

MVP for Transportation MPO Policy Board Meeting

Representatives:

Bob Charles – Knik Tribe
Edna DeVries, Mayor - MSB
Glenda Ledford, Mayor – City of Wasilla
Brian Winnestaffer - Chickaloon Native Village
Mike Brown - MSB
Sean Holland - DOT&PF
Steve Carrington, Mayor – City of Palmer



Microsoft Teams meeting

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(844) 594-6237 (toll-free)

Phone Conference ID: 959 952 654#

Agenda

Tuesday, July 16th, 2024

2:00-3:30pm

Meeting Location

Musk Ox Farm

12850 E Archie Road, Palmer Alaska 99645

Hayloft / Classroom

- A. Meeting called to order
- B. Introduction of Members and Attendees
- C. Approval of the July 16th, 2024, Agenda – **(Action Item)**
- D. Approval of the June 18th, 2024, Minutes – **(Action Item)**
- E. Committee/Working Group Reports (Including the Staff Report)
 - 1. Staff Report
- F. Voices of the Visitors (Non-Action Items)
- G. Old Business
 - 1. MVP for Transportation Title VI Plan **(Action Item)**
 - 2. Statewide Transportation Improvement Plan (STIP) Update
 - i. MVP STIP Amendment Comments **(Action Item)**
 - ii. Alaska DOT&PF Comprehensive, Continuing, and Cooperative (3C)
 - 3. Unified Planning Work Program (UPWP) Update
 - 4. Program of Projects **(Action Item)**
 - 5. Social Media Policy
 - 6. Fiscal Policy
- H. New Business
 - 1. Bylaws Update
 - 2. Officer Elections **(Action Item)**
 - i. Chair, Vice Chair, Secretary, and Treasurer
 - 3. MVP Internal Documents
 - i. Draft a Conflict-of-Interest Policy Certification Form
 - ii. Draft Whistleblower Policy
 - iii. Draft Travel Request and Reimbursement Policy

MVP for Transportation MPO Policy Board Meeting

I. Other Issues

J. Informational Items

1. Transit Update – presented by Maija DiSalvo, Mat-Su Borough
2. Articles of Incorporation/Non-Profit Organization Paperwork Update
3. Safe Streets for All Comprehensive Safety Action Plan

K. Policy Board Comments

L. Adjournment

Next Scheduled MPO Policy Board Meeting – **August 13th**, to be held via Microsoft TEAMS Meeting

MVP for Transportation MPO Policy Board Meeting

Representatives:

Bob Charles – Knik Tribe
Edna DeVries, Mayor - MSB
Glenda Ledford, Mayor – City of Wasilla
Brian Winnestaffer - Chickaloon Native Village
Mike Brown - MSB
Sean Holland - ADOT&PF
Steve Carrington – Mayor, City of Palmer



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Minutes

**Tuesday, June 18th,
2024 2:00-3:30pm**

A. Meeting called to order

Meeting called to order at 2:01pm.

B. Introduction of Members and Attendees

Members Present

Bob Charles, Knik Tribe
Edna DeVries, MSB
Glenda Ledford, City of Wasilla
Brian Winnestaffer, Chickaloon Native Village
Mike Brown, MSB
Sean Holland, DOT&PF
Steve Carrington, City of Palmer

Members Absent

None

Guests Present

Rod Hanson, North Lakes Community Council
Kim Sollien, MVP Coordinator
Donna Gardino, Gardino Consulting
Elise Blocker, RESPEC
Megan Flory, RESPEC
Jackson Fox, FAST Planning
Maija DiSalvo, MSB
Julie Spackman, MSB
Sharon Johnson, Senator Wilson's Office
Clint Adler, DOT&PF (Technical Committee)
Adam Bradway, DOT&PF
Rodney Fodge, guest
Ben White, DOT&PF (Technical Committee)
Erich Schaal, City of Wasilla (Technical Committee)
Luke Bowland, DOT&PF

C. Approval of the June 18th, 2024, Agenda – (Action Item)

*Motion to approve the June 18, 2024, Agenda (**Charles**), seconded.*

Brown moves to amend the agenda: move Voices of the Visitors to immediately follow Item E, followed by all Action Items in the order in which they appear, and then move on to informational items to ensure all votes occur with a quorum.

MVP for Transportation MPO Policy Board Meeting

Motion approved as amended (no objections).

D. Approval of the May 21st, 2024, Minutes – (Action Item)

Motion to approve the May 21, 2024, Minutes (DeVries), seconded. Approved (no objections).

E. Approval of the May 22nd, 2024, Special Meeting Minutes (Action Item)

Motion to approve the May 22, 2024, Special Meeting Minutes (Holland), seconded. Approved (no objections).

G. Voices of the Visitors (Non-Action Items)

1. North Lakes Community Council Resolution for the Bogard Corridor

Rod Hanson, President of the North Lakes Community Council (NLCC), provided an overview of the makeup, purpose, and concerns of the council. NLCC hears a lot of concerns and questions about road and traffic safety. NLCC represents approximately 10,000 residents in the MVP core area. Hanson presented the "North Lakes Community Council Resolution of Recommendations to Mat-Su Borough and State of Alaska for Bogard-Seldon Road Corridor Upgrades" and noted that NLCC has received encouragement over the years from Senators Wilson and Shower, who attend NLCC meetings regularly.. Hanson summarized the resolution for the Policy Board.

Adam Bradway thanked Hanson for the presentation and said that he and a DOT&PF pre-construction project manager would attend the next NLCC meeting. Bradway clarified that there is a project coming for this section of road, which will be a combination of two HSIP projects and a community sponsored project to address the safety issues. The project is about to go out for scoping and design will likely start in the next year or two.

Rod Hanson said what Adam Bradway described sounds more comprehensive than what is shown in the Program of Projects included in the meeting packet. The project in the Program of Projects only covers roughly one-fifth of the Bogard. Bradway agreed that the presentation of information is not clear because it is a combination of three different projects, but the information will be clarified for public consumption so everyone can understand the project. Hanson thanked Bradway and said he would reach out to him for further discussion.

Edna DeVries asked about item 5 in the Resolution, which recommends planning turn lanes out of subdivisions, including Tait Road. Edna DeVries asked if the current construction on Seward Meridian would relieve the issues on Tait Road or if the issues would continue. Hanson said he believes the Seward Meridian construction will improve the situation at Tait Road, but the current state is concerning to residents, so it was included as an example. Rod Hanson said he believes that Seward Meridian may exacerbate issues on other roads, like Lakeview, which is used as a cut-through and sees a lot of traffic.

H. Old Business

3. Unified Planning Work Program (Action Item)

Motion to release the Unified Planning Work Program for a 30-day public comment period (DeVries), seconded. Approved after the staff report and discussion (none opposed).

MVP for Transportation MPO Policy Board Meeting

Kim Sollien provided a staff report for the Unified Planning Work Program (UPWP). Sollien explained that she has been working with Donna Gardino, Elise Blocker, and Adam Bradway to develop this document, which outlines the work of MVP for the next two years.

Mike Brown said he approves of the UPWP as it is. He noted that the \$1 million grant went to the borough and requested that MVP and MSB develop a spending plan for that money to clarify what portion is allocated to which projects. He noted that the surplus DOT&PF funding that will also be coming to MVP will require a 9% match and he anticipates that money will come out of the \$1 million grant, so he wants to understand how quickly that money will be used. Brown also asked what ICAP was in the UPWP. Adam Bradway clarified that it is the DOT&PF indirect cost rate to pay for DOT&PF administrative costs and that it changes every fiscal year. Sollien said that the borough does have a grant agreement with the state that outlines how the funds will be spent each year within the five-year spending window. The state membership dues and fee are included in that agreement. Sollien said she would share with the Policy Board and that MVP would be working on invoices soon for the members' match funds and one-time membership fee.

Rod Hanson requested that the public comment period be extended to 45 days as a 30-day period is not sufficient for organizations like NLCC that only meet once a month. Sollien said that the 30-day public comment window is outlined in the Public Participation Plan (PPP). The Policy Board can review the public notice times when the PPP is updated in November, but there is currently a time requirement to get the UPWP finalized before October 1.

4. Program of Projects (Action Item)

Motion to approve the Program of Projects and submit it to DOT&PF (DeVries), seconded. Approved after the staff report and discussion (none opposed).

Donna Gardino provided a staff report on the Program of Projects included in the packet. She reminded the Policy Board that there was a special meeting for the Program of Projects in May and then provided a summary of the document included in the meeting packet. MVP received new sub-allocation numbers from DOT&PF after the special meeting and the Program of Projects was updated to reflect those allocations, which were for the following programs: Surface Transportation Block Grant (STBG), Transportation Alternative Program (TAP), Carbon Reduction Program (CRP), and Congestion Mitigation Air Quality Program (CMAQ).

Mike Brown asked if putting the CTP awards for design in the Program of Projects for Seldon and Bogard will get the designs started sooner than if they were not in the program. He clarified that he is wondering if the MPO taking this action is helpful for getting these projects started. Adam Bradway said that if the projects weren't in this program, DOT&PF would have to find other funding. Bradway was not sure if that would change when the projects would start but it does make it easier for DOT&PF to start the project. Brown thanked Bradway and clarified that he wanted the other Policy Board members to see that this is a good project for MVP to fund early on because it benefits the entire region.

I. New Business

1. Policy Board Proxy Voting Discussion (Action Item)

MVP for Transportation MPO Policy Board Meeting

Motion to approve the proxy voting proposal and add it to the MVP bylaws (Carrington), seconded. Approved as amended (none opposed).

Brown moves to amend the proxy voting proposal by changing Point 2 to say "The Technical Committee member of the representing organization can serve as a proxy voter for the Policy Board member if designated in writing by the Policy Board member. The Technical Committee member will count toward quorum." Seconded by Holland.

Kim Sollien provided a staff report summarizing the proxy voting proposal included in the packet.

Bob Charles said he has an alternate who can attend the Technical Committee meetings in his place.

Mike Brown said his preference would be to allow the Technical Committee proxy voter to participate in discussions rather than requiring the members to submit their votes in writing in advance of the meeting. Brown proposed an amendment.

2. Policy and Procedure: Alaska DOT&PF Comprehensive, Continuing, and Cooperative (3C) (Action Item)

Motion to forward the memo regarding "MVP's response to the 3C's document shared by ADOT&PF as a response to the STIP 2, 1a Corrective Action from FHWA" to DOT&PF (DeVries), seconded. Approved (Holland abstained, all others in favor).

Kim Sollien provided a staff report explaining the context of DOT&PF's 3Cs document and summarizing the memo. A version of the memo was included in the meeting packet and a corrected version of the memo was shown to the Policy Board.

3. Improvement Program Policy (Action Item)

Motion to approve the MVP Improvement Program Policy (Holland), seconded. Approved (none opposed).

Donna Gardino provided a staff report explaining the context of the Improvement Program and summarizing the MVP Improvement Program Policy included in the meeting packet.

4. Jennifer Busch Technical Committee Application for Public Transit (Action Item)

Motion to approve the membership of Jennifer Busch as the Public Transit representative for the Technical Committee (Holland), seconded. Approved (none opposed).

Kim Sollien provided a staff report. Kim Sollien noted that the Public Transit representative is the only open seat remaining on the Technical Committee and that Jennifer Busch will be available to join in September.

F. Committee/Working Group Reports (Including the Staff Report)

1. Staff Report

Kim Sollien provided an abbreviated staff report and noted that most of the items in the report were covered in the Action Items earlier in the meeting.

MVP for Transportation MPO Policy Board Meeting

G. Voices of the Visitors

No additional voices of the visitors.

H. Old Business

1. **Statewide Transportation Improvement Program Update**

Adam Bradway said he did not have much to report. DOT&PF is planning to release the STIP Amendment 1 on Friday. Bradway said he would get any new info to MVP as soon as he gets it but he does not have new information at this time.

2. **Social Media Policy**

i. **MSB Social Media Policy Review**

Kim Sollien explained that the MSB social media policy was included in the meeting packet as an example of another organization's policy. Sollien also addressed the concern from a previous meeting that MVP could get in trouble for removing comments from social media pages by clarifying that MVP's social media will not be a public forum in the same way that public officials' social media pages are. The Foraker Group is reviewing the draft Social Media Policy and will provide recommendations and best practices.

5. **Fiscal Policy**

No update at this time. Kim Sollien is working with Foraker Group and is looking for other thought partners and will bring a revised draft to a future meeting.

J. Other Issues

None.

K. Informational Items

1. **Transit Update – presented by Maija DiSalvo, Mat-Su Borough**

Maija DiSalvo has met with MSB and the Cities of Wasilla and Palmer to review the current scenario with transit funding in the urbanized area and proposed options for local match support for the 5307 urban funding. DiSalvo is still working with DOT&PF to provide transitional funding to offer Valley Transit an extension of the 5311 Rural Funding through the end of June 2025. DiSalvo showed some maps of Valley Transit services. Valley Transit is serving both rural and urban areas, so there will be an ongoing conversation about how to fund the service.

2. **Articles of Incorporation/Non-Profit Organization Paperwork Update**

Kim Sollien informed the Policy Board that the last document has been signed and the packet should be submitted to the state in the next few days.

L. Policy Board Comments

Glenda Ledford will be out of state on July 16, the date of the next meeting.

M. Adjournment

Adjourned at 3:27pm (**Carrington**), seconded.

Next Scheduled MPO Policy Board Meeting – **July 16th**, to be held via Microsoft TEAMS Meeting

MVP For Transportation Technical Committee

Action Items

July 9, 2024

Motion: To approve the July 9, 2024 Agenda. **Motion by Lindamood.** Passed unanimously.

Motion: To approve the June 11, 2024 minutes. **Motion by Winnestaffer.** Passed unanimously.

Motion: To recommend to the Policy Board to approve the Title VI Plan as presented.

Motion by Winnestaffer. Passed unanimously.

Motion: To recommend sending the comments on STIP Amendment No. 1 to the Policy Board as edited, with transit component still be reviewed. **Motion by Winnestaffer.** Passed unanimously.

Motion: To extend the meeting by 15 minutes. **Motion by Winnestaffer.** Passed unanimously.

Motion: To recommend to the Policy Board to approve the Program of Projects as revised. **Motion by Winnesataffer.** Passed unanimously.

Motion: to Adjourn. **Motion by Dan Tucker.** Passed unanimously.



Staff Report June 2024

Meetings

- Met with Ben White and Adam Bradway to discuss the UPWP and FFY 25&26 Budget
- Met with Adam Bradway to go over edits and changes to the UPWP and Budget
- Met with Adam Bradway and Donna Gardino to discuss MVP's program of projects and the draft improvement program policy
- Met with Foraker Group to discuss our needs with our fiscal policy and to assess if they has the capacity to support us
- Met with the project team and ADOT&PF to review the UPWP changes and budget
- Worked with Adam Bradway to correct the budget formulas for the UPWP
- Attended the ADOT Tribal Government Coordination meeting
- TC meeting June 11th
- PB meeting June 18th
- Spoke with Jody Serrano at Nine Star. He is working on creating a co-op public transit service. I pointed him to some research on the economic impact of public transit and invited him to attend our monthly meetings to learn more about MVP's role and the communities needs.
- Met with the Musk Ox Farm to tour their conference room for the TC and PB meetings

Correspondence

- Sent MSB the signed Memorandum of Understanding for the Operations of the MVP office and the approved membership and dues calculations
- Sent draft UPWP to ADOT to provide review and feedback
- Sent follow-up emails to Foraker to scheduled meetings to review and discuss policies based on PB questions.



Staff Report June 2024

- Confirmed that the North Lakes Community Council could present their Borgard Road Resolution to the MVP Policy Board.
- Sent Ben White MVP's memo to ADOT about the 3C policy
- Sent MVP's draft UPWP to Julie Jenkins, Marie Heidemann with FHWA and Ned Conroy with FTA to let them know it was out for public comment and that we look forward to any comments she may have for us.
- Accepted a request to serve on the MSB Safe Streets for All steering committee
- Reached out to Crystal Nygard, Deputy Administrator for the city of Wasilla to discuss the recent changes the city made to its personnel policies and to review MVP's draft personnel policies
- Follow-up with Jody Serrano at Nine Star, he requested I share any reports and resources about Public Transit in the Mat-Su. I sent him the MSB 2023 Coordinated Plan and the ADOT&PF 2022 Economic Value of Public Transit report

Filing

- Restated articles of Incorporation have been sent to the State of Alaska

Organization

- Worked on the draft UPWP and FFY2025 and FFY2026 budget
- Review Draft Program of Projects for the STIP amendment
- Draft response to ADOT&PF on their 3C's policy document
- Delivered the amended Articles of Incorporation (AOI) for signatures
- Researched fiscal and social media policies guidelines for nonprofits, added a glossary of terms and chart of accounts definitions to the fiscal policy
- Researched nonprofits and proxy voting
- Drafted a proxy voting process for PB consideration
- Researched fiscal sponsorship for MVP during the interim between when MVP is an official organization and now to allow us to hire staff and rent and office space.



Staff Report June 2024

- Researched local Attorneys that could offer support to MVP as we navigate our 501c3 application.
- Reviewed the Operating Agreement and ADOT policy on Procurement to better understand MVP's procurement guidelines
- Reviewed the ADOT&PF Administrative Manual on Procurement and the Small Procurement manual to better understand MVP's procurement authority
- Updated MVP's draft Fiscal and Social Media Policy based on PB feedback
- Reviewed and updated MVP Personnel Policy draft

Public Outreach

Agency Relationships

Requests from the Policy Board and Technical Committee directed to staff

- June 18th Mike Brown requested more information about the \$1m legislative grant budget. Staff sent Mike Brown the grant agreement between the MSB and SOA, the draft scope and budget narrative, and the explanation for how MVP intends to utilize the funding. Staff also offered to provide a more detailed budget presentation at the next Policy Board meeting.
- Brian Winnestaffer as for information about how to document in-kind match and if he could count his staff time for a portion of Chickaloon Native Villages dues. Staff sent a request for information to Adam Bradway.

Strategic Planning

Short-Range and Tactical Planning

Funding

- Updated the program of projects to include a pavement management assessment and transmitted the proposal to ADOT&PF for inclusion in the STIP amendment



Staff Report June 2024

- The STIP amendment has not progressed, ADOT staff proposed that MVP move all of our projects in the Program of Projects to FFY 2025 and document that we are requesting that our FFY2024 funding be carried over to FFY 2025.

Legislation

Training

- Attended final Triple Impact Leadership Training on June 10th



Staff Report July 2024

Meetings

- Met with the Project team to prep for the TC meeting, drafted the agenda and reviewed the packet.
- Met with the Project Team and the RESPEC Attorney who is assisting with the, Articles of Incorporation Restatement and filing and IRS 501c3 filing and Bylaws amendments.
- Set up a meeting to review the PB agenda and packet with Mayor Ledford and Erich Schall for Wednesday July 10th.
- Met with Mayor Ledford Erich Schall to review the July 16th PB agenda and packet
- Met with Fast Planning and the Alaska Railroad to review the ARRC funding issue, discuss the split formulas between transit operations and the ARRC and discuss reporting needs.

Correspondence

- Received the STIP Amendment #1 on July 4th and drafted comments for the TC and PB to review

Filing

- Filed the MVP Biannual Report naming the officers with the State of Alaska

Organization

- Edited the Bylaws for review with the Attorney.
 - Proxy Voting
 - Conflict of interest
 - Committees
 - Policy Board Officers
 - Technical Committee Membership process
 - Articles Numbers
 - Indemnification
- Draft a Conflict-of-Interest Policy Certification Form



Staff Report July 2024

- Draft Whistleblower Policy
- Draft Travel Request and Reimbursement Policy
- Draft UPWP Public Comment / Response log
- Reviewed, drafted and edited the draft Personnel Policies including employee fringe benefits, drug and alcohol, EEO, no tolerance harassment and violence policies, office hours, employee classification, evaluations, and rate of pay determinations

Public Outreach

Agency Relationships

Requests from the Policy Board and Technical Committee directed to staff

- Brian Winnestaffer asked if his time attending and preparing for TC and PB meetings could be used as in-kind match for a portion of Chickaloon's dues. Staff reached out to Adam Bradway to clarify if in-kind can be used as match and how it needs to be documented. I emailed the UPWP guidance checklist from FHWA to Brian. FHWA has specific documentation needed for in-kind match.

Strategic Planning

Short-Range and Tactical Planning

Funding

- Updated the Program of Projects based on the STIP amendment changes

Legislation

Training

MVP MPO Meeting Schedule Topics

May 2024

- Articles of Incorporation Restated PB approved and signed
- STIP Program of Projects Work Session
- MVP Project Approval for STIP amendment Including PB action defining projects for funding in FF24 and FFY25
- Ready to receive Federal Operation Funding – Spring 2024
- Recommend the updated Title VI plan for Public Comment
- Approve Metropolitan Transportation Plan scope of work
- Review and Adopt Fiscal Policy
- Review and Adopt Social Media Policy
- Elect TC officers
- ADOT request match Funds from MSB for the MTP, Travel Model, Household Survey and Transit Development Plan

June 2024

- TC Recommend and PB Approval of MVP program of projects STIP amendment for funding in FF24 and FFY25
- Review and Approve 3C's comments memo
- 2nd Review Fiscal Policy
- 2nd Review Social Media Policy
- Review and Approve Proxy Voting change to the bylaws
- Recommend FY25 & FY26 UPWP for 30-day public comment June 19 to July 19
- Draft SS-4 to IRS for EIN
- Review and Adopt PM program policy for the P&P
- Review Personnel and Administrative Policies
- Review and Approve Updated Bylaws

July 2024

- 2nd Review Fiscal Policy
- 2nd Review social media Policy
- Review Bylaw changes
 - Proxy voting
 - Open Meetings Act
- Draft SS-4 to IRS for EIN
 - Conflict of interest
 - Officers & election minutes
 - Whistleblower Policy
- ADOT request match Funds from MSB for the MTP, Travel Model, Household Survey and Transit Development Plan

Draft MVP TC & PB meeting
topics schedule May 2024

- AOI resubmission
- STIP Amendment Update
- Program of Projects Update move everything to FFY2025
- TIP Funding Policy to Technical Committee and Policy Board
- Update on the UPWP
- Review FY 25 &26 PL award letter, make necessary amendments to the budget
- Review and Adopt Annual Budget
- Review and Adopt Title VI plan

August 2024

- Draft job descriptions for staff positions
- Apply for State and City Business Licenses
- Policy Board adopts Corporate Resolution to open a bank account
- Open Bank account with \$1
- Review and Adopt FFY 25 and 26 UPWP, send to DOT to forward to FHWA for approval
- Research bookkeeper options
- Draft scope of services for the Audit and 990 filing
- TIP Funding Policy to Technical Committee and Policy Board
- Review and Approve Draft MOU between MVP and the MSB for the States membership fees
- Review Personnel and Administrative Policies

September 2024

- Finalize Contract for Metropolitan Transportation Plan
- Grandfather Agreement with Alaska DOT&PF
- select insurance policies, payroll service

October 2024

- Review Recommend the Public Participation Plan Update for Public Comment 45-day
- Obtain office space
- Hire Staff and Open MVP Office
- Request Membership fee and dues from Policy Board Members

November 2024

- Review and Adopt Public Participation Plan

Draft MVP TC & PB meeting
topics schedule May 2024

December 2024

January 2025

- Update the PPP

February 2025

March 2025

- Household travel Survey

December 2025

- File IRS Form 1023 for Tax Exempt Status
- Travel Demand Model

January 2026

- Performance measures

July 2026

- MTP and Complete Streets Completion

October 2026

- TIP Completion

December 2026

- New MPOs should have a formally adopted MTP and TIP by **December 29, 2026**

Matanuska-Susitna Valley Planning for Transportation Title VI Plan *Draft*

May 21, 2024



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DRAFT

Abbreviations

ACS	American Community Survey
ADA	Americans with Disabilities Act
CFR	Code of Federal Regulations
DOT&PF	Alaska Department of Transportation and Public Facilities
EO	Executive Order
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
LEP	Limited English Proficiency
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MVP	Matanuska-Susitna Valley Planning for Transportation
NEPA	National Environmental Policy Act
PPP	Public Participation Plan
USC	United States Code
USDOT	United States Department of Transportation

Introduction

All Urbanized Areas over 50,000 in population must have a Metropolitan Planning Organization (MPO) to carry out a 3C transportation planning process, as stipulated in the Federal Highway Act of 1962. On December 29, 2022, the U.S. Census Bureau published a notice in the Federal Register identifying an area surrounding Wasilla and Palmer as a Qualifying Urbanized Area for Census 2020. The Metropolitan Planning Area (MPA) boundary (see Map 1 of Appendix F) was finalized and the MPO was subsequently established on December 19, 2023.

As the MPO, Mat-Su Valley Planning (MVP) for Transportation must develop and implement the following plans as part of the transportation planning process [23 USC 134 & 23 CFR 450]:

- Unified Planning Work Program (UPWP) – a continuing, cooperative, and comprehensive (3C) planning document that identifies and describes the MPO’s budget, planning activities, studies, and technical support expected to be undertaken in a two-year period.
- Metropolitan Transportation Plan (MTP) – a multimodal transportation plan that addresses a 20-year planning horizon that the MPO develops, adopts, and updates every four years.
- Transportation Improvement Program (TIP) – a prioritized listing/program of transportation projects covering a period of four years that is developed, adopted, and implemented by the MPO in coordination with the MTP.
- Public Participation Plan (PPP) – a guiding document that outlines the goals, strategies, and implementation plan for involvement of the public in the development of MPO plans, programs, and policies, including the MTP and TIP.

Title VI Plan Objectives

As a direct recipient of federal funding, MVP is actively engaged in the Title VI activities that are mandated by the Federal government. Title VI of the Civil Rights Act of 1964 forbids discrimination against anyone in the United States because of race, color or national origin by any agency receiving Federal funds. The Federal-Aid Highway Act of 1973 added the requirement that there be no discrimination on the grounds of sex, and the Civil Rights Restoration Act of 1987 defined the word “program” to make it clear that discrimination is prohibited through an entire agency if any part of the agency receives federal financial assistance. This Title VI Plan ensures that all races, income levels, ages, abilities, and genders have equal input in, and equally benefit from, the planning and project delivery processes of MVP.

Policy Statement

It is the policy of MVP, in accordance with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq, Non-Discrimination on Basis of Race, Color, or National Origin), and other related nondiscrimination statutes and regulations listed below, that no person shall, solely on the grounds of race, color, national origin, sex, gender, disability, age, economic status, or English proficiency, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any transportation planning program or activity regardless of whether or not MVP receives federal assistance from the U. S. Department of Transportation, including the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

Non-Discrimination Authorities

The following authorities inform MVP’s Title VI Policy and Plan:

Authority Name	Citation	Summary Description
Title VI of the Civil Rights Act of 1964	42 U.S.C. § 2000d to 2000d-4	Prohibits discrimination on the basis of race, color, national origin.
The Civil Rights Restoration Act of 1987	102 Stat. 28 PUBLIC LAW 100-259—MAR. 22, 1988	Prohibits discrimination on the basis of sex.
Title VI Program and Related Statutes—Implementation and Review Procedures	23 C.F.R. Part 200	Provides guidelines for: (a) Implementing the FHWA Title VI compliance program, and (b) Conducting Title VI program compliance reviews for the Federal-aid highway program.
Prohibition of discrimination on the basis of sex	23 U.S.C. 324	Prohibits discrimination on the basis of sex.
Annual listing of obligated projects	23 C.F.R. 450.334	Requires MPOs to prepare a listing of all projects for which funds were obligated under 23 U.S.C. or 49 U.S.C. Chapter 53.
What other requirements apply to the administration of FHWA planning and research funds?	23 C.F.R. Part 420.121(h)	Outlines how Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 apply to all programs and activities of recipients, subrecipients, and contractors receiving FHWA planning and research funds.
Section 504 of the Rehabilitation Act of 1973, Nondiscrimination under Federal grants and programs	29 U.S.C. 794	Prohibits discrimination on the basis of disability.
Age Discrimination Act of 1975	42 U.S.C. 6101	Prohibits discrimination on the basis of age.
Americans with Disabilities Act of 1990, As Amended	42 U.S.C. 12112	Prohibits discrimination on the basis of disability.
Nondiscrimination in Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964	49 C.F.R. Part 21	Establishes that no person in the U.S. 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 receiving federal financial assistance from

		the Department of Transportation.
Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance	49 C.F.R. Part 27	Establishes that no otherwise qualified individual with a disability in the U.S. shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation	49 C.F.R. Part 28	Prohibits discrimination on the basis of handicap in programs or activities conducted by executive agencies, including this Department, or the United States Postal Service.
Transportation Services for Individuals with Disabilities (ADA)	49 C.F.R. Part 37	Implements the transportation and related provisions of Title II and III of the Americans with Disabilities Act of 1990
Leadership and Coordination of Nondiscrimination Laws	Executive Order 12250	Orders the consistent and effective implementation of various laws prohibiting discriminatory practices in federal programs and programs receiving federal financial assistance
Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations	Executive Order 12898	Requires federal agencies to achieve environmental justice by identifying and addressing disproportionately high and adverse human health or environmental effects, including the interrelated social and economic effects of their programs, policies, and activities on minority populations and low-income populations.
Improving Access to Services for Persons with Limited English Proficiency	Executive Order 13166	Requires federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a

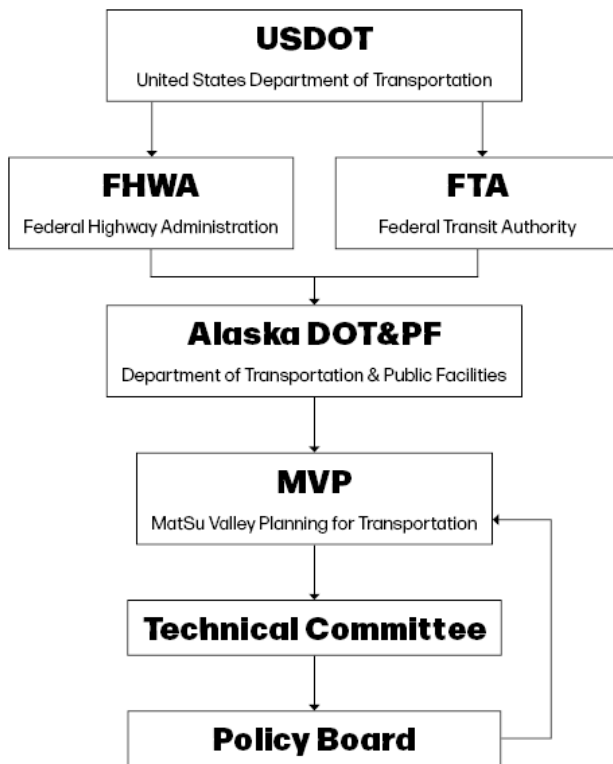
		system to provide those services so LEP persons can have meaningful access to them.
Consultation and Coordination with Indian Tribal Governments	Executive Order 13175	Establishes regular and meaningful consultation and collaboration with tribal officials in the development of federal policies that have tribal implications, to strengthen the U.S. government-to-government relationships with Indian tribes, and to reduce the imposition of unfunded mandates upon Indian tribes.
DOT Standard Title VI Assurances and Non-discrimination Provisions	U.S. DOT Order 1050.2(A)	Requires that all applications for federal financial assistance from the Department of Transportation must contain Title VI Assurances.
Final DOT Environmental Justice Order	U.S. DOT Order 5610.2(a)	Sets forth steps to prevent disproportionately high and adverse effects to minority or low-income populations through Title VI and environmental justice analyses conducted as part of federal transportation planning and NEPA provisions.
FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations	FHWA Order 6640.23A	Establishes policies and procedures for the FHWA to use in complying with Executive Order 12898.
Tackling the Climate Crisis at Home and Abroad, Justice40 Initiative	Executive Order 14008, Section 223	Aims to address gaps in transportation infrastructure and public services by working toward the goal that at least 40% of the benefits from many of our grants, programs, and initiatives flow to disadvantaged communities.
Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation	Executive Order 13988	Prevents and combats discrimination on the basis of gender identity or sexual orientation.
Advancing Racial Equity and Support for Underserved	Executive Order 13985	Sets forth a comprehensive approach to advancing equity

Communities Through the Federal Government		for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.
Digital Accessibility @ HHS	Section 508 of the Rehabilitation Act of 1973	Federal law requires electronic and information technology developed, maintained, and procured, or used by the Federal Government to be accessible to people with disabilities.

Participant Groups

The following section provides an overview of the governance structure of MVP, including the Policy Board, Technical Committee, and staff roles.

The figure below outlines the funding and decision-making process. Funds from USDOT are sent to DOT&PF via the FHWA and FTA, then distributed among the three metropolitan planning organizations (MPOs), including MVP. MVP staff work with the Technical Committee, which advises the Policy Board, and the Policy Board, which is responsible for making final decisions about use of the funds received from USDOT.



The figure below shows the membership of MVP staff, the Technical Committee, and the Policy Board.

MatSu Valley Planning for Transportation	
Executive Director	Title VI Coordinator

Technical Committee							
City of Palmer	City of Wasilla	MSB Planning	MSB Public Works	DOT&PF Planning	DOT&PF Pre-Construction	ADEC Air Quality	Alaska Railroad Corporation
Trucking Industry Advocate	Road Service Area Advisory Board Chair	Transportation Advisory Board Chair	Public Transit Provider	Mat-Su School District Operations	Knik Tribe	Chickaloon Native Village	Non-motorized Advocate

Policy Board						
Alaska DOT&PF	Knik Tribe	Chickaloon Native Village	MSB Mayor or member of the Assembly	MSB Manager	City of Palmer Mayor	City of Wasilla Mayor

Policy Board

The Policy Board carries out the metropolitan transportation planning process through intergovernmental and stakeholder collaboration, rational analysis, and consensus-based decision-making for the metropolitan planning area (MPA), to allocate scarce federal and other transportation funding resources, and to serve as the responsible party for all structural, administrative, and operational decisions of the MPO. The Policy Board has the final authority to review, suggest revisions to, approve, and adopt the Title VI Plan and any subsequent updates to the plan. Per the Title VI complaint process outlined below, the Title VI Coordinator shall notify the Policy Board Chair of any Title VI complaints within 5 days of receipt.

Technical Committee

The MVP Technical Committee assists the Policy Board in fulfilling its oversight responsibilities by acting as an advisory body for transportation issues that are primarily technical in nature. The Technical Committee is responsible for reviewing the Title VI Plan and any updates to the plan, suggesting revisions, and recommending a Title VI Plan to the Policy Board for approval.

MVP Staff

The Title VI Coordinator plays a lead role in both the development and implementation of the MVP Title VI Plan. The coordinator is responsible for ensuring non-discrimination in MVP policies, programs, plans, services, and activities and promoting the participation of all people regardless of race, color, national origin, sex, gender, disability, age, economic status, or English proficiency.

Designation of Title VI Coordinator

Prior to hiring a Transportation Planner and additional staff, the MVP Director shall serve as the Title VI Coordinator. Once a Transportation Planner is hired, they may fulfill the Title VI Coordinator role.

Title VI Coordinator Responsibilities

The Title VI Coordinator is responsible for the development and implementation of the Title VI Plan and for ensuring that all entities of MVP are compliant with Title VI requirements.

General Responsibilities

The Title VI Coordinator must also:

- Submit an updated Title VI Plan when there are changes in procedure or organizational structure.
- Make recommendations to MVP decisionmakers on modifications to improve Title VI compliance and implement approved recommendations.
- Develop, update, and improve procedures for receiving, processing, investigating, and reporting Title VI complaints in a timely manner.
- Maintain a Title VI complaint log.
- Develop procedures for the collection, analysis, and use of statistical data related to Title VI compliance.
- Develop an annual program to conduct Title VI reviews for all MVP processes, program areas, and services.
- Periodically meet with staff to determine progress made on the implementation of the Title VI Plan, to identify compliance issues/deficiencies, and to discuss whether adequate resources are available to ensure compliance.
- Meet bi-annually with the DOT&PF Civil Rights Office Title VI Specialist to discuss Title VI and ways to improve engagement with traditionally underserved populations.
- Establish procedures to address identified Title VI deficiencies.
- Ensure that Title VI language is included in program directives.
- Resolve any identified deficiencies in Title VI matters.
- Develop Title VI information for dissemination, including in languages other than English and/or large type, as needed.
- Participate in regular Title VI training programs.
- Provide Title VI guidance and a copy of the Title VI Plan to all MVP staff; conduct an informal Title VI training for all new employees and board and committee members and maintain a record of all training completed by staff, board and committee members.
- Ensure the inclusion of Title VI language in contracts and Requests for Proposals (RFP's).
- Maintain a simple and effective Title VI webpage on MVP's website.
- Advocate for diverse representation of Title VI protected groups when considering nominations for new members to the various committees that serve the organization.
- Collaborate with project partners to ensure that the public involvement aspect of each project includes specific efforts to reach Title VI and Environmental Justice groups, track said efforts and the input and feedback received, and evaluate how effective these efforts were. Recommend any improvements where needed.
- Review important Title VI-related issues with the Policy Board Chair as needed.
- Develop streamlined procedures to obtain and compile data based on Title VI regulations for inclusion in the Annual Title VI Compliance Report.
- Submit an annual Title VI Compliance Report to the Alaska DOT&PF and U.S. DOT.

Annual Title Compliance Report

MVP will submit an annual, Federal fiscal year-end Title VI Compliance Report to Alaska DOT&PF. The annual updates shall include:

- A summary of reviews conducted by DOT&PF or FHWA;
- A list of Title VI non-discrimination issues identified and how they were addressed;
- A summary of any Title VI complaints filed, including basis for and status of the complaint;
- A summary of meetings held, with a demographic breakdown of attendees;
- Proof of all Title VI related training attended by MVP Staff;
- A compilation of efforts to reach and notify protected populations, (i.e., translations, interpreters, etc.) and any other efforts made to comply with the Title VI Plan; and
- A thorough inventory of community outreach efforts for public meetings, as well as strategies for the future based on lessons learned from the previous Federal fiscal year.
- Report all Title VI complaints to the DOT&PF Title VI Specialist as they occur.

Training Responsibilities

The Title VI Coordinator will ensure all MVP staff and decisionmakers complete training for Title VI non-discrimination and related topics annually such as through the FTA's [Title VI Training program](#) or a similar program. MVP will remain informed on upcoming training opportunities by coordinating with the Alaska DOT&PF Civil Rights Office and the Research, Development, & Technology Transfer. If another Title VI related training, webinar, or conference is identified, the opportunity should be shared with other employees of MVP.

Title VI Complaints Procedure

Filing a Complaint

Any person who believes themselves or any specific class of persons to have been excluded from, denied the benefits of, or subjected to discrimination on the basis of race, color, national origin, sex, gender, disability, age, economic status, or English proficiency under any MVP program or activity, may by themselves or by a representative file a formal written complaint with the MVP Title VI Coordinator.

If a complaint is received in a language other than English, the Title VI Coordinator will work with the Alaska DOT&PF Civil Rights Office to translate it. Upon request, assistance in the preparation of any necessary written material needed for filing a complaint will be provided to a person or persons.

A complaint must be filed no later than 180 days (unless the time for filing is extended by the U.S. Secretary of Transportation) from:

- The date of the alleged discrimination;
- The date when the person(s) became aware of the alleged discrimination; or
- Where there has been a continuing course of discriminatory conduct, the date on which that conduct was discontinued.

The complaint should include the following information:

- The complainant's name, mailing address, and contact information (phone number, email address, etc.);
- How, when, where, and why the complainant believes they or a specific class of persons were discriminated against (please include the names and contact information of any witnesses);
- Any additional information the complainant deems significant and pertinent to the grievance(s).

If a complaint is received in a language other than English, the Title VI Coordinator will work with the Alaska DOT&PF Civil Rights Office to translate it. Upon request, assistance in the preparation of any necessary written material will be provided to a person or persons.

Upon request, the Title VI Coordinator can mail you a physical Title VI Complaint Form, or you can pick up a copy at [location](#). The form is also provided in *Appendix A* of this plan and a digital version is available online at [link](#).

Completed complaint forms should be mailed to one or more of the following entities:

MVP for Transportation Office

[Address](#)

Alaska DOT&PF Civil Rights Office

200 East 42nd Avenue | Anchorage, AK | 99508

FHWA Alaska Division, Civil Rights Division

PO Box 21648 | 709 West 9th Street, Room 851 | Juneau, AK 99802-1648

U.S. Department of Justice, Civil Rights Division

950 Pennsylvania Avenue, N.W. | Office of Assistant Attorney General, Main Washington, D.C., 20530

Should a complaint be filed with MVP and an external entity simultaneously, the external complaint shall supersede the MVP complaint and the MVP complaint procedures will be suspended pending the external entity's findings.

[Recording, Acknowledgement, and Resolution of Complaint](#)

Upon receipt, a complaint will be date stamped by the MVP Title VI Coordinator. The date stamp is important for establishing the timeline for a response.

Within five (5) working days of receipt of the complaint, the MVP Title VI Coordinator shall acknowledge receipt to the complainant by registered mail and shall notify the MVP Policy Board Chair. The MVP Title VI Coordinator shall determine the need for additional information from the complainant, MVP staff, or other parties. The staff review shall be completed no later than 30 calendar days after the date the Title VI Coordinator received the complaint.

All Title VI complaints against MVP and any additional information obtained during the staff review shall be referred to the Alaska DOT&PF Civil Rights Office and/or the FHWA Alaska Division Office for investigation. The Alaska DOT&PF complaint process is available at the following website:

<http://www.dot.state.ak.us/cvlrts/titlevi.shtml>.

The Alaska DOT&PF Civil Rights Office investigator shall work with the MVP Title VI Coordinator and other staff to implement recommended improvements to any MVP process, program, or service relative to Title VI.

Record of Received Complaints

MVP will maintain permanent records, including but not limited to copies of Title VI complaints or lawsuits and related documentation, correspondence to and from complainants, and Title VI investigations.

Public Dissemination of Title VI Information

Recipients of federal financial assistance are required to publish or advertise that the program is an equal opportunity program and indicate that Federal law prohibits discrimination. MVP disseminates Title VI information to the public using the following disclaimer on all newspaper ads, social media pages and events, and online public notices:

The MVP public hearing requirements agree to use the TIP development process to satisfy the public hearing requirements of Section 5307(c). The notice of public involvement activities and time established for public review and comment on the TIP will satisfy the program-of-projects requirements of the Urbanized Area Formula Program. See 23 C.F.R. Part 450 and 49 C.F.R. Part 613 (specifically Subpart B, “Statewide Transportation Planning,” and Subpart C, “Metropolitan Transportation Planning and Programming”). The public involvement process is described in 23 C.F.R. Section 450.316(b). MVP complies with the Alaska DOT&PF Title VI Nondiscrimination Policy and operates Federal Programs without regard to race, religion, color, gender, age, marital status, sex, ability, or national origin. To view the full Title VI Nondiscrimination Policy or to file a complaint, go to: [link](#).

Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this public meeting should contact the MVP Title VI Coordinator at [\(907\) XX-XXX](tel:907-XX-XXX) or email: coordinator@site.com.

Public Education

MVP has the responsibility to educate the public about federally funded programs and the rights afforded to the public by Title VI. This requires routine, comprehensive outreach efforts, particularly to low-income and minority persons and persons with limited English proficiency. The Title VI Plan includes MVP Limited English Proficiency Plan and Maps (*Appendix B*). MVP intends to update the plan in conjunction with updates of the Public Participation Plan, detailed further in the next section. Outreach efforts to minority and low-income persons are addressed in more detail in the Public Participation Plan (*Appendix C*).

Data Collection

MVP will utilize the most recent American Community Survey (ACS) or Decennial Census data available within the Matanuska-Susitna Borough to update the Limited English Proficiency, Low Income, and Minority population maps included in this Title VI Plan as *Appendix B* and *Appendix D* and online at www.mvpmo.com Mapping updates will occur in conjunction with major updates to the Title VI plan or at least every 5 years. These maps will serve to further inform our local outreach efforts and aid our community partners in improving Title VI activities (i.e., transit, city, and borough planning, etc.).

MVP will also collect demographic data from program participants and meeting attendees via optional sign-in sheets. This data will be used to track Title VI program effectiveness and inform annual Title VI Compliance Reports. In light of the COVID-19 pandemic and the impact that virtual meetings came to have on meeting spaces in general, MVP has committed to maintaining a hybrid meeting space. For virtual meetings, we are providing an online sign-in sheet in the chat box as attendees enter the virtual meeting room.

Title VI Assurances

Every award of federal financial assistance must be accompanied by assurances that the program, and other participants under the program including contractors and subcontractors, will be conducted, or a facility operated, in compliance with Title VI. The MVP Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning, Section 14 – Compliance with Title VI, Civil Rights Act of 1964, provides these assurances. This language is provided as an excerpt in *Appendix E* of this document.

MVP Public Participation Plan

The Public Participation Plan (PPP) is a guiding document that outlines the goals, strategies, and implementation plan for public involvement in the development of MVP plans, programs, services, and policies, including the MTP and TIP. It is designed to allow equal opportunity for all who wish to participate in transportation planning efforts and does so through designated public comment periods along with a variety of public engagement and visualization strategies. The full PPP is available in *Appendix C*.

Limited English Proficiency Plan

Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, defines differing treatment based upon a person's inability to speak, read, write, or understand English as a type of national origin discrimination. Any agency receiving federal funds needs to develop a Limited English Proficiency (LEP) Plan, beginning with an analysis of the following four factors:

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 into contact with the program,
3. The nature and importance of the program, activity, or service provided by the recipient to people's lives, and
4. The language access resources available and costs to the MPO for providing resources, considering organizational capacity to do so.

These four factors should be balanced to ensure that LEP persons can meaningfully access those services consistent with, and without unduly burdening, the fundamental mission of the agency. Language services may be provided as oral interpretation or written translation. Based on an analysis of these four factors, MVP will ensure members of the public know they have a right to request translated materials or interpretive services but will not translate materials or hire interpreters by default. While the transportation services provided by MVP are important (Factor 3) and LEP individuals are likely to come into contact with the program (Factor 2), the number of LEP persons in the MPA is relatively low (Factor

1) and the time and cost burden for translating all written material would be high (Factor 4). The complete LEP Plan and corresponding maps can be found in Appendix B.

Conclusion

The goal of this plan is to document and enhance opportunities for Title VI populations to have a meaningful voice, to receive equal benefits from MVP for Transportation's programs, activities, plans, and projects. The Title VI Plan is one that is a work in progress that will continue to evolve as people's needs, participation, and parameters for involvement opportunities change. This Title VI Plan will be reviewed annually and updated every 2 years. The next anticipated update will be in 2025, complete with an examination of Title VI and Environmental Justice Methodology for the updated MVP MPA Boundary. MVP will provide an above-standard compilation of racial, equity, and social justice data utilizing 2020 Census Data, Replica HQ Data, and Esri's Social Equity Analysis Solution at said time.

For more information, please contact the MVP for Transportation Title VI Coordinator at:

DRAFT

Appendix A

Title VI Complaint Form

Date: _____

Your Name:	Phone:	Alt Phone:
Street Address:	City, State, Zip Code	
Email:		

Complaint Details:

1. Date(s) of alleged discrimination:

2. Describe the alleged discriminatory act(s) or practice(s) in detail (if you need more space, please attach another page):

3. Identify the individual(s) or department(s) involved, if known:

4. Have you contacted anyone within MVP regarding this matter? If yes, please provide details:

5. Please describe any witnesses or individuals who have knowledge of the alleged discrimination. Provide names and contact information, if possible:

6. Please provide any additional information or documentation that may be relevant to your complaint:

7. Have you previously filed a complaint with MVP or any other entity regarding a similar issue? If yes, please provide details:

8. Are there any accommodations or assistance you require during the investigation of this complaint?

I certify that the information provided in this complaint is true and accurate to the best of my knowledge. I understand that MVP will investigate based on the information provided. I agree to cooperate fully in the investigation.

Signature: _____ Date: _____

Please send the completed form to:

MVP

Address

Alaska DOT&PF Civil Rights Office

200 East 42nd Avenue | Anchorage, AK | 99508

FHWA Alaska Division, Civil Rights Division

PO Box 21648 | 709 West 9th Street, Room 851 | Juneau, AK 99802-1648

U.S. Department of Justice, Civil Rights Division

950 Pennsylvania Avenue, N.W. | Office of Assistant Attorney General, Main Washington, D.C., 20530

Appendix B

Limited English Proficiency Plan

Introduction and Purpose

In compliance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, Matanuska-Susitna Valley Planning for Transportation (MVP) has established the following Limited English Proficiency (LEP) Plan to ensure that individuals with limited English proficiency may access all resources and services provided by our agencies. An “LEP individual” is defined as “an individual who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English” (EO 13166).

The purpose of this plan is to establish strategies for interacting with and providing services to LEP individuals to ensure equity and inclusion across beneficiaries. To prepare for the development of this plan, we conducted an analysis of the following four factors:

1. The number or proportion of LEP persons served or encountered in the eligible service population;
2. The frequency with which the LEP persons come into contact with the agency;
3. The nature and importance of the program, activity, or service provided by the agency; and
4. The resources available and costs to the recipient.

These four factors should be balanced to ensure that LEP persons can meaningfully access those services consistent with, and without unduly burdening, the fundamental mission of the agency. Language services may be provided as oral interpretation or written translation.

Identification and Assessment of LEP Communities

MVP will utilize the most recent American Community Survey (ACS) or Decennial Census data available within the Matanuska-Susitna Borough to update the Limited English Proficiency population maps. Mapping updates will occur in conjunction with major updates to the Title VI or LEP Plans. MVP will also collect demographic data from program participants and meeting attendees via optional sign-in sheets.

The table below shows the data available as of November 2023 for census tracts wholly or partially within the metropolitan planning area.

Primary Language	Number of people who speak English less than “very well”	Percentage of Total Population
Spanish	199	0.27%
Russian	437	0.59%
Other Slavic Language	429	0.58%
Total (including other primary languages)	1616	2.19%

Language Assistance Services

Based on the four-factor analysis, MVP will ensure members of the public know they have a right to request translated materials or interpretive services but will not translate materials or hire interpreters by default. While the transportation services provided by MVP are important (Factor 3) and LEP individuals are likely to come into contact with the program (Factor 2), the number of LEP persons in the

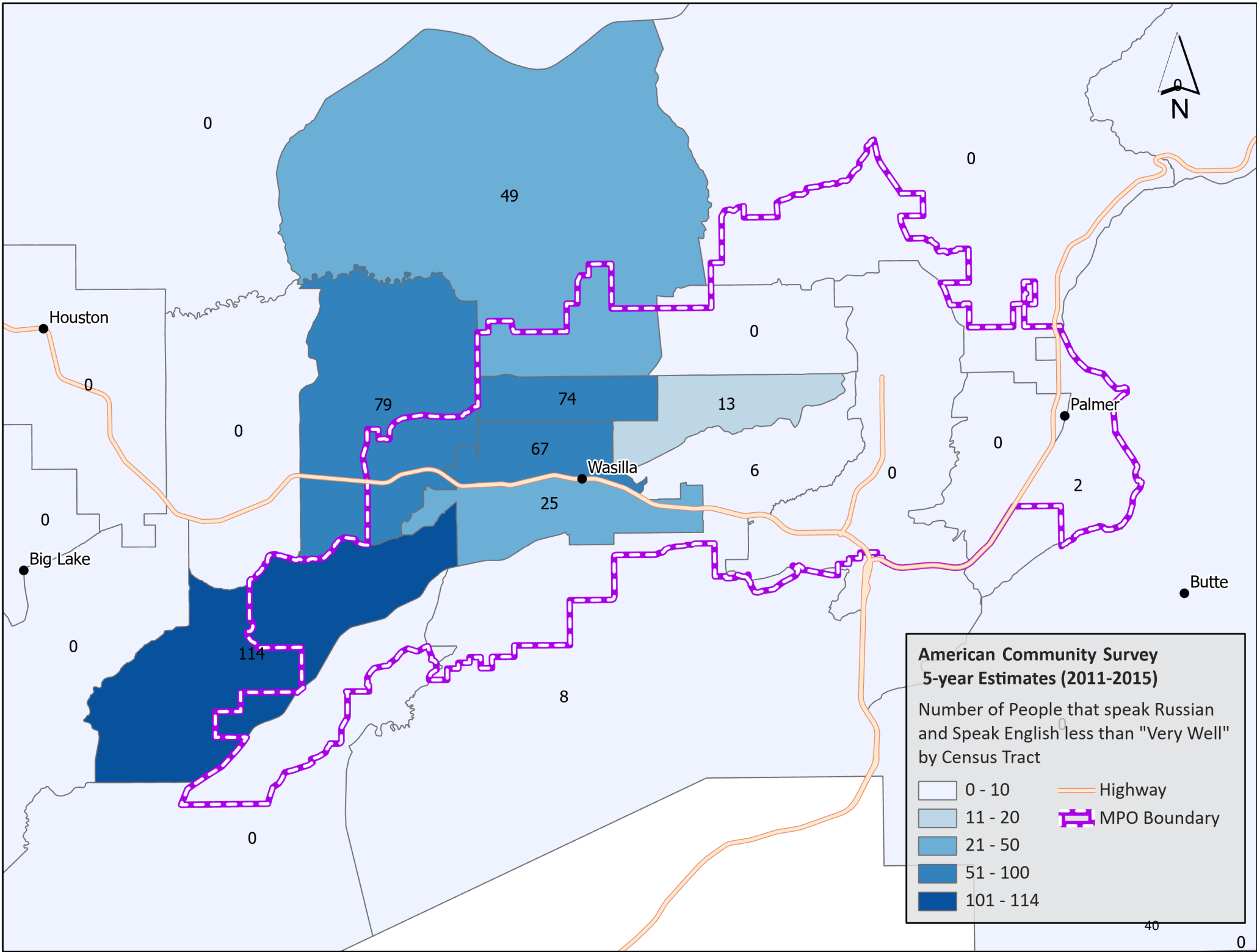
MPA is relatively low (Factor 1) and the time and cost burden for translating all written material would be high (Factor 4).

To ensure access to MVP services and programs, the Title VI coordinator and MVP staff will:

- Bring “I Speak” or Language Identification cards to public meetings to establish in which language interpretation and/or translation is required.
- Maintain a simple and effective Title VI webpage on the MVP for Transportation website.
- Respond promptly to requests for written translation of materials.
- Coordinate with services such as the Alaska Institute for Justice to provide interpretative services upon request.
- Maintain a record of all translation and interpretation requests.
- Provide language translations on the MVPMPO.com website.

Implementing, Monitoring, and Updating the Plan

The Title VI Coordinator is responsible for maintaining this plan alongside the Title VI Plan. The LEP Plan will be updated as necessary, or at least every five years, including a review of the most recent ACS or Decennial Census data and internal records of translation and interpretation requests.



Houston

Big-Lake

Wasilla

Palmer

Butte

0

49

0

0

79

74

13

0

67

6

0

25

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2

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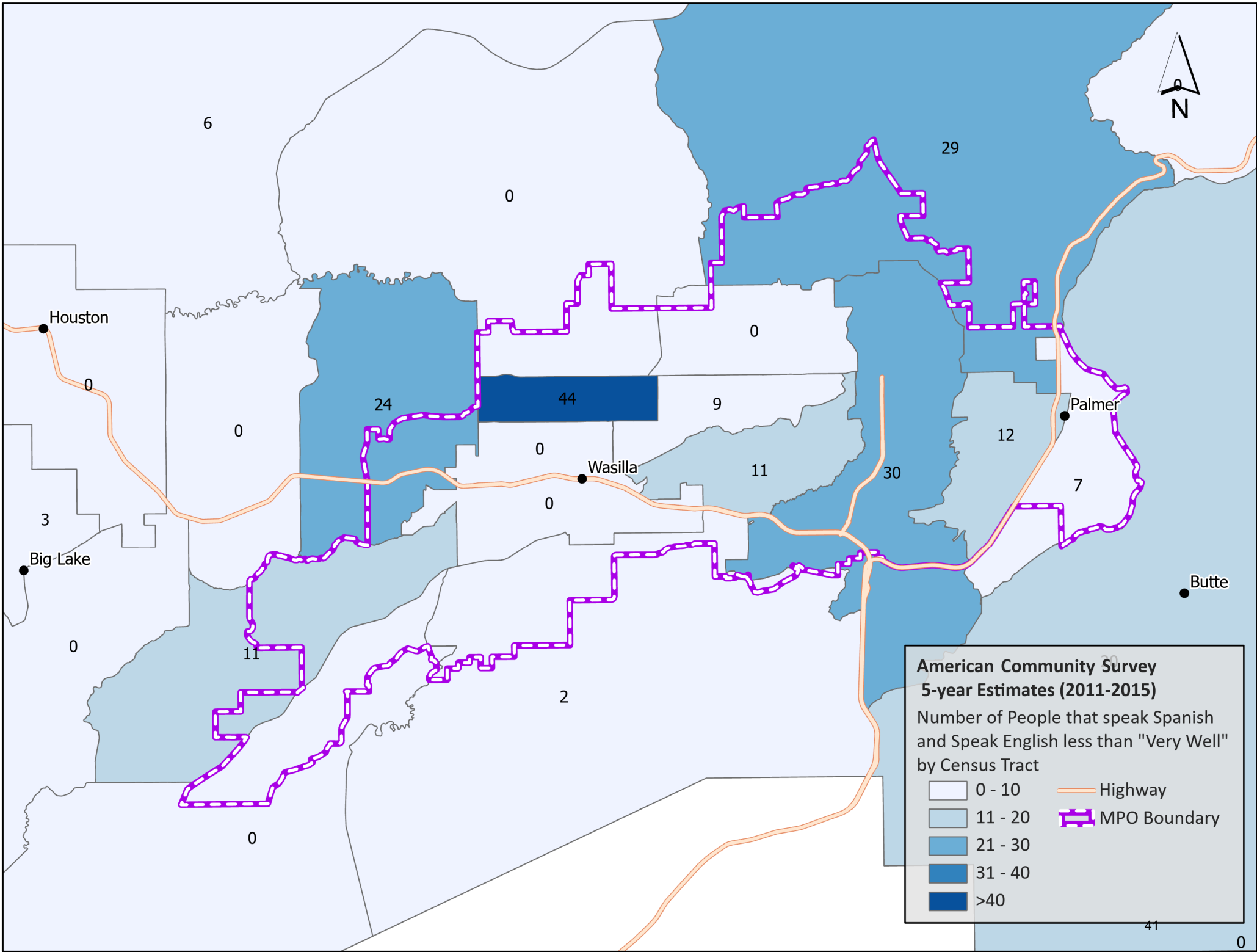
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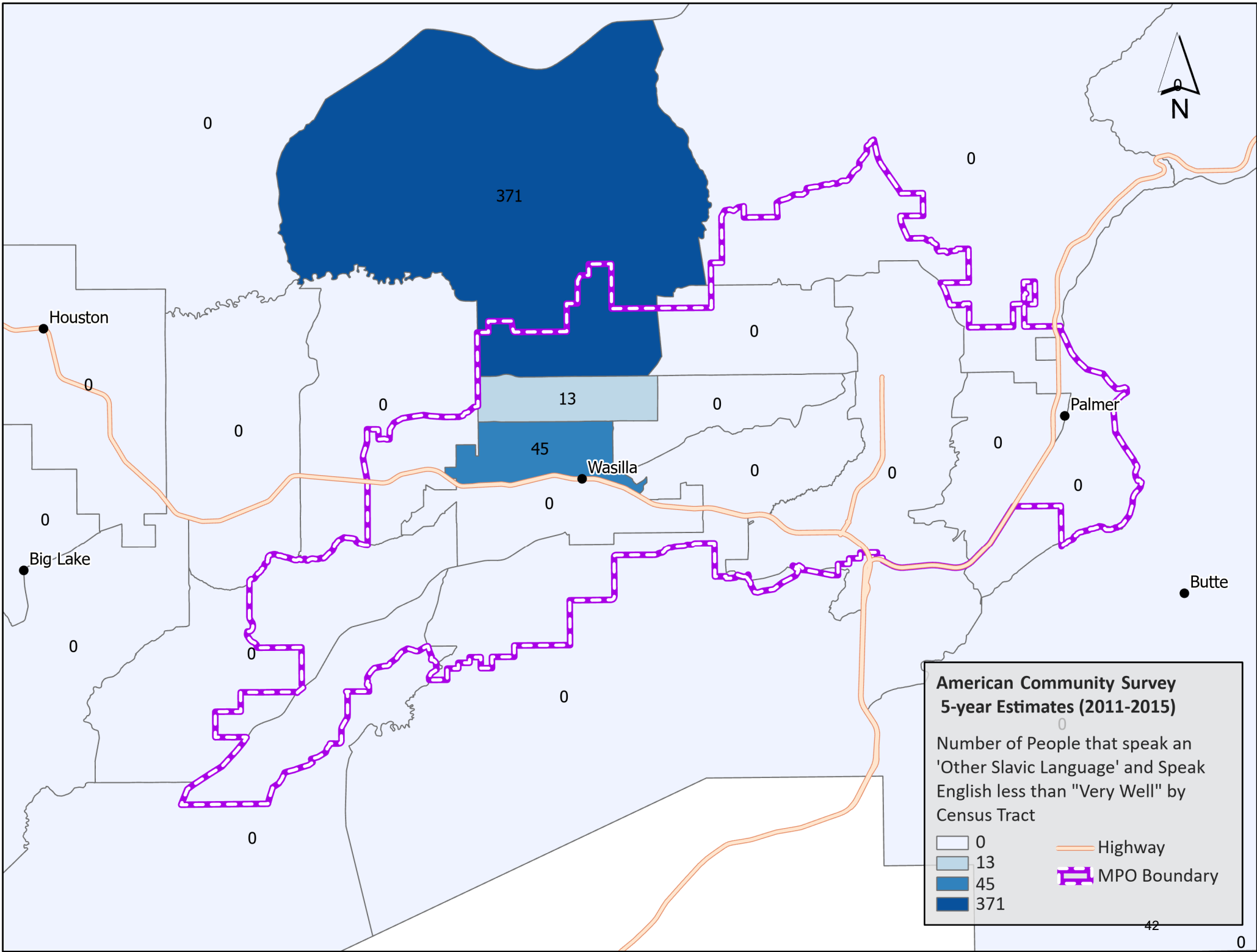
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Houston

Big-Lake

Wasilla

Palmer

Butte

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45

Appendix C

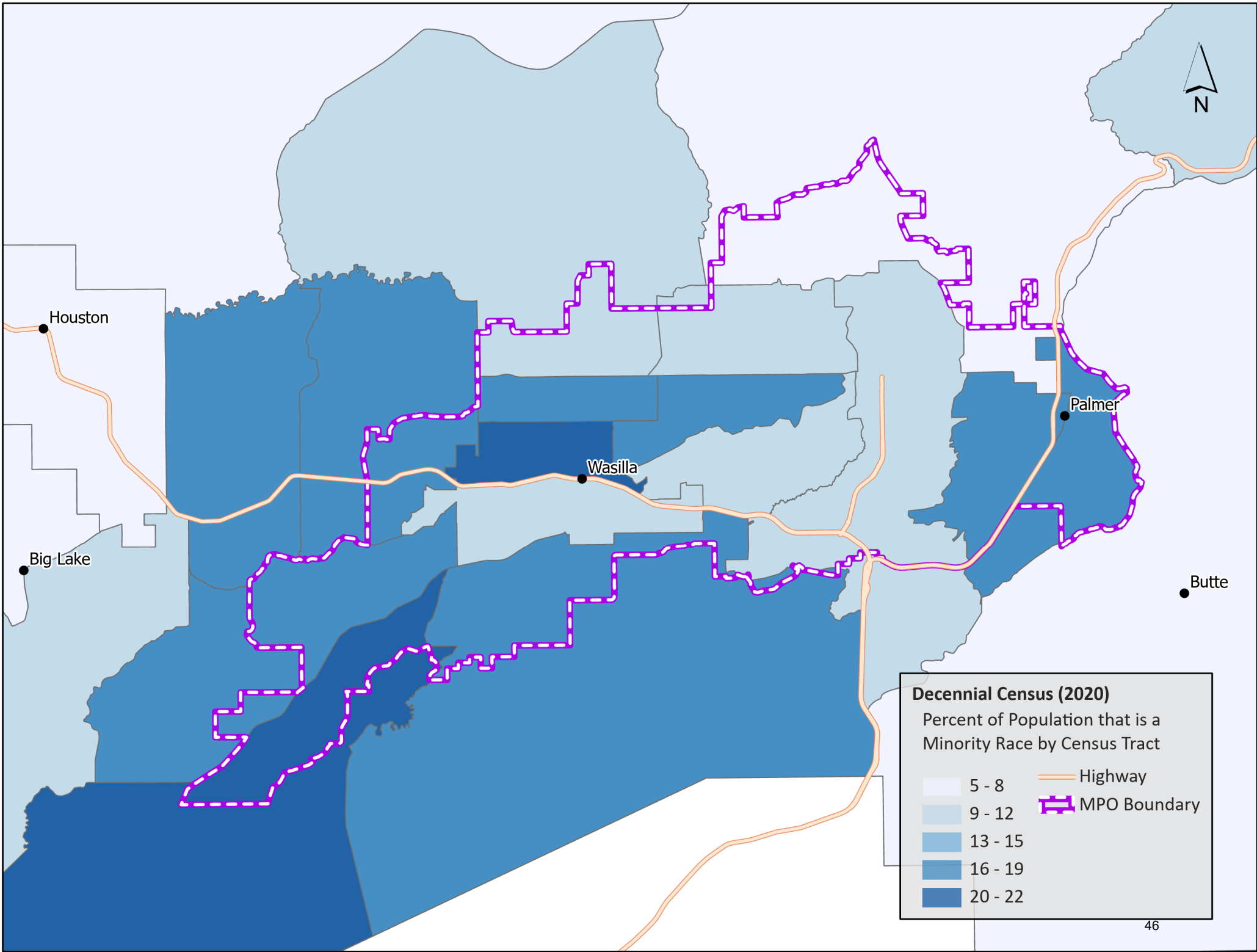
Public Participation Plan

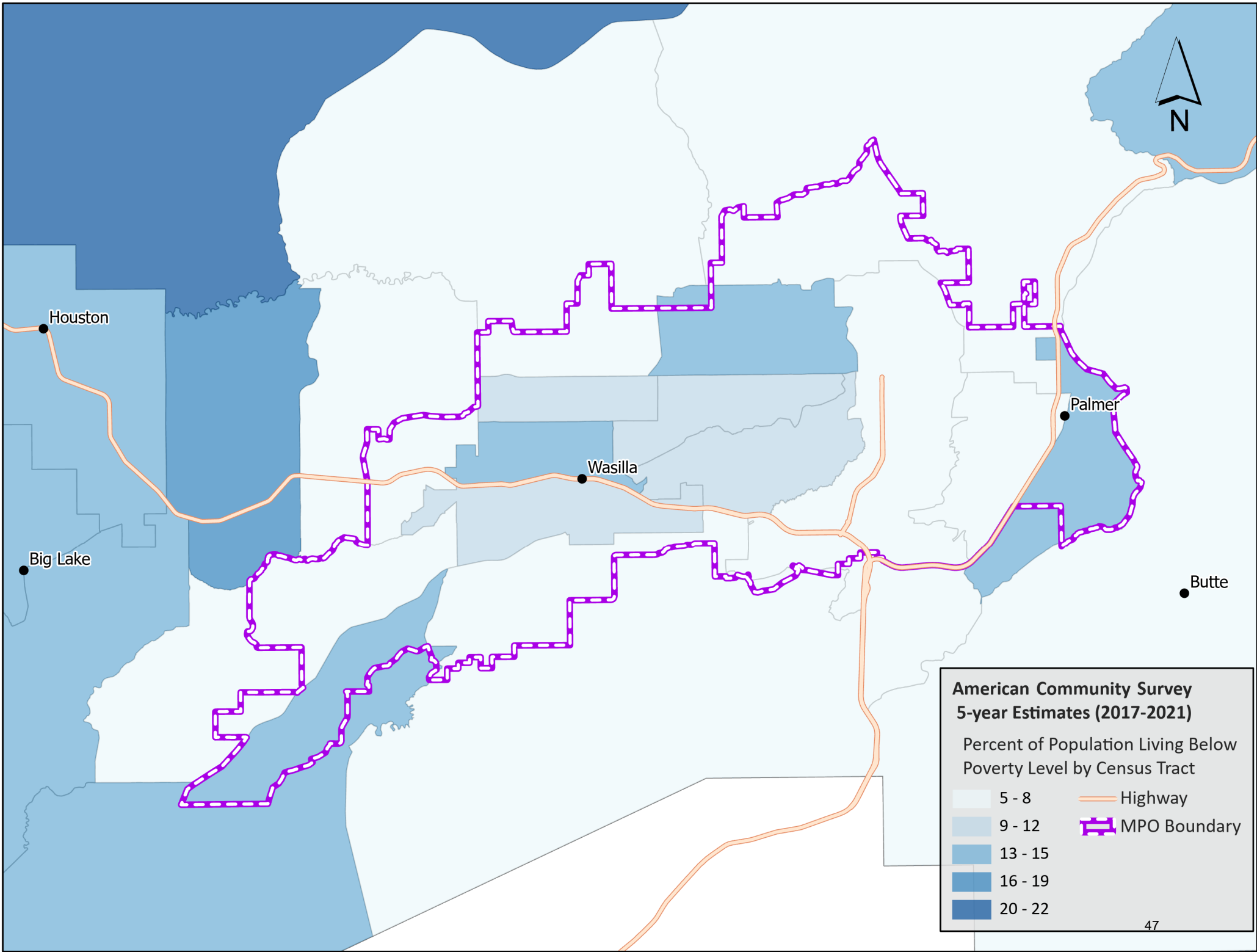
Appendix D

Other Maps

Population By Race: Summary of Census Tracts Wholly or Partially Within the Metropolitan Planning Area

Race	Number	Percentage of total population
<i>American Indian or Alaska Native (Alone or in combination with one or more race)</i>	12031	13
<i>Asian (Alone or in combination with one or more race)</i>	3098	3
<i>Black or African American (Alone or in combination with one or more race)</i>	2218	2
<i>White Only</i>	68959	77
<i>Minority (all races not identified as white only)</i>	20793	23





Appendix E

Excerpt from the Inter-Governmental
Operating Agreement and Memorandum
of Understanding for Transportation
Planning



MatSu Valley Planning (MVP) for Transportation
Metropolitan Planning Organization

July 12, 2024

To: Alaska Department of Transportation & Public Facilities

Subject: Draft FFY2024-27 Statewide Transportation Improvement Program (STIP) Amendment #1 released on July 3rd.

The MVP project team conducted a review of Draft STIP Amendment #1, with particular emphasis on MVP's Program of Projects (PoP) approved by the MVP Policy Board on June 18th and the suballocations Ledger MVP received from ADOT&PF on May 29th, during the MPO quarterly meeting. Significant errors were identified. Had MVP been given the opportunity to review the draft STIP Amendment prior to its release for public comment, many of the errors could have been corrected.

Below are the comments on the Draft STIP Amendment #1 from MatSu Valley Planning (MVP) For Transportation.

- 1) In the STIP 24-27: Volume 2 Adopted by Reference document [STIP 24-27: Volume 2 ADOPTED BY REFERENCE \(alaska.gov\)](#), MVP's Program of Projects is included but it is a draft and not the document approved by the Policy Board on June 18th. This is a significant oversight. The approved MVP program of Projects document was transmitted to ADOT&PF via the Central Region MVP Planning Coordinator for inclusion in the STIP amendment, but it was not included in the amendment.

This error also caused frustration for MVP's members. As written, it appears that the MSB would be receiving all of the Improvement Program funding for their projects. MVP has an approved policy for how projects will be selected outside of the STIP documentation.

MVP's PoP also includes a cover narrative. This narrative was not included with the STIP Amendment #1. This cover narrative describes all of the assumptions and information MVP used to create the PoP. When ADOT&PF corrects MVP's PoP in the STIP Volume 2 ADOPTED BY REFERENCE document, MVP's cover memo should be included with the MVP Policy Board Approved PoP.

- 2) MVP was told that the STIP Amendment was going to be released next week (sometime in May), then June 1, then June 15 and it was finally released on July 3 although MVP did not have access to it until July 8th due to significant issues with the project STIP website. **Due to the delay in releasing the Amendment**, MVP believes it is no longer possible to program any projects in FFY24 and is developing a revised Program of Projects to reflect this change. This is the Program of Projects that should be incorporated by reference and MVP expects all its FFY24 sub-allocations to be carried over to FFY25. Again, this new version of our Program of Projects which will be approved on **July 16**, is due to the delay in the release of the STIP amendment. For this reason, please modify the following:



-
- a. STIP ID 34655 Streetlight and Intersection Management seems fine but shows the funds in FY24. Please move this project to FFY25.
 - b. STIP ID 34654 Sign Management seems fine but shows the funds in FY24. Please move this project to FFY25.
 - c. STIP ID 34532 Improvement program \$1,000,000 title indicated the funding is for FFY25-FFY27. The funds should be allocated to FFY25. Also, the project description is inaccurate; it should read: *Perform gravel or asphalt surface maintenance and preservation activities on roads, sidewalks, and pathways. Work may also include new or upgraded illumination, signing, stripping, storm drains, and intersection improvements including nonmotorized crossings, as well as ADA upgrades to sidewalks and curb ramps. State pays the design match and local governments pay construction match, per agreement.*
- 3) The MVP LEDGER-TIP for Surface Transportation Block Grant funding and Transportation Improvement Program has inaccuracies based on the sub-allocations document given to MVP at the Quarterly meeting on May 29th.
- MVP STBG FFY24 is \$7,208,849 not \$5,389,409.
 - MVP STBG FFY25 is \$7,425,115 not \$2,032,656.
 - MVP STBG FFY26 is \$7,647,868 not \$5,676,093.
 - MVP TAP in FFY24 is \$426,760 not \$7,635,609.
 - MVP TAP in FFY25 is \$866,323 not \$7,764,678.
- 4) MVP Policy Board approved a memo on June 18th as a response to the draft 3C policy ADOT&PF has been working on. The MVP Policy Board outlined their request for consultation on funding allocations, the formulas used, and the timeframe needed to review STIP changes and amendments. This memo was sent to ADOT&PF on June 19th. Notification in writing of our sub-allocations in a timely manner, without modification, but with formulas presented, is just one of the necessary consultation steps that MVP expects. We are currently reviewing the latest draft memo and will provide comments. It is important to note that the manner in which we have been provided access to the information outlined in the STIP amendment is not acceptable as there are many errors. We were not given the opportunity to review the information ahead of the release of the amendment. We could have assisted the state in a review prior to release so many of the errors could be avoided. *Coordination needs to be timely to be effective.*
- 5) The fiscal constraint document allocations for MVP are inconsistent with the MVP LEDGER-TIP MVP for STBG 50-200k.
- FFY24 and FFY25 are listed with same amount \$7,208,849
FFY25 should be \$7,425,115.
- 6) It does not appear that any of the MVP STBG funds are listed in Need id 34302 Pavement and Bridge Rehabilitation, so it does not appear that Wasilla-Fishhook Road: E Seldon to Tex-Al Drive is included in the Amendment as outlined in the Program of Projects. It is critical that this project is included in



FFY25.

- 7) In the comment Portal, STIP ID 34406 Urban Transit MVP Planning Funds funding amount is incorrect. It should be \$377,710 for all four years not \$441,892. The amount for 5303 funding seems correct on the TIP ledger page.
- 8) STIP ID 34531 Advanced Project Definition project description narrative is incorrect and should read: *This project will provide funding for the development of SSEs for projects nominated to the MVP for the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP). SSEs are completed by the Alaska DOT&PF staff at the request of MVP.* Funding needs to be allocated to FFY25.

Also, in MVP's approved Program of Projects it is documented that the State would pay the match for this project. This correction needs to be made.

- 9) STIP ID: 34342 Bogard Road Safety and Capacity Improvements. The Amendment indicates that additional STBG will be coming from MVP STBP 50,000-200,000 in FFY 26. This needs to be changed to STBG Flex as MVP did not commit to funding this in FFY26 as specifically stated in the narrative of the Program of Projects.
- 10) STIP ID: 34251 Inner and Outer Springer Loop Separated Pathway [TAP Award 2023]: does not identify that it is within the MPA boundary. It also does not look like MVP's TAP allocation for FFY25 is being used. The funding amount and funding source for FFY25 is different than what is in the Program of Projects: The Program of Projects shows \$187,744 in MVP TAP funds and the Amendment shows \$363,860 of TAP Flex funds.
- 11) STIP ID: 6234 Fishhook Pathway Trunk to Edgerton funding amount in FFY25 is not the same as the MVP's Program of Projects PoP. Which one is correct? Also, the Amendment indicates that additional TAP will be coming from TAP 50,000-200,000 in FFY 26. MVP did not commit to funding this in FFY26 as stated in the narrative of the Program of Projects. This needs to be changed to TAP Flex.
- 12) STIP ID 34243 Seldon Road Reconstruction: Wasilla-Fishhook Road to Lucille Street [Parent] [CTP Award 2023]. The Amendment indicates that additional STBG will be coming from MVP's STBP 50,000-200,000 in FFY 26. This needs to be changed to STBG Flex as MVP did not commit to funding this project in FFY26 as stated in the narrative of the Program of Projects.
- 13) STIP ID 34595 MVP Pavement Management Plan needs to be added to the Amendment as a project in FFY25 as outlined in MVP's Program of Projects. FFY 2025 in \$200,000.

Project Narrative: The plan would include automated collection of pavement condition (smoothness, rutting, and cracking) within the MPA using Road Surface Profiling (RSP) equipment consisting of distance measuring instruments, accelerometers and a Laser Crack Measurement System (LCMS) to provide high-definition 3D profiles and 2D images of the road surface. Data collected will be



documented in GIS format and in a written report that will prioritize improvement projects.

- 14) STIP ID 34404 for the MVP Planning Office needs to be added to the Amendment. as outlined in the MVP’s Program of Projects in FFY25 \$200,000

Project Narrative Funding for the MVP Planning Office which supports delivery of the MVP's Unified Planning Work Program.

- 15) We are trying to understand Fiscal Constraint and while the DOT&PF is using the Advance Construction innovative financing technique, we do not see where the Advance Construction is converted (paid back) in some of the projects.
- 16) We can see what projects were added to the STIP via the Amendment, but we would like see a list of projects that were removed from the STIP. It would also be helpful, as a new MPO, if the ADOT&PF would draft a changes summary to accompany the Amendment so that we could see at a glance all the changes included in the Amendment.
- 17) The Transit funding for 5307, 5337, and 5339 differs from the May 29th Ledger MVP received from ADOT&PF with what is being shown in the Fiscal Constraint document from the STIP Amendment #1. It is unclear which numbers are correct.

	May 29th Ledger		STIP Amendment #1 Fiscal Constraint		FTA Apportionment*
FFY24 5307	\$2,121,898	or	\$2,121,898	or	\$1,845,938
FFY25 5307	\$1,282,162	or	\$2,185,555		
FFY24 5310	\$128,945	or	\$52,559		
FFY24 5339	\$70,242	or	\$70,432		

*The 5307 formula funding from the Federal Transit Authority apportionment table for FY2024, for the MVP urban area, is \$1,845,938. The ADOT&PF number for FFY24 is \$2,121,898. The ADOT&PF number should match the FTA numbers.

- 18) In the memo MVP submitted to ADOT&PF as a response to the draft 3C policy document on June 19th MVP requested ADOT&PF send a formal memo to the Policy Board, outlining MVP’s suballocations on an annual basis before June 1st. Many of the comments listed in this document are a result of not receiving accurate suballocation numbers.
- 19) Due to the MVP Policy Board Packet release deadline for the July 16th meeting, the MVP team has



not had time to review all the projects in the STIP that are within the Mat-Su Borough that would be considered projects of regional significance. Additional comments from MVP may be presented to ADOT&PF in a follow up comment memo.

Federal Planning Finding Tier 2, 1a Corrective Action

The DOT&PF must develop and implement processes and procedures for a continuing, cooperative, and comprehensive planning process that meets the requirements of 23 CFR 450.208. These documented procedures should also include the DOT&PF's role and responsibility for oversight of MPOs, and procedures for air quality conformity, Unified Planning Work Program development, MPO Certifications, STIP development, and other joint planning processes.

DOT&PF Response

To ensure DOT&PF meets the requirements of 23 CFR 450.208 as it relates to continuing, cooperative, and comprehensive planning with the State's Metropolitan Planning Organizations (MPOs), the following procedures have been developed. The actions described for each planning process are based in the guidance provided by federal and state regulations which are noted throughout. These corrective measures will be reviewed and revised based on annual input and discussion during the 3rd Quarterly MPO Coordination meeting of the year. The intent is to incorporate these corrective measures into the DOT&PF Planning Manual.

For the purposes of this corrective action the MPO is the policy board/committee of an organization created and designated to carry out the metropolitan transportation planning process. Coordination with the MPO will involve MPO staff, the technical advisory committees, and then the policy board/committee.

MPO Oversight

- For each MPO in Alaska, a formal Operating Agreement as required by 23 CFR 450.314(a) exists that serves to provide the structure and process for continuing, cooperative, and comprehensive development and implementation of transportation plans and programs within the metropolitan planning areas. Operating agreements are created by the individual MPOs and are approved by the Governor. They may be amended or updated through the same process as necessary. All existing MPO operating agreements provide DOT&PF with membership on their Policy and Technical Committees, as well as additional seats on advisory committees. This representation ensures that DOT&PF policies are developed and implemented in tandem with the MPOs, and a feedback mechanism exists in perpetuity. Within these operating agreements, clear statements of cooperation and assistance between the MPOs and DOT&PF in development of planning documents are made throughout, and the procedures through which this collaboration occurs are described in the following sections.

MPO TMA Certification

- Transportation Management Area (TMA) certification reviews occur between the MPO and FHWA/FTA.
- The DOT&PF participates via Technical Committee (TC) and Policy Board (PB) committees, actively participating in the field review process, attending the certification meeting, and assisting with corrective actions and development of a plan of action.

MPO Self-Certification

- The MPO self-certification is done via the TIP submission and is addressed in the operating agreements. The DOT&PF is responsible for signing the self-certification after ensuring the requirements are met. This is done through participation in the TC and PB committees.

Commented [BW1]: AMATS TAC suggested adding specific timelines related to engagement activities. The suggestion was made that we explore a calendar/target dates for elements of our coordination with the MPOs - identify specific target dates.

Add a statement of commitment to regular review of this process. Suggested adding this process review as a standing agenda item at the Quarterly MPO Coordination Meetings.

AMATS TAC also wanted to ensure that process does not hold up federal funds - there are several agencies that rely on the STIP for federal funding and the TAC expressed concern that the STIP process and coordination needs to be improved so as to not impact federal funds.

Commented [BW2]: FAST TAC asked that we clarify what we mean by MPO - is this the Policy Committee, the Executive Director? They suggest that we provide more specifics and definition of 'MPO'.

Commented [BW3R2]: AMATS TAC highlighted that the "MPO" is not AMATS staff but rather the Policy Committee.

Commented [BW4]: FAST TAC suggested that we provide specific roles and responsibilities within the document - outlining who is doing what. Providing roles and responsibilities allows for establishing accountability.

Commented [KS5]: They are also approved by the other stakeholder councils and assemblies, as applicable.

Commented [KS6]: Is this necessary? It really doesn't add anything. I would simply state in accordance with 23 CFR 450.336(a).

MPO Air Quality Conformity

- Two of Alaska’s MPOs operate under Limited Maintenance Plans related to Alaska’s Statewide Implementation Plan (SIP). This requires the MPOs to confirm the continued eligibility of their Limited Maintenance Area status and affirm that Transportation Control Measures required by the Alaska SIP continue to be implemented with each version of their TIP. To do so, with each TIP submission, MPOs include an air quality conformity report to establish a regional air quality conformity demonstration (if necessary). This air quality conformity demonstration follows methodologies approved by the MPO’s Interagency Consultation Team (ICT). The ICTs consist of several agencies from the state and federal level, including DOT&PF. The DOT&PF’s involvement in ICTs and conformity demonstrations is an example of the cooperative process agreed to in the MPO operating agreements.
- One MPO operates under the Serious Non-Attainment Area designation related to the SIP. In addition to the requirements under Limited Maintenance Plans, the MPO must engage in project level conformity determinations through the ICT. The DOT&PF participates in the ICT process similar to the Limited Maintenance Plans. DOT&PF typically assists with travel demand modeling in support of air quality modeling.
- Details and specific roles of the DOT&PF in ICT are documented in the MPO operating agreements.

MPO Metropolitan Transportation Plan, TIP, and Unified Planning Work Program

- MPOs develop and manage the MTP, TIP, and UPWP documents. DOT&PF supports development of these work products as described in each MPO’s operating agreement, including development of project lists, providing financial data to ensure fiscal constraint, assisting in the application of scoring criteria, and other actions requested by the MPOs. These operating agreements incorporate development requirements outlined in 23 CFR 450.324 & 450.326.
 - Through the actions prescribed in the operating agreements and its membership in MPO committees, DOT&PF ensures that MPOs receive continuous support in creating and maintaining these fundamental documents.
- DOT&PF’s role in the approval of MTPs, TIPs, and UPWPs is described in the operating agreements.
 - For MTPs, MPOs submit these directly to FHWA and FTA for approval. DOT&PF participates in the MTP development through the Technical and Policy Committees.
 - UPWP documents are routed through DOT&PF to FHWA and FTA to verify urban planning funding details per the state’s responsibility under 23 USC § 104(d). UPWPs do not require DOT&PF approval.
 - Federal guidelines outline DOT&PF’s role in approving TIPs and any associated modifications or amendments.
 - The following section describes DOT&PF’s procedures for TIP and amendment approvals, annotated with the appropriate regulations.
 - Per 23 CFR 450.328(b): “After approval by the MPO and the Governor, the State shall include the TIP without change, directly or by reference, in the STIP...”. The State is responsible for ensuring the sufficiency of the technical processes that MPOs utilize to execute the TIP revision elements described in 23 CFR 450.328(a). These elements are:
 - The FHWA and FTA have made a conformity determination for a TIP amendment including any non-exempt projects, or for a replacement TIP (if necessary),

Commented [BW7]: MVP TAC asked that DOT&P ensures that the STIP is consistent with the MPO’s MTP and TIP, DOT&PF notify the MPO within a sufficient time window to allow the Policy Board to consider amending their MTP and TIP to include any newly identified projects (not currently in MTP). MTP and TIP Amendments require 30-day public comment periods and at minimum an additional 30 days to be reviewed and approved by MVP’s Policy Board. Only after the MTP and TIP Amendments are approved by MVP’s Policy Board, should DOT&PF include those new projects in the Draft STIP to be released for the STIP’s public comment period.

Commented [KS8]: and the roles and responsibilities outlined in the MOU for the Operations of the MPO Office. That is really where they are defined.

Commented [KS9]: While AMATS is a committee, MVP has a Policy Board as does FAST. They are non-profits that are run by a Board not a committee.

- Fiscal constraint within the TIP has been sufficiently demonstrated, and,
 - In revising the TIP, the MPO has used public participation procedures consistent with 23 CFR 450.316(a).
- When DOT&PF confirms that the three criteria have been met, the TIP will be forwarded to the Governor or their designee with a recommendation to approve the TIP. DOT&PF then informs the MPO of this action in writing. If any issues are found, or further information is needed to verify the TIP's adherence to federal regulations, DOT&PF will contact the MPO in writing for clarification. In either case, DOT&PF will formally respond to the MPO within a reasonable time. In the event the Governor cannot approve an MPO's TIP, a letter outlining the cause will be sent to the MPO to ensure clarity and provide the MPO with direction to achieve approval.

Commented [KS10]: Add: so as to not delay critical obligation plans.

Performance Measures & Target Setting

- DOT&PF is committed to supporting MPO performance-based approaches to planning as required in 23 CFR 450.306(d). DOT&PF and MPO coordination is documented in a Memorandum of Understanding for two of the MPO's at this time.
 - Coordination between DOT&PF and MPOs begins when DOT&PF initiates an internal process of setting statewide performance targets as required in 23 CFR 490.105.
 - Initial consultation meetings are held that include the MPOs, FHWA (and FTA when applicable), and other interested parties. During these meetings, DOT&PF provides an overview of the federal requirements, associated data, external factors, policy implications, and other critical information to inform the process. DOT&PF facilitates a discussion as to what appropriate targets would be and memorializes the process in notes, which are later distributed to all parties.
 - A second meeting is held to finalize the targets.
 - After approval by the DOT&PF Commissioner, the performance measures are submitted to the MPOs for their consideration of inclusion in their planning documents as described in 23 CFR 450.306(d)(2) & (d)(4).

Commented [BW11]: MVP TAC asked that prior to development of a new STIP, and prior to a STIP amendment if DOT&PF moves to a rolling STIP, MVP expects DOT&PF will present to the MVP's Technical Committee and Policy Board a formal summary of existing/ongoing project funding obligations in the current STIP within the MPA that will result in expenditures in the new STIP, as well as projections for funding availability over the next four years in the new STIP.

STIP Development

The following section describes the DOT&PF's STIP Development process and the DOT&PF's procedures to satisfy the requirements for MPO cooperation as described in 23 CFR 450.218. It was requested that we also include amendments to the STIP somewhere in this document.

- **Data Collection and Initial Planning**
 - Establish criteria for prioritizing projects as needed.
 -
 - Provide the MPOs with a list of DOT&PF prioritized projects within the MPO boundary. State projects using federal funds from DOT&PF within the MPO boundary should come from the approved Metropolitan Transportation Plan (MTP), unless priorities have changed, any changes would need to be put through the MPO public process.
 - Collect and review transportation projects and programs from all MPOs.
 - Evaluate project proposals for alignment with statewide transportation goals, planning priorities, and federal and state strategic objectives.
- **Project Prioritization and Selection [NOTE: AMATS pointed out that project prioritization in the MPO boundary should be done collaboratively with the MPO and that this typically is done during MTP development. Project prioritization and selection would start with the list of DOT&PF funded projects in the MTP, then move through TIP development and then**

Commented [BW12]: FAST TAC asked if STIP amendment processes follow the same process?

FAST TAC also asked for more detail and possibly more steps in the STIP development process section. This additional detail pertains to roles and responsibilities, amendments and other comments provided earlier.

Commented [BW13]: AMATS TAC would like the document to show a more complete description of the STIP Development Process that outlines/delineates where MPO staff/committee interactions occur.

Commented [KS14R13]: This should really be the first thing that is addressed in this document as it is the issue at hand.

Commented [BW15]: FAST requested that we provide clarification as to who is responsible for the activity and a timeline.

Commented [BW16]: AMATS PC wanted to know what this statement means and what would be done with the information. If this refers to the TIP, this should be done prior to project prioritization.

incorporated into the STIP. Recommend that this document cover projects outside the new process – when DOT&PF needs to shuffle our priorities.]

- Project prioritization would be incorporated into the MTP – DOT&PF will provide a list of projects within the MPO boundary for incorporation into the MTP.
- Prioritize projects through a collaborative process involving DOT&PF, MPOs, and other stakeholders.
 - When a project evaluation board (PEB) meeting takes place, MPOs will be given notification at least 14 days prior to the meeting per 17 AAC 05.175(k).
- **Financial Plan Development [NOTE – the request for more detail and specifics as to who is responsible for these tasks and how the MPO is involved should be added to this section. Fiscal constraint tables and financial plan should be shared with the MPO staff in advance of STIP development.]**
 - Develop a comprehensive financial plan that details funding sources, projections, and allocations for the prioritized projects over the period of the STIP.
 - Ensure fiscal constraint, meaning that the STIP includes only those projects that can be implemented with current or reasonably anticipated funding.
 -
- **Revenue Forecast**
 - The Commissioner will consult with MPOs and then provide written determination regarding the level of federal financing allocated under available programs to MPOs per 17 AAC 05.160 and provide an explanation of how the criteria described in 17 AAC 05.155(b) was used to reach the determination. The target for this is within 30 days of an apportionment memo.
 - DOT&PF will also provide a summary of projections for funding availability over the next four years in the new STIP on a statewide basis.
 - The DOT&PF will engage with the MPOs annually to discuss revenue forecast.
- **Draft STIP Preparation [NOTE - Statewide DOT&PF sponsored projects within the MPO boundary are no longer called out individually in the STIP. These are all included in the TIP. Amending the MTP should be done earlier under the “project prioritization and selection” section to ensure timelines can be met Time for amending the MTP and TIP for AMATS typically takes 6 months and they can run concurrently.]**
 - Compile all prioritized projects along with their funding and scheduling details into a draft STIP document.
 - Include all necessary funding details, scopes, schedules, and Year of Expenditure (YOE) cost estimates.
 - DOT&PF staff will collaborate with MPOs to ensure all State-sponsored projects included in the Draft STIP are consistent with the MPO’s MTP and TIP. Sufficient time will be provided to each MPO to consider amending their MTP and TIP to include any newly identified projects (not currently in MTP) selected by DOT&PF for inclusion into the new STIP.
 - The MPO’s TIPs are incorporated by reference.
- **Interagency and Public Review**
 - During the 45-day public comment period, circulate the draft STIP among federal, state, and local agencies for technical review.
 - MPOs will be notified of all public meetings soliciting comments on the STIP as described in 17 AAC 05.160(e)&(g).

Commented [BW17]: AMATS TAC would like more specific details added to this section to incorporate roles of the MPOs and the level of their involvement.

Commented [BW18]: AMATS TAC would like clarification as to what their involvement/role in the PEB would be and what the intent is behind the notification of a PEB meeting - does the Dept expect the MPO to participate? Is this simply a notification?

Commented [BW19]: AMATS TAC would like clarification as to how NHS projects are to be shown in the MPO TIPs and not the STIP. Process needs to be clearly defined as to how NHS projects within the MPA will be incorporated into the TIP and STIP and meet fiscal constraint requirements.

- Conduct public outreach sessions, workshops, and leverage online engagement platforms to solicit feedback from community members, stakeholders, and interest groups.
- **Incorporation of Feedback and Revisions**
 - Analyze feedback received during the review period to identify necessary changes or adjustments to projects and programs in the STIP.
 - Revise the draft STIP accordingly, addressing concerns raised and improving the plan's alignment with community and stakeholder expectations.
 - The final STIP will be presented to the MPOs, detailing relevant comment adjudications and changes from the original draft.
- **Final Approval and Adoption**
 - The DOT&PF Commissioner on behalf of the Governor of Alaska will submit the revised STIP for approval by FHWA and FTA.
 - Upon receiving all necessary approvals, formally adopt the STIP and announce its adoption through official channels.
 - Within 10 days of USDOT approval of a final STIP, MPOs will be given notice of its adoption per 17 AAC 05.180(b).
- **Amendment and Modification [NOTE - Within the MPO boundary, the TIP direct amendments to the STIP. This should be spelled out in this section in more detail.]**
 - Regularly review the STIP to assess the need for amendments or modifications due to changes in project scopes, funding levels, or unforeseen circumstances.
 - Follow the approved amendment and administrative modification process, including public and interagency review, for any significant changes to the projects listed in the STIP.
 - Notification of MPOs regarding the amendment of the State's STIP will occur as directed in 17 AAC 05.195(d). DOT&PF will provide notice of a proposed major amendment to the STIP to any MPO affected by the amendment of the STIP. In the notice, DOT&PF will describe the amendment and the impact of the amendment upon the STIP, will solicit comments regarding the amendment, and will provide for a comment period on the proposed amendment of the STIP of not less than 30 days after the publication of the notice.
 - Within five days of USDOT approval of a STIP amendment, MPOs will be given notice of its adoption per 17 AAC 05.195(e).

Commented [KS20]: If there are a lot of comments, there should be an opportunity to review the comments and analyze the modifications that were made through an additional public comment period.

Other Joint Planning Efforts (e.g. LRTP) [NOTE - AMATS should be listed as a stakeholder under the LRTP development and not just part of the public review.]

- The actions delineated below serve as DOT&PF's procedure for MPO coordination as described in 23 CFR 450.216.
 - Before substantial efforts to update joint planning elements such as the LRTP occur, MPOs will receive a formal notice of DOT&PF's intent to update the plan as required under 17 AAC 05.135(a)(2) that includes an invitation to participate in a public review group as described in 17 AAC 05.140. This notice will include a request and provide a means for feedback in accordance with 17 AAC 05.135(c)(2).
 - MPOs will be notified of all public meetings soliciting comments on the plan as described in 17 AAC 05.140(d) and 17 AAC 05.145(b).
 - To meet the requirements of 17 AAC 05.145, MPOs will receive a notice of the public comment period along with a means to access the draft plan three days before the beginning of the 45-day public review and comment period.

Commented [BW21]: MVP TAC would like to include a discussion on funds management in the document - specifically ensuring that on an annual basis, before June 1st, MVP expects the ADOT&PF to share a formal memo with the Policy Board that outlines the upcoming FFY suballocation, the formula used to calculate suballocation, as well as information on project delays, cost changes, and any new project proposals within the MPA that are not already identified in MVP's MTP and TIP that may require an Amendment.

- Once the plan is officially adopted by the DOT&PF Commissioner, MPOs will receive a notice of the action within 15 days per 17 AAC 05.150(b).
- All notifications described in this section will be instigated by the plan update project manager and routed through the appropriate DOT&PF MPO Coordinator.



MatSu Valley Planning for Transportation

Unified Planning Work Program (UPWP)

Federal Fiscal Year

2 0 2 5 - 2 0 2 6

Draft June 2024

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Acronyms & Definitions

ADA – Americans with Disabilities Act is a 1990 civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the public.

Administrative modification means a minor revision to a long-range statewide or metropolitan transportation plan, Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, a redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

ACS – American Community Survey is an ongoing survey carried out by the U.S. Census Bureau that provides vital information on a yearly basis about the U.S. and its population. The survey helps to determine how federal and state funds are distributed each year.

Amendment means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment and a redemonstration of fiscal constraint.

CFR – Code of Federal Regulations is the codification of the general and permanent regulations published in the Federal Register by the executive departments and agencies of the federal government of the United States.

DOT&PF – Alaska Department of Transportation and Public Facilities is a department within the government of Alaska focused on the state's transportation and public infrastructure.

FHWA – Federal Highway Administration is a division of the United States Department of Transportation that specializes in highway transportation. The agency's major activities are grouped into two programs, the Federal-aid Highway Program, and the Federal Lands Highway Program.

FTA – Federal Transit Administration is division of the United States Department of Transportation that provides financial and technical assistance to local public transportation systems. The FTA is one of ten modal administrations within the DOT.

GIS – Geographic Information Systems. Computerized mapping programs are helpful in visualizing existing conditions and proposed transportation planning interventions.

LEP – Limited English Proficiency refers to a person who is not fully fluent in the English language, often because it is not their native language.

LRTP - Long-range statewide transportation plan means the official, statewide, multimodal, transportation plan covering a period of no less than 20 years developed through the statewide transportation planning process.

MPA – Metropolitan Planning Area means the geographic area determined by agreement between the MPO for the area and the Governor, in which the metropolitan transportation planning process is carried out. The MPA must be comprised of, at minimum, the "urbanized area" as defined by the U.S. Census Bureau plus the contiguous area expected to become urbanized within the next 20 years.

MPO – Metropolitan Planning Organization means the policy board of an organization created and designated to carry out the metropolitan transportation planning process.

MSB – Matanuska-Susitna Borough is the ‘county-level’ government for the Mat-Su Valley region.

MTP – Metropolitan Transportation Plan means the official multimodal transportation plan addressing no less than a 20-year planning horizon that the MPO develops, adopts, and updates through the metropolitan transportation planning process.

MVP – MatSu Valley Planning for Transportation is the metropolitan planning organization for the Mat-Su Valley region.

PPP – Public Participation Plan is the blueprint outlining an MPO’s public participation strategies and activities.

TBD – to be developed or to be determined. Means that the document, process, or item being referred to has yet to be developed, finalized, and/or approved by MVP Transportation.

TIP – Transportation Improvement Program means a prioritized listing/program of transportation projects covering a period of 4 years that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. chapter 53.

STIP – Statewide Transportation Improvement Program means a statewide prioritized listing/program of transportation projects covering a period of 4 years that is consistent with the long-range statewide transportation plan, metropolitan transportation plans, and TIPs, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.

UPWP – Unified Planning Work Program means 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.

UA – Urban Area means a geographic area with a population of 50,000 or more, as designated by the Bureau of the Census.

Purpose of the UPWP

The Unified Planning Work Program (UPWP) for Matsu Valley Planning for Transportation (MVP) outlines the Metropolitan Planning Organization's (MPO) transportation planning activities. It is a planning document that identifies and describes the MPO's budget, planning activities, projects, studies, and technical support expected to be undertaken in a two-year period (23 CFR 450.104). The purpose of the UPWP is to ensure that a **comprehensive, cooperative, and continuing (3C)** approach to transportation planning is maintained and coordinated between the MPO, Alaska Department of Transportation & Public Facilities (Alaska DOT&PF), Matanuska-Susitna Borough (Borough), the Cities of Palmer and Wasilla, Knik Tribe, and Chickaloon Native Village.

The 3C approach is defined as:

- **Comprehensive:** Consideration of a wide range of strategies and investments;
- **Cooperative:** Participation by all relevant agencies, organizations, and the public; and
- **Continuing:** Including an ongoing performance-based monitoring, evaluation, and update process.

The UPWP is a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area (MPA). At a minimum, a UPWP includes a description of the planning work and resulting products, deadlines, who will perform the work, time frames for completing the work, and the source of funds.

The UPWP is required for the MPO to receive metropolitan planning funds (PL Funds) from the Federal Highway Administration (FHWA) and 5303 Federal Transit Administration (FTA) funds through the Alaska DOT&PF. It is a fiscally constrained document based on the amount of programmed planning grants and match contributions and may be revised as needed after adoption by Administrative Modification or Amendment, as defined in MVP's Operating Agreement. Fiscal constraint in long-range transportation planning is intended to ensure plans are based on a reasonable expectation of sufficient revenues to support the costs of maintaining the existing metropolitan area transportation system and any planned expansion of the system over at least a 20-year period.

In addition to the UPWP, the MPO must develop and implement the following plans as part of the transportation planning process (23 USC 134 & 23 CFR 450):

- **Metropolitan Transportation Plan (MTP)** – a multimodal transportation plan that addresses a 20-year planning horizon that the MPO develops, adopts, and updates every four years.
- **Transportation Improvement Program (TIP)** – a prioritized listing/program of transportation projects covering a four-year period that is developed, adopted, and implemented by the MPO in coordination with the MTP.
- **Public Participation Plan (PPP)** – a guiding document that outlines the goals, strategies, and implementation plan for public involvement in the development of MPO plans, programs, and policies, including the MTP and TIP.

The planning activities for FFY2025 and FFY2026 supporting development and implementation of these plans by MVP and Alaska DOT&PF staff are addressed within the tasks identified in this UPWP.

MPO Formation

All Urbanized Areas over 50,000 in population must have an MPO to carry out a 3C transportation planning process, as stipulated in the Federal Highway Act of 1962. On December 29, 2022, the U.S. Census Bureau published a notice in the Federal Register identifying the Wasilla, Knik-Fairview, North Lakes Urban Area. In anticipation of the Urban Area designation, the regional governments and transportation planning advocates within the Urban Area formed a Pre-MPO Steering Committee and Pre-Policy Board to guide the decision-making process in forming an MPO for the region before designation as an MPO. On December 19, 2024, MatSu Valley Planning for Transportation (MVP) was designated as the MPO for the region.

Designation of MVP was completed by a formal agreement between the Governor of Alaska, the Matanuska Susitna Borough, the Cities of Palmer and Wasilla, Kink Tribe, and Chickaloon Native Village. The designation and signing of the Operating Agreement identified the membership of the Policy Board and the structure of the organization and establish the metropolitan planning area (MPA) boundaries (23 USC 134 (b) and 49USC 5303 (c)).

The Metropolitan Planning Area Boundary map is displayed in Exhibit 1.

The MPA boundary encompasses the entire urbanized area (as defined by the Bureau of the Census) plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan. The yellow shaded area on the map is the Urban Area as defined by the Census, and the brown line encompasses the area expected to become urbanized within the next 20-years.

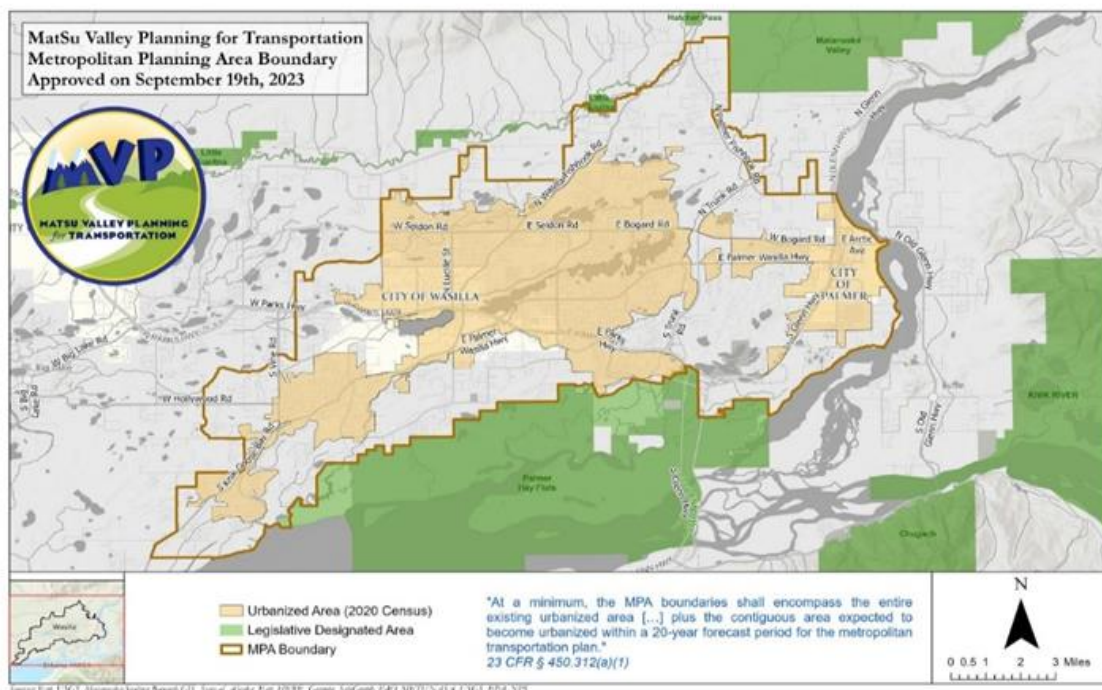


Exhibit 1

Prior to formation, MVP was managed as a project by the Matanuska-Susitna Planning Division with support from the Alaska DOT&PF. On October 17th, 2023, the Pre-MPO Policy Board approved hiring an independent coordinator to manage the development of the nonprofit corporation and to establish MVP as an independent organization. Through a collaborative agreement between FAST Planning, the MPO for the

Fairbanks Urban Area, a coordinator for MVP was hired on April 1st of 2024. Once MVP is formally established and a 501c (3) corporation and the Policy Board has approved the financial, personal, and operations policies for the organization, the coordinator will transition to staff of MVP. It is anticipated that this transition will occur in the Federal Fiscal Year 2025. At that time MVP intends to hire additional staff and open an office within the urban area. The development of MVP as the MPO for the region has been supported by Alaska DOT&PF. We anticipate continued support from them, and MVP will continue to share a portion of its allocation of Metropolitan Planning (PL) funds with them to support the respective planning activities.

MPO Structure

The MPO structure was discussed at length by the Pre-MPO Steering Committee and Pre-Policy Board. In March of 2022, the Pre-Policy Board recommended that the MPO form an independent 501(c)3 organization. The final members of the official Policy Board are identified in the Operating Agreement as follows: A representative of the DOT&PF, a Knik Tribe representative, a Chickaloon Native Village representative, the Matanuska-Susitna Borough Mayor and Manager, the City of Palmer Mayor, and the City of Wasilla Mayor. The Infrastructure Investment and Jobs Act (IIJA) of November 2021 requires, under Section 11201, Transportation Planning, that when designating MPO officials or representatives for the first time, subject to the bylaws or enabling statute of the MPO, the MPO shall consider the equitable and proportional representation of the population of the MPA. The MVP Pre-Policy Board decided that each member shall have one vote.

Operation of the MPO

The Pre-MPO Policy Board and Policy Board have already approved the following documents toward becoming an operational MPO:

- Intergovernmental Operating Agreement for Transportation Planning signed (December 2023)
- Bylaws (approved September 2023) (anticipated update July 2024)
- Articles of Incorporation approved (September 2023) amended (May 2024)
- Memorandum of Understanding for the Operations of the Office of MVP for Transportation and associated Membership Fees and Annual Dues approved (February 2024)
- Title VI Civil Rights Plan (anticipated approval July 2024)
- MVP Policies and Procedures (anticipated approval August 2024)
- Public Participation Plan (PPP) approved (December 2021) (anticipated update/approval November 2024)

The approved PPP will be consulted and followed as MVP develops the following documents:

- Metropolitan Transportation Plan (MTP)
- Household Travel Survey
- Travel Demand Model

- Transportation Improvement Program (TIP)
- Implementation of the 2025-2026 UPWP and all future UPWPs
- MVP organizational Policy and Procedures
- Development of the legal entity of the MPO
- Grandfather agreements with the DOT&PF regarding current Community Transportation Program (CTP) projects in the Statewide Improvement Program (STIP)
- Title VI Plan

In accordance with the Bylaws and Intergovernmental Operating Agreement, MVP has a Technical Committee and Policy Board that hold regularly scheduled meetings each month to guide the MPO's transportation planning process and make decisions for plans, programs, and policies. The Technical Committee consists of representatives, such as engineers, planners, and other specialists from the cities of Palmer and Wasilla, the Matanuska-Susitna Borough, the Alaska Railroad, Matanuska-Susitna Borough School District, Alaska Department of Environmental Conservation, transit providers, local freight operators, and tribal entities. The Policy Board consists of elected/appointed officials including a designated representative of the Alaska DOT&PF Central Region, Matanuska-Susitna Borough Mayor and Manager, city of Palmer Mayor, city of Wasilla Mayor, and designated representatives of Knik Tribe and Chickaloon Native Village. The Technical Committee is an advisory body to the Policy Board, which is the decision-making body of MVP.

Federal and Regional Planning Priorities

Federal Planning Factors and Performance-Based Planning: The Fixing America's Surface Transportation (FAST) Act was signed into law on December 4, 2015. In 23 CFR 450.306, it states that the metropolitan planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors:

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

In addition to the planning factors noted above, previous legislation (Moving Ahead for Progress in the 21st Century Act [MAP-21]) required that state Departments of Transportation (DOTs) and MPOs conduct performance-based planning by tracking performance measures and setting data-driven targets to improve those measures.

Performance-based planning ensures the efficient investment of federal transportation funds by increasing accountability of local agencies receiving the funds, prioritizing transparency to the public, and providing insight for better investment decisions that focus on key outcomes which relate to the seven national goals of:

1. Improving Safety
2. Maintaining Infrastructure Condition
3. Reducing Traffic Congestion
4. Improving System Reliability
5. Improving Freight Movement & Supporting Regional Economic Development
6. Protecting the Environment
7. Reducing Delays in Project Delivery

In the development of MVP's policies and procedures and in the development of the MTP and TIP, MVP will have the option to has accept all the statewide targets for safety, pavement condition, bridge condition, on-road mobile source emissions, and travel time reliability and to offer additional measures if they choose.

The current Matanuska-Susitna Borough Long Range Transportation Plan (LRTP) 2035 addresses the planning factors above and addresses performance-based planning. This LRTP provides a good base to develop MVP's MTP which encompasses a much smaller area than the entire Mat-Su Borough, which is over 25,000 square miles. See Table 1 for more information.

Regional priorities identified in the MSB 2035 LRTP include:

- Improving Congestion
- Safety
- Accessibility
- Mobility

The LRTP is a fiscally constrained document that sets priorities for both Alaska DOT&PF and the Borough to be completed by 2035. Funded Alaska DOT&PF projects of regional significance include upgrades to the Glenn Highway, Parks Highway, Knik Goose Bay Road, and Seward Meridian Parkway. The Borough has funded and or constructed most of its priority list, including projects such as Hemmer Road, Tex-Al Drive, and South Trunk Road Extension. The MSB Assembly adopted its first ever Bike and Pedestrian Plan on September 26th, 2023, that includes a prioritized list of projects and code changes. The MSB intends to develop a Public Transit Development Plan in partnership with the MVP and Alaska DOT&PF to support transit operations and infrastructure needs in the rural and urban area. Once adopted the Transit Development Plan and the Bike and Pedestrian Plans will become new chapters in the LRTP and will inform MVP's TIP development.

Table 1 FFY2024 UPWP Work Tasks & National Performance Goals

FFY2025/2026 UPWP WORK TASKS	National Performance Goals							New Federal Planning Emphasis Area							
	Safety	Infrastructure Condition	Congestion Reduction	System Reliability	Freight Movement & Economic Vitality	Environmental Sustainability	Reduce Project Delivery Delays	Climate Change/ Resilience	Equity/ Justice40	Complete Streets	Public Involvement	STRAHNET/ DOD Coord	Federal Land Mgmt Agency Coordination	Planning & Environmental Linkages	Data in Transportation Planning
Required Plans & Programs															
100(a) Unified Planning Work Program	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100(b) Metropolitan Transportation Plan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100(c) Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100 (d) TransCad Model															
100(E) Household Travel Survey	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100(f) Public Participation Plan															
100(g) Support Services	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Public Transit System Planning															
200(a) Transit Development Plan	X	X	X	X		X		X	X	X	X	X	X	X	X
200(b) MSB Planning Support	X	X	X			X		X	X	X	X	X	X	X	X
Supplemental Plans & Projects															
300 (a) Sign Management Plan STBG	X	X	X	X		X	x	X	X	X	X		X	X	X
300 (b) Advanced Project Definition STBG	X	X	X		X	X	X	X	X			X			X
300 (c) Lighting and intersection Management Plan STBG	X	X		X	X	X	x	X	X	X	X				X
300 (d) Pavement Asset Management Plan	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

FFY 2025/2025 Unified Planning Work Program Elements

Required Plans and Programs

Task 100 (A) UPWP

The Alaska DOT&PF is responsible for providing the management oversight of the UPWP. MVP will prepare and submit monthly reports through FFY2025 and FFY2026 to the Alaska DOT&PF in accordance with Section 9.1.1 of the Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning. The reports will document the planning activities performed and expenditures by MVP in accordance with the tasks listed in the UPWP. The Alaska DOT&PF will review and compile the quarterly reports into annual reports at the end of each fiscal year. MVP will initiate Administrative Modifications and Amendments to the UPWP as needed in accordance with the provisions of the MPO's December 19, 2023, Intergovernmental Operating Agreement. MVP will also initiate development of the next UPWP in April 2026, six months in advance of the expiration of this UPWP.

Participation by MVP and Alaska DOT&PF staff in FFY2025-26 is anticipated to include:

Completion Date: Preparation and submittal the FFY2026 annual report (October 2026)

Responsible Party: MPO Staff and ADOT&PF

Resulting Product: Preparation and submittal of FFY25-FFY26 monthly (MVP) and quarterly reports (ADOT&PF) (January, April, July, October). Preparation of the next FFY27-FFY28 UPWP will be presented to the TC and PB for review in April of 2026

Task 100(B) Metropolitan Transportation Plan

The MTP is the official multimodal transportation plan addressing no less than a 20-year planning horizon that the MPO develops, adopts, and updates through the metropolitan transportation planning process. In FY2025/2026 MVP will develop its first MTP using the 2017 MSB LRTP 2035 as its base. The MTP is expected to be completed by June/July 2026. The MTP must be updated every five years. The MTP planning process shall include the development of a transportation plan addressing no less than a 20-year planning horizon as of the effective date as described in CFR 450.306. On May 21, 2024, the MVP Policy Board approved the MTP scope of services and transmitted



the scope to ADOT&PF. The State of Alaska DOT&PF will release the MTP for bid via a consultant contract in October 2024.

Development of the MTP: The planned schedule is to release an RFP for consulting services after October 1st to develop the MTP. The plan will focus on the MPA boundary and address all transportation planning needs within those boundaries, regardless of ownership. In developing MVP's first metropolitan transportation plan, the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity will be used to provide the most accurate transportation solutions for the MPA. The update will include the collection of traffic data, analysis of the transportation network, evaluation of land use and supporting transportation scenarios for travel demand model forecasts, and outreach to local agencies and the public to confirm project needs. The Public Participation Plan will define the minimum public involvement efforts, but the efforts may be more robust, and the PPP will be updated accordingly. The draft MTP will be released for public comment, and after the resolution of public comments, the final MTP will then be presented to the Technical Committee and Policy Board for consideration of adoption. Following adoption, the final MTP will be transmitted to FHWA and FTA for approval. Transportation Improvement Program Scoring Criteria

The development of the MTP will also include the development of MVP's first Transportation Improvement Program (TIP) scoring criteria. The FAST Act supplemented the MAP-21 legislation by establishing timelines for state DOTs and MPOs to comply with the requirements of MAP-21. State DOTs are required to establish statewide targets and MPOs have the option to support the statewide targets or adopt their own. MVP will need to develop a Memorandum of Understanding between the Alaska DOT&PF, AMATS, and FAST Planning to cooperatively support a performance-based approach to the metropolitan transportation planning and programming process and to develop and share information related to transportation performance data. Table 1 illustrates how UPWP work tasks relate to these national performance goals.

The IIJA was signed into law in November 2021. New considerations for the metropolitan transportation planning process include:

- **Dedicated funding to build out electric vehicle charging systems** and expand current programs eligibility to support climate mitigation activities and emphasize resiliency to natural disasters.
- **Complete Streets standards and policies**
- Many competitive grant opportunities outside of the program funds such as grants to support **local initiatives to prevent deaths and serious injuries on roads**, demonstration projects focused on community technologies and systems to improve transportation efficiency and safety, and rail crossing elimination programs (list not inclusive)

Development of a Complete Streets Policy

Complete Streets Policy: Section 11206 of the IIJA outlines the federal definition of a Complete Street and establishes that MPOs must adopt a complete streets policy and incorporate the application of said policy into the development of its transportation plan to receive federally apportioned funds. This work will be done concurrently with the development of the MTP by the MTP consultant team. The term "Complete Street" standards or policies means standards or policies that ensure the safe and adequate accommodation

of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles (see IJIA, Section 11206(a)). Not less than 2.5 percent of the amounts made available to the MPO under section 23 USC 104(d) shall be used for complete streets activities. To comply with 23 USC 104(d) MVP will develop a policy that determines an annual percentage of funding that will be allocated toward complete streets projects. Any project developed with federally apportioned funds must use the federal guidelines in the design and construction of capital projects, not regional or local standards. The capital projects must be developed using the Design and Construction Standards found at <https://dot.alaska.gov/stwddes/dcsaboutus/>.

Completion Date: July 31, 2026

Responsible Party: MPO Staff, Consultant(s), and Alaska DOT&PF

- The draft MTP will be presented to the MVP Technical Committee and Policy Board (March 2026)
- The MTP will be released interagency consultation, and released for 30-day public comment period (April 2026)
- Review and response to comments received during public comment period (June 2026)
- Presentation of final MTP, TIP scoring criteria, and Complete Streets policy to MVP Technical Committee and Policy Board for consideration of adoption (July / August 2026)
- Transmittal of adopted MTP to FHWA and FTA for approval/ concurrence and Alaska DOT&PF (September 2026)

Resulting Product: Metropolitan Transportation Plan, a Complete Streets Policy, Updated Public Participation Plan, and TIP Scoring Criteria

Task 100 (C) TransCad Modeling

TransCad Modeling: The MTP will focus on the Metropolitan Planning Area (MPA) boundary and address all transportation planning and infrastructure needs within those boundaries, regardless of ownership. In updating the metropolitan transportation plan, MVP will base the model update or new model on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. The TransCad Model is a comprehensive travel demand model. It supports sketch planning methods, four-step demand models, activity models and has an extensive set of traffic assignment models. It provides the ability to facilitate the implementation of best practices for travel forecasting and transportation modeling. It is GIS-based which makes it more accurate. The update will include collecting traffic data, analyzing the transportation network, evaluating land use, supporting transportation scenarios for travel demand model forecasts, and providing outreach to local agencies and the public to confirm project needs as documented in the 2035 MSB LRTP and new project needs not yet identified. MVP will consult with Alaska DOT&PF to determine the most efficient route to a usable and lasting travel model that can meet the needs of all stakeholders for the years to come. Coordination on the horizon year of the MTP should occur between the MPO, DOT&PF and AMATS.

Completion Date: July 2026 MTP update will use an existing model for the region, but MVP will begin a travel demand model update and household travel survey concurrent with the MTP that will be ready in time for the next MTP update.

Responsible Party: The DOT&PF will manage the Transcad Model update.

Resulting Product: An accurate TransCad model for the MVP MPA that can be used to inform projects outlined in the MTP and TIP.

Task 100 (D) Household Travel Survey

Household Travel Survey: The goal of conducting the household travel survey is to sample a representative number of households across different demographic categories and geographic areas to understand the travel behavior choices of the region thoroughly. It gives planners and engineers the data necessary to improve the outcomes of the modeling efforts as it grounds assumptions made in the decision-making process. This effort would ideally take place prior to the development of the travel model. However, there are some elements of the travel model that can occur concurrent with the household travel survey. This effort aims to design and pretest a survey instrument and conduct a household travel survey for the MPA. The following tasks will be performed:

- Performing project administration and coordination
- Reviewing specifications, survey plan and survey design
- Coordinating public outreach, communications plan, and project website
- Conducting and analyzing the pilot survey
- Refining survey methods, instruments, and procedures for the main survey
- Conducting the survey
- Data weighting
- Preparing the final survey report and data files
- Training staff on how to use the data

It may be in the State's interest to manage this project and extend it beyond the MPA boundary. MVP could assist as a partner in developing and implementing the household travel survey.

Completion Timeline: Fall 2026

Responsible Party: MVP staff and ADOT&PF staff and the consultant team will be responsible for the work product and contract management.

Resulting Product: A household travel survey report that will be used to inform the MTP and travel demand model.

Task 100 (E) Transportation Improvement Program (TIP)

The TIP is a prioritized listing/program of transportation projects covering four years developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the MTP and required for projects to be eligible for funding under 23 USC and 49 USC Chapter 53. Currently, the federally funded transportation projects for the area can be found in the 2020–2023 Alaska Statewide Transportation Improvement Program (STIP). Once complete, all MVP projects funded by federal transportation funds on locally or state-owned (non-NHS) roadways and transit projects will be found in MVP's TIP and incorporated by reference into the STIP. Federally funded projects within the MPO boundaries that are located on the State-owned National Highway System (NHS) or facilities owned by the Alaska Railroad Corporation will generally be shown in MVP's TIP for informational purposes. Including all these

projects will require careful coordination with the state and transit providers in the TIP development. TIP development is the actualization of the 3C process. To have an accurate TIP, a wide range of strategies and investments need to be documented by all relevant agencies within the MPA, organizations and the public need to have the opportunity to inform the projects listed, and an annual review need to happen to ensure performance-based monitoring, project evaluation and project updates match needs and project timelines.

For all MPAs, concurrent with the submittal of the entire proposed TIP to the FHWA and FTA as part of the STIP approval, the State and the MPO shall certify at least every four years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements as set forth in 23 CFR 450.336. The self-certification shall be drafted and included as the cover letter in the transmittal of the TIP to FHWA and FTA.

Development of a new TIP will begin concurrently with the development of the MTP, which is anticipated to be completed in July 2026. The initial effort will be consultant-led and will involve development of project scoring criteria and nomination forms, followed by a call for project nominations. Projects included in the TIP must be prioritized in the MTP. Example scoring criteria that may be used include safety, public support, maintenance and operations, system preservation, connectivity, environmental mitigation, project readiness and land use. Non-motorized projects have slightly different criteria such as how much of the population is impacted by the project, how the facility will be used, and if it provides more mobility for more users in a safer environment. The project nominations often, but are not all required to, come from the short-range list of projects included in the updated MTP. A workshop will be held for local agencies and the public to learn about the nomination process, scoring criteria, and project selection process for funding. At the close of the nomination period, the Technical Committee members will score and rank the projects in order of priority for consideration of funding in the new TIP.

Concurrently, Alaska DOT&PF staff will prepare a scope, schedule, and estimate (SSE) for each project nominated. Once the SSEs and project rankings are complete, the MPO will develop a fiscally constrained draft TIP providing a funding plan for the top-ranked projects for release for public comment. After public comments are addressed and/or resolved, the final TIP will then be presented to the Technical Committee and Policy Board for consideration and adoption. Following adoption, the final TIP will be transmitted to FHWA and FTA for approval and to Alaska DOT&PF for inclusion into the STIP.

The MPO Staff will work in cooperation with the Alaska DOT&PF and the MSB GIS department, and the MTP consultant team in the development of an E-TIP that is compatible with the State's Statewide Transportation Improvement Program (STIP), if available.

Participation by MVP and Alaska DOT&PF FFY2025-26 is anticipated to include:

- Prior to MVP's TIP, MVP has been allowed to propose projects in the STIP for FFY 24/25/26. Monthly tracking of obligated funds will continue through FFY25 and FFY26.
- MVPs motorized and multi-modal project scoring criteria and nomination form will be published for the public and agency partners to nominate projects once the MTP consultant team has completed it (March 2026)
- Call for project nominations, project scoring and ranking, and SSE development (March - May 2026)

- Development of FFY27-30 TIP, interagency consultation, and released for 30-day public comment period (June 2026)
- Review and response to comments received during public comment period (August 2026)
- Presentation of final FFY27-30 TIP to MVP Technical Committee and Policy Board for consideration of adoption (September 2026)
- Transmittal of adopted TIP to FHWA and FTA for approval/ concurrence and Alaska DOT&PF for inclusion by reference into the STIP (September-October 2026)

Completion Date: August 2026

Responsible Party: MVP staff, with Alaska DOT&PF staff, MSB GIS staff, and the MTP consultant team providing Advanced Project Definition (estimates and schedules) and financial constraint limits and technical support for E-TIP, as necessary.

Resulting Product: 2027 – 2030 Transportation Improvement Program

Task 100(F) Update and Execution of the Public Participation Plan (PPP) and Title VI Implementation Plan

A first task for MVP and the Consultant team responsible for the MTP development, is the update of the PPP to reflect the planned public involvement for the MTP. The use of social media and earned media will be incorporated into the PPP as well as any web-based/map based interactive techniques.

The PPP will also assist in outlining the proper public involvement necessary for the development and operation of the MPO. The MVP Executive Director will implement the Public Participation Plan (PPP). Staff will be responsible for:

- Maintaining the MVP website complete with staff and committee member contact information, operating documents, plans and policies, meeting calendar, meeting agendas, meeting packets and minutes, project information, and a method for interaction with the public such as a comment form
- Hosting all MPO meetings in an accessible manner with proper public notice
- Preparing all meeting materials
- Providing public comment periods, open house events, workshops, surveys, interactive maps, and other opportunities for the public to be involved in the transportation planning process including the MTP, TIP, PPP, Title VI Plan and the Transit Plan Development as well as the supplemental plans like the signage plan and the streetlighting plan
- Maintaining a presence on social media (Facebook, X, Instagram, and LinkedIn as staff capacity allows) to provide additional opportunities for the public to engage in the transportation planning process
- Hosting local events that introduce the public to the MPO
- Advertising all meetings, events, and public comment opportunities in the newspaper, on the website and social media accounts, local bulletin boards, radio, television, and the Alaska DOT&PF public notice website

Completion Timeline: prior to initiation of the MTP. Estimate November 2024

Responsible Party: MVP staff and MTP contractor

Resulting Product: Updated and implemented PPP and Title VI Plan

Task 100(G) Support Services

Support Services: this task encompasses all planning and program needs for the operation of the MPO, including but not limited to:

- Development and management and operation of the MVP 501(c)(3) nonprofit Corporation (human resources, payroll, accounts payable/receivable, office space leasing, asset management, insurance coverages, audits, business licensing, and tax filings)
- All the necessary activities and items for the formation of the MPO office including the hiring and managing a Transportation Planner, and Office Manager
- Procurement of office space
- Host and attend weekly Staff meetings
- Host and attend weekly project management meetings with consultant team
- Supply or cause to arrange supplies, information technology, website development, social media presence, office administration, utilities, payroll, and benefits, and the like
- Procure professional services as necessary to bring the MPO office to an operational status based on the agreed-upon structure
- MVP budget preparation, tracking, and amendment
- Review of agreements, policies, and procedures as needed
- Professional development for staff (online and in-person training and conferences)
- Attending and participating in local, regional, and State committee and commission meetings
- Providing guest presentations to committees, commissions, local organizations and chapters, and other interest groups
- Serving on the Statewide Transportation Innovation Council, Statewide Connected & Autonomous Team or other regional transportation focused committees
- Attending project status meetings, open house events, stakeholder groups, and other Alaska DOT&PF, City and Borough planning meetings
- Procure, perform, or manage GIS mapping of the transportation network, including preparation of areawide and project-specific maps
- Review and submit comments on local, state, and federal legislation and planning documents
- Monitor the Federal Highway Bill guidance and modify the development of the final MPO structure and documents in accordance with the latest planning assumptions
- Review the Federal Regulations for Metropolitan Transportation Planning and research and apply for other available grant opportunities

- Conduct general communication, correspondence, and presentations to members of the public, organizations, agencies, elected/appointed officials, and other interested parties
- Coordinate with ADOT&PF, agency partners, Tribal organizations and other MPOs
- Attend annual conferences and trainings such as Association for Metropolitan Planning Organizations Conference and Alaska American Planning Association Conference and other relevant trainings
- Manage and host monthly/special Technical Committee and Policy Board Meetings

Completion Date: September 30, 2026

Responsible Party: MVP staff, ADOT&PF staff, and consultant team

Resulting Product: Operations of the MPO

Task 200 Public Transit System Planning

The transit services within the census-designated urban area are eligible to receive **FTA Section 5303 planning funding** through a Metropolitan Planning Grant Agreement between the DOT&PF and FTA. Metropolitan & Statewide Transportation Planning Section 5303 provides funding and procedural requirements for multimodal transportation planning in metropolitan areas and states. Eligible activities include the development of transportation plans and programs, plan, design and evaluate a public transportation project and conduct technical studies related to public transportation.

Alaska DOT&PF will execute a Coordinated Planning Agreement with the MVP to conduct future transit plans in the urban area in collaboration with the Borough will be developed. Funds are apportioned to states by formula that includes each state's urbanized area population in proportion to the total urbanized area population for the nation, as well as other factors.

Funds available to MVP for transit planning activities must address:

- 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 of 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 growth and economic development patterns;
- enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
- promote efficient system management and operation; and emphasize the preservation of the existing transportation system.

This funding will be used to conduct planning activities related to the operation and improvement of the public transit system within the MPA, including data collection, studies, system performance management, capital planning, and asset management, preparation of reports and plans, and training and technical assistance for staff once the Borough has a program in place. Example plans include:

- Coordinated Transportation Development Plan
- Short- and Long-Range Transit Plan
- Mobility Management Plan
- Public Transportation Agency Safety Plan
- Bus Stop Amenity & Design Development Plan
- ITS Improvement Plan
- Comprehensive Fixed Route Analysis & Improvement Plan
- Traffic Signal Prioritization Impact Study



Task 200 (A) MSB Transit Planning Support

MSB transit planning support: As the MSB works to develop their own transit program, they may need additional support from MVP related to transit route and infrastructure planning. Ongoing planning support for the MSB Planning Department including but not limited to support for website modernization, route maps/schedules/brochures, social media messaging to the public, and coordination of transit planning efforts with the MTP, TIP, and Active Transportation Plan.

Timeline: Fall 2026

Responsible Party: MVP staff and ADOT&PF

Resulting Product: Technical support for the MSB in building their transit program.

Task 200 (B) Transit Development Plan

A Transit Development Plan for the Mat-Su Borough is necessary to plan for the evolving transportation needs of our rural and urban communities. Transit throughout the Borough is currently operated by several non-profit transit and health and human services organizations, all working to provide transportation services for the community without an overarching plan in place. **Providers and residents have identified differing needs in rural communities versus the recently census-designated urban area, though the need for safe and adequate transportation still exists for both. With a region the size of West Virginia, an analysis of how to best provide transportation to, from, and between different areas of the borough is essential.** A Borough-wide Transit Development Plan (TDP) would provide a research and data-driven approach to sustaining and improving transit throughout the region by connecting communities and increasing access to jobs, shopping areas, medical appointments, and other essential services. A TDP would involve a complete analysis of the MSB's transit services, recognizing needs and gaps in the current system, prioritizing goals, creating implementable strategies, and identifying funding opportunities. The result of the TDP will be a guiding strategy document that anticipates the future transportation demands of rapid growth and ensures adequate and efficient transit options for all residents.

Completion Date: Fall 2026

Responsible Party: MVP, and MSB staff in partnership with a consultant, Valley Transit, Sunshine Transit Coalition, Chickaloon Area Transit Services (CATs), Alaska DOT&PF

Resulting Product: Transit Development Plan

Task 300 Supplemental Plans Projects

The following projects are Supplemental Projects that will be programmed in the Alaska STIP. MVP for Transportation does not have an MTP or TIP that would outline its own projects and be listed by reference in the STIP. However, MVP is eligible for funding starting in FFY2024. The following projects were proposed and approved by MVP's Policy Board. The Projects listed below are considered Planning projects and STBG funding will be used.

Task 300(A) MVP Sign Management Plan

Devise and implement a system to assess all traffic signs within the Metropolitan Area Boundary on a regular basis and ensure they are maintained and replaced as needed to improve visibility and increase road safety. Use the sign assessment to track sign data and to maintain a minimum retroreflectivity level of all signs to increase their visibility at night.

Completion Date: TBD

Responsible Party: MVP staff, MSB staff, ADOT&PF staff and consultants

Resulting Product: A sign management plan of all the signs within the MPA including the MSB, cities and the ADOT and a prioritized list of projects in need of replacement and or installation.

Task 300 (B) MVP Advanced Project Definition

MVP programmatically sets aside \$181,940 in STBG funds for development of scope, schedule and estimates (SSE') for projects nominated by MVP to the MTP and TIP, and for the interim program of MVP projects being included in the STIP. The SSEs will be completed by Alaska DOT&PF staff at the request of MVP at the time projects are nominated by local agencies and the public for funding.

Completion Date: TBD

Responsible Party: MVP and ADOT&PF staff

Resulting Product: Scope, Schedule and Estimates for projects MVP capital projects listed in the STIP, MTP and TIP

Task 300 (C) MVP Streetlight and Intersection Management Plan

Conduct an inventory of all the streetlights within the Metropolitan Planning Area boundary and develop a plan for converting the lights to LED. Examine each intersection to determine any additional lighting system work as required for electrical code compliance and proper operation of the LED fixtures. Additional work may include replacement of frayed wiring, grounding of light pole bases, repair of electrical connections, troubleshooting of lighting or load center circuitry and other repairs.

Completion Date: TBD

Responsible Party: MVP, staff, MSB staff, ADOT&PF staff, and consultants

Resulting Product: Streetlight management plan and a prioritized list of projects

Task 300 (D) Pavement Asset Management Plan

As part of MVP's MPA network planning efforts understanding the improvement projects that would extend the life of the region's road network is important. MVP is proposing to develop a Pavement Asset Management Plan for the network. This would include automated collection of pavement condition (smoothness, rutting, and cracking) on within the MPA. The data collection will be performed by a consultant. The consultant will use Road Surface Profiling (RSP) equipment consisting of distance measuring instruments, accelerometers, and a Laser Crack Measurement System (LCMS) to provide high-definition 3D profiles and 2D images of the road surface. Data collected will be documented in GIS format and in a written report that will prioritize improvement projects. The data and plan will be shared with MVP member agencies. MVP will use the data to inform development of the MTP, TIP and other MVP plans. This information is necessary to forecast condition deterioration and perform cost/benefit analysis to optimize network-level budgets and work scenarios.

Completion Date: TBD

Responsible Party: MVP staff, MSB staff, ADOT&PF staff and consultants

Resulting Product: An assessment of the pavement conditions and a prioritization of pavement improvement projects for the MSB, and Cities

Budget

Table 2. Funding Sources for Metropolitan Planning Activities		
Metropolitan Planning (PL) Funds		
Description	FFY2025	FFY2026
FFY2025 PL Distribution	\$ 446,606	
FFY2026 PL Distribution		\$ 460,004
PL Funds	\$ 446,606	\$ 460,004
9.03% Match	\$ 44,332	\$ 45,662
Subtotal	\$ 490,938	\$ 505,666
Less 6.35% ICAP	\$ (31,175)	\$ (32,110)
Subtotal	\$ 459,763	\$ 473,556
DOT & PF Planning Support	\$ (66,000)	\$ (66,000)
Total	\$ 393,763	\$ 407,556
Supplemental Federal Funds		
Description	FFY2025	FFY2026
MVP Planning Office (STBG)	\$ 181,940	\$ 181,940
Metropolitan Transportation Plan (Unobligated PL)	\$ 600,000	\$ -
TansCad Travel Model (Unobligated PL)	\$ 250,000	\$ -
Household Travel Survey (Unobligated PL)	\$ 550,000	\$ -
MVP Sign Management Plan (STBG)	\$ 363,900	\$ -
MVP Streetlight Intersection Management Plan (STBG)	\$ 363,900	\$ -
MVP Advanced Project Definition (STBG)	\$ 181,940	\$ 181,940
MVP Pavement Management Plan (STBG)	\$ 181,940	\$ 181,940
Supplemental Federal Funds	\$ 2,673,620	\$ 545,820
9.03% match	\$ 265,393	\$ 54,180
Subtotal	\$ 2,939,013	\$ 600,000
Less 6.35% ICAP	\$ (186,627)	\$ (38,100)
Total	\$ 2,752,386	\$ 561,900
Metropolitan Planning Total	\$ 3,146,149	\$ 969,456
Table 3. Funding Sources for Transit Planning Activities		
Transit Planning (FTA 5303) Funds		
Description	FFY2025	FFY2026
FFY2024 Apportionment	\$ 91,001	\$ -
FFY2025 Apportionment Estimate	\$ -	\$ 92,715
FTA 5303 Funds	\$ 91,001	\$ 92,715
9.03% Match	\$ 9,033	\$ 9,203
Subtotal	\$ 100,034	\$ 101,918
Less 6.35% ICAP	\$ (6,352)	\$ (6,472)
TOTAL	\$ 93,682	\$ 95,446
Supplemental Federal Funds		
Transit Development Plan (Unobligated PL)	\$ -	\$ 500,000
Supplemental Federal Funds	\$ -	\$ 500,000
9.03% match	\$ -	\$ 49,632
Subtotal	\$ -	\$ 549,632
Less 6.35% ICAP	\$ -	\$ (34,902)
Total	\$ -	\$ 514,730
Transit Planning Total	\$ 93,682	\$ 610,177
Note: Until the organization is formed and has the proper fiscal policies in place, the non-federal share will be funded with legislative grant funds identified on page 9 of the UPWP. Once formed MVP membership dues will cover the PL match		
Match for the additional funding for the MVP office will be funded by membership dues		
Match for the streetlight intersection and sign management project will be paid for by the MSB		

Table 4. Estimated Costs by Task				
Task	Description	Fund Source	FFY25	FFY2026
Required Plans & Programs				
100 (A)	Unified Planning Work Program	MVP PL/STBG	\$ 10,000	\$ 10,000
100 (B)	Metropolitan Transportation Plan*	unobligated PL/PL MVP PL/STBG	\$ 700,000	\$ 100,000
100 (C)	TransCad Modeling	unobligated PL/PL MVP PL/STBG	\$ 300,000	\$ 50,000
100(D)	Household Travel Survey	unobligated PL/PL MVP PL/STBG	\$ 600,000	\$ 50,000
100 (E)	Transportation Improvement Program Development	MVP PL/STBG	\$ 80,000	\$ 80,000
100 (F)	Public Participation Plan	MVP PL/STBG	\$ 100,000	\$ 100,000
100(G)	Support Services	MVP PL/STBG	\$ 191,063	\$ 204,856
		Subtotal	\$ 1,981,063	\$ 594,856
Public Transit System Planning				
200(a)	Transit Development Plan	Unobligated PL		\$ 500,000
200 (b)	MSB Transit Planning Support	FTA 5303	\$ 95,446	\$ 98,310
		TOTAL	\$ 95,446	\$ 598,310
Supplemental Plans and Programs				
300 (a)	MVP Sign Management Plan	STBG	\$ 370,000	\$ -
300 (b)	MVP Advanced Project Definition	STBG	\$ 185,000	\$ 185,000
300 (c)	MVP Lighting and intersection Management Plan STBG	STBG	\$ 370,000	\$ -
300 (d)	MVP Pavement Management Plan	STBG	\$ 185,000	\$ 185,000
		TOTAL	\$ 1,110,000	\$ 370,000

Table 5. Funding Source & Estimated Cost Comparison		
Metropolitan Planning Activities	FFY2025	FFY2026
Available Funding (Table 2)	\$ 3,146,149	\$ 969,456
Estimated Costs (Table 4)		
Task 100 Required Plans & Programs	\$ 1,981,063	\$ 594,856
Task 300 Supplemental Plans and Projects	\$ 1,110,000	\$ 370,000
Total	\$ 3,091,063	\$ 964,856
Transit Planning Activities		
Available Funding (Table 3)	\$ 95,446	\$ 613,040
Estimated Costs (Table 4)		
Task 200(a) Transit Development Plan	\$ -	\$ 500,000
Task 200(b) MSB Transit Planning Support	\$ 95,446	\$ 98,310
Total	\$ 95,446	\$ 598,310

¹Cash match paid by receiving agency. MVP's match comes from state legislative appropriation until MVP s formed then it will come from the membership dues

²Cash and/or in-kind match provided by the Borough.

Table 6. Proposed UPWP (FFY2025 & FFY2026) Annual Office Budget for MVP				
(For comparison purposes with Table 6 - Metropolitan Planning [PL] Fund Distribution to MVP)				
Expenditures	Amount	FFY2025	FFY2026	
Personnel		\$ 300,000	\$ 340,000	
Fringe Benefits: health insurance and 401k		\$ 84,852	\$ 87,398	
Payroll taxes		\$ 9,502	\$ 9,787	
Office & Administrative		\$ 150,000	\$ 150,000	
Information Technology		\$ 22,000	\$ 14,000	
Meetings		\$ 5,000	\$ 5,000	
Training		\$ 20,000	\$ 20,000	
Membership fees AMPO/APA/ Foraker		\$ 5,000	\$ 5,000	
Advertising		\$ 26,000	\$ 26,000	
Supplies		\$ 30,000	\$ 15,000	
	TOTAL	\$ 652,354	\$ 672,185	
Revenue	Amount	FFY2025	FFY2026	
PL Fund Distribution		\$ 446,606	\$ 460,004	
9.03% Match		\$ 44,332	\$ 45,662	
5303 Apportionment		\$ 95,446	\$ 98,310	
9.03% Match		\$ 9,203	\$ 9,479	
Supplemental Federal Planning STBG Funds for MVP office		\$ 181,940	\$ 181,940	
9.03% Match		\$ 18,060	\$ 18,060	
	Subtotal	\$ 795,587	\$ 813,455	
	Less 6.35% ICAP	\$ (31,175)	\$ (32,110)	
	Subtotal	\$ 764,413	\$ 781,346	
	Less DOT&PF Planning Support	\$ (66,000)	\$ (66,000)	
	TOTAL	\$ 698,413	\$ 715,346	
Note: the MVP budget is based on three FTE with full benefits, a large office space in Palmer or Wasilla that can accommodate the full PB and TC. Additional funding was added for consulting services that may be required as MVP establishes all its systems and norms.				



MatSu Valley Planning *for* Transportation Metropolitan Planning Organization

Date: July 6, 2024
To: MVP Policy Board
RE: Program of Projects

Attached is MVP's Program of Projects that was developed in consultation with the State of Alaska Department of Transportation and Public Facilities' MVP Transportation Planner and with advisement of the Technical Committee on July 9, 2024.

The following are the assumptions that were made during the development of the Program of Projects:

1. Due to the delay in the STIP Amendment approval, MVP will not be able to obligate its sub-allocations for FFY24 and expects these sub-allocations to be transferred to FFY25.
2. The MVP sub-allocations are as follows:
3. Surface Transportation Block Grant Program (STBG)
 - a. FFY24 \$7,208,849 Carryover from FFY24 to FFY25: \$7,208,849
 - FFY25 \$7,425,115
4. Transportation Alternative Program (TAP)
 - a. FFY24 \$426,760 Carryover from FFY24 to FFY25: \$426,760
 - b. FFY25 \$439,563
5. Carbon Reduction Program (CRP)
 - a. FFY 24 \$775,163: Transferred to STBG and carried over to FFY25
 - b. FFY25 \$798,418: Transferred to STBG and carried over to FFY25
6. Congestion Mitigation Air Quality Program (CMAQ)
 - a. FFY24 \$727,800: Transferred to STBG and carried over to FFY25
 - b. FFY25 \$749,364: Transferred to STBG and carried over to FFY25
7. To expedite the obligation of the FFY 25 – 27 MVP Improvement Program, the State will pay the non-federal share for the design phase only.
8. The State will fund the non-federal share of the Advance Project Definition project.
9. MVP plans to carryover\$ 2,798,070 to FFY26 or modify this program under a future STIP amendment.
10. Transit funding breakdown between Valley Transit and ARRC is currently unknown; awaiting split letter from the state.
- 11.** Commitment to fund additional phases of any of the capital projects is solely dependent on the development of the TIP and the priorities established by the Policy Board. **Nothing in this program commits the Policy Board to future funding on the projects included herein in FFY26 or FFY27.**

**MVP for Transportation
Program of Projects Draft (r1) July 9, 2024**

NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond
34531		MVP Advance Project Definition	STBG	Planning		\$ 181,940.00			
		This project will provide funding for the development of SSEs for projects nominated to the MVP for the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP). SSEs are completed by the Alaska DOT&PF staff at the request of MVP.	SM			\$ 18,060.00			
		Project Total			\$ -	\$ 200,000.00	\$ -	\$ -	\$ -
34251		Inner and Outer Springer Loop Separated Path (TAP Award 2023)	TAP	Design		\$ 187,744.00			
		This project will construct a paved non-motorized pathway adjacent to one side of Inner Spring Road and Outer Springer Road extending from the Glenn Highway to Cope Industrial Way for a length of 6,000 feet. This project was selected in the 2023 DOT&PF Transportation Alternatives Program solicitation.	3PF			\$ 18,636.10			
			3PF	Right-of-Way					
			3PF	Utilities					
			3PF	Construction					
			3PF						
		Project Total		\$ -	\$ 206,380.10	\$ -	\$ -	\$ -	
34342		Bogard Road Safety and Capacity Improvements (Parent) (CTP Award 2023)	STBG	Design		\$ 2,274,250.00			
		This project will upgrade Bogard Road between Truck Road and Gumman Circle to an arterial highway standard to address safety and capacity issues. The project will construct pathway and will provide safety and capacity improvements which may include: roundabouts, raised median, widened shoulders, turn lanes, addressing access management issues, improving intersections, as necessary, providing an improved clear zone, drainage, and signage. This project was selected in the 2023 DOT&PF Community Transportation Program (CTP) solicitation. Two separately awarded 2023 CTP projects and two separately awarded HSIP projects are being combined into a parent/child grouping to better coordinate design and construction. The full project length is Bogard Road from Trunk Road to Grumman Circle.	SM			\$ 225,750.00			
			3PF	Right-of-Way					
			3PF	Utilities					
			3PF	Construction					
		Project Total		\$ -	\$ 2,500,000.00	\$ -	\$ -	\$ -	

**MVP for Transportation
Program of Projects Draft (r1) July 9, 2024**

NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond	
34532		FFY25 - 27 MVP Improvement Program <i>Perform gravel or asphalt surface maintenance and preservation activities on roads, sidewalks, and pathways. Work may also include new or upgraded illumination, signing, striping, storm drains, and intersection improvements including nonmotorized crossings, as well as ADA upgrades to sidewalks and curb ramps. State pays the design match and local governments pay construction match, per agreement.</i>	STBG	Design		\$ 909,700.00				
			SM			\$ 90,300.00				
			SM	Construction						
			STBG							
			3PF							
Project Total					\$ -	\$ 1,000,000.00	\$ -	\$ -		
6234		Palmer-Fishhook Separated Pathway: Trunk Road to Edgertonb Parks Road (TAP Award) <i>Construct a pedestrian/bike pathway along Palmer-Fishhook Road from Trunk Road to Edgerton Parks Road. This project was selected in the 2023 DOT&PF Transportation Alternatives Program solicitation.</i>	STBG	Design		\$ -				
			3PF			\$ 312,970.00				
			TAP	Right-of-Way		\$ 595,438.00				
			STBG							
			3PF							
			STBG	Utilities						
			3PF							
			STBG	Construction						
3PF										
Project Total					\$ -	\$ 908,408.00	\$ -	\$ -		
34243		Seldon Road Reconstruction: Wasilla-Fishhook Road to Snowgoose Drive (Parent) (CTP Award 2023) <i>This project will upgrade Seldon Road, between Wasilla-Fishhook and Lucille Street, to an arterial highway with a separate pathway to address geometry, safety and capacity issues. This project was selected in the 2023 DOT&PF Community Transportation Program solicitation. Two separately awarded 2023 CTP projects are being combined into a parent/child grouping to better coordinate design and construction (34243 and 34242).</i>	STBG	Design		\$ 2,871,000.00				
			3PF			\$ 319,000.00				
			STBG	Utilities						
			SM							
			STBG	Construction						
SM										
Project Total					\$ -	\$ 3,190,000.00	\$ -	\$ -	\$ -	
34595		MVP Pavement Management Plan <i>The plan would include automated collection of pavement condition (smoothness, rutting, and cracking) on within the MPA using Road Surface Profiling (RSP) equipment consisting of distance measuring instruments, accelerometers and a Laser Crack Measurement System (LCMS) to provide high definition 3D profiles and 2D images of the road surface. Data collected will be documented in GIS format and in a written report that will prioritize improvement projects.</i>	STBG	Planning		\$ 181,940.00				
			3PF			\$ 18,060.00				
						\$ 200,000.00	\$ -	\$ -	\$ -	
34404		MVP Planning Office <i>Funding for the MVP Planning Office which supports delivery of the MVP's Unified Planning Work Program.</i>	STBG	Planning		\$ 181,940.00				
			3PF			\$ 18,060.00				
			Project Total					\$ 200,000.00	\$ -	\$ -

**MVP for Transportation
Program of Projects Draft (r1) July 9, 2024**

NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond
34654		MVP Sign Management Plan Devise and implement a system to assess all traffic signs within the Metropolitan Area Boundary on a regular basis and ensure they are maintained and replaced as needed to improve visibility and increase road safety. Use the sign assessment to track sign data and to maintain a minimum retroreflectivity level of all signs to increase their visibility at night.	STBG	Planning		\$ 363,900.00			
			3PF			\$ 36,100.00			
Project Total					\$ -	\$ 400,000.00	\$ -	\$ -	
34655		MVP Streetlight Intersection Management Plan Conduct an inventory of all the streetlights within the Metropolitan Planning Area boundary and develop a plan for converting the lights to LED. Examine each intersection to determine any additional lighting system work as required for electrical code compliance and proper operation of the LED fixtures. Additional work may include replacement of frayed wiring, grounding of light pole bases, repair of electrical connections, troubleshooting of lighting or load center circuitry and other repairs.	STBG	Planning		\$ 363,900.00			
			3PF			\$ 36,100.00			
Project Total					\$ -	\$ 400,000.00	\$ -	\$ -	
34302	CFHWY00622	Wasilla-Fishhook Road E Seldon to Tex-Al Drive The proposed project will reclaim the existing pavement structure in place, overlay with new pavement, and apply pavement markings to the roadway. Guardrail, roadway shoulder repairs, drainage improvements, sign replacements, and grubbing will be included as necessary. The project is working to extend the service life of Wasilla Fishhook Road, reduce ongoing maintenance costs, and adjust ditch grading and culverts such that the roadway will have proper drainage.	STBG	Construction		\$ 7,641,480.00			
			SM			\$ 758,520.00			
Project Total					\$ -	\$ 8,400,000.00	\$ -	\$ -	\$ -

**MVP for Transportation
Program of Projects Draft (r1) July 9, 2024**

NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond
Funding (Revenue) Summary									
		Surface Transportation Program Block Grant Program (includes CRP and CMAQ Flex)	STBG		\$ 8,711,812.00	\$ 17,684,979.00	\$ -	\$ -	
		Transportation Alternative Program	TAP		\$ 426,760.00	\$ 866,323.00	\$ -	\$ -	
		Total Carryover	Subtotal		\$ 9,138,572.00	\$ 18,551,302.00	\$ -	\$ -	
		<i>CRP funds transferred to STBG, \$775,163 and \$1,573,581; transferred FFY24 to FFY25. CMAQ Flex funds transferred to STBG, \$727,800 and \$749,634; FFY 24 transferred FFY25. STBG funds \$7,208,849 and \$7,425,115 in FFY 24 and 25</i>							
					<i>Match Total</i>	\$ -	\$ -	\$ -	\$ -
		Available Funding (Revenue) Total			\$ -	\$ 18,551,302.00	\$ -	\$ -	
Projected Obligations Summary									
		Fund Code Description	Fund Code		2024	2025	2026	2027	
Federal Summary									
		Surface Transportation Program Block Grant Program (includes CRP and CMAQ Flex)	STBG		\$ -	\$ 14,970,050.00	\$ -	\$ -	
		Transportation Alternative Program	TAP		\$ -	\$ 783,182.00	\$ -	\$ -	
					<i>Federal Subtotal</i>	\$ -	\$ 15,753,232.00	\$ -	\$ -
Federal Match Summary									
		State Match	SM		\$ -	\$ 1,092,630.00	\$ -	\$ -	
		Local Government Match (currently all MSB)	3PF		\$ -	\$ 758,926.10	\$ -	\$ -	
					<i>Match Subtotal</i>	\$ -	\$ 1,851,556.10	\$ -	\$ -
		Grand Total			\$ -	\$ 17,604,788.10	\$ -	\$ -	

**MVP for Transportation
Program of Projects Draft (r1) July 9, 2024**

NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond
FTA Projects within MSB MPO Planning Boundary									
Need ID	Project Description		Fund Code	Fund Type	FFY24	FFY25	FFY26	FFY27	Beyond
	Urbanized Area Formula Grant - MSB		FTA	5307	\$ 2,121,898.00	\$ 1,282,162.00			
	Transit operating assistance		Match		\$ 2,121,898.00	\$ 1,282,162.00			
	Project Total				\$ 4,243,796.00	\$ 2,564,324.00	\$ -	\$ -	
	Urbanized Area Formula - ARRC		FTA	5307	\$ -	\$ -	\$ -	\$ -	
	State of Good Repair rehabilitation and replacement activities		Match	ARRC	\$ -	\$ -	\$ -	\$ -	
	Project Total				\$ -	\$ -	\$ -	\$ -	
	Enhanced Mobility for Seniors & Individuals with Disabilities		FTA	5310	\$ 128,945.00	\$ 54,136.00			
			Match		\$ 128,945.00	\$ 54,136.00			
	Project Total				\$ 257,890.00	\$ 108,272.00	\$ -	\$ -	
	State of Good Repair		FTA	5337	\$ 1,325,232.00	\$ 245,589.00			
	Provides capital assistance for maintenance, replacement and rehabilitation projects of high-intensity fixed guideway and motorbus systems to help transit agencies maintain assets in a state of good repair. Eligible for Transit Asset Management Plans.		Match		\$ 1,325,232.00	\$ 245,589.00			
	Project Total				\$ 2,650,464.00	\$ 491,178.00	\$ -	\$ -	
	Bus and Bus Facilities		FTA	5339	\$ 70,423.73	\$ 40,502.00			
	Provides funding to states and transit agencies through a statutory formula to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities.		Match		\$ 70,423.73	\$ 40,502.00			
	Project Total				\$ 140,847.46	\$ 81,004.00	\$ -	\$ -	



MatSu Valley Planning For Transportation

Draft Social Media Policy

MVP for Transportation's Social Media presence will exist to educate and inform the public of upcoming events, planning efforts, projects, or other activities in conjunction with the website.

MVP for Transportation will maintain accounts with Facebook, LinkedIn, X and Instagram as staff capacity allows. As new forms of social media arise, MVP for Transportation will adopt new accounts at the discretion of the Coordinator or Executive Director. This is where the most recent news stories, videos, photos, and project information will be located.

MVP's social media policy has both internal guidelines that staff, committees, and policy board members are expected to follow and an external guidelines that outlines the code of conduct we expect the public to follow.

Internal Guidelines:

Mat-Su Valley Planning for Transportation (MVP) supports open communication. When Policy Board members, staff, and committee members speak, write, or post on social media, remember you are affiliated with MVP. MVP affiliates have a responsibility to represent the organization fairly and constructively. Online postings can have an impact on MVP's relationship with the community and affiliates 'utmost professionalism is expected.

The following guidelines provide practical advice for using the internet as a stakeholder or employee of the MVP.

Conduct unbecoming of MVP members includes using social media to relate untrue, hateful, obscene, profane, or racist posts or comments or posts that are abusive, hateful, or potentially libelous. Members are not allowed to hashtag MVP or tag members in any posts or comments if that post has any qualities detailed here. No board member, staff or committee member shall post or comment on any topic in the manner described in this section using an alias or fake account which is intended to hide one's identity.

- When discussing MVP or MVP-related matters on the internet, one must identify yourself with your name and, when relevant, your role with the MVP. The MVP Coordinator/ Director, and the Transportation Planner act as official spokespeople for the MVP, unless the Policy Board designates a member of the TC or PB to act in that role. If you are commenting on MVP pages, you must make clear that you are speaking for yourself and not representing MVP. Please consider that even anonymous postings can be traced back to you and are not allowed under these guidelines.



MatSu Valley Planning For Transportation

- Remember that the internet never forgets. This means everything you publish will be visible to the world for a very, very long time. Common sense is a huge factor here. If you are about to publish something that makes you even the slightest bit uncomfortable, review your message carefully. If you are still unsure and it is related to MVP in any way, talk to the Executive Director or Board Chair.
- It is acceptable to talk about your experiences and have a dialogue with the community. However, please act responsibly with the information entrusted to you. If a judgment call is difficult to discern and things might be best kept confidential, please ask for advice from the Director and or the Policy Board Chair before you publish or forward.
- Do not comment on MVP-related legal matters or confidential personnel actions unless you are an official spokesperson and have the legal approval from MVP to do so.
- Respect your audience. Don't use ethnic slurs, personal insults, or obscenity. Don't engage in conduct that would not be acceptable in MVP's workplace or another environment where MVP is engaged. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory.
- Have you posted something that wasn't true? Be the first to own and correct your mistake. In a blog, if you choose to modify an earlier post, make it clear that you have done so.
- Be aware that others will associate you with MVP when you identify yourself as such. Please ensure that your social media (Facebook, Linked-in, Instagram, etc.) profile and related content is consistent with how you wish to present yourself to your colleagues.
- Even if you act with the best intentions, you must remember that anything you put on social media about MVP can potentially harm the organization. This goes for all internal communications and media as well. Examples may include committee reports or newsletters you send out. As soon as you act on MVP's behalf by distributing information, you are affecting MVP's image. Please act responsibly. If in doubt, please contact the MVP Office before you hit the send button.

While you are interacting on social media, please...

- Treat others with dignity and respect.
- Be honest and transparent.
- Respect the privacy of fellow MVP office staff, committee members, board members, etc.
- Share MVP news and developments (if they're public knowledge); a good rule of thumb is if there's already a link to an article online, it's probably okay to share.



MatSu Valley Planning For Transportation

- Use common sense. Assume any posts could make their way to the front page of a newspaper.

External Guidelines (to be posted on our social media pages):

While the purpose of our social media content is to educate and inform the public about MVP's activities and opportunities to engage with our work, it is not a public/open forum. Therefore, all comments must follow the posting guidelines below. Comments, links, and posts may be removed if they are:

- Potentially libelous comments
- Include profane language or content
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- Obscene or racist comments
- False, vicious, malicious, or threatening statements concerning any person
- Sexual content or links to sexual content
- Conduct or encouragement of illegal activity
- Personal attacks, harassment, insults, or threatening language
- Comments not meaningfully related to the particular topic presented
- Repetitive posts of the same material that disrupt normal operation of the forum
- Promotion or endorsement of any financial, commercial, or non-governmental agency
- Comments related to campaigns or elections

Posts, comments, replies, or any public commentary containing any of the above may be deleted.

You participate at your own risk, taking personal responsibility for your comments.

MVP will make reasonable effort to correct misinformation and to offer clarification about activities of the organization. Unacceptable content and repeat individual violators shall be removed.

The code of conduct expected on MVP's social media platforms will be posted on our social media pages



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Fiscal Policy

Policy Statement

The purpose of this policy is to detail the fiscal procedures for the MPO and to ensure that finances are managed with accuracy, efficiency, and transparency to ensure successful audits.

Division of Responsibilities

The following individuals have fiscal and accounting responsibilities:

Policy Board

- a. Reviews and approves the annual budget.
- b. Reviews quarterly and annual financial statements.
- c. Four members of the board will be appointed by the board to be authorized signers on the bank account.
 - i. All checks must have two signatures.
- d. Reviews and approves all individual expenditures over \$5,000.
- e. Reviews and approves all professional services awards over \$25,000.
- f. Selects an independent Certified Public Accountant (CPA) to conduct an annual audit of all revenues and expenditures of MVP for Transportation.

MVP for Transportation Staff



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Executive Director

- a. Reviews and approves all financial reports and manages cash flow.
- b. Develops and monitors annual budget.
- c. Reviews and approves all individual expenditures under \$5000.
- d. Reviews and approves all professional services awards under \$25,000
- e. Serves as an authorized signer on the bank account.
- f. Opens all bank statements, reviews for any irregularities, and reviews completed monthly bank reconciliations.
- g. Reviews all payrolls and is responsible for all personnel files.
- h. Reviews and approves all reimbursements and other fund requests.
- i. Reviews all incoming and outgoing invoices.
- j. Monitors and manages all expenses to ensure the most effective use of assets.
- k. Monitors grant reporting and appropriate release of temporarily restricted funds.
- l. Oversees expense allocations.
- m. Monitors and makes recommendations for asset retirement and replacement.
- n. Reviews, revises, and maintains internal accounting controls and procedures.

Transportation Planner

- o. Assists Executive Director with the development of annual budgets and review of all financial reports.



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Office Manager

- p. Responsible for data entry into accounting system and integrity of accounting system data.
- q. Processes invoices and prepares checks for signature.
- r. Makes bank deposits.
- s. Maintains general ledger.
- t. Prepares monthly and year-end financial reports.
- u. Reconciles all bank accounts.
- v. Mails vendor checks.
- w. Manages Accounts Receivable.

Bank Accounts

All cash accounts owned by MVP for Transportation will be held in financial institutions which are insured by the Federal Deposit Insurance Corporation (FDIC). If the cash account exceeds the standard deposit insurance coverage limit (typically \$250,000), an additional security will be purchased to cover all excess funds. No bank account will carry a balance over the insured amount at any time.

Chart of Accounts & General Ledger

MVP for Transportation has designated a Chart of Accounts specific to its operational needs and the needs of its financial statements. The general ledger is automated and maintained using accounting software (QuickBooks). All input and balancing is the responsibility of the Administrative Assistant with final approval by the Executive Director.

The Executive Director, Chair of the Policy Board, and the Treasurer should review the general ledger on a quarterly basis for any unusual transactions.

The Chart of Accounts is structured so that financial statements can be shown by classification (revenue and expense type) in coordination with the annual budget as follows:



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Cash Assets:

Bank Accounts are debited for bank deposits and when stop payments are placed on previously issued checks. These accounts are credited for funds withdrawn and any miscellaneous bank charges. A debit balance in a cash account indicates the amount of cash available. A credit balance in a cash account indicates an overdraft position. All cash receipts are deposited into the operating account daily/weekly in accordance with the cash receipts policies.

Fixed Assets:

Equipment- computers, printers, scanner etc.

Office Furniture- desks, conference table etc.

Revenue:

Grant Revenues - The only types of programs to be charged to grant revenues would be those revenues received directly from the Federal, State or Municipal Government. These programs are called direct programs and The Organization should set up a grant class established for each grant program.

Contract and Other Grant Revenues - All other revenues associated with providing services are recorded in these accounts and include those revenues associated with reimbursed expenditures. The account is credited for the net reimbursement requested each month/quarter.

Donations/Contributions - All monies received from individuals, corporations, and private foundations as a donation/contribution to the center are recorded in this account. When The Organization receives a contribution, it must confirm if the donor imposed a time or purpose restriction on the contribution. In such cases, the contribution should be classified as temporarily or permanently restricted revenue. If there is no time or purpose restriction, then the contribution is unrestricted. Board of Directors restrictions are classified as unrestricted - designated.

Other Revenue - All other types of revenues not associated with the above accounts are recorded as other revenue. If the amount received is materially large, then the management may consider establishing a separate general ledger account for the type of revenue received.



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Liabilities:

Accounts payable are credited for the amounts owed vendors for receipt of goods and services. An entry is made to an Accounts payable register for vendor's invoices received and approved for payment regardless of what program the expense was incurred for. Accounts payable are debited for cash disbursements against established payables. The balance (credit) reflects outstanding vendor liabilities. For all payable not associated with a vendor and are not recorded in the accounts payable subsidiary ledger, separate accounts (other payables) have been established to reflect these amounts. Examples of this situation include nonrecurring extraordinary items or payables to employees.

Accrued liabilities should be established for payroll costs, amounts withheld from employees, and other accrued liabilities. These accounts are credited for amounts due and debited upon payment or settlement. The balance (credit) represents the amount owed. At the close of each month, the estimated expenses incurred in the current month but no invoice received is booked in the general ledger as an accrued expense.

Expenses:

Personnel - These costs are base salaries and any overtime payments due to an employee. These costs are assigned to specific activity centers based on payroll time and effort procedures. The personnel costs are recorded to the general ledger based on the gross salaries recorded in the payroll ledger. The payroll ledger has been established to account for the time and effort of each individual employee. Thus, the general ledger accounts properly reflect the amount paid to employees based on departmental and funding source time and effort.

Fringe Benefits - Included in this account is the employers' portion of FICA expenses, unemployment taxes, medical and group life insurance, workmen's compensation and any other employee benefits. Applicable costs are distributed to cost centers in proportion to assigned salaries and wages.

Consultants and Contractual - These costs include those individuals who The Organization issues 1099 statements to at year-end with exception of legal costs and services received from third party companies. The associated costs are allocated to the cost center benefiting from the service.



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Professional Fees - These costs only include those services performed by professional firms such as auditing firms, legal firms, financial consultants, etc. These costs are allocated to the appropriate cost center based on who is benefiting from the services rendered.

Consumable Supplies - All consumable supplies are recorded in their appropriate account based on type of supply.

Occupancy - All costs associated with the MVP office are included in this line item. These costs include rent, utilities, security, and any other costs specifically for the operations of the buildings (not to include repairs).

Repairs and Maintenance - All costs associated with the upkeep of the property and equipment or the repair of any item are recorded in these accounts. The costs are charged to the specific departmental area if known or otherwise to the general administration.

Dues and Subscriptions - These expenses include all membership dues paid to organizations on behalf of The Organization or any employee as well as all subscriptions to magazines, professional journals, etc. If the costs cannot be directly charged to a cost center, then the costs will be charged to administration.

Travel, Conference, and Meetings - These costs include all travel expenses including transportation, hotels, and food for employee or board members plus conference and meeting expenditures. The costs are assigned to the appropriate category as per the chart of accounts and are charged directly to the activity center incurring the cost.

Printing, Postage and Publication - All costs associated with production of fliers, newsletter, annual reports, etc. are recorded to these accounts. The costs are charged to the appropriate cost center as deemed appropriate.

Telephone - All costs related to telephone are booked to the individual telephone general ledger account that corresponds to the appropriate cost center.

Staff Development - All costs associated with the recruitment and/or training of staff is booked to these accounts. The costs must be charged to the appropriate cost center.

Interest - All types of interest costs are charged to this line item with the exception of any capitalized eligible interest. The interest should be charged to an administrative/facility account for allocation as part of overhead.



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Insurance - This account includes all types of insurance including directors and officers, property, professional liability, etc.

Bad Debt - All costs associated with the write off of those receivable accounts deemed bad debt are included in this account.

Miscellaneous - All accounts not listed separately should be charged to miscellaneous expense.

Depreciation - The expense related to the depreciation of MVP's fixed assets are recorded monthly in these accounts that are broken out by type of asset (leasehold improvements, building improvements, furniture and equipment, etc).

Accrual Accounting

MVP for Transportation utilizes the accrual basis of accounting in which revenues are recorded in the period in which they are earned, and expenses are recorded in the period in which they are incurred regardless of when cash is received or disbursed.

Revenue Recognition and Cash Receipts

Each month, MVP receives revenue and ultimately cash from grants and contracts. As such, this policy is established to assure:

- Identification of receipts in sufficient detail as to facilitate the preparation of monthly financial reports.
- Establish appropriate controls to ensure all receipts are properly recorded in the accounting records.
- Ensure segregation of duties so that receipts are adequately safeguarded and properly deposited.
- Ensure the timeliness of funds requested from federal awards and reduce the amount of time between the expenditure of funds and the drawdown of funds.



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Cash receipts generally arise from the following sources:

1. Membership Fees and Annual Dues from the City of Wasilla, City of Palmer, Matanuska-Susitna Borough, State of Alaska, Knik Tribe, and Chickaloon Native Village;
2. Reimbursement of Monthly Expense Reports submitted to the Alaska Department of Transportation & Public Facilities;
3. Other contracts and grants.

The principal steps in the cash receipts process are:

For Checks:

1. The Administrative Assistant and/or Executive Director receive incoming mail and enter all checks into a log, stamp all checks "for deposit only," and make a copy of each check.
2. The checks are kept in a locked cabinet until processed and deposited weekly.
3. The Administrative Assistant processes the deposit and takes it to the bank for deposit.
4. The deposit receipt is put in a file attached to the deposit log for review by the Executive Director during the monthly bank reconciliation review.

For Cash:

1. All cash received will be counted by the Administrative Assistant and verified by the Executive Director. The cash will immediately be posted using the appropriate account.
2. A receipt will be given to the paying party and a copy kept for internal purposes.
3. The cash will be kept in a locked cabinet and deposited within 24 business hours.
4. The deposit receipt associated with the cash deposits will be put into a file and attached to the appropriate deposit log for review by the Executive Director with the monthly bank reconciliation.

Cash Disbursements & Expense Allocations

All cash disbursements must be approved by the Executive Director, and are generally made for:

1. Payments to vendors for goods and services



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2. License fees
3. Staff training and development
4. Memberships and subscriptions
5. Employee reimbursements

Payments are processed weekly.

All invoices received must have the account code written on them and be reviewed by the Executive Director prior to being submitted to the Administrative Assistant for processing.

Every employee reimbursement or purchase request must be documented on the approved form with travel authorization, receipts, nature of business, and expense type before approving for reimbursement. The Executive Director reviews all requests for payment and:

1. Verifies expenditure and amount.
2. Approves for payment if in accordance with budget.
3. Provides or verifies appropriate allocation information.
4. Provides date of payment considering cash flow projections.
5. Submits to the Administrative Assistant for processing.

The Administrative Assistant processes all payments as follows:

1. Immediately enters payments into the Accounts Payable module for the Executive Director to approve.
2. Prints checks or makes payment using the organization's credit/debit card according to allocation and payment date provided by the Executive Director.
3. Submits checks, with attached backup documentation, to Executive Director for approval and signature. All checks require a second signature.
4. Stamps invoice "paid."
5. Mails checks and appropriate backup documentation.
6. Files all backup documentation in the appropriate file.
7. Runs an accounts payable aging report at the middle and end of each month and submits it to the Executive Director to assure timely payment of all invoices.

Procurement



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MVP for Transportation hereby adopts the following purchase limits and approval process

Value	Quotation	Payment	Approval
Less than \$1,000	Best available price; no quotes required	Credit/Debit Card or check	Executive Director
\$1,000 to \$5,000	Minimum of three written quotes, if applicable	Credit/Debit Card or Check	Executive Director
\$5,000 to \$25,000	Minimum of three written quotes	Check	Executive Director
Over \$25,000 and up to \$50,000	Invitation to Bid via formal written proposal or three written quotes depending on the situation	Check	Policy Board

Purchases may not be split into multiple transactions to stay within a single purchase limit. All professional services or equipment which exceed \$25,000 but are under \$50,000 must be selected from applicants that were invited to bid on the project. "Professional Services" means professional, technical, or consultant's services that are predominantly intellectual in character, result in the production of a report or the completion of a task, and include analysis, evaluation, prediction, planning, or recommendation. MVP will handle professional services and equipment solicitations using the guidelines outlined in the ADOT&PF small procurement manual and the guidance in the Alaska Administrative Manual AAM 81. Procurement. [Small Procurement Manuals, Procurement and Contracting, Transportation & Public Facilities, State of Alaska](#)

All professional services awards and contracts over \$50,000 will be selected by the Alaska Department of Transportation & Public Facilities following their formal procurement process.



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Credit/Debit Card Policy & Charges

All staff members who are authorized to carry an organization credit/debit card will be held personally responsible if any charge is determined to be personal or unauthorized. Unauthorized use of the credit card includes personal expenditures of any kind; expenditures which have not been properly authorized, meals, entertainment, gifts, or other expenditures which are prohibited by budgets, laws, and regulations, and by the entities from which the MPO receives funds.

The receipts for all credit card charges will be given to the Administrative Assistant within one week of the purchase along with proper documentation. The Executive Director will verify all credit card charges with the monthly statements. A record of all charges will be given to the Administrative Assistant with applicable allocation information for posting to QuickBooks. A copy of all charges will be attached to the monthly credit card statement when submitted to the Executive Director for approval and signature.

The Executive Director's credit/debit card usage will be provided to the Chair of the Policy Board for quarterly review.

Bank Account Reconciliation

The Executive Director will give bank statements to the Administrative Assistant for timely reconciliation as follows:

1. The Administrative Assistance will compare dates and amounts of deposits and withdrawals as shown in the accounting system to those listed on the statement, including comparison of cleared checks with the accounting record including amount, payee, and sequential check numbers.
2. The Administrative Assistant will verify that voided checks, if returned, are appropriately defaced and filed.
3. The Administrative Assistant will investigate any checks that are outstanding over three months.
4. The Administrative Assistant will attach the completed bank reconciliation to the applicable bank statement, along with all documentation on a monthly basis.

Property and Equipment

Property and equipment include items such as:

1. Office furniture and equipment



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2. Computer hardware
3. Computer software

It is the organization's policy to capitalize all items which have a unit cost greater than or equal to \$1,000 and a useful life of more than one year as property or equipment. Items purchased with a value or cost less than \$1,000 will be expensed as a supply.

The depreciation period for capitalized assets is as follows:

Computer Hardware	36 months
Office Equipment	60 months
Office Furniture	60 months
Computer Software	36 months

A Fixed Asset Log is maintained by the Administrative Assistant including date of purchase, asset description, purchase/donation information, cost/fair market value, donor/funding source, identification number, life of asset.

1. The Log will be reviewed by the Executive Director.
2. Annually, a physical inspection and inventory will be taken of all fixed assets and reconciled to the general ledger balances.
3. The Executive Director shall be informed in writing of any change in status or condition of any property or equipment.
4. Depreciation is recorded at least annually. Depreciation is computed using the straight-line method over the estimated useful life of the related asset. Any impaired assets discovered during the inventory will be written down to their actual value.

Donations

All donations to MVP for Transportation will be recorded in financial statements, and a letter acknowledging the donation will be sent to the donor within two weeks of the receipt of the donation. Donations of equipment will be recorded at the fair market value of the asset on the date of donation. Donation of professional services performed as part of MVP for Transportation's Unified Planning Work Program will be recorded as in-kind contribution for time that would otherwise be compensated by MVP for Transportation.



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Personnel Records

Personnel files for each employee will contain the following documents: application and/or resume, start date of employment, position and pay rate, I-9 form with copies of allowable forms of identification, authorization of payroll deductions, W-4 withholding authorization, emergency contact form, and other forms as deemed appropriate by the Executive Director.

All personnel files are to be kept in a secure, locked file cabinet and accessed only by authorized personnel in accordance with MVP for Transportation's Personnel Policy. Personnel files will be retained for five years after separation from the employee.

Payroll Processing

MVP for Transportation will provide payroll services to employees through a third-party vendor for timekeeping, issuance of paychecks, vacation, and holiday pay, per diem, expense reimbursements, tax deductions and payments, federal and state compliance/reporting, W-2s, and unemployment insurance. Payroll will be processed as follows:

1. Timesheets are to be prepared by all staff electronically in the timesheet program and submitted along with a narrative report that tracks tasks, projects, meetings etc.. semi-monthly on the 1st and 16th of the month. If the 1st and/or 16th of the month fall on a weekend or holiday, the timesheets are to be submitted the day after the weekend or holiday.
2. Time entry will be recorded daily.
3. Timesheets for the Transportation Planner and Administrative Assistant will be reviewed and approved by the Executive Director.
4. Any changes to the standing information of the payroll register from the prior pay period, including addition of new employees, deletion of employees, or changes in base pay rate must be accompanied by an Employment Information Form and signed by the Executive Director before the change can be made.
5. The third-party vendor will process payroll in a timely manner and record vacation time, holiday hours, sick time, and any other information deemed necessary to properly reflect time worked.
6. Paychecks will be delivered on the 15th and 30th/31st of each month. If 15th and/or 30th/31st fall on a weekend or holiday the direct deposit will be delivered the day before.
7. If the employee requests that his/her check be turned over to a third party, the request must be made in writing prior to distribution.



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8. Employees may choose direct deposit to a designated bank account. Their paycheck is deposited directly into the designated account on the payroll date. The employee will receive a verification stub via an employee portal managed by the payroll services. Mailed or emailed copies will be provided upon request
9. The Executive Director will review payroll expenditures and allocations monthly, including payroll tax deposits.
10. Quarterly federal and state payroll reports will be prepared by the third-party vendor, reviewed by the Executive Director, and filed by either the third-party vendor or Executive Director.
11. All W-2 statements are issued to employees prior to January 31st of the following year for the prior calendar year.

End of Month and Fiscal Year-End Close

1. The Executive Director will review and sign off on all month- and year-end journal entries. They will be printed and filed for audit purposes.
2. At the end of each month and fiscal year end, the Executive Director will review all balance sheet accounts including verification of the following balances: cash accounts match the bank reconciliations, fixed assets accounts reflect all purchases, write-downs and retirements, and accounts receivable and payable accounts match outstanding amounts due and owed.
3. The income and expense accounts review will include reconciliation of amounts received and expended, and verification that payroll expenses match the payroll reports including federal and state payroll tax filings.
4. Once the final monthly and fiscal year-end financial statements are run, reviewed, and approved by the Executive Director, no more entries or adjustments will be made to that month or year's ledgers.
5. At the end of the fiscal year, an outside CPA will prepare the annual Return for Organization Exempt from Income Tax (IRS Form 990). The return will be presented to the Policy Board for their review and approval. The Executive Director will then file the return with the Internal Revenue Service by the annual deadline.
6. All other appropriate government filings including those required by the attorney general's office will be completed and filed with the appropriate agency.



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Financial Reports

The Administrative Assistant will prepare the monthly and annual financial reports for distribution to the Executive Director. The reports will include:

1. balance sheet,
2. statement of income and expenses,
3. budget versus actual report for each program which has an established budget,
4. a budget versus actual report for the organization,
5. accounts receivable aging,
6. accounts payable register and aging,
7. cash flow projection,
8. and any other requested reports.

Quarterly reports will be submitted to the Policy Board for review and approval unless monthly reports are requested by the Policy Board

Annual Audits

The Policy Board will select an independent CPA to conduct an annual audit of all revenues and expenditures of MVP for Transportation. The audit will be completed within three months of the end of each fiscal year. The Executive Director will have direct responsibility for providing necessary financial records and statements for the CPA to complete the audit. The CPA will provide a presentation of the audit findings to the Policy Board at the conclusion of the audit.

MVP for Transportation will additionally participate in an internal compliance review and Indirect Cost Rate (IDCR) computation performed annually by the Alaska Department of Transportation & Public Facilities. MVP for Transportation will also participate in a federal single audit if/when annual revenue exceeds \$750,000.

'Tax Returns/Form 990' will be filed annually using the financial statements from the CPA audit and then posted to our website. MVP for Transportation will hire an accounting firm to assist with the development of the 990. Depending on the cost of the 990 preparation, the Policy Board may need to review and approve the contract. The Director will oversee the contract and provide the necessary policy and financial documents to complete the 990.



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Glossary of Financial Terms

Accounts payable (AP) - When a company purchases goods on credit which needs to be paid back in a short period of time, it is known as Accounts Payable. It is treated as a liability and comes under the head 'current liabilities.' Accounts Payable is a short-term debt payment which needs to be paid to avoid default.

Accounts receivable (AR) - The proceeds or payment which the company will receive from its customers who have purchased its goods & services on credit. Usually the credit period is short ranging from few days to months or in some cases maybe a year.

Accounting Standards Codification (ASC) - The FASB Accounting Standards Codification is the source of authoritative generally accepted accounting principles (GAAP) recognized by the FASB to be applied to nongovernmental entities. The Codification is effective for interim and annual periods ending after September 15, 2009.

Accrual basis accounting - The accounting method under which revenues are recognized on the income statement when they are earned (rather than when the cash is received).

Accrual - In finance, the adding together of interest or different investments over a period of time. In accounting, it refers to accounts on a balance sheet that represent liabilities and non-cash-based assets used in accrual-based accounting.

Activity by funding source report - A report that shows how costs for a particular activity are covered by multiple funding sources.

Activity - A core element of the nonprofit organization, for example, key programs, administration, and fundraising. See also allocation, common costs, specific activity costs.

Administrative activity - The finance, legal, board-related, and general oversight of a nonprofit organization.

Allocation basis - The rationale for allocation percentages, for example, number of full-time equivalents (FTE) per activity or total costs before allocation. See also allocation.

Allocation - The process of spreading costs to two or more activities. See also activity, allocation basis.

Amortization - Amortization is the spreading of expenses over future time periods of an intangible balance sheet item such as a Leasing (mortgage) or goodwill.

Asset - An asset is a resource with economic value that an individual, corporation or country owns or controls with the expectation that it will provide future benefit. Assets are reported on a company's



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balance sheet, and they are bought or created to increase the value of a firm or benefit the firm's operations

Assurance - Part of corporate governance in which management provides accurate and current information to the stakeholders about the efficiency and effectiveness of its policies and operations, and the status of its compliance with the statutory obligations.

Audit - The examination or inspection of various books of accounts by an auditor followed by physical checking of inventory to make sure that all departments are following documented system of recording transactions. It is done to ascertain the accuracy of financial statements provided by the organization.

Balance sheet - A statement of the assets, liabilities, and equity (net assets) of a business or other organization at a particular point in time, detailing the balance of income and expenditure over the preceding period.

Below-the-line allocation - The process of allocating total common costs proportionately among the activities of the organization. See also common costs and allocation.

Book value - The book value of an asset or group of assets is the price at which they were originally acquired, in many cases equal to purchase price. Book value is therefore relevant insofar as it forms the basis of various calculations e.g. of nominal capital gains (current value divided by book value), of amortized value (book value adjusted for depreciation) and of several financial ratios (e.g. price to book value [P/BV]).

Budget manager - The staff or board person responsible for collecting information for the budget and building the drafts for staff/board review.

Budget - The organization's plan expressed in dollars (income and expense). Allows the organization to track actual performance against an approved plan.

Capitalization - The recording of an item as an asset rather than as an expense when it is purchased. See also depreciation.

Cash basis of accounting - The recognition and recording of income and expenses only when the cash (income) is received and the bills are paid (expense).

Cash flow statement - A cash flow statement is a financial report that shows incoming and outgoing money during a period (often monthly or quarterly). It does not

include non-cash items such as depreciation. This makes it useful for determining the short-term viability of a company, particularly its ability to pay bills.



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Cash flow - The timing of cash receipts and disbursements.

Certified Public Accountant - Certified Public Accountants (CPAs) are trusted financial advisors that have passed the rigorous CPA Exam, met work experience requirements, and taken continuing professional education courses to maintain their CPA certification. Only CPAs are professionally licensed to provide to the public, attestation (including auditing) opinions on publicly disseminated financial statements.

Chart of accounts - The numerical system for tracking assets, liabilities, net assets, income, and expenses in an accounting system. Drives the reporting capacity of an organization.

Classified Balance Sheet - A statement that includes the organizations assets, liabilities and residual net worth where assets and liabilities are further subdivided into current and non-current items. E.g. Current assets, Non-current assets, Current Liabilities, and Non-current liabilities.

Common costs - Those costs that benefit more than one activity and that are not easily identifiable with a single activity. See also activity.

Contingency budget - A budget created to anticipate a potential change to the organization's primary budget, for example, the development of a second budget to be considered if a large grant comes in half-way through a fiscal year.

Contracts receivable - See accounts receivable.

Cost of goods sold - In accounting, the cost of goods sold describes the direct expenses incurred in producing a particular good for sale, including the actual cost of materials that comprise the good, and direct labor expense in putting the good in salable condition. Cost of goods sold does not include indirect expenses such as office expenses, accounting, shipping department, advertising, and other expenses that cannot be attributed to a particular item for sale.

Creative accounting - Creative accounting refers to accounting practices that deviate from standard accounting practices. They are characterized by excessive complication and the use of novel ways of characterizing income, assets or liabilities.

Current asset - Those assets that are cash or can be converted to cash within one year such as accounts receivable, prepaids, short-term investments, etc.

Current liability - Current liabilities are considered debts of the business that are due within one-year.

Current ratio - A comparison of an organization's current assets to its current liabilities; indicates the ability to pay bills and meet financial obligations. See also current assets and current liabilities.



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Debt - Debt is that which is owed. People or organizations often enter into agreements to borrow something. Both parties must agree on some standard of deferred payment, most usually a sum of money denominated as units of a currency, but sometimes a like good. For instance, one may borrow shares, in which case, one may pay for them later with the shares, plus a premium for the borrowing privilege, or the sum of money required to buy them in the market at that time. There are numerous types of debt obligations. They include loans, bonds, mortgages, promissory notes, and debentures.

Deferred Revenue - Cash collected by an organization before services are rendered or materials are purchased as required by contributor/granter.

Deficit - Expenses in excess of related income. The opposite is a budget surplus.

Depreciation schedule - A spreadsheet for tracking the purchase of capitalized items and their depreciation status.

Depreciation - The process whereby the cost of a capitalized item is allocated across the years of its useful life. Depreciation is a decrease in the value of an asset, caused by wear and tear or by obsolescence. In accounting, the act of depreciating an asset is also supposed to create a reserve for the replacement of the asset. The use of depreciation affects a company's (or an individual's) financial statements, and, more importantly to them, their taxes. See also capitalization.

Designated - Assets which have been designated by the board of directors of the organization for specific purposes. They have been "designated" as to use, but are not "true" restricted, since no outside party has determined their use.

Diversification - In reference to nonprofit income, this means having a variety of funding types and sources so that an organization is not unduly dependent on a handful of sources.

Double Entry Accounting - The double entry system of accounting or bookkeeping means that every business transaction will involve two accounts (or more). For example, when a company borrows money from its bank, the company's Cash account will increase, and its liability account Loans Payable will increase. It was invented by Luca Pacioli, a close friend of Leonardo da Vinci, in a 1494 footnote to a scientific paper. The system is based on the concept that a business can be described by a number of different variables or accounts, each describing an aspect of the business in monetary terms. Every transaction has a 'dual effect'-increasing one aspect and decreasing another, in such a way that all of the different variables always sum to zero.

Earned revenue - Income that the organization obtains through exchange transactions such as fees, ticket sales, and certain but not all government contracts.



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Endowment - A fund permanently restricted by the donor usually by gift or bequest. Interest generated may be unrestricted, temporarily restricted, or permanently restricted.

Expense - In accounting, an expense is a general term for an outgoing payment made by a business or individual. One specific use of the term in accounting is whether a particular expenditure is classified as an expense, which is reported immediately to the investing public in the business's income statement; or whether it is classified as a capital expenditure or an expenditure subject to depreciation, which are not. These latter types of expenditures are reported eventually, but not immediately, by business that use accrual-basis accounting, meaning all large businesses.

FASB 116 (SFAS 116) – Superseded by Accounting Standards Codification (ASC) 958-605. A FASB promulgation that defines the practice of recording contributions by not-for-profit organizations.

FASB 117 (SFAS 117) - Superseded by Accounting Standards Codification (ASC) 958-205. A FASB promulgation that defines external financial statements of not-for-profit organizations and requires net assets to be identified as one of 3 classes of net assets. E.g. Unrestricted, Temporarily Restricted, and Permanently Restricted.

Financial Accounting Standards Board (FASB) - An independent organization within the United States that establishes Generally Accepted Accounting Principles (GAAP).

Financial statements - In the modern capitalist system, most governments require publicly-traded companies to issue a set of documents each year called financial statements or financial reports. This set most often consists of the "balance sheet", the "income statement", the "statement of retained earnings", and the "statement of cash flows", in addition to supplementary notes and management discussion. In the United States, publicly-traded companies are required to prepare based on generally accepted accounting principles.

Fiscal year - The organization's business year, that is, January through December or July through June.

Fixed assets - Assets with a prolonged useful life such as equipment, land, and buildings.

Forensic accounting - Forensic accounting is the specialty practice area of accounting that describes engagements which result from real or anticipated litigation. Broadly speaking, these engagements fall into one of four categories: economic damages, family law, fraud and other forms of economic crime, and business valuation.

Form 990 - The Federal tax return required to be filed annually by most nonprofits.

Full-time equivalent (FTE) - The number of full-time positions at an organization, for example, two full-time staff people and two half-time staff people equals a total of four employees, but three FTE.



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Functional expense classification - The presentation of expenses by function: program, administration, and fundraising.

Generally accepted accounting principles (GAAP) - A widely accepted set of rules, conventions, standards, and procedures for reporting financial information, as established by the Financial Accounting Standards Board. The government does not set accounting standards, in the belief that the private sector has better knowledge and resources. GAAP is not written in law, although the SEC requires that it be followed in financial reporting by publicly traded companies.

General Ledger - Refers to accounts of a business and is divided into two sections: balance sheet section, and nominal section.

Grants receivable - See accounts receivable.

Income per share or Earnings per share - Income per share is the bottom line net income divided by the number of shares outstanding. It is more often referred to and reported as earnings per share.

Income statement - Statement of revenue of a company less expenses incurred.

Intangible asset - Intangible assets are defined as assets that are not physical in nature. For example, the building that a business owns is a tangible asset because it can be valued and sold for a specific sum of money. The most common form of intangible asset is called Goodwill. This is the customer base that the business has built up and is the principal reason that a business might sell for more than the value of the tangible assets.

Interest - Interest is a surcharge on the repayment of debt (borrowed money).

Internal controls - A set of policies and procedures to prevent deliberate or misguided use of funds for unauthorized purposes.

Journal - The term "journal" is used, in business, for a book in which an account of transactions is kept before a transfer to the ledger.

Liabilities - The debts of the organization, for example, accounts payable, unpaid employee salaries, vacation leave, and loans.

Liability - In accounting, a financial liability is something that is owed to another party. This is typically contrasted with an asset which is something of value that you own. The basic accounting equation relates assets, liability, and capital (or equity) thus: liabilities + equity = assets

Line of credit - A means of short-term borrowing from a bank to meet cash flow challenges. Should be used for income timing problems, not for profitability problems.



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Liquid operating reserve - Unrestricted money that the organization has accumulated over time beyond what it needs to pay its immediate bills and other commitments.

Liquidity - Refers to having assets that are cash or quickly convertible to cash. See also assets.

Long-term asset - Long-term assets are those assets usually in service over one year such as buildings, equipment, etc. These often receive favorable tax treatment over short-term assets.

Long-term liabilities - Liabilities with a future benefit over one year, such as notes payable that mature greater than one year.

Matching principle - Presenting related income and expenses together in the appropriate period. A benefit of accrual basis accounting.

Net assets - The resources ultimately available to the organization (Assets - Liabilities = Net Assets). Found on the Statement of Financial Position. See also reserve.

Operating expense - An expense incurred in carrying out an organization's day-to-day activities, but not directly associated with production. Operating expenses include such things as payroll, sales commissions, employee benefits and pension contributions, transportation and travel, amortization and depreciation, rent, repairs, and taxes..

Output/outcome - These are evaluation concepts. Outputs are the direct results of your efforts (e.g., shelter nights), while outcomes are the longer-term impacts (e.g., injury/deaths of battered spouses avoided).

Overhead activity - The combination of administrative and fundraising activities.

Overhead rate - The percentage calculated by comparing total overhead expenses (administration plus fundraising) to total expenses.

Permanently restricted contributions - Contributions of assets whose principle is to be invested indefinitely according to the donor's wishes. Use by the organization is limited by donor-imposed stipulations that neither expire by the passage of time nor can be fulfilled or otherwise removed by actions of the organization.

Petty cash - Businesses often need small amounts of cash known as petty cash for expenditures where it is not practical to make the disbursement by check. The most common way of accounting for these expenditures is to use the imprest method. The initial fund would be created by issuing a check for the desired amount. Usually \$100 would be sufficient for most small business needs. The entry for this initial fund would be to debit petty cash and credit cash.



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Program activity - The mission-related work of a nonprofit organization that is not administration or fundraising activity.

Projection - An updated forecast of income and expense.

Ratio - The comparison of two numbers to create a financial indicator. See also current ratio.

Releasing funds from restriction - Spending temporarily restricted funds in accordance with an approved work plan/budget and/or in a specified time frame.

Relevant cost - is a managerial accounting term that describes avoidable costs that are incurred when making business decisions. The concept of relevant cost is used to eliminate unnecessary data that could complicate the decision-making process.

Reserve - The accumulated unrestricted net assets available for the organization's use. See also net assets.

Revenue - In business, revenue is the amount of money that a company receives from its activities, mostly from sales to customers. To investors, revenue is less important than profit, or income, which is the amount of money the business has earned after deducting business expenses.

Segments - The unique elements of a chart of accounts. See also chart of accounts.

Specific activity costs - Costs that can be directly associated with a single activity. See also activity.

Statement of activities - Also known as the income statement or profit and loss statement in the for-profit world, this statement reports the financial activity of the organization by function over a period of time.

Statement of financial position - Also known as the balance sheet in the for-profit world, this statement summarizes the assets, liabilities, and net assets of the organization as of a specific date.

Statement of functional income and expense - This report matches income and expense by function, for example, key programs, administration, and fundraising. Used to evaluate surplus/deficit status of each activity.

Sunk cost - A sunk cost is a cost that an entity has incurred, and which it can no longer recover by any means. Sunk costs should not be considered when making the decision to continue investing in an ongoing project, since these costs cannot be recovered. Instead, only relevant costs should be considered. However, many managers continue investing in projects because of the sheer size of the amounts already invested in the past. They do not want to "lose the investment" by curtailing a project that is proving to not be profitable, so they continue pouring more cash into it. Rationally, they should



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consider earlier investments to be sunk costs, and therefore exclude them from consideration when deciding whether to continue with further investments.

An accounting issue that encourages this adverse behavior is that capitalized costs associated with a project must be written off to expense as soon as the decision is made to cancel the project. When the amount to be written off is quite large, this encourages managers to keep projects running.

Temporarily Restricted - Grants and contributions that are to be spent for a specific purpose or during a restricted period of time.

Trial balance - A statement of general ledger accounts that enables an accountant to confirm whether amounts debited equal amounts credited.

Uniform Guidance - The Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Guidance") was officially implemented in December 2014 by the Council on Financial Assistance Reform (COFAR - now dissolved). The Uniform Guidance is a "government-wide framework for grants management" and the authoritative set of rules and requirements for Federal awards that synthesizes and supersedes guidance from earlier OMB circulars. (e.g. OMB Circulars A-21, A-87, A-110, A-122, A-89, A-

102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.)

Unrealized gains/losses on investments - The amount by which the market value of an asset exceeds or is less than the original cost of that asset.

Unrestricted contributions - Grants and contributions given by the donor without reference to a specific purpose or use within a specific time period. Organization can use the contributed assets for any lawful purpose.

Variance - Difference between planned and actual financial performance.

Write off - In accounting, writing off is the expensing of a balance sheet asset that has no future benefits. An example would be the writing off goodwill. That is, the worthless asset will be recorded as an expense on the current period's income statement rather than keeping it on the balance sheet as an asset. Similar to a write off is a write down. This is a partial write off. Only part of the value of the asset is removed from the balance sheet.



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Amended BYLAWS July 2024

ARTICLE I

Metropolitan Planning Organization

- SECTION 1 The MatsU Valley for Transportation (MVP for Transportation) Policy Board is designated to be the Metropolitan Planning Organization (MPO) for the Matanuska-Susitna Metropolitan Planning Area (MPA) by the Governor of the State of Alaska. As the MPO, the Policy Board is responsible for carrying out the transportation planning process in the metropolitan planning area and to serve as the Board of Directors for the MVP for Transportation MPO. The MPO Coordinator shall serve as the Executive Director of the MPO.
- SECTION 2 The MVP for Transportation Policy Board and committee meetings are subject to AS 44.62.310, Government Meetings Public.

ARTICLE I

Registered Agent and Place of Business

- SECTION 1 **Registered office and Registered Agent.** The registered office shall be located Wasilla City Hall, 290 East Herring Ave, Wasilla, Alaska 99654. The Registered officer may be changed by a action of the Policy Board and filed with the State of Alaska. The Registered Agent is Glenda Ledford, Mayor of Wasilla.

ARTICLE 2

Purpose

Metropolitan Planning Organization

- SECTION 1 The MatsU Valley for Transportation (MVP for Transportation) (the "Corporation") is the Metropolitan Planning Organization (MPO) for the Matanuska-Susitna Metropolitan Planning Area (MPA). MVP for Transportation was designated as an MPO by the Governor of the State of Alaska on December 19th 2023. As the MPO, the Policy Board is the governing body of MVP for Transportation, a nonprofit corporation responsible for carrying out the transportation planning process in the metropolitan planning area. The MVP Coordinator shall serve as the Executive Director of the MPO.



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ARTICLE 3

Policy Board and Officers

SECTION 1 In accordance with Section 5 of the MVP for Transportation Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation (the "MOU"), the Corporation's Policy Board, hereafter referred to as the "Policy Board", shall consist of seven voting seats, each member having one vote. The Policy Board shall serve as the Corporation's Policy Board and shall be comprised of the following members, *ex officio*:

- The Central Region Director of the State of Alaska Department of Transportation and Public Facilities (DOT&PF)
- The Matanuska-Susitna Borough (MSB) Mayor and the MSB Manager,
- The Mayor of the City of Palmer,
- The Mayor of the City of Wasilla,
- Knik Tribe Representative,
- Chickaloon Native Village Representative.

SECTION 2 The Policy Board shall elect the officers of the Corporation, which shall consist of a Chair, Vice-Chair, Secretary, and Treasurer, and may include an Executive Director, from Policy Board members annually at its regularly scheduled meeting, no later than the end of December. The duties and responsibilities of the Corporation's officers are as follows:

SECTION 3 **Chair.** The Chair shall be the principal officer of the Corporation and shall preside at all meetings of the Policy Board; may sign, with the Secretary or any other proper officer of the Corporation, contracts or other instruments which the Policy Board has authorized to be executed, except in cases where the signing and execution is expressly delegated by the Policy Board or by these Bylaws or by statute to some other officer or agent of the Corporation; and, in general, shall perform all duties incident to the office of President and other duties as may be prescribed by the Policy Board.

The Chair shall decide on all points of order and procedure in accordance with Robert's Rules of Order, Newly Revised, unless changed and adopted by the rules agreed upon by the Policy Board.

The Chair shall nominate, except for the Technical Committee, which is established by the Bylaws, all committee members and their respective chairs found necessary for the purpose of expediting the work of the Policy Board. All members nominated shall be confirmed by a majority vote of the Policy Board.



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The Chair shall report on activities taking place that have not come to the attention of the Policy Board at the next regularly scheduled or special meetings of the Policy Board.

When required, the Chair shall execute on behalf of the Policy Board all documents it authorizes or approves.

- SECTION 4 **Vice Chair.** In the absence of the Chair, or in event of his or her inability or refusal to act, a Vice Chair shall perform the duties of the Chair and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall perform such other duties as assigned by the Chair or by the Policy Board.
- SECTION 5 **Secretary.** The Secretary shall be responsible for the minutes of the meetings of the Policy Board and committees having any of the authority of the Policy Board; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records of the Corporation; keep a register of the name and address of each Member; and in general perform all duties incident to the office of Secretary and other duties as assigned by the Chair or by the Policy Board.
- SECTION 6 **Treasurer.** The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for monies due and payable to the Corporation from any source whatsoever; deposit all such moneys in the name of the Corporation in the banks, trust companies or other depositories selected by the Policy Board; and in general perform all the duties incident to the office of Treasurer and other duties as assigned by the President or by the Policy Board.
- SECTION 7 **Executive Director.** The Policy Board may appoint an Executive Director upon such terms and conditions and at such compensation as the Policy Board deems proper. The Executive Director, upon appointment, will serve at the pleasure of the Policy Board and will be responsible for the conduct of the business of the Corporation within its prescribed policies. They will report to the Chair and will be responsible for hiring, assigning, supervising, and terminating employees of the Corporation pursuant to the policies established by the Policy Board. The Executive Director will also be responsible for supporting the Chair in drafting the Agenda, the Secretary in noticing the meetings and taking minutes and the Treasurer by developing the monthly financial statements.
- SECTION 7 **Removal.** Any officer elected or appointed by the Policy Board may be removed for no cause stated by the Policy Board whenever, in its judgment, the best interests of the Corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed. Election or appointment of an officer or agent does not of itself create contract rights.



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- SECTION 8 **Vacancies.** Vacancies on the Policy Board or any officer positions, including vacancies resulting from (a) an increase in the number of Policy Board members or officer positions, or (b) the death, resignation, or removal of a Policy Board member or officer, shall be filled by a majority vote of the Policy Board. Each person so elected shall be a Policy Board member or officer to serve for the balance of the unexpired term.
- SECTION 9 **Dues.** Policy Board members shall remit all fees and membership dues pursuant to the MOU.

ARTICLE 4

Policy Board Meetings

- SECTION 1 The MVP for Transportation Policy Board meetings are open to the public and notice will be given at least five days prior to a scheduled meeting as outlined in the approved Public Participation Plan. Notice of the Meeting shall be delivered via email to all members and via the newspaper to the public according to the approved Public Participation Plan. The meeting will be governed using Roberts Rules of Order, Newly Revised.
- SECTION 2 Regular meetings of the Policy Board shall be held monthly at a time to be determined by the Policy Board.
- SECTION 3 All regular or special meetings shall be open to the public. An agenda schedule for each meeting of the Policy Board shall be prepared by the Secretary to ensure Policy Board business is conducted in an efficient manner.
- SECTION 4 Special meetings shall be held at the call of the Chair issued upon his/her own initiative or at the request of one (1) or more members of the Policy Board, when necessary, to act upon matters before the Policy Board, providing notice is given in accordance with the approved Public Participation Plan.
- SECTION 5 A quorum shall consist of majority of the Policy Board members. A majority of the present quorum shall be required to approve any official action.
- SECTION 6 In the absence of a quorum, no meeting shall be held and not official action may be taken.
- SECTION 7 A roll-call vote will be called for on all matters being voted on by the Policy Board unless it passes without objection.

Commented [KS1]: Does this mean if someone leaves the meeting and there is no quorum then we have to end the meeting?



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SECTION 8 **Proxy Voting.** If a Policy Board member cannot attend the regularly scheduled meeting, they may send their written vote on all action items to the Secretary and the MVP Executive Director 24 hours in advance of the meeting. The Technical Committee (TC) member of the representing organization can serve as a proxy voter for the Policy Board member if designated in writing by the Policy Board member. The TC member will count toward the quorum.

ARTICLE 5

Agenda

- SECTION 1 The MVP Executive Director shall prepare for each meeting of the Policy Board or its Committees, when appointed, an agenda of the items to be considered.
- SECTION 2 Any member of the Policy Board may instruct the Executive Director to add any matter to the agenda for discussion or action by the Policy Board.
- SECTION 3 All agenda items to be considered by the Policy Board must be submitted no later than the close of business one week before the meeting.
- SECTION 4 Informational items not on the agenda may be presented to the board, so long as no action is taken until the next meeting of the Policy Board.

ARTICLE 6

Order of Business

- SECTION 1 The order of business of meetings shall be as follows:
- A. Meeting called to order
 - B. Introduction of Members and Attendees
 - C. Approval of the Agenda
 - D. Approval of the Minutes of the previous meeting
 - E. Staff/Committee/Workgroup Reports (including the Chair's report)
 - F. Voices of the Visitors (items not on the agenda)
 - G. Old Business
 - H. New Business
 - I. Other Issues
 - J. Informational Items
 - K. Member Comments



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L. Adjournment

- SECTION 2 Public Comment shall be accepted for all old business and new business items.
- SECTION 3 The length of the public comment period, per speaker, shall be determined at the discretion of the Chair at the beginning of any public meeting, but in no event shall exceed [fifteen] ([15]) minutes. The public comment period will be closed when all speakers have had an opportunity to comment on the item before the Policy Board.
- SECTION 4 The Policy Board may add a Consent Agenda to the order of business.

ARTICLE 7

Records

- SECTION 1 The minutes of all Policy Board and Committee meetings shall be recorded by the MPO staff and maintained as a public record in the MPO office and shall be accessible to the public during regular office hours.

ARTICLE 8

Committees

- SECTION 1 The Policy Board may appoint any committees that it deems necessary including but not limited to a Finance, Executive, Board Enrichment, Transit Advisory, and Non-Motorized Transportation Committees. Other committees not having and exercising the authority of the Policy Board in the management of the Corporation may be established by action of the Policy Board. Except as otherwise provided in that action, the Chair of the Corporation shall appoint the committee members. Any member may be removed, without cause stated, by the person or persons authorized to appoint the member whenever, in the judgment of the appointing authority, the best interest of the Corporation is served by the removal.
- SECTION 2 All Committees shall consist of at least three (3) members each.
- SECTION 3 Members of the Policy Board shall be a non-voting member of each Committee.
- SECTION 4 Committee meetings may be called at the request of the Committee Chair, the Policy Board, or at the request of two (2) committee members. A written or verbal report of



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Committee business shall be made at the next meeting of the Policy Board by any Committee member or the Executive Director.

- SECTION 5 All Committee meetings must be noticed according MVP approved Public Participation Plan.
- SECTION 6 Unless otherwise provided in the action of the Policy Board designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

ARTICLE 9

Technical Committee Purpose and Duties

- SECTION 1 The MPO shall have a standing Technical Committee to review items of a technical nature and act as an advisory body to assist the Policy Board.
- SECTION 2 The purpose of the Technical Committee shall be to evaluate the technical feasibility of proposed plans and projects, provide technical data and information, and make recommendations to the Policy Board.
- SECTION 3 The Technical Committee shall have approval authority during construction of projects as outlined in the Policies and Procedures.
- SECTION 4 General Membership of the Technical Committee shall consist of fourteen (14) seats held by representatives, such as engineer, planner, or other specialist, from MVP's member agencies and regional transportation organizations. General members are named by the leadership of their respective organizations. The following agencies and organizations make up the General Membership of the Technical Committee:
- Mat-Su Borough Transportation Advisory Board Chair
 - Mat-Su Borough School District Operations
 - City of Palmer
 - City of Wasilla
 - Mat-Su Borough Planning
 - Mat-Su Borough Public Works
 - State of Alaska Department of Transportation & Public Facilities Planning Chief
 - State of Alaska Department of Transportation & Public Facilities Preconstruction Engineer



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- Local Road Service Area Advisory Board Member
- Alaska Railroad Corporation
- Knik Tribe
- Chickaloon Native Village
- Trucking Industry Advocate
- State of Alaska Department of Environmental Conservation Air Quality

SECTION 5 At-Large Membership of the Technical Committee shall consist of three (3) seats held by representatives from the following entities:

- Trucking Industry Advocate-a professional involved in some aspect of freight movement, management and/or advocacy
- Public Transportation provider- a professional involved in some aspect of public transit service provision and/or advocacy
- Nonmotorized/Mobility Advocate- a professional involved in some aspect of non-motorized trail development, maintenance and/or advocacy

Entities represented on an at-large basis shall provide documentation to the Corporation naming such representatives.

SECTION 6 At-Large member nominations follow an application process outlined in the Corporation's Organizational Policies. Technical Committee Member applications are reviewed and appointed by the Policy Board.

SECTION 7 The Technical Committee shall elect a Chair and Vice-Chair from its regular members annually at its regularly scheduled meeting no later than the end of November.

SECTION 8 The Chair shall decide on all points of order and procedure in accordance with Robert's Rules of Order, Newly Revised, unless changed and adopted by the rules agreed upon by the Committee.

SECTION 9 The Chair, or in their absence or disability the Vice-Chair, shall preside at all meetings and hearings of the Technical Committee. In the absence or disability of both the Chair and Vice-Chair, an acting Chair shall be selected by the members present or staff could be asked to serve for the meeting.

SECTION 10 MVP Staff shall serve as Secretary of the Technical Committee. The Secretary shall provide all administrative support for the Technical Committee.

SECTION 11 All committee members shall be entitled to one vote each. The Executive Director and Transportation Planner will not be considered as members and will not get a vote. Proxy



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voting is allowed if written notification identifying the proxy is received from the Technical Committee member by the Executive Director prior to the meeting.

- SECTION 12 A quorum of voting members must be present for a vote to take place. A quorum will consist of nine (9) or more voting members of the Technical Committee. A majority of the voting members present at a meeting are required for an affirmative vote.
- SECTION 13 Voting members of the Technical Committee will comply with Article 10 and 11 of the Policy Board Bylaws regarding conflict of interest and ethics decisions.
- SECTION 14 The Technical Committee may adopt the use of appointed workgroups, if deemed necessary for the continuing transportation planning process. The workgroups will be appointed by the Technical Committee Chair and ratified by the Technical Committee. Workgroup appointments will usually be temporary in nature and will be terminated at the conclusion of the specific project concerned.
- SECTION 15 Regular meetings of the Technical Committee shall be held monthly. The Committee Chair may call special meetings provided public notice is given as provided in the approved Public Participation Plan. Roberts Rules of Order, Newly Revised shall govern the conduct of all meetings of the Committee, except for rules set forth or adopted by the Technical Committee.
- SECTION 16 The Technical Committee shall have the following duties and all additional duties assigned by the Policy Board:
- A. Develop the Draft Unified Planning Work Program (UPWP) for the Policy Board. This includes recommendation of tasks and task priority.
 - B. Develop and prioritize transportation projects for inclusion in the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP).
 - C. Monitor the development of projects included in the TIP. This includes reporting on the status of projects and recommendations if a project is delayed.
 - D. Approve changes during construction in accordance with the Matsu for Transportation Policies and Procedures.

ARTICLE 10

Conflict of Interest



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SECTION 1 **Declaration of Policy.** The Policy Board declares that members operate as a State and Federally mandated Policy Board; and any effort to realize personal gain through official conduct is a violation of that trust. Policy Board and committee members shall not only be impartial and devoted to the best interests of the Policy Board's jurisdiction but also shall act and conduct themselves both inside and outside the Policy Board and committee's service as not to give occasion for distrust of their impartiality or of their devotion to the best interests of the citizens they represent. This provision is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

SECTION 2 **Definitions.** As used in this article:

Interested Party shall mean any director, principal officer, or member of a Committee with powers delegated by the Policy Board, who has a direct or indirect financial interest or receives any remuneration from the Corporation, is an interested person.

Conflict of Interest shall mean every member shall vote on all questions unless he has a direct or substantial indirect financial or personal interest in the matter being discussed.

Financial Interest shall mean a Policy Board member or officer has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement;
2. A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement; or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Policy Board determines that a conflict of interest exists.

Personal Interest shall mean any direct or substantial indirect interest arising from blood or marriage relationships or from close business or political associations, whether any financial interest is involved.

Confidential Information shall mean all information pertaining to City, Borough or State interests that is not available to the public in general including but not limited to



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information pertaining to any claims or lawsuits pending against the Policy Board and personnel matters.

SECTION 3 **Disclosure of interest.** No member who has a direct or indirect financial or personal interest in any matter before the Policy Board or assigned Committees shall use his/her office or position to exert influence on such matter.

If known by the member, a member who participates in the discussion or expresses an opinion to the Policy Board on any matter before it shall disclose the nature and extent of any direct or indirect financial or other personal interest, he/she has in such matter to the Policy Board. The Policy Board shall determine whether the member has a conflict of interest and whether the member must recuse him/herself from the discussion and vote on the matter. The Policy Board shall make such determination by simply majority vote.

If a member has reasonable cause to believe another member has failed to disclose actual or possible conflicts of interest, the member shall inform the Policy Board in writing of the basis for such belief and afford the other member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Policy Board determines the member has failed to disclose an actual or possible conflict of interest, the Policy Board shall take appropriate disciplinary and corrective action.

SECTION 4 **Disclosure of Information.** No member shall disclose any confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her or others' financial, personal, or political interests. This section shall not prohibit any such member from acquiring and utilizing any information which is available to the public in general so long as such information is obtained in the same manner as it would be obtained by an ordinary citizen.

SECTION 5 **Compensation.** No member of the Policy Board or assigned Committees whose jurisdiction includes compensation matters and who personally receives compensation, directly or indirectly, individually or collectively, from MVP for services may provide information or vote on matters pertaining to that member's compensation.

SECTION 6 **Securing Special Privileges.** No member shall use or attempt to use the member's position to secure privileges, financial gain or exemption for him/herself or others.

No member shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

SECTION 7 **Post-Membership Activities.** No member, after the termination of service with the Policy Board, shall appear before the Policy Board in relation to any case, proceeding or



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application in which he personally participated during the period of his service, or which was under his active consideration.

- SECTION 8 **Annual Statements.** Each active member of the Policy Board shall annually sign a statement (Appendix B) which affirms he/she has read and understands the conflicts of interest policy within this Article, agrees to comply with the policy, and understands that the Matsu Valley for Transportation MPO is a charitable organization and in order to maintain its federal non-profit tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE 11

Policy Board Code of Ethics

- SECTION 1 The Policy Board shall adopt the “American Planning Association (APA) Ethical Principles in Planning” dated May 1992 as broad, general guidelines for the ethical conduct of its members. The guidelines, while directed to AICP and APA members, reflect the ethics of MVP for Transportation and its members will use to guide their efforts. This statement is attached and hereby made a part of these bylaws (Appendix A)

ARTICLE 12

Miscellaneous

- SECTION 1 **Minor Changes to Documents.** In instances when documents are approved by the Policy Board and signed by the Chair which are subsequently discovered to contain unintended or incorrect information or language, and when, in the opinion of the Chair, the document submitted to accomplish their correction will not alter the intent of the Policy Board in its original approval, the Chair is authorized to sign such a document, provided that the Secretary provides written concurrence with this action.

- SECTION 2 **Attendance.** Attendance shall be in person or telephonically. If any member, except ex-officio members, has three consecutive unexcused absences, it shall be cause for an alternative representative to be designated from their organization. If for any reason an alternative representative is not designated, the Policy Board shall instruct the Chair of the Policy Board to inform the proper legislative body of the requirements of this section of the bylaws.

The only exception to the above procedures and requirements shall be in cases of illness or conditions beyond the control of the individual member, as judged by the majority of



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the Policy Board members. Any member seeking an exception should request an item be placed on the agenda. Said judgment or ruling on the condition beyond the control of a member shall be voted on at a regular meeting or special called meeting for this particular purpose.

SECTION 3 **Legislative Policy Board Member Appointment.** Upon appointment to the Policy Board and confirmation by the respective Council or Assembly, the members so confirmed will be seated at the next regular or special meeting.

SECTION 4 **Indemnification.** The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Corporation) by reason of the fact that he or she is or was a Policy Board member or officer of the Corporation, or is or was serving at the request of the Corporation as a Policy Board member, officer, employee, or agent of another Corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit, or proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful.

The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action or suit by or in the right of the Corporation to procure a judgment in its favor by reason of the fact that he or she is or was a Policy Board member, officer, employee, or agent of the Corporation, or is or was serving at the request of the Corporation as a Policy Board member, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise against expenses (including attorneys' fees) actually and reasonably incurred by him or her in connection with the defense or settlement of such action or suit if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Corporation; provided, however, that no indemnification shall be made in respect of any claim, issue, or matter as to which such person shall have been adjudged to be liable to the Corporation unless and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the court shall deem proper.

To the extent that a Policy Board member, officer, employee, or agent of the Corporation has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in Sections 1 and 2, or in defense of any claim, issue, or matter



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therein, he or she shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by him or her in connection therewith.

Expenses incurred in defending a civil or criminal action, suit, or proceeding may be paid by the Corporation in advance of the final disposition of such action, suit, or proceeding as authorized by the Policy Board in the specific case upon receipt of an undertaking by or on behalf of the Policy Board member, officer, employee, or agent to repay such amount unless it shall ultimately be determined that he or she is entitled to be indemnified by the Corporation as authorized in this Article.

The indemnification provided by this Article shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any bylaw, agreement, vote of disinterested Policy Board members, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Policy Board member, officer, employee, or agent and shall inure to the benefit of the heirs, executors, and administrators of such a person.

The Corporation may purchase and maintain insurance on behalf of any person who is or was a Policy Board member, officer, employee, or agent of the Corporation, or is or was serving at the request of the Corporation as a Policy Board member, officer, employee, or agent of another Corporation, partnership, joint venture, trust, or other enterprise against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify him or her against such liability under the provisions of this Article.

If any part of this Section shall be found in any action, suit, or proceeding to be invalid or ineffective, the validity and the effectiveness of the remaining parts shall not be affected.

ARTICLE 13

Amendments

SECTION 1 In accordance with Article 4, Section 5, these rules may be amended, rescinded or supplemented by the Policy Board provided such amendments are presented in writing at a regular meeting or special meeting called for this particular purpose and action taken thereon at a subsequent regular meeting.

ARTICLE 14



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Fiscal Year

SECTION 1 The fiscal year of MVP shall begin on the 1st day of October and end on the 30th day of September in each year.

ARTICLE 15

Seal; Shares of Stock; Loans

SECTION 1 **Seal.** The Corporation shall have no seal.

SECTION 2. **Shares of Stock.** The Corporation shall not have stock nor pay dividends.

SECTION 3 **Loans.** The Corporation may not make loans to its officers or Policy Board members.

ARTICLE 16

Contracts, Checks, Deposits and Gifts

SECTION 1. **Contracts.** the Policy Board may authorize any officer or officers agent or agents of the Corporation, in addition to the officers expressly authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

SECTION 2. **Checks, Drafts, Etc.** All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by the officer or officers, agent or agents of the Corporation and in a manner determined by resolution of the Policy Board.

SECTION 3 **Gifts.** The Policy Board or its designee may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Corporation so long as the contribution, bequest or devise is consistent with the gift acceptance policy adopted by the Policy Board. In the absence of a gift acceptance policy, the Policy Board shall exercise due diligence in determining that acceptance of the contribution, gift, bequest or devise is in the best interest of the Corporation.

These Amended Bylaws were passed and approved by a duly constituted quorum of MatSu Valley Planning for Transportation MVP Policy Board on _____.



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[], Chair

ATTEST:

[], Secretary

PASSED

Yes:

No:

Absent:



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Appendix A Ethical Principles in Planning (As Adopted by the APA Board, May 1992)

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This statement is a guide to ethical conduct for all who participate in the process of planning as advisors, advocates, and decision makers. It presents a set of principles to be held in common by certified planners, other practicing planners, appointed and elected officials, and others who participate in the process of planning.

The planning process exists to serve the public interest. While the public interest is a question of continuous debate, both in its general principles and in its case-by-case applications, it requires a conscientiously held view of the policies and actions that best serve the entire community.

Planning issues commonly involve a conflict of values and, often, there are large private interests at stake. These accentuate the necessity for the highest standards of fairness and honesty among all participants.

Those who practice planning need to adhere to a special set of ethical requirements that must guide all who aspire to professionalism.

The Code is formally subscribed to by each certified planner. It includes an enforcement procedure that is administered by AICP. The Code, however, provides for more than the minimum threshold of enforceable acceptability. It also sets aspirational standards that require conscious striving to attain.

The ethical principles derive both from the general values of society and from the planner's special responsibility to serve the public interest. As the basic values of society are often in competition with each other, so do these principles sometimes compete. For example, the need to provide full public information may compete with the need to respect confidences. Plans and programs often result from a balancing among divergent interests. An ethical judgment often also requires a conscientious balancing, based on the facts and context of a particular situation and on the entire set of ethical principles.

This statement also aims to inform the public generally. It is also the basis for continuing systematic discussion of the application of its principles that is itself essential behavior to give them daily meaning.

The planning process must continuously pursue and faithfully serve the public interest.



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Planning Process Participants should:

1. Recognize the rights of citizens to participate in planning decisions;
2. Strive to give citizens (including those who lack formal organization or influence) full, clear and accurate information on planning issues and the opportunity to have a meaningful role in the development of plans and programs;
3. Strive to expand choice and opportunity for all persons, recognizing a special responsibility to plan for the needs of disadvantaged groups and persons;
4. Assist in the clarification of community goals, objectives and policies in plan-making;
5. Ensure that reports, records and any other non-confidential information which is, or will be, available to decision makers is made available to the public in a convenient format and sufficiently in advance of any decision;
6. Strive to protect the integrity of the natural environment and the heritage of the built environment;
7. Pay special attention to the interrelatedness of decisions and the long range consequences of present actions.

Planning process participants continuously strive to achieve high standards of integrity and proficiency so that public respect for the planning process will be maintained.

Planning Process Participants should:

1. Exercise fair, honest, and independent judgment in their roles as decision makers and advisors;
2. Make public disclosure of all "personal interests" they may have regarding any decision to be made in the planning process in which they serve, or are requested to serve, as advisor or decision maker.
3. Define "personal interest" broadly to include any actual or potential benefits or advantages that they, a spouse, family member or person living in their household might directly or indirectly obtain from a planning decision;



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4. Abstain completely from direct or indirect participation as an advisor or decision maker in any matter in which they have a personal interest, and leave any chamber in which such a matter is under deliberation, unless their personal interest has been made a matter of public record; their employer, if any, has given approval; and the public official, public agency or court with jurisdiction to rule on ethics matters has expressly authorized their participation;
5. Seek no gifts or favors, nor offer any, under circumstances in which it might reasonably be inferred that the gifts or favors were intended or expected to influence a participant's objectivity as an advisor or decision maker in the planning process;
6. Not participate as an advisor or decision maker on any plan or project in which they have previously participated as an advocate;
7. Serve as advocates only when the client's objectives are legal and consistent with the public interest.
8. Not participate as an advocate on any aspect of a plan or program on which they have previously served as advisor or decision maker unless their role as advocate is authorized by applicable law, agency regulation, or ruling of an ethics officer or agency; such participation as an advocate should be allowed only after prior disclosure to, and approval by, their affected client or employer; under no circumstance should such participation commence earlier than one year following termination of the role as advisor or decision maker;
9. Not use confidential information acquired in the course of their duties to further a personal interest;
10. Not disclose confidential information acquired in the course of their duties except when required by law, to prevent a clear violation of law or to prevent substantial injury to third persons; provided that disclosure in the latter two situations may not be made until after verification of the facts and issues involved and consultation with other planning process participants to obtain their separate opinions;
11. Not misrepresent facts or distort information for the purpose of achieving a desired outcome;



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12. Not participate in any matter unless adequately prepared and sufficiently capacitated to render thorough and diligent service;
13. Respect the rights of all persons and not improperly discriminate against or harass others based on characteristics which are protected under civil rights laws and regulations.

APA members who are practicing planners continuously pursue improvement in their planning competence as well as in the development of peers and aspiring planners. They recognize that enhancement of planning as a profession leads to greater public respect for the planning process and thus serves the public interest.

APA Members who are practicing planners:

1. Strive to achieve high standards of professionalism, including certification, integrity, knowledge, and professional development consistent with the AICP Code of Ethics;
2. Do not commit a deliberately wrongful act which reflects adversely on planning as a profession or seek business by stating or implying that they are prepared, willing or able to influence decisions by improper means;
3. Participate in continuing professional education;
4. Contribute time and effort to groups lacking adequate planning resources and to voluntary professional activities;
5. Accurately represent their qualifications to practice planning as well as their education and affiliations;
6. Accurately represent the qualifications, views, and findings of colleagues;
7. Treat fairly and comment responsibly on the professional views of colleagues and members of other professions;
8. Share the results of experience and research which contribute to the body of planning knowledge;
9. Examine the applicability of planning theories, methods and standards to the facts and analysis of each particular situation and do not accept the applicability of a customary solution without first establishing its appropriateness to the situation;



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10. Contribute time and information to the development of students, interns, beginning practitioners and other colleagues;
11. Strive to increase the opportunities for women and members of recognized minorities to become professional planners;
12. Systematically and critically analyze ethical issues in the practice of planning.

Appendix B Conflict of Interest Certification

[MVP Conflict of Interest Policy Statement and Certification Form.docx](#)



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Amended BYLAWS July 2024

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ARTICLE I

Registered Office and Registered Agent

SECTION 1 The registered office shall be located Wasilla City Hall, 290 East Herring Ave, Wasilla, Alaska 99654. The Registered officer may be changed by a action of the Board of directors and filed with the State of Alaska. The Registered Agent is Glenda Ledford, Mayor of Wasilla.

ARTICLE 2

Purpose

Metropolitan Planning Organization

SECTION 1 The MatsU Valley for Transportation (MVP for Transportation) ~~Policy Board~~ is designated ~~to be~~ the Metropolitan Planning Organization (MPO) for the Matanuska-Susitna Metropolitan Planning Area (MPA). MVP for Transportation was designated as an MPO by the Governor of the State of Alaska on December 19th 2023. As the MPO, the Policy Board is the governing body of MVP for Transportation, a nonprofit corporation is responsible for carrying out the transportation planning process in the metropolitan planning area.

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ARTICLE 3~~II~~

Members and Officers

SECTION 1 In accordance with Section 5 of the MVP for Transportation Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation, the MPO Policy Board, hereafter referred to as the "Policy Board", consist of seven voting seats, each member gets one vote. The Policy Board Make up is as follows:

- The Central Region Director of the State of Alaska Department of Transportation and Public Facilities (DOT&PF);
- The Matanuska-Susitna Borough (MSB) Mayor and the MSB Manager,
- The Mayor of the City of Palmer,
- The Mayor of the City of Wasilla,
- Knik Tribe Representative
- Chickaloon Native Village Representative.

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Vacancies?

Membership and Dues?

SECTION 2 The Policy Board shall elect a board Chair, Vice-Chair, Secretary, and Treasurer from its members annually at its regularly scheduled meeting no later than the end of December.

SECTION 3 The **Chair**, shall be the principal officer of the Corporation and shall preside at all meetings of the Board of Directors; may sign, with the Secretary or any other proper officer of the Corporation, contracts or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution is expressly delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of the Corporation; and, in general, shall perform all duties incident to the office of President and other duties as may be prescribed by the Board of Directors.

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The Chair shall decide on all points of order and procedure in accordance with Robert's Rules of Order, Newly Revised, unless changed and adopted by the rules agreed upon by the Policy Board.

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The Chair shall nominate, except for the Technical Committee, which is established by the Bylaws, all committee members and their respective chairs found necessary for the purpose of expediting the work of the Policy Board. All members nominated shall be confirmed by a majority vote of the Policy Board.

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The Chair shall report on activities taking place that have not come to the attention of the Policy Board at the next regularly scheduled or special meetings of the Policy Board.

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When required, the Chair shall execute on behalf of the Policy Board all documents it authorizes or approves.

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~~SECTION 43-~~ The **Vice Chair**, In the absence of the Chair or in event of his or her inability or refusal to act, a Vice Chair shall perform the duties of the Chair and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall perform such other duties as assigned by the Chair or by the Board of Directors.

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SECTION 54 **The Secretary**, is responsible for the minutes of the meetings of the Board of Directors and committees having any of the authority of the Board of Directors; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records of the Corporation; keep a register of the name and



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address of each Member; and in general perform all duties incident to the office of Secretary and other duties as assigned by the Chair or by the Board of Directors.

SECTION 65 The **Treasurer**, shall have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for monies due and payable to the Corporation from any source whatsoever; deposit all such moneys in the name of the Corporation in the banks, trust companies or other depositories selected by the Board of Directors; and in general perform all the duties incident to the office of Treasurer and other duties as assigned by the President or by the Board of Directors.

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SECTION 7 **Executive Director**, the Board of Directors may appoint an Executive Director upon such terms and conditions and at such compensation as the Board deems proper. The Executive Director, upon appointment, will serve at the pleasure of the Board and will be responsible for the conduct of the business of the Corporation within its prescribed policies. They will report to the Chair and will be responsible for hiring, assigning, supervising, and terminating employees of the Corporation pursuant to the policies established by the Board. The Executive Director will also be responsible for supporting the Chair in drafting the Agenda, the Secretary in noticing the meetings and taking minutes and the Treasurer by developing the monthly financial statements.

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Section 8 **Removal**. Any officer elected or appointed by the Board of Directors may be removed for no cause stated by the Board of Directors whenever, in its judgment, the best interests of the Corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed. Election or appointment of an officer or agent does not of itself create contract rights.

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ARTICLE 4

Policy Board Meetings

SECTION 1 The MVP for Transportation Policy Board meetings are open to the public and notice will be given at least five days prior to a scheduled meeting as outlined in the approved Public Participation Plan. Notice of the Meeting shall be delivered via email to all members and via the newspaper to the public ~~All~~ according- to the approved Public Participation Plan. The meeting will be governed using Roberts Rules of Order, Newly Revised.

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SECTION 2 Regular meetings of the Policy Board shall be held monthly at a time to be determined by the Policy Board.



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- SECTION 3 All regular or special meetings shall be open to the public. An agenda schedule for each meeting of the Policy Board shall be prepared by the Secretary to ensure Policy Board business is conducted in an efficient manner.
- SECTION 4 Special meetings shall be held at the call of the Chair issued upon his/her own initiative or at the request of one (1) or more members of the Policy Board, when necessary, to act upon matters before the Policy Board, providing notice is given in accordance with the approved Public Participation Plan. all applicable open meeting laws.
- SECTION 5 A quorum shall consist of four (4) members of the Policy Board. Four supporting votes are required to approve any action.
- SECTION 6 In the absence of a quorum no meeting shall be held.
- SECTION 7 A roll-call vote will be called for on all matters being voted on by the Policy Board unless it passes without objection.
- SECTION 8 Proxy Voting, if a policy board member cannot attend the regularly scheduled meeting, they may send their written vote on all action items to the Secretary and the MVP Executive Director 24 hours in advance of the meeting. The Technical Committee (TC) member of the representing organization can serve as a proxy voter for the policy board member if designated in writing by the policy board member. The TC member will count toward the quorum.

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ARTICLE 5-IV

Agenda

- SECTION 1 The ~~Secretary~~-MVP Executive Director shall prepare for each meeting of the Policy Board or its Committees, when appointed, an agenda of the items to be considered.
- SECTION 2 Any member of the Policy Board may instruct the ~~Secretary~~-Executive Director to add any matter to the agenda for discussion or action by the Policy Board.
- SECTION 3 All agenda items to be considered by the Policy Board must be submitted no later than the close of business one week before the meeting.
- SECTION 4 Informational items not on the agenda may be presented to the board, so long as no action is taken until the next meeting of the Policy Board.



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ARTICLE 6V

Order of Business

SECTION 1 The order of business of meetings shall be as follows:

- A. Meeting called to order
- B. Introduction of Members and Attendees
- C. Approval of the Agenda
- D. Approval of the Minutes of the previous meeting
- E. Staff/Committee/Workgroup Reports (including the Chair's report)
- F. Voices of the Visitors (items not on the agenda)
- G. Old Business
- H. New Business
- I. Other Issues
- J. Informational Items
- K. Committee Comments
- L. Adjournment

SECTION 2 Public Comment shall be accepted for all old business and new business items.

SECTION 3 The length of the public comment period, per speaker, may be determined at the discretion of the Chair at the beginning of any public meeting. The public comment period will be closed when all speakers have had an opportunity to comment on the item before the Policy Board.

SECTION 4 The Policy Board may add a Consent Agenda to the order of business. A Consent Agenda groups routine, non-controversial items and reports together under one action item. The Consent Agenda is approved by one action rather than separate items for each action.

ARTICLE 7V

Records

SECTION 1 The minutes of all Board and Committee meetings shall be recorded by the MPO staff and maintained as a public record in the MPO office and shall be accessible to the public during regular office hours.



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ARTICLE 8VH

Committees

SECTION 1 1 The Board may appoint any committees that it deems necessary including but not limited to a Finance, Executive, Board Enrichment, Transit Advisory, and Non-Motorized Transportation Committees. Other committees not having and exercising the authority of the Board of Directors in the management of the Corporation may be established by action of the Board. Except as otherwise provided in that action, the Chair of the Corporation shall appoint the committee members. Any member may be removed, without cause stated, by the person or persons authorized to appoint the member whenever, in the judgment of the appointing authority, the best interest of the Corporation is served by the removal.

SECTION 2 All Committees shall consist of at least three (3) members each.

SECTION 32 Members of the Policy Board shall be a non-voting member of each Committee.

SECTION 43 Committee meetings may be called at the request of the Committee Chair or at the request of two (2) members. A written or verbal report of Committee business shall be made at the next meeting of the Policy Board by any Committee member or the Executive Director.

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SECTION 54 All Committee meetings must be noticed according- MVP approved Public Participation Plan. -

ARTICLE 9VH

Technical Committee Purpose and Duties

SECTION 1 The MPO shall have a standing Technical Committee to review items of a technical nature and act as an advisory body to assist the Policy Board.

SECTION 2 The purpose of the Technical Committee shall be to evaluate the technical feasibility of proposed plans and projects, provide technical data and information, and make recommendations to the Policy Board.

SECTION 3 The Technical Committee shall have approval authority during construction of projects as outlined in the Policies and Procedures.



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SECTION 4 General Membership of the Technical Committee shall consist of fourteen (14) seats held representatives, such as engineer, planner, or other specialist, from MVP's member agencies and regional transportation organizations. General members are named by the leadership of their respective organizations. The following agencies and organizations make up the General membership: ~~and groups:~~

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- Mat-Su Borough Transportation Advisory Board Chair
- Mat-Su Borough School District Operations
- City of Palmer
- City of Wasilla
- Mat-Su Borough Planning
- Mat-Su Borough Public Works
- State of Alaska Department of Transportation & Public Facilities Planning Chief
- State of Alaska Department of Transportation & Public Facilities Preconstruction Engineer
- Local Road Service Area Advisory Board ~~Chair~~Member
- Alaska Railroad Corporation
- Knik Tribe
- Chickaloon Native Village ~~Traditional Council~~
- State of Alaska Department of Environmental Conservation Air Quality

SECTION 5 At-Large Membership of the Technical Committee shall consist of three (3) seats held by representatives from the following entities:

- Trucking Industry Advocate- a professional involved in some aspect of freight movement, management and/or advocacy
- Public Transportation provider- a professional involved in some aspect of public transit service provision and/or advocacy
- Nonmotorized/Mobility Advocate- a professional involved in some aspect of non-motorized trail development, maintenance and/or advocacy

SECTION 6 At-Large member nominations follow an application process outlined in MVP's Organizational Policies. Technical Committee Member applications are reviewed and appointed by the Policy Board.

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SECTION 5 The Technical Committee shall elect a Chair and Vice-Chair from its regular members annually at its regularly scheduled meeting no later than the end of November.

SECTION 6 The Chair shall decide on all points of order and procedure in accordance with Robert's Rules of Order, Newly Revised, unless changed and adopted by the rules agreed upon by the Committee.



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- SECTION 7 The Chair, or in their absence or disability the Vice-Chair, shall preside at all meetings and hearings of the ~~Policy Board~~Technical Committee. In the absence or disability of both the Chair and Vice-Chair, an acting Chair shall be selected by the members present or staff could be asked to serve for the meeting.
- SECTION 8 ~~The Executive Director~~MVP Staff shall serve as Secretary of the Technical Committee. The Secretary shall provide all administrative support for the Technical Committee. ~~The Transportation Planner of MVP for Transportation is designated as Assistant Secretary to serve in the absence of the Executive Director and to provide additional support to the Technical Committee.~~
- SECTION 9 All committee members shall be entitled to one vote each. The Executive Director and Transportation Planner will not be considered as members and will not get a vote. Proxy voting is allowed if written notification identifying the proxy is received from the Technical Committee member by the Executive Director prior to the meeting.
- SECTION 10 A quorum of voting members must be present for a vote to take place. A quorum will consist of nine (9) or more voting members of the Technical Committee. A majority of the voting members present at a meeting are required for an affirmative vote.
- SECTION 11 Voting members of the Technical Committee will comply with Article 10 and 11 of the Policy Board Bylaws regarding conflict of interest and ethics decisions.
- SECTION 12 The Technical Committee may adopt the use of appointed workgroups, if deemed necessary for the continuing transportation planning process. The workgroups will be appointed by the Technical Committee Chair and ratified by the Technical Committee. Workgroup appointments will usually be temporary in nature and will be terminated at the conclusion of the specific project concerned.
- SECTION 13 Regular meetings of the Technical Committee shall be held monthly. The Committee Chair may call special meetings provided public notice is given as provided ~~by AS 44-62-310 in~~ the approved Public Participation Plan. Roberts Rules of Order, Newly Revised shall govern the conduct of all meetings of the Committee, except for rules set forth or adopted by the Technical Committee.
- SECTION 14 The Technical Committee shall have the following duties and all additional duties assigned by the Policy Board:
- A. Develop the Draft Unified Planning Work Program (UPWP) for the Policy Board. This includes recommendation of tasks and task priority.



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- B. Develop and prioritize transportation projects for inclusion in the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP).
- C. Monitor the development of projects included in the TIP. This includes reporting on the status of projects and recommendations if a project is delayed.
- ~~D. D.~~ Approve changes during construction in accordance with the Matsu for Transportation Policies and Procedures.

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ARTICLE 10~~X~~

Conflict of Interest

Section 1

Declaration of policy. The Policy Board declares that members operate as a State and Federally mandated Policy Board; and any effort to realize personal gain through official conduct is a violation of that trust. Policy Board and committee members shall not only be impartial and devoted to the best interests of the Policy Board’s jurisdiction but also shall act and conduct themselves both inside and outside the Policy Board and committee’s service as not to give occasion for distrust of their impartiality or of their devotion to the best interests of the citizens they represent. This provision is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2

Definitions. As used in this article:

Interested Party shall mean any director, principal officer, or member of a committee with board delegated powers, who has a direct or indirect financial interest or receives any remuneration from the Corporation, is an interested person.

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Conflict of Interest shall mean every member shall vote on all questions unless he has a direct or substantial indirect financial or personal interest in the matter being discussed.

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Financial Interest shall mean any interest that shall yield, directly or indirectly, a monetary or other material benefit for services to the Policy Board and committee’s jurisdiction to the member or other person retaining the services of the member. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.



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Personal Interest shall mean any direct or substantial indirect interest arising from blood or marriage relationships or from close business or political associations, whether any financial interest is involved.

Confidential Information shall mean all information pertaining to City, Borough or State interests that is not available to the public in general including but not limited to information pertaining to any claims or lawsuits pending against the Board and personnel matters.

Section 3 Disclosure of interest. No member who has a direct or indirect financial or personal interest in any matter before the Policy Board or assigned Committees shall use his/her office or position to exert influence on such matter.

If known by the member, a member who participates in the discussion or expresses an opinion to the Policy Board on any matter before it shall disclose the nature and extent of any direct or indirect financial or other personal interest, he/she has in such matter to the Policy Board. ~~The Chair~~ ~~The Board~~, will determine whether the member has a conflict of interest and whether the member must recuse him/herself from the discussion and vote on the matter.

If a member has reasonable cause to believe another member has failed to disclose actual or possible conflicts of interest, the member shall inform the Policy Board of the basis for such belief and afford the other member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Policy Board determines the member has failed to disclose an actual or possible conflict of interest, the Policy Board shall take appropriate disciplinary and corrective action.

Section 4 Disclosure of information. No member shall disclose any confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her or others' financial, personal, or political interests. This section shall not prohibit any such member from acquiring and utilizing any information which is available to the public in general so long as such information is obtained in the same manner as it would be obtained by an ordinary citizen.

Section 5 Compensation. No member of the Policy Board or assigned Committees whose jurisdiction includes compensation matters and who personally receives compensation, directly or indirectly, ~~receives compensation,~~ individually or collectively, from ~~<insert name>~~ ~~MVP~~ ~~MPO~~ for services may provide information or vote on matters pertaining to that member's compensation.



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Section 6 Securing special privileges. No member shall use or attempt to use the member's position to secure privileges, financial gain or exemption for him/herself or others.

No member shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

Section 7 Post-Membership Activities. No member, after the termination of service with the Policy Board, shall appear before the Policy Board in relation to any case, proceeding or application in which he personally participated during the period of his service, or which was under his active consideration.

Section 8 Annual statements. Each active member of the Policy Board shall annually sign a statement (Appendix B) which affirms he/she has read and understands the conflicts of interest policy within this Article, agrees to comply with the policy, and understands that the MatsU Valley for Transportation MPO is a charitable organization and in order to maintain its federal non-profit tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE 11X

Policy Board Code of Ethics

Section 1 The Policy Board shall adopt the "American Planning Association (APA) Ethical Principles in Planning" dated May 1992 as broad, general guidelines for the ethical conduct of its members. The guidelines, while directed to AICP and APA members, reflect the ethics of MVP for Transportation and its members will use to guide their efforts. This statement is attached and hereby made a part of these bylaws (Attachment #1)-Appendix A)

ARTICLE 12X

Miscellaneous

Section 1 Minor Changes to Documents. In instances when documents are approved by the Policy Board and signed by the Chair which are subsequently discovered to contain unintended or incorrect information or language, and when, in the opinion of the Chair, the document submitted to accomplish their correction will not alter the intent of the Policy Board in its original approval, the Chair is authorized to sign such a document, provided that the Secretary provides written concurrence with this action. The Secretary documents, which have been approved by a legislative body (i.e. City Council or the Borough Assembly),



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must be corrected by amended documents or in accordance with applicable State statutes regarding scrivener's errors.

Section 2 Standards of Conduct. The Policy Board shall adopt and maintain a written policy prescribing a standard of conduct for its involvement in litigation or potential litigation.

Section 3 Attendance. Attendance shall be in person or telephonically. If any member, except ex-officio members, has three consecutive unexcused absences, it shall be cause for an alternative representative to be designated from their organization. If for any reason an alternative representative is not designated, the Policy Board shall instruct the Chair of the Policy Board to inform the proper legislative body of the requirements of this section of the by-laws.

The only exception to the above procedures and requirements shall be in cases of illness or conditions beyond the control of the individual member, as judged by the majority of the Policy Board members. Any member seeking an exception should request an item be placed on the agenda. Said judgment or ruling on the condition beyond the control of a member shall be voted on at a regular meeting or special called meeting for this particular purpose.

Section 5 Legislative Policy Board Member Appointment. Upon appointment to the Policy Board and confirmation by the respective Council or Assembly, the members so confirmed will be seated at the next regular or special meeting.

ARTICLE 13XII

Amendments

Section 1 In accordance with Article II, Section 15, these rules may be amended, rescinded or supplemented by the Policy Board provided such amendments are presented in writing at a regular meeting or special meeting called for this particular purpose and action taken thereon at a subsequent regular meeting.

ARTICLE 14

Fiscal Year

Section 1 The fiscal year of MVP shall begin on the 1st day of October and end on the 30th day of September in each year.

ARTICLE 15

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We should probable have an indemnification clause

the Corporation shall defend, indemnify and hold harmless any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Corporation) by reason of or arising from the fact that the person is or was a director, officer, employee or agent of the Corporation against costs and expenses (including attorney's fees) of the suit, action or proceeding, judgments, fines, and settlements actually and reasonable incurred in connection with the action, suit or proceeding if:

i. the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the Corporation and, with respect to a criminal action or proceeding, did not know and had no reasonable cause to believe the conduct was unlawful, or
ii. the person's act or omission giving rise to the action, suit or proceeding is ratified, adopted or confirmed by the Corporation or the benefit thereof received by the Corporation.

The termination of any action, suit or proceeding shall not of itself create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in or not opposed to the best interests of the Corporation and, with respect to a criminal action or proceeding, a presumption that the person did not know and had no reasonable cause to believe that the conduct was unlawful.

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Seal; Shares of Stock; Loans

Section 1. Seal. The Corporation shall have no seal.

Section 2. Shares of Stock. The Corporation may not issue shares of stock nor pay dividends.

Section 3. Loans. The Corporation may not make loans to its officers or Directors.

ARTICLE 16

Contracts, Checks, Deposits and Gifts

Section 1. Contracts, the Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers expressly authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, Etc. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by the officer or officers, agent or agents of the Corporation and in a manner determined by resolution of the Board of Directors.

SECTION 3. Gifts, the Board of Directors or its designee may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Corporation so long as the contribution, bequest or devise is consistent with the gift acceptance policy adopted by the Board of Directors. In the absence of a gift acceptance policy, the Board shall exercise due diligence in determining that acceptance of the contribution, gift, bequest or devise is in the best interest of the Corporation.

These Amended Bylaws were passed and approved by a duly constituted quorum of ~~the~~ MatSu Valley Planning for Transportation VP ~~<insert name> MPO~~-Policy Board on _____.

, Chair

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ATTEST:

, Secretary

PASSED

Yes:

No:

Absent:



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Appendix A Ethical Principles in Planning

(As Adopted by the APA Board, May 1992)

This statement is a guide to ethical conduct for all who participate in the process of planning as advisors, advocates, and decision makers. It presents a set of principles to be held in common by certified planners, other practicing planners, appointed and elected officials, and others who participate in the process of planning.

The planning process exists to serve the public interest. While the public interest is a question of continuous debate, both in its general principles and in its case-by-case applications, it requires a conscientiously held view of the policies and actions that best serve the entire community.

Planning issues commonly involve a conflict of values and, often, there are large private interests at stake. These accentuate the necessity for the highest standards of fairness and honesty among all participants.

Those who practice planning need to adhere to a special set of ethical requirements that must guide all who aspire to professionalism.

The Code is formally subscribed to by each certified planner. It includes an enforcement procedure that is administered by AICP. The Code, however, provides for more than the minimum threshold of enforceable acceptability. It also sets aspirational standards that require conscious striving to attain.

The ethical principles derive both from the general values of society and from the planner's special responsibility to serve the public interest. As the basic values of society are often in competition with each other, so do these principles sometimes compete. For example, the need to provide full public information may compete with the need to respect confidences. Plans and programs often result from a balancing among divergent interests. An ethical judgment often also requires a conscientious balancing, based on the facts and context of a particular situation and on the entire set of ethical principles.

This statement also aims to inform the public generally. It is also the basis for continuing systematic discussion of the application of its principles that is itself essential behavior to give them daily meaning.

The planning process must continuously pursue and faithfully serve the public interest.

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Planning Process Participants should:

1. Recognize the rights of citizens to participate in planning decisions;
2. Strive to give citizens (including those who lack formal organization or influence) full, clear and accurate information on planning issues and the opportunity to have a meaningful role in the development of plans and programs;
3. Strive to expand choice and opportunity for all persons, recognizing a special responsibility to plan for the needs of disadvantaged groups and persons;
4. Assist in the clarification of community goals, objectives and policies in plan-making;
5. Ensure that reports, records and any other non-confidential information which is, or will be, available to decision makers is made available to the public in a convenient format and sufficiently in advance of any decision;
6. Strive to protect the integrity of the natural environment and the heritage of the built environment;
7. Pay special attention to the interrelatedness of decisions and the long range consequences of present actions.

Planning process participants continuously strive to achieve high standards of integrity and proficiency so that public respect for the planning process will be maintained.

Planning Process Participants should:

1. Exercise fair, honest, and independent judgment in their roles as decision makers and advisors;
2. Make public disclosure of all "personal interests" they may have regarding any decision to be made in the planning process in which they serve, or are requested to serve, as advisor or decision maker.
3. Define "personal interest" broadly to include any actual or potential benefits or advantages that they, a spouse, family member or person living in their household might directly or indirectly obtain from a planning decision;



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4. Abstain completely from direct or indirect participation as an advisor or decision maker in any matter in which they have a personal interest, and leave any chamber in which such a matter is under deliberation, unless their personal interest has been made a matter of public record; their employer, if any, has given approval; and the public official, public agency or court with jurisdiction to rule on ethics matters has expressly authorized their participation;
5. Seek no gifts or favors, nor offer any, under circumstances in which it might reasonably be inferred that the gifts or favors were intended or expected to influence a participant's objectivity as an advisor or decision maker in the planning process;
6. Not participate as an advisor or decision maker on any plan or project in which they have previously participated as an advocate;
7. Serve as advocates only when the client's objectives are legal and consistent with the public interest.
8. Not participate as an advocate on any aspect of a plan or program on which they have previously served as advisor or decision maker unless their role as advocate is authorized by applicable law, agency regulation, or ruling of an ethics officer or agency; such participation as an advocate should be allowed only after prior disclosure to, and approval by, their affected client or employer; under no circumstance should such participation commence earlier than one year following termination of the role as advisor or decision maker;
9. Not use confidential information acquired in the course of their duties to further a personal interest;
10. Not disclose confidential information acquired in the course of their duties except when required by law, to prevent a clear violation of law or to prevent substantial injury to third persons; provided that disclosure in the latter two situations may not be made until after verification of the facts and issues involved and consultation with other planning process participants to obtain their separate opinions;
11. Not misrepresent facts or distort information for the purpose of achieving a desired outcome;



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12. Not participate in any matter unless adequately prepared and sufficiently capacitated to render thorough and diligent service;
13. Respect the rights of all persons and not improperly discriminate against or harass others based on characteristics which are protected under civil rights laws and regulations.

APA members who are practicing planners continuously pursue improvement in their planning competence as well as in the development of peers and aspiring planners. They recognize that enhancement of planning as a profession leads to greater public respect for the planning process and thus serves the public interest.

APA Members who are practicing planners:

1. Strive to achieve high standards of professionalism, including certification, integrity, knowledge, and professional development consistent with the AICP Code of Ethics;
2. Do not commit a deliberately wrongful act which reflects adversely on planning as a profession or seek business by stating or implying that they are prepared, willing or able to influence decisions by improper means;
3. Participate in continuing professional education;
4. Contribute time and effort to groups lacking adequate planning resources and to voluntary professional activities;
5. Accurately represent their qualifications to practice planning as well as their education and affiliations;
6. Accurately represent the qualifications, views, and findings of colleagues;
7. Treat fairly and comment responsibly on the professional views of colleagues and members of other professions;
8. Share the results of experience and research which contribute to the body of planning knowledge;
9. Examine the applicability of planning theories, methods and standards to the facts and analysis of each particular situation and do not accept the applicability of a customary solution without first establishing its appropriateness to the situation;



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10. Contribute time and information to the development of students, interns, beginning practitioners and other colleagues;
11. Strive to increase the opportunities for women and members of recognized minorities to become professional planners;
12. Systematically and critically analyze ethical issues in the practice of planning.

Appendix B Conflict of Interest Certification

[MVP Conflict of Interest Policy Statement and Certification Form.docx](#)

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Conflict of Interest Certification

Conflict of Interest Policy

– Purpose

The purpose of this policy is to protect the interests of *MVP* by: (a) preventing the personal interest of the Board and Employees, from interfering with their duties to the organization and (b) avoiding any unethical financial, professional, or political gain on the part of such individuals. The intent of this policy is to supplement, not replace, any applicable federal, state, or local laws regarding conflicts of interest.

*see ARTICLE 10 of the Amended Bylaws July 2024 for the full conflict of interest policy documentation.

– Persons Concerned

This statement applies to Board Members, Officers, and all Employees who can influence the governance and actions of *MVP*. This includes anyone who makes financial decisions, might be referred to as “management personnel,” or have proprietary information regarding *MVP*.

– Procedures

1. Duty to Disclose

Each Board Member, Director, Officer, Employee, and any other Interested Person is under an obligation to disclose the existence or potential existence of a Conflict of Interest as it arises.

2. Investigating Conflicts

When a potential Conflict of Interest is disclosed, the Policy Board will then provide the individual with an opportunity to disclose all material facts. The Board will collect all pertinent information and question the involved parties. If it turns out that a conflict does not exist, the inquiry will be documented but no further action will be taken.

3. Addressing a Conflict of Interest

If the Board determines that a conflict of interest exists, they will take the appropriate actions to address the conflict. This may include (but not be limited to): (a) prohibiting any Interested Parties from voting on any matter related to said Conflict of Interest or (b) terminating employment with *MVP*.

Affected parties both within and outside of *MVP*, including directors, employees, and independent contractors, will be notified. If the Conflict of Interest in question involves a member of the Board, that individual will be excused from deliberations.



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4. Disciplinary Action

All conflicts of interest will be reviewed on a case-by-case basis. The board has full discretion to deem what disciplinary action is appropriate and necessary for disclosed conflicts of interest.

If the governing officers reasonably believe a member or staff member failed to disclose an existing or possible Conflict of Interest, it shall inform the individual of the rationale for such belief and grant the individual an opportunity to explain the alleged failure to disclose the Conflict of Interest.

After hearing the individual's response and investigating further as warranted by the circumstances, the governing officers may take appropriate disciplinary action, including removal from the position at the organization.

5. Notice of Annual Statements

Every Member, Director, Officer, Employee, and any other Interested Person must sign a Conflict of Interest Disclosure Statement upon said individual's term of office, employment, or other relationship with MVP and must do so annually. Failure to sign does not nullify the policy.

– Acknowledgment

By signing, the individual named below understands what constitutes a Conflict of Interest and understands the procedure for addressing them with *[organization name]*, including their duty to disclose any known or potential conflicts of interest.

The signee agrees to abide by the procedures set forth by this policy for the duration of their relationship with MVP

Name (printed): _____ Date: __/__/20__

Signature: _____



Draft Whistleblower Policy

The Matsu Valley Planning (MVP) for Transportation (the “Organization”) is a nonprofit corporation. The Organization promotes ethical conduct, transparency, and compliance with the law.

Should any person know of, or have a suspicion about, illegal or unethical conduct in connection with the finances, fiduciary duties owed to the Organization by its officers and directors, or other aspect of the Organization’s operations, that person should inform the Executive Director. If the alleged wrongdoing concerns the Executive Director, then another officer or director of the Organization, preferably the Chair of the Board of Directors, should be notified instead.

1. Employee Rights

MVP encourages its employees to report improper activities in the workplace and will protect employees from retaliation for making any such report in good faith. Whistle-blowing procedures are a major line of defense against fraud and protected class violations.

Employees have the right to report, without suffering retaliation, any activity by MVP or any of our employees or board members that the employee reasonably believes:

- a. violates any state or federal law;
- b. violates or amounts to noncompliance with a state or federal rule or regulation; or
- c. violates fiduciary responsibilities by a nonprofit corporation. In addition, employees can refuse to participate in an activity that would result in a violation of state or federal statutes, or a violation or noncompliance with a state or federal rule or regulation.

Employees are also protected from retaliation for having exercised any of these rights in any former employment.

2. Where to Report

An employee who suspects a problem with legal compliance is required to report the situation(s) to the Executive Director or Chair of the Board of Directors if the complaint involves the Executive Director.

Employees may also report information regarding possible unlawful activity to an appropriate government or law enforcement agency.



The report should include:

- information about the violation,
- the date,
- time,
- location, and
- any supporting evidence

Should the Executive Director or other officer or director of the Organization receive information regarding alleged illegal or unethical conduct in connection with the finances or other aspect of operations, the Executive Director or those other officers or directors shall inform the full Board of Directors. The Board of Directors shall investigate all credible allegations at all times respecting the privacy and reputation of individuals involved.

3. Protection from Retaliation

It is the intent of this policy to encourage employees to report fraudulent or illegal activities and there shall be no retaliation for any reports made pursuant to this policy. Any employee who believes they have been retaliated against for whistle blowing may file a complaint with either the Executive Director or the Chair of the Board of Directors. Any complaint of retaliation will be promptly investigated and remedial action taken when warranted. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the ordinary course of business based on valid performance-related factors.

CERTIFICATE OF ADOPTION

The foregoing Whistleblower Policy was duly adopted by the Board of Directors of Matsu Valley (MVP) for Transportation on July, ___ 2024.

Matsu Valley Planning (MVP) for Transportation

By: [], Executive Director



Travel Request and Reimbursement Policy

It is the policy of MVP for Transportation to provide reimbursement for employees and volunteer board members for pre-approved travel related expenses, including transportation, hotels, and food.

These expenses must be reasonable and necessary, as well as job-related, and must be pre-approved in writing by the Executive Director/ Board of Directors.

MVP will only reimburse for pre-approved travel related expenses when the employee provides documentation of the expense with receipts from purchases or other verifiable documentation.

Employees seeking reimbursement must complete a Travel Request and Reimbursement Form below. All receipts should be scanned/attached and submitted with the form.

Reimbursable Items

MVP will reimburse all pre-approved travel related actual costs, such as hotel accommodations, transportation to and from the destination, including airfare, train, bus tickets, taxicab fares, meals and gratuities, training/conference registration etc. with appropriate documentation.

Per diem at the federally approved per diem limits will be provided upon request to employees for any overnight business travel.

For local travel, MVP will reimburse employees for the use of their personal automobile in accordance with the federally approved mileage rate for business use of personal vehicles.

Reimbursement of meals when there is no overnight travel will be paid when the meal has a defined business purpose.

Employees may also use MVP's credit card to pay pre-approved pre-travel / registration expenses rather than submit for reimbursement. If using the MVP credit card, receipts must be provided immediately following the purchase.

Hours while on Travel

Time spent traveling to attend a required lecture, meeting, training program, or similar



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activity will be counted as working time. Employees may charge their regular hours for travel time to and from the airport, time in the air, on the train or bus traveling to the destination. For local travel employees may count drive time to and from the regional destination as work time. Overnight time spent in the hotel and layover days pre and post event may not be charged as work hours unless the employee is working during those hours.

Travel Request and Reimbursement Form

Reason for Travel: _____

Agenda if available Yes No

Is the travel related to your job or board service? Yes No

Cost of Conference/Training: _____

Airfare: _____

Transportation: _____

Lodging: _____

Per Diem/Meals: _____

Total _____

Employee Signature _____

Supervisor Approval Signature _____ Date _____

Matanuska-Susitna Borough



COMPREHENSIVE SAFETY ACTION PLAN

Safety Starts at Our Core - Safe Streets Mat-Su

What is this project?

Matanuska-Susitna Borough is developing a Comprehensive Safety Plan, which is a long-term strategy for improving transportation safety in the borough. The goal of the plan is to prevent and reduce fatalities and serious injuries on the borough's roads.

The project is funded through a grant awarded to the Mat-Su Borough through the federal Safe Streets for All (SS4A) program.

We want to hear from you!

You know your roads best. We need your perspective and knowledge of specific safety issues to inform our plan.

Virtual Public Workshop #1

Wednesday, July 10, 11:30 a.m. - 12:30 p.m.

Zoom: <https://us06web.zoom.us/j/86472009983?pwd=ObMMJMOKoVrk5jgTaOysR6SVdUVm55O.1>

Virtual Public Workshop #2

Winter 2024

Open House (Palmer, Wasilla, & Houston)

Winter 2024

Visit our website
and take the
survey!

ss4a.matsugov.us



WHY A COMPREHENSIVE SAFETY ACTION PLAN?

From 2013-2022, law enforcement reports show the Mat-Su Borough expanded core area had nearly **10,000 roadway crashes** including:

- 100 fatal crashes
- 345 serious injury crashes
- 69 crashes involving bicycles and pedestrians, 93% of which resulted in injury or death

There is more to be done to improve these statistics and reduce the impact these losses cause to the community.

This plan will follow the [Safe System Approach](#), a national roadway safety strategy developed by the U.S. Department of Transportation.

The Safe System Approach recognizes that humans are vulnerable and sometimes make mistakes, which means multiple layers of protection must be in place to help prevent crashes and minimize the severity of injuries when they do happen.

This plan will help the Mat-Su Borough understand what factors contribute to crashes within its expanded core area, and recommend tools and strategies to prevent them. This includes things like changes to roadway design, education and outreach, and review of policies and enforcement actions that support safety.

Contact us for more information:

JONI WILM

Project Manager
Michael Baker International
jeni.wilm@mbakerintl.com
907-273-1657

JAMIE TAYLOR, P.E.

Project Manager
Mat-Su Borough
jamie.taylor@matsugov.us



It is the policy of the Mat-Su Borough that no one shall be subject to discrimination on the basis of race, color, national origin, sex, age, or disability. The Mat-Su Borough complies with Title II of the Americans with Disabilities Act of 1990.