



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

6 East Aspen Avenue, Suite 200 ♦ Flagstaff, Arizona 86001

Phone: (928) 266-1293

www.metroplanflg.org

FISCAL YEAR 2022 and 2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET REVISION

Prepared by

Flagstaff Metropolitan Planning Organization (MetroPlan)

6 E. Aspen Avenue, Suite 200

Flagstaff, AZ 86001

928-266-1293

www.metroplanflg.org

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City of Flagstaff / Coconino County

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

Amendment History

- #1 Administrative Amendment: June 14, 2021
- #2 Amendment: February 2, 2022

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (MetroPlan)

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Chapter I

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

Executive Summary

The MetroPlan FY 2022 program is \$1,803,690 including \$1,610,158 in federal funds and \$193,532 in local funds. The MetroPlan FY 2023 program is \$1,038,371 including \$842,647 in federal funds and \$195,724 in local and match funds. The majority of local funds are from exchanges of federal funds for local funds. The major activities for FY 2022 and 2023 are:

- Adopt 2 Year UPWP for FY 22 and 23
- Maintain the MetroPlan website
- Review the effectiveness of the procedures and strategies contained in the Public Participation 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.
- Lone Tree Corridor Study and DCR
- Regional Model Update
- Grant-writing
 - Lone Tree Corridor Special State Appropriation
 - Fourth Street Corridor Build Grant
 - 5307 and 5339 Transit Access by Bicycle and Pedestrian Funding
 - Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD)
 - American Rescue Plan (ARP) Funding
 - Surface Transportation Reauthorization
- Coordination efforts: Staff time
 - ADOT: Milton Road and US 180 Corridor Master Plans, State Rail Plan
 - City of Flagstaff: Lone Tree Corridor
 - Mountain Line: Bus Rapid Transit plan and Bicycle and Pedestrian Funding
 - Complete the next 5 Year Regional Transportation Plan (RTP) process for adoption in 2023
 - Support Coordinated Public Transit- Human Services Transportation Plan
 - Support Mountain Line's Five Year Plan Project
 - Support Mountain Line's transit planning and 5305 grant funded 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.

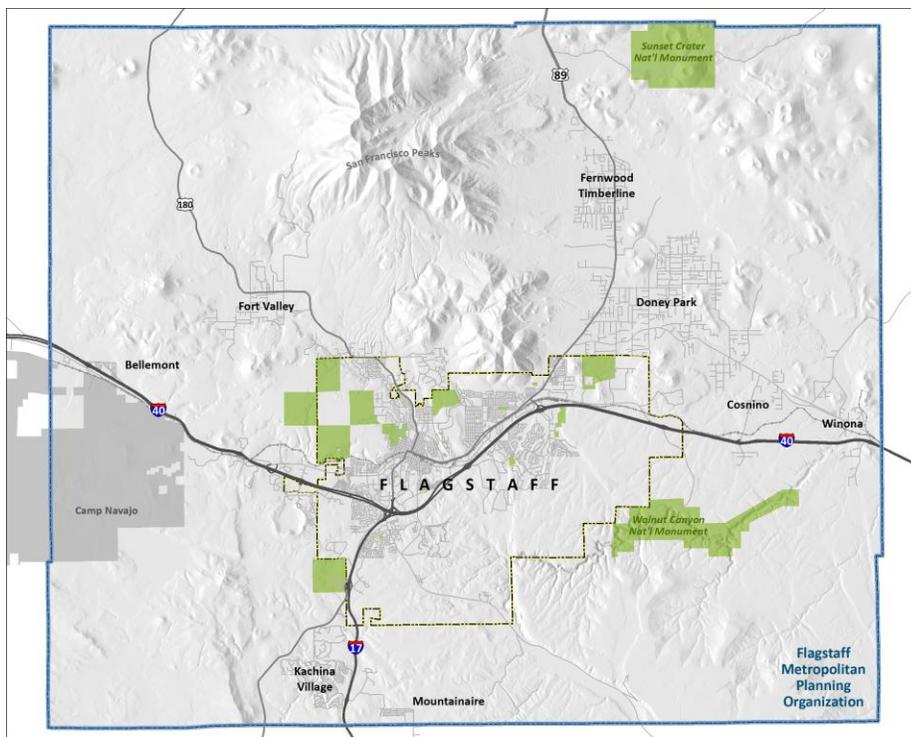


Figure 1. MetroPlan Planning Boundary

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. 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 is 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. The Environmental Protection Agency recently released requirements for power plants in the area to reduce their emissions, but these have been rolled back by the Trump administration. MetroPlan will work closely with the City and County, both of whom are committed to sustainability, to incorporate recommended activities to protect air quality into the

Flagstaff Regional Plan 2030 and any related amendments to the MetroPlan RTP. 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, supervises staff, prepares technical reports and capital program materials for consideration by the Technical Advisory Committee, Management Committee and the Executive Board.
- Business Manager: 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 Planner: An entry level, technical position supporting the Planning Manager. See notes under Task 500 on page 23.
- 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 join 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: Deputy General Manager, Capital Project Manager
 - 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 EB.

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.

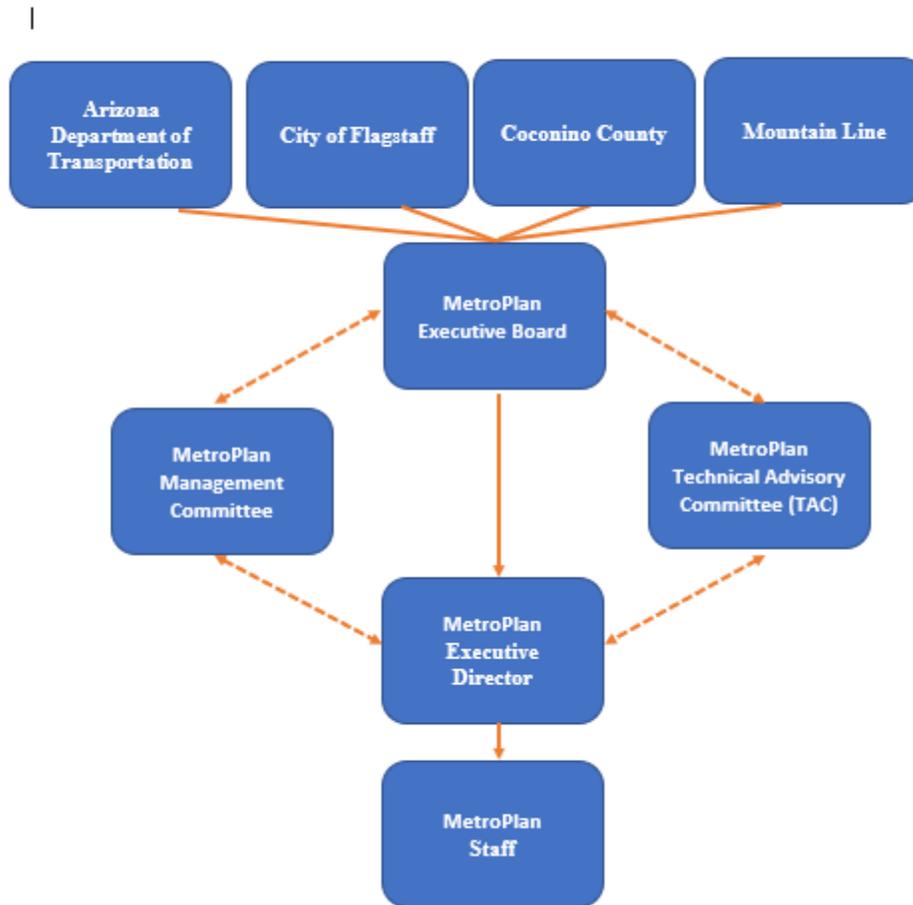
The Management Committee has authority and responsibility to review the MetroPlan Board packet and provide input to the MetroPlan Board and MetroPlan Staff.

- **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, a 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) **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.
- (3) **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 MPO's less than 200,000 population, though this action is discretionary and not required by current Transportation legislation. A 5.7% match is required.
- (4) **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. The funds require a 20% 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, those funds such as FTA Section 5307 need to be shown in the budget tables.

- (5) **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.
- (6) **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 applicable match for all funding received.
- (7) **Highway Safety Improvement Program (HSIP) Funds:** These funds are available on a competitive basis only. HSIP is a federal funding source dedicated to systematic improvement of safety conditions on state and local roads. HSIP funds may be used for planning purposes provided such activities are identified in the work program and transportation improvement program. The funds require a 5.7% match.
- (8) **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 2022 and FY 2023. Pending update to actual PL and SPR allocations.

PL= Planning	OA = Amount of apportionment that may be spent
SPR = State Planning & Research	5305(d) = FTA Metropolitan Planning
STBG = Surface Transportation Block Grant	O&M = Operations & Maintenance

FY2022-2023 UPWP - Federal Revenue - Amendment #1					
Revenue Source	Match Rate	FY 21 OA Carry Forward	FY22 Obligation Authority (OA)	FY 23 Obligation Authority (OA)	Total 2 Year Workplan
FHWA-PL (old)	5.70%	90,000			90,000
FHWA-PL (new)	5.70%		126,081	126,081	252,162
ADOT-SPR	20.00%	188,000	125,000	125,000	438,000
FTA-5305d (old)	20.00%	38,000			38,000
FTA-5305d (new)	5.70%		64,542	64,542	129,084
FTA-5305e	20.00%	218,400	-	-	218,400
FHWA-STBG	5.70%	433,000	466,761	466,761	1,366,522
Subtotal Federal Funds		967,400	782,384	782,384	2,532,169
FY2022-2023 UPWP - Local Revenue - Amendment #1					
Revenue Source		FY 21 Carry Forward	FY22 Budget	FY 23 Budget	Total 2 Year Workplan
NAIPTA - 5305e cash match		54,600			54,600
NAIPTA - transit tax exchange			82,336	159,072	241,408
Member Dues			30,000	30,000	60,000
Estimated In-Kind	-		22,249	22,249	44,498
Subtotal Local Funds	-	54,600	134,585	211,321	400,506
Total funding	-	1,022,000	916,969	993,705	2,932,675

FY 2022 FUNDING BY WORK TASK AND FUNDING SOURCE													
TASK	TITLE	PL FUNDS	PL MATCH 5.70%	SPR Funds	SPR MATCH 20%	FTA CarryForward FUNDS	FTA MATCH 20%	FTA FUNDS	FTA MATCH 5.70%	STBG FUNDS	STBG MATCH 5.70%	LOCAL MATCH	FY 2022 TOTAL
Required Match Rate													
100	PROGRAM ADMINISTRATION	-	-	-	-	-	-	-	-	343,591	20,768	20,768	364,359
200	DATA COLLECTION	-	-	46,400	11,600	-	-	15,019	908	-	-	12,508	73,927
300	TRANSPORTATION IMPROVEMENT PROGRAM	2,600	157	-	-	-	-	15,019	908	-	-	1,065	18,684
400	REGIONAL TRANSPORTATION PLAN (RTP)	53,528	3,236	232,197	58,049	-	-	-	-	-	-	61,285	347,010
500	SPECIAL PROJECT PLANNING (FY2019 CF)	153,528	9,280	-	-	256,618	64,154	21,782	1,317	520,000	31,432	106,183	1,058,111
600	ENVIRONMENTAL OVERVIEW	-	-	-	-	-	-	-	-	30,000	1,813	1,813	31,813
700	CAPITAL EXPENDITURES	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		209,656	12,673	278,597	69,649	256,618	64,154	51,821	3,132	893,591	54,013	203,622	1,893,905
Total Match Required - All funds			203,622										
Total Match Provided - All funds			203,622										

Note: Most of the Task 500 Special Project Planning amounts for FTA, PL, SPR and STBG Funds are carry forward funds from FY 2021.

* FTA Carryforward funds include an estimated \$7536 in FTA 5305d funds and \$218,400 of 5305e Competitive Funds for FY21 Five-Year Transit Plan.

FMPO FY 2023 FUNDING BY WORK TASK AND FUNDING SOURCE													
TASK	TITLE	PL FUNDS	PL MATCH 5.70%	SPR Funds	SPR MATCH 20%	FTA CarryForward FUNDS	FTA MATCH 20.00%	FTA FUNDS	FTA MATCH 5.70%	STBG FUNDS	STBG MATCH 5.70%	LOCAL MATCH	FY 2023 TOTAL
Required Match Rate													
100	PROGRAM ADMINISTRATION	-	-	-	-	-	-	-	-	349,340	21,116	21,116	370,456
200	DATA COLLECTION	-	-	53,302	13,326	-	-	15,570	941	-	-	14,267	83,139
300	TRANSPORTATION IMPROVEMENT PROGRAM	-	-	-	-	-	-	15,570	941	-	-	941	16,511
400	REGIONAL TRANSPORTATION PLAN (RTP)	27,226	1,646	-	-	-	-	-	-	-	-	1,646	28,872
500	SPECIAL PROJECT PLANNING	105,788	6,394	106,228	26,557	-	-	45,617	2,757	124,005	7,496	143,204	524,843
600	ENVIRONMENTAL OVERVIEW	-	-	-	-	-	-	-	-	-	-	-	-
700	CAPITAL EXPENDITURES	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		133,014	8,040	159,530	39,883	-	-	76,758	4,640	473,345	28,612	181,174	1,023,821
Total Match Required - All funds			81,174										
Total Match Provided - All funds			181,174										

* The Original UPWP showed FTA Carryforward funds in FY2023 in error. This reduced the match required from \$19,189 to \$4,640.

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 2020-2021 Accomplishments

- Managed the implementation of tasks within the FY 2020-2021 WP. (MetroPlan)
- Prepared and reviewed requests for proposals, contracts, quarterly progress reports and invoices, maintain membership lists, prepared meeting agendas, maintained and update a website, and recorded meeting minutes. (MetroPlan)
- Monitored best practices for transportation planning through industry associations such as TRB, AMPO, APTA, AASHTO, etc. (MetroPlan)
- Participated in live and virtual meetings, workshops and conferences in order to stay current on innovative planning techniques. (MetroPlan, ADOT)
- Assisted member jurisdictions with MPO related activities, including orientation sessions. (MetroPlan)
- Prepared the Fiscal Year 2022-23 Work Program, reviewed governing documents and funding strategies. (MetroPlan)
- Worked with the MetroPlan to establish administrative, contractual, technical and review procedures and agreements to fulfill the UPWP (ADOT)
- Established as a non-profit and reworked bylaws and intergovernmental agreements
- Determined how NAU and Mountain Line would serve on the Executive Board, TAC and Management Committee
- Became independent fiscal agent
- Changed corporate identity to MetroPlan

- Prepared annual Title VI Report for submission to ADOT.
- Disseminated relevant disadvantaged business enterprise and other information to targeted parties
- Adopted a Strategic Workplan
- Completed creation of an independent MetroPlan website
- Reviewed the UPWP processes and documents and amended twice to improve communications and documentation.

FY 2022 and 2023 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.
- 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 2021
- Hire a Legislative Liaison using local funds to support grant and other legislative activities

FY 2022 and FY 2023 Performance Measures and End Products

- Timely submission of quarterly progress reports.
- Develop agendas and document minutes of Technical Advisory Committee, Management Committee (as needed) and Executive Board meetings (monthly).
- Submit quarterly invoices and progress reports
- Submit annual Title VI Report in August of each year
- Complete UPWP amendments as needed and update annually
- Update Strategic Work Plan in December of each year
- Support Mountain Line's 5305e Transit Projects

100 Administration Budget

100 Administration Budget 2022			
Description	Federal	Local	Total
STBG	<u>343,591</u>	<u>20,768</u>	<u>364,359</u>
Total	\$343,591	\$20,768	\$364,359
100 Administration Budget 2023			
Description	Federal	Local	Total
STBG	<u>349,340</u>	<u>21,116</u>	<u>370,456</u>
Total	\$349,340	\$21,116	\$370,456

Local Match Sources

- Local funds may be used to pay for non-eligible expenses.

Consultant Activities: None

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 2020 and 2021 Accomplishments

- 5305 Grant for Model Update completed
- Joint purchase with Mountain Line of Streetlight, Inc. data. Applications for Milton, 180 and BRT studies, model update and more processed
- Joined Arizona Crash Information System, gathering data for various studies
- Collaborated with City and County on strategic direction for regional plan data management

FY 2022 and 2023 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.
- Monitor performance measures, including those related to greenhouse gases and other emissions
- Update demographic data annually

FY 2022 and FY 2023 Performance Measures 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

FY 2021 and FY 2023 Data Collection Budget

200 Data Collection Budget 2022			
Description	Federal	Local	Total
SPR	46,400	11,600	58,000
FTA 5305d	<u>15,019</u>	<u>908</u>	<u>15,927</u>
Total	\$ 61,419	\$ 12,508	\$ 73,927
200 Data Collection Budget 2023			
Description	Federal	Local	Total
SPR	53,302	13,326	66,628
FTA 5305d	<u>15,570</u>	<u>941</u>	<u>16,511</u>
Total	\$68,872	\$14,267	\$83,139

Consultant Activities: None

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 2020 & 20221 Accomplishments

- TIP submitted on schedule
- Coordination with FHWA, FTA, ADOT and members to achieve amendments related to safety, transit, and prospective economic recovery funding

FY 2022 and 2023 Goals and Objectives

- Use of the E-STIP for annual submittal and for amendments
- Move to a 2-year TIP Cycle

FY 2022 and FY 2023 Performance Measures and End Products

- Amendments as needed
- Use of E-STIP for each step
- Documentation within the TIP of compliance with ADOT and Mountain Line performance targets

300 Transportation Improvement Program 2022			
Description	Federal	Local	Total
PL	2,600	157	2,757
FTA 5305d	<u>15,019</u>	<u>908</u>	<u>15,927</u>
Total	\$17,619	\$1,065	\$18,684
300 Transportation Improvement Program 2023			
Description	Federal	Local	Total
FTA 5305d	<u>15,570</u>	<u>941</u>	<u>16,511</u>
Total	\$15,570	\$941	\$16,511

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 including 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; considering the planning factors, and providing an opportunity for public participation. Participate in relevant Statewide long range planning efforts such as transit, freight, etc. Documentation within the RTP of 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 2020 and 2021 Accomplishments

- Formed an advisory group, developed a scope of work and opened an RFP for consultant
- Supported ADOT State Rail Plan

FY 2022 and 2023 Goals and Objectives

- Complete new RTP
- Submit MetroPlan RTP amendments as needed
- Support Statewide Rail Plan as needed

FY 2022 and FY 2023 Performance Measures and End Products

- Budget appropriate funds to remain prepared for RTP update and RTP amendments in April of each year
- Complete RTP by December 30, 2022
- Submit RTP amendments as needed

Regional Transportation Plan Budget

400 Regional Transportation Plan 2022			
Description	Federal	Local	Total
PL	53,528	3,236	56,763
SPR	<u>232,197</u>	<u>58,049</u>	<u>290,247</u>
Total	\$285,725	\$61,285	\$347,010
400 Regional Transportation Plan 2023			
Description	Federal	Local	Total
PL	<u>27,226</u>	<u>1,646</u>	<u>28,872</u>
Total	\$27,226	\$1,646	\$28,872

Consultant Activities

- Consultant will be hired for 2045 Regional Transportation Plan for up to \$300,000

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 2020 and 2021 Accomplishments

- Supported Milton Corridor Master Plan
- Provided input on US 180 Corridor Master Plan
- Provided input on and support 5305 studies on US 180, BRT, and first and last mile
- Provided input on and support Transit plans and studies
- Provided input on and support 5310 Program Coordination
- Provided input on Neighborhood Planning efforts in region
- Provided input on J.W. Powell Boulevard Corridor Master Plan
- Developed a scope statement for Lone Tree Corridor
- Provided leadership on Lone Tree TI DCR Update
- Provide leadership and support in submitting grants and obtaining funding for Fourth Street – I-40 to 4th Street (MetroPlan)
- Completed Active Transportation (pedestrian & bicycle) Master Plan (MetroPlan)
- Updated the *Safety Program Process Administration and Project Development* plan
- Provided input and plan review of Transportation Impact Analysis
- Provided leadership on regional trail and bicycle facility plans, develop facility standards, oversee trail system capital budgeting and provide guidance during project delivery.
- Provided input on regional freight planning and economic development activities related to freight as needed
- Tracked development of Mountain Line Public Transportation Agency Safety Plan.
- Participated in and supported NAU transportation planning efforts (limited).
- Facilitated the effort of winning a \$5.5 Million Bicycle and Pedestrian grant through 5307 and 5339
- Worked with City to prepare and submit two BUILD grants, round IX, for Fourth Street Bridges over I-40
- Supported Plan Review & Transportation Impact Analyses
- Supported Southside Neighborhood Plan (City, MetroPlan)
- Participated in development of City's Climate Action and Adaptation Plan
- Submitted 5310 Coordinated Plan update on schedule
- Served as Mountain Line Transit Advisory Committee Member

- Researched applicability of Build America Bureau, TIFIA, RRIF loans
- Adopt a Regional ITS Strategy in June 2021

FY 2022 and 2023 Goals and Objectives

- Support Milton Corridor Master Plan
- Provide input on US 180 Corridor Master Plan
- Provide input on and support Transit plans and studies
- Provide input on and support 5310 Program Coordination
- Support Mountain Line's 5305e Transit Projects, including the Five-Year Transit Plan
- 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 on Lone Tree TI DCR Update
- Provide leadership and support in submitting grants and obtaining funding for Fourth Street – I-40 to Butler Avenue (MetroPlan)
- Initiate and 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
- Submit an ATCMTD grant for approximately \$3 million
- Apply for and initiate bike and ped grants that support transit connectivity
- Provide a \$50,000 - \$250,000 mini-grant to member agencies
 - Per agreement with the awardee the \$100,000 will be managed under contract by MetroPlan
- Cooperated with the City and County on the update to the Regional Plan

FY 2022 and FY 2023 Performance Measures and End Products

- Adopt a Technology plan
- Initiate a Lone Tree Traffic Interchange Study in FY 2023.
- Receive an authorization of \$40 million for the Lone Tree Corridor
- Write an ATCMTD grant in August 2021
- Award a \$50,000 - \$250,000 mini-grant process for member agencies
- Initiate a West Route 66 Corridor Master Plan in FY 2023

Special Project Planning Budget

500 Special Project Planning 2022			
Description	Federal	Local	Total
PL	153,528	9,280	162,808
FTA 5305d (CarryForward)	38,218	9,554	47,772
FTA 5305e (Carryforward)	218,400	54,600	273,000
FTA 5305d	21,782	1,317	23,099
STBG	520,000	31,432	551,432
Total	\$951,928	\$106,183	\$1,058,111
500 Special Project Planning 2023			
Description	Federal	Local	Total
PL	105,788	6,394	112,183
SPR	106,228	26,557	132,785
FTA 5305d	45,617	2,757	48,375
STBG	124,005	7,496	131,500
Local	0	100,000	100,000
Total	\$381,638	\$143,204	\$524,843

* MetroPlan hired a Transportation Planner in November 2021 and will charge that time primarily to the Special Projects budget. A pending administrative amendment reconciling audit and obligation authority funds may also include changes in program charges for the Transportation Planner.

Consultant Activities*:

- STBG, PL and 5305d 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

Work Element 600: Environmental

Description

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 2022 and 2023 Goals and Objectives

- Secure a categorical exclusion for a portion of the Lone Tree Corridor
- Monitor compliance and be prepared to respond

FY 2022 and FY 2023 Performance Measures and End Products

- Submit a categorical exclusion request for the Lone Tree Corridor

Environmental Oversight Budget

600 Environmental Overview 2022			
Description	Federal	Local	Total
STBG	<u>30,000</u>	<u>1,813</u>	<u>31,813</u>
Total	\$30,000	\$1,813	\$31,813
600 Environmental Overview 2023			
Description	Federal	Local	Total
Federal and Local	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$0	\$0	\$0

Consultant Activities

NA

Work Element 700: Capital Expenditures

Description

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

FY 2020 and 2021 Goals and Objectives

No major activities expected.

FY 2020 and FY 2021 Performance Measures and End Products

No major activities expected

Capital Expenditures Budget

700 Capital Expenditures 2022			
Description	Federal	Local	Total
Federal and Local	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$0	\$0	\$0
700 Capital Expenditures 2023			
Description	Federal	Local	Total
Federal and Local	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$0	\$0	\$0

Consultant Activities:

None expected

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 to.

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.