead	Planning / Data	Construction	Match	
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	Eligible Uses					Eligible Activity	NOFO* Est. date
				Staff	Overhead	Planning / Data	Construction	Match		
FHWA-ADOT	<a href="#">Highway Safety Improvement Program</a>	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	<a href="#">Transportation Alternative Program</a>	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	<a href="#">Bridge Formula Program (includes off-system bridges)</a>	BFP	TBD						Replace, rehabilitate, preserve, protect and construct prides on public roads	June
FTA-ADOT	Metropolitan & Statewide Planning	5305	\$300,000			★				
ADOT	<a href="#">Federal Lands Access Program</a>	FLAP	\$250,000 - \$30,000,000			★	★		Roads, bridges, trails, transit systems and other facilities that improve multimodal transportation.	2025
AZ State Parks	<a href="#">Competitive OHV Grant</a>		\$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	<a href="#">Heritage Fund – Non-Motorized Trails Grant</a>		\$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	<a href="#">Recreational Trails Program - Non-Motorized</a>	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	<a href="#">Railway Highway Crossings Program</a>	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	<a href="#">Safe Routes to School Program</a>	SRTS	Varies (Formula based)								
ADOT	<a href="#">National Electric Vehicle Infrastructure Formula Program</a>	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	<a href="#">Rebuilding American Infrastructure Sustainably and Equitably</a>	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	<a href="#">Multimodal Projects Discretionary Fund: MEGA, INFRA, Rural Surface</a>	MPDG: INFRA, MEGA, Rural Surface				★	★			<i>A single application is eligible for INFRA, MEGA, and Rural Surface Transportation Grants.</i>	
USDOT	<a href="#">Infrastructure for Rebuilding America</a>	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	<a href="#">Mega Grant</a>	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	<a href="#">Rural Surface Transportation Grant Program</a>		\$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	<a href="#">Advanced Transportation and Congestion Management Technologies Deployment</a>	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	<a href="#">Consolidated Rail Infrastructure &amp; Safety Improvement Program</a>		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	<a href="#">All Stations Accessibility Program</a>	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	<a href="#">Bridge Investment Program</a>		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	<a href="#">Railroad Crossing Elimination Program</a>		TBD						Funds highway-rail or pathway-rail grade crossing improvements that focus on safety and mobility of people and goods.	
USDOT	<a href="#">Strengthen Mobility and Revolutionizing Transportation</a>	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	<a href="#">Pilot Program for Transit Oriented Development (Planning)</a>		\$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	<a href="#">Safe Streets and Roads for All</a>	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	<a href="#">Reconnecting Communities Pilot Program</a>		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	<a href="#">Innovative Coordinated Access Grant</a>		No Min./Max.					80/20	Innovative capital projects for the transportation disadvantaged that improve the coordination of non-emergency medical transportation services.	Oct.
FTA	<a href="#">Mobility for All</a>		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	<a href="#">Emergency Relief Program</a>	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	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Eligible Activity	Est. date
Private	<a href="#">AARP Livable Communities Grant</a>		Average grant amount \$11,500 - no ceiling.						Transportation and Mobility: Connectivity, walkability, bikeability, wayfinding, access to transportation options and roadway improvements.	Jan.
Private/ CDC	<a href="#">America Walks Community Change Grants</a>		Varies						Programs and projects that advance walkability	
Private	<a href="#">American Trails - Trail Fund</a>		\$2,000 - \$15,000					20/80		Feb.
Private	<a href="#">Bloomberg Philanthropies</a>		Up to \$25,000						Asphalt Art Initiative Grant	April
Private	<a href="#">People for Bikes – Big Jump Grant</a>		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/wp-content/uploads/2022/01/BUILDING-A-BETTER-AMERICA_FINAL.pdf)

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

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

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



## Eligibility Table

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

In-State Partnership Opportunity									
Source	Program	Abbreviation	Range Amount	Eligible Applicants					
				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	<a href="#">Safe Routes to School Program</a>	SRTS	Varies (Formula based)						
FHWA - ADOT	National Electric Vehicle Infrastructure Formula Program	NEVI	Varies (Formula based)						

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

FTA	<a href="#">All Stations Accessibility Program</a>	ASAP	TBD	✓	✓	✓	✓	✓	
FHWA	<a href="#">Bridge Investment Program</a>		TBD		✓	✓	✓	✓	
FHWA	Advanced Transportation Technologies & Innovative Mobility Deployment		TBD						
FHWA	Highway Research & Development Program		TBD						
FRA	<a href="#">Railroad Crossing Elimination Program</a>		TBD	✓	✓	✓		✓	
USDOT	<a href="#">Strengthen Mobility and Revolutionizing Transportation</a>	SMART	TBD	✓	✓	✓	✓	✓	
FTA	<a href="#">Pilot Program for Transit Oriented Development</a>		TBD	✓	✓	✓	✓	✓	
USDOT	Active Transportation Infrastructure Investment Program		TBD	✓	✓	✓		✓	
USDOT	<a href="#">Safe Streets and Roads for All</a>	SS4A	Planning: \$200,000 - \$1,000,000 (\$5m - MPO)  Capital projects: \$5,000,000 - \$30,000,000 (\$50m- MPO)	✓	✓	✓	✓		
USDOT	<a href="#">Reconnecting Communities Pilot Program</a>		Planning: Up to \$2,000,000  Capital projects: Up to \$5,000,000	✓	✓	✓		✓	
FTA	<a href="#">Innovative Coordinated Access Grant</a>		No Min./Max.		✓	✓	✓		
FTA	<a href="#">Mobility for All</a>		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	<a href="#">Emergency Relief Program</a>	ER			✓	✓			
Non-Federal Grants									
				Eligible Applicants					
Source	Program	Abbreviation	Range Amount	MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
Private	<a href="#">AARP Livable Communities Grant</a>		Average grant amount \$11,500 - no ceiling.	✓	✓	✓	✓		
Private/ CDC	<a href="#">America Walks Community Change Grants</a>		Varies						
Private	<a href="#">American Trails - Trail Fund</a>		\$2,000 - \$15,000	✓	✓	✓	✓		
Private	<a href="#">Bloomberg Philanthropies</a>		Up to \$25,000						
Private	<a href="#">People for Bikes – Big Jump Grant</a>		Up to \$10,000	✓	✓	✓	✓	✓	✓



# 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	<a href="#">Highway Safety Improvement Program</a>	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	<a href="#">Transportation Alternative Program</a>	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	<a href="#">Bridge Formula Program (includes off-system bridges)</a>	BFP	TBD						Replace, rehabilitate, preserve, protect and construct bridges on public roads	June
FTA-ADOT	Metropolitan & Statewide Planning	5305	\$300,000							
ADOT	<a href="#">Federal Lands Access Program</a>	FLAP	\$250,000 - \$30,000,000						Roads, bridges, trails, transit systems and other facilities that improve multimodal transportation.	2025
AZ State Parks	<a href="#">Competitive OHV Grant</a>		\$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	<a href="#">Heritage Fund – Non-Motorized Trails Grant</a>		\$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	<a href="#">Recreational Trails Program - Non-Motorized</a>	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	<a href="#">Railway Highway Crossings Program</a>	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	<a href="#">Safe Routes to School Program</a>	SRTS	Varies (Formula based)							
ADOT	<a href="#">National Electric Vehicle Infrastructure Formula Program</a>	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	<a href="#">Rebuilding American Infrastructure Sustainably and Equitably</a>	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	<a href="#">Multimodal Projects Discretionary Fund: MEGA, INFRA, Rural Surface</a>	MPDG: INFRA, MEGA, Rural Surface				★	★		<i>A single application is eligible for INFRA, MEGA, and Rural Surface Transportation Grants.</i>	
USDOT	<a href="#">Infrastructure for Rebuilding America</a>	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	<a href="#">Mega Grant</a>	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	<a href="#">Rural Surface Transportation Grant Program</a>		\$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	<a href="#">Advanced Transportation and Congestion Management Technologies Deployment</a>	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	<a href="#">Consolidated Rail Infrastructure &amp; Safety Improvement Program</a>		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	<a href="#">All Stations Accessibility Program</a>	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	<a href="#">Bridge Investment Program</a>		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	<a href="#">Railroad Crossing Elimination Program</a>		TBD						Funds highway-rail or pathway-rail grade crossing improvements that focus on safety and mobility of people and goods.	
USDOT	<a href="#">Strengthen Mobility and Revolutionizing Transportation</a>	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	<a href="#">Pilot Program for Transit Oriented Development (Planning)</a>		\$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	<a href="#">Safe Streets and Roads for All</a>	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	<a href="#">Reconnecting Communities Pilot Program</a>		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	<a href="#">Innovative Coordinated Access Grant</a>		No Min./Max.					80/20	Innovative capital projects for the transportation disadvantaged that improve the coordination of non-emergency medical transportation services.	Oct.
FTA	<a href="#">Mobility for All</a>		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	<a href="#">Emergency Relief Program</a>	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	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Eligible Activity	Est. date
Private	<a href="#">AARP Livable Communities Grant</a>		Average grant amount \$11,500 - no ceiling.						Transportation and Mobility: Connectivity, walkability, bikeability, wayfinding, access to transportation options and roadway improvements.	Jan.
Private/ CDC	<a href="#">America Walks Community Change Grants</a>		Varies						Programs and projects that advance walkability	
Private	<a href="#">American Trails - Trail Fund</a>		\$2,000 - \$15,000					20/80		Feb.
Private	<a href="#">Bloomberg Philanthropies</a>		Up to \$25,000						Asphalt Art Initiative Grant	April
Private	<a href="#">People for Bikes – Big Jump Grant</a>		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/wp-content/uploads/2022/01/BUILDING-A-BETTER-AMERICA_FINAL.pdf)

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

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

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





## Eligibility Table

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

In-State Partnership Opportunity									
Source	Program	Abbreviation	Range Amount	Eligible Applicants					
				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	<a href="#">Safe Routes to School Program</a>	SRTS	Varies (Formula based)						
FHWA - ADOT	National Electric Vehicle Infrastructure Formula Program	NEVI	Varies (Formula based)						

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

FTA	<a href="#">All Stations Accessibility Program</a>	ASAP	TBD	✓	✓	✓	✓	✓	
FHWA	<a href="#">Bridge Investment Program</a>		TBD		✓	✓	✓	✓	
FHWA	Advanced Transportation Technologies & Innovative Mobility Deployment		TBD						
FHWA	Highway Research & Development Program		TBD						
FRA	<a href="#">Railroad Crossing Elimination Program</a>		TBD	✓	✓	✓		✓	
USDOT	<a href="#">Strengthen Mobility and Revolutionizing Transportation</a>	SMART	TBD	✓	✓	✓	✓	✓	
FTA	<a href="#">Pilot Program for Transit Oriented Development</a>		TBD	✓	✓	✓	✓	✓	
USDOT	Active Transportation Infrastructure Investment Program		TBD	✓	✓	✓		✓	
USDOT	<a href="#">Safe Streets and Roads for All</a>	SS4A	Planning: \$200,000 - \$1,000,000 (\$5m - MPO)  Capital projects: \$5,000,000 - \$30,000,000 (\$50m-MPO)	✓	✓	✓	✓		
USDOT	<a href="#">Reconnecting Communities Pilot Program</a>		Planning: Up to \$2,000,000  Capital projects: Up to \$5,000,000	✓	✓	✓		✓	
FTA	<a href="#">Innovative Coordinated Access Grant</a>		No Min./Max.		✓	✓	✓		
FTA	<a href="#">Mobility for All</a>		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	<a href="#">Emergency Relief Program</a>	ER			✓	✓			
Non-Federal Grants									
				Eligible Applicants					
Source	Program	Abbreviation	Range Amount	MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
Private	<a href="#">AARP Livable Communities Grant</a>		Average grant amount \$11,500 - no ceiling.	✓	✓	✓	✓		
Private/ CDC	<a href="#">America Walks Community Change Grants</a>		Varies						
Private	<a href="#">American Trails - Trail Fund</a>		\$2,000 - \$15,000	✓	✓	✓	✓		
Private	<a href="#">Bloomberg Philanthropies</a>		Up to \$25,000						
Private	<a href="#">People for Bikes – Big Jump Grant</a>		Up to \$10,000	✓	✓	✓	✓	✓	✓