



AGENDA

Technical Advisory Committee

1:30 – 3:30 PM

May 21, 2025

[Join the meeting now](#)

Meeting ID: 237 424 121 882

Passcode: e297uD6E

In-Person

Flagstaff City Hall

211 W Aspen 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@metroplanflg.org. The MetroPlan complies with [Title VI of the Civil Rights Act](#) of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin, and LEP – Limited English Proficiency.) Requests should be made as early as possible to allow time to arrange the accommodation.

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

Public Questions and Comments must be emailed to planning@metroplanflg.org 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).

TECHNICAL ADVISORY COMMITTEE MEMBERS

- ☐ Michelle McNulty, City of Flagstaff Planning Director, Chair
- ☐ Nate Reisner, Coconino County Engineer, Vice-Chair
- ☐ Anne Dunno, Mountain Line Capital Development Manager
- ☐ Paul Mood, City of Flagstaff Engineer
- ☐ Jeff Bauman, City of Flagstaff Transportation Manager
- ☐ Jess McNeely, Coconino County Community Development Assistant Director
- ☐ Ruth Garcia, ADOT Regional Planning
- ☐ Jeremy DeGeyter, ADOT Assistant District Engineer
- ☐ Romare Truely, Federal Highway Administration
- ☐ Stephanie Santana, City of Flagstaff Senior Transportation Engineer (*Alternate for JBauman*)
- ☐ Jason James, ADOT Regional Planning Manager (*Alternate for RGarcia*)
- ☐ Ryan Wolff, ADOT Transportation Engineer (*Alternate for JDeGeyter*)
- ☐ VACANT, Northern Arizona University

METROPLAN STAFF

- ☐ Kate Morley, Executive Director
- ☐ David Wessel, Planning Manager
- ☐ Mandia Gonzales, Transportation Planner
- ☐ Sandra Tavel, Transportation Planner
- ☐ Kim Austin, Transportation Demand Manager
- ☐ Corey Cooper, Safe Routes to School Coordinator
- ☐ Vacant, Business Manager & Clerk of the Board
- ☐ Melanie Nagel, Montoya Fellow

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

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

4. APPROVAL OF MINUTES

(Pages 5-10)

Technical Advisory Committee Regular Meeting Minutes of April 23, 2025.

B. CONSENT AGENDA

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

1) FY2026 Title VI and Civil Rights Plan:

Staff recommend the TAC recommend the Board adopt the FY26 Title VI Plan. (Pages 11-67)

2) FY26 and FY27 Unified Planning Work Program (UPWP):

Staff recommend the TAC recommend the Board adopt the FY2026 and FY2027 Unified Planning Work Program (UPWP). (Pages 68-105)

C. GENERAL BUSINESS

1. CONSIDER FY2026 BUDGET

(Pages 106-111)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommend the TAC recommend the Board adopt the FY2026 Budget as drafted.

2. W. ROUTE OPERATIONAL ASSESSMENT (OA) UPDATE

(Pages 112-122)

MetroPlan Staff: Mandia Gonzales

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

3. FY2026 GREATER ARIZONA FUNDING INITIATIVES - RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) BILL

(Pages 123-130)

MetroPlan Staff: Sandra Tavel

Recommendation: Recommend the Board adopt US180 Corridor Improvements and West Route 66 for the FY2026 RTAC Bill projects.

4. NORTHERN ARIZONA UNIVERSITY SUBRECIPIENT PERFORMANCE REVIEW

(Pages 131-133)

MetroPlan Staff: Dave Wessel

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

5. LAND AVAILABILITY AND SITE SUITABILITY STUDY, CODE ANALYSIS PROJECT UPDATE

(Pages 134-138)

Guests: Elizabeth (Bizzy) Collins and Michelle McNulty

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

6. SAFE STREETS MASTER PLAN UPDATE

(Pages 139-154)

MetroPlan Staff: Dave Wessel

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

7. METROPLAN HAPPENINGS

(Pages 155-156)

MetroPlan Staff: Kate Morley

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

D. CLOSING BUSINESS

1. ITEMS FROM THE TAC

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

2. NEXT SCHEDULED TECHNICAL ADVISORY COMMITTEE

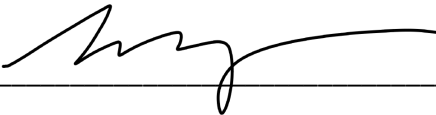
September 24, 2025

3. ADJOURN

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

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at www.metroplanflg.org on May 15, 2025, at 12:00 pm.

A handwritten signature in black ink, appearing to read 'Mandia', is written over a solid horizontal line.

Mandia Gonzales, Transportation Planner

Dated this 15th day of May 2025.



Meeting Minutes

Technical Advisory Committee

1:30 – 3:30 PM

April 23, 2025

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 227 505 482 08

Passcode: wN9UH3AK

In-Person

Flagstaff City Hall

211 W Aspen Ave, Flagstaff, AZ 86001

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- ☒ Michelle McNulty, City of Flagstaff Planning Director, Chair
- ☒ Nate Reisner, Coconino County Assistant Engineer, Vice-Chair
- ☐ Anne Dunno, Mountain Line Capital Development Manager - [Excused](#)
- ☒ Paul Mood, City of Flagstaff Engineer
- ☒ Jeff Bauman, City of Flagstaff Transportation Manager
- ☐ Jess McNeely, Coconino County Community Development Assistant Director - - [Excused](#)
- ☐ Ruth Garcia, ADOT Regional Planning – [Excused](#). Alt. [Jason James](#)
- ☒ Jeremy DeGeyter, ADOT Assistant District Engineer
- ☐ Romare Truely, Federal Highway Administration
- ☐ Stephanie Santana, City of Flagstaff Senior Transportation Engineer (*Alternate for JBauman*)
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- ☒ Corey Cooper, Safe Routes to School Coordinator
- ☐ Vacant, Business Manager & Clerk of the Board
- ☐ Vacant, Montoya Fellow
- ☐ Vacant, AmeriCorp Fellow

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

Chair McNulty called the meeting to order at 1:00 pm

2. ROLL CALL

See Above

3. PUBLIC COMMENT

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

None Provided.

4. APPROVAL OF MINUTES

Technical Advisory Committee Regular Meeting Minutes of January 22, 2025.

Motion: TAC Vice Chair Nate Reisner made a motion to approve the January 22, 2025, meeting minutes. TAC member Jeff Bauman second the motion. Approved unanimously.

B. CONSENT AGENDA

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

None.

C. GENERAL BUSINESS

Motion: Member Bauman moved to reorder the agenda #9, ADOT Lighting Study to the beginning of the agenda. Seconded by DeGeyter. Approved unanimously.

1. DRAFT FISCAL YEAR 2026 BUDGET

MetroPlan Staff: Kate Morley

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

Director Morley provided a presentation and overview of the FY2026 draft budget for MetroPlan. Updates included revenues, expenses, and assumptions for the final development of the budget.

2. DRAFT FY2026 AND FY2027 UNIFIED PLANNING WORK PROGRAM (UPWP)

MetroPlan Staff: Kate Morley

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

Director Morley provided a presentation and summary of the FY26-27 draft Unified Planning Work Program. The Unified Planning Work Program (UPWP) is a two-year program that provides details for how MetroPlan will spend its funding and meet its responsibilities. The UPWP identifies Metroplan's major activities and closely ties to the budget. The federal and state governments require the UPWP document as a core product of Metropolitan Planning Organizations and is a condition to receive federal funding. The document covers the period from July 1, 2025, to June 30, 2027, which is two fiscal years.

Summary of changes related to staffing and projects. Made recommendations for administrative amendments that can be done without Executive Board approval.

3. SAFE STREETS MASTER PLAN (SSMP) UPDATE

MetroPlan Staff: David Wessel

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

Planning Manager Wessel provided a presentation and update on the scoping and next steps of the multi-jurisdictional master plan. A draft project scope and procurement scope were circulated by the project managers to a scoping team of 6-8 stakeholders. The group is working towards products all stakeholders will endorse.

It is anticipated that the internal scoping draft will be completed by the end of April. This will then be circulated to stakeholders for final review. Anticipate the notice of intent of release in May 2025 rather than April 2025.

TAC Discussion on route transfers from ADOT to the City and funding of operations and maintenance. More discussion by the scoping committee on this topic is needed to determine the best way to pursue and manage that task.

4. MICROMOBILITY SHARE PROGRAM UPDATE

MetroPlan Staff: Kim Austin

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

Transportation Demand Manager Austin provided a presentation and update on the next steps of the potential micromobility share program, which will be led by the City of Flagstaff with support from MetroPlan. This presentation included a review of stakeholder outreach to-date, previous pilot project results, risk management, and a summary of existing city codes that support micromobility programs.

5. W. ROUTE 66 OPERATIONAL ASSESSMENT UPDATE

MetroPlan Staff: Mandia Gonzales

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

Planner Gonzales provided a presentation and update on the West Route 66 Operational Assessment. Updates included a review of potential projects as identified by the Project Advisory Group (PAG), schedule updates, and discussions with the Technical Advisory Committee regarding roundabouts, development, and next steps.

ADOT would own and operate a roundabout - ADOT and City in support of roundabouts (long term maintenance values) intersections operating about the same.

6. ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) PLANNING TO PROGRAMMING (P2P) FY27-31 PRIORITY PROJECTS DISCUSSION

MetroPlan Staff: Sandra Tavel

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

Planner Tavel provided a presentation on the outcomes of the Planning to Programming (P2P) project nominations as discussed at the MetroPlan Annual Strategic Advance. Tavel sought input on the scope for priority project #1 nomination: US180 Corridor Improvements, or any of the other priority projects so that MetroPlan can make robust project nominations to ADOT by the submission deadline of May 1, 2025.

Scope refinement for the components of US180 Corridor Improvements.

180 Forest – HAWK

Crossings: Humphreys and/or Elm - Elm is a focus of city staff (currently studying)

The agreed to nominate the US180 Corridor Improvements to the ADOT's P2P.

7. SAFE ROUTES TO SCHOOL UPDATE

MetroPlan Staff: Corey Cooper

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

Safe Routes Coordinator Cooper provided a presentation on data collection findings from various local schools, and updates on the Safe Routes infrastructure project. Cooper continues to conduct school observations to collect data on the following:

- Number of students who walk, bicycle, or ride a scooter
- Number of students that ride school transportation or public transit
- Number of car drop-offs and pickups
- Missing or damaged infrastructure
- Behaviors, such as speeding, jaywalking, riding without a helmet, etc.

8. TRIP DIARY RESULTS

MetroPlan Staff: David Wessel

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

Planning Manager Wessel provided a presentation on the findings from the recently completed Trip Diary. MetroPlan conducts a trip diary survey in the fall every six years (2006, 2012, 2018) and completed the 2024 survey analysis and reporting this spring. Findings included:

1. Increase in Walking Mode Share
2. Consistent Commuting Patterns with Emerging Flexibility
3. Increase in the percentage of people not traveling on their travel day
4. Increased Adoption of Delivery Services

9. ADOT LIGHTING STUDY

MetroPlan Staff: David Wessel

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

Planning Manager Wessel provided an update on the request for ADOT to conduct a Lighting Study in response to the region's Dark-Sky ordinance. The MetroPlan region has numerous plans that support dark skies for the benefit of important observatories, health and wellbeing, preservation of natural environment and to support the economy. Both the City and the County have dark sky ordinances. The City of Flagstaff has dark sky streetlight standards while the County does not own streetlights.

ADOT is installing dark sky compliant LED lights in several locations throughout the region and has stated their intent to study the effect before considering adopting standards.

Public Comment:

Dr. Steven Williams, Navel Observatory. Discussed lighting fixtures with the current lighting system. They are supportive of the new LED lights

Dr. Fred Ruba, Former Naval Observatory Employee. Concerns are after the test fixtures, which look good spectrally. ADOT was seeking their verbal approval.

Chris Luginbuhl, FDSC Board President: Lighting concern beyond the observatories. Policies regarding the spectrum of outdoor lighting were adopted 30 years ago. Support for moving the study forward. Currently concerned about moving this project out into the future and how it may be impacted by the federal/state funds.

TAC Discussion:

Bauman – ADOT is testing and continue to test fixtures. These fixtures come from an informal approved list of fixtures by the city. Scope – city is responsible for all street lighting along ADOT roadways. The ADOT study will look at ADOT traffic signals, ramps, and the 17/40 hwy system.

DeGeyter – Discussions have been going on for a long time. ADOT remains committed to that conversation, but DeGeyter can't speak to the study itself. At this point, the study is anticipated for the first quarter of 2026 (July, 2025)

10. METROPLAN HAPPENINGS

MetroPlan Staff: Kate Morley

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

Director Morley provided an overview of recent and future happenings and events for MetroPlan.

- July 18th, 2025, Arizona State Transportation Board meeting
- Approval of the Coordinated Public Transit Human Service Transportation Plan
- Board approval of Vision Zero Resolution that sets forth a goal to reduce serious and fatal crashes by 40% by the year 2045.
- Launch of the Safer People Campaign
- Planning Manager Wessel is recognition by the Association of Metropolitan Planning Organizations (AMPO) for his work on their policy committee.

D. CLOSING BUSINESS

1. ITEMS FROM THE TAC

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

None.

2. NEXT SCHEDULED TECHNICAL ADVISORY COMMITTEE

May 21, 2025

3. ADJOURN

Chair McNulty adjourned the meeting to order at 3:29 pm

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.



METROPLAN

GREATER † FLAGSTAFF

STAFF REPORT

REPORT DATE: May 6, 2025

MEETING DATE: May 21, 2025

TO: Honorable Chair and Members of the Technical Advisory Committee

FROM: Aubree Flores, AmeriCorps Member

SUBJECT: Consider Fiscal Year 2026 Title VI Plan Update

1. RECOMMENDATION:

Staff recommend the TAC recommend the Board adopt the FY26 Title VI Plan.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 2: Deliver Plans that Meet Partner and Community Needs

Objective 2.2: Expand inclusion of transportation-disadvantaged community members and organizations in planning processes from setting planning priorities to implementing outcomes.

3. BACKGROUND:

MetroPlan operates primarily with federal funds. Compliance with Title VI of the Civil Rights Act to assure non-discrimination in the use of those funds is a requirement to receive those funds. The Title VI Plan documents steps taken by MetroPlan to comply with Title VI and future actions to improve or maintain performance.

FY26 Updates included:

- Updates to staff contacts
- Updates to TAC member profiles
- Updates to the demographic statistics of the region
- Updates to demographic maps of the region
- Addition of FY25 map of projects in progress



METROPLAN

GREATER † FLAGSTAFF

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

Pending

5. FISCAL IMPACT:

The fiscal impact is nominal, including staff time for recording data, posting information, and communicating with relevant parties. Federally funded FHWA and FTA programs are required to have an annually updated Title VI plan.

6. ALTERNATIVES:

1. **Recommended.** Recommend the Board adopt the FY26 Title VI Plan as presented. The draft plan is compliant with ADOT and federal requirements and keeps compliant with the requirements of our funding.
2. **Not Recommended.** Do not recommend the Board adopt the FY26 Title VI Plan as presented. The TAC may wish to include additional actions to support Title VI objectives. However, public participation in projects may always exceed these standards but not drop below.

7. ATTACHMENTS:

(Draft) FY26 Title VI Plan



Title VI & Environmental Justice Plan

RELATED TO FEDERALLY FUNDED TRANSPORTATION
PLANNING AND IMPROVEMENTS

Adoption by MetroPlan Executive Board
June 5, 2025

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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, limited English proficiency, 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, Executive Order 12898 (Environmental Justice), Executive Order 13166 (Limited English Proficiency), 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 of 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:_____

MetroPlan Contact Information

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En español:

Para información en Español sobre los proyectos de planificación y transporte en su comunidad, póngase en contacto con:

Kate Morley, Director Ejecutivo
Teléfono: 928-266-1293
kate.morley@metroplanflg.org

I. Introduction

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 and related Environmental Justice requirements. This updated Title VI Plan describes how MetroPlan will operate in compliance with these federal mandates.

Title VI of the Civil Rights Act of 1964 and Environmental Justice Explained

Section 601 of the Civil Rights Act of 1964 prohibits discrimination “on the basis of race, color, or national origin” in any “program or activity receiving federal financial assistance.” Subsequent legislation has extended the protections under Title VI of the Civil Rights Act to prohibit discrimination based on gender, disability, age, income status, and limited English proficiency. The Civil Rights Restoration Act of 1987 established that Title VI applies to all programs and activities of Federal-aid recipients, sub-recipients, and contractors, whether those programs and activities are federally funded or not.

In 1994, President Clinton issued Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations. This Executive Order focused attention on Title VI by requiring that “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.” This may include subgroups of elderly and disabled persons. MetroPlan will make every effort to consider the health, environment, and economic impact its activities may have on the communities and individuals within its regional area.

Statistical Data of Communities

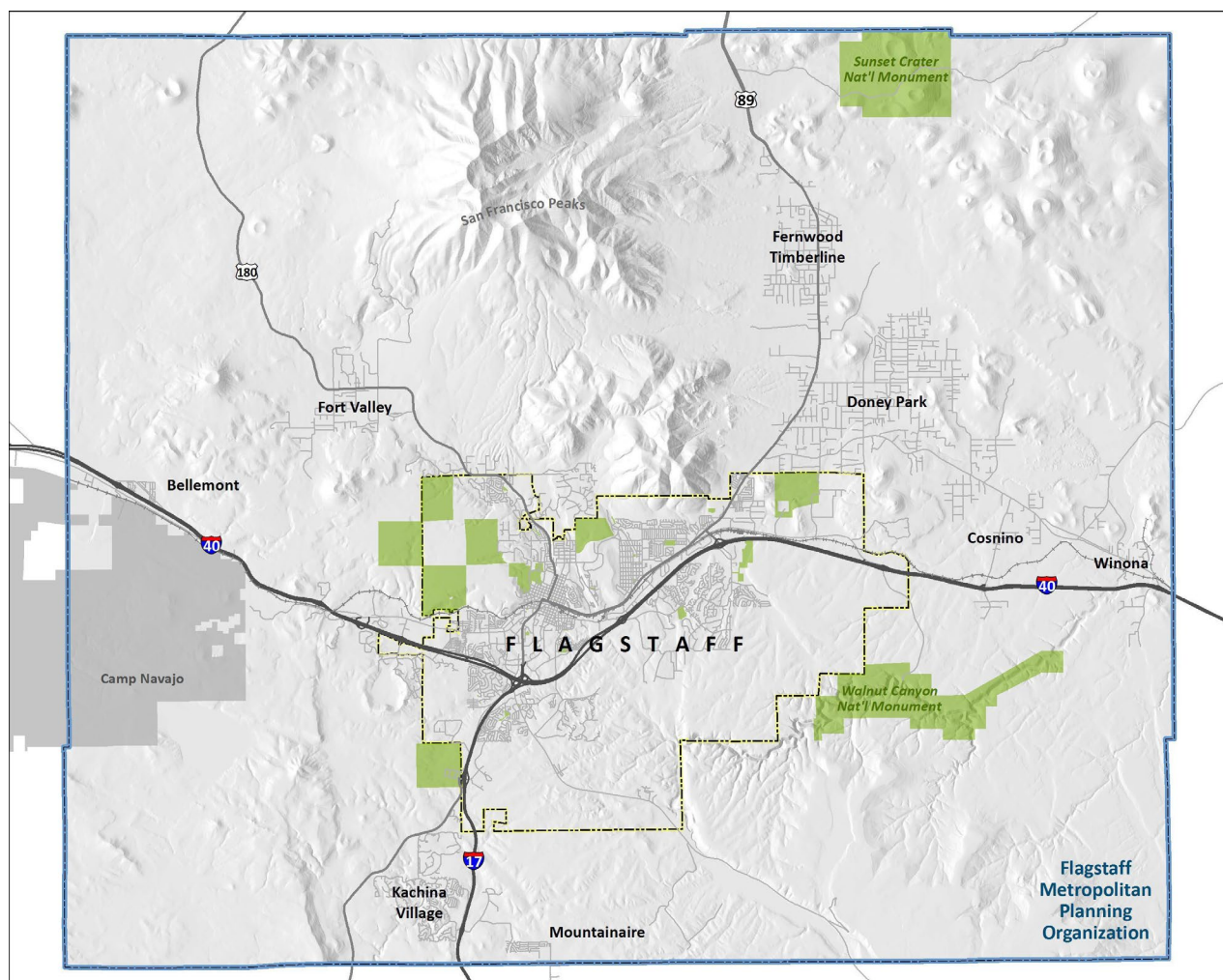
A statistical description of these populations, together with maps illustrating their distribution throughout the MetroPlan region, may be found in [Appendix A](#). Demographic data has been obtained from the American Community Survey database and is regularly used in the MetroPlan planning process.

II. MetroPlan Organization & Program Administration

General Organization

MetroPlan was established in 1996 as the Flagstaff Metropolitan Planning Organization with responsibility for transportation planning within the regional area generally described as the City of Flagstaff and the unincorporated communities of Bellemont, 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



MetroPlan Staff

The **Title VI Coordinator** for FY 2026 is vacant. The Executive Director is currently acting; however, once the Business Manager position is filled, the duties will move to that position. 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 person 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 Environmental Justice (EJ) and Limited English Proficiency (LEP) 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 internal and external 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 LEP 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, Limited English Proficiency 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 represents environmental quality, Native Nation communities, and transportation are 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.
- Participate in Title VI training as needed.
- Support the Title VI Coordinator with annual analysis and reporting.

MetroPlan Staff

STAFF MEMBER	POSITION	RACE	SEX	ELECTED (YES OR NO)
Kate Morley	Executive Director	Caucasian	Female	No
Tami Suchowiejko	Business Manager		Female	No
David Wessel	Planning Manager	Caucasian	Male	No
Mandia Gonzales	Transportation Planner	Multi-Ethnic (2 or more races)	Female	No
Sandra Tavel	Transportation Planner	American Indian	Female	No
Kim Austin	Transportation Planner	Caucasian	Female	No
Corey Cooper	Safe Routes to School Coordinator	Caucasian	Male	No

MetroPlan Membership

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

Minority Participation

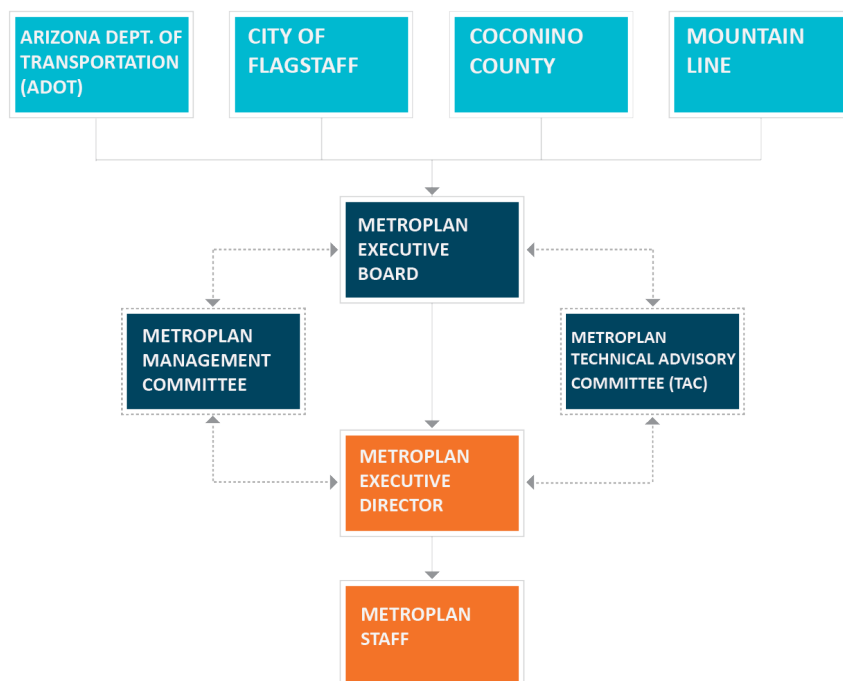
MetroPlan is governed by the Executive Board and advised by the Technical Advisory Committee (TAC).

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 Committee Structure



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.

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 Program Plan on June 6, 2024. Minutes from June 6, 2024, meeting indicating plan approval will be attached to the final version of this plan.

MetroPlan Technical Advisory Committee

The Technical Advisory Committee (TAC) is an advisory committee to the Executive Board. The nine-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 appointee from NAU Facilities Department. Designees for these positions may attend and vote if appointed per the approved operating procedures.

COMMITTEE MEMBER	POSITION	RACE	SEX	ELECTED (YES OR NO)
Michelle McNulty <i>(Chair)</i>	City of Flagstaff Planning Director	Other	Female	No
Nate Reisner <i>(Vice-chair)</i>	Coconino County Assistant County Engineer	Caucasian	Male	No
Anne Dunno	Mountain Line Capital Division Manager	Caucasian		No
VACANT	ADOT Assistant District Engineer			No
Paul Mood	City of Flagstaff Engineer	Decline to State	Male	No
Ruth Garcia	ADOT	Hispanic/Latino	Female	No
Jeff Bauman	City of Flagstaff Transportation Manager/Acting City Engineer	Caucasian	Male	No
Jess McNeely	Coconino County Community Development Assistant Director	Caucasian	Male	No
VACANT	Federal Highway Administration			

MetroPlan Federal Activity

MetroPlan is primarily funded with federal transportation taxes passed through the Arizona Department of Transportation. As such, MetroPlan is responsible for assuring non-discrimination per Title VI of the Civil Rights Act of 1964 and related authorities in its activities, including:

- Establishing an annual work program for regional transportation planning tasks;
- Performing strategic analyses and technical modeling of the transportation system;
- Establishing a fair and impartial setting for regional decision-making that includes federal, state, and local agencies dealing with transportation issues;
- Prioritizing transportation projects and developing a Metropolitan Transportation Improvement Program;
- Allocating state and federal funds for both capital and operating needs;
- Preparing financial analysis and project programming;
- Ensuring compliance with state and federal standards; and
- Providing opportunities for public involvement.

III. MetroPlan Title VI Goals & Strategies

MetroPlan is committed to preventing discrimination and to fostering a just and equitable society, and MetroPlan recognizes the key role that transportation services provide to the community. MetroPlan establishes the following basic principles to serve as overall objectives in implementing this Title VI program:

- Make transportation decisions that strive to meet the needs of all people.
- Enhance the public-involvement process to reach all segments of the population and ensure that all groups have a voice in the transportation planning process regardless of race, color, national origin, sex/gender, gender identity or expression, sexual orientation, age, disability, and income status.
- Provide the community with opportunities to learn about and improve the quality and usefulness of transportation in their lives.
- Improve data collection, monitoring, and analysis tools that assess the needs of, and analyze the potential impacts of transportation plans and programs on Title VI protected populations.
- Avoid disproportionately high and adverse impacts on Title VI protected populations.
- Comply with the requirements of Title VI and accompanying rules and orders.

MetroPlan Title VI Goals

MetroPlan will consider environmental justice through planning activity according to Federal legislation noted above. Furthermore, in order to involve and assist minority and low-income populations, MetroPlan will adhere to the Bipartisan Infrastructure Law (BIL) within the transportation planning process. A Public Participation Plan was adopted by the Executive Board in 2015 and subsequent amendments.

MetroPlan will hold public meetings in facilities that are Americans with Disabilities Act (ADA) compliant and ensure reasonable accessibility and accommodation to persons with disabilities. Further, to provide equally effective communication, upon request, MetroPlan will accommodate people requiring assistance, such as the hearing or visually impaired.

MetroPlan will assist persons with limited English proficiency (LEP) to participate in the transportation planning process. Staff will make every effort to provide interpreters and document translation, where feasible, upon request. Elderly people or non-vehicle households who are unable to attend meetings may request information from the MetroPlan office and have the requested materials delivered to their residences. MetroPlan staff are willing to go directly to groups to speak about transportation planning issues groups in an effort to eliminate participation barriers and involve citizens in the transportation process.

MetroPlan Title VI Strategies & Program Review

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 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 Plan to ADOT for review and feedback.
- June– Title VI Plan Adoption
 - Present Title VI training materials at the regular meetings of the Technical Advisory Committee and Executive Board where the Title VI 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.

General Program Administration

The following are the general Title VI responsibilities of MetroPlan.

Legal/Operational Guidelines

- MetroPlan Procedures Manual
- Mountain Line (NAIPTA) Employee Handbook as adhered to by MetroPlan

Elements of MetroPlan General Program Administration

Data Collection Procedures

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

Checking for environmental justice requires an examination of the distribution of benefits and burdens over time, space, and across various population groups. Demographic information can assist in identifying communities of concern. 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.

In an effort to better integrate environmental justice into its work program, 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 environmental justice 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.

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. This report is updated annually by the Title VI Coordinator.
2. MetroPlan will establish a reporting mechanism that includes demographics for non-elected members of its policy and advisory committees, including the Executive Board and Technical Advisory Committee. The report shall include race and gender. This report is updated annually by the Title VI Coordinator.
3. 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.
4. 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 in order to provide an up-to-date baseline report documenting populations of concern for environmental justice analysis. The decennial census will be the primary basis of data.
5. All staff will routinely evaluate public participation in order to determine whether the outreach plan has been successful in recruiting participation among Title VI protected populations. Data is used to compare meeting attendee demographics with the demography of the state or areas affected.
6. MetroPlan staff will collect data from contractors and vendors relevant to achieving Disadvantaged Business Enterprise (DBE) goals. Information pertaining to the race and sex of the awardee relative to all bidders will be gathered through the AZ-UTRACS system and compiled on an annual basis. This data is collected as part of the procurement process and is usually managed by the Title VI Coordinator.
7. 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 meeting 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.

Contracts and Intergovernmental Agreements

MetroPlan facilitates the execution of intergovernmental agreements between MPO partners and the Arizona Department of Transportation in association with the distribution of Federal Surface Transportation Program-Urban (STP-U) funds for specific projects or activities. The standard language incorporated into these intergovernmental agreements requires that the partners comply with all applicable federal, state, and local laws, rules, ordinances, and regulations at all times and in the performance of the work. This provision includes the nondiscrimination and environmental justice stipulations contained in Title VI of the Civil Rights Act and related authorities.

Training Program

The MetroPlan Title VI Program Coordinator will continue to provide training for MetroPlan employees and sub-contractors 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 provide 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 and Limited English Proficiency (LEP) plans with a special focus on Title VI community engagement, program area data collection, and complaint procedures.

Dissemination of Title VI Materials 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, and beneficiaries. MetroPlan will display the updated Notice to the Public, which is posted on the MetroPlan website. The Notice to the Public and other materials are posted at the entrance to every in-person public meeting and in the MetroPlan workplace outside in the display case of the Mountain Line Offices, 3773 N. Kaspar Drive, Flagstaff, AZ 86004, where MetroPlan offices are housed. The Notice to the Public is included on every public agenda, which is displayed to the public and meeting attendees at the beginning of every meeting.

Title VI Plan/Annual Reports

ADOT requires MetroPlan to submit a new Title VI 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 Plan, as well as accomplishments for the past year and plans for the current fiscal year. The MetroPlan Title VI liaison and Planning Manager are responsible for monitoring and compiling the accomplishment data for ADOT and USDOT to review, as well as ensuring the timely submittal of the Accomplishments and Goals Report and the Title VI Plan.

Subrecipient Review

At contract award, sub-recipients will be provided an updated Title VI plan and training provided by the Title VI Coordinator. FY23, MetroPlan had two subrecipients: Mountain Line and the City of Flagstaff. For FY24, it is anticipated to have the same subrecipients.

Legal/Operational Guidelines

- Our legal requirements are prescribed in the Bipartisan Infrastructure Law (BIL), Infrastructure Investment and Jobs (IIJA), preceding legislation (The Fixing America's Surface Transportation Act (F.A.S.T. Act)).
- The MetroPlan Public Participation Plan describes how MetroPlan will advertise opportunities for the public to become involved with regional transportation planning.

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 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.
5. 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.

Limited English Proficiency Plan

Strategies for Engaging Individuals with Limited English Proficiency

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 2017-2021 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”.

The MetroPlan policy for LEP is contained herein as follows:

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

LIMITED ENGLISH PROFICIENCY PLAN

Reviewed/Updated July 2023

- I. **PURPOSE:** The purpose of this General Order is to outline effective guidelines, consistent with Title VI of the Civil Rights Act of 1964, for department personnel to follow when providing services to, or interacting with, individuals who have limited English proficiency (LEP). 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 with LEP from accessing and/or understanding important rights, obligations, and services, or from communicating accurately and effectively in difficult situations. Hampered communication with LEP professionals and community members 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 access to LEP persons to the services and benefits MetroPlan provides in all MetroPlan-conducted programs or activities. All personnel shall provide free language assistance services to LEP individuals whom they encounter or whenever an LEP individual requests language assistance services. Personnel will inform members of the public that language assistance services are available free of charge to LEP persons 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 LEP persons 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 LEP 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.

See analysis at the end of the LEP Plan.

III. DEFINITIONS:

- A. Executive Order 13166: a presidential Executive Order that states that people who have limited English proficiency (defined below) should be able to meaningfully access federally constructed and federally funded programs and activities.
- B. Limited English Proficiency: designates individuals whose primary language is not English and who have a limited ability to read, write, speak, or understand English. LEP individuals may be competent in certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific: an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.
- C. 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.
- D. Limited English Proficiency: designates individuals whose primary language is not English and who have a limited ability to read, write, speak, or understand English. LEP individuals may be competent in certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific: an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.
- E. Interpretation: the act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.
- F. Translation: the replacement of written text from one language (source language) into an equivalent written text in another language (target language).
- G. Bilingual: the ability to use two languages proficiently.
- H. MetroPlan Authorized Interpreter: (MetroPlan AI) is a bilingual MetroPlan employee or contact who has been authorized to interpret for others in certain situations.
- I. MetroPlan AI List: is an accounting of MetroPlan personnel or contacts who are bilingual and are authorized to act as volunteer interpreters. The MetroPlan Administrative Assistant maintains the list.
- J. Four Factor Analysis: a method used by MetroPlan to ensure that meaningful access is provided to LEP individuals, including services for oral interpretation and written translation of vital documents.
- K. Safe Harbor Threshold: LEP language group 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.

IV. 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 LEP individuals and identifying their primary language) and contact the Administrative Assistant 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 is 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 LEP 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 LEP individuals. The Administrative Assistant 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.

V. 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 Administrative Assistant or Planning Manager in the case of a consultant contract.

VI. TRAINING CONCERNING LANGUAGE ASSISTANCE POLICY AND INTERPRETER SKILLS:

LEP Policies: MetroPlan will provide periodic training to personnel about MetroPlan's LEP policies, 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.

VII. 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 in order to determine if there are additional languages into which vital documents should be translated upon request.
- B. Tracking and Analysis of LEP 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 LEP persons meaningful access to the services and benefits the MetroPlan provides in all MetroPlan-conducted programs or activities.

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 LEP persons eligible to be served or likely to be encountered by the program or grantee.** There are ~~104,159~~95,845 people in ~~40,319~~35,278 households in the MetroPlan Planning Region, according to the ~~2018-2022~~2023 American Community Survey (ACS) estimate. The Limited English Proficient (LEP) households is ~~719~~1134 or 3.72% of all households, with Spanish, ~~or~~ at 0.68%, being the predominant language spoken by LEP households.
2. **The frequency with which LEP 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 at this time, as the *Safe Harbor Law* triggers are barely attained. However, MetroPlan will provide translation services upon request with advance notice.

Program Development and Review

MetroPlan is involved in developing long- and short-range transportation plans to provide efficient transportation services to the Flagstaff urbanized area. In this role, MetroPlan is responsible for the preparation of the Regional Transportation Plan. As part of this work, MetroPlan performs a number of different planning functions, including:

- Establishing an annual work program for regional transportation planning tasks to be completed;
- Performing strategic analyses and technical modeling of the transportation system;
- Establishing a fair and impartial setting for regional decision-making that includes federal, state, and local agencies dealing with transportation issues;
- Prioritizing transportation projects and developing a Metropolitan Transportation Improvement Program (MTIP);
- Allocating state and federal funds for both capital and operating needs; and
- Preparing financial analysis and project programming.

It is imperative that MetroPlan consider the impacts of its transportation planning efforts on minority groups

within the community, and MetroPlan strives to ensure these impacts are minimized.

Legal/Operational Guidelines

Primary legal and operational guidance is provided by:

- The Metropolitan Planning Organization (MPO) Regulations 23 CFR 450.
- The Bipartisan Infrastructure Law (BIL)

Nature of Planning Activities

The following describes some of the key planning and programming activities undertaken by the MetroPlan:

Unified Planning Work Program: The Unified Planning Work Program (UPWP) is MetroPlan's biannual transportation planning work program. The UPWP identifies the planning budget and the scope of planning activities that may be undertaken during the program year. MetroPlan develops the UPWP in cooperation with federal, state, and local jurisdictions and transportation providers. This document includes a description of planning tasks and an estimated budget for each task to be undertaken by the agencies participating in the MetroPlan metropolitan planning process.

The UPWP also serves as a budgeting reference for planning tasks funded by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to meet F.A.S.T. Act requirements.

Metropolitan Transportation Improvement Program: The Metropolitan Transportation Improvement Program (MTIP) is a staged, short-range program of transportation improvements to be implemented during a four-year period. The MTIP is required by the U.S. Department of Transportation as a prerequisite for federal funding for street, transit, bicycle, and pedestrian projects. In addition to satisfying federal requirements, the MTIP serves as a comprehensive source of information on all regionally significant transportation projects planned by local jurisdictions and reflected by MetroPlan.

Regional Transportation Plan: MetroPlan is required to develop and regularly update a long-range transportation plan for the MetroPlan region. This plan must:

- Include a financial plan that demonstrates how the adopted plan can be implemented
- Have at least a twenty-year planning horizon
- Be updated every five years

Statewide Transportation Improvement Program (STIP): The Statewide Transportation Improvement Program, known as the STIP, is ADOT's five-year transportation capital improvement program. This document identifies the funding for, and scheduling of, transportation projects and programs throughout the State. It includes projects on the federal, state, city, and county transportation systems, multimodal projects (highway, passenger rail, freight, public transit, bicycle, and pedestrian), and projects in the National Parks, National Forests, and Indian tribal lands. The MTIP is included in the STIP.

Strategies for Addressing Environmental Justice (EJ) in Planning Efforts

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 environmental justice issues 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 environmental justice issues 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 the Executive Order on Environmental Justice (EJ) and Title VI provisions. To aid in 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 disproportionately 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 EJ neighborhood map so that comparisons can be made between the distributions of projects across the two community types (EJ vs. non-EJ).
- 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 the 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 environmental justice 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 environmental justice issues that may occur as part of MetroPlan-funded project development activities.

Review Procedures

MetroPlan contracts for some planning activities and obtains consultant support by using a Request for Proposal (RFP) or Request for Qualifications (RFQ) procedure. The requests are advertised, and a short list of qualified applicants is determined from the proposals submitted. A selection committee is formed, interviews with the short-listed consultants are held, and a consultant is chosen.

The consultants are required to conform to all Title VI and FHWA provisions, and those provisions are specifically included in the Request for Proposals and the Contract for Services.

The consultant shall comply with, at its own expense, the provisions of all local, state, and federal laws, regulations, ordinances, requirements, and codes that are applicable to the consultant as an employer of labor or otherwise. The consultant shall further comply with all laws, rules, regulations, and licensing requirements pertaining to its professional status and that of its employees and shall require the same compliance of partners, associates, subcontractors, sub-consultants, and others employed or retained by it rendering any services hereunder.

IV. Program Compliance and Review

MetroPlan assures that it will comply with all federal mandates related to non-discrimination and environmental justice 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 Annual Title VI training for staff and Executive Board and reviews the Title VI Plan annually to ensure compliance. 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.

The Executive Director and MetroPlan Legal Counsel annually review the Title VI assurances. The Executive Director acknowledges through his/her signature that all assurances for MetroPlan will be met in the coming fiscal year.

MetroPlan Greater Flagstaff Title VI Assurances

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 the 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. 5 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, and 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);
- 23 C.F.R. Part 200 Subchapter C-Civil Rights (Title VI program implementation and related statutes)

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

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, 550. Policies, memoranda, and/or guidance, the Recipient hereby gives assurances 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 55 21.23 (b) and 21.23 (e) of 49 C.F.R. 5 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 finding source:

" 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 a 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 transference for the longer of the following periods:

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 a 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, 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 the Arizona Department of Transportation. You must keep records, reports, and submit the material for review upon request to the 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.

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, subgrantees, 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.

MetroPlan

by _____

Kate Morley, Executive Director

DATE _____

Assurances - 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 including 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 performance 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 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 the 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. canceling, 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 the request to any subcontract or procurement as the Recipient, the Federal Highway Administration, or the 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 litigation to protect its interests the United States.

- 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.

Assurances - 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 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 and 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. 5 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the 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 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 MetroPlan, its successors and assigns. The 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 [.1 (2) that the 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 US. 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.*

Assurances - 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 MetroPlan 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 a breach of any of the above Nondiscrimination covenants, 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 licenses, leases, permits, etc., in the event of a breach of any of the above Nondiscrimination covenants, 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 MetroPlan and its assigns*.

D. *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.

Assurances - 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 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 a breach of any of the above Nondiscrimination covenants, 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 a breach of any of the above Non-discrimination covenants, MetroPlan will thereupon revert to and vest in and become the absolute property of 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.

Assurances - 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 nondiscrimination 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. 5 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, and national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 5 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. 5 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 5 794 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. 5 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC 5 471, 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. 55 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. 5 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. 1687 et seq.).

MetroPlan Title VI Coordination and Administration

Compliance is ongoing and falls under the duties of the MetroPlan Executive Director. The MetroPlan Executive Director will be supported by the MetroPlan Administrative Assistant & Clerk of the Board, who also serves as Title VI Coordinator. Specific duties will fall to relevant MetroPlan staff and service providers, such as Legal Counsel.

Notice to the Public

MetroPlan has developed a bilingual notice to the public indicating the rights protected by Title VI, and this 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 where MetroPlan is housed at the Mountain Line Offices, 3773 N. Kaspar Drive, Flagstaff, AZ 86004, in the display case outside the front lobby.

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 LEP – Limited English Proficiency.) Requests should be made as early as possible to allow time to arrange the accommodation.

The notice may be viewed in [Appendix D](#).

Compliance and Enforcement

MetroPlan will monitor shortcomings in the implementation of the MetroPlan Title VI and Environmental Justice 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. MetroPlan's first Single Audit

MetroPlan will ensure that any sub-recipients implement policies and procedures to comply with Title VI and related nondiscrimination authorities through sub-recipient - monitoring through desk reviews and on-site visits. FY23, MetroPlan had two subrecipients: Mountain Line and the City of Flagstaff. For FY24, it is anticipated to have the same subrecipients.

Complaint Process

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 reported to the ADOT Civil Rights Office within 72 hours, handled by ADOT, and investigated by FHWA.
- Complaints based on *race, color, or national origin* and related to an **FTA**-funded program area will be reported to the ADOT Civil Rights Office within 72 hours, handled by ADOT, and investigated by FHWA.
- [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 3773 N. Kaspar Dr Flagstaff, AZ 86004 Email: planning@metroplanflg.org 928-266-1293	ADOT Civil Rights Office 206 S. 17th Avenue, Mail Drop 155A Phoenix, AZ 85007 Email: civilrightsoffice@azdot.gov 602.712.8946 602.239.6257 FAX	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 202-366-0693 202-366-1599 FAX
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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 3773 N. Kaspar Dr. Flagstaff, AZ 86004 Email: planning@metroplanflg.org 928-266-1293	ADOT Civil Rights Office 206 S. 17th Avenue, Mail Drop 155-A Phoenix, AZ 85007 602.712.8946 602.239.6257 FAX civilrightsoffice@azdot.gov	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 FY 2024.

Appendix A: Demographic Statistics of Flagstaff Metropolitan Area

MetroPlan (FMPO) Environmental Justice Statistics ACS 2023										
	Flagstaff		Region (1)		Coconino County		Arizona		United States	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Population	76,333		95,845		144,643		7,268,175		334,914,896	
Households	27,815		35,278		53,642		2,796,790		145,333,462	
Age 65 and over	6,931	9.1%	10,766	11.2%	20,200	14.0%	1,349,934	18.6%	59,307,056	17.7%
White	44,318	58.1%	58,848	61.4%	75,884	52.5%	3,878,932	53.4%	202,651,652	60.5%
Pacific Islander	133	0.2%	133	0.1%	149	0.1%	13,016	0.2%	662,417	0.2%
Native American	9,055	11.9%	10,202	10.6%	35,078	24.3%	246,825	3.4%	3,341,333	1.0%
Black	1,451	1.9%	1,789	1.9%	2,130	1.5%	318,894	4.4%	40,619,972	12.1%
Asian	1,909	2.5%	2,180	2.3%	2,464	1.7%	242,881	3.3%	20,052,323	6.0%
Two or More Races	3,993	5.2%	4,932	5.1%	6,269	4.3%	283,393	3.9%	42,738,818	12.8%
Other Race	437	0.6%	469	0.5%	635	0.4%	28,464	0.4%	24,848,381	7.4%
Hispanic	15,037	19.7%	17,292	18.0%	22,034	15.2%	2,255,770	31.0%	65,140,277	19.4%
Below Poverty	12,516	16.4%	13,467	14.1%	23,485	16.2%	907,125	12.5%	40,763,043	12.2%
With a Disability	8,588	11.3%	10,595	11.1%	19,257	13.3%	970,404	13.4%	44,680,000	13.3%
No car households (2)	1,772	6.4%	1,823	5.2%	3,074	5.7%	151,776	5.4%	10,602,826	7.3%

MetroPlan (FMPO) Limited English Proficiency Households ACS 2023										
	Flagstaff		Region (1)		Coconino County		Arizona		United States	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Total LEP	241	0.87%	1,334	3.78%	1,334	2.49%	97,290	3.48%	5,381,336	3.70%
Spanish LEP	184	0.7%	220	0.6%	220	0.4%	68,739	2.5%	3,186,816	2.2%
Indo_European LEP	0	0.0%	8	0.0%	8	0.0%	6,740	0.2%	833,954	0.6%
Asian Pacific Islands LEP	32	0.1%	88	0.2%	88	0.2%	11,805	0.4%	1,115,170	0.8%
Other LEP	25	0.1%	1018	2.9%	1,018	1.9%	10,006	0.4%	245,396	0.2%

NOTES:

(1) The region is represented by data for the Flagstaff Metropolitan Planning Region'

(2) Household Vehicle Data Determined by B08201: Household Size by Vehicles Available

A "limited English speaking household" is one in which no member 14 years old and over (1) speaks only English or (2) speaks a non-English language and speaks English "very well." In other words, all members 14 years old and over have at least some difficulty with English. By definition, English-only households cannot belong to this group.

Appendix B: Demographic Maps

Figure 2: Percent Race - Two or More

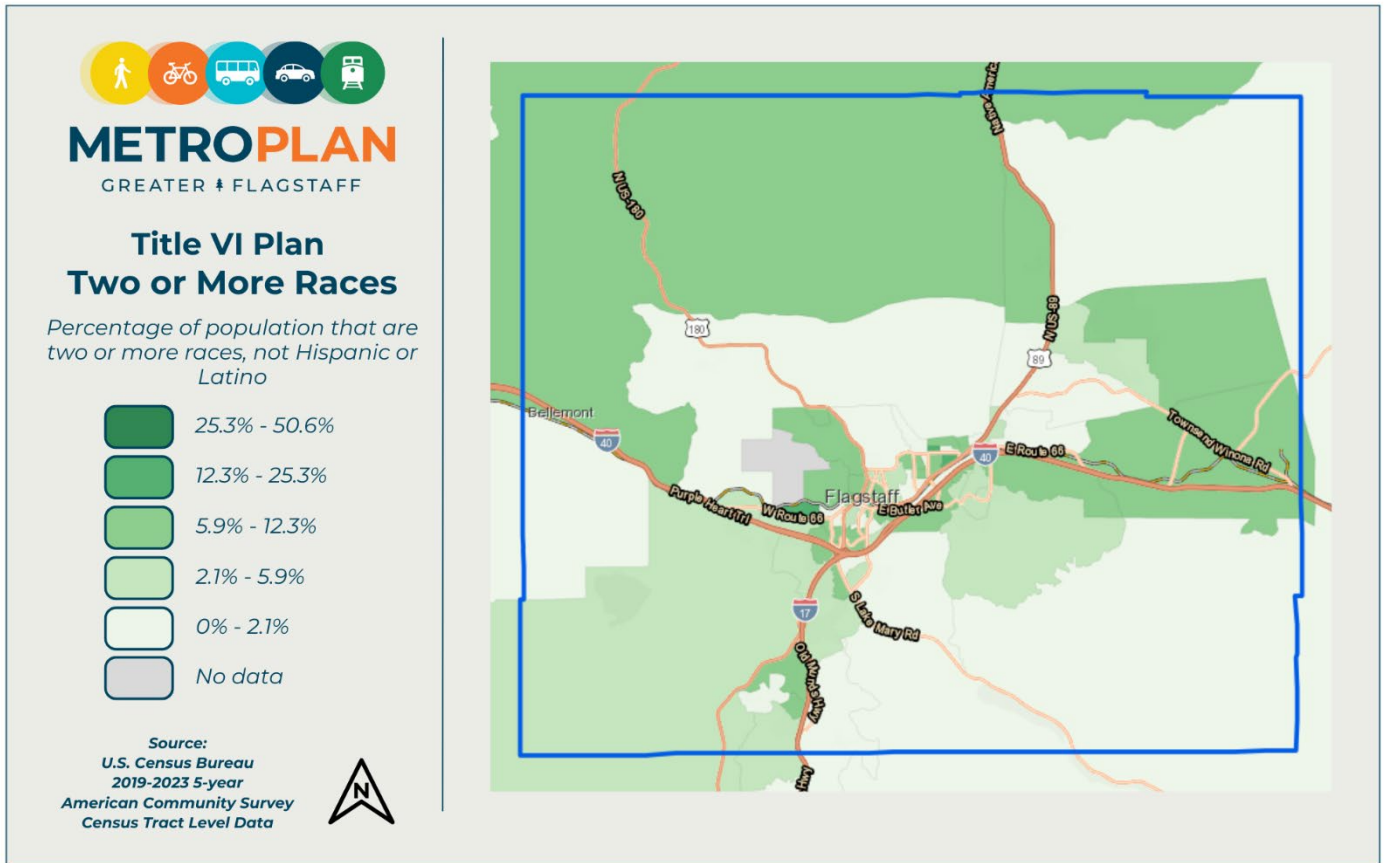


Figure 3: Percent Race - Asian

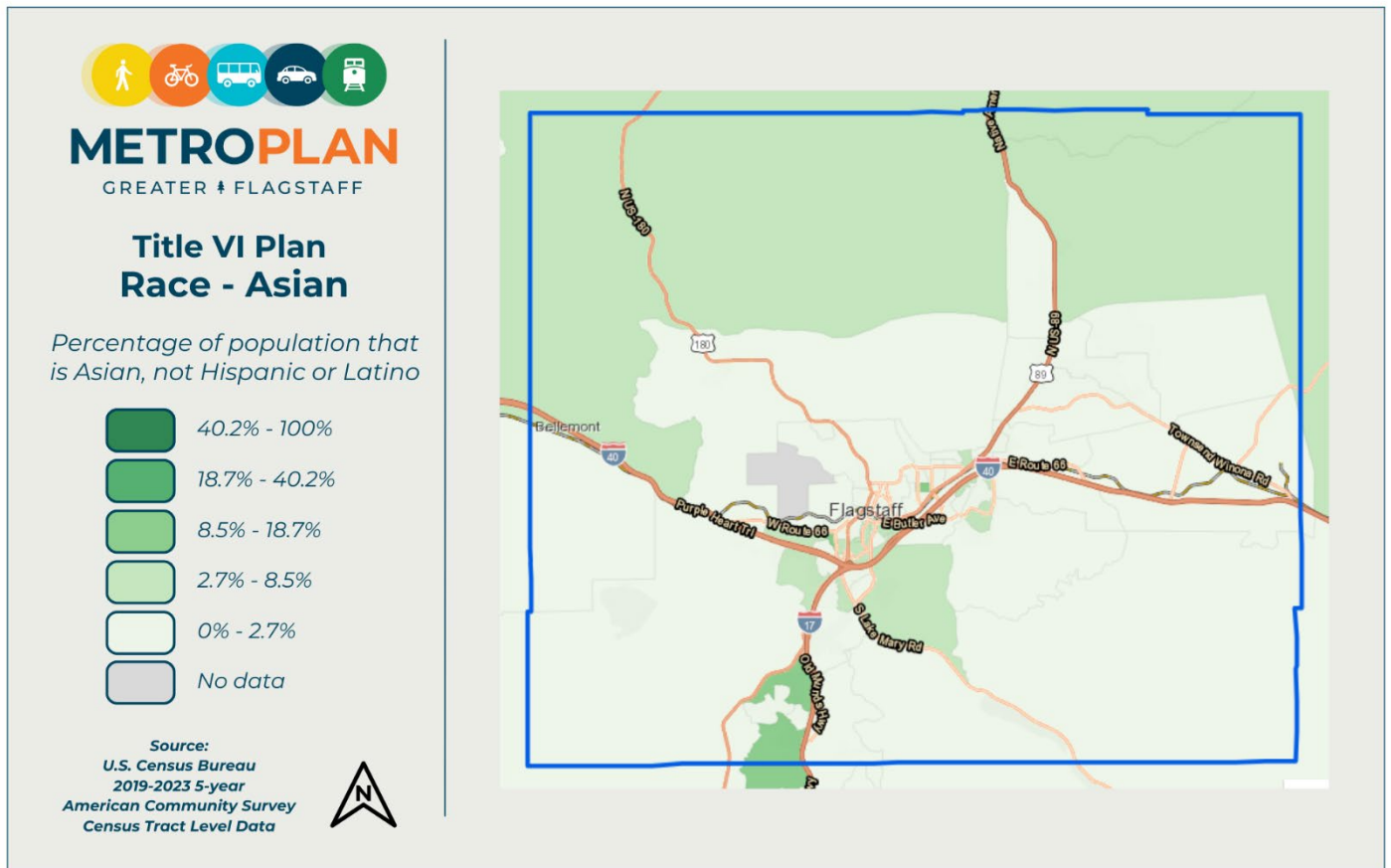


Figure 4: Percent Race - Black/African American

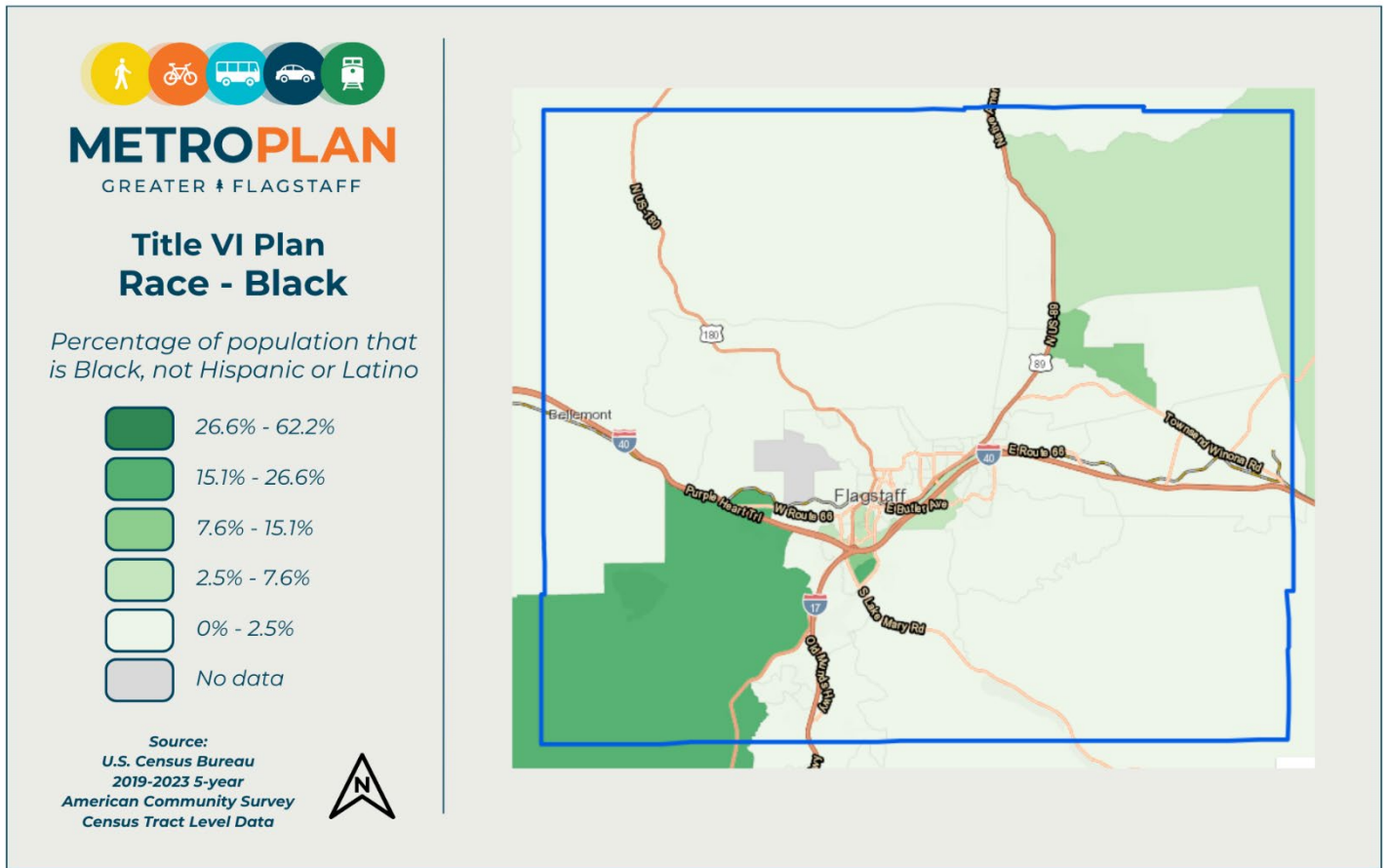


Figure 5: Percent Race - Hispanic or Latino

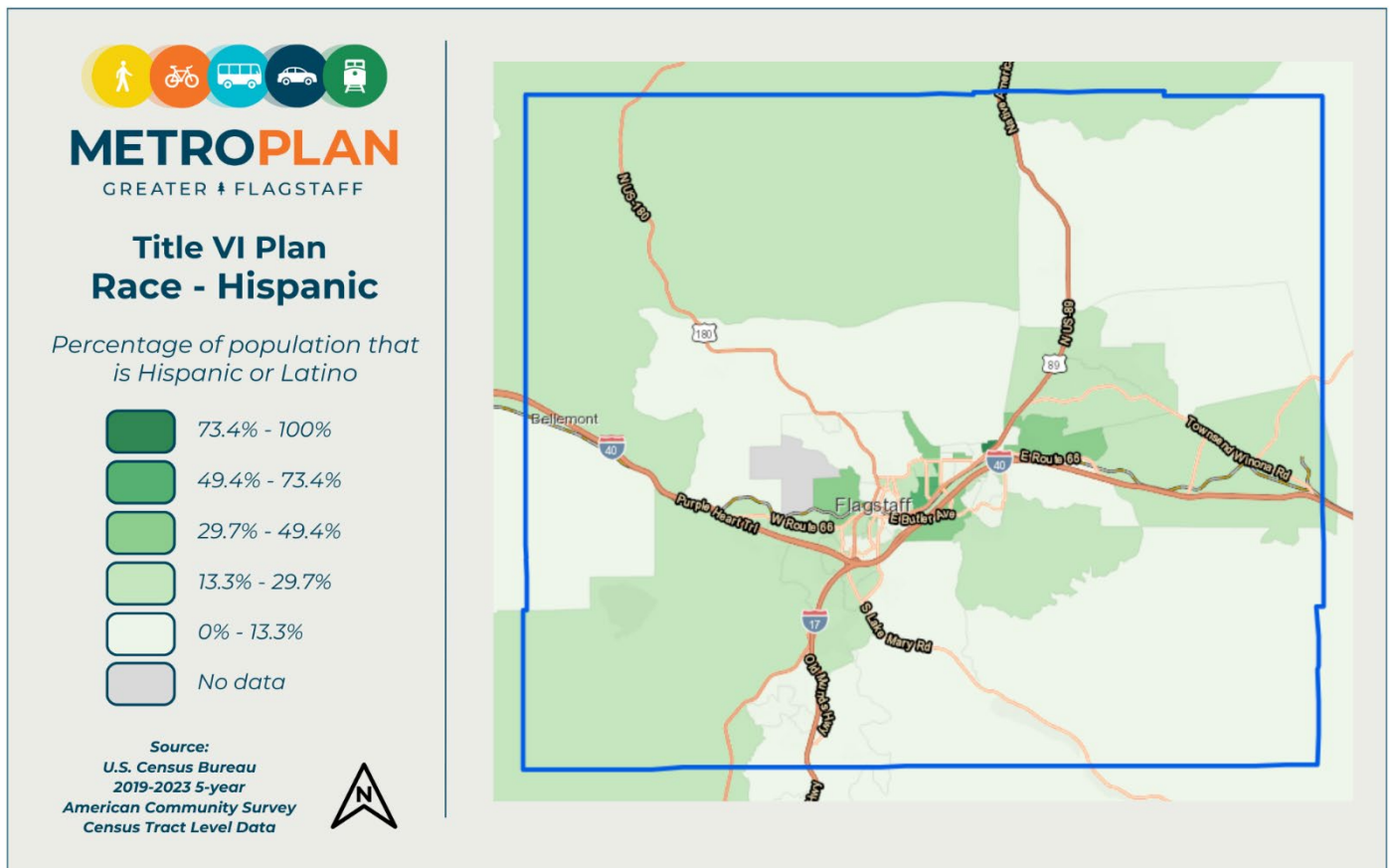


Figure 6: Percent Race - Indigenous or Native American

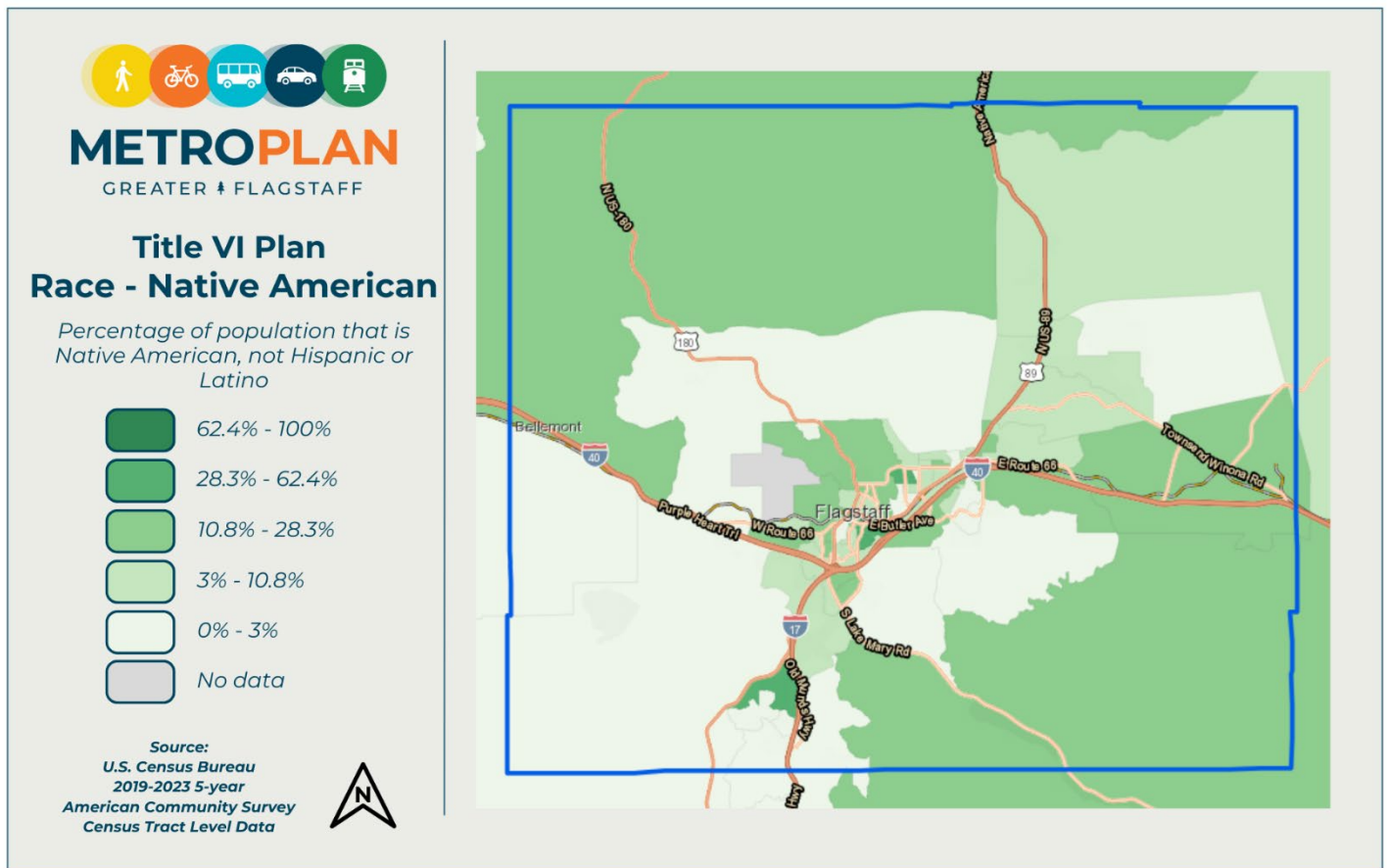


Figure 7: Percent Race - Hawaiian or Pacific Islander

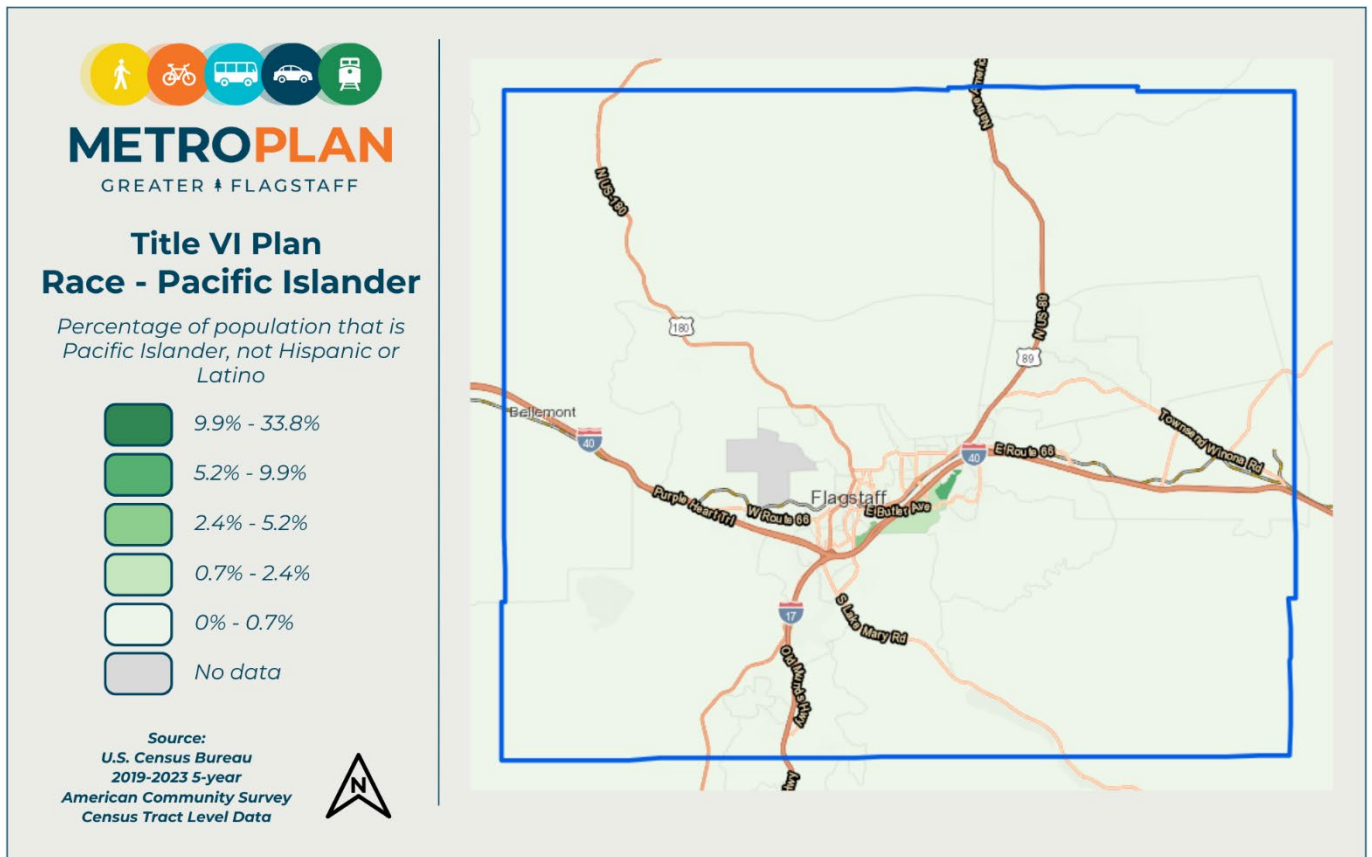


Figure 8: Percent Race - White or Caucasian



Figure 9: Percent age 65 and older

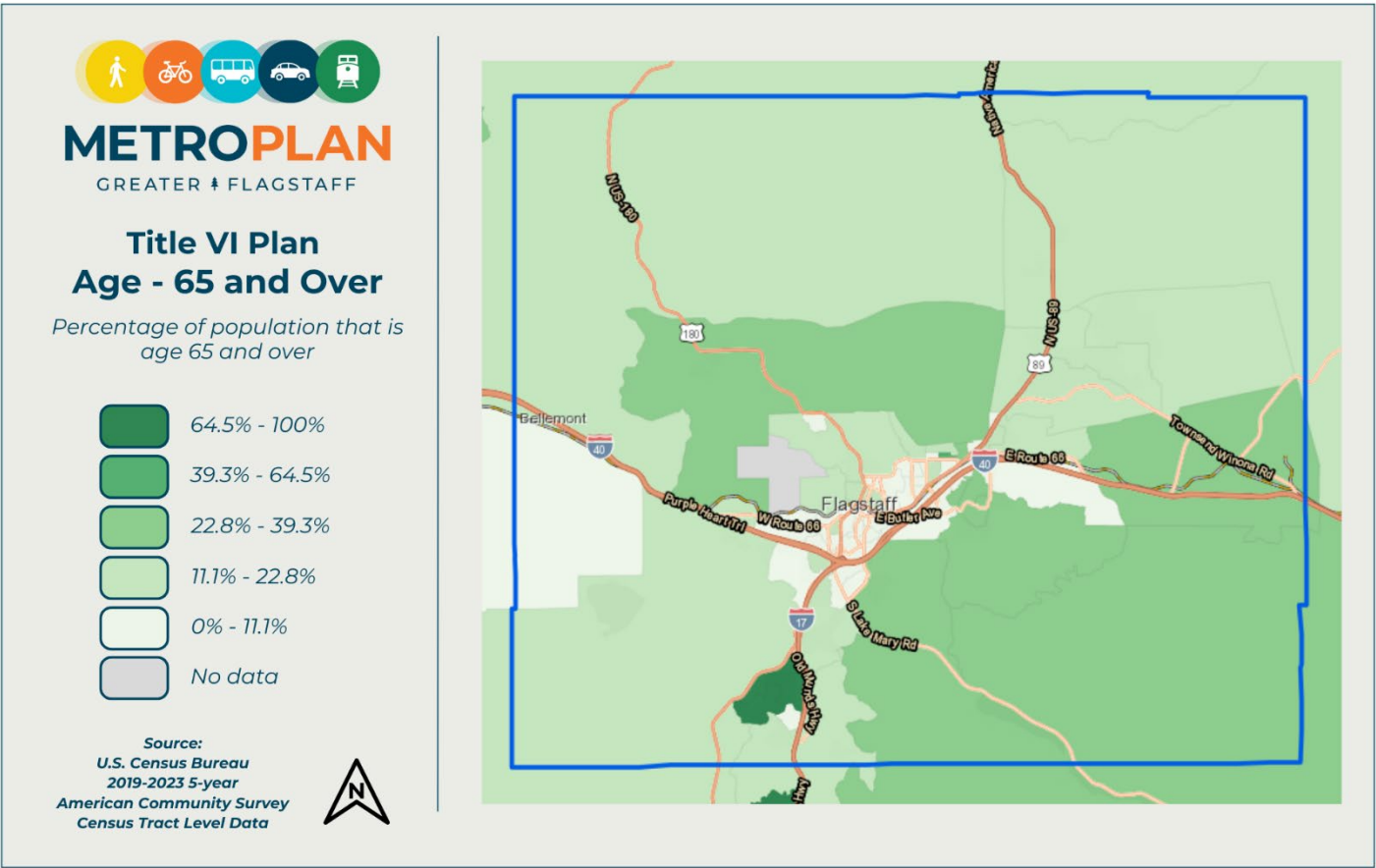


Figure 10: Percent Disability Status

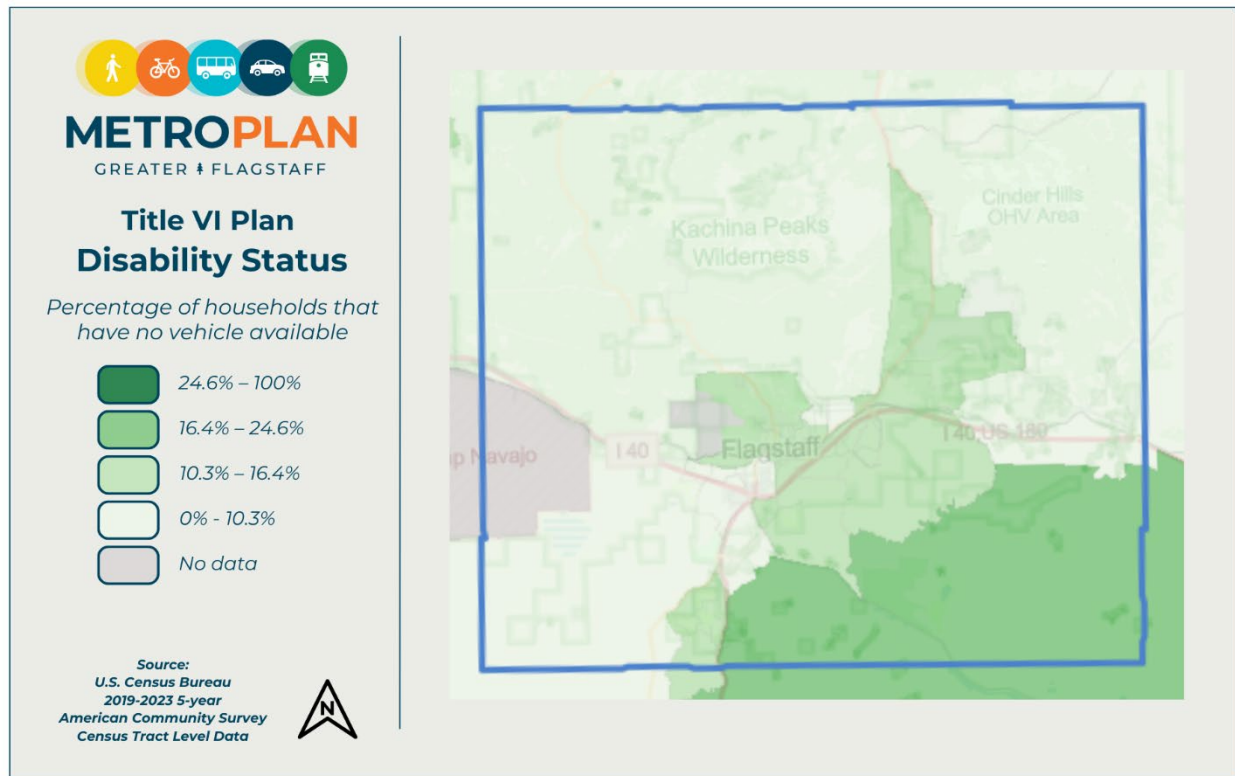


Figure 11: Percent in Poverty

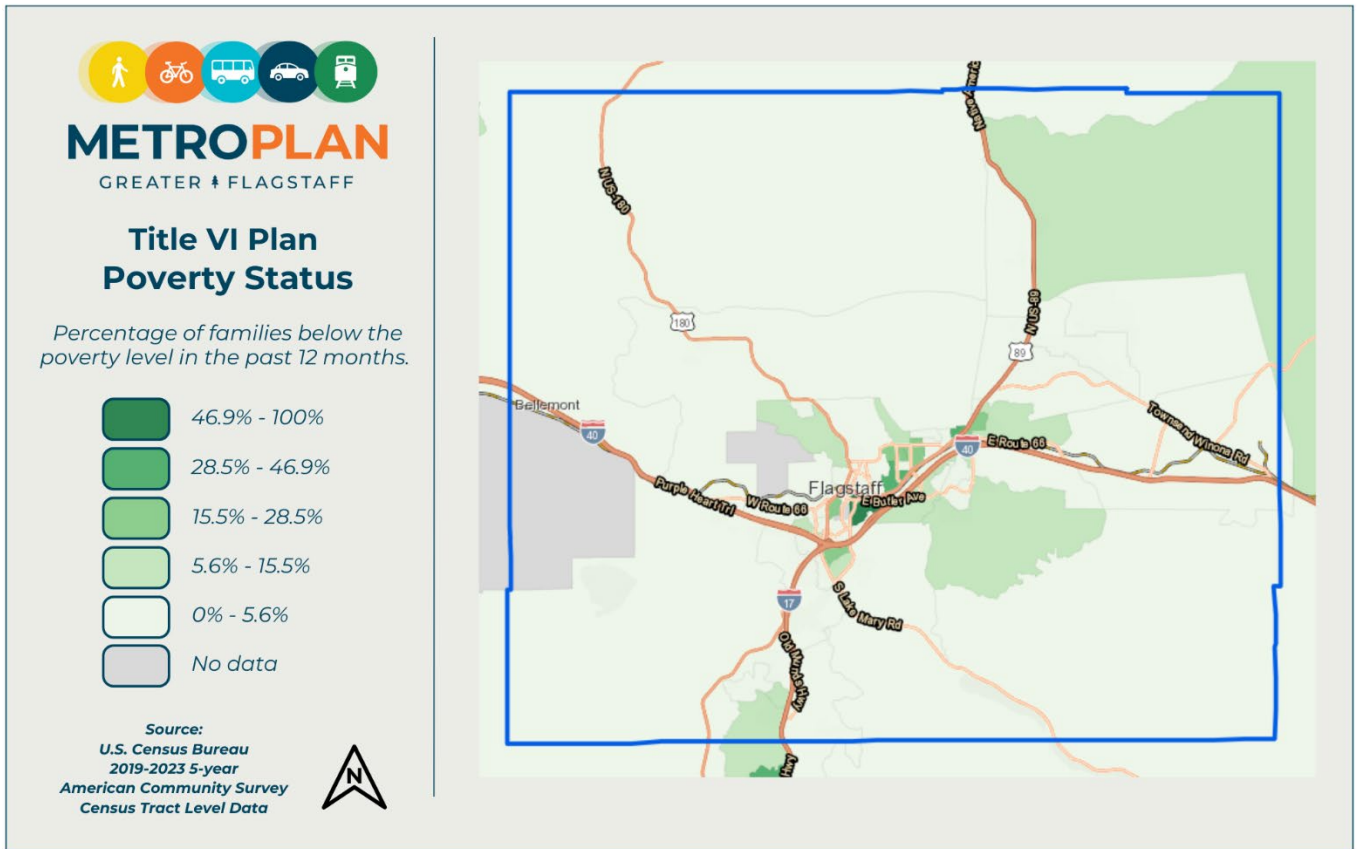


Figure 12: Percent without a Vehicle

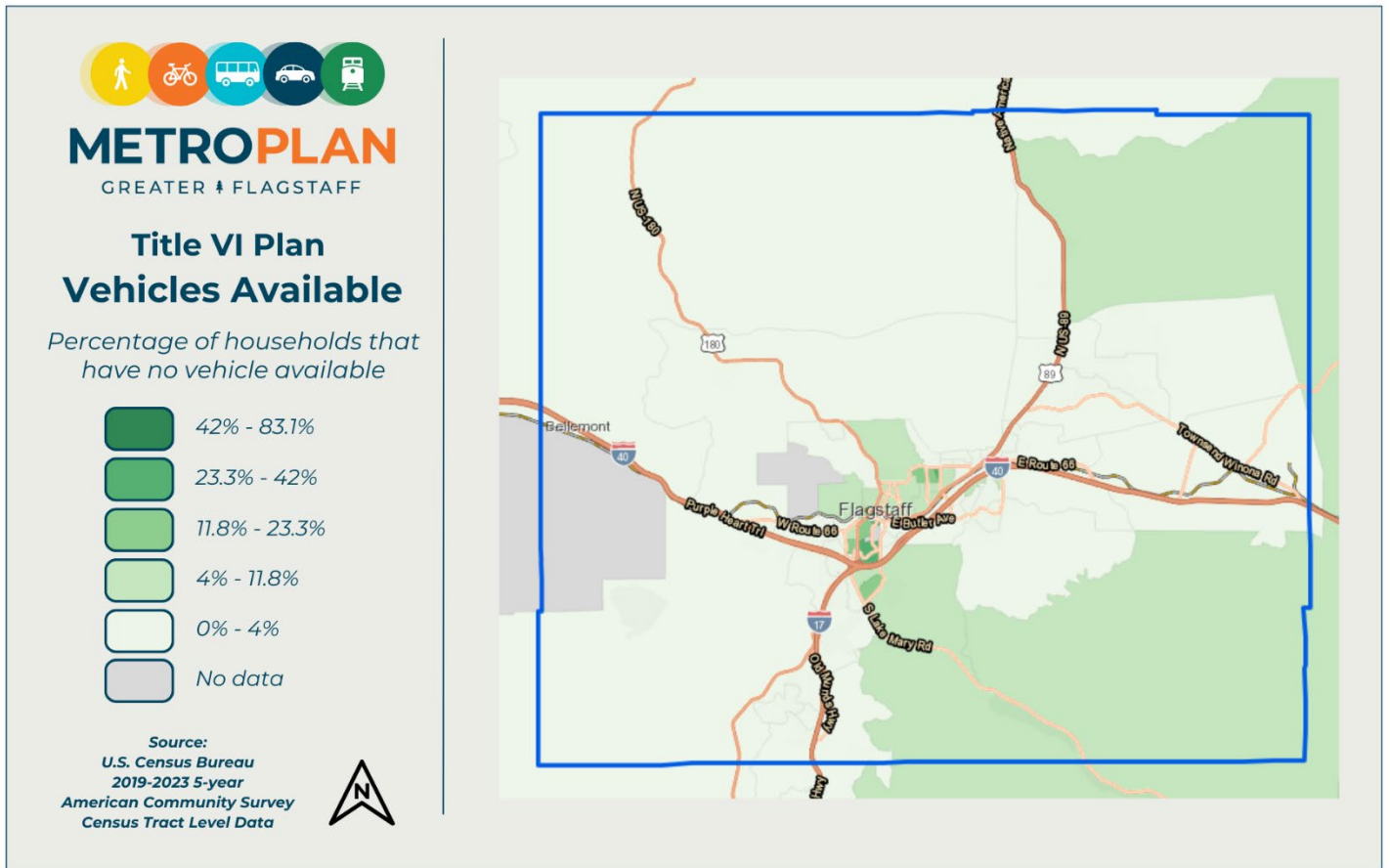


Figure 13: Percent Limited English Proficiency (LEP)

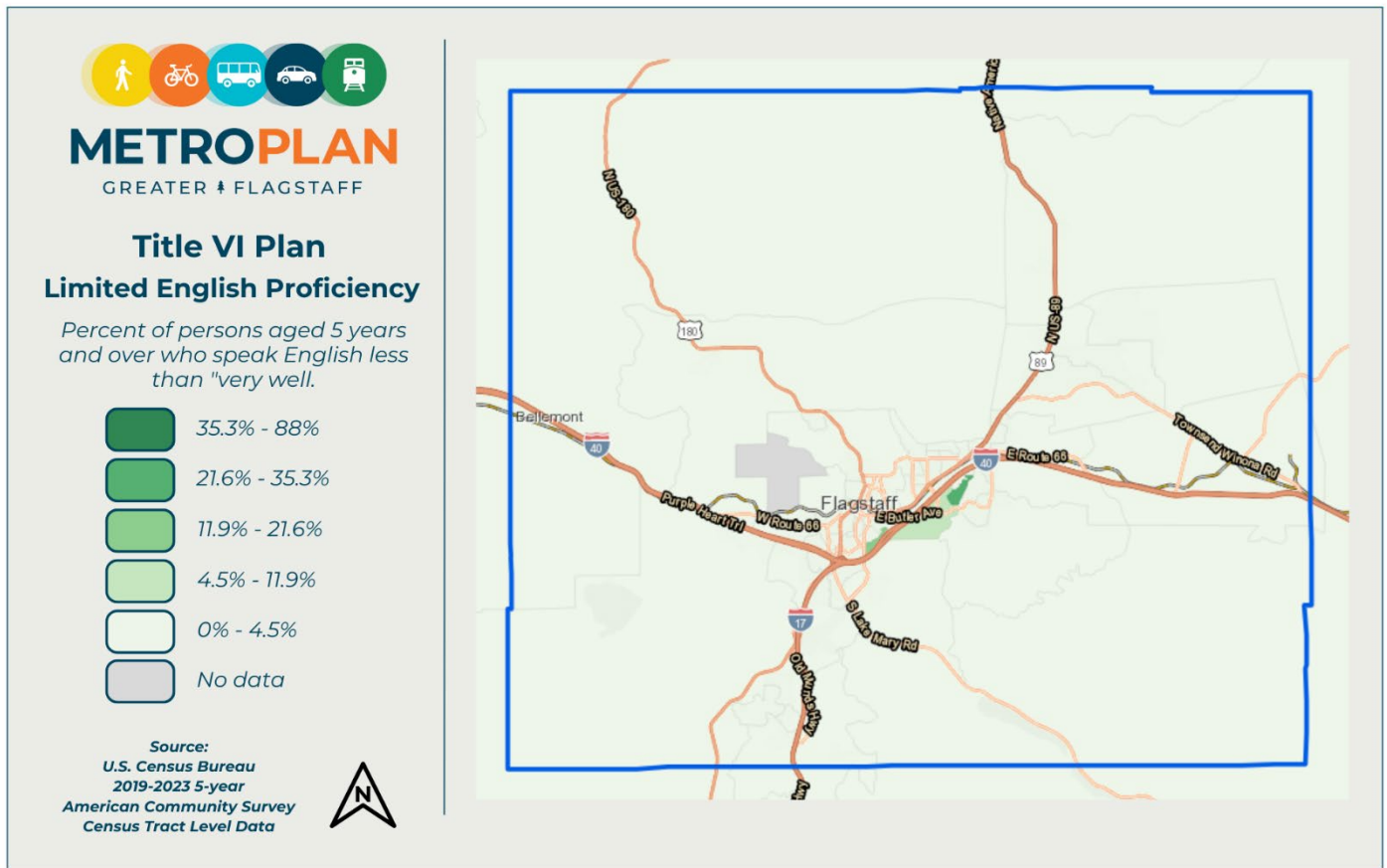
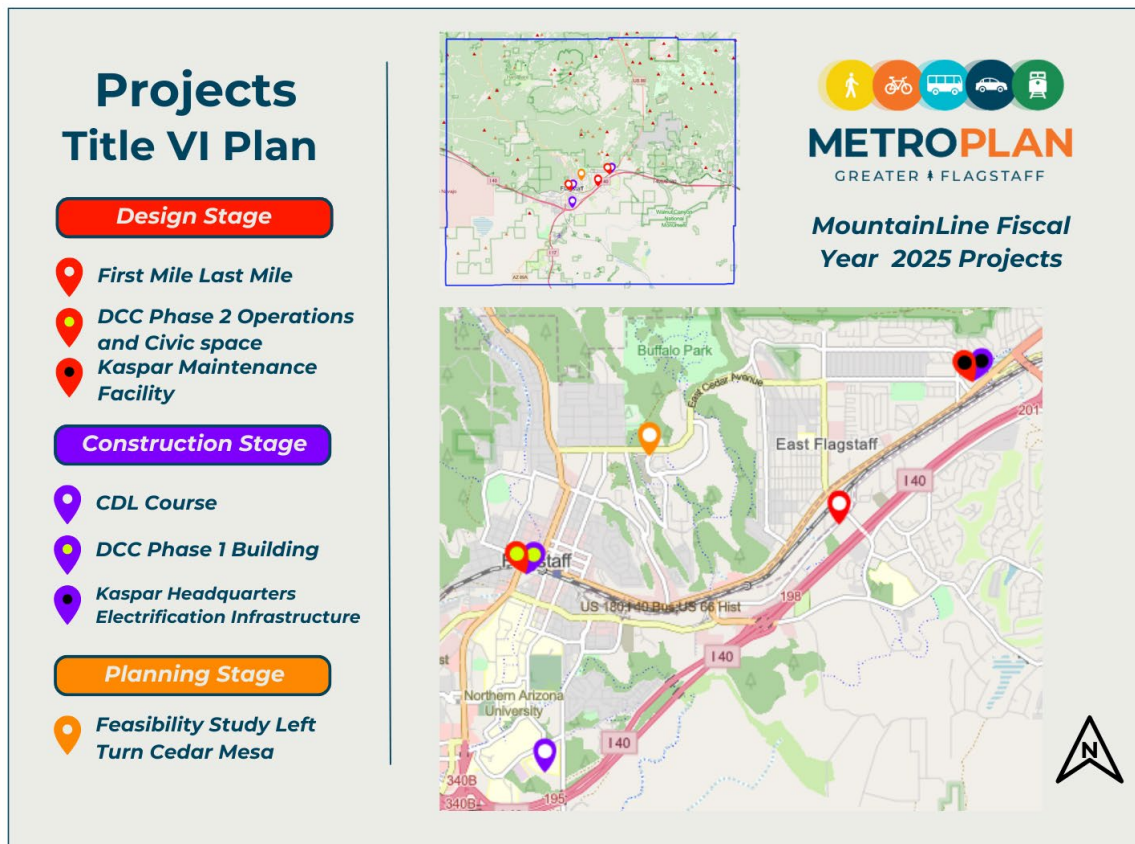


Figure 14: Projects funded and worked Fiscal Year 2025



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).

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

Address: _____

Phone Number: _____ Alternate Phone Number: _____

Number of attachments: _____

Date

MetroPlan
MPO Executive Director/Title VI Coordinator
3773 N Kaspar Dr.
Flagstaff, AZ 86004
Phone: 928-266-1293

- 49

Formulario de queja por discriminacion 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: _____

Which of the following best describes the reason you believe the discrimination took place?

Please be specific.

☐ 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).

Enumere los nombres y la información de contacto de las personas que puedan tener conocimiento de la supuesta discriminación.

Si ha presentado esta queja ante cualquier otra agencia federal, estatal o local, o ante cualquier tribunal federal o estatal, marque todo lo que corresponda.

- ☐ Agencia federal
- ☐ Tribunal Federal
- ☐ Agencia Estatal
- ☐ Tribunal Estatal
- ☐ Agencia Local
- ☐

Nombre: _____

Dirección: _____

Ciudad: _____ Estado: _____

Código Postal: _____

Número de teléfono: _____ Número de teléfono alternativo: _____

Por favor firme a continuación. Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja.

Firma del denunciante

Número de archivos adjuntos

Fecha

Envíe el formulario y cualquier información adicional a:

MetroPlan
Director Ejecutivo &
Coordinador del Título VI
3773 N Kaspar Drive
Flagstaff, AZ 86004
Teléfono: 928-266-1293

- Las quejas basadas en raza, color u origen nacional y relacionadas con un área de programa financiada por la FHWA se informarán a la Oficina de Derechos Civiles de ADOT dentro de las 72 horas y serán manejadas por la FHWA.
 - Las quejas relacionadas con todas las demás clases protegidas o relacionadas con un área de programa financiada por la FTA se informarán a la Oficina de Derechos Civiles de ADOT dentro de las 72 horas y serán manejadas por la agencia local de quejas de MetroPlan.

COMPLAINT LOG: Complaints, Investigations, Lawsuits

MetroPlan Title VI

Fiscal
Year : 2025

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 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, low-income status, or limited English proficiency (LEP) 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 to file 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, bajos recursos económicos o dominio limitado del inglés.

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:

Karen Moeller
TITLE VI COORDINATOR /
ADMINISTRATIVE ASSISTANT &
CLERK OF THE BOARD

MetroPlan Civil Rights Office
3773 N Kaspar Drive
Flagstaff, AZ 86001
planning@metroplanflg.org
(928) 266-1293

Title VI & Environmental Justice Plan

Final Audit Report

2024-08-30

Created:	2024-08-28
By:	Karen Moeller (kmoeller@mountainline.az.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAFLG7VylApgstmpJnWpt0yAWcotVhf5KI

"Title VI & Environmental Justice Plan" History

-  Document created by Karen Moeller (kmoeller@mountainline.az.gov)
2024-08-28 - 2:26:30 PM GMT
-  Document emailed to Kate Morley (kate.morley@metroplanflg.org) for signature
2024-08-28 - 2:26:40 PM GMT
-  Email viewed by Kate Morley (kate.morley@metroplanflg.org)
2024-08-28 - 3:38:50 PM GMT
-  Document e-signed by Kate Morley (kate.morley@metroplanflg.org)
Signature Date: 2024-08-30 - 5:40:33 PM GMT - Time Source: server
-  Agreement completed.
2024-08-30 - 5:40:33 PM GMT



METROPLAN

GREATER † FLAGSTAFF

STAFF REPORT

REPORT DATE: May 6, 2025

MEETING DATE: May 21, 2025

TO: Honorable Chair and Members of the Technical Advisory Committee

FROM: Kate Morley, Executive Director

SUBJECT: Consider FY2026 and FY2027 Unified Planning Work Program (UPWP)

1. RECOMMENDATION:

Staff recommend the TAC recommend the Board adopt the FY2026 and FY2027 Unified Planning Work Program (UPWP).

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs

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

3. BACKGROUND:

The Unified Planning Work Program (UPWP) is a two-year program that provides details for how MetroPlan will spend its funding and meet its responsibilities. The UPWP identifies MetroPlan's major activities and closely ties to the budget. The federal and state governments require the UPWP document as a core product of Metropolitan Planning Organizations and is a condition to receive federal funding. This document covers the period from July 1, 2025, to June 30, 2027, which is two fiscal years. The draft, attached, is provided as a redline of the FY2024-FY2025 UPWP to make changes easy to identify.

A summary of major changes to the draft FY2026-FY2027 UPWP includes the following:

- Update Board, TAC, Management Committee, and Staff lists,
- Update budget tables and summaries,
- Remove Lone Tree Corridor, Downtown Mile, and Bus Rapid Transit because MetroPlan funding and time is no longer prioritized to these projects,
- Add new projects, including Vulnerable Roadway Users Study, Safe Streets Master Plan, Safe Routes to School programs and infrastructure, and 5305e transit plans: Transit Access Study, Operational Assessment, and AzTA Communications Plan,
- Research funding for NAU's CRANC Tool has been added,



METROPLAN

GREATER † FLAGSTAFF

- Identify Flagstaff Unified School District and Coconino National Forest as additional entities we coordinate closely with,
- Add new administrative activities, including conducting a single audit, oversight of subgrantees, and hosting Arizona Transportation Policy Summit,
- Add new data reporting related to key performance indicators, and
- Confirm there are no planned capital or environmental tasks at this time.

The document also contains two new items where the UPWP can be administratively amended without Board approval:

- Update a Board-approved budget,
- Update Board, TAC and Management membership or staffing roles

Update Since Previous Meeting

Based on feedback from ADOT that loan Carbon Reduction Program funds to future years, as our previous budgets had done in order to support ongoing data collection and modeling needs, the UPWP budget has been updated to obligate all CRP funds in this two-year work program. CRP Funds will be used to support data, modeling, public outreach, and special project consultation related to supporting mode shift.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

Pending

5. FISCAL IMPACT:

The UPWP is required to expend federal funds. The cost to create or amend the UPWP is nominal and consists of staff time.

6. ALTERNATIVES:

- 1) **Recommended:** Recommend the Board adopt the FY2026 and FY2027 Unified Planning Work Program (UPWP).
- 2) **Not recommended:** Do not recommend the Board adopt the FY2026 and FY2027 Unified Planning Work Program (UPWP).

7. ATTACHMENTS:

Draft FY25-FY26 UPWP Amendment Redlines



**FLAGSTAFF METROPOLITAN
PLANNING ORGANIZATION (METROPLAN)**
CITY OF FLAGSTAFF • COCONINO COUNTY • ADOT • MOUNTAIN LINE • ~~NAU~~
3773 N Kaspar Dr • Flagstaff, Arizona 86004
Phone: (928) 266-1293
www.metroplanflg.org

FISCAL YEAR 202~~6~~⁴ and 202~~5~~⁷ UNIFIED PLANNING WORK PROGRAM AND BUDGET ~~REVISION~~

Prepared by

Flagstaff Metropolitan Planning Organization (MetroPlan)
3773 Kaspar Dr.
Flagstaff, AZ 86004
www.metroplanflg.org

Executive Board Adoption

June ~~5~~⁴, 202~~5~~³

June ~~6~~, 2024

Administrative Amendment

June ~~16~~, 2024

Funding Provided by:

**Federal Highway Administration / Federal Transit Administration
Arizona Department of Transportation
City of Flagstaff / Coconino County/ Mountain Line**

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

Commented [KM1]: confirm

This Unified Work Program and Annual Budget was funded in part through grants[s] from the Federal Highway Administration and/or Federal Transit Administration, U.S. Dept. of Transportation; the Arizona Department of Transportation and the FMPO Member Jurisdictions. The contents of this document reflect the policy position of the FMPO who are responsible for the facts and accuracy of the data presented herein.

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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.

2 MetroPlan FY 2026⁴ and 2025⁷ Unified Planning Work

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (MetroPlan)

~~2023-2024~~2025 EXECUTIVE BOARD

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Vasquez~~
Miranda Sweet
Chair
Council Member
City of Flagstaff

~~Miranda Sweet~~
Judy Begay
Vice-Chair
Supervisor
Coconino County

~~Jesse-
Thompson~~
Jamescita Peshlakai
State Transportation
Board

Austin Aslan
Council Member
City of Flagstaff

~~Judy-
Begay~~
Jeronimo Vasquez
Supervisor
Coconino County

~~Jim Mearthy-
Becky Daggett~~
Council Member
City of Flagstaff

Tony Williams
Mountain Line
Board of Directors

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2023-2024 MANAGEMENT COMMITTEE

Greg Clifton
City of Flagstaff
Manager

Andy Bertelsen
Coconino County ~~Assistant~~
Manager

Josh Maher
Northern Arizona University
Vice President – Community
Relations

Heather Dalmolin
CEO and GM
Mountain Line

2023-2024 TECHNICAL ADVISORY COMMITTEE

Michelle McNulty
City of Flagstaff
Planning Director
Chair

Brenden Foley
ADOT North Central
District Administrator

~~City of Flagstaff,~~
Transportation Manager

Nate Reisner Coconino
County Assistant
Engineer Vice-chair

Jess McNeely, Coconino
County Community
Development Assistant
Director

Romare Truely
Federal Highway
Administration (FHWA)

Paul Mood, City of
Flagstaff Engineer

~~Estella Hollander~~
Anne Dunno
Mountain Line
Planning-Capital
Projects Manager

Ruth Garcia, ADOT
Regional Planner

~~VACANT
Northern Arizona University~~

Jeff Bauman

METROPLAN STAFF

Kate Morley
Interim Executive Director

David Wessel
Planning Manager

Sandra Tavel
Transportation Planner

Mandia Gonzales
Transportation Planner

Kim Austin
Transportation Planner

~~Karen Moeller~~ Corey Cooper
Safe Routes to School
Coordinator

Vacant
Business Manager

Vacant
Montova Fellow

~~Administrative Assistant~~
~~and Clerk of Board~~

FEDERAL CERTIFICATIONS
METROPOLITAN TRANSPORTATION PLANNING PROCESS
SELF-CERTIFICATION

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

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

1. 23 USC 134 and 135 , 49 USC 5303 and 5304 and 23 CFR Part 450;
2. 23 CFR Part 230, regarding the implementation of an equal opportunity program on Federal and Federal-aid highway construction contracts;
3. Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 USC 7504, 7506(c) and (d)) and 40 CFR Part 93;
4. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR Part 21.
5. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
6. Section 1101(b) of the FAST Act (Publ. L. 114-94) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in U.S. DOT-funded projects;
7. The provisions of the Americans with Disabilities Act of 1990 (42 USC 12101 et 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.

Jeronimo VasquezMiranda Date
Sweet, Chair
Flagstaff Metropolitan
Planning Organization

Paul PataneMatt Moul, Director Date
Multimodal Planning Division
Arizona Department of Transportation

2 MetroPlan FY 202⁶⁴ and 202⁵⁷ Unified Planning Work

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

Executive Summary

The MetroPlan FY-2024~~6~~ program is ~~\$1,924,856-2,395,022~~ including ~~\$1,785,881-2,372,310~~ in federal funds and ~~\$138,976-160,959~~ in local funds. The MetroPlan FY 202~~5~~7 program is ~~\$1,462,923-\$1,749,939~~ including ~~\$1,337,212-1,720,410~~ in federal funds and ~~\$125,711-233,570~~ in local and match funds. The majority of local funds are from ~~exchanges of federal funds for local funds~~ in-kind contributions, member fees and the City of Flagstaff Transit tax. The major activities for FY 2024~~6~~ and 202~~5~~7 are:

- Adopt 2 Year UPWP for FY 24~~6~~ and 25~~7~~
- 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 ~~Access by Bicycle and Pedestrian Funding 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
 - ~~City of Flagstaff: Lone Tree Corridor~~
 - ~~Mountain Line: Bus Rapid Transit plan and Bicycle and Pedestrian Funding~~
 - Support and Update Coordinated Public Transit- Human Services Transportation Plan
 - Regional Safety Plan
 - Safe Streets for All Planning 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 ~~and~~ Transit into Code Study, Transit Access Study, Operational Assessment and AzTA Communications Plan
 - Finalize West Route 66 Corridor Master Plan Operational Assessment
 - Streets Master Plan Develop TDM Plan
 - Develop Safe Routes to School Plan
- Carbon Reduction Program:
 - Public Outreach
 - Multimodal data collection and modeling
 - ~~Downtown Mile capital project~~

MetroPlan FY 202~~6~~4 and 202~~5~~7

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- 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
- Research: Advancement of NAU's CRANC Tool to estimate economic access by bicyclist comfort level.
- 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

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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.

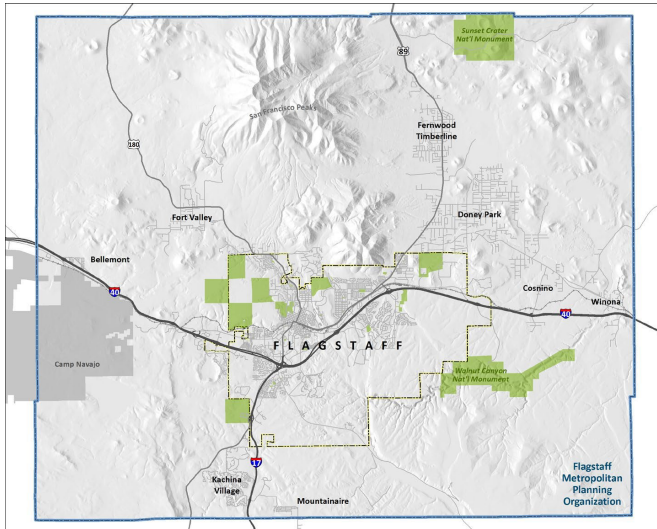


Figure 1. MetroPlan Planning Boundary

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* ~~is scheduled for adoption~~ 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 ~~and are working with all the northern COGs and MPOs exploring a similar collaborative purchase~~. MetroPlan is collaborating with Northern Arizona University in the Pacific Region Southwest University Transportation Center.

Air Quality and Attainment

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

Chapter II ORGANIZATION AND MANAGEMENT

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

MetroPlan Staffing

- Executive Director: Oversees day-to-day operations, supervises staff, prepares policy and program materials for consideration by the Technical Advisory Committee, Management Committee and the Executive Board. Coordinates strategic direction with Executive Board.
- Planning Manager: Oversees technical and planning operations, prepares technical reports and capital program materials for consideration by the Technical Advisory Committee, Management Committee and the Executive Board.
- ~~Administrative Assistant and Clerk of the Board~~Business Manager: ~~C~~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,

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- Development Engineer
 - Multimodal Planning Division: Division Director, Program Planning Manager
 - Mountain Line: ~~Mobility~~ ~~Transit Planner~~ ~~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) and one member of the Mountain Line Board of Directors. It is the function of the Executive Board to act as a policy body coordinating and directing transportation planning, implementation thereof (as authorized by the Executive Board), and related activities within the overall regional comprehensive planning process.
- **The MetroPlan Management Committee** consists of Managers or their designees from the City of Flagstaff, Coconino County, Mountain Line, NAU and the ADOT Director of the Multimodal Planning Division. This group meets on an as-needed basis.

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

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

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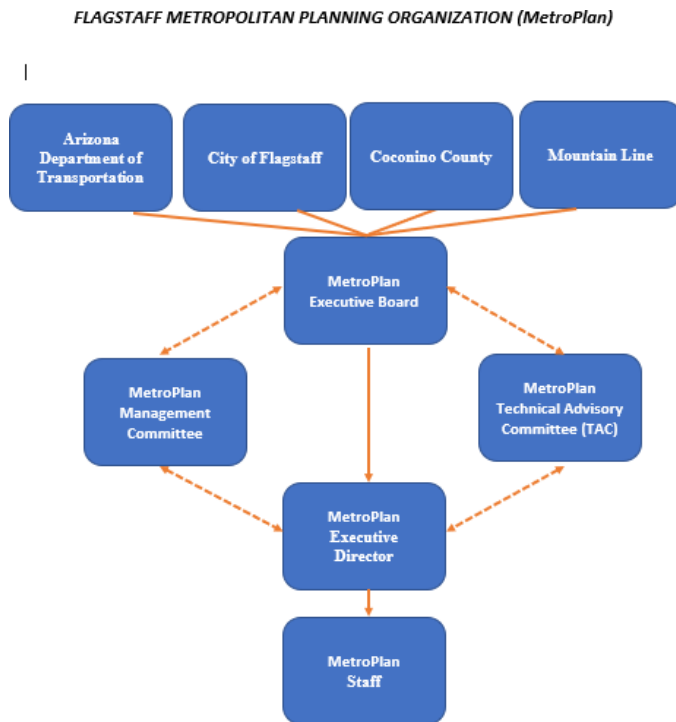
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addition, there may be one or more ex-officio non-voting representatives from the FHWA and FTA. Additional organizations may be added in the future by Executive Board directive for voting or ex-officio non-voting status. Each ex-officio non-voting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

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

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

MetroPlan Organizational Chart



Operating procedures

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

officers, voting members, and quorum requirements.

Other Agreements

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

- a) JPA GRT-(21-0008177-T) with the Arizona Department of Transportation
- b) Intergovernmental Agreement with Northern Arizona Intergovernmental Public Transportation Authority (Mountain Line) for planning, such as the Coordinated Public Transit- Human Services Transportation Plan, and payroll and personnel services, grant opportunities, use of facilities and IT services April 2020 restated in December 2024.

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Forms, certifications, and assurances

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

Chapter III FUNDING DESCRIPTION & BUDGET SUMMARY

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

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

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

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

(12)(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.

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BUDGET SUMMARY TABLES

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

Revenue Summary: The table below provides a summary of all funding sources and revenues, including carry forward, anticipated by the Flagstaff MPO for FY 2024~~6~~ and FY 2027~~5~~.

FY20246 Budget

	STBG	PL	CRP	SPR	FTA \$308D	FTA \$308E	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	1,475.38	-	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	31,475.38	-	3,298,923.31
Match Rate	0.057	0.057	0.057	0.200	0.057	-	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	11,391.00	-	-	-	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	31,475.38	-	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%	-
Remaining federal after Salary/ ERE	(457,867.24)	(12,005.19)	(400,712.40)	(19,739.71)	(64,027.89)	(228,076.00)	(9,664.00)	-	(535,349.76)	-	(21,904.75)	-	-
Task 100	STBG	PL	CRP	SPR	FTA \$308D	FTA \$308E	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
Total Expenditures:	376,577.09	319,380.10	309,000.00	87,813.49	13,560.29	285,050.00	5,407.50	-	708,302.81	872,989.78	31,200.62	-	2,429,020.76
Check	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
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

	STBG	PL	CRP	SPR	CPO FTA 5305D	FTA 5305E	PL- SATO	Grants- PTA 5305e transit	SS4A	Members	Transit Tax	Totals
REVENUE												
FY24 Revenue	468,465	153,540	168,268	78,120	77,090	200,000	3,937	141,450	201,360			1,492,230
FY23 Carryforward Estimated	584,876	176,553	313,111	33,052	96,447	-	-	-	-	-	-	1,204,039
Total Authorized Federal	1,053,341	330,093	481,379	111,172	173,537	200,000	3,937	141,450	201,360	-	-	2,696,269
Match Rate	0.057	0.057	0.057	0.300	0.057	0.300	-	0.057	-	-	-	-
Required Match	63,670	19,953	29,097	27,793	10,490	50,000	-	8,550	50,340			259,892
MATCH Breakdown	33,309	21,090	17,077	33,352	11,067	29,426	-	9,037	-	-	-	154,378
In-kind	33,309	1,138	17,077	5,558	597	-	-	-	-	-	-	57,679
MP Cash Match												-
Mountain Line Cash Match		19,952		27,794	10,490	29,426		9,037				96,699
Other Cash Match									30,000			30,000
Total Cash Match		19,952		27,794	10,490	29,426	-	9,037	-	30,000	-	126,699
Match Total	33,309	21,090	17,077	33,352	11,067	29,426	-	9,037	-	30,000	-	184,378
												[30,000]
Total Cash Revenue	1,053,341	350,045	481,379	138,966	184,027	229,426	3,937	150,487	201,360	30,000	-	2,822,968
EXPENDITURES												
Salaries	38,610	165,861	113,869	104,390	-	83,689	-	-	59,941	-	-	566,359
Benefits	10,189	56,129	31,928	27,548	-	25,910	-	-	16,563	-	-	168,267
Salary/ERE	48,799	221,990	145,798	131,938	-	109,599	-	-	76,504	-	-	734,626
Allocation:	0	0	0	0	-	0	-	-	0	-	-	-
	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	Members	Transit Tax	Totals
Payroll Processing Expense	1,129	5,137	3,374	3,053	-	2,536	-	-	1,770	-	-	17,000
Phone and Internet	327	1,487	976	884	-	734	-	-	512	-	-	4,920
Memberships	2,500				-	7,500						10,000
Copying and Printing							500					500
Office Supplies							500					500
Postage and Freight							121					121
Books and Subscriptions												-
Insurance	1,200											1,200
Food										1,000	200	1,200
Legal Services	4,200											4,200
Financial Services (CPA/Audit)	29,200											29,200
Other Services	200						200					400
IT Support	996	4,533	2,977	2,694	-	2,238	-		1,562			15,000
Computer Equipment	7,353			397								7,750
Office Equipment	400											400
Public Outreach									5,891			105,891
Legislative Services			100,000							17,000	3,400	20,400
Computer Software	2,578						2,616					5,193
Operations:	50,083	11,157	107,327	7,028	-	13,008	3,937	-	9,736	18,000	3,600	223,875
Travel, Lodging and Meals	11,000											11,000
Conference Registration	3,000											3,000
Staff Education and Training	4,000											4,000
Travel and Training:	18,000	-	-	-	-	-	-	-	-	-	-	18,000
Professional services	50,000	51,483						150,000	115,120		52,400	419,003
Downtown Mile	305,973				184,027							490,000
Planning Contingency	80,000	65,416	30,320									175,736
Projects:	435,973	116,899	30,320	-	184,027	-	-	150,000	115,120	-	52,400	1,084,739
	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	Members	Transit Tax	Totals
Total Expenditures:	562,855	350,045	283,445	138,966	184,027	122,607	3,937	150,000	201,360	18,000	56,000	2,061,240
Surplus (Available future years)	500,486	(0)	197,934	0	0	106,819	-	487	0	12,000	(56,000)	761,727
Total Expenditures+ Surplus										Total		2,822,967

FY2027~~5~~ Budget

	STBG	PL	CRP	SPR	FTA \$305D	FTA \$305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	TA	Members	Transit Tax	Totals
REVENUE													
FY27 Revenue	468,465.00	153,540.00	177,092.40	78,120.00	77,090.00		4,096.00		637,000.00		30,000.00		1,625,403.40
FY26 Carryforward Estimated	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 Authorized Federal	844,721.91	153,811.90	268,804.80	95,908.40	140,619.71	45.00	8,352.50	-	664,697.19	145,088.88	30,274.66	-	2,352,324.95
Match Rate	0.057	0.057	0.057	0.200	0.057	0.200	-	0.057	0.20	0.057			
Required Match	51,059.54	9,297.22	16,248.01	23,977.10	8,499.81	11.25	-						109,092.94
MATCH Breakdown	33,665.02	9,263.32	16,195.17	23,003.18	6,597.25	-	-	-	153,679.98	6,332.07	-	-	248,735.99
In-Kind	33,665.02	9,263.32	16,195.17	23,003.18	6,597.25	(11.25)	-	-	153,679.98	6,332.07	-	-	248,724.74
MP Cash Match													-
Mountain Line Cash Match	-					11.25							11.25
Other Cash Match													-
Total Cash Match	-	-	-	-	-	11.25	-	-	-	-	-	-	11.25
Match Total	33,665.02	9,263.32	16,195.17	23,003.18	6,597.25	-	-	-	153,679.98	6,332.07	-	-	248,735.99
Total Cash Revenue	844,721.91	153,811.90	268,804.80	95,908.40	140,619.71	56.25	8,352.50	-	664,697.19	145,088.88	30,274.66	-	2,352,336.20
Expenditures:													
Salaries	404,187.92	78,129.98	-	69,655.03	75,325.95	-	-	-	106,466.58	67,387.01	7,813.00	-	808,965.48
Benefits	113,835.54	20,995.57	-	21,552.98	30,531.11	-	-	-	29,198.29	23,194.37	2,059.56	-	240,967.43
Salary/ERE	518,023.47	99,125.55	-	91,208.01	105,857.07	-	-	-	135,664.86	90,581.38	9,872.56	-	1,049,932.91
Allocation:	49.34%	9.40%	0.00%	8.69%	10.08%	0.00%	0.00%	0.00%	12.92%	8.63%	0.94%	0.00%	15,796.09
Remaining federal after Salary/ ERE	(326,698.44)	(55,086.35)	(268,804.80)	(4,700.39)	(34,762.65)	(45.00)	(8,352.50)	-	(529,032.33)		(20,402.11)	-	
Task 100	STBG	PL	CRP	SPR	FTA \$305D	FTA \$305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	TA	Members	Transit Tax	Totals
Payroll Processing Expense	7,495.79	1,428.56	-	1,319.78	1,531.75	-	-	-	1,963.07	1,310.71	142.86	-	15,193.00
Phone and Internet	2,834.25	540.15	-	499.02	579.17	-	-	-	742.26	495.60	54.02	-	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													-
Insurance		2,220.00								3,600.00			5,820.00
Food											1,311.27		1,311.00
Legal Services		12,360.00											12,360.00
Financial Services (CPA/Audit)		24,720.00											24,720.00
Other Services							-						-
IT Support	7,495.79	1,428.56	-	1,319.78	1,531.75	-	-	-	1,963.07	1,310.71	142.86	-	15,193.00
Computer Equipment		5,150.00											5,150.00
Office Equipment		1,030.00											1,030.00
Public Outreach			20,000.00							5,000.00			25,000.00
Legislative Services											18,000.00		18,000.00
Computer Software		2,542.73			1,500.00		1,740.73						5,783.00
Operations:	17,825.82	55,024.99	20,000.00	4,638.58	3,642.67	-	4,418.73	-	4,668.39	11,717.02	19,651.00	-	141,588.00
Travel, Lodging and Meals	14,322.15									2,000.00			16,322.15
Conference Registration	3,819.24									800.00			4,619.24
Staff Education and Training	4,774.05												4,774.05
Travel and Training:	22,915.44	-	-	-	-	-	-	-	-	2,800.00	-	-	25,715.44
Special Project Consultant			200,304.00										200,304.00
Special Project Administration													-
Data Collection- Consultant			40,500.00										40,500.00
Modeling			8,000.00										8,000.00
RTP Consultant									500,000.00				500,000.00
Planning Contingency													-
Projects:	-	-	248,804.00	-	-	-	-	-	500,000.00	-	-	-	748,804.00
Total Expenditures:	558,764.72	153,750.54	268,804.00	95,846.59	109,499.74	-	4,418.73	-	640,333.26	105,098.40	29,523.55	-	1,966,039.54
Check	285,957.19	61.35	0.80	61.81	31,119.98	56.25	3,933.78	-	24,363.93	39,990.48	751.11	-	386,296.67
Surplus (Available future years)	285,957.19	61.35	0.80	61.81	31,119.98	56.25	3,933.78	-	24,363.93	39,990.48	751.11	-	386,296.67
Total													2,352,336.20

	STBG	PL	CRP	SPR	CPG FTA \$305D	FTA \$305E	PL- SATO	Consolidated Planning Grants- FTA \$305e transit	\$S4A	TA	Members	Transit Tax	Totals
REVENUE													
FY25 Revenue	468,465	156,611	168,268	79,808	77,909	250,000	4,016	235,750			30,000		1,470,827
FY24 Carryforward Estimated	569,245		100,000		125,650	62,000	4,000	100,000	142,000	1,037,300			2,140,195
Total Authorized Federal	1,037,710	156,611	268,268	79,808	203,559	312,000	8,016	335,750	142,000	1,037,300	30,000	-	3,611,022
Match Rate	0.057	0.057	0.057	0.200	0.057	0.200		0.057	0.200	0.057			
Required Match	62,725	9,466	16,216	19,952	12,304	78,000	-	14,250	35,500	59,126			307,539
MATCH Breakdown	31,296	3,560	11,092	19,530	12,015	78,000	-	14,250	35,500	47,145	-	-	252,387
In-Kind	31,296	3,560	11,092	19,530	12,015	-	-	-	17,750	10,095	-	-	105,337
MetroPlan Cash Match										28,500			28,500
City Cash Match													
County Cash Match													
Mountain Line Cash Match						78,000		14,250	17,750	8,550			118,550
Other Cash Match													
Total Cash Match						78,000	-	14,250	17,750	37,050	-	-	147,050
Match Total	31,296	3,560	11,092	19,530	12,015	78,000	-	14,250	35,500	47,145	-	-	252,387
Total Cash Revenue	1,037,710	156,611	268,268	79,808	203,559	390,000	8,016	350,000	159,750	1,045,850	30,000	-	3,729,572
EXPENDITURES													
Salaries	207,255	43,100	-	55,970	150,113	43,100	-	-	80,868	72,842	2,946	-	656,192
Benefits	60,365	13,344	-	14,770	40,382	13,344	-	-	22,888	16,761	777	-	182,631
Salary/ERE	267,620	56,443	-	70,740	190,494	56,443	-	-	103,756	89,603	3,723	-	838,823
Allocation:	31.9%	6.7%	0.0%	8.4%	22.7%	6.7%	0.0%	0.0%	12.4%	10.7%	0.4%	0.0%	162
	STBG	PL	CRP	SPR	FTA \$305D	FTA \$305E	PL- SATO	Consolidated Planning Grants- transit	\$S4A	TA	Members	Transit Tax	Totals
Payroll Processing Expense	5,877	1,239	-	1,553	4,183	1,239	-	-	2,278	1,968	82	-	18,421
Phone and Internet	1,728	364	-	457	1,230	364	-	-	670	578	24	-	5,415
Memberships	10,300												10,300
Copying and Printing							515		1,135				1,650
Office Supplies							515						515
Postage and Freight							125						125
Books and Subscriptions													-
Insurance				1,236									1,236
Food											1,236		1,236
Legal Services	15,000												15,000
Financial Services (CPA/Audit)	35,000												35,000
Other Services	-												-
IT Support	4,929	1,040	-	1,303	3,509	1,040	-	-	1,911	1,650	69	-	15,450
Computer Equipment	5,701									2,500			8,201
Office Equipment	100,000						865						100,865
Public Outreach			86,500							30,000			116,500
Legislative Services											21,000		21,000
Computer Software				3,432			1,917						5,349
Operations:	178,535	2,643	86,500	7,981	8,922	2,643	3,937	-	5,994	36,696	22,410	-	356,262
Travel, Lodging and Meals	13,500									5,000	1,500		20,000
Conference Registration	3,600									1,200	400		5,200
Staff Education and Training	4,500										500		5,000
Travel and Training:	21,600	-	-	-	-	-	-	-	-	6,200	2,400	-	30,200
Special Project Consultant	50,000					250,000		350,000	50,000	650,000			1,350,000
Data Collection- Consultant			90,000										90,000
Modeling			7,600										7,600
RTP Consultant													-
Planning Contingency													-
Projects:	50,000	-	97,600	-	-	250,000	-	350,000	50,000	650,000	-	-	1,447,600
	STBG	PL	CRP	SPR	FTA \$305D	FTA \$305E	PL- SATO	Consolidated Planning Grants- transit	\$S4A	TA	Members	Transit Tax	Totals
Total Expenditures:	817,755	59,087	184,100	78,721	199,416	309,087	3,937	350,000	189,750	782,500	28,534	-	2,672,885
Surplus (Available future years)	519,955	97,525	84,168	1,087	4,143	80,913	4,079	-	0	263,350	1,466	-	1,056,687
												Total	3,729,572

FY20264 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	3,957,297	1,090,690	286,607
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

	STBG	STBG Match	PL	PL Match	CRP	CRP Match	SPR	SPR Match	FTA 5305D	FTA 5305D Match	FTA 5305E	FTA 5305 E Match	PL- SATO	PL SATO Match	Consolidated Planning Grants-transit	Planning Grants Match	Total	Total Federal	Total Local
100 Administration	116,882	7,042	11,157	872	7,327	441	72,997	17,519	-	-	15,008	5,122	3,937	-	-	-	234,104	225,307	28,797
200 Data Collection	-	-	51,483	3,102	-	-	-	-	-	-	-	-	-	-	-	-	54,585	51,483	3,102
300 TIP	-	-	46,644	-	-	-	-	-	-	-	-	-	-	-	-	-	46,644	46,644	-
400 RTP	-	-	-	-	-	-	65,969	15,833	-	-	-	-	-	-	-	-	81,801	65,969	15,833
500 Special Project Planning	435,973	26,267	240,762	14,906	276,118	16,636	-	-	184,027	11,087	109,599	26,304	-	-	150,000	8,550	1,499,828	1,396,478	103,349
600 Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
700 Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
total	552,855	33,309	350,045	18,280	283,445	17,077	138,966	33,352	184,027	11,087	122,607	29,426	3,937	-	150,000	8,550	1,936,961	1,785,881	151,081

FY20257 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	513,765	31,055	153,751	9,294	-	-	95,847	23,962	-	-	-	-	4,419	-	4,668	1,167	-	-	837,926	772,449	65,477
200 Data Collection	-	-	-	-	248,804	15,039	-	-	-	-	-	-	-	-	50,000	12,500	-	-	306,343	298,804	7,539
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	-	-	-	-	20,000	1,209	-	-	109,500	6,619	-	-	-	-	135,665	33,916	105,098	26,275	438,281	370,263	68,018
600 Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
700 Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
total	558,765	33,775	153,751	9,294	268,804	16,248	95,847	23,962	109,500	6,619	-	-	4,419	-	640,333	160,083	105,098	26,275	2,212,771	1,936,516	276,255

	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	Consolidated Planning Grants-transit	Planning Grants Match	TA	TA Match	Total	Total Federal	Total Local
100 Administration	100,135	6,033	2,643	301	-	-	43,351	10,404	104,169	6,297	2,643	529	3,937	-	-	-	-	-	280,442	256,878	23,440
200 Data Collection	-	-	-	0	90,000	5,422	-	-	-	-	-	-	-	-	-	-	30,000	1,813	127,236	120,000	7,236
300 TIP	66,905	4,031	-	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	70,936	66,905	7,236
400 RTP	66,905	4,031	-	0	-	-	35,370	8,489	-	-	-	-	-	-	-	-	-	-	114,795	102,275	8,489
500 Special Project Planning	183,810	11,074	56,443	6,435	94,100	5,669	-	-	95,247	5,757	250,000	50,000	-	-	350,000	21,156	752,500	45,485	1,927,676	1,782,100	100,091
600 Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
700 Capital Expenditures	100,000	6,025	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	106,025	100,000	6,025
total	517,755	31,194	59,087	6,736	184,100	11,092	78,721	18,893	199,416	12,054	252,643	50,529	3,937	-	350,000	21,156	782,500	47,298	2,627,110	2,428,158	152,516

Chapter IV MPO WORK ELEMENTS

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

Work Element 100: Administration

Description

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

Purpose

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

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

FY 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 in order to stay current on innovative planning and leadership techniques.
- Host or co-host/ sponsor symposiums or summits on current regional issues for outreach and/or education purposes.
- Assist member jurisdictions with MPO related activities, including orientation sessions.
- Make changes in the planning process as a result of changes to transportation legislation that may occur during the fiscal year.
- Prepare the Fiscal Year 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

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- Disseminate relevant disadvantaged business enterprise and other information to targeted parties as required.
- Adopt a revised and updated Public Participation Plan ~~by biannually December 2023~~
- ~~Hire an Administrative Assistant and Clerk of the Board.~~
- ~~Consider contract for financial services.~~
- ~~Update Internal Controls.~~ 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~~

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FY 202~~62~~ and FY 202~~73~~ Outcomes and End Products

- Timely submission of quarterly progress reports.
- Timely submission of quarterly invoices.
- Properly noticed and documented public meetings .
- Submit annual Title VI Report in August of each year.
- Complete UPWP amendments as needed and update annually.
- Maintain compliance with all grant requirements.
- Support ~~Mountain Line's 5305e Transit Projects~~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 202~~64~~ and 202~~75~~ Goals and Objectives

- Collect the required data for all universe road and street section records in the Highway Performance Monitoring System (HPMS) database that are functionally classified above local, respecting ADOT's preferred collection schedule.
- Maintain a current inventory of the MetroPlan's functional classification of roadways and urban boundaries, according to federal regulations and state procedures.
- Update the transportation model and determine how MetroPlan will collaborate with its partners on data collection ~~partnership, i.e. Streetlight or another vendor~~
- Consider creation of web-based performance dashboard including associated data management for federal mandates and other needs.
- Adopt and monitor performance measures, including ADOT performance measures, Mountain Line performance measures and new items those related to greenhouse gases and other emissions.
- Update demographic data annually.
- ~~Work with partners to establish practices associated with VMT Calculator Tool. 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 202~~64~~ and FY 202~~75~~ 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
- ~~Provide an annual Mobility Report Card in June of each year.~~

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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 2024~~6~~ and 202~~5~~7 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 202~~6~~2 and FY 202~~3~~7 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 202~~46~~⁶⁴ and 202~~57~~⁵⁷ Goals and Objectives

- Submit MetroPlan RTP amendments as needed.
- ~~Support Statewide Rail Plan 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. .

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FY 202~~64~~⁶⁴ and FY 202~~57~~⁵⁷ Outcomes and End Products

- Conduct scoping, procurement, background and data collection.
- Develop Complete Streets Guidelines and layer network
- ~~Budget appropriate funds to remain prepared for RTP update and RTP amendments in April of each year.~~
- Submit RTP amendments as needed.
- Record nNumber of projects from Stride Forward Implemented.

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Consultant Activities:

~~None~~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~~4~~ and 2027~~5~~ Goals and Objectives

- Provide input on and support Transit plans and studies.
- Provide input on and support 5310 Program Coordination.
- Deliver 5305(e) Transit Projects, including Creative Local Match, ~~and~~ Transit into Code, Transit Access Study, Operational Assessment and AzTA Communications Plan.
- Provide input on Neighborhood Planning efforts in region.
- ~~Provide input on J.W. Powell Boulevard Corridor Master Plan.~~
- ~~Provide support on Lone Tree Corridor Coordination.~~
- Provide leadership and support in submitting grants and obtaining funding for priority projects in region.
- ~~Complete the Regional Strategic Transportation Safety Plan/Vulnerable Roadway Users Plan by 2024.~~
- 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.
- Participate in and support NAU transportation planning efforts including update of CRANC tool.
- Apply for and initiate ~~bike and ped~~ grants that support transit-multimodal connectivity.
- Cooperate with the City and County on the update to the Regional Plan.
- ~~Support the Downtown Mile design and construction.~~
- ~~Develop-Finalize~~ West 66 Corridor ~~Master Plan~~Operational Assessment.
- ~~Develop Regional Safety Plan and Vulnerable Users Plan.~~
- 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

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FY 2026~~4~~ and FY 2027~~5~~ Outcomes and End Products

- Complete ~~a~~-West Route 66 Corridor ~~Master Plan~~Operational Assessment.
- Adopt a Creative Local Match Plan.
-
- Modify City code to better include and incentive multimodal transportation options though Transit into Code Study.

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- Complete SS4A Planning grant activities under the Vulnerable Roadway Users Plan and submit for demonstration~~implementation~~ 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 in the amount of \$490,000 will be provided to the City of Flagstaff via an intergovernmental agreement for planning of the Downtown Mile.~~
- CRP funds will be used to support TDM Program education and encouragement activities.
- Transit Access Study
- Safe Routes to School Infrastructure planning and design
-
- ~~GIS Support.~~

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Work Element 600: Environmental

Description

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

Purpose

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

FY 2024~~6~~ and FY 2025~~7~~ Goals and Objectives

- No major activities expected.

FY 2024~~6~~ and FY 2025~~7~~ 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 202~~6~~⁴ and 202~~7~~⁵ Goals and Objectives

~~Office Equipment to outfit new location at the Downtown Connection Center~~
~~No capital expenditures are anticipated.~~

FY 202~~6~~⁴ and FY 202~~7~~⁵ Performance Measures and End Products

~~No capital expenditures are anticipated.~~
~~Ergonomic workstations, IT equipment and Signage for public.~~

Consultant Activities:

None

APPENDICES & REFERENCES

MPO WORK ELEMENTS

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

100. Administration

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

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

200. Data Collection

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

Highway Performance Monitoring System (HPMS) Data

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

Name of road and beginning and ending termini;

Jurisdiction responsible for ownership;

Jurisdiction responsible for maintenance;

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

Section length (mileage);

Number of through lanes;

Type of surface;

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

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

Aggregate length in miles;

AADT Volume Range;

Type of surface, Paved or Unpaved.

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

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

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

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

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

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

Functional Classification:

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

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

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

Air Quality Standards:

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

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

Data for Population Projections and Estimates:

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

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

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

300. Transportation Improvement Program (TIP)

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

400. Regional Transportation Plan

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

500. Special Project Planning

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

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

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

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

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

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

600. Environmental Overview

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

Livability Principles:

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

700. Capital Expenditures

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



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STAFF REPORT

REPORT DATE: May 6, 2025

MEETING DATE: May 21, 2025

TO: Honorable Chair and Members of the Technical Advisory Committee

FROM: Kate Morley, Executive Director

SUBJECT: Consider FY2026 Budget

1. RECOMMENDATION:

Staff recommends the TAC recommend the Board adopt the FY2026 Budget as drafted.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs

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

3. BACKGROUND:

The budget drafted is based on revenues as projected by ADOT at this time. The Board was provided with two budget scenarios at their March meeting, which may be considered in the event of changing revenue forecasts. These forecasts are largely driven by federal funding which makes up 99% of MetroPlan revenues.

Based on feedback from ADOT, the budget has been updated since previous conversations to obligate all Carbon Reduction Program (CRP) funds in the next two fiscal years to better secure them. CRP is assumed to be at risk of being eliminated. The previous budget show Carbon Reduction Program (CRP) funds loaned to over all five years to support ongoing data collection and modeling needs. This change has the impact of showing a deficit in year 5 of the 5-year plan. This is an important consideration for the Board in that, without a change to the budget in the next 5 years, MetroPlan would not be fiscally sustainable.

Staff have a variety of potential remedies to solve the 5-year deficit, depending upon how federal revenues play out in the next several years, but suggest not modifying the budget at this time because there are so many uncertainties with federal funding at the moment. We suggest moving forward and taking corrective actions when a better surface transportation reauthorization picture is in hand in the next 18 months.



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

Fiscal Year 2026 Draft Budget

Revenues:

The draft FY2026 budget has a projected decrease of 9% in revenues from FY2025. This is because MetroPlan's expenditure is also decreasing by 9% and federal funds are on a reimbursement basis. We cannot use more than we spend. Federal funding is shown in the federal surplus line of the budget which indicates in FY2026 we will have \$726,647 in surplus funds for use over future years.

Expenses:

Expenses in the budget include the following:

Salaries and Employee Related Expenses (ERE)

- The salary and ERE budget increased by 4%. This includes a 3% annual increase for staff, aligned with Mountain Line's pay plan for FY2025, and an increase in benefits and salary adjustment as recommended in the Compensation Study.

Operating

- The Operating budget is proposed at \$172,529, a 52% decrease. This is largely due to a one-time FY2025 tenant improvement fee for moving into the DCC (Downtown Connection Center) and a reduced public outreach budget more in line with our actual spending in this category.

Travel and Training

- Travel and training is proposed to decrease from \$30,200 to \$24,720 or 18%. While we currently fully utilize our travel budget, some of those expenses were paid for out of a one-time grant that will be fully spent.

Projects

- The project budget increases 1% and includes contractual costs for:
 - Carry over for West Route 66 Operational Analysis
 - \$43,000 in data collection for trip diaries and traffic counts



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- \$450,000 in awarded funds for Safe Routes to School missing infrastructure funding
- \$500,000 in delivery for Safe Streets and Roads for All grants, with the remainder delivered over the next four years.
- \$285,050 in awarded 5305e funds for transit planning for missing transit infrastructure
- \$223,000 in special project consultation related to reducing carbon emissions with CRP funds. This is a new addition since the draft budget was presented.

Surplus

The FY2026 Federal Surplus is estimated at \$726,647. ADOT allows agencies to loan surplus to future years. The 5-Year Financial Plan reallocates these funds to future years to ensure staffing and operations are maintained despite conservative revenue estimates. The 5-year budget has a federal deficit of \$117,749, which is offset by local funds for a total deficit of \$53,026.

Assumptions:

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

- Revenue projects are assumed to remain flat.
- Staffing levels remain the same except for the retirement of the Planning Manager
- The Carbon Reduction Program is not renewed at the expiration of the 5-Year IJA (Infrastructure Investment and Jobs Act).
- A 3% annual increase in operational costs unless an expense is otherwise known.
- A 3% annual increase in salaries and benefits.
- No additional competitive funds are received.

Staff believe these assumptions are conservative and that the proposed budget provides for the long-term health of the organization.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

Pending

5. FISCAL IMPACT:

The FY2026 Draft Budget is required in order for MetroPlan to be able to spend funds to deliver its mission and strategic work plan.



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6. ALTERNATIVES:

- 1) **Recommended:** Recommend the Board adopt the FY2026 Budget as drafted. This action is aligned with adopting a budget prior to July 1, 2025. The draft budget shows fiscal constraint and delivers MetroPlan's Strategic Plan.
- 2) **Not recommended:** Do not recommend the Board adopt the FY2026 Budget as drafted. The TAC could provide more direction for staff on the budget for the Board's consideration.

7. ATTACHMENTS:

FY2026 Draft Budget

FY2026 Draft Five-Year Budget

FY26 Budget and Five Year Plan
Detailed Report

	FY2025 Adopted	FY 2026 Proposed	FY 2027 Projected	FY2028 Projected	FY2029 Projected	FY2030 Projected	FY2031 Projected
Revenue:							
Federal Grants	-	-	-	-	-	-	-
STBG	1,037,710	702,574	844,722	754,422	739,744	596,905	431,569
PL	156,611	319,652	153,812	153,601	165,604	173,933	204,333
CRP	268,268	400,712	268,805	1	1	1	1
SPR	79,808	75,601	95,908	78,182	81,475	80,171	79,478
5305d	203,559	77,090	140,620	108,210	86,395	91,532	94,590
5305e	312,000	228,076	45	56	70	88	110
PL- SATO	8,016	9,664	8,353	8,030	8,228	8,030	5,289
Consolidated Planning Grants	335,750	-	-	-	-	-	-
SS4A	142,000	736,000	664,697	609,364	587,006	5,564	5,564
Transportation Alternatives	1,037,300	718,079	145,089	39,990	522	-	-
Federal Revenue:	3,581,022	3,267,448	2,322,050	1,751,857	1,669,044	956,225	820,935
Member Dues	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Interest Income	100	100	100	100	100	100	100
City Cash							
County Cash							
Mountain Line Cash	118,550	57,019	11	14	18	22	27
Local Revenue:	148,650	87,119	30,111	30,114	30,118	30,122	30,127
Total Revenue:	3,729,672	3,354,567	2,352,162	1,781,971	1,699,161	986,347	851,062
Expenditures:							
Salaries	700,932	702,789	808,965	553,079	556,914	560,239	577,046
Benefits	182,631	216,934	240,967	170,677	172,948	172,244	175,738
Salary/ERE:	883,563	919,723	1,049,933	723,755	729,863	732,483	752,784
Payroll Processing Expense	18,421	14,571	15,193	15,648	16,118	16,601	17,099
Phone and Internet	5,415	5,577	5,744	5,917	6,094	6,277	6,465
Memberships	10,300	3,500	3,605	3,713	3,825	3,939	4,057
Copying and Printing	1,650	1,500	1,545	1,591	1,639	1,688	1,400
Office Supplies	515	550	567	583	601	619	-
Postage and Freight	125	550	567	583	601	619	638
Books and Subscriptions	-	-	-	-	-	-	-
Insurance	1,236	5,650	5,820	5,994	6,174	6,359	6,550
Food	1,236	1,273	1,311	1,351	1,391	1,433	1,476
Legal Services	15,000	12,000	12,360	12,731	13,113	13,506	13,911
Financial Services (CPA/Audit)	35,000	24,000	24,720	25,462	26,225	27,012	27,823
Other Services	-	-	-	-	-	-	-
IT Support	15,450	14,750	15,193	15,648	16,118	16,601	17,099
Computer Equipment	8,200	5,000	5,150	5,305	5,464	5,628	5,796
Office Equipment	100,865	1,000	1,030	1,061	1,093	1,126	1,159
Public Outreach	116,500	57,000	20,000	10,000	20,000	8,000	8,000
Legislative Services	21,000	19,992	18,000	18,540	19,096	-	-
Computer Software	5,349	5,615	5,783	5,957	6,136	6,320	6,509
Operations:	356,261	172,528	136,587	130,084	143,687	115,728	117,982
Travel, Lodging and Meals	20,000	15,450	16,322	16,752	15,194	17,389	17,911
Conference Registration	5,200	4,120	4,619	4,734	4,052	4,637	4,776
Staff Education and Training	5,000	5,150	4,774	4,917	5,065	5,796	5,970
Travel and Training:	30,200	24,720	25,715	26,403	24,311	27,823	28,657
Special Project Consultant	1,350,000	908,750	200,304	-	-	-	-
Data Collection- Consultant	90,000	35,500	40,500	43,500	119,800	45,800	-
Modeling	7,600	18,500	8,000	8,500	8,500	9,000	45,800
RTP Consultant	-	500,000	500,000	500,000	8,500	-	-
Planning Contingency	-	-	-	-	-	-	-
Projects:	1,447,600	1,462,750	748,804	552,000	136,800	54,800	45,800
Total Expenditures:	2,717,624	2,579,721	1,961,039	1,432,242	1,034,660	930,833	945,223
% change	26%	-5%	-24%	-27%	-28%	-10%	2%
Total Surplus:		726,922	386,297	349,186	210,701	90,520	(53,026.00)
Federal Surplus:	1,010,472	726,647	385,546	330,483	174,403	39,783	(117,749)
Total Expenditure Plus Surplus	3,728,096	3,306,368	2,346,585	1,762,725	1,209,064	970,616	827,474
Local Fund Balance	155,027	153,926	152,826	153,402	171,455	189,149	203,688
Notes							
Assume 3% annual increase unless cost otherwise known.							
Assume no renewal of CRP after BIL.							
Mountain Line cash for 5303e, consolidated planning							
Assume no competitive grants							



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STAFF REPORT

REPORT DATE: May 8, 2024

MEETING DATE: May 21, 2024

TO: Honorable Chair and Members of the Technical Advisory Committee

FROM: Mandia Gonzales, Transportation Planner

SUBJECT: W. Route 66 Operational Assessment (OA) Update

1. RECOMMENDATION:

None. This item is for discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 2: Deliver Plans that Meet Partner and Community Needs

Objective 2.4: Position partners for successful implementation of plans.

3. BACKGROUND:

MetroPlan convened the Project Advisory Group on May 5th to consider partnerships and grants and to solidify project recommendations. The group agreed on a full corridor (\$31,846,500) and a fiscally constrained concept (\$11,180,000).

Consensus were found on the following:

TransModeler Intersection Results – Signals and roundabouts perform similarly. In a breakpoint analysis, inoperability was reached at 25% traffic growth over 2023 levels. Compare this to 20% regional population growth projected between 2020-2045. Assuming growth estimates are achieved.

Recommendation:

- a. Further intersection analysis is needed due to the limitations of the tool.
- b. Warrant analysis is needed to assist in the prioritization of intersection improvements. If not met at this time, intersection improvements will be delayed until warrants can be met. It is anticipated that Woody Mt. Rd and Thompson may quickly meet ADOT warrants.



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Federal and State Funding - W. Route 66 has limited opportunities to be a competitive project for the corridor as a whole. However, some opportunities are available when looking at spot treatments, specifically, the FUTS trail.

Recommendation:

- a. Pursue AZSMART to conduct up to 30% planning and design of the corridor once a federal grant has been identified for application. A jurisdiction must be willing to commit match to a federal application in this strategy or risk payback if an application is never made.
 - b. MetroPlan could revisit regional priorities and consider moving W. Route 66 into a higher priority for the region within the Strategic Grants Plan and/or Planning-to-Programming (P2P) processes. Reordering projects could impact opportunities funding for another priority.
 - c. Future grant opportunities will need to be reevaluate under the new transportation investments reauthorization package (September 2026).
 - i. Other federal and state funding sources were considered but not recommended.
- **Developer Partnerships** - Developer fees are inadequate to support large corridor-wide improvements. Piecemealing of developer off-site improvements would disrupt the continuity of the corridor. The uncertainty of when a development may happen and their contribution makes this funding source unpredictable.

Recommendations:

- a. Consider in-leu fees to allow for more flexibility for corridor investments.
 - b. City to explore ways to distribute developer contributions and apply them strategically to advance projects.
 - c. As edge improvements are negotiated, ensure those improvements include planned facilities (e.g., separated bike lanes per the Active Transportation Master Plan). If planned facilities are not included in such recommendations or are not funded by them, the City should consider leveraging any frontage improvements and use the 419 funds to implement existing plans and to ensure continuity across facilities.
- **ADOT Partnerships** – Opportunities with ADOT are limited to none.

Recommendations: Use 419 funds to support the build out of the “pinch point” west of Woodlands Village to ensure continuity of future improvements to the west. Consider funding this project during the ADOT pavement preservation project.
 - **Other Funding Considerations** – There is potential for a Transportation Reinvestment Zone to be created and bonded against to implement improvements timelier by bonding to advance 419 funds.



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PROJECT RECOMMENDATIONS

Fiscally Constrained

The development of the project selection and recommendations came through deliberations within the Project Advisory Group, careful examination of available data, modeling, public comment, and anticipated growth within the corridor. Recommendations are provided for a **fiscally constrained concept (\$11,702,248)** and the **full corridor buildout (\$31,846,500)**. Both are qualified in that analysis and engineering beyond the scope and budget are advised before any decisions are made.

A fiscally constrained option is provided that responds to a combination of the estimated 419 committed to W. Route 66, plus the balance of funds remaining from developer agreements. Grant fund opportunities are considered minimal. These immediate needs were further prioritized by the Project Advisory Group (PAG) with an emphasis on executing these recommendations in a timely manner. This prioritization recognizes that the City may wish to hold back all or some funds as engineering is advanced and development or grant partnership opportunities emerge.

The recommendations respond to the modeling results looking out to 2045. The results indicate that the intersection of Milton Rd. and W. Route 66 is the contributor to the current and future back-up along W. Route 66 leading to an “inoperable” corridor with extensive delay regardless of widening. The Milton bottleneck results from several factors including concentrated land uses and no, or poor, alternate routes to support the network.

(See attached draft maps and table)

The Project Advisory Group (PAG) recommend the following next steps:

- **Engineering and Design:** Pursue AZSMART Funds to conduct up to 30% planning and design of the full corridor once a federal grant has been identified for application. A jurisdiction must be willing to commit match to a federal application in this strategy or risk payback if an application is never made.
- **Elevate as Regional Priority:** Revisit regional priorities and consider moving W. Route 66 into a higher priority within the Strategic Grant Plan and/or ADOT Planning-to-Programming (P2P) processes.
- **Review 419 Fund Balance:** The \$10.8 million allocated to W. Route 66 was forecasted across the life of the tax. However, it has been noted in other 419 related projects that revenues have exceeded initial estimates. Therefore, additional funds may be available to support recommendations.



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Full Corridor Buildout 2045

The full buildout of the corridor includes many of the existing recommendations from the Flagstaff Urban Mobility Study, Blueprint 2040, and the Active Transportation Master Plan (ATMP). These existing recommendations included Complete Streets investments such as separated and protected bike lanes, trails and widened sidewalks, enhanced crosswalks, center medians, and transit facilities. However, it may not meet current policy such as identified in Carbon Neutrality Plan or current community needs.

No public investment for widening Segment 2 is recommended, so no cost is provided. No previous plans or modeling indicate the necessity of a four-lane facility though ADOT arterial standards may indicate it. Widening to date serves current and future purposes for turn movements and heavy vehicle acceleration and deceleration.

Location	# New lanes ¹	Subtotal	Pullouts	Subtotal	Ped Accom	Bike Accom	Subtotal	Roundabout	Subtotal	Total Costs (Rounded)
Segment 1: I-40 to Flagstaff Ranch Rd.										
	0	\$0	0	\$0	No build	Shoulders	\$356,931	0	\$ -	\$357,000
Segment 2: Flagstaff Ranch Rd to Woody Mountain Rd.										
	0	\$0	0	\$83,864	Trail	Shoulders	\$406,688	1	\$ 2,437,450	\$3,910,000
Segment 3: Woody Mtn Rd to Woodlands Village Blvd²										
Woody to Northwest	2	\$1,975,212	0	\$59,080	Trail	Separated	\$573,000	0	\$ -	\$3,050,000
Northwest to Railroad	2	\$1,845,945	0	\$55,213	Trail	Separated	\$535,500	0	\$ -	\$2,920,000
Railroad to Thompson	2	\$2,253,138	0	\$67,393	Trail	Separated	\$653,625	1	\$ 3,351,494	\$7,490,000
Thompson to Woodlands	2	\$522,148	0	\$70,718	Trail	Separated	\$685,875	0	\$ -	\$1,480,000
Kaibab - Thompson to Woodlands	0	\$0	0	\$0	No build	Lanes	\$27,019	0	\$ -	\$30,000
Segment 4: Woodlands Village to Milton Rd.										
Woodlands to Yale	0	\$0	0	\$0	Trail	Shoulders	\$143,813	0	\$ -	\$190,000

¹ Number of lanes in roadway. For example, a roadway with one lane in each direction would enter 2.

² Where trails and separated bike lanes are both indicated, the trail can be converted to the separated bike lane feature when needed.



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Kaibab - Woodlands to Pinnacle	0	\$0	0	\$0	No build	Lanes	\$20,992	0	\$ -	\$20,000
									Construction	\$19,447,000
									(+) Soft Costs ³	\$31,846,500

HOW TO USE THE OPERATIONAL ASSESSMENT

TAC: The TAC and City have the following options that are dependent on direction received from the council and staff.

- The TAC can accept the recommendations as developed by the PAG.
- The TAC can submit their own recommendations. The final report will include the PAG recommendations along with any TAC direction.

City Council and Staff: There are many questions and considerations that are beyond this study. It's suggested that the City consider the following unresolved items.

- Is there a need to reprioritize citywide investments - funding and grant seeking?
- Is there interest in lobbying for project (long game)?
- Is there a desire to amend an existing plan or adopt the OA to be enforceable?

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

Pending

5. FISCAL IMPACT:

MetroPlan provided staff time and the allocation of \$61,836 to Northern Arizona University for modeling analysis on the project at no cost to member agencies.

³ Soft costs include design, traffic control, and project management.



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6. ALTERNATIVES:

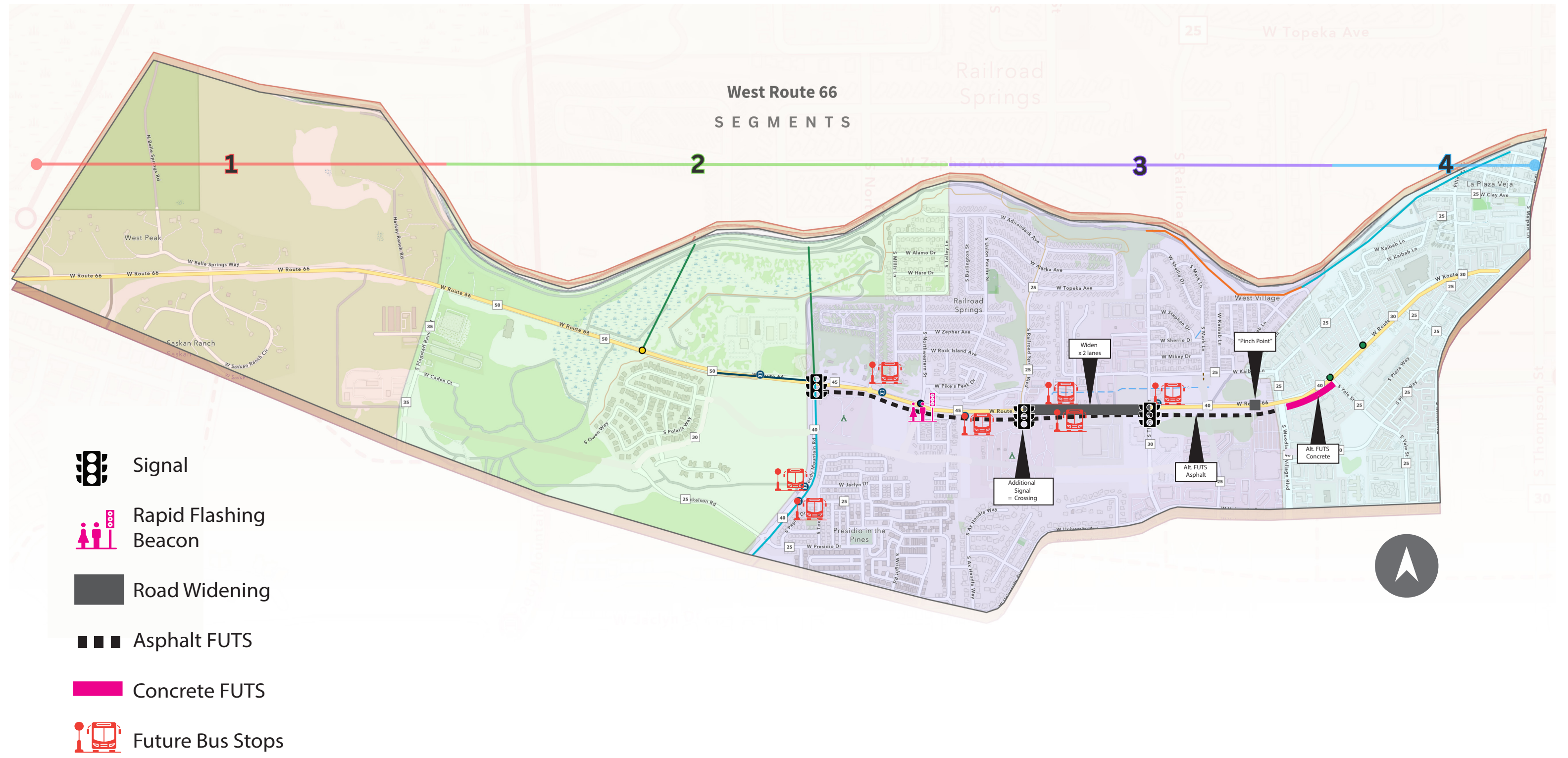
None.

7. ATTACHMENTS:

Fiscally Constrained Cost Estimate

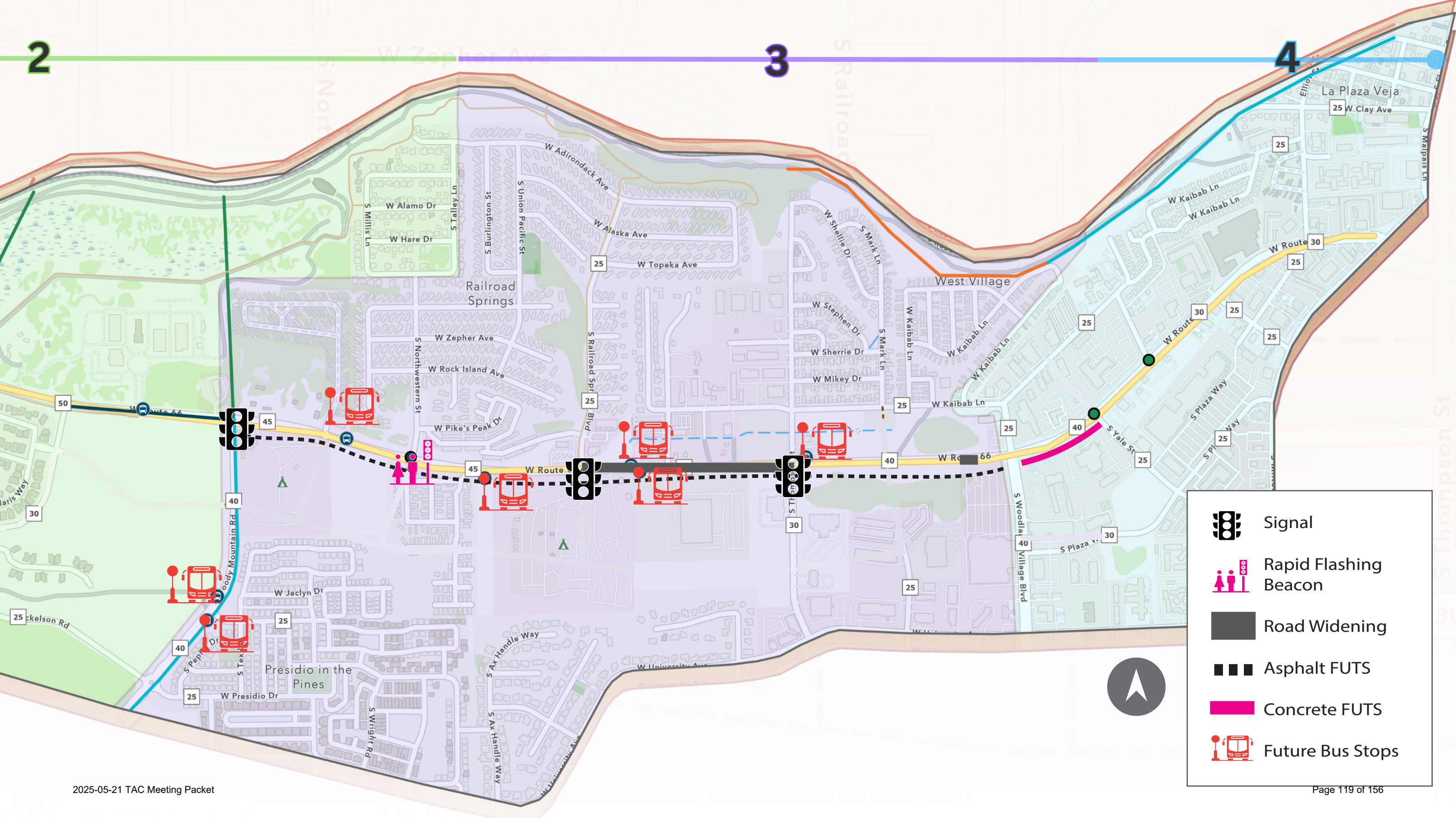
Recommended Project Maps

W. Route 66 Fiscally Constrained Recommendation

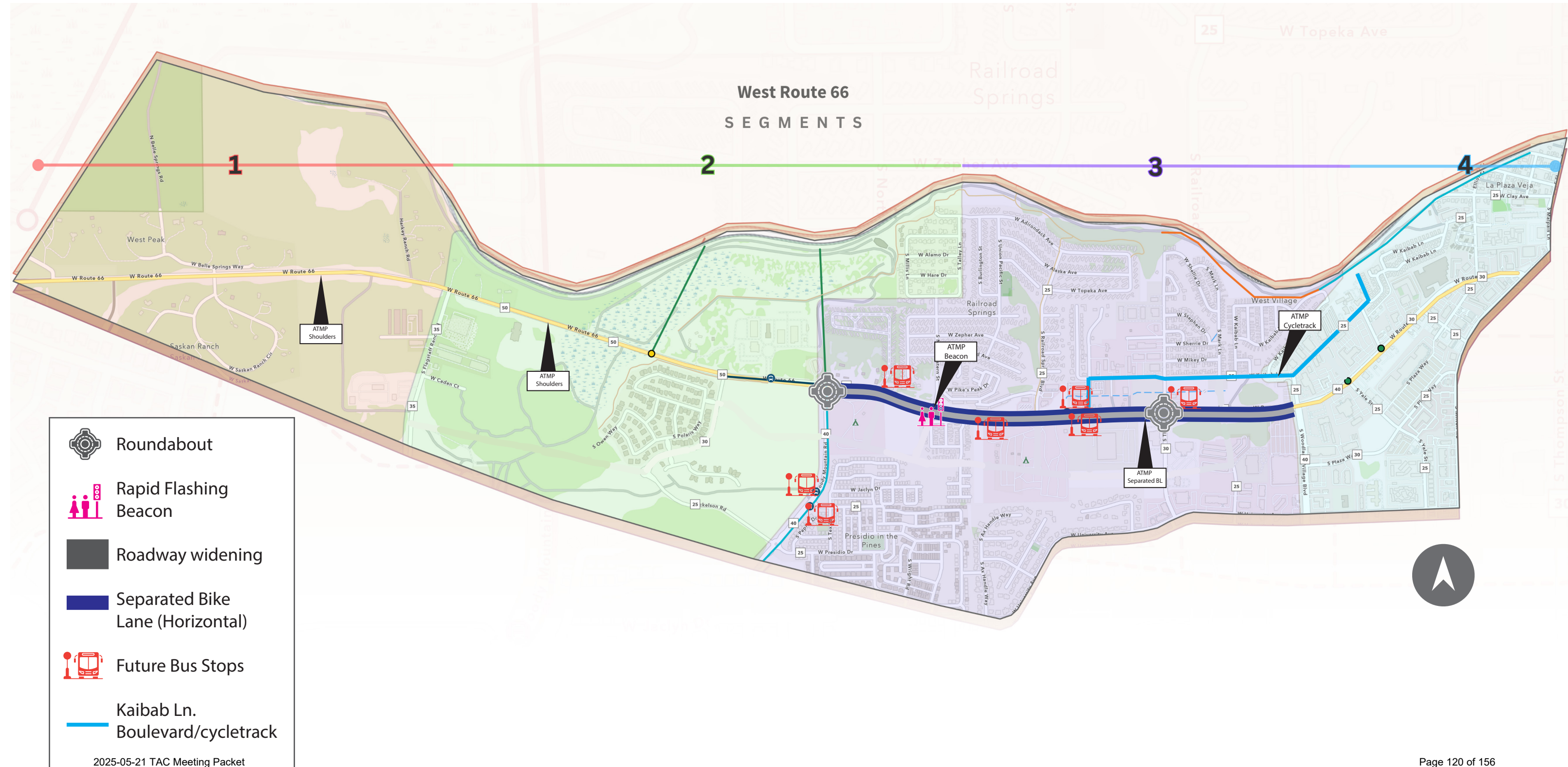


West Route 66

SEGMENTS



W. Route 66 Full Corridor Concept (2045)



W. ROUTE 66 OPERATIONAL ASSESSMENT

Appendix K: Project Recommendations

RECOMMENDATION	JUSTIFICATION	CONSIDERATIONS	COST
Signal – Woody Mt.	- Addresses immediate publicly identified intersection needs. - Are less expensive than a roundabout, allowing for broader investments along the corridor. - Northwestern is identified to support not only left-in, left-out, by drivers but to provide an additional pedestrian crossing. - Reduce bike/ped crossing lengths - Can accommodate Protect Intersection Features	- Implementation is dependent on ADOT warrants. - Further analysis is needed on performance and safety to inform potential phasing of intersection investments. (e.g., queuing lengths, timing, delays, LOS, etc.)	\$1,950,000
Signal – Railroad Springs			\$1,960,000
Signal – Thompson			\$2,610,000
Rapid Flashing Beacon – between Northwestern and Railroad Springs	As proposed in the ATMP. Would benefit from additional enhanced crossings due to significant distance between traffic signals on that road. This also supports future transit stops.	ADOT typically responds reactively to crossings. Further conversations need to be proactive in address pedestrian and transit needs.	\$70,000
FUTS (Asphalt) Woody Mt. to Northwestern	- An asphalt trail can accommodate the current and future residents with a safe off-street facility that provides a continuous connection. - The FUTS would be located against the edge of the ROW. This allows for flexibility in the future - Can be designed to allow transition to the separated bike lane recommended in the ATMP widening of the roadway. - Supports the concept of complete streets.	- This FUTS recommendation is not in an existing plan. - How do future developers respond to this addition. - Asphalt is less expensive than concrete and could be pulled up for any reason. - Design, engineering, and public participation are needed to determine if the south or north side of the road is preferred.	\$330,000
FUTS (Asphalt) Northwestern to Railroad Springs			\$320,000
FUTS (Asphalt) Railroad Springs to Thompson			\$380,000
FUTS (Asphalt) Thompson to Woodlands Village			\$390,000

W. ROUTE 66 OPERATIONAL ASSESSMENT

Appendix K: Project Recommendations

FUTS (Concrete) Woodlands Village to Yale	Provides a continuous connection allowing comfort and safer connections for bikes and peds. Supports the concept of complete streets.	This FUTS recommendation is not in an existing plan.	\$360,000
Bus Pullout - Woody Mountain	Supports Route 8 extension.	Not all locations may warrant a bus pull-out.	\$140,000
Bus Pullout – Railroad Springs (west)	- Pullouts allow for vehicle travel to flow during loading/unloading. - Eligible expense in 419	ADOT approval needed.	\$160,000
Widening w/Taper Railroad Springs to Thompson	Transition point from 4 to 2 lanes		\$2,510,000
“Pinch Point” west of Woodlands Village	Needed to address future improvements to the west.		\$522,248
TOTAL			\$11,702,248

The Project Advisory Group (PAG) recommend the following next steps:

- **Engineering and Design:** Pursue AZSMART Funds to conduct up to 30% planning and design of the full corridor once a federal grant has been identified for application. A jurisdiction must be willing to commit match to a federal application in this strategy or risk payback if an application is never made.
- **Elevate as Regional Priority:** Revisit regional priorities and consider moving W. Route 66 into a higher priority within the Strategic Grant Plan and/or ADOT Planning-to-Programming (P2P) processes.
- **Review 419 Fund Balance:** The \$10.8 million allocated to W. Route 66 was forecasted across the life of the tax. However, it has been noted in other 419 related projects that revenues have exceeded initial estimates. Therefore, additional funds may be available to support recommendations.



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STAFF REPORT

REPORT DATE: May 7, 2025

MEETING DATE: May 21, 2025

TO: Honorable Chair and Members of the Technical Advisory Committee

FROM: Sandra Tavel, Transportation Planner

SUBJECT: Consider FY2026 Greater Arizona Funding Initiatives - Rural Transportation Advocacy Council (RTAC) Bill Regional Projects

1. RECOMMENDATION:

Staff recommends the TAC recommend the Board adopt US180 Corridor Improvements and West Route 66 for the FY2026 RTAC Bill projects.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs

Objective 1.3: Coordinate partners' legislative priorities related to transportation

3. BACKGROUND:

The Rural Transportation Advocacy Council (RTAC) represents 11 small Councils of Government (COGs) and Metropolitan Planning Organizations (MPOs) around the State; Bullhead City recently formed an MPO. The mission of RTAC is to protect and promote rural and small metropolitan transportation interests, as well as creating a stronger and more effective rural transportation advocacy network in Arizona. Supervisor Jeronimo Vasquez serves on the RTAC Board and Vice-Mayor Miranda Sweet is the Alternate. For the last three years RTAC has put forward pieces of legislation to fund transportation projects across the state, called the RTAC Bill.

The RTAC bill pursues funding through the Governor and State Legislature as a special budget appropriation. This is not funding that would be apportioned through ADOT. The funding would go *directly* to local agencies for local projects. This process mirrors the previous legislative session process. A funding proposal is allocated to each Council of Government (COG) or Metropolitan Planning Organization (MPO) region by population. The MetroPlan region is allocated \$26,649,600 of the \$480,000,000 bill.

The major benefit of this statewide approach is that it amplifies MetroPlan's request and enlists additional champions. Our request will be packaged with the requests of 11 other COGs and MPOs. For



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example, rather than MetroPlan submitting a standalone request (final amount pending RTAC Board decision) and soliciting support, we will partner with 11 other organizations that all want to be successful. Through partnerships, we can amplify our voice and link up with additional champions. *MetroPlan and each agency should also advocate for their projects separately to increase the likelihood of inclusion in the final budget.* This action is a key advocacy component.

Projects the State finds compelling should be considered since the State would provide the funding. Items that should be considered are:

- Local match percentage and any other partnership funding
- Timeliness/ shovel ready
- Issues of importance to regional representatives: rural and tribal benefits
- Projects of statewide impact such as those on the state highway system

RTAC has asked each organization to provide priority projects and make the case for funding in time for the Rural Transportation Policy Summit in October, which means projects must be approved by the MetroPlan Board before their September meeting. This TAC meeting is the last one before summer recess.

MetroPlan asks that the TAC discuss and recommend regional projects for the next FY 2026 RTAC bill for approval by the MetroPlan Board on June 5th for presentation/advocacy at the AZ Transportation Policy Summit in October 2025 based on the below information and discussion outcome.

Options for discussion and TAC recommendation:

1) MetroPlan Recommendation: Use the bill to request funds for US180 and W Route 66.

1.1 US180 project be included in the bill because it was selected as the top project in the MetroPlan region on the state highway system: **US180 Corridor Wide Improvements: \$8 million**

- Strengths of this safety-focused project include:
 - Location on high-injury network
 - ADOT-owned roadway; state legislators see state-owned roadways as their priority for funding vs locally owned roads
 - Citation in several state, regional and local plans | ADOT US180 Corridor Master Plan; MetroPlan Regional Transportation Safety Plan; City of Flagstaff Active Transportation Master Plan; Mountain Line Flagstaff in Motion; ADOT Active Transportation Safety Action Plan

1.2 **West Route 66** has a total of \$31,846,500 in recommendations for full build in the Operational Assessment. The City has approximately \$11million for priority improvements. Additional funds could help achieve more recommendation: **\$18 million**



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- Strengths of this project include:
 - ADOT-owned roadway that covers multi-jurisdictional areas
 - Financial support (\$10.8 million) from the City of Flagstaff from its Proposition 419 funds (illustrates skin in the game)
 - Aligns with MetroPlan's strategic priority #2: deliver plans that meet partner and community needs, objective 2.4 position partners for successful implementation of plans

2) Alternative approaches:

2.1 TAC could provide direction to not include US 180 and split the entire \$26M in other ways.

2.2 The TAC could provide direction to include US180 and split the remaining \$18 million between partners for projects of their choosing:

- a. City of Flagstaff: \$6 million
- b. Coconino County: \$6 million
- c. Mountain Line: \$6 million

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

Pending

5. FISCAL IMPACT:

There is no cost to pursue this funding, however, support of our legislative liaison will be critical for funding to be included in the final state budget. MetroPlan budgeted \$19,992 in local funds for legislative services for fiscal year 2026.

6. ALTERNATIVES:

- 1) **Recommended:** Recommend the Board adopt US180 Corridor Improvements and West Route 66 for the FY2026 RTAC Bill projects.
- 2) **Alternative recommendation:** The TAC could recommend a different set of projects to the Board.
- 3) **Not recommended:** Do not recommend the Board adopt US180 Corridor Improvements and West Route 66 for the FY2026 RTAC Bill projects. The TAC could provide more direction for staff on the FY2026 RTAC Bill project recommendations for the Board's consideration.



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7. ATTACHMENTS:

FY2025 RTAC Project One-Pagers

Lone Tree Overpass and Corridor: Phase 2



Project Overview

MetroPlan requests \$18,268,353 in support of **Lone Tree Overpass and Corridor: Phase 2**.

The Lone Tree Overpass and Corridor will connect to improvements currently under construction and will create a new north-south roadway connection that extends Lone Tree Road between O'Leary Street to the south and Route 66 (ADOT) to the north. The roadway will be on a grade-separated bridge that will go over the BNSF Railway main line corridor and the United States Army Corps of Engineers' future Rio de Flag Channel. This new overpass and corridor improvements will provide connectivity, traffic congestion relief on streets like Milton Road (ADOT), San Francisco Street, and Beaver Street, and improved mobility to surrounding neighborhoods. The overpass connection will also complement the community's need for multi-modal options with bicycle and pedestrian access points connecting to the Flagstaff Urban Trail System (FUTS).

Lone Tree benefits to Flagstaff and the region:

- Access to future growth areas
- Improves north/south access to Northern Arizona University (NAU) and the downtown business district
- Improves pedestrian and bicycle mobility and safety
- Provides more effective evacuation routes
- Lessens congestion on Milton Rd. (ADOT) and in the core of the City

Project roadway and bridge design is complete. BNSF Railway design completion is anticipated for summer 2024. South segment construction will start fall of 2024.

 **Project Lead**
City of Flagstaff, Arizona

 **Project Schedule**
Construction begins in 2025
Est. Completion in 2027

 **Project Cost**
Total Project Cost: \$73,850,000
State Funding Request: \$18,268,353
Local Contribution: \$55,581,647 (75%)

 **Contact Info**
Paul Mood
City Engineer, City of Flagstaff
928-213-2675
paul.mood@flagstaffaz.gov

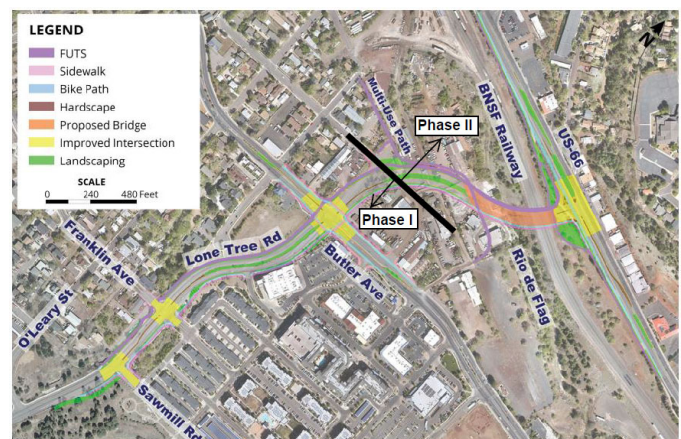
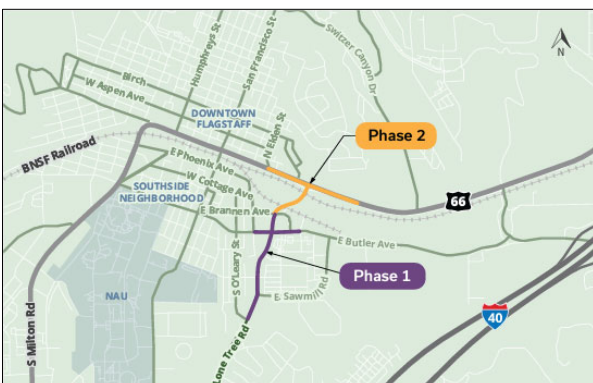
 **Location**

City of Flagstaff
Coconino County
AZ Legislative District 6
Flagstaff Region

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Project Site

Vicinity Map



Match: Four Electric Buses



Project Overview

Funding supports contribution of match funding for four electric buses. Mountain Line is proactive about maintaining state of good repair for vehicles, exemplified by the fact that Mountain Line has never had a finding related to maintenance in an FTA Triennial Review. Recent investment in a state-of-the-art indoor bus storage facility prolongs vehicle life and allows Mountain Line to maintain exceptional on-time performance. Routine vehicle maintenance is done in-house, allowing close oversight and high standards of care. Funding this project will ensure transit continues to play a vital role in a functioning transportation system.

Project benefits:

- Improves Mountain Line's overall state of good repair and modernizes our fleet
- Ensures reliable transit service
- Reduces an unexpected mechanical failure, resulting in reduced costs and increased reliability
- Reduce the number of fixed route breakdowns, saving fleet staff time and money to rescue vehicles in the field



Project Lead

Mountain Line



Project Schedule

Est. Completion Summer 2026



Project Cost

Total Project Cost: \$4,793,063

State Funding Request: \$958,613

Federal Contribution: \$3,834,450 (80%)



Contact Info

Jeremiah McVicker

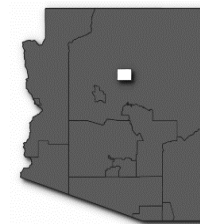
Maintenance Manager

928-679-8939

jmcvicker@mountainline.az.gov



Location



City of Flagstaff
Coconino County
AZ Legislative District 6
Flagstaff Region



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Photo



Match: Maintenance Facility Improvements



Project Overview

Funding supports contribution of match funding for the construction of a new bus maintenance facility at Mountain Line's headquarters in Flagstaff, AZ. The existing maintenance facility was built prior to Mountain Line receiving six 60 foot articulated buses in 2012. The facility is not long enough to accommodate articulated buses, causing issues during inclement weather since half of the vehicle is outdoors, and not tall enough to safely perform work on batteries.

This funding will improve the condition of the transit system by providing the necessary space and upgrades to safely perform work on articulated and electric buses, enable growth, and enhance workflow efficiencies which will modernize Mountain Line's headquarters.

Project benefits:

- Prepare Mountain Line for system and vehicle expansion to meet community transit needs
- Improve bus reliability and transit system condition by having adequate maintenance space
- Extend the life of buses and get them back on the road faster
- Improve safety and efficiencies for staff
- Maintain a state of good repair and ensure reliable services



Project Lead

Mountain Line



Project Schedule

Est. Completion Summer 2026



Project Cost

Total Project Cost: \$20,447,500

State Funding Request: \$2,044,750

Federal & Local Contribution: \$18,402,750



Contact Info

Anne Dunno

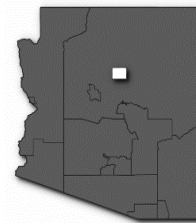
Capital Development Manager

928-679-8942

adunno@mountainline.az.gov



Location



City of Flagstaff
Coconino County
AZ Legislative District 6
Flagstaff Region



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Site Photo



Project Overview

The Arizona Department of Transportation (ADOT) completed a Roadway Safety Audit in October of 2023 as requested by Coconino County and recommended a two-lane roundabout at the intersection of US89A and Burris Lane.

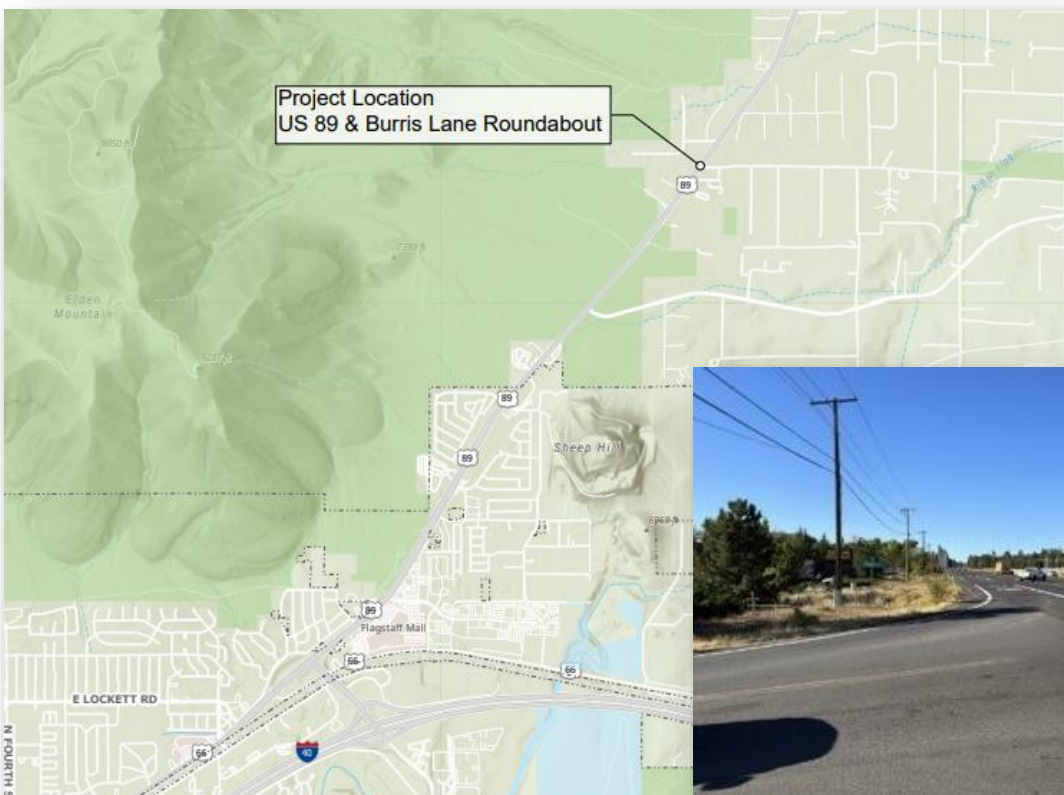
Between 2018 and 2022, 105 crashes that include 5 fatal and high severity left-turn crashes occurred in this area. Speeding was also identified as a problem. The recommended counter measure to reduce the high severity left turn crashes at the intersection and provide traffic calming within the corridor, is to install a roundabout at the intersection.

The project improves safety for the community and overall traveling public. This corridor is key for tourism to the Grand Canyon and other recreational sites that significantly contribute to the greater Arizona economy.

The project includes:

- Design | March 2028
- Construction | Spring 2030

Vicinity Map & Site Photo



2025-05-21 TAC Meeting Packet



Page 130 of 156



Project Lead

Coconino County



Project Schedule

Est. Completion in 2030



Project Cost

Total Project Cost: \$6,500,000
State Funding Request: \$5,650,000
Local Contribution: \$850,000



Contact Info

Christopher Tressler

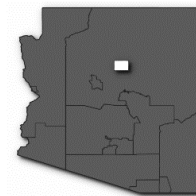
Director, Public Works

928-679-8317

ctressler@coconino.az.gov



Location



Doney Park
Coconino County
AZ Legislative District 6
Flagstaff Region





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STAFF REPORT

REPORT DATE: May 12, 2025

MEETING DATE: May 21, 2025

TO: Honorable Chair and Members of the Technical Advisory Committee

FROM: David Wessel, Planning Manager

SUBJECT: Northern Arizona University Subrecipient Performance Review

1. RECOMMENDATION:

None. This item is for information and discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 2: Deliver Plans that Meet Partner and Community Needs

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

Objective 2.3: Fill gaps in transportation data and make data accessible.

Objective 2.4: Position partners for successful implementation of plans.

3. BACKGROUND:

This is an assessment of NAU's performance on their first task under a subrecipient agreement executed with MetroPlan in Fall 2023. The agreement seeks to strengthen the relationship between MetroPlan and NAU. It is intended to better enable NAU with its many disciplines to collaborate on a wide array of planning and related services to MetroPlan's work program. It is also intended to better enable MetroPlan and its partners to benefit from the research, techniques and best practices available at NAU while providing work force development and mentorship to NAU students. Examples of skill sets of mutual benefit include transportation modeling, GIS spatial analysis, data analytics, benefit cost analysis and more.

The first task with the College of Engineering involved the application of microsimulation traffic software to the West Route 66 Operational Assessment including the evaluation of the software and the reporting of metrics from numerous scenarios.

Relationship with NAU: Good to Excellent. Both the administrative work in executing the agreement and the technical work in producing the deliverables have strengthened the working relationship with NAU. The students working on the project gained in technical proficiency and professionalism.



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Scope setting: Fair to Good. Numerous scope changes might have been avoided if both parties had deliberated more on the uncertainties involved, chief among these: Unfamiliarity with the TransModeler software. Additionally, the needs of the Project Advisory Group were not fully known.

NAU Performance: Good.

- Responsiveness: Excellent. NAU has been timely in response to emails, requests for meetings, and attendance at Project Advisory Group meetings. They negotiated MetroPlan-initiated scope changes in good faith.
- Administration: Good to excellent. Invoicing was excellent. Progress reporting can be improved to better reflect upfront payment expenses associated with securing student labor, progress on individual deliverables, and emerging issues.
- Quality: Fair to Good.
 - On task: NAU delivered the metrics requested or as amended. The images and tables are adequate and would benefit from some narrative, explanation and formatting. The quality control can be improved. Some early report results were clearly not reasonable, indicating errors in the model inputs, and should have been discovered and resolved sooner. MetroPlan being more involved in the process may have corrected this.
 - On time: NAU occasionally missed deadlines due to quality control issues. Comparing results to known controls would have revealed errors sooner and possibly allowed deadlines for meetings to be reached. Other deadlines suffered from learning curves. Consulting sooner with Fehr & Peers or seeking confirmation of work completed would have helped. MetroPlan experienced a delayed start to the project and shifting priorities sometime compressed delivery schedules for NAU.
 - On budget: NAU delivered the modified scope on budget.
- Value: Good. Much was learned about the TransModeler software and its for corridor planning and relationship to the regional model. Much was learned about the challenges facing the corridor.

Lessons learned:

- Task certainty and complexity - scoping: An assessment of the knowledge and skills required for the task contemplated should be made of all involved – MetroPlan project manager, NAU faculty, and students – before proceeding with the task and finalizing the scope. Students are entry-level employees and tasks should be assigned accordingly.
- Scheduling – time requirements: *Build in more time for learning curves.* When new technologies and methods are being introduced, more time for learning curves needs to be factored in. TransModeler, the software in question, is new to NAU and MetroPlan staff making the establishment of clear expectations difficult.



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- Scheduling – time available: *Assign tasks requiring less learning time or with a more confident timeline.* NAU works with graduate and undergraduate students subject to semester schedules, class demands, and graduation. Delays to start time have significant consequences. Completion of the TransModeler network by Fehr & Peers took longer than expected.
- Evaluation Criteria: Enumerating clear performance objectives related to production quality, accuracy, timeliness and other aspects of employee/consultant may prove useful in furthering students' professional development and the quality of deliverables.

Conclusion: *This collaboration should continue.* Budget notwithstanding, future tasks under this subrecipient agreement should be pursued subject to consideration of task complexity, certainty, and time-sensitivity. Future tasks should be limited to those aligned with typical and reasonably expected student skill sets. Exceptions might be made for graduate student efforts that align with MetroPlan interests and work programs.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

Pending

5. FISCAL IMPACT:

MetroPlan ultimately awarded \$61,836 to NAU for Task 1 under the subrecipient agreement. This is within the budget allocated to deliver the West 66 Operational Analysis. Any future subawards would be brought to the Board for consideration.

6. ALTERNATIVES:

None. This item is for information and discussion only.

7. ATTACHMENTS:

None.



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STAFF REPORT

REPORT DATE: May 6, 2025

MEETING DATE: May 21, 2025

TO: Honorable Chair and Members of the Technical Advisory Committee

FROM: Kate Morley, Executive Director

SUBJECT: Land Availability and Site Suitability Study, Code Analysis Project Update

1) RECOMMENDATION:

None. This item is for information and discussion only.

2) RELATED STRATEGIC WORKPLAN ITEM:

Goal 3: Build MetroPlan's Visibility in the Community

Objective 3.3: Promote the value MetroPlan brings to the Community

3) BACKGROUND

The City of Flagstaff is conducting a Land Availability & Site Suitability Study/Code Analysis Project (LASS+CAP). MetroPlan, in partnership with Mountain Line, provided funding through two subrecipient agreements to investigate transit needs in the study. Michelle McNulty from the City of Flagstaff and Bizzy Collins from Mountain Line will provide a presentation at the meeting.

4) TAC AND MANAGEMENT COMMITTEE DISCUSSION:

Pending.

5) FISCAL IMPACT:

In November 2023, MetroPlan provided \$28,000 in 5305e transit planning funds with \$7,000 match from Mountain Line to contribute to the project. In January of 2025, MetroPlan provided an additional \$15,051.20 in 5305e funds, with \$3,762.80 in match from Mountain Line for a change order to increase the transit focus of the study. MetroPlan's total contribution to the project is \$53,814.



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6) ALTERNATIVES:

None. This item is for information and discussion only.

7) ATTACHMENTS:

1. Mountain Line Staff Report LASS CAP



Mountain Line

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

DATE PREPARED: April 7, 2025

MEETING DATE: April 16, 2025

TO Honorable Chair and Members of the Board

FROM: Bizzy Collins, Strategic Performance Planner

SUBJECT: Land Availability and Site Suitability Study, Code Analysis Project

RECOMMENDATION:

The Board may provide direction, but there is no recommendation from staff at this time.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Service Excellence
 - ❖ Objective: Develop and improve community partnerships and interagency relationships to enhance transit and improve our ability to meet community needs and deliver public transit services.

BACKGROUND:

The City of Flagstaff is conducting a Land Availability & Site Suitability Study/Code Analysis Project (LASS+CAP) and the purpose is to understand what land is available within the Flagstaff city limits for development and redevelopment, and to analyze City development codes and processes to identify what works well and where the barriers are to meeting the City's housing and sustainability goals and policies. The outcome of the analysis is to identify priority sites for residential development, as well as a list of prioritized, recommended code changes. More information about the project is available here: <https://www.flagstaff.az.gov/4888/Land-Availability-Suitability-Study>.

As discussed in the LASS+CAP Code Diagnostic Report, improving transit access in Flagstaff is central to achieving housing and carbon neutrality goals. Transit facilitates compact, walkable, multi-modal, and transit-oriented development, including mixed-use and infill development. Higher density housing and access to transit both contribute to overall affordability for households in Flagstaff.

The City and Mountain Line have identified that strengthening the ties between planning and code requirements for the two entities can improve transit access and transit-oriented development (TOD) in the community. MetroPlan partnered with Mountain Line to request and obtain a Section 5305e transit planning grant from the Arizona Department of Transportation (ADOT). The purpose of this grant was to identify ways in which transit can be better integrated into the City of Flagstaff's development code, processes, roadway projects, and new developments. MetroPlan and Mountain Line partnered with the City's LASS+CAP team to carry out the deliverables of these grant funds, as there are shared goals

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between both projects. A technical memorandum, Transit-Related Codes Assessment, summarizes the consultant team's analysis of opportunities to improve City code, plans, and processes to support the development of Mountain Line transit infrastructure and systems. The list of recommendations are provided below and will be discussed during the presentation. The full report is available upon request.

KEY OUTCOMES AND TRANSIT CONSIDERATIONS

Infill Development and Compact Land Use Patterns

- Better Orientation Between Buildings and Transit Stops
- Road Network Requirements for New Subdivisions
- High Occupancy Housing and Transit Oriented Development (TOD) Corridor Improvements
- Public Investment to Incentivize and Encourage Private TOD
- Pre-Application and Developer Coordination
- Integration of Mountain Line Planning Documents with Local Plans and Codes

Sustainable Transportation Networks and Neighborhoods

- Transit Improvements Required with New Development
- Transit Consideration in the Traffic Impact Analysis Process
- Impact Fees and Transit Infrastructure Improvements
- Incentivizing Purchase of Bulk Transit Passes
- Private Funding of Transit Operations

Electric Mobility

- On-Route Magnetic Bus Charging Locations

During the April meetings, City and Mountain Line staff will present an overview on the LASS+CAP, results of the Transit-Related Codes Assessment, how to find more information, and how to provide feedback.

FISCAL IMPACT:

The Transit Component of the LASS CAP is funded through the award of two competitive grants that were awarded by Arizona Department of Transportation and are administered by MetroPlan: \$40,000 in 5305 planning funds from the Federal Transit Administration, and \$141,450 from 5305 Consolidated Planning Grant Transit Planning funds from the Federal Highway Administration. The Flagstaff transit tax is funding the local share of \$18,550. There is no fiscal impact related to the LASS CAP outcomes in the current analysis phase. Implementation through the Regional Plan and Safe Streets Master Plan as changes in standards, zoning, and codes could have financial consequences in future years.

TAC DISCUSSION:

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Members wanted to know when the potential cost impacts of code changes to integrate transit would be available. City staff responded that it is in phase two, likely to begin this summer/fall once public comment has been received on phase one. City staff also noted that transit service increases existing road capacity, and by including transit in the City's Traffic Impact Analysis (TIA) it has the potential to reduce development impact fees for roadway improvements that are typically associated with more cars needing access to a new development.

Members also asked how potential funding received as a result of code changes would be separate from Proposition 488 funds. Mountain Line staff responded that Proposition 488 funds have specific uses identified for current known conditions, and potential new funding from code changes would be complementary Prop 488 funding to allow transit to be responsive to future growth in the same way Flagstaff is responsive with roads, sidewalks, bike lanes, etc.

SUBMITTED BY:

Bizzy Collins
Strategic Performance Planner

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS

None.





METROPLAN

GREATER † FLAGSTAFF

STAFF REPORT

REPORT DATE: May 9, 2025

MEETING DATE: May 21, 2025

TO: Honorable Chair and Members of the Technical Advisory Committee

FROM: David Wessel, Planning Manager

SUBJECT: Safe Streets Master Plan Update

1. RECOMMENDATION:

This item is for discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 2. Deliver Plans that Meet Partner and Community Needs

Objective 2.4: Position partners for successful implementation of plans.

3. BACKGROUND:

Grant Award

MetroPlan was awarded a Safe Streets and Roads for All (SS4A) Grant for \$2,140,000 to produce a Safe Streets Master Plan. The project total is \$2,675,000. The project scope in the grant application includes complete street guidelines, a master plan, an interactive mapping tool, and revisions to codes and standards. The project also identifies projects and strategies that reflect a particular emphasis on safety. The scope is proposed to take four years to complete.

Scoping Process

An internal scoping document – akin to a charter – is complete and last Thursday was circulated for endorsement to the 31 stakeholders invited to the initial interviews. Only seven responses have been received. Fiscal concerns remain a high priority. The IAP2 level “Involve” is the target for public participation. An early decision on how best to approach long range planning for ADOT highways is now included. Another addition is the consideration of some parking issues – though there remains some interest in being more expansive here. Items to exclude include recreational trails, stormwater and utilities.



METROPLAN

GREATER † FLAGSTAFF

Comments on the internal scoping document relate to the relation to supporting plans like the 5-Year Transit Plan, clarification between buildout and 2045 horizons and implications for fiscal constraint, adequate data – especially for pedestrians and bicycles, and financing.

Procurement Options

Late May is now the hoped-for release date. Request for Proposal vs. Request for Statement of Qualifications remains under debate. A well-defined scope appears in place, favoring an RFP. The opportunity to learn from professionals about industry innovations favors the RSOQ. The latter is anticipated to take one or two months longer to complete. The scoping team did express strong interest in a task order type contract to give more flexibility and control over this multi-year process.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

Pending

5. FISCAL IMPACT:

The grant allows MetroPlan staff time on the project to be recovered over the four year timeframe of the plan.

6. ALTERNATIVES:

None. The item is for discussion only.

7. ATTACHMENTS:

Draft Safe Streets Master Plan internal scoping document

Project Components and Key Deliverables

The Scope and Deliverables outlined below are what MetroPlan and partners believe will result in a superlative Transportation Master Plan and related documents. Consultants are expected to respond to the deliverables in their proposal and are encouraged to offer alternative approaches.

1. Adoption Process and Plan Relationships

Prior to initiating technical work, clear legal and process relationships will be documented between the Master Plan, its component pieces, and the City/County Regional Plan, and supporting documents such as the City Active Transportation Master Plan, Mountain Line's 5-Year Transit Plan, and MetroPlan's Regional Transportation Plan and Vulnerable Road Users Safety Action Plan. The interrelationships will address compliance with ARS, City Charter, and USC/CFR for each document, the relevant needs of respective partners, the process by which each is updated, the influence of those updates on each, and the requisite need and process for amendments to each.

Deliverables:

- Working Paper: Adoption Process and Plan Relationships

2. Project Management

- 2.1. Project Manager-Client-Consultant Relationships. Project Managers are MetroPlan, as grantee and contract holder, in cooperation with the City of Flagstaff, the primary local contributor to the project and primary project focus. The City is also recognized as the primary client for this project, expecting a product that may be legally adopted. Coconino County, Mountain Line, MetroPlan and ADOT are stakeholders, with whom coordination and cooperation will take place. The Consultant will work under the direction of the Project Managers.

- 2.2. Project Oversight and Communications Plan. Prior to initiating technical work a Project Oversight Committee will be established through which the City and MetroPlan Project Managers will work. Such Structure may include one or more ad hoc committees for which roles will be clearly defined. Project Oversight will advise the Project Managers on matters such as resource availability, policy alignment, communications with councils, commissions and boards, and budgetary matters. The Project Oversight Committee will be responsible for Quality Control, approving deliverables prepared by the Consultant and reported on by the Project Managers. A Communications Plan will be created to guide internal communications between Project Managers, Project Oversight Committee, Consultant, Clients and Stakeholders.

- 2.3 Thoughtful Conflict Resolution. A conflict resolution process which includes representation from all impacted parties will be established and agreed to by stakeholders.

Commented [GU1]: Nate R - What is the safe streets master plan aspect or deliverable portion of this project? It looks like this scope is just a project to develop complete streets design guidelines for the City. Will there be data collected and reported through the online tools on crashes or crash statistics?

Commented [DW2R1]: Need to introduce background section and data and analysis will be deliverables

Commented [GU3]: Nate R - This still remains to be seen if this document will be adopted by the County. Most of the grate streets design guidelines are being developed for the City and may not meet the rural character nature of County roads and neighborhoods.

The County does adopt the City Regional Plan as part of our comprehensive plan to address items where the County and City adjoin or in locations where the County has an island or peninsula community within the City.

Commented [DW4R3]: See change to section 1

Commented [KM5]: Can we remove these two? I heard folks at the meeting say they intend to keep these documents. We may be overcomplicating.

Commented [DW6R5]: We want to understand what an update to the Master Plan means for the ATMP, et al, and vice-versa.

Commented [DW7R5]: Is this something we resolve internally before contract award?

Commented [GU8]: Who gets to make the calls? What decisions can MP make, what do we get to make?

Commented [DW9R8]: Is this something we resolve internally before contract award?

Commented [GU10]: We need to identify quality control procedures. Can the oversight team overrule the project...

Commented [DW11R10]: Is this something we resolve internally before contract award?

Commented [DW12]: Under? PM and Consultant will alert the POS of any policy conflicts, tensions or ...

Commented [DW13R12]: Is this something we resolve internally before contract award?

Commented [DW14R12]: If soon enough send amendment

Commented [KM15]: including the consultants PMs? or just you and Chris?

Commented [DW16R15]: Clarified Project Managers in 2.1 and added Oversight role to 2.2

Commented [KM17]: what is this, not previously defined or obvious.

Commented [DW18R17]: Clarified in 2.2

2.4 ADOT Highway Planning Strategy. A facilitated discussion will take place early in the process between relevant parties to determine the best approach for planning facilities within, along and across ADOT jurisdictional highways.

2.5 Public Participation. Prior to initiating technical work, a draft Public Participation Plan (PPP) will be created by the Consultant using the International Association for Public Participation (IAP2) spectrum “Involve” as a framework. The draft PPP will outline public outreach objectives and strategies aligned with key project milestones and meet requirements for identified adoption processes.

2.5.1 The Consultant will prepare a summary report of public participation results from the most recently adopted Regional Plan, Regional Transportation Plan, Active Transportation Master Plan, and 5-Year Transit Plan. This report will serve as a starting point for public participation input. All PPP inputs will be compliant with ASRS Title 9 (Cities – Specific Plan) and City of Flagstaff Codes.

2.6 Work Breakdown Structure. Prior to initiating technical work, the Consultant, in cooperation with the Project Managers, will prepare a work breakdown structure to guide production, deliverables and responsibilities – including those for key agency staff - over the duration of the project. Project Oversight will be consulted on the work breakdown structure especially as it pertains to success indicators (expectations? Quality? Key performance indicators?), required support or interim approvals from client and stakeholder agencies.

Deliverables:

- Final Scope/Work Breakdown Structure
- Quality Assurance and Control Plan
- Communications Plan
 - Minimum:
 - Kick-off meeting
 - Weekly email updates to Project Managers
 - Provide monthly written report to Project Managers that includes tracking of task, deliverables, time, and budget expenditures to date, monthly invoice, and list of activities planned for coming month.
 - Quarterly presentations to Project Oversight and MetroPlan TAC
 - Biannual presentations to MetroPlan Board and City Council
 - Periodic presentations to the County Board of Supervisors and Mountain Line Board of Directors as needed.
- Conflict Resolution/Escalation Strategy
- ADOT Highways Planning Strategy
- Public Participation Plan – meeting IAP2 Spectrum level “Involve”
- Community Engagement materials and events

Commented [GU19]: Staff should set clear PP expectations early. These expectations belong in the RFP so a consultant is prepared to meet expectations. This can drive up costs to do through a consultant, be mindful. Define the role of the public related to deliverables. Previous work in this area exists, we're not starting at zero. Where are we starting from? Proof of Title 11 compliance by a consultant is important. Request past examples of similar work.

Commented [DW20R19]: Title 11 is counties. 11-807 and 808 are about specific zoning plans and infrastructure service area boundaries respectively. The latter may have a plan, too. Requires hearings before the P&Z and County BOS. Is this what we want to do?

Commented [MG21]: FYI - some of this is already complete through the VRU. We can share our findings to support this deliverable and hopefully streamline it and reduce costs.

Commented [GU22]: Are City staff just editors or are there in-house contributions being made. Likely we will be looking for the consultant to write the bulk. Schedule out deliverables across the timeframe.

Commented [DW23R22]: Is this something we resolve internally before contract award?

Commented [DW24R22]: Need to keep this from getting too unwieldy. See Sara for advice

Commented [KM25]: again, what is this group? i think i know. do we want to more specifically define all the groups? or leave it PPP?

Commented [DW26R25]: See 2.2 above. May want to call it Committee. POS is an unfortunate shorthand

Commented [DW27]: These could be done by Project Managers

• Public Participation Final report – Public Participation Results

3 Complete Streets Guidelines (Guidelines)

A key deliverable of this project will be a comprehensive set of Complete Street Guidelines. The Guidelines will be developed within the Smart Growth America Complete Streets Policy Framework. Attention should be paid not only to the context of corridors throughout the City and County but how facilities for all modes maintain continuity across variable contexts.

Commented [KM28]: Sara had a comment about using the formal framework, do we want to set that as an expectation?

Commented [DW29R28]: Done

Commented [DW30]: Redundant to 3.2 - delete

3.1 Internal Consistency and Continuity Towards Implementation. The Guidelines will serve as the building blocks of the Master Plan and foundation for Code and Policy Revisions. Therefore, consistency and compatibility between each of these components is critical to foster clear expectations for transportation network development, the appearance and operation of roads and streets, and project construction. Reiteration between components is expected.

Commented [KM31]: not sure what this means, consistency between code and guidelines? should we move it the engineering standards section since this comes first?

Commented [DW32R31]: Made some minor revisions. Maybe we discuss an iterative process to achieve consistency?

3.2 Vision, Goals and Objectives. Using the draft Regional Plan 2045 as basis and input from stakeholders and the public draft a transportation vision, goals and objectives.

3.3 Detailed Graphics and Cross Sections. Using detailed graphics, cross sections with dimensions, and other means, the Guidelines will be the primary basis for decision-making for transportation facilities (existing and future). The considerations here include jurisdiction, roadway ownership, land use contexts along corridors from rural to urban, modal priorities, accessibility, emergency services, operations and maintenance, contextual aesthetic standards, and the tools and strategies to succeed in various contexts.

Commented [GU33]: Back and forth with consultants, likely. Ensure they are prepared for several rounds of review. Determine how much of this goes into the Concept Plan for the SP. Think about needed graphics: educational, code updates, etc. Look at Gilbert document that Paul shared. What is coming first, Guidelines or Master Plan? Understand different conditions of construction; is it new development or a retrofit? Define development wiggle room in Spec Plan and Code.

Commented [DW34R33]: See section on flexibility

Commented [CP35]: Make sure Michelle and Sara weigh in

3.4 Context Sensitivity and Layered Networks. The Guidelines will reference appropriate system responses to area types, functional classification, and the needs of various modes and functions. This includes emergency response, freight, transit, automobiles, cyclists, pedestrians, micromobility devices, and more. Continuity and connectedness of multimodal facilities should be emphasized. Use of layered networks to achieve system completeness is allowable and may be appropriate within some land use contexts. The Guidelines' land use context descriptions should complement descriptions and mapping of:

3.4.1 Regional Land Plan land uses

3.4.2 Current and Future Zoning

3.5 Quality and Operational Efficacy Metrics. The Guidelines will articulate a set of context-sensitive metrics and targets to measure infrastructure quality and operational efficacy for modes previously described. The consultant will provide recommendations based on industry best practice and local ability to monitor and maintain. The consultant should begin with

Commented [CP36]: Include micromobility

Commented [DW37R36]: See edit

Commented [CP38]: Consider metrics that may be most suitable for Flagstaff, don't necessarily settle on IBP without review

Commented [CP39R38]: Looking beyond peak hour LOSs

Commented [DW40R38]: See edit

evaluation of metrics in current use by each Partner including an evaluation of the use of vehicular Level of Service. Measures must include greenhouse gas emissions.

3.6 Connectivity Expectations. The Guidelines will provide minimum and desired connectivity requirements for the modes described. Tools and strategies to increase or improve connectivity within developed areas will also be included.

3.7 Network Segment and Intersection Considerations. The Guidelines will address both corridors and intersections, providing appropriate treatments for various functional classes, land use contexts, and modal priorities, and the interactions between them including connectivity, signal spacing, and other aspects of access management.

3.8 Informed Facility Enhancement Features. The Guidelines will provide best practice guidance on the inclusion of pedestrian, bicycle and transit facility enhancements, especially those related to the safety of vulnerable users. Such enhancement may include, but are not limited to:

- 3.8.1 Pedestrian/Bicycle:**
 - 3.8.1.1** Green paint
 - 3.8.1.2** Leading pedestrian intervals
 - 3.8.1.3** Bike-specific signals
 - 3.8.1.4** Crosswalks
 - 3.8.1.5** Accessibility improvements
 - 3.8.1.6** Traffic calming features
- 3.8.2 Transit:**
 - 3.8.2.1** Bus pullouts
 - 3.8.2.2** Bus stops
 - 3.8.2.3** Bus stop amenities

3.9 Guidance on Adaptability, Phasing and Flexibility. The Guidelines will illustrate and describe the ‘ideal’ condition for a given context and provide priorities, tools and strategies for adapting the ideal to accommodate physical constraints. The Guidelines will provide implementation phasing strategies and design flexibility, which should include scaled options for relevant travel modes, to meet system continuity expectations when facing fiscal and spatial constraints or incongruities with adjacent facilities.

Deliverables

- Complete Street Guidelines
 - Working Outline and Format
 - Transportation Vision, Goals, and Objectives – Draft 1
 - Working Draft 1

Commented [CP41]: There are different levels to connectivity. Neighborhood neighborhood, arterial/high volume, multimodal, etc. Make clear

Commented [CP42R41]: This can also vary with user type and context. Also connecting neighborhoods to corridors. Do we need to add in trails, FUTS, etc that connect to transit? These are usually a pedestrian connection

Commented [CP43R41]: The scope is broader than what is included here. List them

Commented [DW44R41]: Feel that 3.7 and 3.8 are sufficient.

Commented [DW45]: Should we use “will” and “should” to express priority or be more explicit?

Commented [DW46]: May want to limit this to major collector and above for intersections

Commented [DW47R46]: Leave it as is

Commented [CP48]: This has bogged down projects in the past (Milton CMP). Be detailed about our approach.

Commented [CP49R48]: Think beyond vehicles here. Think about pedestrian connection to main corridors.

Commented [DW50R48]: For access management - If not now, when? Says modal priorities, we’re beyond vehicles

Commented [DW51]: Tie back into 3.4 minimum standards

Commented [KM52]: consider language from 3.7 scope statement about determining process for inclusion- a little more clear for expectations

Commented [DW53]: safety

Commented [DW54]: Seems part of flexibility and enhancement. Maybe this “ideal” is the lead off?

Commented [DW55]: Worried that this permits or encourages default to the minimum instead of pushing to the desired

- o Working Draft 2
- o Final

4 The Transportation Master Plan

The Master Plan will map out the regional transportation system for all modes. For any given facility it will identify the applicable Complete Street guidance and expected adaptations for that location. Continuity, safety and connectedness of multimodal facilities should be at the forefront of this work. A desired outcome is to create clearer expectations of the respective public agencies and private developer responsibilities for any given area across the Region.

4.1 Specific Plan Compliant. The Master Plan will be developed in a way that complies with all State (ARS Title 9) and City requirements for a Specific Plan.

4.2 Location-Specific Guidance. The modal systems developed for the Master Plan will utilize the Complete Street Guidelines to align system expectations with area-type locations mapped in the City/County Regional Plan. System expectations will be established for existing, programmed, and planned regional transportation network components down to the minor collector functional class level. Constraints to achieving the Guidance ‘ideal’ will likewise be mapped.

4.3 Existing Conditions and Background. Using metrics and connectivity expectations developed in the Guidelines, the consultant will evaluate the performance of the existing system.

4.4 System Alternatives and Final Recommendation. The consultant will recommend the number of system alternatives to be considered for evaluation and the process and measures to be used. One alternative will consist of current plans from the partner agencies. System alternatives will be run against a build out scenario and 2045 projection.

4.4.1 System Alternatives Elements

4.4.1.1 Layered Network Planning with modal system density based on Guidelines

4.4.1.2 Highways, Roads and Streets Network

4.4.1.3 Active Transportation and Micromobility Systems

4.4.1.4 Transit System including stops and transfer locations

4.4.1.5 Freight Needs and Truck Routes

4.4.1.5 Intersection design – preferred intersection design concepts for major intersections in the City.

Emergency Services – regular checks against emergency service access needs and code compliance.

Preemptive Traffic Calming program – identify roads as eligible or ineligible for for calming applications

4.4.4 Concept layout for major intersections based on criteria and fit to expected ROW

4.4.5 Roundabout alternative/analysis policy

Commented [KM56]: suggested brief pre-amble

Commented [DW57R56]: Thanks!

Commented [KM58]: should we put this part in preamble?

Commented [DW59R58]: Done

Commented [KM60]: isn't title 11 counties? we should confirm citation

Commented [DW61R60]: Title 9

Commented [DW62]: May want to reference County Title 11 if wanted.

Commented [DW63]: Scope says three. Scope does not reference Build out. Might leave this to be negotiated. May be able to handle with some sketch level planning and quickly reduce the number of alternatives.

Commented [DW64]: Double check this with Team

Commented [DW65]: Is this about signal preemption (an ITS element then), fire truck access in different areas (a CSG element then)?

Commented [DW66]: May need to define or expand. Is this about initial facility design that prevents speeding or an attempt to predict where calming will be needed? Not sure such a method exists.

Commented [DW67R66]: Either way, suggest it goes under 4.5.1.2 Highways, Roads and Streets

Commented [DW68R66]: Maybe put this under Engineering Stds if about neighborhood design. NOTE: it is about minor collectors usually.

4.4.6 Evaluation Process and Criteria Plan Selection and Final Recommendation

4.5 Intelligent Transportation Systems (ITS) and Fiber Optic Considerations. The final Master Plan will include a plan for future ITS infrastructure including the fiber optic networks required to support it to inform construction and development projects. The ITS plan will relate to the Statewide ITS Architecture.

4.5.1 Recommendations for adaptive versus responsive traffic signal operations for ADOT and City traffic signals

4.5.2 City Traffic Operations Center (TOC) costs, benefits, advantages and disadvantages

4.5.2.1 ITS and TOC interoperability and/or communications with ADOT systems

4.6 Examination/Documentation of Study Areas. The Master Plan will evaluate several major planning efforts set forth by the Regional Plan, MetroPlan Regional Transportation Plan and other planning documents in the context of new system plan alternatives and clearly document their status within the final recommendation. This is also an opportunity for previously conducted planning efforts to be referenced from a single, streamlined location. Projects to be documented include but are not limited to:

4.6.1 Babbitt/Switzer/John Wesley Powell (ADD PLAN REFERENCES)

4.6.2 Lone Tree Traffic Interchange (I 40 DCR)

4.6.3 Lone Tree Corridor Plan

4.6.4 Woody Mountain Traffic Interchange (I 40 DCR)

4.6.5 Milton and US 180 Corridor Master Plans

4.6.6 Metz Walk-Plaza Way connection

4.6.7 Clay Wash-La Plaza Vieja Extension

4.6.8 I-40/I-17 Southwest Quadrant road network

4.6.9 Route 66/NAU Entrance

4.6.10 Ponderosa Parkway to McMillan Mesa

4.6.11 John Wesley Powell alignments

4.6.Capital Improvements Supplement. The Master Plan will aid Partners in the prioritization of projects within their respective Capital Improvement Plans (CIP) for the next 15 years. Such aid will include ready access to relevant performance criteria and the data to support them. CIP priorities and processes will be defined by the respective Partners outside of this process. Infrastructure elements and performance measures may include but are not limited to:

4.6.1. Infrastructure

4.6.1.1.Roads, including pedestrian and bicycle infrastructure

4.6.1.2.Intersections

4.6.1.3.Trails

4.6.1.4.Bus Stops

4.6.2. Performance Criteria

4.6.2.1.Safety

Commented [DW69]: Need to say something about these things. Do we want to say something about "data driven" "data needs"?

Commented [DW70]: Confirm per Sara Dechter that these are to be eliminated. May want to reconsider here if build out is to be studied

Commented [DW71R70]: 180 and US89 bypasses

Commented [KM72]: these were in original scope-checking to make sure purposefully cut: Metz Walk-Plaza Way connection, Clay Wash-La Plaza Vieja Extension, I-40/I-17 Southwest Quadrant road network, Route66/NAU Entrance, Ponderosa Parkway to McMillan Mesa, and John Wesley Powell alignments.

Commented [DW73R72]: Good catch. Do we need to list them all or can we ask for an examination of facilities proposed in previous plans?

Commented [DW74R72]: Added in.

Commented [KM75]: i don't see anything about fiscal constraint, do we need to say more about that here or in any other section of section 4?

Commented [KM76]: specificity from other doc

Commented [DW77R76]: To support RTP go 23? Prioritize first 5, and second five and last 13 into buckets?

Commented [KM78]: so this is not part of scope?

Commented [KM79R78]: here what scoping doc originally said: The Master Plan should inform the next fifteen years of the City and County Capital Improvement Plans and provide a framework for their development and routine updates. This framework should consider fiscal constraints, project priority, and previous research (i.e. crash history) to provide an informed layout for both major and minor capital transportation projects.

Commented [DW80]: safety

- 4.6.2.2. Cost
- 4.6.2.3. Travel Time
- 4.6.2.4. Comfort
- 4.6.2.5. Federal and State grant-related criteria

4.7. Cost Estimate of System Projects. The Master Plan will provide cost estimates for recommended improvements to existing infrastructure and planned roads, trails, sidewalks, transit facilities and routes for use in operations, capital planning, private development negotiations, and future tax elections. This will work to provide a concise description of developer responsibilities and be used to streamline negotiation processes and developer expectations.

Commented [GU81]: clarify construction/implementation

Commented [DW82R81]: O&M??

Commented [KM83]: this seems important but wasn't sure where to put it.

4.8. Streamlined Public Interface. This Master Plan will be accessible to the public showing planned public and private transportation improvements thereby streamlining responses to public-based inquiries.

Commented [DW84]: Digitally? Analog, too? Translations?

Commented [MG85R84]: I lean into digital, perhaps a story map for an easy "read". I would translate even though the 4-factor LEP analysis shows it's not needed. Analog will be needed for public events/presentations.

4.9. Roads and Streets Operations and Maintenance Recommendations. The Master Plan will provide guidance to the City and County Public Works divisions about routine maintenance and operations activities and schedules needed for safe and efficient transportation. This should include signal timing, snow plowing, ice mitigation, striping and street markings, and signage. All activities must be compliant with relevant MUTCD standards. Costs associated with these activities should be developed for use by the Public Works Divisions in submitting funding requests for roads and streets operations and maintenance.

Commented [DW86]: Is a separate cost section needed that addresses capital, operations, maintenance. And again, funding and finance rears its ugly head

4.9.1. Recommended Maintenance Practices

4.9.1.1. Snow Plowing

4.9.1.1.1. Relation to street design

4.9.1.1.2. Winter Parking Ordinance

4.9.1.1.3. Priorities by context and mode

4.9.1.2. Signal Timing

4.9.1.3. Striping / Markings

4.9.1.4. Signing

4.10. ADA Accessibility Improvements. The Master Plan should provide recommendations on improving accessible and adaptive facilities and establish the outline of an ADA Transition Plan for the City transportation system, so that planning level costs may be estimated.

4.11. MetroPlan Regional Transportation Demand Model (RTDM) Update. The Consultant will evaluate the RTDM and recommend how it is to be used in transportation master plan system development and evaluation. Upon acceptance of the recommendations, consultant is expected to produce models for the Forecast Year 2045 scenarios and a build-out scenario.

4.11.1. RTDM Base Model Update. The consultant will review the MetroPlan 2023 model and update it to a calibrated 2024 base year condition for use in the master planning effort.

Deliverables

- Validated and calibrated 2024 Base Year TransCAD model
- Background and Existing Conditions Report
- Vision, Goals and Objectives - Final
- System Metrics and Data Needs Report
 - All data to become the property of MetroPlan unless identified as proprietary in nature
- Alternatives Systems Development and Analysis Report
- Preferred System Recommendations
 - Active Transportation Master Plan update
 - 5-Year Transit Plan update
- Implementation Plan
 - Financial Plan
 - Public and private funding projections
 - Available and recommended financing techniques
 - Grant availability, probability and strategic applications
 - Project cost estimates
 - Maintenance cost estimates
 - Fiscally-constrained 20-year program for use in MetroPlan Regional Transportation Plan

Commented [DW87]: Better under or overlapped with CSG?

5. Regional Plan Policy, Engineering Standards and Code Revisions

5.1.Continuity from Guidance to Implementation. Continuity from guidance to implementation tools is a core component of this Plan. The goals, policies, and recommendations set forth in the Complete Streets Guidelines, the Master Plan, and other City of Flagstaff Planning documents including the Regional Plan, Active Transportation Master Plan, etc. must be feasible and authorized through representation in the engineering standards, zoning codes, subdivision ordinance, and other pertinent codes and regulations.

5.2.Review and Update of Existing Codes and Standards. Building on the City's Code Analysis Project (CAP), a review of existing regulations will be conducted to identify changes required to implement the Complete Street Guidelines and improve safety outcomes. This includes, but is not limited to, existing cross sections by functional class, on street parking, turning lanes, median widths, lane widths, intersection design, bike lanes, traffic calming features, protected intersections, and minimum connectivity expectations across modal networks.

5.2.1. Engineering Standards

5.2.1.1.Cross sections

Commented [KM88]: the major section i don't see here is the intersection guidelines in scoping doc. are we comfortable enough is here?

Commented [GU89]: Nate R. - From here on the scope is very City centric but above the scope is trying to incorporate the County as well. Does this really tie the overall project together? What is the overarching goal of this project from a MetroPlan's perspective?

Commented [DW90R89]: County will be treated as findings and recommendations. With recent amendments and past multimodal plans this should not be too big a lift.

Commented [GU91]: Nate R. - Will this be just for the City standards or if the plan is asking the County to adopt it will this task also be done for the County?

Commented [DW92R91]: County will be treated as recommendations and findings. With recent amendments and past multimodal plans this should not be too big a lift.

Commented [DW93]: safety

- 5.2.1.2. On street parking applicability
- 5.2.1.3. Turning lanes
- 5.2.1.4. Median Widths
- 5.2.1.5. Lane Widths
- 5.2.1.6. Bike Lanes
- 5.2.1.7. Traffic Calming features
- 5.2.1.8. Access Management features
- 5.2.2. Internal Process
 - 5.2.2.1. Green Paint
 - 5.2.2.2. LPI
 - 5.2.2.3. Bike Signals
 - 5.2.2.4. Crosswalks
 - 5.2.2.5. Two stage left turn boxes
 - 5.2.2.6. Actuated Pedestrian Crossings
 - 5.2.2.7. Detection
 - 5.2.2.8. Push Buttons/feedback/APS
 - 5.2.2.9. Traffic Calming best practices

Commented [DW94]: Added element

5.3. Address Missing Standards Early On. For some of the infrastructure components identified above, the City currently lacks a standard altogether (example: protected intersections). Identifying and filling these missing standard gaps, especially those pertaining to safety, early in the process to inform ongoing development throughout the term of this project is a desire of City staff. This may be executed by identifying a first phase of engineering standard recommendations and revisions for prioritized facilities, followed by a second phase later in the project.

Commented [GU95]: Think its okay to be City centric here.

Commented [DW96]: safety

5.4. Revised City Transportation Impact Analysis (TIA) Process. Revisions to codes and standards will update and streamline the City's TIA process. The revisions should emphasize safety analysis and meeting safety requirements. The revision should reference resources within the Guidelines, including and Master Plan that to the greatest degree practical identify for the developer and City inputs, expectations, responsibilities, planned and programmed project, and those roadways for which cross-sections are not subject to change. The revised process will provide clear guidance on the role of the Regional Transportation Demand Model in the TIA process. The recommendations should assess use of impact fees (including a Transit Utility Fee) and any pitfalls of the current City system;

Commented [DW97]: safety

Commented [DW98]: Financing/funding is starting to feel like a separate section along with legal evaluation.

Commented [DW99]: Is a TUF more of a city-wide application and not a project-by-project approach?

- 5.4.1. Review of existing TIA
- 5.4.2. Review current process
- 5.4.3. Develop future process
 - 5.4.3.1. Define role and methods for transportation modelling application
- 5.4.4. Incorporation of non-automotive modes
- 5.4.5. Determination of proportional share
- 5.4.6. Utilization of Impact Fees, Incentives and other funding mechanisms

5.4.7. Vehicle Miles Traveled and other metrics

5.4.8. Internal development

5.5. Cost Analysis of Recommended Changes. A cost analysis of a complete package of recommended changes should be done to understand impacts on development.

Deliverables

- City of Flagstaff Regional Plan policy amendment language
- City of Flagstaff Engineering Standards amendment language
- City of Flagstaff Zoning Code amendment language
- City of Flagstaff Subdivision Standards amendment language
- City of Flagstaff revised Transportation Impact Analysis process
- Impact to development cost assessment
- Recommended amendments to County ordinances and codes to advance Master Plan implementation

6. Interactive Map Tool

6.1. Powerful Mapping Interface. It is the desire of stakeholders to have an interactive mapping tool in place at the end of this work which provides a geospatial interface for easily accessing relevant information in and supporting the Guidelines, Master Plan, Engineering Standards, Zoning Code, Fire Code, etc. for any given roadway network segment or intersection and the identification of planned and programmed capital projects including prioritization elements. This interface would benefit public and private practitioners as well as members of the public.

6.2. Thorough Network. This tool should map functional classes down to the minor collector and commercial local street level, with easy access to general descriptions for local roads at the district or neighborhood level.

6.3. Built for the City System. The consultant should work with City of Flagstaff IT personnel to ensure the product operates within existing data management systems. The consultant should also provide clear documentation for upkeep and maintenance practices of this interactive tool.

6.3.1. Reviewed systematically throughout its development for long-term maintenance of the tool including:

- 6.3.1.1.** Access to and sustainability of critical data sources
- 6.3.1.2.** Technical and resource capacity of staff to update analyses or budgetarily to employ consultants on a timely basis.
- 6.3.1.3.** Opportunities for workflow development to efficiently provide data.

Commented [DW100]: Unclear what this means

Commented [DW101R100]: Application to city public capital projects?

Commented [KM102]: are there iterations to this if costly?

Commented [KM103R102]: this was in scope, useful here?

The Plan will assist in financial planning and budgeting and include a strong implementation component. This includes cost estimating for public capital projects and for expected private sector investments by more completely describing needed facilities and anticipating or projecting needed capacity improvements across modes. The Plan will provide guidance to capital improvement program prioritization. It will provide interim or evolutionary solutions useful to achieve system continuity for various modes through phased investment over time. This will be useful in avoiding disjointed systems and managing capital and maintenance resources. The Plan will address system maintenance costs and funding needs for maintenance and capital.

Commented [DW104]: Safety - Heat maps of crash data referenced here?

Commented [KM105]: is this optional based on fee and so written as desire instead of do?

Commented [DW106R105]: I think we have the budget

Commented [KM107]: do you want to include this: Identification of planned and programmed capital projects and may include prioritization elements

Commented [DW108R107]: Done!

Commented [KM109]: do you want to include this from scope:

Reviewed systematically throughout its development for long-term maintenance of the tool including:
Access to and sustainability of critical data sources
Technical and resource capacity of staff to update analyses or budgetarily to employ consultants on a timely basis.
Opportunities for workflow development to efficiently provide data.

Commented [DW110R109]: Done

6.4. Establish Online Reference Library

- 6.4.1. Work with Project Managers to curate materials reviewed during the Plan process for inclusion in an on-line reference library. References can be stored or linked PDF documents.

Deliverables

- Interactive Map Tool
- Online Reference Library

7. Implementation Plan

7.1. Funding strategies & Projections

7.1.1. Public

7.1.2. Role of private funding and investment

7.1.2.1. Fees, Districts

7.2. Cost Projections

7.2.1. Capital

7.2.2. Operations and Maintenance

7.2.2.1. Roads & Streets

7.2.2.2. Transit

7.3. Financing Tool & Partnerships

7.4. Project Prioritization and Phasing Strategies

8. Preparation for Adoption

Deliverables

- Presentations to the City Council and relevant commissions
- Collateral materials for Adoption presentations

9. **Add-on Alternative: Training and Institutionalization.** MetroPlan is holding 15% of the grant and matching funds in contingency to cover unexpected needs within the scope. Remaining funds may be put into the development of staff and commission training materials and training delivery to enable successful implementation and utilization of all deliverables.

Deliverables

- Training sessions
- Training materials

Commented [MG111]: Not sure if this is needed in deliverables, but I would mention our expectations that all deliverables are proprietary of MetroPlan/City/County and we expect all files to be transferred after completion of the plan.

Project Components and Key Deliverables

1. Adoption Process and Plan Relationships

Deliverables:

- Working Paper: Adoption Process and Plan Relationships

2. Project Management

2.1. Deliverables:

- Final Scope/Work Breakdown Structure
- Quality Assurance and Control Plan
- Communications Plan
 - Minimum:
 - Kick-off meeting
 - Weekly email updates to Project Managers
 - Provide monthly written report to Project Managers that includes tracking of task, deliverables, time, and budget expenditures to date, monthly invoice, and list of activities planned for coming month.
 - Quarterly presentations to Project Oversight and MetroPlan TAC
 - Biannual presentations to MetroPlan Board and City Council
 - Periodic presentations to the County Board of Supervisors and Mountain Line Board of Directors as needed.
- Conflict Resolution/Escalation Strategy
- ADOT Highways Planning Strategy
- Public Participation Plan – meeting IAP2 Spectrum level “Involve”
- Community Engagement materials and events
- Public Participation Final report – Public Participation Results

Commented [GU1]: Nate R - What is the safe streets master plan aspect or deliverable portion of this project? It looks like this scope is just a project to develop complete streets design guidelines for the City. Will there be data collected and reported through the online tools on crashes or crash statistics?

Commented [DW2R1]: Need to introduce background section and data and analysis will be deliverables

Commented [DW3]: These could be done by Project Managers

2 Complete Streets Guidelines (Guidelines)

Deliverables

- Complete Street Guidelines
 - Working Outline and Format
 - Transportation Vision, Goals, and Objectives – Draft 1
 - Working Draft 1
 - Working Draft 2
 - Final

Commented [KM4]: Sara had a comment about using the formal framework, do we want to set that as an expectation?

Commented [DW5R4]: Done

3 The Transportation Master Plan

Commented [KM6]: suggested brief pre-amble

Commented [DW7R6]: Thanks!

Deliverables

- Validated and calibrated 2024 Base Year TransCAD model
- Background and Existing Conditions Report
- Vision, Goals and Objectives - Final
- System Metrics and Data Needs Report
 - All data to become the property of MetroPlan unless identified as proprietary in nature
- Alternatives Systems Development and Analysis Report
- Preferred System Recommendations
 - Active Transportation Master Plan update
 - 5-Year Transit Plan update
- Implementation Plan
 - Financial Plan
 - Public and private funding projections
 - Available and recommended financing techniques
 - Grant availability, probability and strategic applications
 - Project cost estimates
 - Maintenance cost estimates
 - Fiscally-constrained 20-year program for use in MetroPlan Regional Transportation Plan

Commented [DW8]: Better under or overlapped with CSG?

1. Regional Plan Policy, Engineering Standards and Code Revisions

Deliverables

- City of Flagstaff Regional Plan policy amendment language
- City of Flagstaff Engineering Standards amendment language
- City of Flagstaff Zoning Code amendment language
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- City of Flagstaff revised Transportation Impact Analysis process
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Commented [KM9]: the major section i don't see here is the intersection guidelines in scoping doc. are we comfortable enough is here?

Commented [GU10]: Nate R. - From here on the scope is very City centric but above the scope is trying to incorporate the County as well. Does this really tie the overall project together? What is the overarching goal of this project from a MetroPlan's perspective?

Commented [DW11R10]: County will be treated as findings and recommendations. With recent amendments and past multimodal plans this should not be too big a lift.

2. Interactive Map Tool

Deliverables

- Interactive Map Tool
- Online Reference Library

3. Implementation Plan

3.1. Funding strategies & Projections

3.1.1. Public

3.1.2. Role of private funding and investment

3.1.2.1. Fees, Districts

3.2. Cost Projections

3.2.1. Capital

3.2.2. Operations and Maintenance

3.2.2.1. Roads & Streets

3.2.2.2. Transit

3.3. Financing Tool & Partnerships

3.4. Project Prioritization and Phasing Strategies

4. Preparation for Adoption

Deliverables

- Presentations to the City Council and relevant commissions
- Collateral materials for Adoption presentations

5. Add-on Alternative: Training and Institutionalization.

Deliverables

- Training sessions
- Training materials

Commented [MG12]: Not sure if this is needed in deliverables, but I would mention our expectations that all deliverables are proprietary of MetroPlan/City/County and we expect all files to be transferred after completion of the plan.



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STAFF REPORT

REPORT DATE: May 6, 2025

MEETING DATE: May 21, 2025

TO: Honorable Chair and Members of the Technical Advisory Committee

FROM: Kate Morley, Executive Director

SUBJECT: MetroPlan Happenings

1) RECOMMENDATION:

None. This item is for information and discussion only.

2) RELATED STRATEGIC WORKPLAN ITEM:

Goal 3: Build MetroPlan's Visibility in the Community

Objective 3.3: Promote the value MetroPlan brings to the Community

3) BACKGROUND

Staffing changes:

- Sandra Tavel, Transportation Planner, is leaving MetroPlan after 2.5 years of service. Her last day is June 16th. Sandra has left a lasting mark on the MetroPlan region with her support for over \$100 million in awarded transportation grants that will transform the region with stronger multimodal infrastructure, flood mitigation on US89, and the creation of community character through streetscapes. Sandra also led new prioritization processes, including the Strategic grants plan and ADOT Planning to Programming regional priority, both projects are integral to delivering our mission. Sandra will be missed on the team, particularly for her strong care for others, inquisitiveness, and humor she has brought to the office.
- We are thrilled to welcome Tami Suchowiejko to the MetroPlan team as our Business Manager. Tami brings over a decade of Business Management experience at Coconino County to the team, including knowledge of federal grants and associated compliance.
- Aubree Flores, our TDM Fellow, an AmeriCorps, is ending her term of service with MetroPlan after nearly 2 years. Her last day is May 22nd. Aubree was instrumental in the Cheshire Slow Street project. Aubree has assisted with our Title VI mapping, the VRU outreach, Public Participation Plan, and the Safe Routes to School program. Lastly, she updated MetroPlan's



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social media policy and assisted the team in increasing our social media presence within the community. All of this was completed while she was finishing her coursework for a Bachelor's in Geography at NAU. Aubree will be missed but we wish her all the best as she moves into the planning world.

- Welcome to Melanie Nagel, our 2025-2026 Montoya Fellow. Melanie recently graduated from NAU with her bachelor's degree in Geography, Environment, and Society with a minor in Urban Planning and Design. Melanie is in an accelerated program to earn her master's degree in Geography with a certificate in Community Planning.

MetroPlan's move to the Downtown Connection Center takes place June 9th. All staff will be located out of this site. The new MetroPlan address is 216 W. Phoenix Ave, Flagstaff, AZ 86001. Staff will be working remotely June 4-6 to accommodate the move.

Director Morley is traveling to Phoenix on May 21st to meet with ADOT leadership on a variety of topics, including the importance of funding improvements on US180 as the priority ADOT project in the region. Director Morley, as the RTAC Advisory Committee Chair, will also discuss scoping for ADOT's next Long-Range Plan. The request is for the Plan to include a statewide needs assessment to understand the full extent of underinvestment in the Highway User Revenue Fund.

Kim Austin and Mandia Gonzales attended the First Friday Art Walk (car-free) on March 2nd to educate people who drive and bike how to use two-stage left turns. Many community members stated they found the information helpful in understanding their role at intersections.

4) TAC AND MANAGEMENT COMMITTEE DISCUSSION:

Pending.

5) FISCAL IMPACT:

None. These items are updates only.

6) ALTERNATIVES:

None. This item is for information and discussion only.

7) ATTACHMENTS:

None.