



Title VI Implementation Plan

FOR FEDERALLY FUNDED TRANSPORTATION
PLANNING AND IMPROVEMENTS

Adopted by MetroPlan Executive Board
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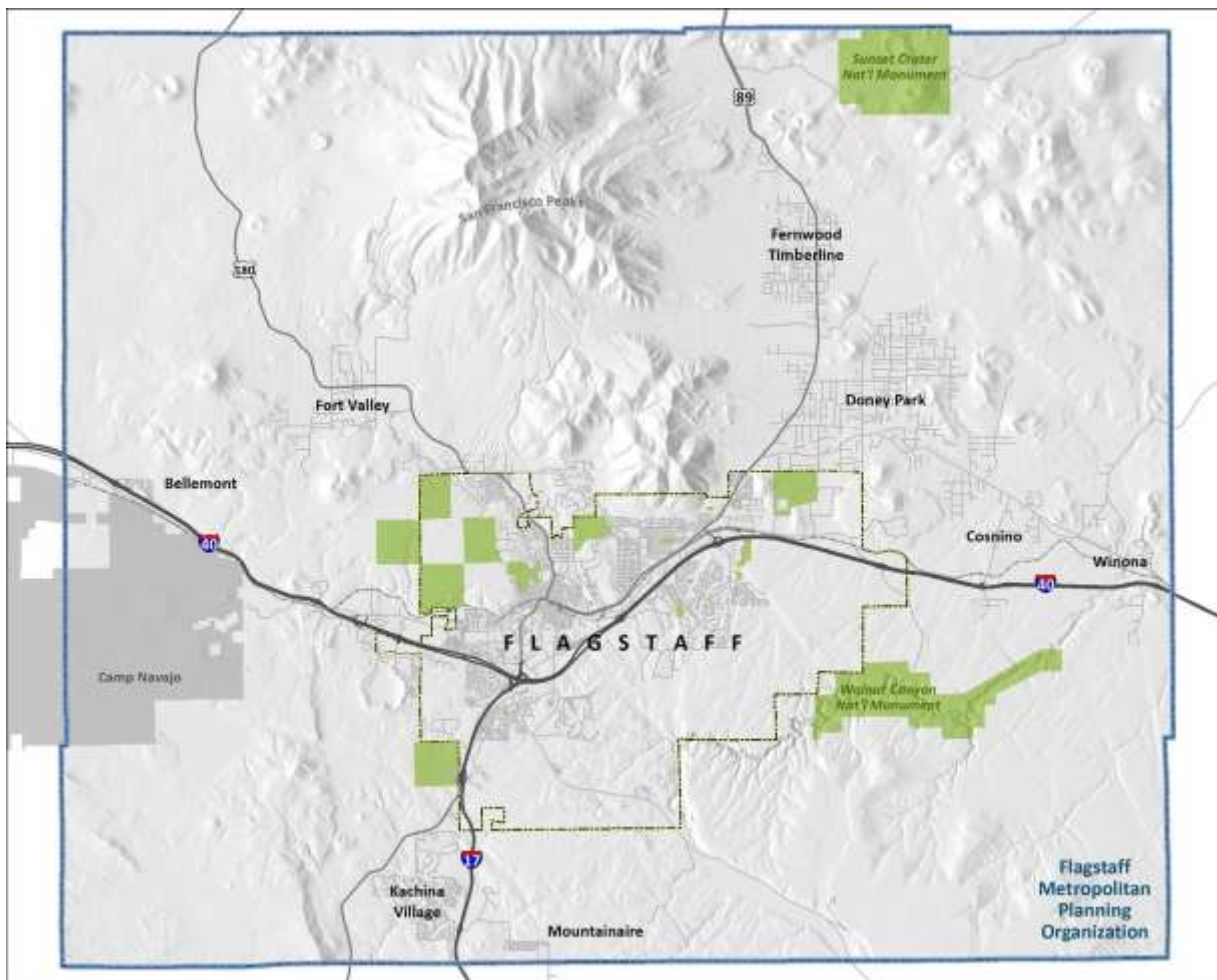
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Introduction

What is MetroPlan?

MetroPlan was established in 1996 as the Flagstaff Metropolitan Planning Organization with responsibility for transportation planning within the regional area described as the City of Flagstaff and the unincorporated communities of Belmont, Winona, Doney Park, Kachina, and Mountainaire and the state highway system within its boundaries. Federal regulations require that an MPO be designated to carry out a comprehensive, continuing, and coordinated transportation planning process for urbanized areas with a population of 50,000 or more. The region covered by MetroPlan is over 525 square miles and is shown on the following map.

Figure 1: MetroPlan Planning Boundary



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

What is Title VI?

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities of any entity that receive federal assistance. The law provides that:

“[n]o person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance.” 42 U.S.C. § 2000d.

Entities, whether public or private, that receive federal assistance (called recipients) from any federal agency, including the Federal Highway Administration (FHWA), must take concrete steps to ensure nondiscrimination in their programs and activities.

I. Policy Statement

TITLE VI NONDISCRIMINATION POLICY STATEMENT

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

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

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



Kate Morley Executive
Director

Date: 4/30/2026

II. Assurances

Flagstaff Metropolitan Planning Organization, dba MetroPlan
Title VI/Non-Discrimination Assurances
DOT Order No. 1050.2A

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

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964)

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

General Assurances

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

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

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

Specific Assurances

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

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

"The Flagstaff Metropolitan Planning Organization, dba MetroPlan, in accordance with the provisions of

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

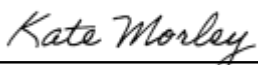
3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors,

subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the Flagstaff Metropolitan Planning Organization, dba MetroPlan also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing *Federal Highway Administration* or *Arizona Department of Transportation* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the *Federal Highway Administration* or *Arizona Department of Transportation*. You must keep records, reports, and submit the material for review upon request to *Federal Highway Administration*, *Arizona Department of Transportation*, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Flagstaff Metropolitan Planning Organization, dba MetroPlan gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Federal Highway Administration* and *Arizona Department of Transportation*. This ASSURANCE is binding on Arizona, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the *Federal Aid Highway Program*. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.



Kate Morley Executive
Director

Date: 4/30/2026

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, *Federal Highway Administration* or the *Arizona Department of Transportation*, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment.

The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient, the *Federal Highway Administration or Arizona Department of Transportation* to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient, the *Federal Highway Administration, or Arizona Department of Transportation*, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the *Federal Highway Administration or Arizona Department of Transportation*, may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient, the *Federal Highway Administration, or Arizona Department of Transportation* may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition

that the Flagstaff Metropolitan Planning Organization, dba MetroPlan will accept title to the lands and maintain the project constructed thereon in accordance with *Title 23*, United States Code the Regulations for the Administration of *Federal Aid for Highways*, and the policies and procedures prescribed by the *Arizona Department of Transportation, Federal Highway Administration* of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Flagstaff Metropolitan Planning Organization, dba MetroPlan all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto Flagstaff Metropolitan Planning Organization, dba MetroPlan and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the Flagstaff Metropolitan Planning Organization, dba MetroPlan, its successors and assigns.

The Flagstaff Metropolitan Planning Organization, dba MetroPlan, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the Flagstaff Metropolitan Planning Organization, dba MetroPlan will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

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

APPENDIX C

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

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

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, Flagstaff Metropolitan Planning Organization, dba MetroPlan will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the Flagstaff Metropolitan Planning Organization, dba MetroPlan will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the Flagstaff Metropolitan Planning Organization, dba MetroPlan and its assigns*.

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

APPENDIX D

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

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

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that

in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, Flagstaff Metropolitan Planning Organization, dba MetroPlan will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, Flagstaff Metropolitan Planning Organization, dba MetroPlan will there upon revert to and vest in and become the absolute property of Flagstaff Metropolitan Planning Organization, dba MetroPlan and its assigns.*

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

APPENDIX E

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

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of

disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;

- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

III. Notice to the Public

MetroPlan has developed a bilingual notice to the public indicating the rights protected by Title VI. The notice is displayed at the entrance to all public meetings (wherever they are held), in the MetroPlan workplace, on every public agenda, and on MetroPlan's website. The notice contains the contact information for MetroPlan's Title VI Program Coordinator. The notice is posted in the lobby at the Mountain Line Offices, 216 W Phoenix Avenue, Flagstaff, AZ 86001, where MetroPlan offices are housed. The notice may be viewed in Appendix D.

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

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

IV. Dissemination of Title VI Information

Public Outreach

The MetroPlan Executive Director and Title VI Coordinator are responsible for oversight of the Title VI Plan. This includes disseminating Title VI program information to MPO employees, sub-recipients, contractors, and beneficiaries. MetroPlan provides all Title VI information on our website, including the Title VI plan, language assistance information, and complaint process. Title VI information is posted at the entrance to every in-person public meeting and in the lobby of the Mountain Line Offices, 216 W Phoenix Avenue, Flagstaff, AZ 86001, where MetroPlan offices are housed. The Notice to the Public is included on every meeting agenda, which is displayed to the public and meeting attendees at the beginning of every meeting.

Language Assistance Plan

MetroPlan has evaluated the language proficiency of residents within MetroPlan boundaries to determine whether language operates as an artificial barrier to full and meaningful participation in the transportation planning process. MetroPlan has used information from the 2020-2024 American Community Survey to determine the extent of the need for translation services of its materials. The results of the analysis showed that approximately 2% of households speak English less than “very well”.

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION LANGUAGE ASSISTANCE PLAN

- I. **PURPOSE:** Flagstaff Metropolitan Planning Organization (dba MetroPlan) recognizes the importance of effective and accurate communication between its personnel and the community that they serve. Language barriers can impede effective and accurate communication in a variety of ways. Language barriers can sometimes inhibit or even prohibit individuals who need language assistance from accessing and/or understanding important rights, obligations, and services, or from communicating accurately and effectively in difficult situations. Hampered communication can present the MetroPlan with technical and ethical challenges. Ensuring maximum communication between public planning professionals and all segments of the region serves the interests of both parties.
- II. **POLICY:** MetroPlan’s policy is to take reasonable steps to provide timely, meaningful language assistance for all services and benefits we provide in all MetroPlan-conducted programs or activities. All personnel shall provide free language assistance services to individuals whom they encounter or whenever an individual requests language assistance services. Personnel will inform members of the public that language assistance services are available free of charge and that MetroPlan personnel will provide these services to them.

The steps taken will consider Department of Transportation guidance including:

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

DEFINITIONS:

- A. Language Assistance: assistance offered to individuals whose primary language is not English and who have a limited ability to read, write, speak, or understand English. Individuals may be competent in certain types of communication (e.g., speaking or understanding), but still require language assistance for other purposes (e.g., reading or writing). Similarly, language assistance is context-specific: an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.
- B. Primary Language: an individual’s native tongue or the language in which an individual most effectively communicates. Personnel should avoid assumptions about an individual’s primary language. For example, not all individuals from Central America speak Spanish fluently. Instead, some Central Americans may claim an indigenous language as their native tongue. Personnel should make every effort to ascertain an individual’s primary

- language to ensure effective communication.
- C. Interpretation: the act of listening to communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.
 - D. Translation: the replacement of written text from one language (source language) into an equivalent written text in another language (target language).
 - E. Bilingual: the ability to use two languages proficiently.
 - F. MetroPlan Authorized Interpreter: (MetroPlan AI) is a bilingual MetroPlan employee or contact who has been authorized to interpret for others in certain situations.
 - G. MetroPlan AI List: is an accounting of MetroPlan personnel or contacts who are bilingual and are authorized to act as volunteer interpreters. The MetroPlan Business Manager maintains the list.
 - H. Four Factor Analysis: a method used by MetroPlan to ensure that meaningful access is provided to person requiring language assistance, including services for oral interpretation and written translation of vital documents.
 - I. Safe Harbor Threshold: a group requiring language assistance that constitutes 5% of the population, or 1,000 individuals, whichever is less, of an area's populations are eligible to be served or likely to be affected and encountered.

III. PROCEDURES FOR ACCESSING INTERPRETATION SERVICES:

- A. MetroPlan Personnel Requesting Interpretation Services:
MetroPlan personnel in the field should take necessary steps to anticipate the need for interpretation services (such as attempting to identify the potential for encountering individuals and identifying their primary language) and contact the Title VI Coordinator for assistance in requesting a MetroPlan AI.
Given an informal and non-controversial nature of a given outreach effort, MetroPlan personnel should first look to use family, friends, or bystanders for interpreting assistance. Barring exigent circumstances, MetroPlan personnel should not use minor children to provide interpreter services.
Given a controversial or more personal matter, MetroPlan staff should be aware that using family, friends, or bystanders to interpret could result in a breach of confidentiality, a conflict of interest, or an inadequate interpretation. In such cases, MetroPlan personnel are expected to follow the general procedures outlined in this Directive, however; exigent circumstances may require some deviations. In such situations, personnel are to use the most reliable, temporary interpreters available, such as bilingual MetroPlan personnel or citizens, including family, friends, and bystanders.
If no MetroPlan AI is available, MetroPlan personnel should utilize such services available to obtain the individual's contact information, and general point of concern and follow up when more appropriate services are available.
- B. Contracted In-Person Interpretation Services:
Contracted in-person interpretation services shall be available to all MetroPlan personnel when interacting with individuals requiring language assistance. The Title VI Coordinator will be the central conduit for connecting personnel in the field to an appropriate interpreter.
Accessing Contracted In-Person Interpreters: MetroPlan personnel who believe they need this service will consult with the highest-ranking supervisor available. If the supervisor concurs, the MetroPlan personnel will contact the contracted in-person interpreter service, relay all information, and provide for appropriate scope of services and compensation.

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

- IV. **PROCEDURES FOR ACCESSING DOCUMENT TRANSLATION SERVICES:**
Translation services for documents such as key public involvement products and outreach materials for translation shall be coordinated through the Title VI Coordinator or Planning Manager in the case of a consultant contract.
- V. **TRAINING CONCERNING LANGUAGE ASSISTANCE POLICY AND INTERPRETER SKILLS:**
MetroPlan will provide periodic training to personnel about MetroPlan's Language Assistance Plan, including how to access authorized, telephonic, and in-person interpreters. MetroPlan shall conduct such training for all employees and board members as part of the annual Title VI training for the Executive Board and Technical Advisory Committee.
- VI. **MONITORING AND UPDATING LANGUAGE ASSISTANCE EFFORTS:**
 - A. **Community Review:** MetroPlan shall assess demographic data, review contracted language access services utilization data, and consult with community-based organizations during the annual update of the Title VI report to determine if there are additional languages into which vital documents should be translated upon request.
 - B. **Tracking and Analysis of Data:** MetroPlan shall be responsible for assessing demographic data, reviewing contracted language access services utilization data, and consulting with community-based organizations to ensure that the MetroPlan is providing persons requiring language assistance with meaningful access to the services and benefits the MetroPlan provides in all MetroPlan-conducted programs or activities.

Four-Factor Analysis

MetroPlan has utilized the principles of four-factor analysis to come to the following conclusions. The four-factor analysis will be done on a project-by-project basis:

1. **The number or proportion of persons requiring language assistance who are eligible to be served or likely to be encountered by the program or grantee.** The population of the MetroPlan region is 90,032 people, according to the 2020-2024 American Community Survey (ACS) estimate. The number of people who reported speaking English "less than very well" is 2526, or 2.8% of all people. Of the people who reporting speaking English "less then very well" 1700, or 67%, identified as Spanish speaking. All other languages spoken reported less than 100 people.
2. **The frequency with which these individuals come in contact with the program.** Transportation planning touches the lives of all persons in the MetroPlan member area. MetroPlan will make every effort to provide those who speak English "less than very well" the opportunity to participate in the planning process. Public Meeting Notices provide information on obtaining interpreter services.
3. **The importance of the service provided by the program to people's lives.** MetroPlan activities are related to identifying and planning to fund future projects, which will then be implemented by its member agencies. These activities are vital and affect all people living in communities under the jurisdiction of MetroPlan.
4. **The resources available and the overall cost to MetroPlan.** MetroPlan has limited staff and financial resources. We have determined that the translation of large plan documents and maps is not warranted currently, as the *Safe Harbor Law* triggers are barely attained. However, MetroPlan will provide translation services upon request with advance notice.

V. Demographic Profile

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

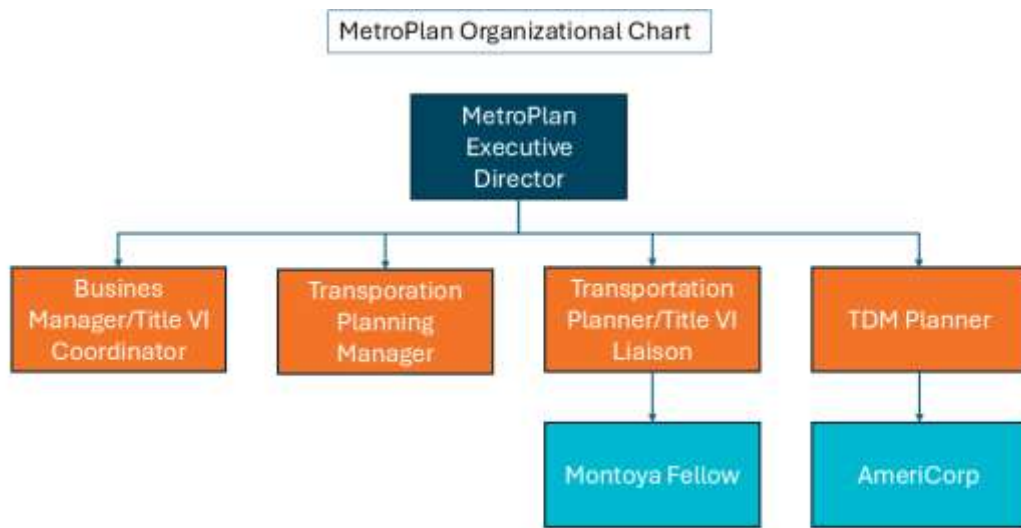
VI. Organization & Staffing

The Title VI Coordinator for FY 2027 is Tami Suchowiejko. The coordinator acts on behalf of MetroPlan's Title VI program as an interface to the State and Federal agencies regarding Title VI complaints and is the direct contact for public complaint interaction. The Title VI Coordinator is under the supervision of the MetroPlan Executive Director, and the coordinator is responsible for the overall administration of the Title VI Program, including language access activities. This includes the following:

- Integrate data and feedback received from the liaison(s) into the Title VI Program.
- Aid in the development of procedures for processing discrimination complaints.
- Maintains a complaint log. Investigate complaints against subcontractors and consultants. Oversees responses to complaints to ensure issues are resolved.
- Review and update the Title VI program annually and update the program as needed.
- Communicate significant Title VI issues with the Executive Director.
- Provide annual training to MetroPlan Staff, Technical Advisory Committee, and Executive Board. These trainings include updates to relevant Title VI data, processes, procedures, and language assistance.
- Ensure nondiscrimination in the agency.
- Ensure the agency's contracts contain the appropriate Title VI contract provisions.
- Collect and analyze data to ensure nondiscrimination.
- Provide ADOT with the agency's Public Participation Plan, and Title VI reports and yearly updates.

The Title VI Liaison for FY 2026 is Mandia Gonzales. The liaison reports to both the Executive Director and Title VI Coordinator. The liaison is responsible for the following:

- Ensure planning complies with Title VI.
- Serve as the central point of contact for the public on Title VI concerns and respond to questions and concerns in a timely manner. The liaison notifies the Title VI Coordinator of any unresolved issues and complaints.
- Analyze the effects of MetroPlan planning activities on protected Title VI groups and determine if there will be burdens, or a disproportionately high and adverse impact, and/or benefits to the Title VI communities of concern.
- Report Title VI data analysis and community feedback through MetroPlan Committee(s) process and document the findings. Report any impacts to the relevant community of concern as needed.
- Support the Title VI Coordinator with annual analysis and reporting.



VII. Executive Board Review & Approval

The Executive Board provides policy guidance and direction for the metropolitan transportation planning process. The Executive Board will review and approve MetroPlan's Title VI Implementation Plan on June 4, 2026. Minutes from June 4, 2026, meeting indicating plan approval will be attached to the final version of this plan.

VIII. Committee Membership

MetroPlan Membership

MetroPlan is comprised of the City of Flagstaff, Coconino County, the Arizona Department of Transportation, the regional transit provider, Mountain Line, and Northern Arizona University (Figure 2). MetroPlan works cooperatively with Northern Arizona University (NAU), which has representation on the Technical Advisory Committee (TAC) and Management Committee.

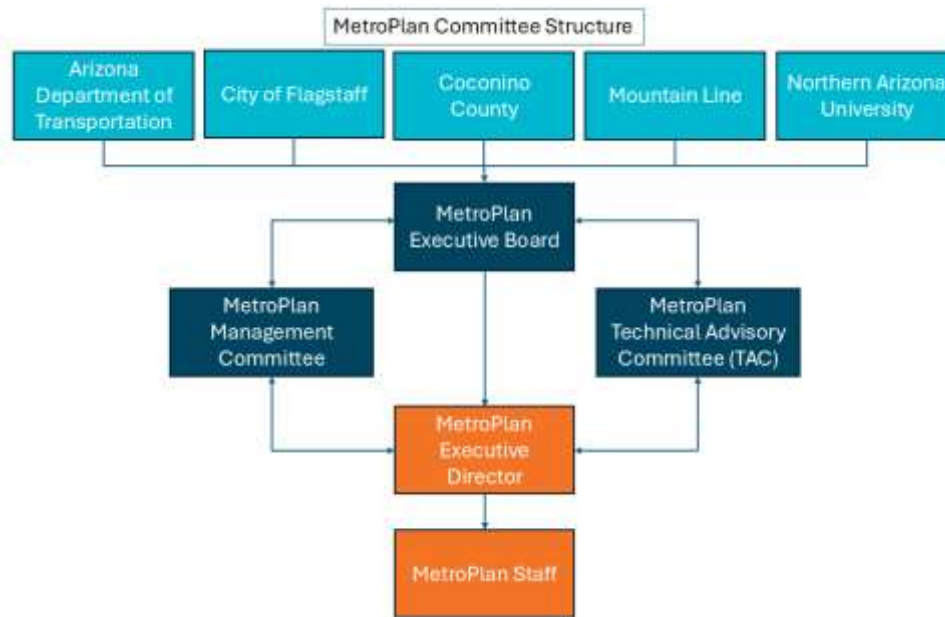
Committee Selection

MetroPlan is governed by the Executive Board and advised by the Technical Advisory Committee (TAC).

Most board members on the Executive Board are elected officials appointed to serve by their respective governing bodies, and MetroPlan has little control over the election of the members. However, elections in the City and the County are non-discriminatory against minority groups. The County includes a Native American elections Outreach Program designed to engage minority voters in elections.

The TAC is comprised of non-elected members who obtain membership based on their professional positions within their respective agencies. All agencies represented in the TAC are equal-opportunity employers.

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



MetroPlan Executive Board

The MetroPlan Executive Board is the forum for cooperative decision-making on transportation-related matters. This seven-member board is comprised of elected officials from local government and one representative each from the Arizona State Transportation Board and Mountain Line (aka NAIPTA) Board of Directors. Board membership is based on resolutions passed by the City and County at the formation of the MPO and recently amended with the addition of Mountain Line to the Board.

MetroPlan Technical Advisory Committee

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

IX. FTA Demographic Maps

See Appendix B for Demographic Maps.

X. Data Collection, Analysis and Reporting

Data Collection

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

Demographic information can assist in identifying communities of concern and distribution of benefits and burdens over time, space, and across various population groups. In addition, data collection can be

used to develop outreach strategies and to monitor the effectiveness of outreach processes. Finally, data collection can be used to assess the demographic characteristics of those involved in the planning and decision-making process, including agency staff and policy and advisory committees.

MetroPlan collects data in the following program areas:

1. MetroPlan will continue to update the summary of the staffing composition of those involved in MPO activities and plans. The report shall include job classification, race, and gender. The Title VI Coordinator updates this report annually.
2. MetroPlan will strive to collect demographic information on public participants. This shall be accomplished by summarizing results from comment/feedback forms that request demographic information from participants at public in-person meetings and workshops and public opinion polls. The submittal of demographic information will be voluntary.
3. MetroPlan will annually update a demographic profile of the MPO planning area using the most current and appropriate statistical information available on race, income, and other pertinent data. As new information becomes available, no less than annually, planning staff shall update the Demographic Profile of the MetroPlan planning area to provide an up-to-date baseline report documenting populations of concern for adverse impact analysis. The decennial census will be the primary basis of data.
4. All staff will routinely evaluate public participation to determine whether the outreach plan has been successful in recruiting participation among Title VI protected populations. Data is used to compare attendee demographics with the demography of the state or areas affected.
5. MetroPlan will collect data on the attendance of MetroPlan staff and relevant host-agency staff at Title VI training opportunities. Data is used to compare attendee demographics with the demography of the state or areas affected. Title VI data is reported annually in the Title VI Report and the updated Title VI Plan. Title VI data is also incorporated, where appropriate, into MetroPlan's ongoing projects. The proximity of Title VI populations to MetroPlan projects is analyzed on an ongoing basis. Training data will be collected by the Title VI Coordinator, and project-specific data will be collected by the planning staff responsible for the project.

Analysis

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

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

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

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

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

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

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

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

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

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

Reporting

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

XI. Public Participation Plan and Virtual Public Involvement

Public Participation Plan

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

Various methods to ensure public participation are included below.

Elements of MetroPlan Communications & Public Involvement

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

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

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

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

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

Interpretation services can be provided when requested or a need is anticipated.

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

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

Mailings – MetroPlan routinely uses e-mail to keep the public informed of the agency’s programs, public comment periods, meetings, and publications. MetroPlan maintains an e-mail list, including many points

of contact with the community and faith-based organizations, senior, youth, minority, low-income, and other groups. MetroPlan may also publish updates on the City of Flagstaff Community Forum website, which currently has over 3,000 registered participants.

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

Strategies for Engaging Title VI Protected Groups

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

1. MetroPlan will continue to maintain distribution lists that contain community organizations, leaders, and religious organizations that are engaged in issues affecting Title VI protected populations.

Community organizations and their leaders are invaluable in building communication between agencies and underrepresented groups. Community groups also provide access to individuals and can serve as forums for participation. Oftentimes these organizations reflect community-wide concerns and can advise an agency on useful strategies for interaction.

2. MetroPlan may send news releases to, and place advertisements in, minority newspapers and news outlets, as needed, as well as in free publications and other media outlets that may be accessed by Title VI protected populations when a call for public comment is needed. Alternatively, an advertisement for public comment may include a tagline in Spanish that translation services are available upon request. This would include the RTP, TIP, and other plans affecting vulnerable populations.

3. MetroPlan will evaluate its meeting times and locations to ensure opportunities for a broad audience to attend. This would include, but not be limited to, assuring that the locations of public meetings are close to transit lines, are accessible to the disabled, and are held at a variety of times to provide the widest opportunity for involvement. Additionally, virtual meetings are available via live Microsoft Teams and are posted on our website following each meeting.

4. MetroPlan will annually evaluate the effectiveness of all communications and public involvement efforts and make appropriate adjustments to its public involvement strategy. As part of this effort, MetroPlan will make efforts to contact different community groups to determine whether any revisions are advisable.

MetroPlan will provide key technical information in a manner that facilitates easy review by populations who may be traditionally underrepresented or underserved by existing transportation systems. This may include the provision of information to sight-impaired persons, non-English speakers, or persons without extensive formal schooling.

The MetroPlan Public Participation Plan can be viewed here [Public Participation Plan](#).

XII. Title VI Complaint Form and Procedures

Complaint Process

Complaints should be submitted in writing to MetroPlan and signed. To have a complaint transcribed, call (928) 266-1293. The complaint will be sent to the complainant for signature. Complaints will be investigated by the Title VI Coordinator, including an interview with the complainant and a review of the subject of the complaint. A report shall be submitted to the Executive Director for their review within

60 days. MetroPlan annually reviews the complaint log. So far, no complaints have been filed to the knowledge of MetroPlan, but if a complaint did arise, the organization would work in a timely manner to address the complaint as thoroughly as possible. Any person who believes that he or she, either individually, as a member of any specific class of persons, or in connection with any minority contractor, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 or related authorities may file a complaint. The basis of the complaint must be (a) because of race, color, national origin, disability or (b) noncompliance with Title VI rules or guidelines adopted thereunder. Complaints must be submitted within 180 days of harm.

Complaints based on *race, color, or national origin* and related to an **FHWA**-funded program area will be forwarded to ADOT External Civil Rights (ECR) within 72 hours and sent to FHWA for investigation.

Complaints based on *race, color, or national origin* and related to an **FTA**-funded program area will be reported to ADOT External Civil Rights (ECR) within 72 hours and investigated by MetroPlan within 60 days of receipt.

See Appendix C for respective complaint forms and complaint log. Complaints may also be filed with the agencies.

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

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

MetroPlan 216 W Phoenix Avenue Flagstaff, AZ 86001 Email: planning@metroplanflg.org Phone: 928-266-1293	ADOT External Civil Rights 1801 W. Jefferson St. Phoenix, AZ 85007 Email: civilrightsoffice@azdot.gov Phone: 602-712-8946	Federal Highway Administration U.S. Department of Transportation Office of Civil Rights 1200 New Jersey Avenue, SE 8th Floor E81-105 Washington, DC 20590 Email: CivilRights.FHWA@dot.gov Phone: 202-366-0693 Fax: 202-366-1599
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For FTA funded programs or activities, the complainant may file a discrimination-related complaint directly with MetroPlan or with ADOT or the Federal Transit Administration by contacting the agencies at:

MetroPlan 216 W Phoenix Avenue Flagstaff, AZ 86001 Email: planning@metroplanflg.org Phone: 928-266-1293	ADOT External Civil Rights 1801 W. Jefferson St. Phoenix, AZ 85007 Email: civilrightsoffice@azdot.gov Phone: 602-712-8946	FTA Office of Civil Rights 1200 New Jersey Avenue SE Washington, DC 20590.
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There have been no investigations, complaints, or lawsuits against MetroPlan FY2026.

XIII. Title VI Training

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

MetroPlan's Title VI Coordinator will ensure annual training to the Executive Board, Technical Advisory Committee, and MetroPlan staff. Training will include an overview of Title VI, and a review of MetroPlan's Title VI Implementation and Language Access plans with a special focus on Title VI community engagement, program area data collection, and complaint procedures.

Subrecipients, contractors, and consultants will be invited to participate in training and provided MetroPlan's Title VI Implementation Plan with each new fiscal year.

XIV. Compliance and Enforcement Procedures

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

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

XV. Program Area Review Procedures

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

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

As a result, MetroPlan is involved in three different phases of a program: (1) public involvement, (2) program

development & planning, and (3) reporting and compliance. These three areas, together with general administration, are applicable to Title VI regulations and are referred to as the Title VI Program Areas.

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

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

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

XVI. Subrecipient Review

MetroPlan will ensure that any sub-recipients implement policies and procedures to comply with Title VI and related nondiscrimination authorities through sub-recipient. At the beginning of each fiscal year, MetroPlan shall require subrecipients to provide their Title VI Implementation Plan and complaint log and list of completed trainings to MetroPlan. FY26, MetroPlan had one subrecipient: Mountain Line, FTA funds. In FY27, we anticipate the same subrecipient.

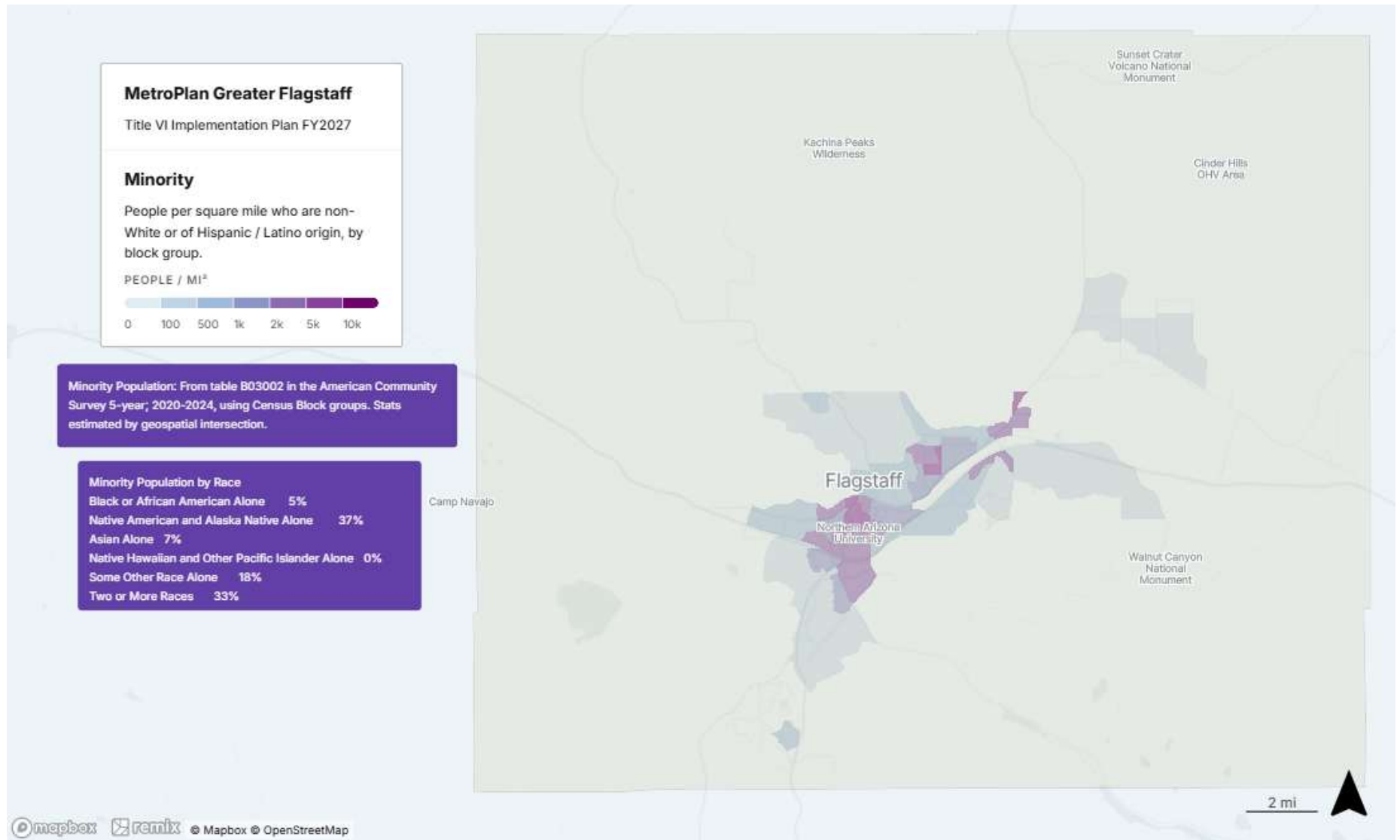
At contract award, subrecipients will be provided with an updated Title VI Implementation Plan and training by the Title VI Coordinator. Training is updated annually at the beginning of the calendar year.

Appendix A: Demographic Statistics for MetroPlan Greater Flagstaff Region

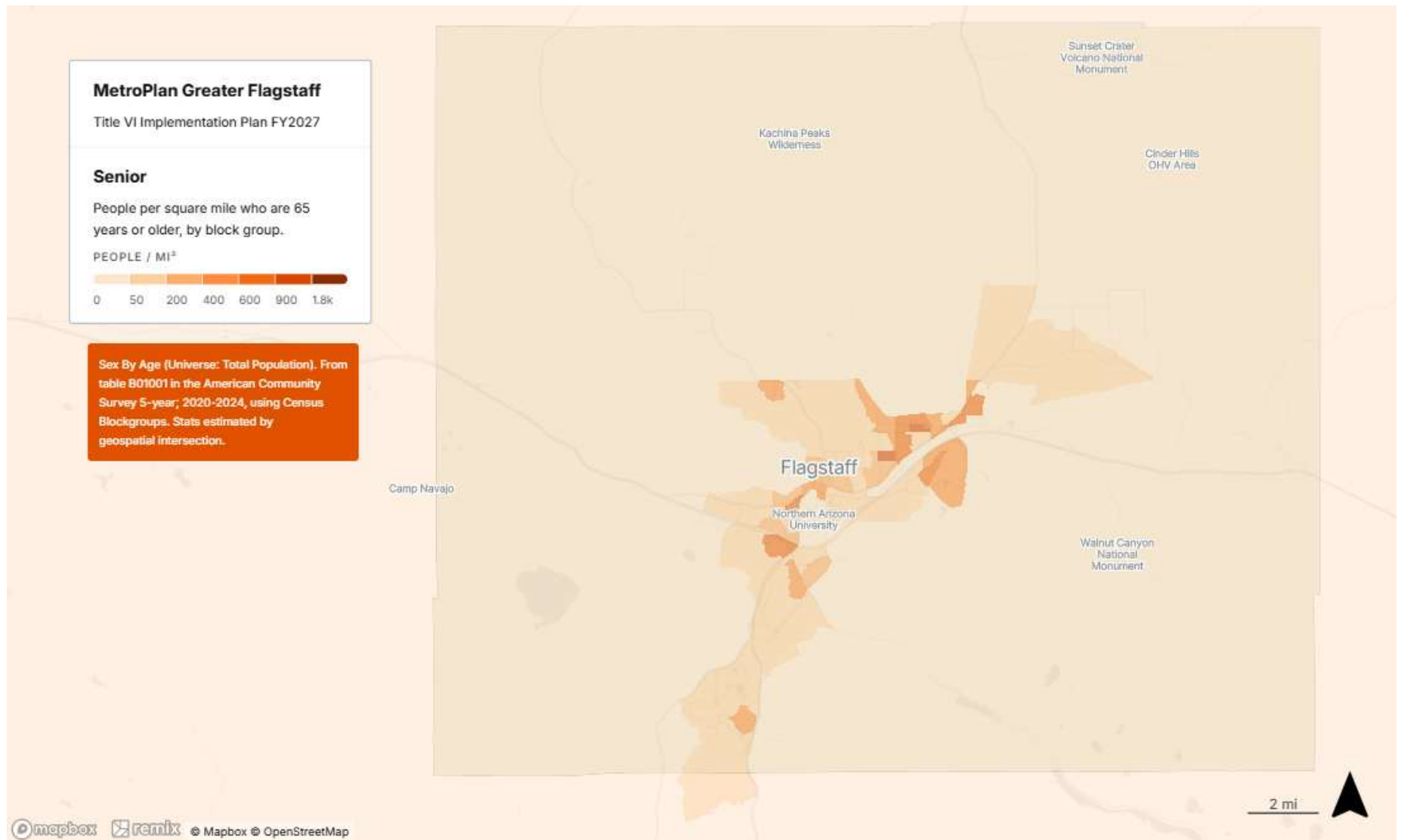
MetroPlan Greater Flagstaff Region Demographic Report		
Population	Estimate	Percent
Age		
Total Population	87,979	
Under 18 years old	15,639	17.8%
18-29 years old	31,214	35.5%
30-64 years old	31,734	36.1%
65+ years old	9,392	10.7%
Race and Ethnicity		
Total Population	93,045	
Hispanic/Latinx Origin	17,023	18.3%
White Alone	56,091	60.3%
Black Alone	1,574	1.7%
Native American Alone	11,129	12.0%
Asian Alone	1,933	2.1%
Pacific Islander Alone	120	0.1%
Some Other Race Alone	508	0.5%
Two or More Races, Non-Hispanic	4,667	5.0%
Ability to Speak English		
Total Population	84,038	
English only	70,561	84.0%
Another language (English spoken very well)	11,027	13.1%
Another language (English not spoken well)	2,450	2.9%
Poverty Status in the Past 12 Months		
Total Population	81,199	
Under 50% poverty threshold	6,778	8.3%
50% to 99% poverty threshold	5,820	7.2%
100% to 124% poverty threshold	3,594	4.4%
125% to 149% poverty threshold	3,071	3.8%
150% to 184% poverty threshold	4,353	5.4%
185% to 199% poverty threshold	2,162	2.7%
At or above 200% poverty threshold	55,421	68.3%
With a Disability		
Total Population	87,342	
With a disability	9,596	11.0%
No disability	77,746	89.0%
Households - Vehicles Available		
Total Population	33,306	
0 Vehicles	1,891	5.7%
1 Vehicle	10,246	30.8%
2 Vehicles	12,457	37.4%
3 Vehicles	6,061	18.2%
4 Vehicles	2,651	8.0%
Source: United States Census Bureau, American Community Survey 5-year, 2020-2024, using census block groups and tracts. Stats estimated by geospatial intersection.		

Appendix B: Demographic Maps

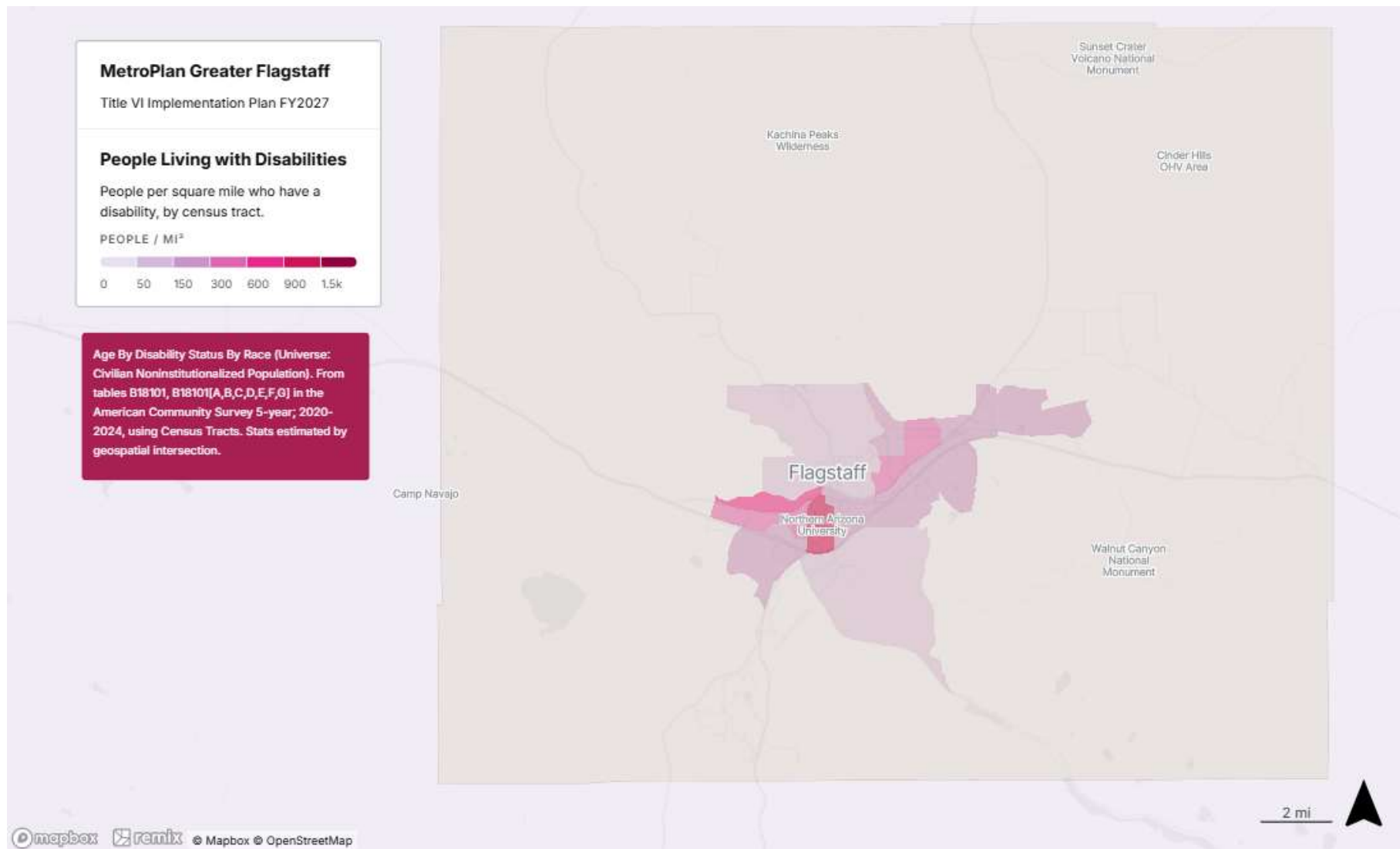
Minority Population



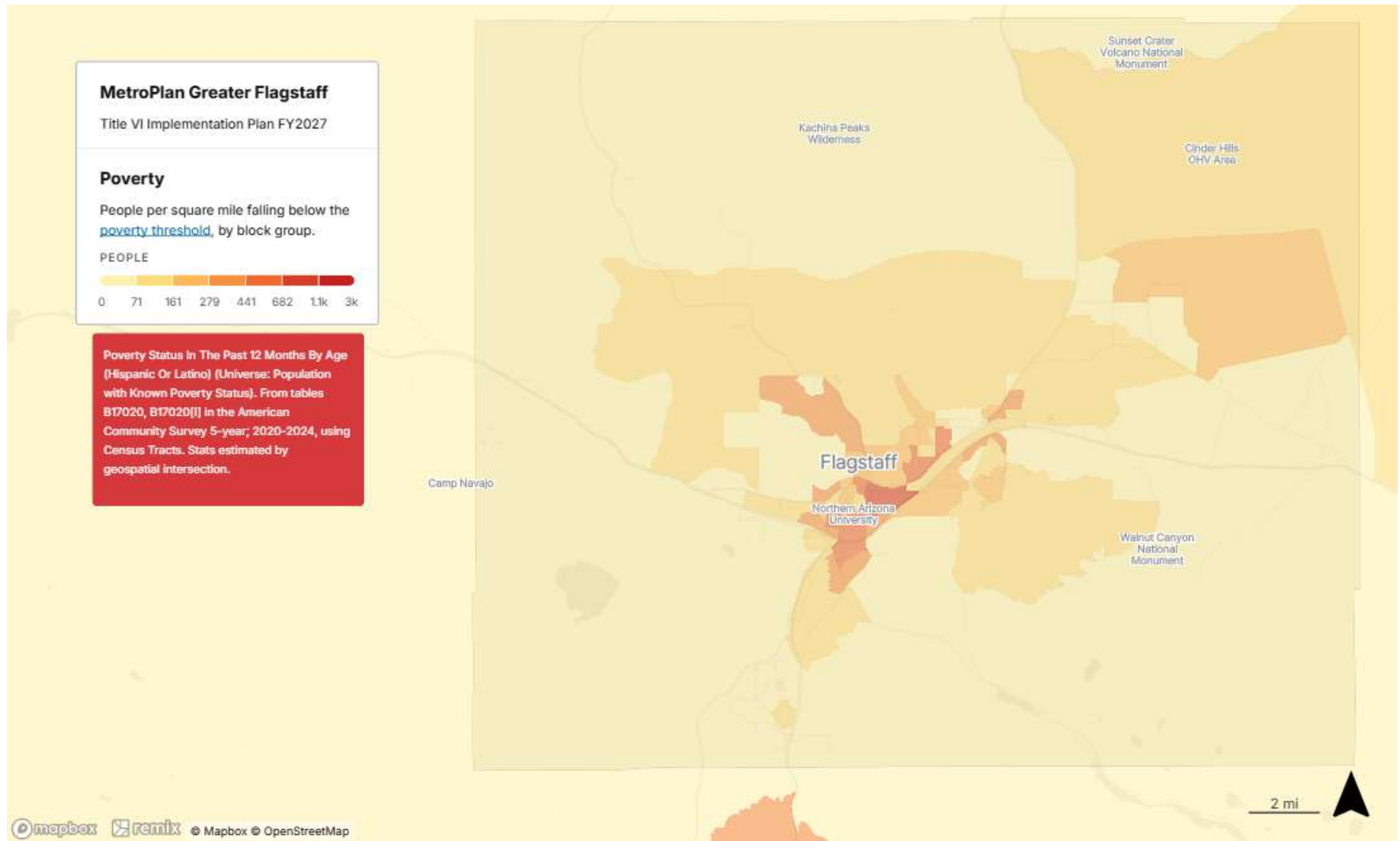
Senior Population



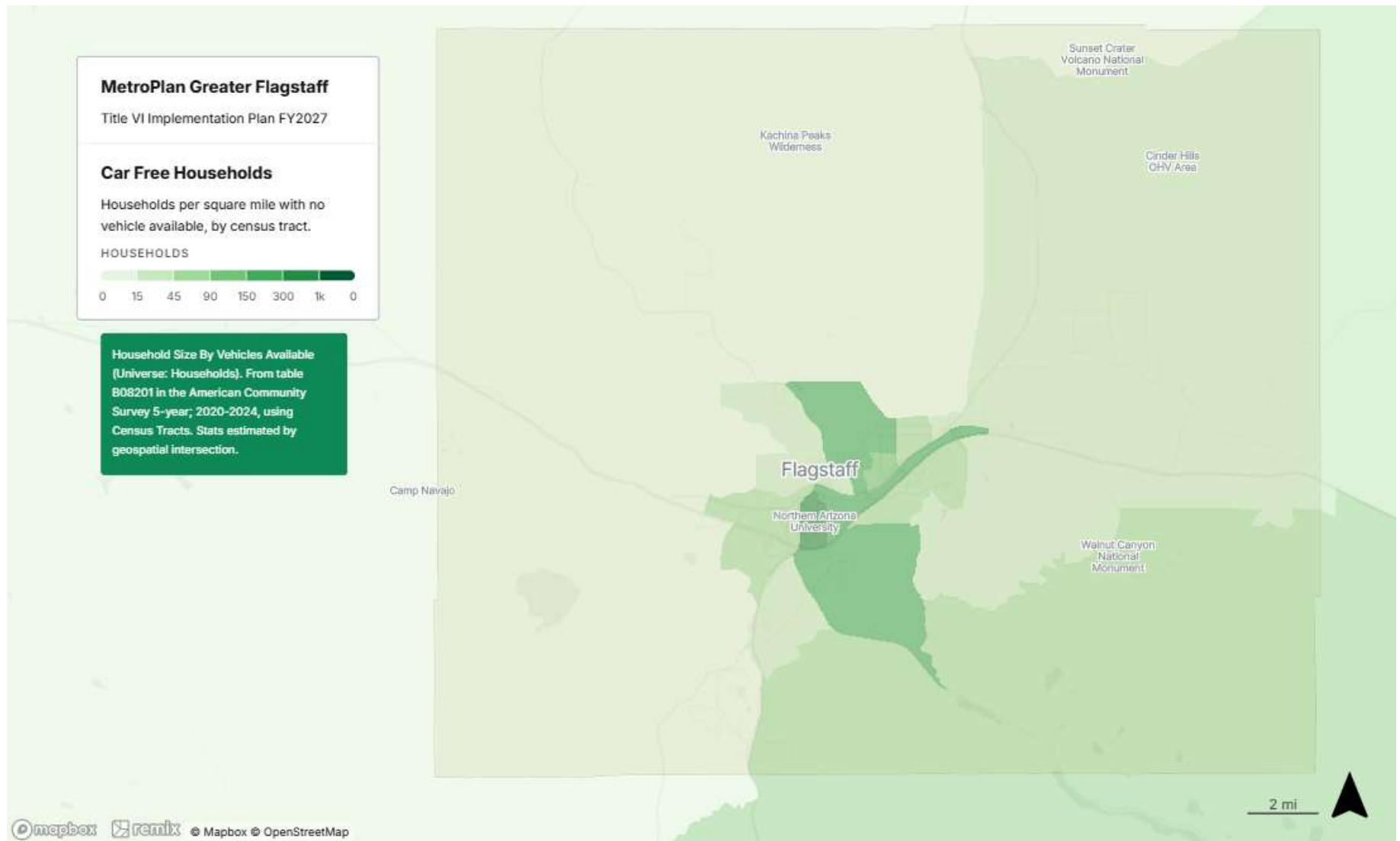
Disability Status



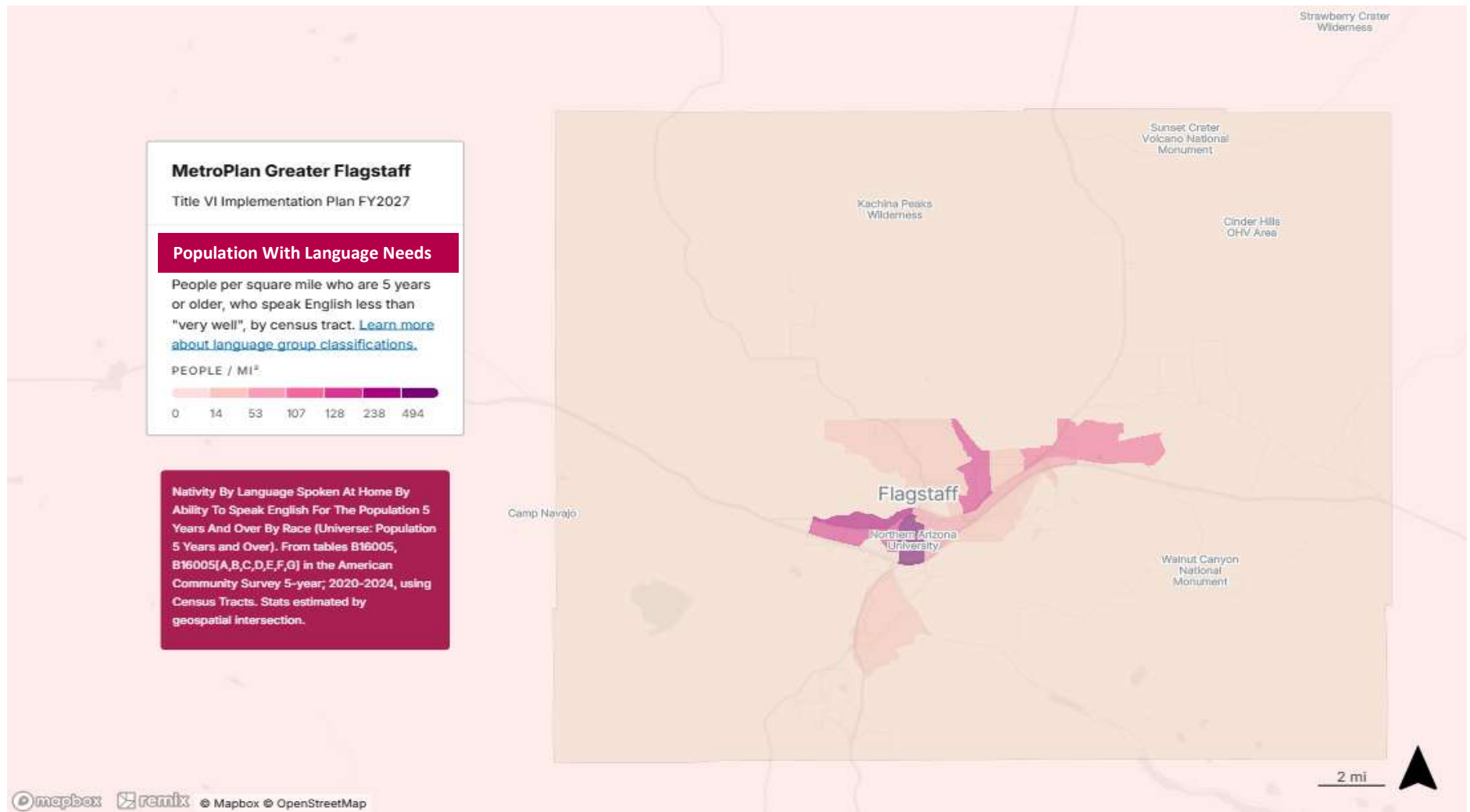
Poverty Status



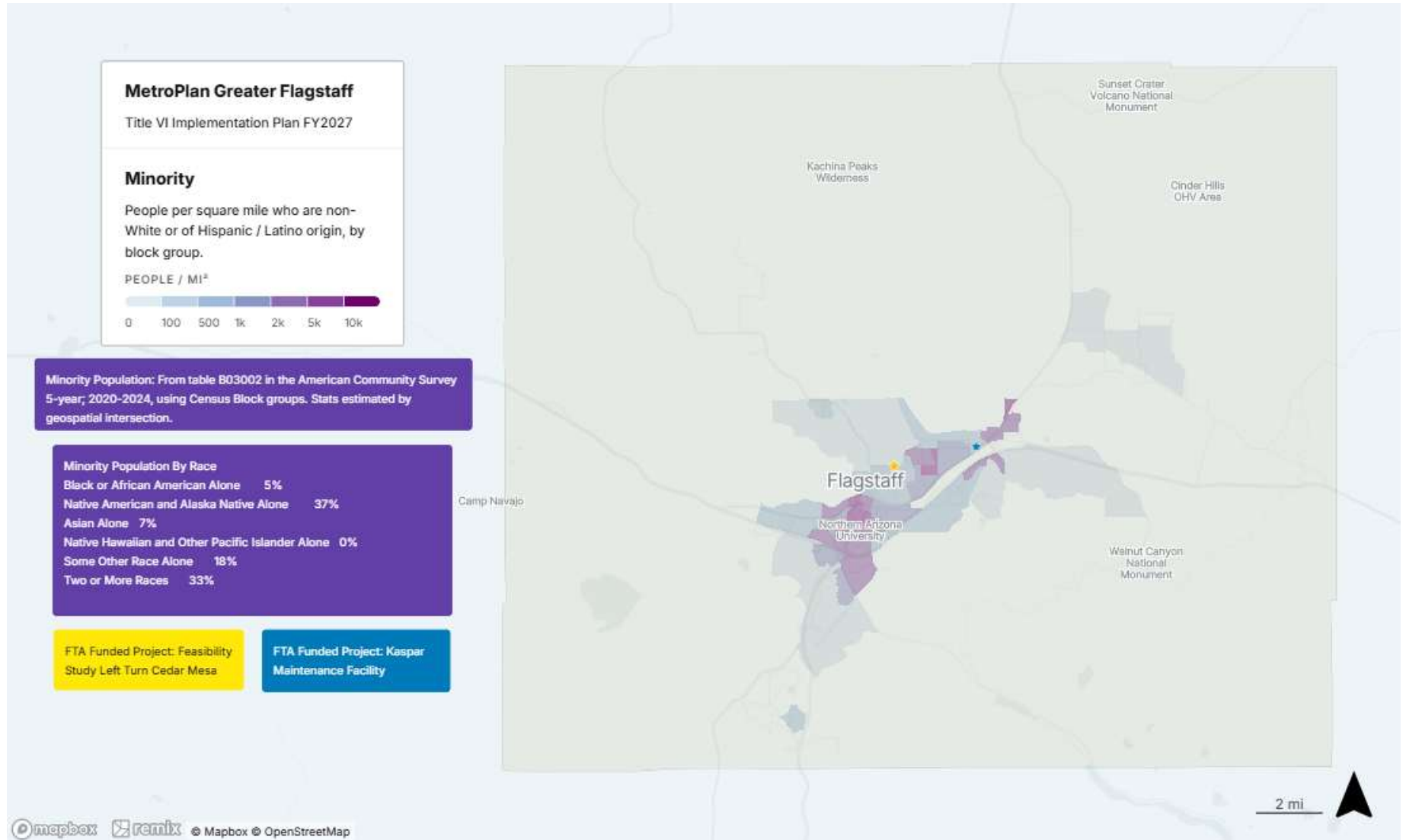
Car-Free Households



Population with Language Needs



FTA Projects and Minority Population



Appendix C: ADA/Title VI Complaint Forms & Log

ADA/Title VI Discrimination Complaint Form

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

Complainant's Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Alternate Phone Number: _____

Person discriminated against (someone other than the complainant): _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Alternate Phone Number: _____

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

Race ☐ Color ☐ National Origin _____

ADA/ Disability ☐ _____

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

Where did the alleged discrimination take place? _____

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

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

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

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

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

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Alternate Phone Number: _____

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

_____ Number of attachments: _____
Complainant Signature Date

Submit the form and any additional information to:

MetroPlan
Business Manager/Title VI Coordinator
216 W Phoenix Avenue
Flagstaff, AZ 86004
Phone: 928-266-1293

- Complaints based on *race, color or national origin* and related to a **FHWA** funded program area will be forwarded to ADOT External Civil Rights (ECR) within 72 hours and sent to FHWA for investigation.
- Complaints pertaining to *all other protected classes* or related to an **FTA** funded program area will be reported to ADOT External Civil Rights (ECR) with 72 hours and investigated by MetroPlan.

Formulario de queja por discriminación ADA/Título VI

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

Información del denunciante:

Nombre: _____
Dirección: _____
Ciudad: _____ Estado: _____ Código Postal: _____ Número de teléfono de casa: _____
Número de teléfono alternativo: _____

Persona discriminada (alguien que no sea el denunciante):

Nombre: _____
Dirección: _____
Ciudad: _____ Estado: _____ Código Postal: _____
Número de teléfono de casa: _____ Número de teléfono alternativo: _____

¿Cual de las siguientes opciones describe mejor la razón por la que crees que ocurrió la discriminación?

Por favor se específico.

Raza ☐ Color ☐ Origen nacional _____
ADA/Discapacidad ☐ _____

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

¿Dónde tuvo lugar la supuesta discriminación? _____

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

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

☐ Agencia Federal ☐ Tribunal Federal ☐ Agencia Estatal ☐ Tribunal Estatal ☐ Agencia Local

Número de teléfono: Número de teléfono alternativo:

Fecha

MetroPlan
Director Ejecutivo &
Coordinador del Título VI
216 W Phoenix Avenue
Flagstaff, AZ 86001
Teléfono: 928-266-1293

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COMPLAINT LOG: Complaints, Investigations, Lawsuits

MetroPlan Title VI

Fiscal
Year: 2026

COMPLAINTS, INVESTIGATIONS, LAWSUITS LOG

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

Appendix D: MetroPlan Title VI Nondiscrimination Notice to the Public



MetroPlan
Flagstaff Metropolitan
Planning Organization

METROPLAN TITLE VI NONDISCRIMINATION NOTICE TO THE PUBLIC

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

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

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

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

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

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

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

Tami Suchowiejko
TITLE VI COORDINATOR /
BUSINESS MANAGER

MetroPlan Civil Rights Office
216 W Phoenix Avenue
Flagstaff, AZ 86001
(928) 266-1293
planning@metroplanflg.org

Appendix E: MetroPlan Executive Board Meeting Minutes June 4, 2026 – Adoption of FY27 Title VI Implementation Plan



Meeting Minutes Executive Board Meeting

1:00 – 3:00 PM
THURSDAY, JUNE 4, 2026

Teams Virtual Meeting

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 288 375 032 839 8

Passcode: mc9RK9cx

In-Person Location

Downtown Connection Center
216 W Phoenix Ave, Flagstaff, AZ 86001

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

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

Public Questions and Comments must be emailed to planning@metroplanfla.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

- ☒ Miranda Sweet, Vice Mayor of Flagstaff, Chair
- ☒ Judy Begay, Chair Coconino County Board of Supervisors, Vice-Chair
- ☒ Austin Aslan, Flagstaff City Council
- ☒ Tony Williams, Mountain Line Board of Directors
- ☒ Becky Daggett, Mayor of Flagstaff
- ☒ Jamescita Peshlakaj, Arizona State Transportation Board Member
- ☒ Jeronimo Vasquez, Coconino County Board of Supervisors
- ☒ Jeff McKay, Northern Arizona University
- ☐ Patrice Horstman, Coconino County Board of Supervisors (*alternate for Coconino County*)
- ☐ Anthony Garcia, Flagstaff City Council (*alternate for City of Flagstaff*)

METROPLAN STAFF

- ☒ Kate Morley, Executive Director
- ☒ David Wessel, Planning Manager
- ☒ Tami Suchowiejko, Business Manager
- ☒ Mandia Gonzales, Transportation Planner
- ☒ Kim Austin, Transportation Demand Management Planner
- ☒ Ava Elia, Montoya Fellow

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

Chair Sweet called the meeting to order at 1:01 p.m.

2. ROLL CALL

See list above.

3. PUBLIC COMMENT

No public comments were received.

4. APPROVAL OF MINUTES

Executive Board Regular Meeting Minutes of May 7, 2026

Executive Board Special Meeting Minutes of May 27, 2026

Motion: Member Williams made a motion to approve the Executive Board Meeting minutes of May 7th and May 27th. Member Begay seconded the motion. The motion passed unanimously.

B. CONSENT AGENDA

No consent items.

C. ACTION ITEMS

Chair Sweet requested to reorder the actions items, to move item number 4 regarding MetroPlan Bylaws and Operating Procedures up to item number 1 with remaining action items to follow.

1. CONSIDERATION AND POSSIBLE ACTION REGARDING METROPLAN BYLAWS AND OPERATING PROCEDURES

MetroPlan Staff: Kate Morley Executive Director

Recommendation: Staff recommend the Executive Board adopt proposed updates to the MetroPlan bylaws and operating procedures.

Executive Director Morley presented the proposed changes to bylaws and operating procedures.

Board Discussion: Member Begay commented that in-person attendance may be difficult for some. She lives two hours away. She can join virtually, and sometimes her internet bandwidth does not support having her camera on. Chair Sweet acknowledged the challenge and expressed understanding and appreciates her attending online.

Public Comment: There were no comments from the public.

Motion: Member Williams made a motion to adopt the proposed changes to the MetroPlan Bylaws and Operating Procedures as presented. Member Begay seconded the motion. The motion passed unanimously.

With this motion, Member Jeff McKay is recognized as the voting member for Northern Arizona University. Mr. McKay may vote on the remaining action items.

2. CONSIDERATION AND POSSIBLE ACTION TO APPROVE INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT WITH MOUNTAIN LINE FOR KATE MORLEY TO SERVE TEMPORARILY AS INTERIM CEO/GM OF MOUNTAIN LINE WHILE ALSO SERVING AS EXECUTIVE DIRECTOR OF METROPLAN

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: Consider approving the IGA amendment with Mountain Line for Kate Morley to serve temporarily as Interim CEO/GM of Mountain Line while also serving as Executive Director of MetroPlan.

Executive Director Morley presented information about the request from Mountain Line for interim leadership which was the subject of the MetroPlan Executive Board Meeting on May 27, 2026. The IGA amendment grants permission for Executive Director Morley to serve in both roles, and for her salary to be split between the two organizations.

Board Discussion: Member Vasquez asked if any consideration has been given to how to use the savings for the salary paid by Mountain Line. Executive Director Morley explained that a use has not been identified for the savings. We have the option to identify and expense for it for this year or carry it forward.

Member McKay asked if the IGA amendment affects Executive Director Morley's ability to maintain one job or the other. Executive Director Morley explained that the IGA amendment maintains her ability to remain the MetroPlan Executive Director. If she chooses to be considered for the Mountain Line CEO position, she would compete in the national search.

Public Comment: There were no comments from the public.

Motion: Member Vasquez made a motion to approve the intergovernmental agreement amendment with Mountain Line for Kate Morley to serve temporarily as interim CEO/GM of mountain line while also serving as Executive Director of MetroPlan. Member Williams seconded the motion. The motion passed unanimously.

3. CONSIDERATION AND POSSIBLE ACTION REGARDING THE FY2027 BUDGET

MetroPlan Staff: Tami Suchowiejko, Business Manager

Recommendation: Staff recommend the Executive Board adopt the FY2027 Budget as presented.

Business Manager Suchowiejko presented the draft FY27 budget. The draft was also presented to the Technical Advisory Committee, who recommended that the Board adopt the draft budget.

Board Discussion: No discussion.

Public Comment: There were no comments from the public.

Motion: Member Begay made a motion to adopt the FY27 Budget as presented. Member McKay seconded the motion. The motion passed unanimously.

4. CONSIDERATION AND POSSIBLE ACTION REGARDING UPDATE TO FY2026 AND FY2027
UNIFIED PLANNING WORK PROGRAM (UPWP)

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: Staff recommend the Executive Board adopt the update to the FY2026 and FY2027 Unified Planning Work Program (UPWP).

Executive Director Morley presented the proposed change to the Unified Planning Work Program to include the newly adopted FY27 budget. We also updated the UPWP to include NAU as a member.

Board Discussion: No discussion.

Public Comment: There were no comments from the public.

Motion: Member McKay made a motion to adopt the update to the FY2026 and FY2027 Unified Planning Work Program. Member Daggett seconded the motion. The motion passed unanimously.

5. CONSIDERATION AND POSSIBLE ACTION REGARDING FY2027 GREATER ARIZONA FUNDING
INITIATIVES – RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) BILL REGIONAL
PROJECTS

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: Staff recommends the Executive Board adopt US180 Corridor Improvements and West Route 66 for the FY2027 RTAC Bill projects.

Executive Director Morley presented information about the Rural Transportation Advisory Council (RTAC) and the RTAC Bill. This is an opportunity to identify priority projects for the Arizona Legislature to consider for funding. We are proposing that we include improvements on Highway 180 as the region's first priority and West Route 66 as the second priority. The Technical Advisory Committee agreed and recommended that the Board adopt US180 improvements and West Route 66 for the FY27 RTAC bill.

Board Discussion: Member Williams commented on the importance of staying committed and consistent messaging and branding. Chair Sweet also expressed support for these two projects and recognized the work that has been done to move these projects forward. Member Vasquez commented that we are making progress on these two projects, and more work is needed. We need to keep pushing forward. Member Peshlakai expressed the difficulty the State Transportation Board faced when trying to fund all of the projects requested. She expressed the importance for safety of drivers on US180. She expressed appreciation for all the public comments presented to the State Transportation Board.

Public Comment: There were no comments from the public.

Motion: Member Begay made a motion to adopt US180 Corridor Improvements and West Route 66 for the FY2027 RTAC Bill projects. Member Vasquez seconded the motion. The motion passed unanimously.

6. CONSIDERATION AND POSSIBLE ACTION REGARDING THE FISCAL YEAR 2027-2031
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

MetroPlan Staff: Mandia Gonzales, Transportation Planner

Recommendation: Staff recommend the Executive Board adopt the Fiscal Year 2027-2031
Transportation Improvement Program (TIP).

Transportation Planner Gonzales presented information about the adoption of the TIP, which is required for federal funding. The purpose of the TIP is regional coordination, implementation of long-range goals and fiscal constraint. The TIP adoption process includes a public comment period. We received two comments about West Route 66. These comments were passed on to ADOT and City of Flagstaff staff, as West Route 66 is a locally funded project. If the Board adopts the TIP, it will be submitted to ADOT. After summer recess, there will be additional discussions about the TIP amendment process.

Board Discussion: No discussion.

Public Comment: There were no comments from the public.

Motion: Member McKay made a motion to adopt the fiscal year 2027-2031 Transportation
Improvement Program. Member Peshiakai seconded the motion. The motion passed unanimously.

7. CONSIDERATION AND POSSIBLE ACTION REGARDING AWARD FOR TRAFFIC COUNTS

MetroPlan Staff: David Wessel, Transportation Planning Manager

Recommendation: Staff recommend the Board award the Traffic Count contract to All Traffic Data
Services, Inc. (ATDS) in the amount of \$80,900 and authorize the Executive Director to execute the
contract.

Transportation Planning Manager Wessel presented information related to the traffic counts
contract. As members of the Arizona State Procurement Program, MetroPlan requested quotes from
four vendors who are already under contract with the State. We received three quotes, with All
Traffic Data Services submitting the lowest quote.

Board Discussion: Chair Sweet asked about the different count types. Transportation Planning
Manager Wessel provided a description of the count types. Turn movement counts record left turns
and right turns during A.M., mid-day and P.M. time periods and are used for traffic signal timing.
Bike-ped counts record video of bicycle and pedestrian movement and location (sidewalk, bike lane,
road). Volume-class-speed counts gather traffic volume and classification of trucks and how fast they
are going. Traffic volume is just the number of vehicles on the road.

Member McKay asked if the cameras were already in place. Mr. Wessel explained that cameras are
placed temporarily. Member McKay asked if there was any pushback like the Flock camera situation.
Mr. Wessel stated that we have not heard of any concerns regarding traffic count cameras.

Public Comments: Andres Adaauto asked if bike-ped counts had been done before by another
company or has MetroPlan recently started collecting this data. Mr. Wessel stated that we have
completed bike-ped counts over the past four years. We use these counts to support programs like
safe routes to school and maintain our ability to calibrate the model. Mr. Adaauto then asked if

MetroPlan has condensed the data into quantifiable tables to identify arterial, collector, high arterial for bicycles and pedestrians, because I know you have that for cars, but there never seems to be any for bikes and pedestrians, like where they walk the most, where they cross the most, but we have that for cars. Chair Sweet stated that Mr. Aduato's questions are appreciated and she directed MetroPlan staff to follow up with him after the Board meeting.

Motion: Member Williams made a motion to award the traffic count contract to All Traffic Data Services, Inc. (ATDS) in the amount of \$80,900 and authorize the Executive Director to execute the contract. Member McKay seconded the motion. The motion passed unanimously.

8. CONSIDERATION AND POSSIBLE ACTION REGARDING SAFER PEOPLE SAFETY CAMPAIGN
CONTRACT AMENDMENT

MetroPlan Staff: Kim Austin, Transportation Demand Management Planner

Recommendation: Staff recommend the Executive Board approve the contract amendment in the amount of \$162,000 and give MetroPlan's Executive Director authority to execute the contract amendment with Mountain Mojo Group.

Transportation Demand Management Planner Austin presented

Board Discussion: Chair Sweet asked if the same narrator will be used for the new videos, and commented that this should be a consideration, and that the previous safety videos were attention-grabbing. She also commented that this type of campaign is very valuable in educating the public, and that she often refers citizens to the MetroPlan website to learn how to use the beacon crossing on West Route 66.

Member McKay asked if the funding for this is one-time. Executive Director Morley explained that this funding is one-time Carbon Reduction Program funding. The videos created will continue to be used in future years.

Member Williams identified that there is a typographical error in the letter.

Public Comment: Andres Adaudo asked if there is funding available to put a representative into schools to do safety presentations. He stated that this form of messaging is not necessarily education. He commented that education requires give and take, you have to ask questions, you have to be challenged. He added that putting money into creating films is very one-sided, and that the audience has to go and find the information themselves to take it in. Mr. Adaudo added that if we can get some actual people to present, especially in front of school-age children, it would be an important part of the safety campaign, and that education requires question and discussion and not just messaging. He closed by thanking the Board. Chair Sweet directed staff to follow up with Mr. Adaudo about his comment.

Motion: Member Williams made a motion to approve the contract amendment in the amount of \$162,000 and give MetroPlan's Executive Director authority to execute the contract amendment with Mountain Mojo Group. Member McKay seconded the motion. The motion passed unanimously.

8. CONSIDERATION AND POSSIBLE ACTION REGARDING FISCAL YEAR 2027 TITLE VI
IMPLEMENTATION PLAN

MetroPlan Staff: Tami Suchowiejko, Business Manager/Title VI Coordinator

Recommendation: Staff recommend the Executive Board adopt the FY27 Title VI Implementation Plan.

Business Manager and Title VI Coordinator Suchowiejko presented updates to the FY2027 Title VI Implementation Plan. The plan was reordered to align with ADOT requirements to simplify the review process. Northern Arizona University was added as a partner. The demographic information and maps were updated with current data from the American Community Survey.

Board Discussion: No discussion.

Public Comment: There were no comments from the public.

Motion: Member Begay made a motion to adopt the FY2027 Title VI Implementation Plan. Member Peshlakai seconded the motion. The motion passed unanimously.

D. DISCUSSION ITEMS

1. 2026 CRASH DATA REPORT

MetroPlan Staff: Mandia Gonzales, Transportation Planner

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

Transportation Planner Gonzales presented the 2026 crash data report. The report is part of the MetroPlan's Vision Zero goal and is an accountability tool, as we work toward a 40% reduction in serious crashes by the year 2041. Ms. Gonzales reported that region experienced a total of 9,831 crashes resulting in 63 fatalities and 191 serious injuries. Overall, fatalities declined by 43%, and serious injuries increased by 15%. Flagstaff is well below the state average. Ms. Gonzales also presented information about the high injury network. The high injury network methodology identified 93.7 miles of roadway that represent only 3% of the region, but 70% of the fatal and serious crashes in the region. The screening identified segments of road, as well as intersections, that are high risk.

Board Discussion: Member Williams asked for clarification about data sets, is it just city limits, and does it include I-40. Transportation Planner Gonzales explained that the data set includes all roads, regardless of ownership, and includes crashes occurring on the interstate and other roads.

Chair Sweet asked if ADOT used the info to determine where to put traffic lights or safety improvements. Ms. Gonzales explained that ADOT conducts their own statewide crash analysis. Mr. Wessel added that ADOT's reports down to the County level in their annual report. He added that pull our crash data from the same source as ADOT, so we are using the same data.

Public Comment: Andres Adatao gave the following statement:

Thank you for that presentation. I've been to a lot of the crash data presentations. I often feel like this happens in a vacuum. It's like, oh, there's crashes there. Oh, there's crashes there, and we put dots on them, and then there are some factors that are tangential that are taken into account. Where is the population density on that corridor? Are people crossing often because of, you name it, grocery stores, amenities, healthcare facilities, anything like that? And then sheer numbers and usage, and like you're saying, we're going to have to crunch the data for prioritization of what we need and where funding should go.

Then it should follow where it overlaps in the sense that of the most usage, if you have a ton of pedestrians using an intersection and a ton of cars using an intersection, well then obviously you're going to have a lot more conflicts than some of these, probably more severe crashes because of loss of life or casualty. But again, numbers play a large role in how you build up the structure. Again, I'll bring up, because I harp on it all the time, is the intersection of Route 66 and San Francisco, which I know is ADOT. But you probably have the most pedestrian usage on that crossing, right to Crystal Magic and south to the train track. And that intersection for anybody that's not able-bodied is awful. If you're in a wheelchair, if you only have one leg, if you can't see well, you get spit out into a very busy intersection with a lot of space to do safety amenities, and yet nobody seems to want to address that because it's ADOT and we can't touch it. But if they're doing their listening tour of the state and they have a little bit more, you know, notice and focus on that, I feel like they should get called to improve on that. Again, doing more bike and pedestrian actual data. Where do people cross? Where do people walk? We have arterials, collectors, and everything for cars, and we never do that for humans and pedestrians. So where are we and where are those conflicts going to be and can we prevent them by putting in better infrastructure that does somewhat incapacitate or inconvenience cars. I think some of what we love to leave out of a lot of the situation of what we're doing is we still prioritize car travel no matter what. And in order to get mode shift, you are going to need to inconvenience cars at a certain point and promote more pedestrian and bike separation usage. Thank you very much.

2. METROPLAN CONNECT PROJECT PRIORITIZATION PROJECT

MetroPlan Staff: David Wessel, Transportation Planning Manager

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

Board Discussion: Chair Sweet asked about the two options for scoring, and if the city staff provided feedback. Transportation Planning Manager Wessel explained that we are seeking feedback from all our TAC members across all the agencies. We will have in-depth conversation with City staff to make sure we meet the City's needs.

Public Comment: Andres Adaauto asked if it will be open to the public. Chair Sweet directed Transportation Planning Manager Wessel to follow up with Mr. Adaauto after the meeting.

3. SAFE ROUTES TO SCHOOL CONSULTANT NELSON NYGAARD CONTRACT EXTENSION

MetroPlan Staff: Kim Austin, Transportation Demand Management Planner

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

Board Discussion: No discussion.

Public Comment: There were no comments from the public.

4. HAPPENINGS

MetroPlan Staff: Kate Morley, Executive Director

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

Board Discussion: No discussion.

Public Comment: There were no comments from the public.

E. CLOSING BUSINESS

1. ITEMS FROM THE BOARD

Member Williams acknowledged Executive Director Morley for taking on the additional role over the next few months. It is very important for both organizations to maintain stability. He is excited to see her step and wishes her the best in this endeavor. It is exciting to see how MetroPlan and Mountain Line continue to work together.

Chair Sweet also acknowledged Executive Director Morley this interim assignment and for her work with RTAC. Thank you for all you do.

Member Peshlakai advised the Board of the upcoming State Transportation Board meetings: June 19th in Santa Cruz County, July 17th in Chandler and August 21st in Prescott Valley.

Member Vasquez echoed the sentiments about Executive Director Morley and he has confidence that she will do a great job as interim CEO of Mountain Line. He also expressed appreciation for her work with RTAC and thanked her for all her hard work.

Member Begay expressed that she proud to have NAU on board as partner and is pleased to have the IGA completed. She also thanked Executive Director Morley for taking on the responsibilities of interim CEO of Mountain Line.

Member Peshlakai expressed her appreciation to Executive Director Morley for her ongoing work. She looks forward to continuing to work with everyone on transportation in Northern Arizona.

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

September 3, 2026

3. ADJOURN

Chair Sweet adjourned the meeting at 2:49 p.m.

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