



FISCAL YEAR 2026 and 2027 UNIFIED PLANNING WORK PROGRAM AND BUDGET

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

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City of Flagstaff
City Manager

Andy Bertelsen
Coconino County
County Manager

Josh Maher
Northern Arizona University
Vice President – Community
Relations

Jeremy Degeyter
ADOT North Central
District Administrator

Heather Dalmolin
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Paul Mood, City of Flagstaff Engineer Vice-chair

Anne Dunno, Mountain Line Capital Development Manager

Victoria Nill, ADOT North Central Assistant District Engineer

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Ruth Garcia, ADOT Regional Planner

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Transportation Planner

Kim Austin
Transportation Demand
Management Planner

Ava Elia
Montoya Fellow

FEDERAL CERTIFICATIONS
METROPOLITAN TRANSPORTATION PLANNING PROCESS
SELF-CERTIFICATION

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

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

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

Miranda Sweet
Miranda Sweet (Jul 30, 2026 11:39:17 PDT)

Jul 31

Miranda Sweet, Chair
Flagstaff Metropolitan
Planning Organization

Date

Justin Feek
Justin Feek (Jul 30, 2026 15:09:52 PDT)

Jul 31

Justin Feek, Director
Multimodal Planning Division
Arizona Department of Transportation

Date

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Chapter I

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

Executive Summary

The MetroPlan FY2026 program is \$2,395,022 including \$2,372,310 in federal funds and \$160,959 local funds. The MetroPlan FY 2027 program is \$3,013,850 with \$2,667,385 in federal funds and \$336,465 in local and match funds. The majority of local funds are from in-kind contributions, member fees and the City of Flagstaff Transit tax. The major activities for FY 2026 and 2027 are:

- Adopt 2 Year UPWP for FY 26 and 27
- Maintain the MetroPlan website, build social media presence
- Review the effectiveness of the procedures and strategies contained in the Public Participation Plan and Title VI Plan and update accordingly
- Review the UPWP processes and documents and update as needed to improve communications and documentation
- Review the TIP processes and documents and update as needed to improve communications and documentation
- Regional Model Update
- Grant-writing: Staff time
 - Special State Appropriations
 - 5307 and 5339 Transit grants
 - Surface Transportation Reauthorization
 - IIJA Grants, including but not limited to: Safe Streets for All, PROTECT, RAISE and INFRA Grants or as renamed under new authorization.
 - AZ SMART Fund Activities
 - Other competitive applications supporting regional needs
- Transportation Plans: Staff time
 - Support and Update Coordinated Public Transit- Human Services Transportation Plan
 - Regional Safety Plan
 - Safe Streets for All Planning grants including Vulnerable Roadway Users and Safe Streets Master Plan
 - Support Mountain Line's transit planning and 5305 grant funded projects including Creative Local Match, Transit into Code Study, Transit Access Study, Operational Assessment, AzTA Communications Plan and Five Year Transit Plan
 - Finalize West Route 66 Operational Assessment
 - Develop TDM Plan
 - Develop Safe Routes to School Plan
- Carbon Reduction Program:
 - Public Outreach
 - Multimodal data collection and modeling
 - Bike racks
 - Safe Routes to School
- Transportation Alternatives: Staff time and capital planning
 - Delivery of 6 E's Safe Route to School program

- Planning and preliminary engineering up to 30% design for missing infrastructure associated with schools
- Safe Systems Approach: staff time
 - Vulnerable Users Study and supplemental safety planning efforts
- Travel to support educational events and learn best practices, including the travel of staff, Board members who may be elected officials, TAC, and Management committee members. Travel may exceed \$5,000 per trip or event. Events include the Arizona Policy Summit, Association of Metropolitan Planning Organizations Conference, Safe Routes to School Conference, American Planning Association conferences, Roads and Streets Conference, and National Association of Transportation Officials, trainings or meetings at ADOT and the State Capitol. Additional travel not identified in the approved UPWP will require additional ADOT and FHWA approval

A brief definition of the UPWP

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

Adoption and Amendment of the UPWP

The UPWP is adopted every two years by the MetroPlan Board. The financial plan in the UPWP is based on estimates of available funding sources. While care is taken in developing as accurate a funding estimate as possible, it is often necessary to adjust the financial tables to reflect actual available funding as new information becomes available. The following Administrative Amendments may be made by the Executive Director without further action by the Board:

- Work elements or grants already approved by the Board may be added,
- Correct scrivener’s errors,
- Change fund source, providing that fiscal constraint is maintained,
- To update a Board approved budget,
- Update Board, TAC and Management membership or staffing roles
- Correct grant revenue estimates to reflect better information if the result is an increase or if a decrease is less than \$5,000.

A description of the metropolitan area

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

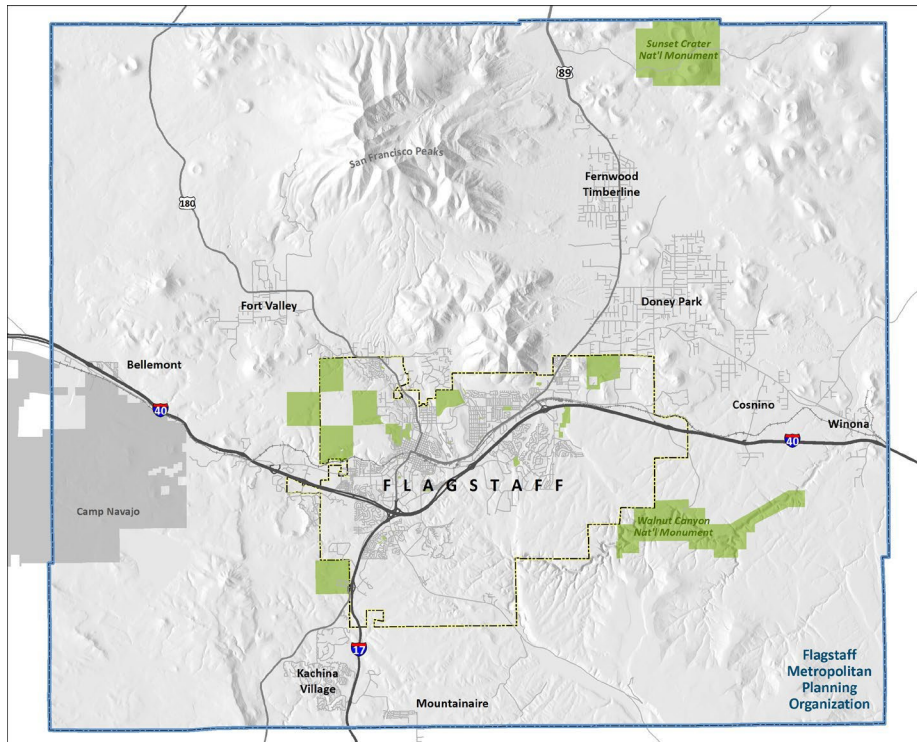


Figure 1. MetroPlan Planning Boundary

A current overview of the status of comprehensive transportation planning activities

Comprehensive transportation planning is embodied primarily in the regional transportation plan, a mandated federal document. The *MetroPlan Blue Print 2040 Regional Transportation Plan* was adopted in May 2017 and its update, *Stride Forward* was adopted June 1, 2023. The City of Flagstaff and Coconino County update to the regional comprehensive plan, *Flagstaff Regional Plan 2030*, was adopted by the City and County governing bodies in State Fiscal Year 2014 and was approved by voters in May 2014. Its update is in development and anticipated to be approved by the voters in November of 2026. MetroPlan played a coordinating and cooperative role.

The role of MetroPlan for planning priorities in the metropolitan area

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

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

- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
- Enhance travel and tourism

Additional Roles and Responsibilities

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

Air Quality and Attainment

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

Chapter II

ORGANIZATION AND MANAGEMENT

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

MetroPlan Staffing

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

- Multimodal Planning Division: Division Director, Program Planning Manager
 - Mountain Line: Transit Planner, Capital Project Manager, Management Services Director, Strategic Performance Planner
 - NAU: Parking and Shuttle Director, Facilities Planner

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

In addition to member agencies, MetroPlan coordinated closely with Flagstaff Unified School District and charter schools as well as the Coconino National Forest.

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

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

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

Identification of committee structure, including an Organization Chart:

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

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

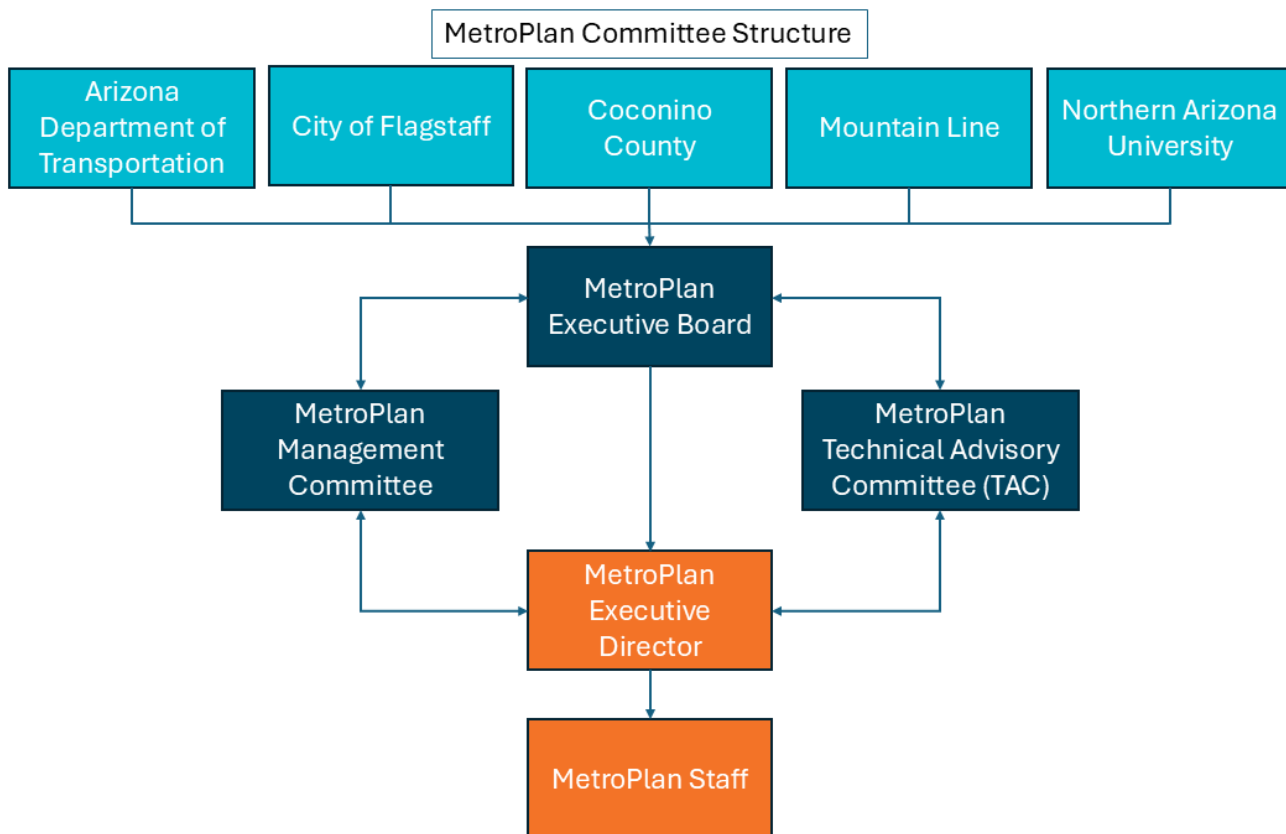
- **The MetroPlan Technical Advisory Committee (TAC)** is composed of technical and/or managerial staff representatives from each of the participating agencies. In

addition, there may be one or more ex-officio non-voting representatives from the FHWA and FTA. Additional organizations may be added in the future by Executive Board directive for voting or ex-officio non-voting status. Each ex-officio non-voting member must be approved by her/his respective agency.

The TAC has authority and primary responsibility to conduct technical reviews and analyses regarding work activities of the UPWP, and related issues as specified by the MetroPlan's Executive Board, and to advise the Executive Board on appropriate actions to be taken.

The TAC works closely with the MetroPlan staff, providing guidance and direction for development of the annual UPWP/Budget and work activities defined therein.

MetroPlan Organizational Chart



Operating procedures

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

Other Agreements

MetroPlan is formed under the authority of the Governor of the State of Arizona and structured as an independent legal entity through an intergovernmental agreement between

the City and County. MetroPlan has entered into the following agreements in order to satisfy federal requirements and clearly define operational relationships:

- a) JPA GRT-(21-0008177-T) with the Arizona Department of Transportation
- b) Intergovernmental Agreement with Northern Arizona Intergovernmental Public Transportation Authority (Mountain Line) for planning, such as the Coordinated Public Transit- Human Services Transportation Plan, payroll and personnel services, grant opportunities, use of facilities and IT services restated in December 2024.

Forms, certifications, and assurances

MetroPlan will comply with all federal, state and local laws. MetroPlan has an adopted Title VI Implementation Plan , Public Participation Plan, Coordinated Public Transit- Human Services Transportation Plan, and adopted ADOT's Disadvantaged Business Enterprise Policy. MetroPlan uses these documents to meet certifications and assurances required by federal law.

Chapter III FUNDING DESCRIPTION & BUDGET SUMMARY

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

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

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

- (12) **Carry-forward:** Carry-forward funds occur when an MPO does not obligate all available eligible funds in the current and/or prior fiscal years or if it has de-obligated funds that have been obligated previously.
- (13) **Safe Streets and Roads for All (SS4A):** Metropolitan Planning Organizations are eligible for Safe Streets and Roads for all planning activities. Funds are available competitively through FHWA and require 20% local match.

BUDGET SUMMARY TABLES

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

Revenue Summary: The table below provides a summary of all funding sources and revenues, including carry forward, anticipated by the Flagstaff MPO for FY 2026 and FY 2027.

FY2026 Budget

	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	TA	Members	Transit Tax	Totals
REVENUE													
FY26 Revenue	535,755.00	159,743.00	350,712.40	75,601.00	77,090.00	-	4,096.00		657,000.00		30,000.00		1,889,997.40
FY25 Carryforward Estimated	166,819.00	159,909.00	50,000.00	-		228,076.00	5,568.00		79,000.00	718,078.63	1,475.28		1,408,925.91
Total Authorized Federal	702,574.00	319,652.00	400,712.40	75,601.00	77,090.00	228,076.00	9,664.00	-	736,000.00	718,078.63	31,475.28	-	3,298,923.31
Match Rate	0.057	0.057	0.057	0.200	0.057	0.200		0.057		0.057			
Required Match	42,467.36	19,321.49	24,221.22	18,900.25	4,659.73	57,019.00	-			40,930.48			207,519.53
MATCH Breakdown	19,660.28	19,242.33	18,616.94	13,875.02	816.99	68,412.00	-	-	-	34,522.06	-	-	175,145.63
In-Kind	19,660.28	19,242.33	18,616.94	13,875.02	816.99	68,412.00	-	-	-	34,522.06	-	-	118,126.63
MP Cash Match													-
Mountain Line Cash Match	-				-	57,019.00							57,019.00
Other Cash Match											-		-
Total Cash Match	-	-	-	-	-	57,019.00	-	-	-	-	-	-	57,019.00
Match Total	19,660.28	19,242.33	18,616.94	13,875.02	816.99	68,412.00	-	-	-	34,522.06	-	-	175,145.63
	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Revenue	702,574.00	319,652.00	400,712.40	75,601.00	77,090.00	285,095.00	9,664.00	-	736,000.00	718,078.63	31,475.28	-	3,355,942.31
Expenditures:													
Salaries	186,700.52	238,108.85	-	43,793.90	6,951.02	-	-	-	154,225.02	65,424.28	7,585.44	-	702,789.01
Benefits	58,006.24	69,537.96	-	12,067.39	6,111.09	-	-	-	46,425.22	22,800.67	1,985.09	-	216,933.69
Salary/ERE:	244,706.76	307,646.81	-	55,861.29	13,062.11	-	-	-	200,650.24	88,224.96	9,570.53	-	919,722.70
Allocation:	26.61%	33.45%	0.00%	6.07%	1.42%	0.00%	0.00%	0.00%	21.82%	9.59%	1.04%	0.00%	
<i>Remaining federal after Salary/ ERE</i>	<i>(457,867.24)</i>	<i>(12,005.19)</i>	<i>(400,712.40)</i>	<i>(19,739.71)</i>	<i>(64,027.89)</i>	<i>(228,076.00)</i>	<i>(9,664.00)</i>	<i>-</i>	<i>(535,349.76)</i>		<i>(21,904.75)</i>	<i>-</i>	
Task 100	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	TA	Members	Transit Tax	Totals
Payroll Processing Expense	3,924.47	4,933.87	-	716.70	209.48	-	-	-	3,217.92	1,414.90	153.49	-	14,571.00
Phone and Internet	1,483.89	1,865.55	-	338.74	79.21	-	-	-	1,216.73	534.99	58.04	-	5,577.00
Memberships	3,500.00												3,500.00
Copying and Printing							1,500.00					-	1,500.00
Office Supplies							550.00					-	550.00
Postage and Freight							550.00					-	550.00
Books and Subscriptions												-	-
Insurance	2,050.00									3,600.00		-	5,650.00
Food											1,273.08	-	1,273.00
Legal Services	12,000.00											-	12,000.00
Financial Services (CPA/Audit)	24,000.00											-	24,000.00
Other Services											-	-	-
IT Support	3,924.47	4,933.87	-	895.87	209.48	-	-	-	3,217.92	1,414.90	153.49	-	14,750.00
Computer Equipment	5,000.00											-	5,000.00
Office Equipment	1,000.00											-	1,000.00
Public Outreach			32,000.00							25,000.00		-	57,000.00
Legislative Services											19,992.00	-	19,992.00
Computer Software	2,807.50						2,807.50					-	5,615.00
Operations:	59,690.33	11,733.29	32,000.00	1,951.31	498.17	-	5,407.50	-	7,652.57	31,964.80	21,630.09	-	172,528.00
Travel, Lodging and Meals	13,450.00									2,000.00			15,450.00
Conference Registration	3,320.00									800.00			4,120.00
Staff Education and Training	5,150.00												5,150.00
Travel and Training:	21,920.00	-	-	-	-	-	-	-	-	2,800.00	-	-	24,720.00
Special Project Consultant			223,000.00			235,750.00				450,000.00			908,750.00
Special Project Administration						49,300.00							49,300.00
Data Collection- Consultant			35,500.00										35,500.00
Modeling			18,500.00										18,500.00
RTP Consultant									500,000.00				500,000.00
Planning Contingency				-		-							-
Projects:	-	-	277,000.00	-	-	285,050.00	-	-	500,000.00	450,000.00	-	-	1,512,050.00
	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	TA	Members	Transit Tax	
Total Expenditures:	328,317.09	319,380.10	309,000.00	57,812.60	13,860.29	285,050.00	5,407.50	-	708,302.81	572,989.75	31,200.62	-	2,629,020.76
Check	376,256.91	271.90	91,712.40	17,788.40	63,529.71		45.00	-	27,697.19	145,088.88	274.66	-	726,921.55
Surplus (Available future years)	376,256.91	271.90	91,712.40	17,788.40	63,529.71	45.00	4,256.50	-	27,697.19	145,088.88	274.66	-	726,921.55
												Total	3,355,942.31

FY2027 Budget

	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	TA	Members	Totals
REVENUE												
FY27 Revenue	558,765.00	105,695.00	177,029.00	75,257.00	81,757.00	115,750.00	4,178.00		812,083.00		35,000.00	1,965,514.00
FY26 Carryforward Estimated	495,055.00	60,510.00	253,843.00	14,615.00	84,443.00	232,749.00	7,064.89			467,426.00	8.78	1,615,714.67
Total Authorized Federal	1,053,820.00	166,205.00	430,872.00	89,872.00	166,200.00	348,499.00	11,242.89	-	812,083.00	467,426.00	35,008.78	3,581,228.67
Match Rate	0.057	0.057	0.057	0.200	0.057	0.057	-	0.057	0.20	0.057		
Required Match	63,698.56	10,046.33	26,044.22	22,468.00	10,046.02	21,065.16	-	-	203,020.75	28,253.75		384,642.78
MATCH Breakdown	18,898.65	8,627.90	25,959.61	16,528.55	9,985.30	21,065.16	-	-	194,809.35	22,248.86	-	318,123.37
In-Kind	18,898.65	8,627.90	25,959.61	16,528.55	9,985.30	-	-	-	84,910.16	9,819.75	-	174,729.92
MP Cash Match	-	-	-	-	-	-	-	-	-	-	-	-
City Cash Match	-	-	-	-	-	-	-	-	84,910.16	12,456.00	-	97,366.16
County Cash Match	-	-	-	-	-	-	-	-	-	-	-	-
Mountain Line Cash Match	-	-	-	-	-	21,065.16	-	-	25,000.00	-	-	46,065.16
Other Cash Match	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Match	-	-	-	-	-	21,065.16	-	-	109,910.16	12,456.00	-	143,431.32
Match Total	18,898.65	8,627.90	25,959.61	16,528.55	9,985.30	21,065.16	-	-	194,820.32	22,275.75	-	318,161.23
	-	-	-	-	-	-	-	-	(10.97)	(26.89)	-	(37.86)
Interest Income	-	-	-	-	-	-	-	-	-	-	5,000.00	5,000.00
Total Cash Revenue	1,053,820.00	166,205.00	430,872.00	89,872.00	166,200.00	369,564.16	11,242.89	-	921,993.16	479,882.00	40,008.78	3,729,659.98
Expenditures:												
Salaries	186,168.68	99,339.68	-	48,314.00	112,043.62	-	-	-	98,695.51	74,279.63	4,693.83	623,534.96
Benefits	42,646.56	33,116.02	-	15,955.76	45,901.52	-	-	-	29,164.03	31,898.07	1,415.03	200,096.99
Salary/ERE:	228,815.24	132,455.70	-	64,269.76	157,945.14	-	-	-	127,859.54	106,177.70	6,108.87	823,631.95
	-	-	-	-	-	-	-	-	-	-	-	-
Allocation:	27.78%	16.08%	0.00%	7.80%	19.18%	0.00%	0.00%	0.00%	15.52%	12.89%	0.74%	100.00%
<i>Remaining federal after Salary/ ERE</i>	<i>(825,004.76)</i>	<i>(33,749.30)</i>	<i>(430,872.00)</i>	<i>(25,602.24)</i>	<i>(8,254.86)</i>	<i>(348,499.00)</i>	<i>(11,242.89)</i>	<i>-</i>	<i>(684,223.46)</i>		<i>(28,899.91)</i>	
Task 100	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	TA	Members	Totals
Payroll Processing Expense	5,396.11	4,123.68	-	1,515.66	3,724.79	-	-	-	2,015.29	2,503.97	144.06	19,424.00
Phone and Internet	1,595.88	923.82	-	448.25	1,273.85	-	-	-	719.51	740.54	42.61	5,744.00
Memberships	3,605.00											3,605.00
Copying and Printing							1,545.00					1,545.00
Office Supplies							566.50					567.00
Postage and Freight							566.50					567.00
Books and Subscriptions												-
Recognition and Awards											750.00	750.00
Insurance	1,833.37	192.98		93.64	230.12				186.29	2,008.70	8.90	4,554.00
Food											1,811.27	1,811.00
Legal Services	12,360.00											12,360.00
Financial Services (CPA/Audit)	24,720.00											24,720.00
Other Services	-						-				-	-
IT Support	3,708.56	2,905.10	-	1,041.66	2,559.92	-	-	-	1,313.99	1,720.89	99.01	13,349.00
Computer Equipment	5,150.00											5,150.00
Office Equipment	1,030.00											1,030.00
Public Outreach	-		169,000.00							19,000.00		188,000.00
Legislative Services											19,992.00	19,992.00
Computer Software		2,602.73		1,500.00			1,800.73					5,903.00
Operations:	59,398.92	10,748.31	169,000.00	4,599.21	7,788.67	-	4,478.73	-	4,235.08	25,974.10	22,847.85	309,071.00
Travel, Lodging and Meals	15,913.50									10,000.00		25,913.50
Conference Registration	4,243.60									3,145.00		7,388.60
Staff Education and Training	5,304.50											5,304.50
Travel and Training:	25,461.60	-	-	-	-	-	-	-	-	13,145.00	-	38,606.60
Special Project Consultant			163,872.00			369,564.16				218,527.00		751,963.00
Special Project Administration										5,458.00		5,458.00
Data Collection- Consultant			90,000.00									90,000.00
Modeling			8,000.00									8,000.00
RTP Consultant									679,611.00			679,611.00
Planning Contingency												-
Projects:	-	-	261,872.00	-	-	369,564.16	-	-	679,611.00	223,985.00	-	1,535,032.00
Total Expenditures:	313,675.76	143,204.01	430,872.00	68,868.98	165,733.81	369,564.16	4,478.73	-	811,705.61	369,281.80	28,956.72	2,706,341.58
Check	740,144.24	23,000.99	-	21,003.02	466.19	(0.00)	6,764.17	-	110,287.55	110,600.20	11,052.06	1,023,318.41
Surplus (Available future years)	740,144.24	23,000.99	-	21,003.02	466.19	(0.00)	6,764.17	-	377.39	98,144.20	6,052.06	895,952.25
												3,602,293.82

FY2026 Funding by Source

		STBG	STBG Match	PL	PL Match	CRP	CRP Match	SPR	SPR Match	FTA 5305D	FTA 5305D Match	FTA 5305E	FTA 5305E Match	PL- SATO	PL SATO Match	SS4A	SS4A Match	TA	TA Match	Total	Total Federal	Total Local
100	Administration	281,317	17,004	319,380	19,305	-	-	57,813	14,453	13,560	820	-	-	5,408	-	7,653	1,913	-	-	738,625	685,130	53,495
200	Data Collection	-	-	-	-	277,000	16,743	-	-	-	-	-	-	-	-	50,000	12,500	-	-	356,243	327,000	29,243
300	TIP	45,000	2,720	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	47,720	45,000	2,720
400	RTP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	450,000	112,500	-	-	562,500	450,000	112,500
500	Special Project Planning	-	-	-	-	32,000	1,934	-	-	-	-	285,050	71,263	-	-	200,650	50,163	572,990	143,247	1,357,297	1,090,690	266,607
600	Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
700	Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	total	326,317	19,724	319,380	19,305	309,000	18,678	57,813	14,453	13,560	820	285,050	71,263	5,408	-	708,303	177,076	572,990	143,247	3,062,386	2,597,820	464,565

FY2027 Funding by Source

		STBG	STBG Match	PL	PL Match	CRP	CRP Match	SPR	SPR Match	FTA 5305D	FTA 5305D Match	FTA 5305E	FTA 5305E Match	PL- SATO	PL SATO Match	SS4A	SS4A Match	TA	TA Match	Total	Total Federal	Total Local
	Administration	575,061	313,676	18,960	143,204	8,656	-	68,869	17,217	-	-	-	-	4,479	-	-	-	-	-	575,061	530,227	44,834
	Data Collection	277,701	-	-	-	261,872	15,829	-	-	-	-	-	-	-	-	-	-	-	-	277,701	261,872	15,829
	TIP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	RTP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Special Project Planning	2,161,088	-	-	-	169,000	10,215	-	-	165,734	10,018	369,564	26,331	-	-	811,706	202,926	369,282	26,311	2,161,088	1,885,285	275,802
	Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	total	3,013,850	313,676	18,960	143,204	430,872	26,044	68,869	17,217	165,734	10,018	369,564	26,331	4,479	-	811,706	202,926	369,282	26,311	3,013,850	2,677,385	336,465

Chapter IV

MPO WORK ELEMENTS

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

Work Element 100: Administration

Description

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

Purpose

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

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

FY 2026 and 2027 Goals and Objectives

- Manage the implementation of tasks within the FY 2026 and FY 2027 UPWP and submit quarterly reports
- Prepare and review requests for proposals, contracts, quarterly progress reports and invoices, maintain membership lists, prepare meeting agendas, maintain and update a website, and record meeting minutes of Technical Advisory Committee, Management Committee (as needed) and Executive Board meetings (monthly)
- Monitor best practices for transportation planning through industry associations such as TRB, AMPO, APTA, AASHTO, etc.
- Participate in meetings, workshops, and conferences to stay current on innovative planning and leadership techniques
- Host or co-host/ sponsor symposiums or summits on current regional issues for outreach and/or education purposes
- Assist member jurisdictions with MPO related activities, including orientation sessions.
- Make changes in the planning process as a result of changes to transportation legislation that may occur during the fiscal year
- Prepare the Fiscal Year 2026 and FY 2027 Work Program by May 2025
- Monitor and revise as needed, administrative, contractual, technical and review procedures and agreements to fulfill the UPWP
- Prepare annual Title VI Report for submission to ADOT by August of each year
- Conduct annual Title VI training

- Disseminate relevant disadvantaged business enterprise and other information to targeted parties as required
- Adopt a revised and updated Public Participation Plan biannually
- Conduct and respond to annual single audit
- Provide oversight of subgrantees
- Proactively develop a transportation legislative agenda for the region
- Education of policy makers on Arizona transportation needs and those in the MetroPlan region including hosting of the Arizona Transportation Policy Summit, including travel of Board members who may be elected
- Travel to support educational events and learn best practices, including the travel of staff, Board members who may be elected officials, TAC, and Management committee members. Travel may exceed \$5,000 per trip or event. Events include the Arizona Policy Summit, Association of Metropolitan Planning Organizations Conference, Safe Routes to School Conference, and National Association of Transportation Officials
- Oversight of subrecipient activities

FY 2026 and FY 2027 Outcomes and End Products

- Timely submission of quarterly progress reports
- Timely submission of quarterly invoices
- Properly noticed and documented public meetings
- Submit annual Title VI Report in August of each year
- Complete UPWP amendments as needed and update annually
- Maintain compliance with all grant requirements
- Support subgrantees

Consultant Activities:

Accounting and audit services

Legal Services

Work Element 200: Data Collection

Description

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

Purpose

Collect, analyze and report on data that:

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

FY 2026 and 2027 Goals and Objectives

- Collect the required data for all universe road and street section records in the Highway Performance Monitoring System (HPMS) database that are functionally classified above local, respecting ADOT's preferred collection schedule
- Maintain a current inventory of the MetroPlan's functional classification of roadways and urban boundaries, according to federal regulations and state procedures
- Update the transportation model and determine how MetroPlan will collaborate with its partners on data collection
- Consider creation of web-based performance dashboard including associated data management for federal mandates and other needs
- Adopt and monitor performance measures, including ADOT performance measures, Mountain Line performance measures and new items related to greenhouse gases and other emissions
- Update demographic data annually
- Develop data need to create and maintain Safe Streets Master Plan
- Further refine safety and crash data associated with SS4A grant
- Develop and report on key performance indicators for the organization

FY 2026 and FY 2027 Outcomes and End Products

- General data collection (variable)
- Document completion of HPMS Data Entry, meeting ADOT's schedule
- Provide a functional classification report as needed
- Quarterly key performance indicators report

Consultant Activities:

Multimodal Traffic Counts

Modeling Support

Work Element 300: Transportation Improvement Program (TIP)

Description

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

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

Purpose

To create a TIP that:

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

FY 2026 and 2027 Goals and Objectives

- Use of the E-STIP for annual submittal and for amendments
- Develop redundancy in TIP/ STIP process knowledge within the organization
- Develop list of all capital project needs in region, prioritize for a variety of funding sources including federal grant applications, state highway funds, and local funds
- Adopt TIP every two years. Maintain amendments on website
- Amend TIP as needed to support grant applications

FY 2026 and FY 2027 Outcomes and End Products

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

Consultant Activities:

None

Work Element 400: Regional Transportation Plan (RTP)

Description

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

Purpose

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

FY 2026 and 2027 Goals and Objectives

- Submit MetroPlan RTP amendments as needed.
- Work on implementation of Stride Forward concepts
- Begin Safe Streets Master Plan planning effort which will serve as the next RTP including lists of prioritized projects

FY 2026 and FY 2027 Outcomes and End Products

- Conduct scoping, procurement, background and data collection
- Develop Complete Streets Guidelines and layer network
- Submit RTP amendments as needed
- Record number of projects from Stride Forward Implemented

Consultant Activities:

Delivery of Safe Streets Master Plan

Work Element 500: Special Project Planning

Description

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

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

FY 2026 and 2027 Goals and Objectives

- Provide input on and support Transit plans and studies
- Provide input on and support 5310 Program Coordination
- Deliver 5305(e) Transit Projects, including Creative Local Match, Transit into Code, Transit Access Study, Operational Assessment and AzTA Communications Plan
- Provide input on Neighborhood Planning efforts in region
- Provide leadership and support in submitting grants and obtaining funding for priority projects in region
- Complete the *Vulnerable Roadway Users Plan*
- Update the Regional Transportation Safety Plan in collaboration with NACOG and CYMPO
- Provide input and plan review of Transportation Impact Analysis
- Provide input on regional freight planning and economic development activities related to freight as needed
- Apply for and initiate grants that support multimodal connectivity
- Cooperate with the City and County on the update to the Regional Plan
- Finalize West 66 Corridor Operational Assessment
- Develop a Safe Routes to School program
- Identify missing Safe Routes to School infrastructure and conduct preliminary engineering on priority projects
- Create a clear prioritization of regional projects with an emphasis on safety and creating access for all modes

FY 2026 and FY 2027 Outcomes and End Products

- Complete West Route 66 Corridor Operational Assessment
- Adopt a Creative Local Match Plan
- Modify City code to better include and incentive multimodal transportation options through Transit into Code Study
- Complete SS4A Planning grant activities under the Vulnerable Roadway Users Plan and submit for demonstration project
- Support Mountain Line in implementation of tax increase through Transit Access Study and Operational Assessment
- Implement a Safe Routes to School program and apply for construction of priority projects

Consultant Activities:

- CRP funds will be used to support TDM Program education and encouragement activities
- Transit Access Study
- Safe Routes to School Infrastructure planning and design
- Mountain Line Operational Assessment

Work Element 600: Environmental

Description

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

Purpose

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

FY 2026 and FY 2027 Goals and Objectives

- No major activities expected.

FY 2026 and FY 2027 Outcomes and End Products

- No major activities expected.

Consultant Activities:

None

Work Element 700: Capital Expenditures

Description

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

Purpose

Support the operations of the organization with capital needs.

FY 2026 and 2027 Goals and Objectives

No capital expenditures are anticipated.

FY 2026 and FY 2027 Performance Measures and End Products

No capital expenditures are anticipated.

Consultant Activities:

None

APPENDICES & REFERENCES

MPO WORK ELEMENTS

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

100. Administration

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

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

200. Data Collection

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

Highway Performance Monitoring System (HPMS) Data

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

Name of road and beginning and ending termini;

Jurisdiction responsible for ownership;

Jurisdiction responsible for maintenance;

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

Section length (mileage);

Number of through lanes;

Type of surface;

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

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

Aggregate length in miles;

AADT Volume Range;

Type of surface, Paved or Unpaved.

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

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

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

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

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

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

Functional Classification:

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

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

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

Air Quality Standards:

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

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

Data for Population Projections and Estimates:

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

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

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

300. Transportation Improvement Program (TIP)

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

400. Regional Transportation Plan

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

500. Special Project Planning

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

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

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

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

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

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

600. Environmental Overview

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

Livability Principles:

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

700. Capital Expenditures

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