



3773 N Kaspar Dr.
Flagstaff, AZ 86004
928-266-1293
www.metroplanflg.org

AGENDA

Executive Board Meeting

1:00 PM

June 1, 2023

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 230 321 621 20

Passcode: pJ7f4u

In-Person Option available:

Mountain Line

3773 N. Kaspar Dr

VERA room

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 mandia.gonzales@metroplanflg.org or by phone at 928-266-1293. The MetroPlan complies with Title VI of the Civil Rights Act of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin, and LEP – Limited English Proficiency.) Requests should be made as early as possible to allow time to arrange the accommodation.

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 mandia.gonzales@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
- Vacant*, Arizona State Transportation Board Member
- Judy Begay, Coconino County Board of Supervisors (*alternate*)
- Becky Daggett, Mayor of Flagstaff (*alternate*)



METROPLAN STAFF

- Kate Morley, Interim Executive Director
 - David Wessel, Planning Manager
 - Mandia Gonzales, Transportation Planner
 - Sandra Tavel, Transportation Planner
-

A. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

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

D. APPROVAL OF MINUTES

[Meeting Minutes of April 6, 2023](#) (Pages 6-10)

Executive Session Minutes of April 6, 2023 *(Pending)*

[Executive Session Minutes of April 21, 2023](#) (Pages 11-13)

[Strategic Advance Minutes May 24, 2023](#) (Pages 14-17)

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. ADOT Long Range Transportation Plan (LRTP) and Milton/180 Corridor Master Plans

(Pages 18)

ADOT Staff: Jason James

Recommendation: None. This item is for discussion only.

B. Stride Forward | Regional Transportation Plan

(Pages 19-25)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends that MetroPlan adopt the *Stride Forward*: Regional Transportation Plan.

C. Transportation Improvement Program (TIP) Amendment

(Pages 26-32)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends amending the TIP to confirm recent Mountain Line grant awards totaling \$8,708,210 for replacement buses, vehicles, and facility design and to add prospective grants for the City of \$15,000,000 for Butler Protected Bike Lanes and the County for flood control of US 89 for \$20,000,000.

D. MetroPlan Strategic Workplan

(Pages 33-36)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board adopt the 1-3 Year Strategic Workplan

E. MetroPlan Unified Planning Work Program (UPWP)

(Pages 37-69)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends that the Board adopt the Unified Planning Work Program (UPWP) for Fiscal Years 2024 and 2025

F. MetroPlan Annual Budget

(Pages 70-75)

MetroPlan Staff: Kate Morley



Recommendation: Staff recommends the Board adopt the FY2024 budget totaling \$2,828,186.

G. **Delegate Authority to execute grant agreements | Safe Streets and Roads for All (SS4A)** (Pages 76-90)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board authorizes the Executive Director to execute the Safe Streets and Roads for All grant agreement with the United States Department of Transportation.

H. **Creative Local Match Program Update** (Pages 91-92)

MetroPlan Staff: Sandra Tavel

Recommendation: None. This item is for discussion only.

I. **Items from MetroPlan Staff** (Pages 93-100)

MetroPlan Staff: Kate Morley

- Conflict of Interest Statements
- Legislative Update

Recommendation: None. This item is for information only.

J. **Happening at MetroPlan** (Pages 101-102)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for discussion only.

K. **Future Agenda Items**

MetroPlan Staff: Kate Morley

Recommendation: Discuss items for future MetroPlan agendas.

L. **Negotiate Executive Director Contract**

Chair McCarthy

Recommendation: Approve Executive Director's contract



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.

V: CLOSING BUSINESS

A. ITEMS FROM THE BOARD

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

B. NEXT SCHEDULED EXECUTIVE BOARD MEETING

1. September 7, 2023


C. ADJOURN

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

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at www.metroplanflg.org on May 26, 2023 at 3:00 pm.

Dated this 26th Day of May 2023.



Mandia Gonzales, Transportation Planner



3773 N Kaspar Dr.
Flagstaff, AZ 86004
928-266-1293
www.metroplanflg.org

MEETING MINUTES

Executive Board Meeting

1:00 PM

April 6, 2023

Join Zoom Meeting:

<https://us02web.zoom.us/j/79199115652>

Meeting ID: 791 9911 5652

Dial-in: +1 408 638 0968US

In-Person Option available:

Mountain Line

3773 N. Kaspar Dr

VERA room

Flagstaff, AZ 86004

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EXECUTIVE BOARD MEMBERS

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



METROPLAN STAFF

- Kate Morley, Interim Executive Director
- David Wessel, Planning Manager
- Mandia Gonzales, Transportation Planner
- Sandra Tavel, Transportation Planner

OTHERS IN ATTENDANCE: Jeff Gagnon (Arizona Game & Fish Department), Paul Mood (City of Flagstaff), Ed Stillings (Federal Highway Administration)

A. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

Chair McCarthy called the meeting to order at 1:04 pm

B. ROLL CALL – See above

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.)

Emails were received from 4 individuals regarding *Free Mountain Line*. These letters were provided to the Board in advance of the meeting for review and consideration.

D. APPROVAL OF MINUTES

Meeting Minutes of March 2, 2023

Motion: Board Member Tony William made a motion to adopt the March 2, 2023 meeting minutes. Board member Miranda Sweet seconded the motion. Voted 4-0 to approve.

B. CONSENT AGENDA

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

None.



C. GENERAL BUSINESS

A. Coordinated Public Transit & Human Services Transportation Plan

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the adoption of the 2023 MetroPlan-Mountain Line Coordinated Public Transit – Human Services Transportation Plan update.

Motion: Chair Jim McCarthy made a motion to adopt the 2023 MetroPlan-Mountain Line Coordinated Public Transit - Human Services Transportation Plan update. Board member Miranda Sweet seconded the motion. Voted 4-0 to approve.

B. Stride Forward | Regional Transportation Plan

MetroPlan Staff: David Wessel

Recommendation: Staff recommends that MetroPlan action on the Stride Forward: Regional Transportation Plan be tabled to the next Executive Board meeting.

The Technical Advisory Committee (TAC) has asked to table this adoption until the next Executive Board Meeting to continue reviewing the plan and collecting public comments. The agenda items was tabled.

C. Arizona Legislative Update

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends approval of letters to be sent to four members representing Flagstaff in the Arizona State Legislature, and House of Representatives in opposition to SB 1312, SB 1313, and SB 1314.

Motion: Board member Tony Williams made a motion to approve the intent of the letters with minor corrections. These letters are to be sent to the House of Representatives, Legislative Representatives Districts 6 and 7, and Governor Hobbs. Board member Miranda Sweet seconded the motion. Voted 4-0 to approve.

D. Fiscal Year 2022 Audit

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for discussion only.

Kate Morley provided a verbal update on MetroPlan’s Fiscal Year 2022 Audit.



E. Wildlife Corridors

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for discussion only.

[Jeff Gagnon from Arizona Game & Fish Department provided a PowerPoint presentation on Wildlife Corridor projects along I-40 and I-17.](#)

F. Items from MetroPlan Staff

MetroPlan Staff: Kate Morley

- W Route 66 Corridor Masterplan
- SS4A Action Planning Grant
- Regional Transportation Safety Plan
- [National Association of City Transportation Officials \(NACTO\) Membership](#)

Recommendation: None. This item is for information only.

[Staff provided verbal updates on the items listed above.](#)

G. Happening at MetroPlan

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for discussion only.

[Kate Morley provided a verbal update on the Happenings at MetroPlan.](#)

H. Future Agenda Items

MetroPlan Staff: Kate Morley

Recommendation: Discuss items for future MetroPlan agendas.

[None requested.](#)



I. Executive Session | Review of applications for the position of MetroPlan Executive Director

Board Chair: Jim McCarthy

Recommendation: Determine which applicants will be selected to have interviews for the position of MetroPlan executive director.

The Board may vote to go into executive session pursuant to ARS §38-431.03(A)(1) to determine which applicants will be selected to have interviews for the position of MetroPlan executive director.

Motion: Board member Miranda Sweet made a motion to go into executive session at 2:15 PM. Board member Williams seconded the motion. Voted 4-0 to approve.

Executive Session concluded at 2:42 pm

V: 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 is not allowed.

May 4th Executive Board Meeting has been canceled to accommodate the May 24th Strategic Advance.

B. NEXT SCHEDULED EXECUTIVE BOARD MEETING

1. May 24, 2023, Strategic Advance | 1:00 – 4:00 pm | Flagstaff Public Works Building

C. ADJOURN

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

Chair McCarthy adjourned the meeting at 2:43 pm



MEETING MINUTES

Executive Board - Special Session

4:15 PM – 5:00 PM

Friday, April 21, 2023

[Virtual Only]

[Click here to join the meeting](#)

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- Tony Williams, Mountain Line Board of Directors
- Miranda Sweet, Flagstaff City Council
- Vacant*, Arizona State Transportation Board Member
- Judy Begay, Coconino County Board of Supervisors (*alternate*)
- Becky Daggett, Mayor of Flagstaff (*alternate*)



METROPLAN STAFF

- Kate Morley, Interim Executive Director
 - David Wessel, Planning Manager
 - Mandia Gonzales, Transportation Planner
 - Sandra Tavel, Transportation Planner
-

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

See above

B. ROLL CALL

Chair McCarthy called the meeting to order at 4:15 pm

C. PUBLIC COMMENT

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No public present

D. APPROVAL OF MINUTES

None

II. CONSENT AGENDA

None

III. GENERAL BUSINESS

A. Adopt Corporate Banking Resolution

Interim Executive Director: Kate Morley

Recommendation: Adopt Resolution 2023-02 Corporate Banking.



Motion: Vice-chair Jeronimo Vasquez made a motion to approve and adopt the Corporate Banking Resolution for MetroPlan. Board member Patrice Horstman seconded the motion. Voted 6-0 to approve.

B. Executive Director Applicant Review

Board Chair: Jim McCarthy

Recommendation: Determine which applicants from a recommended short list will be selected to have interviews for the position of MetroPlan executive director.

The Board may vote to go into executive session pursuant to ARS §38-431.03(A)(1) to determine which applicants will be selected to have interviews for the position of MetroPlan executive director.

Motion: Board member Miranda Sweet made a motion to go into executive session at 4:25 PM. Board member Tony Williams seconded the motion. Voted 6-0 to approve.

Executive Session concluded at 4:45 pm

V: 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 is not allowed.

None

B. NEXT SCHEDULED EXECUTIVE BOARD MEETING

1. May 24, 2023 | MetroPlan Annual Strategic Advance
2. Candidate Interviews – TBD

C. ADJOURN

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

Chair McCarthy adjourned the meeting at 4:45 pm



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planning@metroplanflg.org
www.metroplanflg.org

METROPLAN STRATEGIC ADVANCE

Date: Wednesday, May 24, 2023

Time: 1:00 PM to 4:00 PM

Location: Arizona Department of Transportation (ADOT) Northcentral District Offices
1959 Woodlands Village Blvd. Suite B

MEMBERS PRESENT:

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
- Tony Williams, Mountain Line Board of Directors
- Miranda Sweet, Flagstaff City Council

TAC Members

- Myrna Bondoc, ADOT
- Brendan Foley, ADOT
- Nate Reisner, Coconino County
- Jess McNeely, Coconino County
- Michelle McNulty, City of Flagstaff
- Anne Dunno, Mountain Line

Management Committee Members

- Greg Clifton, City of Flagstaff
- Josh Maher, NAU

MetroPlan Staff

- Kate Morley, Interim Executive Director
- Dave Wessel, Planning Manager

- Mandia Gonzales, Transportation Planner
- Sandra Tavel, Transportation Planner
- Karen Moeller, Administrative Assistant/Clerk of the Board

Other

- Kevin Adam, RTAC

GOAL:

To evaluate the success of our 2022 strategic workplan and apply those lessons to crafting a 2023 workplan.

AGENDA:

- Welcome and Introductions
Jim McCarthy called the meeting to order at 1:03 pm. He welcomed the group and took care of housekeeping.

Kate Morley gave an introduction to the group and clarified the purpose of the meeting and the group expectations.
- *Stride Forward* | Regional Transportation Plan
Dave Wessel spoke about the persistence, engagement, accessibility, usefulness, and insight which went into the development of *Stride Forward!* Regional Transportation Plan (RTP). *Stride Forward!* goes to the Board on 06/01/2023 for adoption.
- Year in Review
Dave Wessel celebrated the year's successes in administration, technical capacity and support, planning, and funding.
- Metropolitan Planning Organizations (MPO) 101
Kate Morley talked about who MetroPlan is. She then gave the group examples of inspirational MPOs around the country to lead the group toward future thinking. The members were given napkins and pens to record Aha moments from these national MPOs for MetroPlan to understand what is meaningful to the members.
- Strategic Plan Overview (1-3 year)

Sandra Tavel presented an overview of the Activity “I Like, I Wish, I Wonder” which would accompany the Strategic Goals presentations.

- **Strategic Goals**

Sandra Tavel presented Goal #1
Dave Wessel presented Goal #2
Mandia Gonzales presented Goal #3
Kate Morley presented Goal #4

Members contributed feedback that will be represented in the draft Strategic Work Plan presented to the Board at the June 1, 2023 meeting.

- **West Route 66 activity**

Mandia Gonzales led the Group brainstorming activity focused on defining, “The Finest Transportation System” as stated in the MetroPlan vision.

Dave Wessel reported for Group 1. Strongly multi-modal-transportation; affordable housing for all; we need people who can afford to live in Flagstaff, accommodate freight to bring goods and services into the community; more than one way into town for goods; evacuation routes, crossing to connect to bus stops. Choice and equity were driving values, as well as economic development and interests, wildlife corridor crossing and dark skies, and community character through such as overpasses and other art.

Michelle McNulty report for Group 2. Pedestrian bridge, separated intersections, forward-facing buildings giving a reason to walk about the area even though there are not many businesses in the area, and separated bike lanes-safety, Flagstaff is a gateway city. These ideas are important for economic development and tourism, community, and health (environmental and physical). Safety was a key value.

Anne Dunno reported for Group 3. Consider land use of the area—why are people here and want to stay, potential future development which would give community opportunities, gateway feature off I-40 integrated into the corridor, roundabouts to keep traffic moving, provide a pleasant environment such as landscaping, art in roundabouts, bi-directional bike lanes separated, freight safely moving through the area, access points to this area of the W. Route 66 corridor? Getting from Bellemont to this area, frontage roads are an option.

- **Group Share (aha moments)**

Kate Morley asked the group to share any aha moments.

Members shared ideas about “What is MetroPlan’s role in transportation?” Responses included: planners, implementers, innovators, coordinators, bringing partners together, funders, brainstormers, collaborators.

Members of the group further shared some aha moments from the presentations and discussions—collecting data of crash data for bikes, knowing what is happening in the community, bike share, e-bikes, involvement in nationwide competitions, mode shift-gamification, curb popouts creating a smaller crossing area, the importance of snow removal, and leftover cinders, extend agencies which are working with limited resources, innovation possibilities, inductive lane for charging EV’s—access shops, create revenue

- **Wrap-up and Next Steps**

Kate Morley wrapped up the day and shared the next steps for MetroPlan.

Jim McCarthy asked a question: What are the pros and cons of roundabouts. Greg Clifton responded that they can be very safe for bikes, ped, transit, keep traffic moving, reduce emissions, accidents might not be lessened in number the severity is lessened—no t-bones but sideswipes and fender benders. Dave Wessel added they need to realize we can slow down in our environment—roundabouts are meant to slow down. Kevin Adams added design is key—interfacing commercial vehicles and passenger vehicles.

- **Adjournment**

The meeting adjourned at 3:43 p.m.



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GREATER † FLAGSTAFF

3773 N Kaspar Drive

Flagstaff, AZ 86004

STAFF REPORT

REPORT DATE: May 23, 2023
MEETING DATE: June 1, 2023
TO: Honorable Chair and Members of the Board
FROM: Kate Morley, Interim Executive Director
SUBJECT: ADOT Long Range Transportation Plan (LRTP) and Milton/180 Update

1. Recommendation:

None. ADOT staff will present a report on the LRTP and Milton/180 Corridor plans.

2. Related Strategic Workplan Item

None

3. Background

The Milton/180 Corridor plan has been in the works for several years and Jason James with ADOT will present an update on ADOT's Long Range Transportation Plan (LRTP) and the Milton/180 Plan.

4. Attachments

- *Milton CMP:* [Milton Road Corridor Master Plan | ADOT \(azdot.gov\)](#)
- *US 180 CMP:* [US 180 Corridor Master Plan | ADOT \(azdot.gov\)](#)

(Both are provided as links only)



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STAFF REPORT

REPORT DATE: May 22, 2023
MEETING DATE: June 1, 2023
TO: Honorable Chair and Members of the Board and TAC
FROM: David Wessel, Transportation Planning Manager
SUBJECT: *Stride Forward: Regional Transportation Plan Adoption*

1. Recommendation:

Staff recommends that MetroPlan adopt the Stride Forward: Regional Transportation Plan.

2. Related Strategic Workplan Item

Complete MetroPlan's long-range Regional Transportation Plan and have it adopted by the Board by 12-31-2022.

3. Background

Every five years, MetroPlan updates its regional transportation plan per federal mandate. The plan integrates land use, transportation, and other community values. It projects anticipated revenues for 20-25 years and identifies cost-feasible transportation projects to make them eligible for federal funding. This iteration of the regional transportation plan is Stride Forward.

Stride Forward has been through extensive public input including a 30-day comment period from March 2 through April 2, 2023. The plan meets federal requirements for fiscal constraint, performance measures, and public participation. MetroPlan evaluated two 2045 scenarios: the Onward Plan and the Upward Concept. Due in part to a federal requirement for a plan to be fiscally constrained, MetroPlan staff developed the Onward Plan, a minor modification of the current policy and voter-approved investment path. The Upward Concept illustrates the policies and investments required to meet 2030 carbon neutrality goals per Stride Forward analysis. It is offered for consideration by our member agencies in their forthcoming



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policy and budget discussions like the Regional Plan update. MetroPlan will assist our member agencies in those processes by bringing the policy, process, and knowledge gained through Stride Forward.

Overview

The regional transportation plan is presented in an executive summary with numerous supporting appendices. Appendices are in order of their reference in the executive summary with topics such as literature review, policy, and public participation.

Stride Forward, through the Onward Plan, recognizes and adopts current land use policies, voter-approved transportation projects and services, and federally awarded grants. Policies are a summary of those in the Flagstaff Regional Plan – including amendments addressing carbon neutrality and active transportation, and the MetroPlan Blueprint 2040, a regional transportation plan.

Stride Forward, through the Upward Concept, advises our member agencies on policies, strategies, and investments to employ to reach transportation-related carbon neutrality and other unfunded goals.

Public Comments Received and Response

40 individuals submitted comments as did the City of Flagstaff Community Development and Engineering Departments. A summary is offered below, and full comments and responses are available in the linked spreadsheet.

Public comments and MetroPlan responses are in-line with those received during the planning process:

- Housing: Support for mid-density housing. Concerns for high-density housing mixed with the acknowledgment of its support for affordable housing.
 - Response: Stride Forward supports current housing plans to the extent fiscal constraint permits. Through the Upward Concept, it provides guidance for advancing affordable housing through changes to land use and transportation plans and investments.
- Transit: Fare-free service and service to outlying communities.
 - Response: Stride Forward supports current transit plans to the extent fiscal constraint permits. Through the Upward Concept, it provides guidance for advancing transit and active transportation modes through changes to land



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use and transportation plans and investments. Mountain Line is investigating the potential of a fare-free system.

- Bicycle Facilities: Lack of connectivity, safety concerns, and maintenance
 - Response: Stride Forward supports current bicycle plans to the extent fiscal constraint permits. Through the Upward Concept, it provides guidance for advancing active transportation modes through changes to land use and transportation plans and investments including maintenance. Several ideas submitted exist in the Active Transportation Master Plan.
- Electric Vehicles: Subsidize and install charging stations.
 - Response: Stride Forward includes an Electric Vehicle Readiness Plan that includes strategies our member agencies may consider.
- Governance, Methods: Several comments suggested the level of outreach was inadequate and as such misrepresented public desires. Reference was made to the random sample survey and efforts to identify a possible skew in the online surveys. Response to comments suggesting government climate change action was inappropriate directed people to the RTP support of the current policy.

Community Development comments and MetroPlan response: The two primary areas of concern are a lack of clarity between the Onward and Upward and the implementation of Upward. Several text and organizational changes were made to the Executive Summary clarifying that Onward is the fiscally constrained plan and Upward is illustrative of how to achieve carbon neutrality transportation objectives by 2030. The City's goal to achieve a short timeframe to achieve carbon neutrality is referenced as to why Upward policies are so extreme and will be difficult to implement.

Engineering – Transportation Section comments and MetroPlan response: Comments sought clarity on several measures, costs, methods, and effects of strategies. Regarding the latter, Engineering noted that land use strategies are more long-term in effect, and this was confirmed. Additional research will be needed on TDM strategy costs and future technical addenda were offered to add maps with traffic volumes and VMT per capita measures.



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Fiscal Constraint

Federal regulations require planned improvements not to exceed reasonably anticipated revenues. Revenue projections provided by the City of Flagstaff, Coconino County, and Mountain Line are the foundation for Stride Forward. These address voter-approved transportation sales taxes and account for population growth and occasional recessions. Also included are federally-awarded grants and state-shared revenue. County figures address revenues for the entire county and expenditures only within the MPO boundaries resulting in the large balance in the table below.

Table FP-1 – Revenues and Expenditure Summary by Horizon				
	Short-Term Cost	Mid-Term Cost	Long-Term Cost	Total through 2045
City of Flagstaff				
Revenue	\$280,100,000	\$236,100,000	\$682,200,000	\$1,198,400,000
Expenditure	\$323,300,000	\$300,700,000	\$448,000,000	\$1,072,000,000
Balance	-\$43,200,000	-\$64,600,000	\$234,200,000	\$126,400,000
Coconino County				
Revenue	\$132,100,000	\$149,300,000	\$454,800,000	\$736,200,000
Expenditure	\$81,900,000	\$88,100,000	\$225,500,000	\$395,500,000
Balance	\$50,200,000	\$61,200,000	\$229,300,000	\$340,700,000
Mountain Line				
Revenue	\$156,600,000	\$76,200,000	\$225,200,000	\$458,000,000
Expenditure	\$156,600,000	\$76,200,000	\$225,200,000	\$458,000,000
Balance	\$0	\$0	\$0	\$0

Note: All values are rounded to nearest hundred thousand.

Expenditures are based on estimates provided to the Citizens Transportation Tax Commission and inflated to 2022 dollars. The Financial Plan acknowledges extreme inflation being experienced, the potential for debt financing, and the need to closely monitor the program and project scopes. This advice applies particularly to the City and its large capital outlays and the surplus indicated in the table.

Performance





Stride Forward, via the Onward Plan, improves system performance over a “no investment” strategy as indicated in Blueprint 2040. It does not meet carbon neutrality goals for vehicle miles traveled or for modes shared by transit, pedestrians, and bicycles. However, with a 30% assumption for electric vehicle VMT by 2030 it approaches the target for greenhouse gas emissions. Upward



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achieves CNP goals for VMT and approaches the mode share goal with the 30% EV assumption exceeding the GHG emissions goal.

Table 1 – Stride Forward Performance Measures				
Performance Measure		Target and Baseline	Target Reference	Onward Performance
	Vehicle miles traveled (VMT)	Maintain internal VMT at 2019 levels - 2,160,000 VMT regionally 836,000 Flagstaff internal VMT	CNP	2,550,000 region-wide 18.0% over target 1,020,000 Flagstaff internal VMT 22.1% over target
	Greenhouse Gases (GHGs) from Transportation in Metric tons of carbon dioxide equivalent (MTCO2e)	Reduce GHGs from transportation by 35% compared to 2030 business as usual - 147,900	CNP	205,572 39.0% over target
	Total (%) mode share of walking/biking/transit trips	54% mode share by 2030	CNP	13.0% 41% under target
	Vehicle Hours Traveled (VHT)	No target established	Provides insight into congestion paired with VMT	96,000 hours



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As in the current plan, Blueprint 2040, the vehicular level of service is projected to degrade on most arterials and many collectors across the region. However, with the Lone Tree Overpass and J.W. Powell connection arterial connectivity improves, and with it system resiliency. The Upward Concept, with its large investments in transit, pedestrian, and bicycle modes and related decrease in vehicle miles traveled in addition to the Proposition 419 and 420 improvements, also benefits the vehicular level of service.

MetroPlan elected to adopt ADOT performance-based planning goals and targets required by federal regulation. Calculations for MetroPlan show the region meeting 1 out of 4 pavement condition targets, 1 out of 2 bridge condition targets, and 3 out of 5 safety targets. Travel time reliability is not available for the region and air quality goals do not apply. Implications for meeting goals lie with ADOT.

Title VI and Accessibility

Access to a range of services by different modes will be compared between the region as a whole and traffic analysis zones in Title VI communities. Analysis reveals accessibility issues for Title VI communities on the urban fringe by most modes. Policy positions are needed to refine this further and future actions may be to address project prioritization, network improvements, or programmatic improvements (i.e., taxi voucher program) to address accessibility for these communities.

4. TAC and Management Committee Discussion

The TAC recommended adoption at its April 26, 2023 meeting. The Management Committee supports adoption.

5. Fiscal Impact

The RTP is a major FY2023 work program product and all the activities described above have either been budgeted or absorbed by staff within existing budgets. The Plan also identifies expenses to achieve scenarios. Onward funding has been approved by voters while Upward funding would need to be further vetted.



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Onward Plan Projected Expenses (constrained and through 2045):

- Proposition 419 projects: \$285,800,000
- Proposition 420 (Overpass): \$79,200,000
- Operations & Maintenance: \$707,000,000

Upward Concept Projected Expenses (unconstrained and through 2030):

- Double transit service: \$12.5 million additional annually
- Quadruple pedestrian and bike facilities: \$357 million through 2030
- Additional operations and maintenance not estimated

6. Alternatives

1. Adopt Stride Forward as presented. **(Recommended)** – the Plan is the result of a rigorous process, meets federal requirements, and achieves set objectives, namely through the Upward Concept.
2. Remand Stride Forward to Staff to make changes. **(Not Recommended)**- Staff believes the plan is well-vetted, however, the TAC and Board could direct staff to make changes to address specific issues.
3. Do not adopt Stride Forward **(Not Recommended)** – Not adopting an RTP fails to comply with the federally mandated schedule.

7. Attachments

(Link) [Stride Forward | Regional Transportation Plan](#)

(Link) [Stride Forward | Public Comment Summary](#)



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Flagstaff, AZ 86004
928-266-1293
www.metroplanflg.org

STAFF REPORT

REPORT DATE: May 22, 2023
MEETING DATE: June 1, 2023
TO: Honorable Chair and Members of the Executive Board
FROM: David Wessel, Planning Manager
SUBJECT: Transportation Improvement Program (TIP) Amendments

1. Recommendation:

- i** Staff recommends amending the TIP to confirm recent Mountain Line grant awards totaling \$8,708,210 for replacement buses, vehicles, and facility design and to add prospective grants for the City of \$15,000,000 for Butler Protected Bike Lanes and the County for flood control of US 89 for \$20,000,000.

2. Related Strategic Workplan Item (s)

- i** MetroPlan plans for resiliency:
 - Invests time and resources to expand mode choice



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3. Background

i The TIP amendment recognizing Mountain Line grant awards from Federal Transit Administration is standard procedure. Mountain Line places unfunded projects in the illustrative or final year of the TIP. Mountain Line then pursues related grants and when awarded the actual grant amounts and expected year of obligation are reflected in the amended TIP. Mountain Line is purchasing replacement low-emission buses, and replacement service vehicles, and designing upgrades to their maintenance facility.

MetroPlan is treating the grants by the City and County similarly, however, the City and County have not been as proactive in putting potential projects in unfunded years of the TIP. This amendment will add planned federal applications to the illustrative or final year to bolster those applications. When awarded, another TIP amendment will be brought before the Board to reflect actual grant amounts and the expected year of obligation. The City application is to construct separated bike lanes and protected bike intersections on Butler Avenue between Ponderosa Parkway and Kendrick Street. The County application is to improve flood control facilities along US 89 in the vicinity of the Copeland Detention Basin Project and Government Tank.

4. TAC and Management Committee Discussion

i The TAC and Management Committee support the Mountain Line projects in the illustrative year through earlier action. Neither have reviewed the Butler Protected Bike Lanes or US 89 Flood Protection projects in the TIP however respective agencies are actively pursuing grants for these projects.

5. Fiscal Impact

i There is no fiscal impact to the MetroPlan work program

6. Alternatives

i 1. Approve the TIP amendment as presented for Mountain Line grant awards and other federal applications. **(Recommended)** This allows the obligation of funds and project delivery to move forward.



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2. Do not approve the TIP amendment. **(Not recommended)** This prevents Mountain Line from obligating the funds and the projects cannot move forward. It also weakens federal applications for other projects.

7. Attachments

- i** Amended TIP Tables
- Mountain Line Letter of Request
- Mountain Line Award Letters

Table 3. FMPO Surface Transportation Block Grant (STBG) & Other Grant Projects

Updated 6-1-2023

Sponsor	Proj ID	Project name - location - description	Fund	Project cost	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total 2022-2027
City of Flagstaff	TBD	Southwest Infrastructure RAISE Grant Beulah Blvd from Woodlands Village to JW Powell Blvd Complete street project and intersection improvements	RAISE Local	\$56,250,000						\$45,000,000 \$11,250,000	\$56,250,000
Coconino County	TBD	US 89 Flood Protect Project MP 410 to MP420 Flood control projects at Government Tank and Copeland Drainage Detention Basins	PROTECT Local	\$24,000,000						\$20,000,000 \$4,000,000	\$24,000,000
City of Flagstaff	TBD	Downtown Mile Master Plan Florence/Walnut to Ponderosa Parkway Integrate rail, flood, transit, highway, transit and ped/bike designs	STBG/PL Local	\$2,000,000	\$490,000 \$1,510,000	DELETE					
City of Flagstaff	TBD	Downtown Mile* Florence/Walnut to Ponderosa Parkway Construct integrated rail, flood, transit, highway, transit and ped/bike design MEGA grant	STBG Local	\$40,000,000		DELETE				\$23,000,000 \$17,000,000	\$40,000,000
COF	TBD	Priority ITS Corridor Smart Signals Corridor to be determined Smart signal and fiber communications ATCMTD grant	STBG Local 5307	\$3,000,000						\$1,500,000 \$1,500,000	\$3,000,000
TOTALS					\$2,460,014	\$751,163	\$617,163	\$484,163	\$484,163	\$131,734,163	#####

Table 5. FY2023-2027: Transit Projects within the FMPO-area
updated: 1-Jun-23

Line #	Project Description	Fund Type	Current Year	2023	Local Cost **	Federal Cost	Total Cost
1	Operating Assistance, including Project Management	5307, including STIC	\$ 10,047,320	\$ 11,136,354	\$ 35,009,987	\$ 35,009,987	\$ 70,019,973
2	Passenger Shelters, Signs, and Poles	5307, STBG State Flex	\$ 74,733	\$ 135,000	\$ 182,947	\$ 731,786	\$ 914,733
3	Preventative Maintenance	STBG Local	\$ 353,750	\$ 459,875	\$ 559,058	\$ 2,236,231	\$ 2,795,289
4	Downtown Connection Ctr - Construct	5339	\$ 31,350,000		\$ 15,675,000	\$ 15,675,000	\$ 31,350,000
5	Replacement Buses	5307/5339	\$ 2,000,000	\$ 4,793,062	\$ 1,358,512	\$ 5,434,450	\$ 6,793,062
6	Operations Support Vehicles	5307/5339	\$ 300,000	\$ 278,400	\$ 60,000	\$ 240,000	\$ 300,000
7	Phase 1 Campus Bus Storage: CDL Test Course and training materials	5307, 5339	\$ 4,375,581		\$ 875,116	\$ 3,500,465	\$ 4,375,581
8	Phase 1 Campus Bus Storage: CDL Test Course and training materials	Appropriation	\$ 3,237,500		\$ 647,500	\$ 2,590,000	\$ 3,237,500
9	Kaspar Electrification Infrastructure	5339	\$ 1,615,148		\$ 323,030	\$ 1,292,118	\$ 1,615,148
10	Maintenance Facility Design	5307/5339		\$ 2,000,000	\$ 323,030	\$ 1,600,000	\$ 1,615,148
11	Support Vehicles	unfunded			\$ 60,000	\$ 240,000	\$ 300,000

Table 7. Safety projects with the FMPO area

Updated 4-20-2022

Sponsor	Proj ID	Project name - location - description	Fund	Project cost	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total 2023-2027
ADOT	100997	Transwestern Road/I-40 Variable Speed Signs/Operations Various locations Variable speed limit signs/operations equip	HSIP	\$ 3,665,000	\$ 637,000		\$ 3,000,000				\$ 3,000,000
COF	TBD	Butler Avenue Separated Bike Lanes Ponderosa Parkway to Milton Road Install raised bike lanes and protected intersections	SS4A Local	15000000						\$ 12,000,000 \$ 3,000,000	\$ 12,000,000
COF	101020	Fourth/Cedar/Lockett Roundabout Fourth St/Cedar Ave/Lockett Rd Reconstruct intersection as roundabout	HSIP Local	\$ 4,128,905	\$ 450,000 \$ 55,500	\$ 92,398 \$ 530,813	\$ 1,385,969 \$ 1,614,225				\$ 1,478,367 \$ 2,145,038
TOTALS						\$ 623,211	\$ 6,000,194				\$ 18,623,405

Phase Codes: a = ADOT administration fees s = study/d = design r = right-of-way c = construction u = utilities



Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

May 15, 2023

Mr. Dave Wessel
Flagstaff Metropolitan Planning Organization
6 E. Aspen Avenue, Suite 200
Flagstaff, Arizona 86001

Re: FY 2023-2027 Transportation Improvement Program Transit Table Amendment Request

Dear Mr. Wessel,

Please consider this request for an amendment to the FY2023-2027 Transportation Improvement Program Transit Table. This request is to update the transit TIP table to reflect the newly awarded federal funding:

- 5307/5339 for Replacement Buses
- 5307/5339 for Operations Support Vehicles
- 5307/5339 for Maintenance Facility Design

These projects are identified in the Transit Table as attached to this request. The changes are on existing lines 5, 6, and 10, highlighted in red:

- Line 5 (existing) Replacement Buses \$4,793,062
- Line 6 (existing) Operations Support Vehicles \$278,400
- Line 10 (modification – separated design from line 26) Maintenance Facility Design \$2,00,000

We appreciate your assistance amending the TIP so that these changes are captured. Please do not hesitate to contact me with questions and concerns.

Regards,

Estella Hollander

Estella Hollander
Mobility Planner
Mountain Line
928-679-8959

Cc: Heather Dalmolin, CEO and General Manager
Kate Morley, MetroPlan Interim Executive Director



February 8, 2023

Heather Dalmolin
NAIPTA CEO and General Manager
Northern Arizona Intergovernmental Public Transportation Authority
3773 N. Kasper Dr.
Flagstaff, Az 86004

Subject: FY 2022 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 have been assigned to NAIPTA:

Recipient Agency	Recipient ID	Small Urbanized Area	Project Title	Federal award	Apportionment
NAIPTA	6743	Flagstaff, AZ	Low Emission Buses	\$419,531.00	FFY 2020 5307 Small Urbanized Area
NAIPTA	6743	Flagstaff, AZ	Low Emission Buses	1,280,353.00	FFY 2020 5339 Small Urbanized Area
NAIPTA	6743	Flagstaff, AZ	Low Emission Buses	2,134,566.00	FFY 2021 5339 Statewide
NAIPTA	6743	Flagstaff, AZ	Maintenance Facility Design	419,919.00	FFY 2021 5307 Small Urbanized Area
NAIPTA	6743	Flagstaff, AZ	Maintenance Facility Design	1,180,081.00	FFY 2021 5339 Small Urbanized Area
NAIPTA	6743	Flagstaff, AZ	Support Vehicles (Replacement)	222,720.00	FFY 2021 5307 Small Urbanized Area

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, 2023 or the funding will be recaptured by ADOT. If there are any questions, please contact Shatawn Reed at 602-712-7183.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jill Dusenberry", is centered on the page.

Jill Dusenberry
Transit Group Manager

cc: Shatawn Reed, 5311 Program Manager
Aubree Perry, 5311 Program Manager
John Vater, 5311 Program Manager
Sara Allred, Assistant Transit Manager
Jason James, ADOT Planner
Estella Hollander, NAIPTA
Heather Higgins, NAIPTA
Jeff Meilbeck, FMPO



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STAFF REPORT

REPORT DATE: May 24, 2023

MEETING DATE: June 1, 2023

TO: Honorable Chair and Members of the Board

FROM: Kate Morley, Interim Executive Director

SUBJECT: 1-3 Year Strategic Workplan

1. Recommendation:

i Staff recommends the Board adopt the 1-3 Year Strategic Workplan.

2. Background

i At the May 24, 2023, MetroPlan Strategic Advance, participants provided feedback on draft strategic plan goals, objectives, and key performance indicators. Staff have taken this input and are proposing the Board consider adopting a 1-3 Year Strategic Workplan (Strategic Plan). The Strategic Plan serves as the basis for the Unified Planning Work Program, a federally required document that outlines projects and activities of the organization and guides the development of the annual budget.

Previously, the Strategic Workplan listed project-specific deliverables of the organization on an annual basis. This update to the Strategic Plan provides 1–3 year goals and objectives for the organization while annual and project-specific tasks are identified in the UPWP. The draft Strategic Plan also proposed key performance indicators which will be tracked and measured to help determine success. The change to a 1-3 timeline is better aligned with the time needed to develop and implement plans and programs and will provide consistent direction for several years. The Strategic Plan will still be an annual topic of discussion in case there are relevant changes to be made.

Staff are seeking the adoption of this document.

3. Fiscal Impact

i No immediate fiscal impact.

4. TAC and Management Committee Discussion

- i** This item was discussed at the MetroPlan Advance on May 24th. Staff has attempted to incorporate feedback received into this version.

5. Alternatives

- i**
 1. Adopt the 1-3 Year Strategic Workplan. **(Recommended)** This action will set direction to guide staff efforts over the next 1-3 years.
 2. Do Not Adopt the 1-3 Year Strategic Workplan. **(Not recommended)** The Board could provide feedback on the draft workplan and staff could bring a new version of consideration to the Board in September.

6. Attachments

- i** Draft Strategic Workplan

Draft

1-3 Year Strategic Workplan

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:

- MetroPlan is focused:
 - Adopts clearly delineated objectives
 - Provides ambitious and credible solutions
 - Strategically plans for political and financial realities and possibilities
- MetroPlan 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
 - MetroPlan leverages resources:
 - Strategically leverages project champions and other plans
 - Writes and secures competitive grants
- MetroPlan plans for resiliency:
 - Invests time and resources to expand mode choice
- MetroPlan is fair and equally representative
- MetroPlan builds trust and credibility
 - Exhibits integrity in its work products
 - Exercises openness and transparency
 - Delivers on its promises

Goals, Objectives, and Key Performance Indicators:

Goal 1: Maximize Funding for Transportation Projects and Programs

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

Goal 2: Deliver Plans that Meet Partner and Community Needs

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

Objective 2.2: Expand the 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 policies, projects, or other recommendations implemented

Goal 3: Build MetroPlan's Visibility in the Community

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

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 followers/ subscribers to social media and e-news sign-ups
4. Number of people reached through other media such as direct mailers, poster distribution

Goal 4: Implement Programs that Encourage Mode Shift

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 the economic, health, congestion, climate, equity, and other benefits of multimodal transportation.

Key Performance Indicators

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



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Flagstaff, AZ 86004
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STAFF REPORT

REPORT DATE: May 22, 2023
MEETING DATE: June 1, 2023
TO: Honorable Chair and Members of the Board and TAC
FROM: Kate Morley, Interim Executive Director
SUBJECT: Adoption of FY2024 and FY2025 to Unified Planning Work Program (UPWP)

1. Recommendation:

- i** Staff recommends that the Board adopt the Unified Planning Work Program (UPWP) for Fiscal Years 2024 and 2025.

2. Related Strategic Workplan Item

- i** Review and revise mandated compliance documents including Title VI, Disadvantaged Business Enterprise (DBE) Policy, State Performance Targets, etc.

3. Background

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

Organization Management:

- Update titles
- Acknowledge multiple transportation planner positions



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- Add Montoya Fellow and AmeriCorp Interns

Administration:

- Update internal controls,
- Consider a contract for financial services,
- Develop legislative needs for the region

Data:

- Adopt and monitor performance measures
- Develop practices for the Vehicle Miles Traveled (VMT) calculator
- Refine safety and crash data for SS4A

Transportation Improvement Plan (TIP):

- Develop redundancy in TIP/STIP process
- Develop a list of all capital projects in the region and process for prioritization
- Amend TIP as needed

Regional Transportation Plan (RTP):

- Work on implementation of Stride Forward concepts

Special Projects:

- W. 66 Corridor Plan
- Milton/ 180 ownership studies
- Regional Safety Plan
- SS4A- Vulnerable Users Study
- Transit into Code Study
- Creative Local Match Study
- Streets Master Plan
- Transportation Demand Management Program

Environmental:

- None

Capital:

- None



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Beyond being a requirement, this document is important because it is tied to MetroPlan's ability to clearly communicate who we are and what we do. When project partners and funding agencies can easily see our priorities and approach, it makes it easier for them to understand and work with us.

The UPWP is consistent with two other documents:

- 1) MetroPlan's Strategic Workplan. MetroPlan creates a Strategic Workplan each year at our annual Strategic Advance. The goals and objectives in the Draft 1-3 Year Strategic Workplan help determine and are consistent with the projects in the UPWP.
- 2) MetroPlan's Annual Budget. MetroPlan adopts a budget each year in June. The revenue, expenses, and projects in the MetroPlan Draft 2024 Annual Budget are consistent with the revenue, expenses, and projects in the UPWP.

As part of our transparent public process, the UPWP needs to be adopted by the Board.

4. TAC and Management Committee Discussion

- i** The TAC approved the draft UPWP at their April meeting and the Management Committee was supportive of the draft document.

5. Fiscal Impact

- i** All items on the UPWP are fiscally constrained which means we have strong reason to expect that funds will be received as budgeted.



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6. Alternatives

- i** 1) Approve the UPWP. **(Recommended)** This alternative meets federal and state requirements and documents the work the MetroPlan will do over the next 2 years.
- 2) Approve the UPWP with changes. This alternative allows the Board to make changes prior to adopting the UPWP.
- 3) Do not approve the UPWP. **(Not Recommended)** This alternative would fail to meet one of our documentation responsibilities as an MPO.

7. Attachments

- i** (DRAFT) MetroPlan Unified Planning Work Program (UPWP)



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

3773 N Kaspar Dr • Flagstaff, Arizona 86004

Phone: (928) 266-1293

www.metroplanflg.org

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

Prepared by

Flagstaff Metropolitan Planning Organization (MetroPlan)

3773 Kaspar Dr.

Flagstaff, AZ 86004

www.metroplanflg.org

Executive Board Adoption

June 1, 2023

Funding Provided by:

Federal Highway Administration / Federal Transit Administration

Arizona Department of Transportation

City of Flagstaff / Coconino County/ Mountain Line

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

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

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (MetroPlan)

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Council Member
City of Flagstaff

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Heather Dalmolin
CEO and GM
Mountain Line

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ADOT North Central
District Administrator

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Jess McNeely, Coconino
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Development Assistant
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Anne Dunno Mountain
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Manager

Myrna Bondoc, ADOT
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Paul Mood, City of
Flagstaff Engineer

VACANT
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Kate Morley
Interim Executive Director

David Wessel
Planning Manager

Sandra Tavel
Transportation Planner

Mandia Gonzales
Transportation Planner

VACANT
Transportation Planner

Karen Moeller
Administrative Assistant
and Clerk of Board

FEDERAL CERTIFICATIONS
METROPOLITAN TRANSPORTATION PLANNING PROCESS
SELF-CERTIFICATION

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

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

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

Jim McCarthy, Chair Date
Flagstaff Metropolitan
Planning Organization

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

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Chapter I

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

Executive Summary

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

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

A brief definition of the UPWP

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

A description of the metropolitan area

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

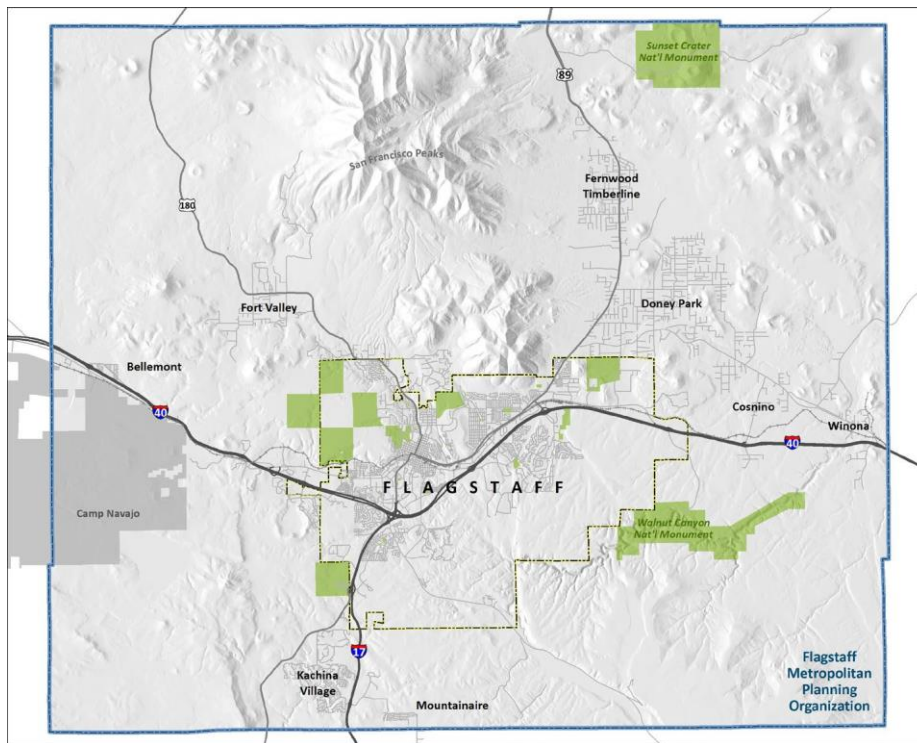


Figure 1. MetroPlan Planning Boundary

A current overview of the status of comprehensive transportation planning activities

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

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

The role of MetroPlan for planning priorities in the metropolitan area

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

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

Additional Roles and Responsibilities

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

Air Quality and Attainment

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

Chapter II

ORGANIZATION AND MANAGEMENT

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

MetroPlan Staffing

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

- Strategic Performance Planner
- NAU: Parking and Shuttle Director, Facilities Planner

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

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

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

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

Identification of committee structure, including an Organization Chart:

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

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

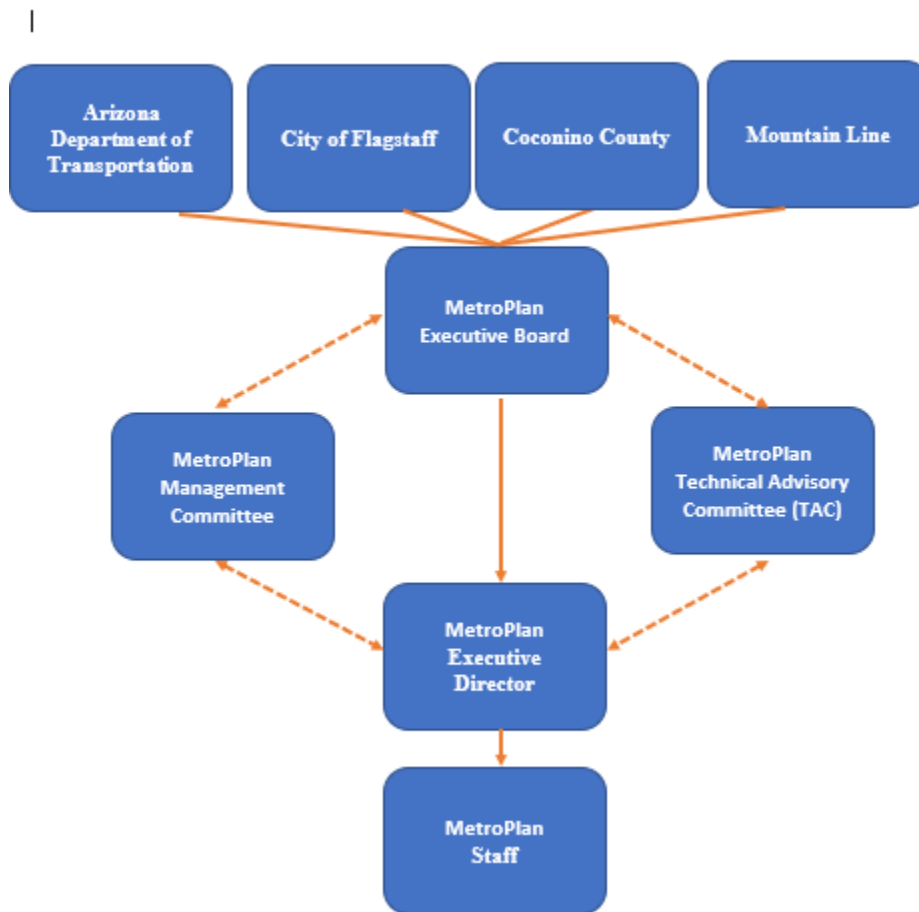
- **The MetroPlan Technical Advisory Committee (TAC)** is composed of technical and/or managerial staff representatives from each of the participating agencies. In addition, there may be one or more ex-officio non-voting representatives from the FHWA and FTA. Additional organizations may be added in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

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

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

MetroPlan Organizational Chart

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (MetroPlan)



Operating procedures

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

Other Agreements

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

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

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

Forms, certifications, and assurances

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

Chapter III FUNDING DESCRIPTION & BUDGET SUMMARY

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

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

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

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

BUDGET SUMMARY TABLES

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

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

FY2024 Budget

REVENUE	STBG	PL	CRP	SPR	CPG FTA 5305D	FTA 5305E	PL- SATO	Grants- FTA 5305e transit	SS4A	Members	Transit Tax	Totals
FY24 Revenue	468,465	153,540	168,268	78,120	77,090	200,000	3,937	141,450	201,360			1,492,230
<i>FY23 Carryforward Estimated</i>	584,876	176,553	313,111	33,052	96,447	-						1,204,039
Total Authorized Federal	1,053,341	330,093	481,379	111,172	173,537	200,000	3,937	141,450	201,360			2,696,269
Match Rate	0.057	0.057	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	50,340			259,892
MATCH Breakdown	33,309	21,090	17,077	33,352	11,087	29,426	-	9,037	-	-	-	154,378
In-Kind	33,309	1,138	17,077	5,558	597	-	-	-	-	-	-	57,679
MP Cash Match												-
Mountain Line Cash Match		19,952		27,794	10,490	29,426		9,037				96,699
Other Cash Match										30,000		30,000
Total Cash Match	-	19,952	-	27,794	10,490	29,426	-	9,037	-	30,000	-	126,699
Match Total	33,309	21,090	17,077	33,352	11,087	29,426	-	9,037	-	30,000	-	184,378
												(30,000)
Total Cash Revenue	1,053,341	350,045	481,379	138,966	184,027	229,426	3,937	150,487	201,360	30,000	-	2,822,968
EXPENDITURES												
Salaries	38,610	165,861	113,869	104,390	-	83,689	-	-	59,941	-	-	566,359
Benefits	10,189	56,129	31,928	27,548	-	25,910	-	-	16,563	-	-	168,267
Salary/ERE:	48,799	221,990	145,798	131,938	-	109,599	-	-	76,504	-	-	734,626
Allocation:	0	0	0	0	-	0	-	-	0	-	-	-
	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	Members	Transit Tax	Totals
Payroll Processing Expense	1,129	5,137	3,374	3,053	-	2,536	-	-	1,770	-	-	17,000
Phone and Internet	327	1,487	976	884	-	734	-	-	512	-	-	4,920
Memberships	2,500					7,500						10,000
Copying and Printing							500					500
Office Supplies							500					500
Postage and Freight							121					121
Books and Subscriptions												-
Insurance	1,200											1,200
Food										1,000	200	1,200
Legal Services	4,200											4,200
Financial Services (CPA/Audit)	29,200											29,200
Other Services	200											400
IT Support	996	4,533	2,977	2,694	-	2,238	200		1,562			15,000
Computer Equipment	7,353			397								7,750
Office Equipment	400											400
Public Outreach			100,000						5,891			105,891
Legislative Services										17,000	3,400	20,400
Computer Software	2,578						2,616					5,193
Operations:	50,083	11,157	107,327	7,028	-	13,008	3,937	-	9,736	18,000	3,600	223,875
Travel, Lodging and Meals	11,000											11,000
Conference Registration	3,000											3,000
Staff Education and Training	4,000											4,000
Travel and Training:	18,000	-	-	-	-	-	-	-	-	-	-	18,000
Professional services	50,000	51,483						150,000	115,120		52,400	419,003
Downtown Mile	305,973				184,027							490,000
Planning Contingency	80,000	65,416	30,320									175,736
Projects:	435,973	116,899	30,320	-	184,027	-	-	150,000	115,120	-	52,400	1,084,739
	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	Members	Transit Tax	
Total Expenditures:	552,855	350,045	283,445	138,966	184,027	122,607	3,937	150,000	201,360	18,000	56,000	2,061,240
Surplus (Available future years)	500,486	(0)	197,934	0	0	106,819	-	487	0	12,000	(56,000)	761,727
Total Expenditures+ Surplus											Total	2,822,967

FY2025 Budget

	STBG	PL	CRP	SPR	CPG FTA 5305D	FTA 5305E	PL- SATO	Planning Grants- FTA 5305e transit	SS4A	Members	Transit Tax	Totals
REVENUE												
FY25 Revenue	468,465	153,540	168,268	78,120	77,090	200,000	3,937			30,000	56,000	1,235,420
FY23 Carryforward Estimated			197,934									197,934
Total Authorized Federal	468,465	153,540	366,202	78,120	77,090	200,000	3,937	-	-	30,000	56,000	1,433,354
Match Rate	0.057	0.057	0.057	0.200	0.057	0.200	-	0.057				
Required Match	28,317	9,281	22,135	19,530	4,660	50,000	-					133,922
MATCH Breakdown	28,069	9,251	22,063	23,436	-	60,000	-	-	-	-	-	142,819
In-Kind	28,069	9,251	22,063	-	-	-	-	-	-	-	-	59,383
MP Cash Match												-
Mountain Line Cash Match				23,436	-	60,000						83,436
Other Cash Match												-
Total Cash Match	-	-	-	23,436	-	60,000	-	-	-	-	-	83,436
Match Total	28,069	9,251	22,063	23,436	-	60,000	-	-	-	-	-	142,819
Total Cash Revenue	491,901	153,540	366,202	101,556	77,090	260,000	3,937	-	-	30,000	56,000	1,540,226
EXPENDITURES												
Salaries	232,575	86,199	205,660	58,916	-	-	-	-	-	-	-	583,350
Benefits	74,873	26,687	56,418	15,548	-	-	-	-	-	-	-	173,526
Salary/ERE:	307,448	112,886	262,078	74,464	-	-	-	-	-	-	-	756,876
Allocation:	0	0	0	0	-	-	-	-	-	-	-	162
	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	Members	Transit Tax	Totals
Payroll Processing Expense	7,113	2,612	6,063	1,378	-	-	-	-	-	-	-	17,165
Phone and Internet	2,058	756	1,755	399	-	-	-	-	-	-	-	4,968
Memberships	47		10,253									10,300
Copying and Printing							515					515
Office Supplies							515					515
Postage and Freight							124					124
Books and Subscriptions												-
Insurance		1,236										1,236
Food										1,030	206	1,236
Legal Services	4,326											4,326
Financial Services (CPA/Audit)	30,076											30,076
Other Services	-	318					206					524
IT Support	6,276	2,304	5,350	1,520	-	-	-					15,450
Computer Equipment			3,123				2,577					5,700
Office Equipment			462	359								821
Public Outreach			50,000									50,000
Legislative Services												-
Computer Software			5,349									5,349
Operations:	49,896	7,226	82,354	3,656	-	-	3,937	-	-	1,030	206	148,305
Travel, Lodging and Meals	11,330											11,330
Conference Registration	3,090											3,090
Staff Education and Training	4,120											4,120
Travel and Training:	18,540	-	-	-	-	-	-	-	-	-	-	18,540
Professional services						250,000						250,000
Downtown Mile												-
Planning Contingency	90,000	33,428	21,770	19,530								164,728
Projects:	90,000	33,428	21,770	19,530	-	250,000	-	-	-	-	-	414,728
	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	Members	Transit Tax	
Total Expenditures:	465,884	153,540	366,202	97,650	-	250,000	3,937	-	-	1,030	206	1,338,449
Surplus (Available future years)	26,016	(0)	(0)	3,906	77,090	10,000	-	-	-	28,970	55,794	201,777
										Total		1,540,226

FY2024 Funding by Source

	STBG	STBG Match	PL	PL Match	CRP	CRP Match	SPR	SPR Match	FTA 5305D	FTA 5305D Match	FTA 5305E	FTA 5305 E Match	PL- SATO	PL SATO Match	Consolidated Planning Grants-transit	Planning Grants Match	Total	Total Federal	Total Local
100 Administration	116,882	7,042	11,157	672	7,327	441	72,997	17,519	-	-	13,008	3,122	3,937	-	-	-	254,104	225,307	28,797
200 Data Collection	-	-	51,483	3,102	-	-	-	-	-	-	-	-	-	-	-	-	54,585	51,483	3,102
300 TIP	-	-	46,644	-	-	-	-	-	-	-	-	-	-	-	-	-	46,644	46,644	-
400 RTP	-	-	-	-	-	-	65,969	15,833	-	-	-	-	-	-	-	-	81,801	65,969	15,833
500 Special Project Planning	435,973	26,267	240,762	14,506	276,118	16,636	-	-	184,027	11,087	109,599	26,304	-	-	150,000	8,550	1,499,828	1,396,478	103,349
600 Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
700 Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
total	552,855	33,309	350,045	18,280	283,445	17,077	138,966	33,352	184,027	11,087	122,607	29,426	3,937	-	150,000	8,550	1,936,961	1,785,861	151,081

FY2025 Funding by Source

	STBG	STBG Match	PL	PL Match	CRP	CRP Match	SPR	SPR Match	FTA 5305D	FTA 5305D Match	FTA 5305E	FTA 5305 E Match	PL- SATO	PL SATO Match	Consolidated Planning Grants-transit	Planning Grants Match	Total	Total Federal	Total Local
100 Administration	116,479	7,018	7,226	824	144,050	8,679	40,888	9,813	-	-	-	-	3,937	-	-	-	338,913	312,579	23,440
200 Data Collection	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-	-	0	-	-
300 TIP	78,799	4,748	-	0	-	-	-	-	-	-	-	-	-	-	-	-	83,547	78,799	4,748
400 RTP	-	-	-	0	-	-	56,762	13,623	-	-	-	-	-	-	-	-	70,385	56,762	13,623
500 Special Project Planning	270,606	16,304	146,314	16,680	222,153	13,384	-	-	-	-	200,000	50,000	-	-	-	-	935,441	839,073	96,368
600 Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
700 Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
total	465,884	28,069	153,540	17,504	366,202	22,063	97,650	23,436	-	-	200,000	50,000	3,937	-	-	-	1,428,285	1,287,213	138,178

Chapter IV

MPO WORK ELEMENTS

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

Work Element 100: Administration

Description

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

Purpose

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

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

FY 2024 and 2025 Goals and Objectives

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

parties as required.

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

FY 2022 and FY 2023 Outcomes and End Products

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

Consultant Activities:

Accounting and audit services

Work Element 200: Data Collection

Description

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

Purpose

Collect, analyze and report on data that:

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

FY 2024 and 2025 Goals and Objectives

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

FY 2024 and FY 2025 Outcomes and End Products

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

Consultant Activities:

Traffic Counts

Work Element 300: Transportation Improvement Program (TIP)

Description

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

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

Purpose

To create a TIP that:

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

FY 2024 and 2025 Goals and Objectives

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

FY 2022 and FY 2023 Outcomes and End Products

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

Consultant Activities:

None

Work Element 400: Regional Transportation Plan (RTP)

Description

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

Purpose

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

FY 2024 and 2025 Goals and Objectives

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

FY 2024 and FY 2025 Outcomes and End Products

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

Consultant Activities:

None

Work Element 500: Special Project Planning

Description

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

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

FY 2024 and 2025 Goals and Objectives

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

FY 2024 and FY 2025 Outcomes and End Products

- Complete a West Route 66 Corridor Master Plan.
- Adopt a Creative Local Match Plan.
- Modify City code to better include and incentive multimodal transportation options through Transit into Code Study.
- Complete SS4A Planning grant activities and submit for implementation project.

Consultant Activities:

- STBG funds in the amount of \$490,000 will be provided to the City of Flagstaff via an intergovernmental agreement for planning of the Downtown Mile.
- GIS Support.

Work Element 600: Environmental

Description

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

Purpose

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

FY 2024 and FY 2025 Goals and Objectives

- No major activities expected.

FY 2024 and FY 2025 Outcomes and End Products

- No major activities expected.

Consultant Activities:

None

Work Element 700: Capital Expenditures

Description

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

Purpose

Support the operations of the organization with capital needs.

FY 2024 and 2025 Goals and Objectives

No major activities expected.

FY 2024 and FY 2025 Performance Measures and End Products

No major activities expected.

Consultant Activities:

None

APPENDICES & REFERENCES

MPO WORK ELEMENTS

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

100. Administration

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

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

200. Data Collection

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

Highway Performance Monitoring System (HPMS) Data

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

Name of road and beginning and ending termini;

Jurisdiction responsible for ownership;

Jurisdiction responsible for maintenance;

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

Section length (mileage);

Number of through lanes;

Type of surface;

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

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

Aggregate length in miles;

AADT Volume Range;

Type of surface, Paved or Unpaved.

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

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

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

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

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

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

Functional Classification:

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

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

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

Air Quality Standards:

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

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

Data for Population Projections and Estimates:

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

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

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

300. Transportation Improvement Program (TIP)

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

400. Regional Transportation Plan

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

500. Special Project Planning

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

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

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

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

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

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

600. Environmental Overview

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

Livability Principles:

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

700. Capital Expenditures

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



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STAFF REPORT

REPORT DATE: May 23, 2023

MEETING DATE: June 1, 2023

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Interim Executive Director

SUBJECT: FY2024 Budget Discussion and Requested Adoption

1. Recommendation:

i Staff recommends the Board adopt the FY2024 budget totaling \$2,828,186.

2. Related Strategic Workplan Item

i Strategically plans for political and financial realities and possibilities.

3. Background

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

Fiscal Year 2024 Budget

Revenues:

- The FY2024 budget has a significant increase in federal revenue due to the award of over \$500,000 in one-time competitive funds for the Safe Streets for All Vulnerable Users Plan and two 5305e transit planning awards.

Expenses:

- Expenses in the budget include the following:



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- The salary and ERE budget increased by 2%. This increase includes the inclusion of two Americorp part-time positions to assist with Transportation Demand Management programming. It also assumes a 3% annual increase for staff, aligned with Mountain Line's pay plan for FY2024. Salary savings were achieved in turnover and redefinition of the Business Manager position resulting in only a 2% increase.

The operating budget increases by 147%. Key comments on that increase are:

- The most significant increase to the Operations budget is \$105,891 for public outreach which only had a \$400 budget in FY2023. This increase is paid for by Carbon Reduction Program and is intended to support the work of the TDM Planner who will host public events and demonstration projects which may require supplies such as planters, paint, barricades, and permits to host events.

The remaining \$27,000 increase in operating is associated with the following.

- An increase in payroll processing which is a percentage of MetroPlan salaries and benefits compared to Mountain Line salaries and benefits as established in the Intergovernmental Agreement.
- A \$13,500 increase in IT services as MetroPlan shifts to Mountain Line IT services. This is tied to the ability to use equipment in the Mountain Line building and will provide a much higher level of IT service and security than currently exists. It is offset by a \$24,000 savings in rent which is now provided by Mountain Line as in kind.
- A small savings in insurance costs as the provider was switched in mid-FY2023. There is no substantive change to the levels of insurance provided.
- A slight increase in legal services to reflect actual costs.
- An \$11,000 increase in financial services to recognize the fee for the annual audit. The Audit was competitively procured mid-year and represented a good value to the organization. It also includes outsourced accounting services. There are savings in salaries and in benefits in hiring a part-time admin assistant instead of a full-time Business Manager to offset accounting costs.
- A 30% increase in computer equipment to outfit workstations at Mountain Line and buy equipment for new positions.



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- The travel and training budget increases by 20% to recognize the addition of two new full-time team members: the Transportation Demand Management Planner and Grants Planner.
- The project budget includes \$419,000 in professional services to support the collection of required traffic counts and technical services for the Vulnerable Roadway Users Plan (VRU). It also includes \$490,000 in capital assistance for the Downtown Mile.
- The FY2024 Federal Surplus is estimated at \$761,727. ADOT allows agencies to loan surplus to future years. The 5-Year Financial Plan reallocates these funds to future years to ensure staffing is maintained despite conservative revenue estimates. By FY2029, the Federal Surplus is minimized and is being fully expended.

Assumptions:

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

- Revenue projects are assumed to remain flat.
- The Carbon Reduction Program is not renewed at the expiration of the 5-Year IIJA.
- A 3% annual increase in operational costs unless an expense is otherwise known.
- No additional competitive funds are received.
- Staff believes these assumptions are conservative and that the proposed budget provides for the long-term health of the organization.

Considerations:

- Staff has set a target of maintaining a \$150,000 fund balance, about 3 months of operating expenses. The 5-Year Financial Plan indicates that we will end the period at close to \$168,303 in the fund balance.

4. Fiscal Impact



The FY2024 Budget is developed alongside the 5-Year Financial Plan which demonstrates that MetroPlan is solvent and sustainable through FY2029.



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5. Alternatives

- i** 1) *Adopt the FY2024 Budget. **(Recommended)** The proposed budget was developed to achieve workplan items while ensuring long-term fiscal health.*
- 2) *Adjust the FY2024 Budget. **(Not Recommended)** The Board could recommend changes to the proposed budget at the meeting however 5-Year impacts of such changes cannot be projected to ensure long-term health.*
- 3) *Postpone budget adoption. **(Not Recommended)** This alternative is not recommended because MetroPlan is obligated to adopt a budget before July 1, 2024. As a non-profit, MetroPlan can always amend our budget after adoption.*

6. Attachments

- i** FY2024 Recommended Budget and 5-Year Financial Plan.



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	STBG	PL	CRP	SPR	CPG FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- FTA 5305e transit	SS4A	Members	Transit Tax	Totals
REVENUE												
FY24 Revenue	468,465	153,540	168,268	78,120	77,090	200,000	3,937	141,450	201,360	-	-	1,492,230
FY23 Carryforward Estimated	584,876	176,553	313,111	33,052	96,447	-	-	-	-	-	-	1,204,039
Total Authorized Federal	1,053,341	330,093	481,379	111,172	173,537	200,000	3,937	141,450	201,360	-	-	2,696,269
Match Rate	0.057	0.057	0.057	0.200	0.057	0.200	-	0.057	0.200	-	-	
Required Match	63,670	19,953	29,097	27,793	10,490	50,000	-	8,550	51,420	-	-	260,972
MATCH Breakdown	33,309	19,888	17,077	33,352	11,087	29,426	-	9,037	51,420	-	-	204,596
In-Kind	33,309	19,888	17,077	33,352	597	-	-	-	25,710	-	-	102,139
MP Cash Match	-	-	-	-	-	-	-	-	-	-	-	-
Mountain Line Cash Match	-	-	-	27,794	10,490	29,426	-	9,037	25,170	-	-	101,917
Other Cash Match	-	-	-	-	-	-	-	-	-	30,000	-	30,000
Total Cash Match	-	-	-	27,794	10,490	29,426	-	9,037	25,170	30,000	-	131,917
Match Total	33,309	19,888	17,077	33,352	11,087	29,426	-	9,037	50,880	30,000	-	234,056
Total Cash Revenue	1,053,341	330,093	481,379	138,966	184,027	229,426	3,937	150,487	226,530	30,000	-	2,828,186
EXPENDITURES												
Salaries	38,610	165,861	113,869	104,390	-	83,689	-	-	59,941	-	-	566,359
Benefits	10,189	56,129	31,928	27,548	-	25,910	-	-	16,563	-	-	168,267
Salary/ERE:	48,799	221,990	145,798	131,938	-	109,599	-	-	76,504	-	-	734,626
Allocation:	0	0	0	0	-	0	-	-	0	-	-	-
Payroll Processing Expense	1,129	5,137	3,374	3,053	-	2,536	-	-	1,770	-	-	17,000
Phone and Internet	327	1,487	976	884	-	734	-	-	512	-	-	4,920
Memberships	2,500	-	-	-	-	7,500	-	-	-	-	-	10,000
Copying and Printing	-	-	-	-	-	-	500	-	-	-	-	500
Office Supplies	-	-	-	-	-	-	500	-	-	-	-	500
Postage and Freight	-	-	-	-	-	-	121	-	-	-	-	121
Books and Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	1,200	-	-	-	-	-	-	-	-	-	-	1,200
Food	-	-	-	-	-	-	-	-	-	1,000	200	1,200
Legal Services	4,200	-	-	-	-	-	-	-	-	-	-	4,200
Financial Services (CPA/Audit)	29,200	-	-	-	-	-	-	-	-	-	-	29,200
Other Services	200	-	-	-	-	-	-	-	-	-	-	400
IT Support	996	4,533	2,977	2,694	-	2,238	200	-	1,562	-	-	15,000
Computer Equipment	7,353	-	-	397	-	-	-	-	-	-	-	7,750
Office Equipment	400	-	-	-	-	-	-	-	-	-	-	400
Public Outreach	-	-	-	-	-	-	-	-	5,891	-	-	105,891
Legislative Services	-	-	100,000	-	-	-	-	-	-	17,000	3,400	20,400
Computer Software	2,578	-	-	-	-	-	2,616	-	-	-	-	5,193
Operations:	50,083	11,157	107,327	7,028	-	13,008	3,937	-	9,736	18,000	3,600	223,875
Travel, Lodging and Meals	11,000	-	-	-	-	-	-	-	-	-	-	11,000
Conference Registration	3,000	-	-	-	-	-	-	-	-	-	-	3,000
Staff Education and Training	4,000	-	-	-	-	-	-	-	-	-	-	4,000
Travel and Training:	18,000	-	-	-	-	-	-	-	-	-	-	18,000
Professional services	50,000	51,483	-	-	-	-	-	150,000	115,120	-	52,400	419,003
Downtown Mile	305,973	-	-	-	184,027	-	-	-	-	-	-	490,000
Planning Contingency	80,000	45,464	30,320	-	-	-	-	-	-	-	-	155,784
Projects:	435,973	96,947	30,320	-	184,027	-	-	150,000	115,120	-	52,400	1,064,787
Total Expenditures:	552,855	330,093	283,445	138,966	184,027	122,607	3,937	150,000	201,360	18,000	56,000	2,041,288
Surplus (Available future years)	500,486	(0)	197,934	0	0	106,819	-	487	25,170	12,000	(56,000)	786,897
Total Expenditures+ Surplus											Total	2,828,186

FY24 Budget and Five Year Plan
Detailed Report

	FY 2023 AMENDED Budget	FY 2024 Budget	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY2028 Projected	FY2029 Projected
Revenue:							
Federal Grants	-	-	-	-	-	-	-
STBG	1,021,848	1,053,341	468,465	994,968	788,825	468,465	478,828
PL	259,801	330,093	153,540	153,540	153,540	153,540	214,202
CRP	313,111	481,379	366,202	168,268	168,268	-	-
SPR	195,836	111,172	78,120	125,000	125,000	250,000	170,787
5305d	124,910	173,537	77,090	77,090	77,090	77,090	77,090
5305e	82,972	200,000	200,000	-	-	-	-
PL- SATO	-	3,937	3,937	3,937	3,937	3,937	3,937
Consolidated Planning Grants	-	141,450	-	-	-	-	-
SS4A	-	201,360	-	-	-	-	-
Federal Revenue:	1,998,478	2,696,269	1,347,354	1,522,803	1,316,660	953,032	944,844
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	194,838	101,917	83,436	-	-	-	-
Local Revenue:	224,938	132,017	113,536	30,100	30,100	30,100	30,100
Total Revenue:	2,223,415	2,828,286	1,460,890	1,552,903	1,346,760	983,132	974,944
Expenditures:							
Salaries	559,877	566,359	583,350	600,851	688,826	473,018	517,591
Benefits	163,306	168,267	173,526	178,074	196,012	143,429	152,678
Salary/ERE:	723,183	734,626	756,876	778,925	884,839	616,447	670,269
Payroll Processing Expense	14,400	17,000	17,510	18,035	18,576	19,134	19,708
Phone and Internet	4,920	4,920	5,068	5,220	5,376	5,538	5,704
Memberships	1,250	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	144	-	-	-	-	-	-
Insurance	6,000	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	3,000	4,200	4,326	4,456	4,589	4,727	4,869
Financial Services (CPA/Audit)	18,200	29,200	30,076	30,978	31,908	32,865	33,851
Other Services	1,500	400	523	539	555	571	589
IT Support	5,000	15,000	15,450	15,914	16,391	16,883	17,389
Computer Equipment	4,000	7,750	5,701	5,872	6,048	6,230	6,417
Office Equipment	400	400	865	891	918	945	974
Public Outreach	-	105,891	50,000	50,000	50,000	50,000	50,000
Legislative Services	-	20,400	-	-	-	-	-
Computer Software	3,093	5,193	5,349	5,509	5,675	5,845	6,020
Office Rent	24,024	-	-	-	-	-	-
Operations:	88,252	223,875	148,794	151,758	154,811	157,955	161,194
Travel, Lodging and Meals	9,400	11,000	11,330	11,670	12,020	12,381	12,752
Conference Registration	2,000	3,000	3,090	3,183	3,278	3,377	3,478
Staff Education and Training	3,600	4,000	4,120	4,244	4,371	4,502	4,637
Travel and Training:	15,000	18,000	18,540	19,096	19,669	20,259	20,867
Professional services	3,093	419,003	250,000	-	-	-	-
Special Projects	974,352	490,000	-	-	50,000	-	-
Planning Contingency	381,853	155,784	164,728	129,551	135,819	116,238	77,391
Projects:	1,359,298	1,064,787	414,728	129,551	185,819	116,238	77,391
Total Expenditures:	2,185,733	2,041,288	1,338,938	1,079,330	1,245,137	910,899	929,721
% change		(0.07)	(0.34)	(0.19)	0.15	(0.27)	0.02
Federal Surplus:		786,897	201,777	474,089	102,411	74,651	46,435
Total Expenditure Plus Surplus	2,185,733	2,828,186	1,540,715	1,553,419	1,347,548	985,550	976,155
Local Fund Balance	144,952	153,452	158,002	161,785	164,779	166,960	168,303
Notes							
Assume 3% annual increase unless cost otherwise known.							
Assume no renewal of CRP after BIL.							
Mountain Line cash for 5303e, consolidated planning, transfer from transit fund							
Assume no competitive grants							



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Flagstaff, AZ 86004
928-266-1293
www.metroplanflg.org

STAFF REPORT

REPORT DATE: May 22, 2023
MEETING DATE: June 1, 2023
TO: Honorable Chair and Members of the Board
FROM: David Wessel, Transportation Planning Manager
SUBJECT: Safe Streets and Roads for All (SS4A) Grant Agreement

1. Recommendation:

- i** Staff recommends the Board authorizes the Executive Director to execute the Safe Streets and Roads for All grant agreement with the United States Department of Transportation.

2. Related Strategic Workplan Item

- i** 13. Lead efforts to facilitate multi-modal shift by applying for a Safe Streets for All (SS4A) grant by December 31, 2022

3. Background

- i** The Bipartisan Infrastructure Law (BIL) establishes the new Safe Streets and Roads for All (SS4A) discretionary program that will provide \$1 billion in competitive funds for FY22. Applications were due September 15th, 2022.

MetroPlan submitted a successful application and was awarded \$201,360 to complete a Safety Action Plan. Execution of a grant agreement obligates the funds and permits MetroPlan to proceed to implement the planning process. The projects identified within the plan will be eligible for future Implementation Grants.

The agreement terms include and are not limited to:

- Organization details



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- Contact information
- Scope of work and budget: \$252,780 – see summary below
- Schedule and Period of performance: Completion by 12/31/24
- Reporting requirements

Staff expects to submit a draft, based on a standard federal template, for Federal Highways Administration – Arizona Division review by or near the time of the June 1, 2023, Executive Board meeting (see attached). We are told to expect a quick turnaround. In such a case, the agreement will be ready to execute ahead of the September Board meeting. Staff is therefore requesting the Board delegate the authority to execute the grant to Executive Director.

Scope: Vulnerable Road Users Safety Action Plan (VRU Plan)

MetroPlan will be the lead applicant for a new Safety Action Planning Grant that will focus on Vulnerable Road Users (pedestrians, bicyclists, and others outside of a vehicle). The VRU Plan will cover all MetroPlan partners. The VRU Safety Plan will further complement the Regional Strategic Transportation Safety Plan (RSTSP), which addresses the safety concerns and needs of all road users and will support the goals and policies within the City’s Active Transportation Master Plan and Carbon Neutrality Plan.

Project Scope:

There are several elements required in a Safety Action Plan to meet SS4A requirements.

- Vulnerable road users crash assessment including identifying crashes and causes
- Identifying countermeasures
- Prioritized project list
 - Scoring/criteria process
 - Equity screening tool/application
 - Education/enforcement/engineering
- Policy reviews and recommendations



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- Education/enforcement/engineering
- Goal and target setting
- Vision Zero
- Complete Streets
- Public engagement and collaboration + “Oversight Committee”
 - (Annual) Evaluation and Transparency

4. TAC and Management Committee Discussion

i None. There was no May TAC of Management Committee meetings.

5. Fiscal Impact

i The grant award is about \$201,360 which requires a \$51,420 match. The match will be offset with in-kind participation as possible.

6. Alternatives

- i**
- 1) Authorize the Executive Director to execute the grant agreement. **(Recommended)**
 - 2) Authorize the Chair of the Executive Board to execute the grant agreement.
 - 3) Do not authorize the execution of the grant agreement. **(Not recommended)**
Staff could bring the final grant agreement to the Board for execution at the September meeting but no reimbursements of expenses can be made until execution is complete.



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7. Attachments

i SS4A DRAFT Grant Agreement

- | | | | | | | | | | | | |
|---|---|----------------|-----------|------------------|----------|----------------------|-----|--------------|-----|--------|-----------|
| <p>1. Award No.</p>

<p>4. Award To
Flagstaff Metropolitan Planning Organization
dba MetroPlan of Greater Flagstaff</p>
<p>Unique Entity Id.: K9C3JKBMP6C1
TIN No.:</p>
<p>6. Period of Performance
December 31, 2024</p>

<p>8. Type of Agreement
Grant</p>

<p>10. Procurement Request No.</p>

<p>12. Submit Payment Requests To
See article 20.</p>

<p>14. Accounting and Appropriations Data</p>

<p>15. Description of Project
Vulnerable Road Users (VRU) Safety Plan</p> | <p>2. Effective Date
See No. 17 Below</p>

<p>3. Assistance Listings No.
20.939</p>

<p>5. Sponsoring Office
U.S. Department of Transportation
Federal Highway Administration
Office of Safety
1200 New Jersey Avenue, SE
HSSA-1, Mail Drop E71-117
Washington, DC 20590</p>

<p>7. Total Amount</p> <table border="0" style="width: 100%;"><tr><td style="width: 80%;">Federal Share:</td><td style="text-align: right;">\$201,360</td></tr><tr><td>Recipient Share:</td><td style="text-align: right;">\$51,420</td></tr><tr><td>Other Federal Funds:</td><td style="text-align: right;">\$0</td></tr><tr><td>Other Funds:</td><td style="text-align: right;">\$0</td></tr><tr><td>Total:</td><td style="text-align: right;">\$252,780</td></tr></table>

<p>9. Authority
Section 24112 of the Infrastructure Investment and Jobs Act (Pub. L. 117–58, November 15, 2021; also referred to as the “Bipartisan Infrastructure Law” or “BIL”)</p>

<p>11. Federal Funds Obligated
\$0</p>

<p>13. Payment Office
See article 20.</p> | Federal Share: | \$201,360 | Recipient Share: | \$51,420 | Other Federal Funds: | \$0 | Other Funds: | \$0 | Total: | \$252,780 |
| Federal Share: | \$201,360 | | | | | | | | | | |
| Recipient Share: | \$51,420 | | | | | | | | | | |
| Other Federal Funds: | \$0 | | | | | | | | | | |
| Other Funds: | \$0 | | | | | | | | | | |
| Total: | \$252,780 | | | | | | | | | | |

RECIPIENT

16. Signature of Person Authorized to Sign

FEDERAL HIGHWAY ADMINISTRATION

17. Signature of Agreement Officer

Signature _____ Date _____
Name: Kate Morley
Title: Interim Executive Director

Signature _____ Date _____
Name:
Title: Agreement Officer

U.S. DEPARTMENT OF TRANSPORTATION

**GRANT AGREEMENT UNDER THE
FISCAL YEAR 2022 SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM**

This agreement is between the [United States Department of Transportation (the “USDOT”)] [Federal Highway Administration (the “FHWA”) and the **Flagstaff Metropolitan Planning Organization – DBA MetroPlan** (the “Recipient”).

This agreement reflects the selection of the Recipient to receive a Safe Streets and Roads for All (“SS4A”) Grant for the **Vulnerable Road-Users (VRU) Safety Plan**.

The parties therefore agree to the following:

**ARTICLE 1
GENERAL TERMS AND CONDITIONS**

1.1 General Terms and Conditions.

- (a) In this agreement, “**General Terms and Conditions**” means the content of the document titled “General Terms and Conditions Under the Fiscal Year 2022 Safe Streets and Roads for All Grant Program,” dated [insert full date], which is available at [insert web address]. Articles 7–30 are in the General Terms and Conditions. The General Terms and Conditions are part of this agreement.
- (b) The Recipient states that it has knowledge of the General Terms and Conditions. Recipient also states that it is required to comply with all applicable Federal laws and regulations including, but not limited to, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200); National Environmental Policy Act (NEPA) (42 U.S.C. § 4321 et seq.); and Build America, Buy America Act (BIL, div. G §§ 70901-27).
- (c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient’s non-compliance with the General Terms and Conditions may result in remedial action, termination of the SS4A Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the **[FHWA] [USDOT]** the SS4A Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

**ARTICLE 2
APPLICATION, PROJECT, AND AWARD**

2.1 Application.

Application Title: **Vulnerable Road-Users (VRU) Safety Plan**

Application Date: **September 12, 2022**

2.2 Award Amount.

SS4A Grant Amount: **\$201,360.00**

2.3 Award Dates.

Period of Performance End Date: **[insert date]**

2.4 Budget Period

Budget Period End Date: **[insert date]**

2.5 Action Plan Grant or Implementation Grant Designation.

Designation: **Action Plan**

2.6 Federal Award Identification Number. The Federal Award Identification Number is listed on page 1, line 1.

**ARTICLE 3
SUMMARY PROJECT INFORMATION**

3.1 Summary of Project's Statement of Work.

The Vulnerable Road Users Safety Action Plan will take existing equity-focused outreach available from recent surveys and validate and build upon it through more in-person outreach to vulnerable users like pedestrians and bicyclists and to Title VI communities. These results will be laid upon a deeper investigation of high injury network pedestrian and bicycle crashes to better identify and prioritize solutions for crashes involving vulnerable road users. Crash modification factors will be translated to conceptual designs for priority locations.

3.2 Project’s Estimated Schedule.

Drafting Instructions: If the Grant is for an Action Plan or Supplemental Action Plan, complete the Action Plan Schedule and remove the Implementation Schedule. If the Grant is for an Implementation project, complete the Implementation Schedule and remove the “Action Plan Schedule,”

ACTION PLAN SCHEDULE

Milestone	Schedule Date
Planned Draft Action Plan Completion Date:	June 6, 2024
Planned Action Plan Completion Date:	August 21, 2024
Planned Action Plan Adoption Date:	September 5, 2024
Planned SS4A Final Report Date:	December 31, 2024

3.3 Project’s Estimated Costs.

(a) Eligible Project Costs

Eligible Project Costs	
SS4A Grant Amount:	\$201,360.00
Other Federal Funds::	\$0.00
State Funds:	\$0.00
Local Funds:	\$25,710.00
In-Kind Match:	\$25,710.00
Other Funds:	\$0.00
Total Eligible Project Cost:	\$252,780.00

ARTICLE 4

RECIPIENT INFORMATION

4.1 Recipient’s Unique Entity Identifier.

K9C3JKBMP6C1

4.2 Recipient Contact(s).

Kate Morley

Interim Executive Director
MetroPlan
3773 N Kaspar Dr. Flagstaff, AZ 86004
928-266-1293
kate.morley@metroplanflg.org

4.3 Recipient Key Personnel.

[Insert name of key personnel who will be responsible for completing the task. Add rows to identify as many key personnel as necessary]

Name	Title or Position
Kate Morley	Interim Executive Director
David Wessel	Planning Manager
Mandia Gonzales	Transportation Planner

4.4 USDOT Project Contact(s).

[enter name]
Safe Streets and Roads for All Program Manager
Federal Highway Administration
Office of Safety
HSSA-1, Mail Stop: E71-117
1200 New Jersey Avenue, S.E.
Washington, DC 20590
[enter telephone]
[enter email address]

and

[enter name]
Agreement Officer (AO)
Federal Highway Administration
Office of Acquisition and Grants Management
HCFA-33, Mail Stop E62-310
1200 New Jersey Avenue, S.E.
Washington, DC 20590
[enter telephone]
[enter email address]

and

[enter name]
Agreement Specialist (AS)
Office of Acquisition and Grants Management

HCFA-33, Mail Stop E62-204
1200 New Jersey Avenue, S.E.
Washington, DC 20590
[enter telephone]
[enter email]

and

[enter name]
Agreement Officer's Representative (AOR)
[enter job title]
[enter office]
[enter address]
[enter telephone]
[email address]

and

[enter name]
[enter State] Division Office Point of Contact
[enter job title]
[enter address]
[enter telephone]
[email address]

ARTICLE 5

USDOT ADMINISTRATIVE INFORMATION

5.1 Office for Subaward and Contract Authorization.

USDOT Office for Subaward and Contract Authorization: FHWA Office of Acquisition
and Grants Management

SUBAWARDS AND CONTRACTS APPROVAL

Note: See 2 CFR § 200.331, Subrecipient and contractor determinations, for definitions of subrecipient (who is awarded a subaward) versus contractor (who is awarded a contract).

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the AO are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.327.

Note: This clause is only applicable to Action Plan Grants.

Unless described in the application and funded in the approved award, the Recipient must obtain prior written approval from the AO for the subaward, transfer, or contracting out of any work

under this award above the Simplified Acquisition Threshold. This provision does not apply to the acquisition of supplies, material, equipment, or general support services. Approval of each subaward or contract is contingent upon the Recipient's submittal of a written fair and reasonable price determination, and approval by the AO for each proposed contractor/sub-recipient. Consent to enter into subawards or contracts will be issued through written notification from the AO or a formal amendment to the Agreement.

The following subawards and contracts are currently approved under the Agreement by the AO. This list does not include supplies, material, equipment, or general support services which are exempt from the pre-approval requirements of this clause.

(Fill in at award or by amendment)

5.2 Reimbursement Requests

- (a) The Recipient may request reimbursement of costs incurred in the performance of this agreement if those costs do not exceed the funds available under section 2.2 and are allowable under the applicable cost provisions of 2 C.F.R. Part 200, Subpart E. The Recipient shall not request reimbursement more frequently than monthly.
- (b) The Recipient shall use the DELPHI eInvoicing System to submit requests for reimbursement to the payment office. When requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit supporting cost detail with the SF 271 (Outlay Report and Request for Reimbursement for Construction Programs) to clearly document all costs incurred.
- (c) The Recipient's supporting cost detail shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, travel, etc., and the Recipient shall identify the Federal share and the Recipient's share of costs. If the Recipient does not provide sufficient detail in a request for reimbursement, the AO may withhold processing that request until the Recipient provides sufficient detail.
- (d) The USDOT shall not reimburse costs unless the Agreement Officer's Representative (the "AOR") reviews and approves the costs to ensure that progress on this agreement is sufficient to substantiate payment.
- (e) The USDOT may waive the requirement that the Recipient use the DELPHI eInvoicing System. The Recipient may obtain waiver request forms on the DELPHI eInvoicing website (<http://www.dot.gov/cfo/delphi-einvoicing-system.html>) or by contacting the AO. A Recipient who seeks a waiver shall explain why they are unable to use or access the Internet to register and enter payment requests and send a waiver request to

Director of the Office of Financial Management
US Department of Transportation,
Office of Financial Management B-30, Room W93-431
1200 New Jersey Avenue SE
Washington DC 20590-0001

or

DOTElectronicInvoicing@dot.gov.

If the USDOT grants the Recipient a waiver, the Recipient shall submit SF 271s directly to:

DOT/FAA
P.O. Box 268865
Oklahoma City, OK 73125-8865
Attn: **[INSERT NAME]**

- (f) The requirements set forth in these terms and conditions supersede previous financial invoicing requirements for Recipients.

ARTICLE 6 SPECIAL GRANT TERMS

- 6.1** SS4A funds must be expended within five years after the grant agreement is executed and DOT obligates the funds, which is the budget period end date in section 10.3 of the Terms and Conditions and section [wherever the date it is in this agreement].
- 6.2** The Recipient acknowledges that the Action Plan will be made publicly available, and the Recipient agrees that it will publish the final Action Plan on a publicly available website.
- 6.3** The Recipient demonstrates compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements.
- 6.4** There are no other special grant requirements for this **award**.

**ATTACHMENT A
 PERFORMANCE MEASUREMENT INFORMATION**

Study Area: MetroPlan Jurisdictional Boundaries (525 sq. miles that includes the City of Flagstaff and a portion of Coconino County)

Baseline Measurement Date: September 21, 2024

Baseline Report Date: November 21, 2024

Table 1: Performance Measure Table

Measure	Category and Description	Measurement Frequency
Equity	Percent of Funds to Underserved Communities: Funding amount (of total project amount) benefitting underserved communities, as defined by USDOT	End of period of performance
Costs	Project Costs: Quantification of the cost of each eligible project carried out using the grant	End of period of performance
Lessons Learned and Recommendations	Lessons Learned and Recommendations: Description of lessons learned and any recommendations relating to future projects of strategies to prevent death and serious injury on roads and streets.	End of period of performance

**ATTACHMENT B
 CHANGES FROM APPLICATION**

INSTRUCTIONS FOR COMPLETING ATTACHMENT B: Describe all material differences between the scope, schedule, and budget described in the application and the scope, schedule, and budget described in Article 3. The purpose of this attachment B is to document the differences clearly and accurately in scope, schedule, and budget to establish the parties’ knowledge and acceptance of those differences. See section 10.1.

Scope:

The tasks in the scope remain the same. Budget has been shifted into the public participation task. Additionally, the focus of the analysis has been sharpened to address crash modification factors and effectiveness of designs for priority locations.

Schedule: This grant agreement extends the original schedule by about 6 months

Budget:

The table below provides a summary comparison of the project budget.

Fund Source	Application		Section 3.3	
	\$	%	\$	%
Previously Incurred Costs (Non-Eligible Project Costs)				
Federal Funds				
Non-Federal Funds				
Total Previously Incurred Costs	0.00		0.00	
Future Eligible Project Costs				
SS4AFunds	201,360.00	79.7	201,360.00	79.7
Other Federal Funds				
Non-Federal Funds	51,420.00	20.3	51,420	20.3
Total Future Eligible Project Costs	252,780.00		252,780	
Total Project Costs			252,780	

**ATTACHMENT C
 RACIAL EQUITY AND BARRIERS TO OPPORTUNITY**

1. Efforts to Improve Racial Equity and Reduce Barriers to Opportunity.

The Recipient states that rows marked with “X” in the following table are accurate:

	A racial equity impact analysis has been completed for the Project. <i>(Identify a report on that analysis or, if no report was produced, describe the analysis and its results in the supporting narrative below.)</i>
X	The Recipient or a project partner has adopted an equity and inclusion program/plan or has otherwise instituted equity-focused policies related to project procurement, material sourcing, construction, inspection, hiring, or other activities designed to ensure racial equity in the overall delivery and implementation of the Project. <i>(Identify the relevant programs, plans, or policies in the supporting narrative below.)</i>
	The Project includes physical-barrier-mitigating land bridges, caps, lids, linear parks, and multimodal mobility investments that either redress past barriers to opportunity or that proactively create new connections and opportunities for underserved communities that are underserved by transportation. <i>(Identify the relevant investments in the supporting narrative below.)</i>
	The Project includes new or improved walking, biking, and rolling access for individuals with disabilities, especially access that reverses the disproportional impacts of crashes on people of color and mitigates neighborhood bifurcation. <i>(Identify the new or improved access in the supporting narrative below.)</i>
	The Project includes new or improved freight access to underserved communities to increase access to goods and job opportunities for those underserved communities. <i>(Identify the new or improved access in the supporting narrative below.)</i>
X	The Recipient has taken other actions related to the Project to improve racial equity and reduce barriers to opportunity, as described in the supporting narrative below.
	The Recipient has not yet taken actions related to the Project to improve racial equity and reduce barriers to opportunity but, before beginning construction of the project, will take relevant actions described in Attachment A. <i>(Identify the relevant actions from Attachment A in the supporting narrative below.)</i>
	The Recipient has not taken actions related to the Project to improve racial equity and reduce barriers to opportunity and will not take those actions under this award.

2. Supporting Narrative.

MetroPlan follows ADOT procurement policies and procedures related to DBE goals. Per Attachment A, the project budget for outreach to Title VI communities has been increased.



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STAFF REPORT

REPORT DATE: May 25, 2023
MEETING DATE: June 1, 2023
TO: Honorable Chair and Members of the Board and TAC
FROM: Sandra Tavel, Transportation Planner
SUBJECT: Creative Local Match Plan Update (5305e grant)

1. Recommendation:

None. This item is for discussion only.

2. Related Strategic Workplan Item

Explore ways to share staff resources to be more efficient and effective by 12/31/23

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 government assistance funds (grants) for Transportation require a match between 5.7% and 20% depending on the funding agency. 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.

MetroPlan hired a Transportation Planner in mid-December of 2022 to create a Creative Local Match Plan that is accessible and replicable, particularly for Arizona and the Flagstaff region, as well as across the U.S.

Deliverables of the Creative Local Match Plan include a toolkit and presentation of findings to MetroPlan Member Agencies and at the 2024 AZTA Conference.



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The Transportation Planner has been on the job for five months. During this time, tasks completed included orientation, and onboarding, interviewing stakeholders, research, and education, and has created a draft of some plan components.

Initial Creative Local Match ideas will be presented at this meeting and the project will be completed in April 2024.

4. TAC and Management Committee Discussion

The presentation was given to TAC on 4/26/2023. They appreciated the presentation and look forward to hearing more flushed out ideas.

5. Fiscal Impact

Most government assistance funds (grants) for Transportation require a match between 5.7% and 20% depending on the funding agency. The ability to draw down federal dollars is always contingent on providing matching funds.

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 discussion only.

7. Attachments

None.



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STAFF REPORT

REPORT DATE: May 22, 2023
MEETING DATE: June 1, 2023
TO: Honorable Chair and Members of the Board and TAC
FROM: Kate Morley, Interim Executive Director
SUBJECT: MetroPlan Items from Staff

1. Recommendation:

None. This item is for discussion only.

2. Background

CONFLICT OF INTEREST STATEMENTS

Section 8.6 of the MetroPlan bylaws require that all Executive Board, Management Committee, and Technical Advisory Committee members sign an annual conflict of interest statement that affirms the person:

- a) Has received a copy of the conflicts of interest policy;
- b) Has read and understands the policy;
- c) Has agreed to comply with the policy; and
- d) Understands the corporation is non-profit and must engage in activities as set by the Master IGA.

The Conflict of Interest Policy is attached to this report for review. Staff will send emails in the coming weeks seeking signatures on the conflict of interest statement.



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LEGISLATIVE UPDATE

The following transportation bills were introduced at the state legislature this year and have an impact on transportation projects and planning within the region. This report provides an update on the status of bills and the next steps.

HB 2543 (appropriations; greater Arizona transportation projects), which would direct \$293.6 million to ADOT for 83 highway and road projects that have been designated as priorities by regional planning organizations. The bill was sponsored by Representative Tim Dunn (R-Yuma).

Specific projects in the region included in HB2543 were:

- Lone Tree: Total Cost: \$106M, State Request: \$2.6M
- Hwy 89 Flood Mitigation: Total Cost: \$27.2M, State Request: \$5M
- Hwy 180 Flood Mitigation: Total Cost: \$5.6M, State Request: \$3M
- JWP Bridge: Total Cost: \$18M, State Request: \$5M

These requests were eventually considered individually as a part of the budget. The City received funding for US180 flood control however other requests were not funded. RTAC is currently strategizing a plan for a bill for the 2024 session. We anticipate recommendations on projects for that bill at the September Board meeting.

3. TAC and Management Committee Discussion

TAC and Management Committee did not have questions on these updates.

4. Alternatives

None. This item is for discussion only.



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5. Attachments

Conflict of Interest Policy

Article 8
Conflicts of Interest

8.1 Purpose

The purpose of this conflict of interest policy is to satisfy Arizona conflict of interest laws and to protect this corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable Arizona and federal laws governing conflict of interest applicable to nonprofit organizations.

8.2 Definitions

8.2.1 Interested Person

Any Director, officer, employee, or member of a committee with powers delegated from the Executive Board, who has a direct or indirect financial interest, as defined below, is an interested person.

8.2.2 Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

8.2.2.1 An ownership or investment interest in any entity with which the corporation has a transaction or arrangement;

8.2.2.2 A compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement; or

8.2.2.3 A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Executive Board or a committee with delegated powers decides that a conflict of interest exists.

8.3 Procedures

8.3.1 Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Board and members of any committee with powers delegated by the Executive Board to consider the proposed transaction or arrangement.

8.3.2 Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the Executive Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Executive Board or committee members shall decide if a conflict of interest exists.

8.3.3 Procedures for Addressing the Conflict of Interest

8.3.3.1 An interested person may make a presentation at the Executive Board or committee meeting, but after the presentation, he or she shall leave the meeting during the

discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

8.3.3.2 The chairperson of the Executive Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

8.3.3.3 After exercising due diligence, the Executive Board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

8.3.3.4 If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Board or committee shall determine by a majority vote of the disinterested Members or committee members whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

8.3.4 Violations of the Conflicts of Interest Policy

8.3.4.1 If the Executive Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the Member, officer, or employee of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

8.3.4.2 If, after hearing the Member's, officer's, or employee's response and after making further investigation as warranted by the circumstances, the Executive Board or committee determines the Member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

8.4 Records of Proceedings

The minutes of the Executive Board and all committees with delegated powers shall contain:

8.4.1 The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Executive Board's or committee's decision as to whether a conflict of interest in fact existed.

8.4.2 The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the

proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

8.5 Compensation

8.5.1 A voting member of the Executive Board who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that Member's compensation.

8.5.2 A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

8.5.3 No voting member of the Executive Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

8.6 Annual Statements

Each Executive Board director, officer and member of a committee with powers delegated by the Executive Board shall each annually sign a statement which affirms such person:

- (a) Has received a copy of the conflicts of interest policy;
- (b) Has read and understands the policy;
- (c) Has agreed to comply with the policy; and
- (d) Understands the corporation is non-profit and must engage in activities as set by the Master IGA.

8.7 Periodic Reviews

To ensure the corporation operates in a manner consistent with non-profit purposes, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

8.7.1 Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

8.7.2 Whether partnerships, joint ventures, and arrangements with management organizations conform to the corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further its purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

8.8 Use of Outside Experts

When conducting the periodic reviews as provided for in Section 8.7, the corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Executive Board of its responsibility for ensuring periodic reviews are conducted.



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STAFF REPORT

REPORT DATE: May 15, 2023

MEETING DATE: June 1, 2023

TO: Honorable Chair and Members of the Board and TAC

FROM: Kate Morley, Interim Executive Director

SUBJECT: Happening at MetroPlan

This report provides an opportunity to recognize areas for better collaboration between agencies, build off each other's work, and enable partners to better leverage MetroPlan as a resource. It also serves as an opportunity to celebrate achievements.

1. Welcome Karen Moeller
2. MetroPlan Staff has been meeting with stakeholders to better understand how MetroPlan can help them achieve their goals. Meetings include but are not limited to:
 - a. City Transportation Engineering, Planning, Grants and Contracts, and Sustainability
 - b. Coconino County Injury Prevention and Public Works
 - c. Mountain Line Planning Division
 - d. ADOT Northcentral District
3. We hosted tables on Earth Day (4/22) and the Bike Month Bike Bazaar (5/21). At each event, we collected feedback on safety hot spots for the Regional Transportation Safety Plan and engaged with over 50 individual community members.
4. Many hours have been spent on transitioning IT to Mountain Line in coordination with our move. This includes items like managing account log-ins, transitioning share files, and upgrading security. Many thanks to Sandra and Mountain Line IT for all their assistance in keeping us functioning during the transition.
5. We've been working hard to connect projects with sources of funding. Grants we are working on include:
 - a. Assisted Coconino County with an AZ SMART Fund application for the Bellemont interchange.



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- b. Connected AZ Game and Fish with an option of AZ SMART Funds to match the Wildlife Crossings Pilot Program. We continue to follow up to provide support for the application.
- c. We are assisting Coconino County Flood Control District with the development of a PROTECT grant for transportation-related flooding concerns.
- d. We are helping write a Safe Streets and Roads 4 All (SS4A) Implementation grant for the City. The grant would fund Butler bike and pedestrian improvements.
- e. We are collaborating on a potential Bloomberg Asphalt Art grant for traffic calming on Fremont Blvd in Cheshire. Asphalt Art grants fund community efforts to create better bike and pedestrian facilities through temporary art installations. Flagstaff Arts and Leadership Academy is interested in leading the art efforts.
- f. We connected City Sustainability with an electric infrastructure grant and Mountain Line to a Workforce Development grant for their consideration.
- g. Staff continue to actively support the City's AZ SMART Fund application for *Downtown Mile* by meeting with ADOT, staff, State Transportation Board representative Jesse Thompson and attending the State Transportation Board hearing.