

MVP for Transportation Pre-MPO Steering Committee Meeting

Tuesday, December 14, 2021
2:00 - 3:30 pm

Microsoft Teams meeting

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Phone Conference ID: 619 270 349#

Meeting Agenda

1. Call to Order
2. Introduction of Pre-MPO Steering Committee Members and other Attendees
3. Approval of the December 14, 2021, Agenda – **(Action Item)**
4. Approval of the November 16, 2021, Minutes – **(Action Item)**
5. Committee/Working Group Reports (Including the Staff Report)
 - a. Staff Report
 - b. Public Participation Plan Subcommittee Report
6. Voices of the Visitors (Non-Action Items)
7. Old Business
 - a. Public Participation Plan Comments and Responses **(Action Item)**
 - b. Continued MPO Structure Discussion
 - c. Operating Agreement Discussion
8. New Business
 - a. Logo Preview
9. Other Issues
10. Informational Items
 - a. Updated Steering Committee & Pre-MPO Policy Board member rosters
11. Steering Committee Comments
12. Adjournment

Next Scheduled Pre-MPO Steering Committee Meeting – **TBD**, to be held via Microsoft TEAMS Meeting

MVP Transportation Pre-MPO Steering Committee Meeting

Tuesday, November 16, 2021
2:00 - 3:30 pm

Meeting Minutes

1. **Call to Order**
2. **Introduction of Pre-MPO Steering Committee Members and other Attendees**

Voting Members Present:

Joshua Shaver, Alaska Pioneer Homes Administrator
Brad Hanson, City of Palmer Community Development Director
Archie Giddings, City of Wasilla Public Works Director
Brian Winnestaffer, Chickaloon Native Village Transportation Director
Jim Beck, Mat-Su Health Foundation, Senior Program Officer
Bob Charles, Knik Tribe IRR Roads Manager
Terry Dolan, MSB Director of Public Works
Kim Sollien, MSB Planning Services Manager
Brad Sworts, MSB Pre-Design & Engineering Manager
Jennifer Busch, Valley Transit Executive Director

Voting Members Absent:

Todd VanHove, DOT&PF Central Region Chief of Planning
Antonio Weese, MSB TAB Member
Brian Lindamood, ARRC VP of Engineering

Non-Voting Members & Other Attendees:

Kelsey Anderson, MSB Planning
Jewelz Barker, Catalyst Alaska
Adam Bradway, MSB Planning
Erick Cordero-Giorgana
Jackson Fox, FAST Planning
Donna Gardino, Gardino Consulting Services
Cindy Heil, ADEC
Allen Kemplen, DOT&PF
Natalie Lyon, RESPEC Inc.
Kevin McCabe, Alaska State House
Adam Moser, DOT&PF
Dave Post, DOT&PF
Angela Stephi, Office of Rep. McCabe

3. **Approval of the November 16, 2021 Agenda – (Action Item)**

Motion to approve by Winnestaffer. Seconded. Agenda approved.

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4. Approval of the October 12, 2021 Minutes – (Action Item)

Motion to approve as amended by Hanson. Seconded. Minutes approved as amended. (Amendment: Mark Brad Hanson as present).

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

a. Staff Report

Ms. Sollien noted that there is a new member on the Pre-MPO Steering Committee, Mr. Joshua Shaver, to fill the Multimodal Advocates seat formerly held by Mr. Wes Hoskins who has moved up to serve on the Pre-MPO Policy Board. Ms. Sollien asked Mr. Shaver to provide a brief self-introduction to the Steering Committee.

Mr. Shaver introduced himself and explained that he is the Administrator of the Palmer Alaska Pioneers Veterans Home and that he has been working with the elder, veteran, and disabled communities for all of his 20+ year career and has been in the Mat-Su Valley for 10 years. He explained that he is very familiar with the elderly's transportation needs and is a strong advocate for safety, options, and access for non-car travelers. He also noted that he is a year round cyclist commuter, and so understands bicycle issues in the Mat-Su as well.

Ms. Sollien provided an update that she has been asked by the MSB Manager to put forward a CAPSIS request in the state budget to support MVP's Metropolitan Transportation Plan (MTP) development. Ms. Sollien reminded the Steering Committee that over the summer the MVP pre-MPO planning team had been talking to DOT&PF about funding to start the MTP process, but that neither DOT&PF nor MSB have the funds to support the MTP. Ms. Sollien explained that this is why she is asking the state to fund the MTP through the CAPSIS request. Ms. Sollien offered to send the request to anyone on the Steering Committee if interested in reviewing it, but that there is likely not time for an action item for the request.

b. Public Participation Plan Subcommittee Report

Ms. Barker provided a brief report on the PPP subcommittee's recent work. She explained that the subcommittee has continued to meet on Monday afternoons and has been working with PDC Engineers staff on developing and finalizing the full draft PPP document and the 2022 Addendum for Pre-MPO Formation. Ms. Barker explained that the subcommittee is also continuing to develop an introductory packet about the MPO for the public. Additionally, she described that the subcommittee and she are working with a graphic designer to develop semi-final logo options for MVP, which will likely be shared with the Steering Committee at the December meeting.

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

N/A

7. Old Business

a. Operating Agreement Comments and Responses

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Ms. Gardino provided an overview of the Draft MVP Operating Agreement (page 17 of packet) and the comments and responses summary of feedback from the Steering Committee and Pre-MPO Policy Board (page 38 of packet). Ms. Gardino noted that this is a draft, we do not yet know who will sit on the official Policy Board. Some of the comments addressed this. The pre-MPO planning team has developed a schedule of work for 2022-2023 (page 68 of packet) that shows when the final membership of the Policy Board and Technical Committee will be determined, likely in May or June of 2022. Once the MPO boundary is established, it will become possible to start determining final Policy Board membership. Today, it is still premature to talk about final Policy Board membership.

Ms. Gardino turned back to the comments and response summary (page 38 of packet) to continue addressing feedback received on the Draft Operating Agreement. She explained that one commenter suggested using DOT&PF's procurement system. She noted that FAST Planning and FMATS before that used DOT&PF for larger procurements, but not for smaller ones. Additionally, at FAST Planning, Ms. Gardino explained that they were able to use the City of Fairbank's procurement process that was approved by the State for smaller procurements. This is something that will need to be discussed, but it is still premature to determine procurement policy at this time, prior to the finalization of MPO organizational structure.

Ms. Gardino moved onto the next comment regarding referencing the ten federal planning factors in the Draft Operating Agreement, noting that she has made this addition. A definition of Performance-based Planning and a statement that the MPO will be carrying out Performance-based Planning have also been added. These changes are "redlined" in the Draft Operating Agreement in the meeting packet, so that they are easy to see.

Ms. Gardino noted additional minor edits that have been integrated based on Steering Committee and Pre-MPO Policy Board member suggestions (refer to the Comments and Responses summary on page 38 of meeting packet for additional details).

Mr. Charles [in chat box] provided the suggestion to "in Section 4 Defined Terms add the following for Chickaloon and Knik Tribe "a federally recognized tribe within the MPA."

Mr. Wade [in chat box] thanked Mr. Charles for suggesting the above addition.

Ms. Gardino thanked Mr. Charles for the addition and noted that the change will be made in the draft document.

Ms. Gardino addressed a comment that it may be appropriate to have a representative of the DEC on the Policy Board due to air quality concerns in the Mat-Su. Ms. Gardino noted that this is a possibility and should be considered after the boundary is determined.

Ms. Gardino addressed a comment on the make-up of the Technical Committee and noted that once the final Policy Board is established, they will determine who serves on the Technical Committee. The membership of Technical Committee will be outlined in the Governor's packet and/or Bylaws.

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Ms. Gardino made note of some additional additions and corrections related to MPO self-certification, congestion management requirements, and references (see page 39 of packet, Items 19-21).

Ms. Gardino discussed a comment related to revisions to planning documents called administrative modifications and amendments. She described that an administrative modification is a “minor” change to dollar amounts or schedule of a project, while amendments are “major” changes that require a public comment period. She noted that all of the details about each of these revisions and their triggers need not be listed here in the Operating Agreement but can be explained in detail in the Public Participation Plan (PPP). Since the Operating Agreement has to be approved by the Governor, it is ideal to minimize the number and frequency of changes to the agreement. It may make sense to amend the Operating Agreement every 10 years after each Census, with boundary modifications. At this same time, changes to the Policy Board and Technical Committee membership may be considered as well based on boundary changes. The core Operating Agreement should be kept as succinct as possible for the ease of maintenance, with details and items prone to more frequent updates housed in another document such as the Bylaws or PPP.

Ms. Gardino noted several places where language was modified and/or clarified in the draft Operating Agreement based on comments received from the Steering Committee and Pre-MPO Policy Board (see page 39 of packet, Items 23-26). She noted that many of these final details will be determined after final organizational structure, boundary, and Policy Board membership are determined for the MPO.

Mr. Charles asked for clarification on the triggers for administrative modifications and amendments.

Ms. Gardino explained that as noted in the Draft Operating Agreement comments, both are usually triggered by specific thresholds, or specific percentage changes, to project or project phase budgets or timelines. Ms. Gardino asked Mr. Fox of FAST Planning or Mr. Lyon of AMATs whether they would be willing to provide some details on how these thresholds are set for their respective MPOs.

Mr. Lyon explained that for AMATs, amendment and administrative modification triggers are defined in the Operating Agreement and in the Policies and Procedures. There are certain things defined in federal law that must be treated as an amendment, including the addition or deletion of a project. The thresholds are up to the MPO to set. Mr. Lyon noted that AMATs attempted to go to FHWA with a proposed amendment trigger of 75%, but it was considered too high. He explained that they changed the proposed trigger to 50% and found another existing MPO that used the same 50% trigger to justify their request. FHWA agreed to the 50% trigger. Mr. Lyon explained that AMATs triggers for amendments and administrative modifications also consider the difference between rehabilitation versus more extensive reconstruction. An amendment is trigger when a change occurs from a rehab to a reconstruction. Mr. Lyon also noted that AMATs does not have Bylaws and hasn't since its inception.

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Mr. Fox explained that for FAST Planning in Fairbanks, the definitions of administrative modifications and amendments and their triggers are included in the Operating Agreement, Bylaws, and also in the PPP. Amendments must be publicly noticed for 30 days. For the UPWP, the financial threshold is at 10%. For the TIP, FAST Planning has a very detailed matrix to distinguish between amendments and administrative modifications. This was developed by reviewing many regulations from different states and MPOs. FAST Planning used this information to inform its thresholds and set them as high as reasonably possible. The thresholds are defined in a FAST Planning Policy in the Policies & Procedures document. The thresholds do not appear in the Operating Agreement. Instead, it is just a Policy approved by the FAST Planning Policy Board. The State and FHWA reviewed the Administrative Modifications and Amendments Policy and had no objection to it.

Mr. Charles asked Ms. Gardino whether she could make note of the prior suggestions to consider in making the decision whether or not to include the administrative modification and amendment thresholds in the MVP PPP.

Ms. Gardino responded that the pre-MPO planning team has already been considering how AMATs and FAST Planning handle the thresholds and is incorporating this information into the draft MVP PPP.

Ms. Gardino noted that for FAST Planning, the thresholds are especially significant because when an amendment occurs, the MPO must go through air quality conformity because it is located in an air quality non-attainment area. This makes the process of amendment much more expensive.

b. MPO Structure Discussion

Ms. Sollien recapped the Steering Committee's prior work and discussions related to MPO structure. She noted that the plan is to come to a decision on structure ideally in December 2021 or January 2022.

Ms. Barker provided a presentation on MPO structure options and a recap of the Steering Committee's prior work and discussions on determining a structure for the new MPO (slides attached). After walking through the presentation, Ms. Barker explained that she is not certain that the intention is to do a vote today, but rather to refresh the Steering Committee on prior work and facilitate conversations between the Steering Committee and Pre-MPO Policy Board related to structure. While the goal is to move the structure conversation along, the goal is not to rush such an important decision.

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Mr. Giddings noted that tomorrow (11/17) may not be a great day for a Pre-MPO Policy Board meeting since the Alaska Municipal League (AML) conference is going on. Additionally, Mr. Giddings explained that he is changing his stance on MPO structure after considering all of the work that needs to be done. He stated that trying to be fully independent while establishing the new organization may be a heavy lift. He noted that most other MPOs that are independent now started off as some form of hosted and/or housed, implying that it may be a good option for MVP to follow the same path and start as hosted/housed and then move towards independence at a later date.

Mr. Bradway asked if the MPO is housed at the MSB, how much control over the MPO would the MSB have on the MPO administratively?

Ms. Barker explained that if there is host agency administrative oversight, this needs to be very clearly defined in the MOU for the Operations of the MPO. For example, if MSB has a union contract, this needs to be considered beforehand if the MPO has intentions of later becoming independent.

Ms. Sollien explained that the MSB Administration and Legal Department will have their work cut out for them to create an agreement that allows the MPO Policy Board to make decisions for the MPO and for the MPO to have autonomy. MSB's union contract is very specific, and its human resources policies are very firm. Because of this, the MSB may not be able to fully host the MPO. She explained that these conversations are happening internally to see if the MSB can be more creative and flexible so that a Coordinator could be hosted at the MSB and provide many of the resources and support that the MPO will need. Ms. Sollien explained that the Borough Manager was very positive when talking about the possibility of hosting the MPO at the Borough, but that it may not happen in the end, this remains to be determined. Ms. Sollien explained that any organization on the Steering Committee or Pre-MPO Policy Board could play the host role, but this organization will need to have enough funds on hand to operate on DOT&PF reimbursable grants.

Mr. Kemplen [in chat box] stated that "Folks might want to consider how the future MPO will be effective in addressing the surface transportation challenges of the Mat-Su urbanized area. The new MPO will only have a limited amount of federal formula funds. The costs of improving the transportation system will be significantly greater. To be effective the new MPO should be set up to leverage other funds as much as possible. The organizational structure would then support this ability to leverage other funds."

Ms. Barker thanked Mr. Kemplen for his comment on considering the optimization of match funds for the MPO when determining its structure.

Ms. Gardino responded to Mr. Kemplen's comment, stating that it is in the best interest of the MPO to structure itself so that it can obtain the maximum amount of match and grant funds. She noted that with the new infrastructure bill, there will be increased opportunities for grant funding available moving forward. Ms. Gardino noted that since FAST Planning is independent (non-profit corporation), they have been able to obtain grant funding to supplement their match and federal planning funds.

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Ms. Anderson asked how public perception fits into the decision of how to structure the MPO? For example, for hosted MPOs, does the public perceive the MPO as part of the host agency or as a separate entity welcomed into the community?

Ms. Gardino answered that during her entire time with FMATS/FAST Planning, the public never really understood that the MPO was independent and reported to the Policy Board. Most perceived the MPO as a part of the city or borough government or DOT&PF. She noted that she has heard this is an issue at other hosted MPOs as well. Ms. Gardino explained the history of the FMATS to FAST Planning transition and a number of housing and hosting relationships involved in the transition. She noted that the Mat-Su MPO will most likely change structure at some point down the road. There is a lot of expertise on the Steering Committee and project team on these different possible structures and on non-profit development, so the task is not insurmountable.

Ms. Barker noted that since this is the first time the Mat-Su will be urbanized, there is a great opportunity to conduct public outreach and engagement to establish the new MVP brand and identity, which will help the public understand the purpose, autonomy, and local benefits of the new MPO.

Mr. Dolan explained that earlier on in the Steering Committee discussions about structure, he was very supportive of the idea of MSB hosting/housing support for the new MPO. He noted that some of the people in the meeting today were not around during those earlier conversations, so he wanted to reiterate why he supported the idea of MSB support for the MPO. He stated that standing up a new organization is quite complex and requires setting up a lot of new systems that aren't in place, including for example, personnel policies, network infrastructure and communications technology, IT services. He explained that the option of "leaning" on an agency for support makes the process of organizational set-up much cheaper, faster, and attractive. He emphasized that setting up the MPO cheaply is important to having more fundings available to put into road projects as opposed to administrative services.

Ms. Sollien noted that the process of the MSB collaborating with another organization to plan the Arctic Winter Games has been a useful "test run" to practice how to split up responsibilities and resources between the MSB and a partner organization. Hopefully this experience will inform and improve the internal conversations about structuring the MPO and potential housing/hosting at the MSB.

8. New Business

a. Interim Coordinator Position Description (Action Item)

Ms. Sollien introduced the Interim MPO Coordinator position description to the Steering Committee, noting that one amendment has already been made to the version in the meeting packet. This amendment adds an additional third bullet point to the document related to developing agreements between tribal governments and the new MPO and defining tribal consultation practices.

Ms. Sollien noted that Ms. Gardino drafted the initial position description and that the project team reviewed and edited it. It was then shared with MSB HR for review as well. Edits have been made to clearly illustrate that the position will report to the MPO Policy Board but that it is coming "through" the MSB.

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Ms. Sollien explained that the intention is to have a motion to approve the Position Description today so that the Steering Committee can discuss it and suggest any changes before forwarding it to the Pre-MPO Policy Board.

Ms. Barker noted that Rep. McCabe shared an MPO best practices document in the chat. She thanked him for that document and noted that it looks interesting and useful for the Pre-MPO planning effort. She also shared another MPO best practices document from the USDOT that the pre-planning team has used to inform the structure discussion.

Ms. Sollien asked for a motion to approve the draft Interim Coordinator position.

Mr. Dolan moved to approve the Interim Coordinator position description as amended. *Seconded.*

Ms. Sollien asked for discussion.

Ms. Sollien made a motion to amend the Interim Coordinator position description to include the follow sentence as the third bullet point:

“Work with the local tribal governments to develop an agreement regarding future consultation processes and to address the government - government relationship with the MPO”

Seconded. None opposed. Amended.

Ms. Gardino called a point of order, indicating that the Chair should call for a motion to approve the Interim Coordinator position description as amended.

Ms. Sollien asked for a motion to approve the Interim Coordinator position description as amended.

Mr. Dolan made the motion to approve the Interim Coordinator position description as amended. *Seconded. Approved as amended.*

Ms. Sollien gave some additional details about the position approval process through MSB HR Department. She explained that the MSB HR Department has been reviewing the description and that she should have an update from them this week. She noted that along with timeline for this position, an additional challenge is the timeline for amending the memorandum of understanding and memorandum of agreement with Alaska DOT&PF to accept the 2022 funding, taking the coordinator position into consideration. If the timelines don't align, Ms. Sollien explained that she may have to look towards other organizations from the Steering Committee and Pre-MPO Policy Board to potentially host the coordinator if the MSB cannot. It is a complicated process and a tight timeline with all of the coordination required with DOT&PF, MSB Departments, and the Assembly. Another challenge is the timeline of the consultant team's timeline, which runs out at the end of 2021. Ms. Sollien concluded that these are the considerations involved, and she wanted to give the Steering Committee an understanding the process, challenges, ongoing work, and next steps for the coordinator position.

9. Other Issues

10. Informational Items

- a. Policy Board and Steering Committee Mission, Tasks and Rules of Engagement
- b. Approved 2022 Unified Planning Work Program

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- c. **Boundary Development Strategy**
- d. **Project website/committee information portal**

Ms. Sollien noted that all of the above Informational items and draft documents developed so far in the pre-MPO planning process are posted on the www.matsumpo.com website, which serves as the committee information portal for both Steering Committee and Pre-MPO Policy Board.

11. **Steering Committee Comments**

N/A

12. **Adjournment**

Mr. Dolan made a motion to adjourn the meeting.

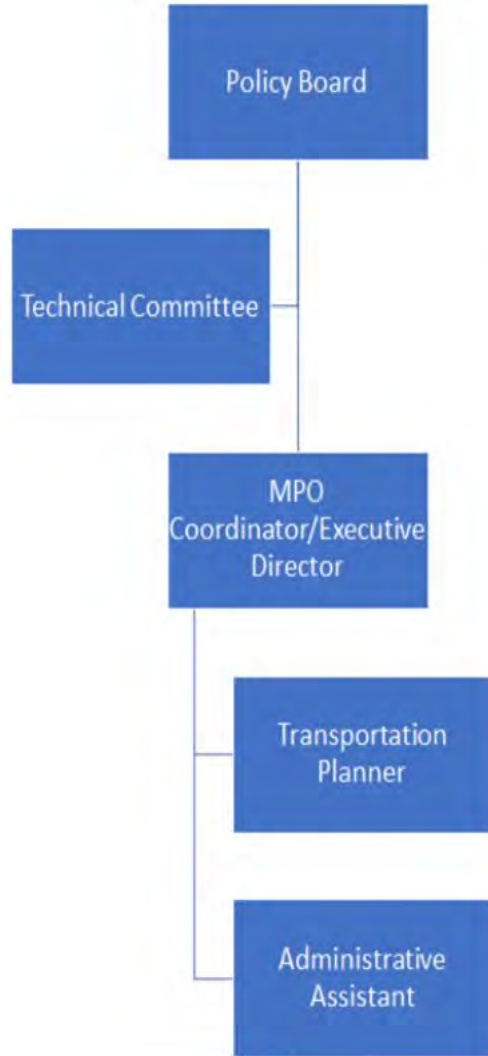
Seconded. Meeting adjourned at 3:33pm.

MPO Organizational Structure

MVP Transportation
14th Pre-MPO Steering Committee Meeting
November 16, 2021

Presentation Overview

- Organizational Structure Overview
- Hosted vs. Housed
- Housing Deeper Dive
- National Snapshot of MPO Structure
- Hosting Structures Overview
- Hosting Recommendations for the Mat-Su
- Hybrid Structures Explained
- Advantages & Disadvantages of Structure Options
- Summary of Structure Options for MVP Transportation
- Recap of Steering Committee Voting
- Conclusion



Organizational Structure

- Steering Committee to recommend
- Federal law allows a variety of organizational and staffing structures
- Can change over time based on the needs of the organization and local planning environment, funding, politics, etc.
- 69 percent of MPOs are hosted by another agency
- 31% are “independent”

Hosting vs. Housed

“**Hosted**” describes how the MPO may be supported by a member or local agency (the “host”), with services such as payroll, human resources, information technology, procurement, risk management, and/or benefits provided to the MPO. Some or all of these services may be provided in-kind.

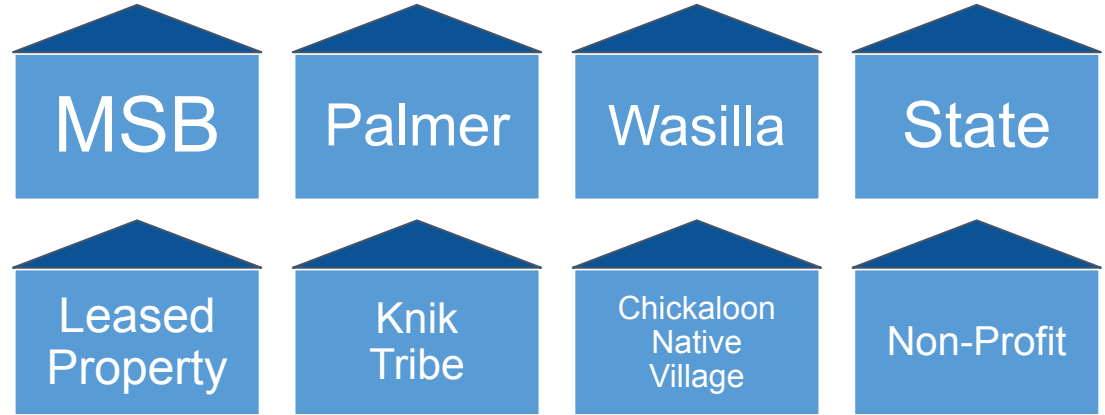
“**Housed**” describes *only* the physical location of the MPO. The MPO may be housed at a local or member agency, or housed in its own rented facility. Housing of the MPO may be provided in-kind by another agency or paid for by the MPO with its PL budget.

***Though separate concepts, the hosting and housing decisions often influence each other.**

Housing Deeper Dive

Housing Benefits:

- Enhanced planning coordination
- Can share expertise with the housing agency
- MPO staff can readily communicate and coordinate with specialized planners of the housing agency



Housing decision can impact the hosting decision.

- If housed at a local government, the housing entity may require the MPO to follow the agency's personnel, accounting, procurement, and risk management policies.
- May be less of a concern if housed elsewhere besides a local government.

National Snapshot - MPO Structure

Table 3-1 Independent MPOs by Population

MPO Population	Number Hosted	Number Independent
Less than 100k	46	20

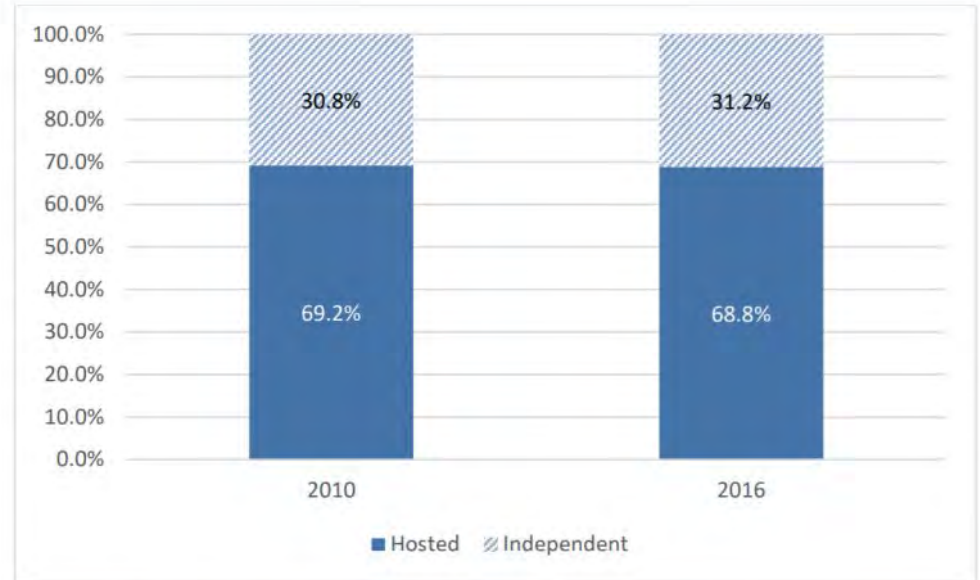


Figure 3-1 Percentage of Hosted and Independent MPOs (2010 vs. 2016)

National Snapshot - MPO Structure

270 Journal of the American Planning Association, Summer 2017, Vol. 83, No. 3

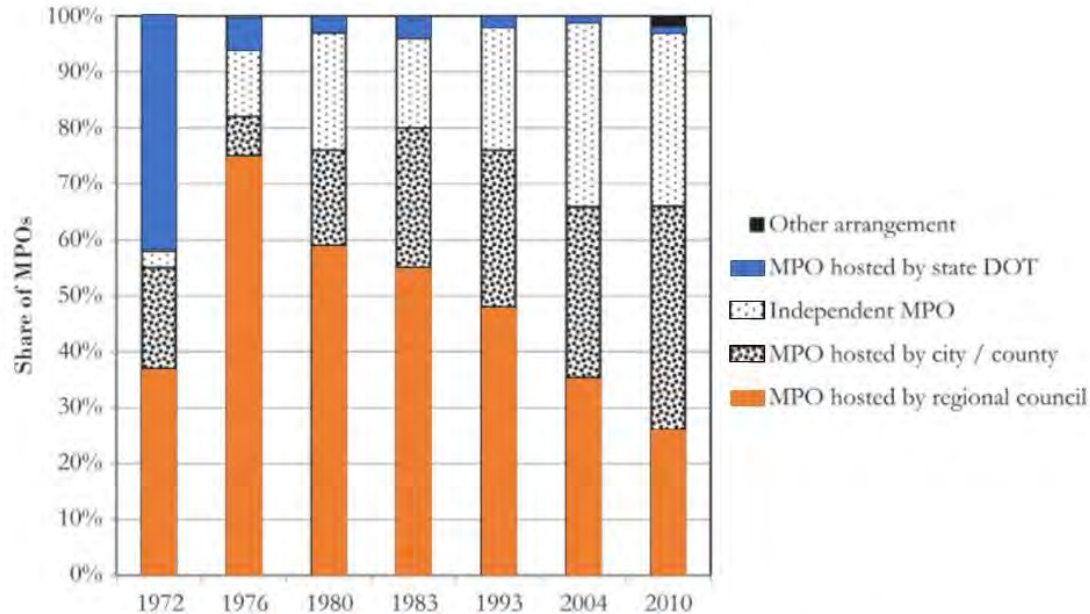
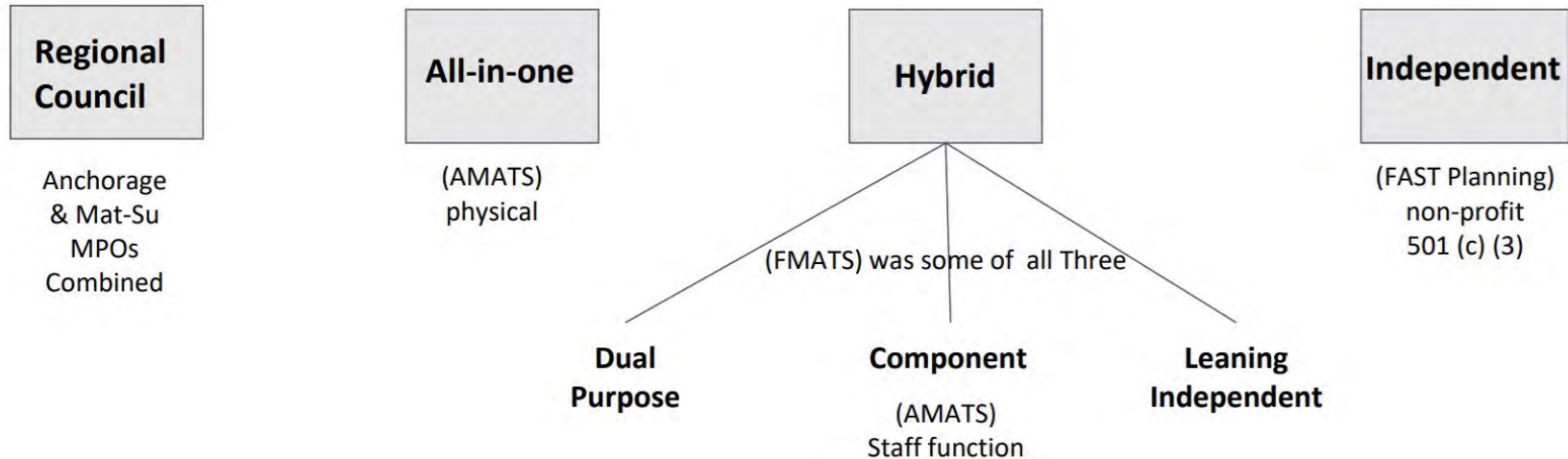


Figure 3. Evolution of MPO institutional arrangements. MPO = metropolitan planning organization; DOT = department of transportation. Source: Data from McDowell, 1984, 1995; Association of Metropolitan Planning Organizations, 2004; Bond, Kramer, and Seggerman, 2010.

Hosting Structures Overview



***Every MPO is structured differently to meet local needs. 400+ MPOs exist in the United States and feature nearly as many structures.**

Hosting Recommendation for the Mat-Su

Not recommended for the Mat-Su:

1. Regional MPO

- Establish a regional council with AMATS
- Not a likely scenario for many reasons

2. All-in-One Agency

- Operate under the same name as host; same policy board
- Not a feasible scenario

3. Independent Nonprofit

- Have to manage a business and MPO
- More complicated to set up

Recommended:

4. Hybrid Structures

A.
Dual
Purpose

B.
Component

C.
Leaning
Independent

Hybrid Structures Explained

Hybrid 4A - “Dual Purpose” MPO

The host leverages MPO planning funds to maintain transportation planning staff.

- Staff performs both MPO planning and local government transportation planning functions.
- Often found in smaller regions
- Sometimes provides transportation planning services for areas outside the urbanized area.

Hybrid 4B - “Component” MPO

The MPO functions are separated from all other functions of the host.

- MPO director still reports to a host agency employee for administrative purposes.
- The MPO staff members generally do not perform non-MPO tasks.
- Conversely, host agency staff members generally do not work on MPO tasks.
- The MPO often adopts a moniker and brand that is different from the host agency.

Hybrid Structures Explained

Hybrid 4C - “Leaning Independent” MPO

The MPO *leans* on one of its members for support. Meaning that the MPO is considered mostly “independent” but receives some services from a host under a severable contract.

- The most common service provided by the host agency is employee benefits.
- The MPO might also purchase goods and services from the host on an as needed basis.
- Some MPOs will adopt the personnel policies of the affiliate member government/agency without significant amendment.

Advantages of Hosted Structures

- Typically eliminates or reduces the cost burden of office space rental
- Typically reduces the cost of office support services: HR, procurement, IT, benefits, payroll, etc.
- Benefits from economies of scale at a larger organization
- Reduces administrative effort for procurement and contracting
- May receive financial assistance or match funds from the host agency
- Enhanced coordination and communication for transportation planning with the host agency staff

Disadvantages of Hosted Structures

- High risk of blurring the line between MPO and host agency responsibilities, identity, and boundaries (financial, organizational)
- Must ensure that MPO staff report to the Policy Board for transportation planning efforts and to the host agency *for administrative concerns only*
- Potentially more confusing for the public (i.e. understanding the MPA versus the host agency's jurisdiction)
- May be subject to host agency rules, budget, personnel and procurement policies
- Greater risk of the host agency interfering with or influencing MPO business

Advantages of Independent Structure

- Political autonomy from other local agencies to carry out the best metropolitan transportation planning process possible for the region
- Administrative autonomy to make the best possible decisions about employee pay/benefits, budgeting, procurement, etc.
- Clarity in the chain of command (MPO staff reports *only* to the Policy Board)
- Distinct organizational brand, identity, and culture
- Simpler financial management

Disadvantages of Independent Structure

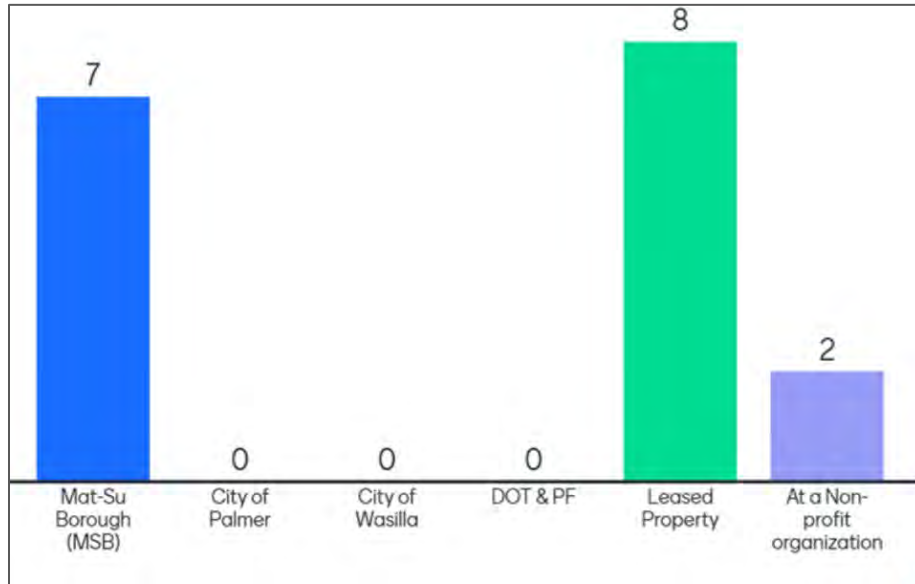
- MPO Staff must conduct *both* transportation planning and administrative work (admin can take up to 30-40% of total time)
- Potentially more limited cash flow (PL funds follow a reimbursement model)
- Identifying match sources for federal funds may require additional work
- No benefit of economies of scale associated with a larger organization
- Must obtain supportive services from an outside source (HR, payroll, IT, office space, benefits)

Summary of Structure Options for MVP Transportation

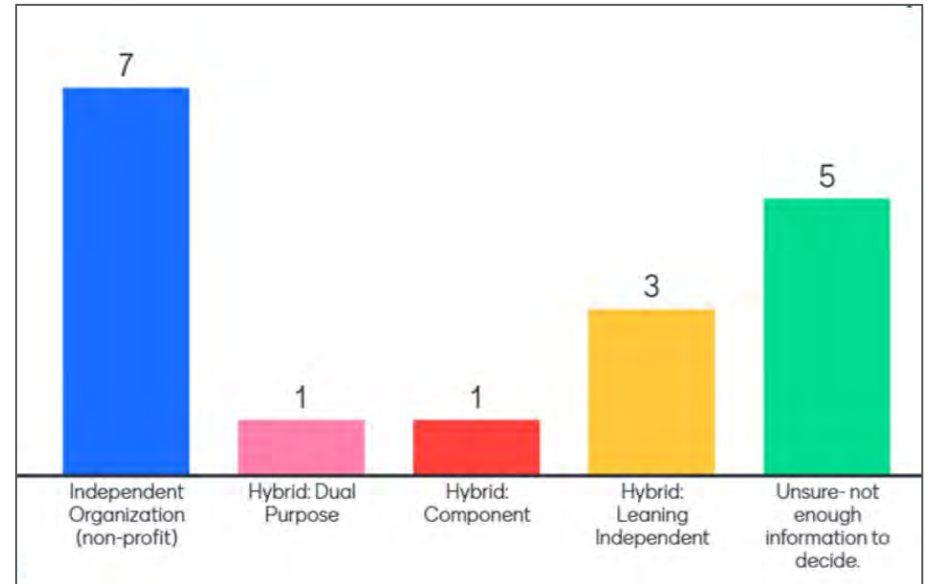
Hosting Hybrids	Staff Workload	Director reports to	Management	Policy Board
3 Independent	MPO tasks only	MPO Policy Board	MPO Policy Board	Unique to the MPO
4A Dual Purpose	MPO + host tasks	Host agency administratively MPO Board regarding Policy	Host manages staff Host handles Administrative duties	Makeup is predominantly same as host agency
4B Component	MPO tasks only	Host agency administratively MPO Board regarding Policy	MPO Board manages staff; Oversees budget Host handles Administrative duties	Makeup differs from host
4C Leaning Independent	MPO tasks only	MPO Board	MPO handles everything but may get some administrative items contractually	Makeup differs from administrative partner

November 2020 Steering Committee Voting

Where should the Mat-Su MPO be housed?

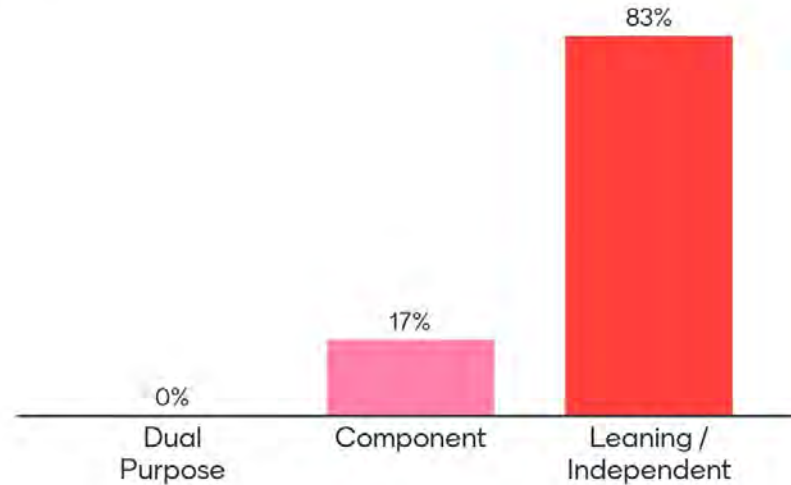


What structure should the Mat-Su MPO take?



February 2021 Steering Committee Voting

Which structure should the Mat-Su MPO take?



Conclusion & Next Steps

- Please consider the pros and cons of the various housing and hosting options for MVP Transportation presented here
- Plan to initiate conversations between your organization's leadership (Pre-MPO Policy Board) and advisory staff (Pre-MPO Steering Committee) to discuss the various options and develop questions, comments, and feedback from your organization pertaining to MPO structure
- This conversation will be revisited at the November Pre-MPO Steering Committee and Pre-MPO Policy Board Meetings

MVP Transportation Pre-MPO Steering Committee
Action Items
November 16, 2021

Approve the November 16, 2021 Agenda. **Motion by Winnestaffer.** Passed unanimously.

Approve the October 12, 2021 minutes with the edit of marking Brad Hanson present. **Motion by Hanson.** Passed unanimously.

Recommend to the Pre-MPO Policy Board to approve the Notice of Position Vacancy for the Interim Coordinator of the Metropolitan Planning Organization with the minor edits as discussed. **Motion by Dolan.**

Motion to amend the document to include the third bullet point as follows: Work with the local tribal governments to develop an agreement regarding future consultation processes and to address the government - government relationship with the MPO.
Amendment by Sollien. Passed unanimously.

Motion to approve the Notice of Position Vacancy as amended. **Motion by Dolan.** Passed unanimously.

Mat-Su Pre-MPO Policy Board Meeting

Action Items

11.17.21

Motion: Approve the November 17, 2021 agenda. **(Busch)**. Passed unanimously.

Motion: Approve the October 20, 2021 minutes. **(Junge)**. Passed unanimously.

Motion: Approve the Notice of Position Vacancy for the Interim Coordinator of the Metropolitan Planning Organization. **(Charles)**. Passed unanimously.

Matanuska-Susitna Valley
Planning for Transportation
Public Participation Plan

REVISED DRAFT FOR REVIEW

December 2021

Matanuska-Susitna Valley Planning for Transportation Public Participation Plan

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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 general 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 that 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.

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 – Matanuska-Susitna 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.

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

I. Introduction

The Matanuska-Susitna Borough (MSB) is located just north of the Anchorage Municipality. It has approximately 25,260 square miles with a population of 107,081 according to 2020 census data. Between 2010, when the last census was conducted and 2020, the population of the Mat-Su Borough has grown by approximately 20.3%. The core of the Ma-Su Borough, which is comprised of the cities of Wasilla and Palmer, as well as the Lakes and Knik-Fairview areas, has exceeded the population density of an “urban cluster”. As such, per federal requirements, a Metropolitan Planning Organization (MPO) must be formed in the Mat-Su Borough as the population is 50,000 or greater.¹

Matanuska-Susitna Valley Planning for Transportation (MVP) is in the process of becoming the officially designated MPO for the Mat-Su Valley region’s urbanized area (UZA). The purpose of an MPO is to coordinate federal transportation funds to support local transportation priority projects. It is a transportation policy-making group made of representatives from local governmental agencies including borough, cities, and tribes, as well as representatives of the state Alaska Department of Transportation & Public Facilities (DOT&PF), transit providers, and active transportation advocates. The MPO receives federal funding from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) through the DOT&PF, which follows a formula to divide those funds between the MPOs in the state. The MPO then makes decisions about which projects are local priorities within the UZA, called the Metropolitan Planning Area (MPA). In this way, the MPO structure allows for local control and prioritization of federal transportation funds to best meet the unique needs of the community.

A. Planning Area [Location, Location, Location!]

1. The Mat-Su: A Brief History

The land of the MSB was originally settled by Dena’ina Alaska Natives and was named due to its proximity to the Matanuska and Susitna Rivers. The Alaska Railroad was extended to Wasilla in 1916 and then to Palmer in 1917. In the 1930s, over 60 years after the U.S. purchased Alaska as a U.S territory, Palmer was the subject of a farming experiment which brought volunteers primarily from Minnesota to determine if farming would be feasible in Alaska. Since that time, the population of the MSB has been growing steadily. However, in between 2000 and 2010, the MSB experienced population growth of over 50%, making it the fastest growing place in Alaska, and at one point, in the entire U.S. This is partially due to its proximity to Anchorage, price of property, and ease of development. Now that the MSB has a population density requiring development of an MPO, once established the MPO will help determine the dispersal of federal funds for transportation projects in the new urbanized area.

2. Metropolitan Planning Area (MPA)

The Mat-Su Valley region is in the process of developing its very own MPO in anticipation of the release of the 2020 Census urbanized area designations. The Census Bureau defines an “urbanized area” as one with at least 50,000 total people and at least 1,000 people per square mile in population density. Based on 2010 Census data for the Mat-Su, population growth projections, and intermediate population counts such as through the American Community Survey, the Mat-Su Valley is expected to be designated as a brand-new urbanized area with the 2020 Census. With this new designation comes new federal requirements for the Mat-Su that apply to all urbanized areas across the country. These new

¹ See [23 CFR § 450.310](#).

requirements include development of a new Metropolitan Planning Organization (MPO) to carry out a cooperative, comprehensive, and continuous (three C's) transportation planning and decision-making process in the growing Mat-Su Valley region.²

During the ongoing MPO development process, the Mat-Su Pre-MPO Steering Committee and Pre-MPO Policy Board will work together to define the most logical boundary within which the MPO will operate. Ultimately, the final boundary of the MPO will be determined by agreement between the MPO (Policy Board) and the Governor. Per federal guidelines, the MPO boundary, or MPA, must encompass, at a minimum, the entire existing urbanized area as defined by the U.S. Census Bureau, plus the contiguous area expected to become urbanized within the next 20 years.³

The Mat-Su Pre-MPO Steering Committee and Pre-MPO Policy Board are currently in the process of developing a draft Boundary Development Strategy for the Mat-Su MPA. Once finalized, this strategy will outline a methodology that the Pre-MPO Steering Committee and Pre-MPO Policy Board can follow to define the MPA boundaries using population and density metrics released with the 2020 Census. The Boundary Development Strategy will also utilize growth and development forecasting to determine what areas of the Mat-Su are expected to become urbanized over the next 20-year period.

The Mat-Su MPA is expected to include the most urbanized areas within the borough, including the cities of Palmer and Wasilla and the Knik-Fairview area.

Figure 1: The Lakes-Knik-Fairview-Wasilla, AK Urban Cluster ACS 2019 5-year characteristics.



B. Purpose of the PPP [Blueprint for Public Participation]

The MPO will engage in extensive public outreach efforts to guide decision-making about local transportation projects and needs. The Public Participation Plan (PPP) is the primary means through which the MPO will outline its public engagement processes and activities. The purpose of the MPO's PPP is to define and create a process for the local community's comment on and participation in transportation planning efforts. The PPP is designed to allow equal opportunity for all who wish to participate and does so through designated public comment periods along with a variety of innovative public engagement and visualization strategies.

² See [23 CFR § 450.310](#) and [23 CFR § 450.306\(b\)](#).

³ See [23 CFR § 450.312](#).

II. Public Participation Process

The PPP is the primary document that guides and defines MVP Transportation’s public participation goals and strategies and measures their effectiveness. The goal of the MPO through its PPP is to provide early and continuous opportunities for public participation, timely responses to public comments, reasonable public access to documentation including policies and plans, and effective public notification. As outlined in this PPP, the MVP will use a variety of innovative public involvement techniques to ensure that community members’ diverse voices are heard and integrated into the metropolitan transportation planning process. Early, ongoing, and successful public involvement improves planning outcomes to better achieve transportation goals and satisfy local needs.

A. General Guidelines [Basic Blueprint]

Federal requirements state that the MPO is responsible for providing a transportation planning and decision-making process that is cooperative, comprehensive, and continuous (“three C’s”).⁴ MVP strives to achieve a three C’s transportation planning process by acting as a liaison between local government agencies, communities, residents, and the state DOT&PF. The public participation process of MVP Transportation is designed to support broad engagement by residents of the Mat-Su Valley by utilizing a variety of outreach, engagement, and public participation strategies outlined in the following sections. Outreach is targeted to include the following:

- Individuals
- Affected public agencies
- Representatives of public transportation employees
- Public ports
- Freight shippers
- Providers of freight transportation services
- Private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program)
- Representatives of users of public transportation
- Representatives of users of pedestrian walkways and bicycle transportation facilities
- Representatives of the disabled
- Other interested parties⁵

Public comment can also be submitted at any time through a variety of methods including:

Table 1: MVP contact information.

Method	MPO Contact Info
By Phone:	(XXX) XXX-XXXX
By Fax:	(XXX) XXX-XXXX
By Email:	mvptransportation@mvpt.com
On the Web:	www.matsumpo.com
Via U.S. Mail:	MVP Transportation Street Number City, Alaska, Zip

⁴ See [23 CFR § 450.306\(b\)](#)

⁵ See [23 CFR § 450.316\(a\)](#)

1. Public Meetings

All MVP Policy Board and Technical Committee meetings will be open to the public and have regular public comment periods to encourage residents to contribute their ideas, needs, and concerns to the planning effort. The following guidelines will apply to the public process at all MVP Policy Board and committee meetings:

- A sign-in sheet will be available at each in-person and virtual meeting. Attendees will be encouraged to sign in so that they may receive notification of future meetings.
- One general public comment period will be provided at every meeting for any members of the public who are present to comment on items not on the agenda. The length of the comment period per speaker may be determined at the beginning of any public meeting by the Chair.
- Members of the public will also have an opportunity to comment on specific agenda items as they are introduced.
- Members of the public who would like to provide written comments may submit their comment in writing at any time before the scheduled meeting.
- Items on a meeting agenda may be voted on or action may be deferred, tabled, or referred back to the board or committee for further consideration at the board or committee's discretion.
- Past meeting materials including agendas, minutes, packets, and approved planning documents can be found on the MVP website.

2. Online Access

MVP utilizes online public participation tools along with traditional methods to broaden its public engagement reach. While doing so, the MPO also understands that not all Mat-Su residents have internet access or prefer to engage with the MPO in this way. Online strategies will be used to complement and build upon more traditional tried and true methods such as public meetings held in accessible locations in the community, informational fliers, radio and newspaper advertisements, and making draft plans available for individual review at key community locations.

The MPO's online capabilities will also ensure that public participation can still be achieved when in-person gatherings are limited due to factors such as COVID-19 and other disruptions. Where appropriate, virtual and hybrid participation strategies may be used when in-person gatherings are not possible.

To support online accessibility for the greatest number of people, the MVP website will offer an online translation tool that can translate the website into several languages commonly spoken in the Mat-Su Valley region. Additionally, the website will allow for font size adjustments to accommodate visually impaired users. MVP will provide closed captioning for virtual meetings and video recordings via the virtual meeting platform and/or YouTube.

3. Underrepresented Communities

MVP Transportation recognizes the value of diversity in the Mat-Su Valley region and the necessity of full and fair participation in the transportation planning and decision-making process of groups that have traditionally be underrepresented in planning efforts. Some examples of underrepresented groups

include limited English proficiency (LEP), minority, and lower income residents. MVP will implement strategies on a regular basis to better engage and inform underserved populations. These strategies may include the following:

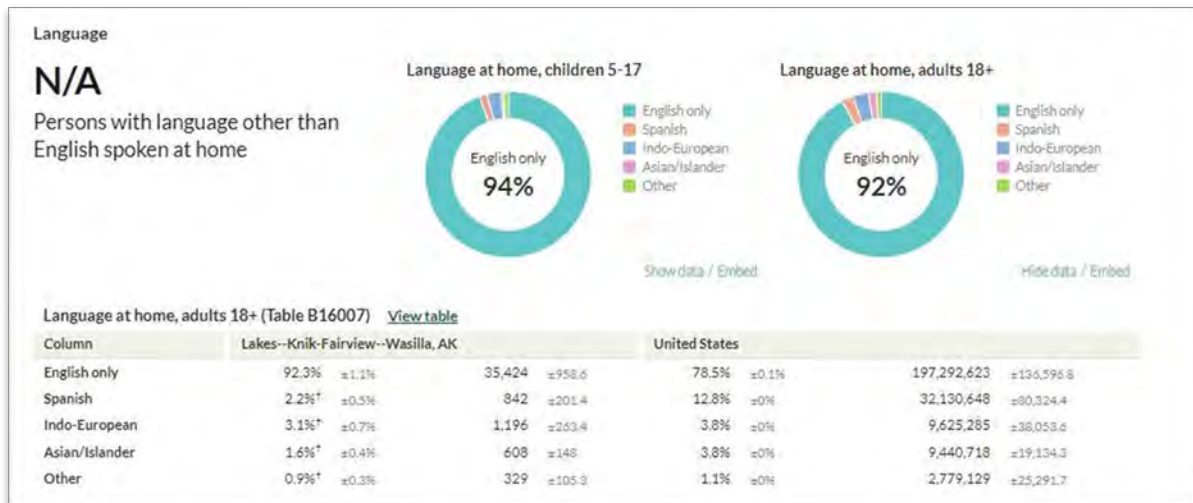
- MPO participation in planned community events in the areas and neighborhoods where underrepresented residents live, work, and play.
- Locate public workshops and engagement events during the plan development process in locations and at times accessible to traditionally underrepresented groups.
- Connect and partner with local organizations that work with traditionally underrepresented groups to advertise meetings, comment periods, and planning efforts.

4. Equity & Non-discrimination

MVP will solicit public participation without regard to race, color, national origin age, sex, gender, religion, disability or family status. MVP will develop and implement strategies to be inclusive of those who have difficulty or are unable to read, write or speak English in line with federal guidance. MVP will outline these strategies and activities in its *Title VI Plan*.

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. The to-be-developed *MVP Transportation Title VI Plan* will ensure 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.

Figure 2: Census Bureau ACS 2019 data on persons in the Lakes-Knik-Fairview urban cluster who speak languages other than English at home.



5. Requests for Special Accommodations & Complaints Procedure

For complaints, questions, or concerns about civil rights or nondiscrimination; to request special accommodations under the Americans with Disabilities Act (ADA); to request a printed copy of a

meeting agenda; or to request translation services or translated materials, please contact the MVP Title VI Coordinator at (XXX-XXX-XXXX).

The role of MVP Title VI Coordinator will be carried out by the MVP Transportation Coordinator or Planner. Some Title VI Coordinator tasks may be delegated to other MVP employees in order to ensure compliance.

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, or gender under any MVP program or activity, may by themselves or by a representative file a formal written complaint with the MVP Title VI Coordinator.

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 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 or email address)
- How, when, where, and why the complainant believes they were discriminated against (please indicate the names and contact details of any witnesses)
- Any additional information that complainant deems necessary and pertinent to the grievance(s).

Any complaints received by the MPO Coordinator are to receive a prompt response, with a target of no more than seven days. Anyone expressing a complaint may be referred by MPO staff to the complaint form available in both English and Spanish in the MPO's Title VI Plan and ADA Nondiscrimination Policy.

A Title VI Complaint Form will be made available on the MVP Transportation website and also included in the forthcoming *Title VI Plan*. Upon request, the Title VI Coordinator can mail a physical Title VI Complaint Form, or these can be obtained at the MVP Transportation office.

Completed complaint forms should be mailed to:

MVP Transportation
Street Address, Suite, City, State, Zip

Alternatively, complaints may be mailed to:

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

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 materials related to the complaint will be provided by the Title VI Coordinator or DOT&PF Civil Rights Office.

Upon receipt of a complaint, the MVP Title VI Coordinator will date stamp the complaint to establish a timeline for response. The Title VI Coordinator will acknowledge receipt of the complaint within five (5) working days via registered mail. The Title VI Coordinator will notify the MVP Policy Board Chair of the complaint and determine if there is a need for additional information from either the complainant or staff. Review of the complaint by MVP staff and the Title VI Coordinator will be completed no later than 30 calendar days after the stamped date of receipt.

All Title VI complaints against MVP Transportation, together with any additional information obtained during the staff review, shall be referred to the Alaska DOT&PF Office of 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 FAST Planning process relative to Title VI.

6. Administrative Modifications & Amendments

MVP Transportation will follow specific procedures for conducting administrative modifications and amendments to key plans including the TIP, MTP and UPWP. Definitions of each type of revision are summarized below. More detail is provided for each plan in **Section III. MVP Plans & Programs**. The MVP Technical Committee and Policy Board may develop and approve an additional policy providing more detail on revisions at a later date.

Table 2: Administrative modification and amendment definitions.

Type of Change	Definition & Participation Requirements
Administrative Modification	A <i>minor revision</i> to a plan or program such as the TIP, MTP, or UPWP that includes minor changes to project and/or phase costs, minor changes to funding sources, and minor changes to project or phase initiation dates.
	This type of minor revision does not require a public review and comment period.
Amendment	A <i>major revision</i> to a plan such as the TIP, MTP, or UPWP that involve a major change including the addition or deletion of a project or major change in project cost, project or phase initiation dates, design concept, or scope.
	Amendments require a 30-day public review and comment period.

B. Planning Participants [Builders]

1. Policy Board

The MVP Policy Board is the decision-making body of the MPO. Leadership and elected representatives from MPO member organizations sit on the Board. In the Mat-Su, these member organizations include local and tribal governments (City of Wasilla, City of Palmer, Mat-Su Borough, Chickaloon Native Village, and Knik Tribe), state DOT&PF, local public transit providers, and local active transportation organizations. The MVP Policy Board receives and reviews recommendations from the MVP Technical Committee and provides the final vetting and approval of all MPO activities, decisions, and plans.

The Policy Board meets on a regular basis to conduct the normal business of MVP Transportation. Additional or special meetings may be called by the Policy Board Chair or at the request of more than one (1) member. A public comment period is included on the agenda for each meeting, and the public may also comment on specific agenda items at the meeting. Written comments or testimony on agenda items can be submitted to the MPO any time before the Policy Board meeting. Notice of all Policy Board meetings will be published on the MVP website and social media accounts, in the *Frontiersman*, broadcast on local radio, and posted on the State of Alaska's Online Public Notice system.

Table 3: Policy Board summary table.

Policy Board Summary	
What is it?	Decision-making body of the MPO.
When does it meet?	TBD
Where does it meet?	TBD
How do I hear about it?	Meeting notices are posted on the MPO website and social media accounts, in the <i>Frontiersman</i> , broadcast on local radio, and posted in the State’s Online Public Notice system.
How should I prepare to comment at a meeting?	<ul style="list-style-type: none"> → Review the Policy Board meeting agenda posted on the MPO website before the meeting. → Consider the issues presented and think about what you would like to say. → What action would you like the Policy Board to take, or not take? → Writing down some talking points may be helpful if you plan to comment in-person at the meeting. → Try to make your “ask” as clear, concise, and actionable as possible. → Reach out to the MVP Coordinator (XXX-XXX-XXXX) if you would like to discuss the transportation issue with someone in more detail.
How do I comment?	<ul style="list-style-type: none"> → Attend the meeting and comment during the general public comment period on the agenda, or comment on specific agenda items. → You can also submit written comments to the MPO before any Policy Board meeting.

2. Technical Committee

The MVP Technical Committee is the technical advisor to the MVP Policy Board. Instead of elected officials and agency leaders, technical staff of member organizations sit on the Technical Committee. The MVP Technical Committee is comprised of staff-level representatives from local and tribal governments, the state DOT&PF, local transit providers, active transportation and health advocates, and the railroad. The Technical Committee advises the Policy Board on all matters relevant to plans, policies, and programs of MVP Transportation.

The Technical Committee meets regularly to conduct the normal business of MVP Transportation. Additional or special meetings may be called by the Technical Committee Chair or at the request of more than one (1) member. A public comment period is included on the agenda for each meeting, and the public may also comment on specific agenda items at the meeting. Written comments or testimony on agenda items can be submitted to the MPO any time before the Technical Committee meeting. Notice of all Technical Committee meetings will be published on the MVP website and social media accounts, in the *Frontiersman*, broadcast on local radio, and posted on the State of Alaska’s Online Public Notice system.

Table 4: Technical Committee summary table.

Technical Committee Summary	
What is it?	Technical advisor to the MVP Policy Board.
When does it meet?	TBD
Where does it meet?	TBD
How do I hear about it?	Meeting notices are posted on the MPO website and social media accounts, in the Frontiersman, broadcast on local radio, and posted in the State's Online Public Notice system.
How should I prepare to comment at a meeting?	<ul style="list-style-type: none"> → Review the Technical Committee meeting agenda posted on the MPO website before the meeting. → Consider the issue(s) and think about what you would like to say. → What recommendation would you like the Technical Committee to make, or not make to the Policy Board? → Writing down some talking points may be helpful if you plan to comment in-person at the meeting. → Try to make your "ask" as clear, concise, and actionable as possible. → Reach out to the MVP Coordinator (XXX-XXX-XXXX) if you would like to discuss the transportation issue with someone in more detail.
How do I comment?	<ul style="list-style-type: none"> → Attend the meeting and comment during the general public comment period on the agenda, or comment on specific agenda items. → You can also submit written comments to the MPO before any Technical Committee meeting.

3. Public Participants

All members of the Mat-Su community are welcome and encouraged to participate in the transportation planning process with MVP Transportation. Federal regulations require that a number of "interested parties" must be consulted and engaged within the metropolitan transportation planning process. These include:

- Persons with limited English proficiency
- Representatives of the disabled community
- Representatives of public transportation users
- Representatives of pedestrian facility users
- Representatives of bicycle facility users
- Representatives of low-income communities
- Representatives of minority communities
- Freight shippers and haulers
- Private providers of transportation
- Representative of affected public agencies⁶

⁶ See [23 CFR § 450.316](#).

Engagement with the above groups will be accomplished through all of the MPO's activities including Policy Board and Technical Committee membership and meetings, planning workshops, and the online and traditional outreach strategies outlined below in the Public Participation Strategies Toolkit.

III. MVP Plans & Programs

MVP Transportation develops four key plans to guide the transportation planning and programming in the Mat-Su Valley. These plans focus on the urbanized area, called the Metropolitan Planning Area (MPA).

These plans include the Unified Planning Work Program (UPWP), the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), and the Public Participation Plan (PPP).

Each plan plays an important role in bringing transportation projects to life in the Mat-Su, serving as the beginning (UPWP), middle (MTP), and end (TIP) of the transportation planning process.

A. UPWP – MVP Budget and Business Plan (2-year outlook)

The UPWP is the operating budget and business plan of MVP Transportation. It shows the proposed use of federal planning funds and identifies the biennial activities and programs planned to accomplish the MPO's goals. MVP will use a 30-day comment period to gather public input on the draft UPWP.



MVP will place an advertisement in the *Frontiersman* to announce the public comment period for the UPWP development process.



In addition to the MVP website, notification of the UPWP public review and comment period will be posted on the Mat-Su Borough website and the State's Online Public Notice System. Additional proactive outreach may include the utilization of targeted email lists and the timely publication of the newsletter announcing the comment periods.



The draft UPWP will be posted online on the MVP website with an online comment form during the 30-day public comment and review period.



An amendment⁷ is triggered when task budget amounts exceed 20% of the original approved program budget, when there are individual changes of \$35,000 or more to task budgets, or when there are significant scope changes. Amendments require the concurrence of the MPO, Alaska DOT&PF, FHWA, and FTA before becoming effective. Amendments to the UPWP will require a 30-day public comment and review period.



An administrative modification⁷ is triggered when task budget amounts do not exceed 20% of the approved program budget or when individual changes are for \$35,000 or less of a task budget. These require the concurrence of the MPO and Alaska DOT&PF before becoming effective. The FHWA and FTA will be notified as soon as possible of these changes. Administrative modifications will be announced and posted to the MVP website, and the public will have the opportunity to comment on these by attending the Policy Board meeting where the changes are considered.

⁷ Changes in work assignments and studies to be performed to meet transportation planning requirements may be made by MVP at the times and extent deemed necessary. Total funds to be made available for the performance of the work and services will not exceed the amount specified in the UPWP.

Table 5: UPWP summary table.

Unified Planning Work Program Details	
What is it?	The MPO's operating budget and business plan.
Updated:	Every 2 years
Outlook:	2 years, Comment period typically in June or July for Adoption in August.
Next Update:	Summer 2022
Adoption Process:	Reviewed by the Technical Committee, Adopted by the Policy Board
Public Comment & Review Period:	30 Days
Administrative Modifications:	Posted to website, opportunity to comment at Technical Committee and Policy Board meetings.
Amendments:	30-day comment period

B. MTP – Long Range Plan (20-25 year outlook)

The MTP is the long-range transportation planning document of MVP. It is the multimodal transportation plan addressing no less than a 20-year planning horizon that the MPO develops through the metropolitan planning process. The MTP looks 20-25 years into the future using population and traffic projections and is updated every 5 years to remain current with future trends and public sentiment and needs. The MTP includes short, middle, and long-range projects to develop a transportation network for all modes, including pedestrian paths and bicycle facilities. It is a performance-driven, outcome-based approach to planning. The MTP serves as a guide for local officials to make transportation improvements using Federal funds. A transportation project must appear in the MTP to receive federal funding from the FTA or FHWA. The MTP ensures that all transportation projects of agencies operating within the MPA are coordinated, achieve planning goals, meet performance targets, and satisfy local needs. The MPO may submit to FHWA and FTA for approval a procedure for developing an abbreviated MTP and TIP as long as it meets federal requirements.

The MTP process provides one of the best opportunities for the public to participate in the transportation planning process. The public's input will be gathered early and continually using a variety of methods including public meetings and interactive online applications. A separate public involvement plan will be developed with each MTP update to outline the specific strategies that will be used to gather and integrate public input into the plan. At minimum, MVP will host one public meeting in a convenient and accessible location during the MTP process. The public review and comment periods and public meeting(s) will be advertised using the following strategies:



MVP will place an advertisement in the *Frontiersman* to announce a public meeting and any public review and comment periods for the MTP.



Notification of the public meeting will be posted on several websites (MVP, DOT&PF, Mat-Su Borough, Chickaloon, Knik, City of Wasilla and City of Palmer websites), as well as the State's Online Public Notice System. Additional proactive outreach will include the utilization of the targeted emailing lists, the notification of related community service groups and organizations and low-income neighborhoods.



The draft MTP will be posted online on the MVP website with an online comment form during the 30-day public comment and review period.



The draft MTP will be available for review during normal working hours at the MVP Office, DOT&PF Planning Department, the Mat-Su Borough Planning Department, Wasilla City Hall and at Palmer City Hall. Additional locations for after-work hours viewing may also be identified including the Public Library or community center.



Notification will be sent to all that have requested notification of comment periods or public meetings on the topic of transportation planning. MVP will have a newsletter that will include quarterly updates on the development of the MTP and provide opportunities to comment throughout the process on its website and on Facebook.



Online Surveys will be made and distributed on the MVP website and social media. An online comment map may be used to gather geospatial data about transportation issues and needs.



Facebook live, Microsoft Teams, Zoom, or another virtual platform may be utilized as needed during public meetings to provide a virtual participation option.



Comments received from this process will be documented, distributed and posted on the web so that the Policy Board may consider all comments. All comments received throughout the process will be included with the final MTP as an appendix.



An amendment is triggered by major revisions including the addition or deletion of a project or a major change in the project cost ($\geq 20\%$), project/project phase initiation dates, or a major change in design concept or scope. Amendments require re-demonstration of fiscal constraint and concurrence of MVP, Alaska DOT&PF, FHWA, and FTA before taking effect. Any amendments to the MTP require a 30-day public comment and review period.



An administrative modification is triggered by a minor revision, including minor changes to project/project phase costs ($< 20\%$), minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. These do not require a public comment period or redemonstration of fiscal constraint. Administrative modifications do require the concurrence of MVP and the Alaska DOT&PF before taking effect. The FHWA and FTA will be notified as soon as possible of these changes. Administrative modifications will be posted to the MVP website, and the public will have the opportunity to comment on these by attending the Policy Board meeting where the changes are considered.

Table 6: MTP summary table.

Metropolitan Transportation Plan Details	
What is it?	The MPO's long-range transportation plan.
Updated:	Every 5 years
Outlook:	20-25 years
Next Update:	TBD
Adoption Process:	Reviewed and recommended by Technical Committee, Adopted by Policy Board
Public Comment & Review Period:	30 Days
Administrative Modifications:	Posted to website, Comment at Policy Board meeting
Amendments:	30-day comment period

C. TIP – Short Range Plan (5-year outlook)

The TIP is the short-range transportation project funding and programming document of MVP Transportation. It covers a timespan of no less than four years and is updated at least every four years and approved by the MPO and the Governor. If the TIP covers more than four years, the FHWA and FTA will consider the projects in additional years as informational.⁸ The TIP is used as a management tool for monitoring progress and implementing the MTP. It prioritizes and programs funds for projects identified in the MTP. All transportation projects in the MPA of *any* agency receiving federal funds must appear within the TIP. Because of this, the MPO plays a strong coordinating role for all projects, including those led by local governments (for example, Wasilla, Palmer, Chickaloon, Knik, and the Mat-Su Borough) and the State DOT&PF. Projects are scored and ranked using project evaluation criteria developed under the MTP and integrated into the MPO’s policies and procedures. The highest scoring projects are prioritized.

The TIP includes a short description of each included project, its funding source(s), agencies responsible for each project phase, and a breakdown of costs by phase for the four federal fiscal years (FFY) covered by the TIP. The TIP also identifies new policy and planning needs and how proposed projects will impact the performance targets developed in the MTP. The MVP Policy Board approves the TIP and self-certifies that it was developed in accordance with all applicable regulations.

The TIP has specific public participation requirements to ensure that the community’s voice is heard in prioritizing transportation investments in the urbanized area. Prior to the development of the TIP, the project evaluation criteria may be reviewed and modified to reflect any changes in the goals and objectives of the MPO. If the evaluation criteria are updated, a 30-day comment period will be provided to gather public input on the proposed criteria changes. A 30-day public comment period will also be provided for the public to review the draft TIP and any amendments.



MVP will place an advertisement in the *Frontiersman* to announce each public comment period for the TIP development process.



In addition to the MVP website, notification of the TIP public review period will be posted on the Mat-Su Borough website and the State’s Online Public Notice System. Additional proactive outreach may include the utilization of the targeted email lists and the timely publication of the newsletter announcing the comment periods.



The draft TIP will be posted online on the MVP website with an online comment form during the 30-day public comment and review period(s).



The draft TIP will be available for review during normal working hours at the MVP Coordinator’s Office, DOT&PF Planning Department, the Mat-Su Borough Planning Department, Wasilla City Hall and at Palmer City Hall. Additional locations for after-work hours viewing may also be identified including the Public Library or community center.



Notification will be sent to all that have requested notification of public input periods and meetings on the topic of transportation planning.



Comments received from this process will be documented, distributed and posted on the web so that the Policy Board may consider all comments.

⁸ See [23 CFR 450.326a](#) for more details on TIP requirements.



An amendment is triggered by major revisions including the addition or deletion of a project or a major change in the project cost ($\geq 20\%$), project/project phase initiation dates, or a major change in design concept or scope. Amendments require re-demonstration of fiscal constraint and concurrence of MVP, Alaska DOT&PF, FHWA, and FTA before taking effect. Any amendments to the MTP require a 30-day public comment and review period.



An administrative modification is triggered by a minor revision, including minor changes to project/project phase costs ($< 20\%$), minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. These do not require a public comment period or redemonstration of fiscal constraint. Administrative modifications do require the concurrence of MVP and the Alaska DOT&PF before taking effect. The FHWA and FTA will be notified as soon as possible of these changes. Administrative modifications will be posted to the MVP website, and the public will have the opportunity to comment on these by attending the Policy Board meeting where the changes are considered.

Table 7: TIP summary table.

Transportation Improvement Program Details	
What is it?	The MPO's short-range program and funding plan.
Updated:	Annually
Outlook:	4 years
Next Update:	TBD
Adoption Process:	Reviewed and recommended by Technical Committee, Adopted by Policy Board
Public Comment & Review Period:	30 Days
Administrative Modifications:	Posted to website, Comment at Policy Board meeting
Amendments:	30-day comment period

D. PPP – How to Engage with the MPO

The PPP is the very plan that you are reading right now! It serves as both a guide for MVP staff and stakeholders on how to engage the public in the transportation process, as well as a how-to guide for the public—you!—on making sure that your voice is heard. The PPP helps MVP carry out its mission by ensuring an open process that provides the public with complete information, timely notification of comment periods and meetings, full access and input into key decisions, and early and continuous participation in the transportation planning process.

The PPP is based on federal code that requires public participation in the transportation planning process. The federal regulations specify a 45-day public comment and review period for PPP development.⁹ This differs from most other MVP plans that have a 30-day public comment period. The PPP will be re-addressed and may be updated prior to MTP development. The following public participation strategies will be used in the PPP development process:



MVP will place an advertisement in the *Frontiersman* to announce the 45-day public comment and review period for the PPP development process.



Notification of the draft PPP review period will be posted on the MVP website, as well as the State's Online Public Notice System. Additional proactive outreach will include the utilization of the targeted mailing lists, the notification of related community service groups and organizations and low-income neighborhoods.



The draft PPP will be posted online on the MVP website with an online comment form during the 45-day public comment and review period.



The draft PPP will be available for review during normal working hours at the MVP Coordinator's Office. Additional locations for after-work hours viewing may also be identified including the Public Library or community center.



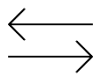
Notification will be sent to all that have requested notification of meetings or public comment periods on the topic of transportation planning. MVP will have a newsletter that will include quarterly updates on the development of the PPP and provide opportunities to comment throughout the process on its website and on Facebook.



Comments received from this process will be documented, distributed and posted on the web so that the Policy Board may consider all comments.



Any amendments to the PPP will also trigger a 45-day public comment and review period. The PPP will be re-addressed and may be updated prior to MTP development.



Smaller, administrative modifications will be announced and posted to the MVP website, and the public will have the opportunity to comment on these by attending the Policy Board meeting where the changes are considered.

⁹ See [23 CFR § 450.316](#).

Table 8: PPP summary table.

Public Participation Plan Details	
What is it?	Blueprint for how MVP conducts public engagement.
Updated:	As needed
Outlook:	No expiration date
Next Update:	As required or prior to the development of the MTP
Adoption Process:	Reviewed by Technical Committee, Adopted by Policy Board
Public Comment & Review Period:	45 Days
Administrative Modifications:	Posted to website, Comment at Policy Board meeting
Amendments:	45-day comment period

E. Public Participation Strategies [Toolkit]

1. MVP Website & Social Media

MVP will maintain an accessible and engaging website to inform and update the community about meetings, public comment periods, planning processes, and transportation issues impacting the Mat-Su Valley region community. All meeting and public comment and review period notices for MVP plans such as the UPWP, MTP, TIP, and PPP will be posted to the website, along with draft plans, public comment summaries, and notices of plan amendments and administrative modifications.

The website will serve as a venue for innovative public participation and visualization strategies used by the MPO such as survey questionnaires, online comment maps, and 2D and 3D representations and interactive renderings of transportation projects. Creative methods of virtual communication such as podcasts and videos may be utilized to support remote public participation efforts during the COVID-19 pandemic.

MVP's social media accounts on Facebook, Twitter, and Instagram will provide periodic updates about meetings, comment periods, and planning milestones and direct residents back to the MVP website for more information.

2. "Building the Mat-Su MPO" 101 Document

MVP is in the process of developing an introductory "Building the Mat-Su MPO" document that will be distributed to residents in the MPA to introduce them to the MPO, its mission, and how to get involved in transportation planning decisions through the MPO. The document is meant to be visual and engaging, using the metaphor of "building a house" to illustrate the process of developing the MPO and to communicate the important role that the organization will soon play in the Mat-Su region community moving forward.

3. Local Media Advertising

MVP will advertise all meeting and event notices and planning process updates in the *Frontiersman* and on the public calendar on the MSB's website. Additionally, local radio and public television may be used to advertise for special events.

4. Quarterly Newsletter

MVP will develop and distribute a quarterly newsletter to update the community and partners on upcoming planning processes and milestones and happenings at the MPO.

5. Public Meetings & Workshops

MVP will host public meetings and workshops to gather input into various planning efforts, including the MTP. These meetings will be virtual on a platform widely accessible to the public or held in locations that are fully ADA accessible and convenient to a broad range of residents including traditionally underrepresented groups.

6. Public Review & Comment Periods

Public review and comment periods for all MVP plans will be widely advertised following the notice requirements outlined in the MPO Plans & Programs section and in the following Notice Requirements Summary matrix at the end of this chapter.

During review and comment periods, all draft plans, plan amendments, and/or administrative modifications will be posted on the MVP website with a virtual public comment form. Additionally, draft plans will be available for individual viewing with written comment forms at the MVP office during regular business hours and at the library/community center during evening and weekend hours during comment periods.

7. Innovative Visualization Strategies

To ensure that all residents, including limited English speakers, are able to understand and provide input on proposed transportation projects, MVP will use innovative 2D and 3D visualization strategies as budget allows to provide visual representations of proposed transportation projects. It is often challenging for the layperson and especially those with limited English proficiency to view engineering plans for a proposed project and to easily grasp its implications.

MVP will utilize GIS, 2D and 3D renderings, and multimedia applications to create visual representations of projects and their impacts. Aerial imagery will be used as much as possible to orient residents to project locations, with key locations including major thoroughfares and landmarks clearly labelled to support participants' understanding of the scope and location of proposed transportation investments.

8. Stakeholder Email List

A robust stakeholder email list will be developed and constantly updated to ensure that anyone interested in learning about MVP activities and participating in planning efforts is informed and able to do so. MVP will coordinate with local partner organizations on the stakeholder list to reach underrepresented communities and spread the word about how to get involved.

9. Public Comment & Responsiveness Summaries

For each plan, MVP staff will document and organize all comments received and develop a Public Comment & Responsiveness summary describing how submitted comments were addressed and/or integrated into the final plan. The Summary will be added as an appendix to the MTP and posted online for all other plans. The comments and summary will also be shared with the Technical Committee and Policy Board during the plan development process so that all comments may be considered in the decision-making process.

10. Support Participation of Traditionally Underrepresented Communities

MVP follows a number of strategies to broaden its reach and engage with traditionally underrepresented communities in the Mat-Su Valley region. These strategies range from offering free translation services at meetings and hosting events in lower income neighborhoods, to using visualization strategies to illustrate the impacts of transportation projects.

The full breadth of MVP's strategies for supporting the participation of underserved communities will be outlined in the *MVP Transportation Title VI Plan* (to be developed). FAST Planning and AMATs Title VI plans are great documents to reference once the MPO begins developing its own Title VI Plan.

F. Notice Requirements Summary [Construction Schedule]

Table 9: Meeting and plan notice requirements summary table.

Plan Notice Requirements			
	Draft Plan Review	Amendment	Administrative Modification
UPWP	30-day public review & comment period	30-day public review & comment period	Change posted to website, opportunity to comment at Policy Board meeting
MTP	Public meeting & 30-day public review & comment period	30-day public review & comment period	
TIP	30-day public review & comment period	30-day public review & comment period	
PPP	45-day public review & comment period	45-day public review & comment period	
Meeting Notice Requirements			
Meeting Type	Public Notice Activities		
Regular Policy Board or Technical Committee Meetings	<ul style="list-style-type: none"> Meeting packet with agenda and materials posted to MVP website at least 10 calendar days prior to scheduled meeting. Notice of meeting published in the <i>Frontiersman</i> at least 10 days prior to scheduled meeting. Notice of meeting announced on local radio at least 10 calendar days prior and up until scheduled meeting, as budget allows. Notice of meeting posted on State of Alaska Online Public Notice System at least 10 calendar days prior to scheduled meeting. 		
Special Policy Board or Technical Committee Meetings	<ul style="list-style-type: none"> Meeting packet with agenda and materials posted to MVP website at least 7 calendar days prior to scheduled meeting. Notice of meeting published in the <i>Frontiersman</i> at least 7 calendar days prior to scheduled meeting. Notice of meeting announced on local radio at least 7 calendar days prior and up until scheduled meeting, as budget allows. Notice of meeting posted on State of Alaska Online Public Notice System at least 7 calendar days prior to scheduled meeting. 		
Plan-Specific Meeting	<ul style="list-style-type: none"> Meeting advertised for at least 30 calendar days prior to scheduled meeting. Follow public participation requirements for the specific plan (See PPP Plans + Programs Chapter). 		

IV. Achieving Public Participation

Measuring the effectiveness of the MPO's public participation activities will be an important part of ensuring that existing strategies are adequate and identifying areas where methods can be improved.

The PPP will be updated on a regular basis at the discretion of the MPO to ensure that public participation strategies remain relevant and effective. The MPO will reevaluate the PPP prior to each MTP and may update the PPP in conjunction with the MTP update process.

The following subsection, **A. Mission & Goals**, outlines the mission and goals of MVP Transportation, and how these related to the ten federal planning objectives that MPOs strive to achieve. The next subsection, **B. Measuring Success**, provides an evaluation framework for measuring the success of MVP's public participation efforts.

A. Mission & Goals

Per 23 CFR § 450.306(b), all metropolitan planning organizations shall conduct a continuous, cooperative, and comprehensive (three C's) planning process that addresses the following ten federal planning 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 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) Emphasize the preservation of the existing transportation system.
- (9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
- (10) Enhance travel and tourism.

The MVP Steering Committee, in starting to develop the organizational mission for MVP Transportation, identified three of the above planning factors as especially relevant planning factors to consider for the Mat-Su Valley urbanized area. These include:

- Increase the safety of the transportation system for motorized and non-motorized users.
- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- Increase accessibility and mobility of people and freight.

- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.

These prioritized planning factors can help inform the mission and goals development process for MVP Transportation.

B. Measuring Success

The following matrix details the methods used to gather and monitor public participation data to evaluate the effectiveness of MPO public participation strategies. The matrix will assist MVP staff in self-assessing whether current public participation strategies are effective, and where they could be improved. Improvements to this PPP will be made based on this self-assessment with the goal of increasing public awareness and improving the quality and quantity of information collected from and provided to the public.

Table 10: Public participation evaluation framework.

Methods for Collecting Evaluation Data	Measures of Effectiveness (MOE)
Evaluation / Comment Forms Verbal Comments from Meetings, Workshops or Forums	<ul style="list-style-type: none"> • Total Number of MVP Public Meetings • Number of Attendees by gender, age, race, when available. • Totally number of forms turned in • Nature of Comments and Remarks • Community Groups represented
Telephone Comments	<ul style="list-style-type: none"> • Total calls received per quarter • Nature of calls • Number of positive/negative calls received • Type of follow-up required • Time spent on follow-up
Letters	<ul style="list-style-type: none"> • Total letters received per quarter • Number of positive/negative letters received • Translation of letter from members of the public who have limited English proficiency • Nature of letters • Type of follow-up required • Time spent on follow-up
MVP Website Social Media	<ul style="list-style-type: none"> • Total number of hits per month • Number and nature of comments received • Type of group representation • Total number of posts by MVP Transportation • Type of follow-up required • Time spent on follow-up
Proactive Public Outreach	<ul style="list-style-type: none"> • Total number of radio and TV interview conducted • Total number of feature stories in newspaper • Total number of community service group meetings attended • Total number of Transportation Committee Meetings attended • Total number of presentations delivered • Total number of comment sheets collected at presentations
E-mail Comments	<ul style="list-style-type: none"> • Total comment messages per month • Number and nature of messages received • Type of follow-up required • Time spent on follow-up
Survey/Interactive Map Results	<ul style="list-style-type: none"> • Total number of responses received • Summarize comments

V. Meeting Federal Requirements

There are several requirements for a PPP as described in 23 CFR § 450.316. The MPO is required to develop a PPP that includes all transportation plan stakeholders. These stakeholders are considered to be anyone from an affected public agency, freight transportation services, to every user of the transportation network. Anyone who would like to participate in the process will be provided reasonable opportunity to do so.

The PPP should be developed with the participation of interested parties. In this case, since the MPO is not finalized yet, the Pre-MPO Steering Committee is the first interested party to participate which is made up of representatives of local government agencies, tribal governments, transportation providers, state representatives, representatives of transportation and health-related non-profits, and representatives from peer Alaskan MPOs. The purpose of the PPP is to develop clear instructions for how to residents can participate in the public process, what the MPO's strategies are to reach a wide range of people for participation, and how to measure the outcomes of public participation strategies.

The MPO must provide adequate notice for public participation opportunities and offer convenient and accessible ways for the public to comment at key points in the planning and decision-making process. The notice must be given prior to any sort of comment or participation period and any information must be easily accessible to the public. The information must be presented so that the lay person can understand and also provide several means of presenting the information, such as displaying the information electronically via the internet and/or also using visual presentations in an in-person format so that everyone has adequate time to understand what is presented. Public presentation and meetings must be held in ADA accessible locations and be held at reasonable times to include all who want to participate.

When comments are made, care and response are given for each comment to ensure that participants understand that their comments are valued and integrated into plans and decisions of the MPO. Care must especially be given to receiving comments from traditionally underserved communities. The plans and decisions of the MPO should also be carefully analyzed to understand how these may impact different sub-groups and underserved communities differently. The comments will be provided in a summary, analyzed, and then added to the final transportation plan and/or posted online.

In the event that the final version of an MPO plan differs greatly than the original, an additional comment period must be provided as new issues may arise that were not originally anticipated by those that had provided comment the first time.¹⁰ To prevent undesirable outcomes and adverse impacts on communities, the public participation process will be evaluated, measured, and reviewed for its effectiveness.

Although not a requirement, it is in the best interest of the MPO and its transportation plan to coordinate with other organizations and agencies that are responsible for other planning activities. Organizations that are responsible for economic development or natural disaster preparedness, for example, may be affected by MPO decisions and those decisions may impact operations or provide

¹⁰ See MVP Transportation's Operating Agreement and the FAST Planning Amendment and Administrative Modifications Policy for more details on triggers and an example policy from a peer MPO, respectively.

insights. The MPO will be responsible for considering actions within the MPO area as they relate to other planning activities.

Since the MPA will most likely include lands that are Indian Tribal Lands and/or Federal Public lands, the development of the transportation plan must appropriately include and consult with federal and tribal land managers.

In accordance with Title VI, the Civil Rights Act of 1964, it is prohibited to discriminate against people on the basis of race, color, and national origin in programs that receive federal funding. Title VI applies to the creation and operations of an MPO because they use federal funding. To provide an inclusive public process, notice may be released in different languages and the MVP Title VI Coordinator may be designated to direct people that identify as non- or limited-English speakers to translation services to further facilitate an environment that is continuing, cooperative, comprehensive, and inclusive.

VI. Conclusion

MVP Transportation is deeply committed to conducting a public participation process that engages the diverse community of the Mat-Su Valley early and consistently throughout the metropolitan transportation planning process. This PPP is the first step towards developing MPO plans that respond to local priorities and satisfy local transportation needs in the Mat-Su.

MVP will periodically update and reevaluate this PPP to ensure that it remains consistent with trends and needs within the local community. The PPP will be reevaluated and may be updated prior to each MTP update as a part of that planning process. It may also be updated through amendments and administrative modifications approved by the MVP Policy Board at any time by following the public notice, review and comment period requirements outlined in this plan.

MVP is committed to increasing the public's understanding of the metropolitan transportation planning process and to encouraging active engagement of the community in the decision-making process.

APPENDIX A

2022 Addendum for Pre-MPO Formation

Matanuska-Susitna Valley Planning for Transportation 2022 Public Participation Plan Addendum for Pre-MPO Formation

I. Purpose

The purpose of this addendum to the Matanuska-Susitna Valley Planning for Transportation (MVP Transportation) Public Participation Plan (PPP) is to outline the public participation strategies that will be used during federal fiscal year (FFY) 2022 to develop and finalize the founding documents and general operating agreements of the MPO.

II. Timeline

MVP Transportation will not be officially designated by the Governor until April 2023. The full PPP document will not apply to the MPO until after this official designation date. This addendum to the PPP shall be applicable once approved by the MVP Pre-MPO Policy Board until the day that the MPO is officially designated by the Governor, expected April 2023.

III. Meetings

During FFY 2022, the Pre-MPO Steering Committee and Pre-MPO Policy Board hold regular meetings during the year. The final Technical Committee and Policy Board will become official after MPO designation by the Governor no later than April 2023.

Monthly meetings of the MVP Pre-MPO Steering Committee and Pre-MPO Policy Board are all free and open to the public. Meetings may be fully virtual or in-person, as local health and safety conditions and regulations allow. Meetings will be held in accessible public locations (or virtually, on a platform easily accessible to the public) and will generally be scheduled on a recurring day each month (for example, the third Wednesday). Every MVP board and committee meeting agenda contains a general public comment period (called “Voices of the Visitors”) as well as public comment opportunities for each item being discussed. All meeting packets including approved minutes from the previous meeting will be made available online on the pre-MPO website and/or MVP Transportation website.

Public meetings of the MVP Pre-Policy Board and all advisory committees (including the Steering Committee) will be advertised at least one week prior to the meeting date in the following venues and locations:

- Pre-MPO website at www.matsumpo.com, prior to MVP official website establishment
- Official website of MVP once it is established
- Mat-Su Borough (MSB) website
- State of Alaska Online Public Notice system
- Frontiersman (local newspaper)

The following guidelines shall apply to the public process of public meetings.

1. A sign-in sheet will be available at each in-person and virtual meeting. Attendees will be encouraged to sign in so that they may receive notification of future meetings.

2. One general public comment period will be provided at every meeting for any members of the public who are present to comment on items not on the agenda. The length of the comment period per speaker may be determined at the beginning of any public meeting by the Chair.
3. Members of the public will also have an opportunity to comment on specific agenda items as they are introduced.
4. Members of the public who would like to provide written comments may submit their comment in writing at any time before the scheduled meeting.
5. Items on a meeting agenda may be voted on or action may be deferred, tabled, or referred back to the board or committee for further consideration at the board or committee's discretion.
6. Past meeting materials including agendas, minutes, packets, and approved planning documents can be found on the MVP website.

The following subsections provide additional information about each board and committee active during FFY 2022.

A. Pre-MPO Policy Board

The MVP Pre-MPO Policy Board is the interim leadership-level decision making body of MVP Transportation. Its mission is:

“To oversee the development of all federally required documents necessary to be designated by the Governor as the Metropolitan Planning Organization of the Mat-Su Valley urbanized area and that area, which is expected to be designated, by the Department of Commerce, as urban in the next 20 years.”

The Pre-MPO Policy Board was established and began meeting in September 2021. The Pre-MPO Policy Board will continue to meet monthly until the final MVP Policy Board is established. The Pre-MPO Policy Board meets regularly on the third Wednesday of each month from 11:30am to 1:00pm.

B. Pre-MPO Steering Committee

The MVP Pre-MPO Steering Committee is the interim staff-level advisory committee of MVP Transportation. Its mission is:

“To guide the pre-MPO formation process for the Mat-Su Valley as it relates to presenting recommendations to the Pre-MPO Policy Board regarding organizational and operational structure.”

The Pre-MPO Steering Committee was established and began meeting in October 2020. The Pre-MPO Steering Committee will continue to meet monthly until the MVP Technical Committee is established after official MPO designation by the Governor. The Pre-MPO Steering Committee meets regularly on the second Tuesday of each month from 2:00pm to 3:30pm.

C. MVP Policy Board

The MVP Policy Board is the final governing body of the MPO. The official Policy Board will be established and begin meeting in the second quarter of FFY 2022. The purpose of the MVP Policy Board will be to act as the leader and final decisionmaker for MVP Transportation to carry out the metropolitan transportation planning process for the UZA.

D. MVP Technical Committee

The MVP Technical Committee is the final staff-level advisory committee of the MPO. The MVP Technical Committee will be established and begin meeting in the second quarter of FFY 2022. The

purpose of the MVP Technical Committee will be to provide technical guidance and recommendations to the MVP Policy Board to assist with carrying out the metropolitan transportation planning process.

IV. 2022 MPO Plans, Programs & Agreements

The following plans and programs will be developed and finalized during FFY 2022. All planning documents and agreements in this addendum will have a 30-day public comment period unless otherwise noted.

A. MPA Boundary Development

The Boundary Development process for the MVP metropolitan planning area (MPA) will follow the Boundary Development Strategy document approved by the Pre-MPO Policy Board on October 20, 2021.

The MPO shall review the comprehensive plans and capital improvement programs (CIP) of the borough and local governments as a part of the boundary development process. As outlined in the strategy, MVP will consult with members of the public and community representatives with information pertinent to projecting future growth in the borough, including, but not limited to representatives of:

- MSB School District
- Public transportation providers
- Port, rail, and freight operators
- Utility providers
- Local commercial businesses
- Non-profit organizations
- State of Alaska DOT&PF and DEC
- Tribal governments
- Local governments

At least one public meeting will be held to gather the public's input into the boundary development process. The meeting will be held virtually or in-person and be easily accessible to the public. Visualization strategies will be used to help build public understanding of the boundary development process and potential alternatives for the MPA boundary, and their implications.

The public meeting will be advertised at least one month in advance of the meeting date in the same locations and venues that board and committee meetings are advertised (See **III. Meetings**).

The finalized boundary will be posted for a 30-day public review and comment period on the pre-MPO and/or final MVP website. All public comments and feedback will be recorded and forwarded to the MVP boards and committees for consideration and subsequently posted on the website. If significant changes are subsequently made to the preferred boundary alternative that were unforeseen by the Pre-MPO Policy Board, additional opportunity for public comment may be provided. Final board action will take place at a scheduled Pre-MPO Policy Board meeting.

B. Intergovernmental Operating Agreement and Memorandum of Understanding for Transportation Planning (Operating Agreement)

The *MVP Transportation Intergovernmental Operating Agreement and Memorandum of Understanding for Transportation Planning (Operating Agreement)* defines the relationships between the State of Alaska and the Mat-Su Valley's local and tribal governments and other stakeholders, as appropriate, in

carrying out metropolitan transportation planning to meet federal planning requirements through the MPO. The document defines the make-up of the official Policy Board and Technical Committee of the MPO.

The purpose of the Operating Agreement is to comply with 23 USC § 134 – 135, 49 USC § 5303 – 5306, and 23 CFR 450.300 to provide the structure and process for the continuing, cooperative, and comprehensive consideration, consultation, development, and implementation of transportation plans and programs for intermodal transportation in the MPA. The agreement describes the legal authority for the operation of the MPO, member organizations and their responsibilities, required plans and programs of the MPO, and operating procedures related to consultant contracts, reporting requirements, procurement and management, audits, and Title VI and disadvantaged business enterprise (DBE) requirements.

The Operating Agreement will be developed by the Pre-MPO Steering Committee and approved by the Pre-MPO Policy Board and then sent to the Governor for final designation. A 30-day public comment period will be provided for the public to review the Operating Agreement. All public comments and feedback will be recorded and forwarded to the MVP Pre-MPO Steering Committee and Pre-MPO Policy Board for consideration.

C. Memorandum of Understanding for Office Operations (MOU for Office Operations)

The *Memorandum of Understanding for Office Operations* (MOU for Office Operations) defines the operating procedures of the MPO office and outlines the roles and responsibilities of the MPO member organizations as they relate to the office operations of the MPO. The MOU for Office Operations and the responsibilities defined therein will vary based on the final structure of the MPO. The MOU for Office Operations outlines the various resources and types of support that each member organization will contribute to the MPO, such as office and/or meeting space, membership dues, risk management, accounting services, procurement services, human resources, project planning and development, IT support services, payroll, computers and hardware, software licenses, and other types of in-kind and financial support.

The MOU for Office Operations will be developed by the Pre-MPO Steering Committee and approved by the Pre-MPO Policy Board. A 30-day public comment period will be provided for the public to review the agreement. All public comments and feedback will be recorded and forwarded to the MVP Steering Committee and Pre-MPO Policy Board for consideration and posted on the website. If significant and unforeseen changes result, the public may be provided an additional opportunity to comment.

D. Bylaws

The Bylaws of the MPO define the members and officers of the organization such as the Chair, Vice Chair, and Secretary, how those positions are chosen, and what their responsibilities are. The Bylaws also define at minimum when meetings will occur, and outline standard processes related to meetings, ethics, conflicts of interest, and other standards of conduct for the MPO. The Bylaws are submitted along with the Operating Agreement in the Governor's packet for final MPO approval.

The Bylaws will be developed by the Pre-MPO Steering Committee and approved by the Pre-MPO Policy Board. A 30-day public comment period will be provided for the public to review the Bylaws

simultaneously along with the Operating Agreement. All public comments and feedback will be recorded and forwarded to the MVP Pre-MPO Steering Committee and Pre-MPO Policy Board for consideration and posted on the website. If significant and unforeseen changes result, the public may be provided an additional opportunity to comment on the MOU.

E. Tribal Consultation Agreements

The MPO will work with local tribal governments, Chickaloon Native Village and Knik Tribe, to develop agreements defining coordination between the MPO and each tribal government. The agreements will outline the consultation processes that will be carried out by the MPO with each tribal government for each major plan and program of the MPO, including the MTP and TIP. Consultation requirements for MPOs who receive funds through the FHWA are outlined in 23 CFR 450.316. Key provisions include:

- “When the MPO includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP” (23 CFR 450.316(c)).
- “MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.” (23 CFR 450.316(e)).
- Include in their plans and programs “a discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. The discussion may focus on policies, programs, or strategies, rather than at the project level. The discussion shall be developed in consultation with Federal, State, and Tribal land management, wildlife, and regulatory agencies. The MPO may establish reasonable timeframes for performing this consultation” (23 CFR 450.322 (f) (7)).”

The Pre-MPO Steering Committee and Pre-MPO Policy Board will utilize the following resources in its consultation and coordination with tribal governments”

- Tribal Consultation Best Practices Guide for Metropolitan and Regional Transportation Planning Organizations in Washington State
- Executive Order 13175 Consultation and Coordination with Indian Tribal Governments
- Millennium Agreement between the Federally Recognized Tribes of Alaska and the State of Alaska
- Guidance from the State of Alaska Civil Rights Office

MPO coordination with tribal representatives will occur at the Pre-MPO Steering Committee and Pre-MPO Policy Board levels to establish the consultation agreements.

F. Memorandum of Understanding for Performance Based Planning (MOU for Performance Based Planning)

MVP Transportation may choose to sign onto the existing Memorandum of Understanding for Performance Based Planning between AMATs, FAST Planning, and the state of Alaska, or develop its own performance measures. This agreement defines how the state and Alaskan MPOs cooperatively develop and share information related to transportation performance data, including the selection and reporting

of performance targets as defined in the Performance Planning Target Setting Procedures document. These procedures are used in tracking progress towards attainment of critical outcomes for the region. This data will also be collected for the state’s asset management plan for the National Highway System (NHS).¹

G. Member Organization Coordination Agreements

The MPO will work with local governments, state DOT&PF, and member organizations to develop agreements defining coordination between the MPO and each entity. The agreements will outline how the MPO will coordinate with member agencies on developing the major plans and programs of the MPO, including the MTP and TIP.

MPO coordination with member agency representatives at the Pre-MPO Steering Committee and Pre-MPO Policy Board levels will help to define and establish the coordination agreements.

H. Transportation & Grandfather Agreements

Agreements related to the transition of the Mat-Su Valley from an urban cluster to a UZA may be deemed necessary to define the new relationships between the MPO, member agencies, and the state of Alaska DOT&PF in regard to funding programs and eligibility.

One example is an agreement between the MSB and the Alaska DOT&PF regarding eligibility for the Community Transportation Program (CTP). Once the MPA is established and the MPO has been officially approved by the Governor, transportation projects within the MPA are no longer eligible for funding through the state’s CTP. However, the MSB currently has several projects included in the 2020-2023 CTP. A grandfather agreement should be developed between the MSB, MVP Transportation and Alaska DOT&PF stating that these projects will be “grandfathered in” to the CTP program even if the MPO is approved within the 2022-2023 timeframe.

I. Consolidated Planning Grant Agreement

MVP Transportation will work with the Alaska DOT&PF to develop a Consolidated Planning Grant Agreement² to outline the consolidated Metropolitan Planning (PL) and Transit Planning (FTA 5303 funds) to be distributed to the MPO by formula and match amounts. The Alaska DOT&PF is currently in the process of drafting separate Consolidated Planning Grant Agreements for FAST Planning and AMATs, and MVP Transportation will need to do the same once the MPO is officially designated.

J. Other Agreements

Other agreements may be deemed necessary between the MPO and other entities engaged in transportation and transportation planning within the MPA. These agreements will be developed by the Steering Committee and approved by the Policy Board. All additional agreements will have a 30-day public comment period.

¹ See [23 CFR 450.314\(h\)](#).

² See [FTA Circular 8100.1D](#)

Draft PPP and 2022 Addendum for Pre-MPO Formation
Comments and Response Summary
12.09.2021

#	Comment	Response
1	For Item F in the 2022 Addendum, all MVP will need to do is sign onto the attached Agreements already in place between DOT, AMATS, and FAST Planning.	Updated language in Item F to reflect this. MVP can either sign onto the existing agreements or choose do to their own performance measures, but that is less likely. Referenced the MOU and Procedures document.
2	You may also want to add the "Consolidate Planning Grant Agreement" (see FTA Circular 8100.1D). This is a new agreement currently being drafted by DOT for AMATS and FAST Planning (separate agreements), and MVP will need their own agreement in place with DOT as well. The agreement will outline the consolidated Metro Planning (PL) and Transit Planning (FTA 5303 funds) to be distributed to each MPO by formula, match amounts, etc.	Added as an agreement to Section IV. 2022 MPO Plans, Programs & Agreements.
3	One of the things that jumps out at me in the documents are the lessons from my old English teacher regarding acronyms. When using any acronym, you must spell it out the very first time you use it (even if it is on the cover). We can't assume the reader knows what any acronym mean as there are multiple meanings for almost all of them; MVP, MTP, TIP, UPWP, and I found 45 meanings of just MPO. Each document must stand on its own and will be read by people who have no knowledge of the acronyms you use: e.g. most of us know "MVP" to mean "Most Valuable Player," I had to look in multiple places in these documents to find out what it meant in here.	Spelled out the "MVP" acronym on the cover of the full PPP and the 2022 addendum. In the final version, the addendum will be attached to the full PPP, which includes a single acronym list for both.

4	<p>Also, every acronym needs to have corresponding letters in the acronym. MOU is a very common acronym that most of us have heard and know to mean; Memorandum of Understanding. However, if you want to use MOU for something that is different than just those words, you should use the first letters of each of those additional words. For example: Using MOU as an acronym for Memorandum of Understanding for Office Operations leaves out the “for Office Operations.” You could use MOUOO (although that’s a bit long), otherwise it should be “MOU for Office Operations.” You will likely end up with numerous MOUs in this MPO process, so you must differentiate them.</p>	<p>Cleaned up the usage of "MOU" in the Addendum and edited language to clearly differentiate between the different MOUs.</p>
5	<p>As another example, using MVP as an acronym for Matanuska-Susitna Valley Planning makes sense with the letters used, but when you add additional words that don’t start with the letters in your acronym, that is not a common practice. You could use MVPT or MVPFT for Matanuska-Susitna Valley Planning for Transportation, otherwise it should be “MVP for Transportation.”</p>	<p>No change made at this time. Determining the "official" acronym of the MPO may warrant additional discussion by the Steering Committee, as it could have implications for logo and brand.</p>
6	<p>My only comment is to concur with the (<20%) trigger on page 17. This may be a federal requirement either way.</p>	<p>No change made.</p>
7	<p>I’d like to offer my two cents on the PPP and addendum. Overall it is nicely organized and with some brevity, gives a sense of public process in the PPP.</p>	<p>No change made.</p>

8	<p>The graphics are nice but kind of minimalistic in its presentation. I think to sell this and get a wide and effective response from the public, our community who will look to this as a guide for their participation in the planning process we can probably do with some additional PR and Marketing expertise in a final PPP document. I am very sure there are some very good PR agency people here in the valley that we can use for this. We need, and have an obligation to build a sense of community in the MVP Public Participation Plan, and in fact in all the MVP Programs and Plans developed by our MPO. The documents we create are in important tool in that process.</p>	<p>This is spot on and a great suggestion. In the PPP, there is a tension between the two audiences: MPO technical staff and the public. Each has different levels of transportation planning knowledge but both should be able to use the PPP. We tried to strike a balance between these audiences. The PPP and Addendum include the essential (technical) info that MPO staff will need, but is written and organized for easy use by the public (e.g. it is somewhat brief, includes graphic elements, and summary tables). Creating a final version with more graphical visualizations and MVP branding is an awesome idea. I would also like to remind the group of the parallel effort by the PPP subcommittee to develop an introductory digital pamphlet about the MPO. It is similar to the PPP but is solely for a public audience, and will be highly visual. This is yet another tool that can help introduce the community to the MPO.</p>
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9	On Page 5 there is a reference to a MVP Transportation Title VI Plan that is yet to be developed. Can we use a sample or a template, perhaps one that may already been developed by the Anchorage and Fairbanks MPOs?	Yes. Can consider including FAST Planning or AMATs Title VI Plan as an appendix to the PPP until MVP develops its own. Can most definitely use FAST Planning and AMATs Title VI plans as a basis to develop MVP's.
10	Page 7 gives a brief definition of Administrative Modifications and amendments. I think this should also include the percentage triggers shown on Pages 15 and 17. And speaking of triggers. We should have a discussion of the percentage we will include in the PPP. Could it be 10% or even 50%? What is the criteria we would want to consider for a particular percentage we want to employ here?	I think the greater detail on percentages should be found in the Policies and Procedures and only briefing touched on here. (DG)
11	On Page 20 for #5 Public Meetings and Workshops, I think we should make use of the transportation fairs that were recently conducted here in the valley showcasing certain transportation projects, and have our programs and plans also presented in these fairs from now on, where we can host presenters, host vendors and contractors, and even candidates. This might take some additional planning and participation of PR and Marketing expertise.	Yes, we definitely should be participating in the Transportation Fairs. I think Allen Kempen may be able to provide us with more info on when those usually occur. (DG)
12	Here is a link for the AMATS Title VI plan - Microsoft Word - Final Draft AMATS Title VI Plan 8-23-13vru-jw .docx (muni.org)	No change made.
13	AMATs percentages for the split between admin mods and amendments is listed in the operating agreement - Municipality of Anchorage. AMATs used 50% for amendments so they could do fewer amendments. Part of the challenge for AMATs is that because they only have one government entity involved the op agreement, they are required to take TIP amendments through the local assembly which is a time consuming process. It basically makes any amendment a 6 month process. I'd strongly recommend not having that review as part of any amendment process. Your government officials will have a review of it by virtue of their seats on your policy board.	No change made.
14	In reference to a couple items of previously shared, attached is FAST Planning's detailed Amendment vs. Admin Mod Policy, as well as our Title VI Plan. FAST Planning Title VI info can further be found at https://fastplanning.us/civilrights/ .	No change made.

15	<p>Thanks to FAST Planning for providing these [Amendments/Modifications Policy and Title VI Plan]. Appreciate them very much as they provide us an excellent sample to use as a template. I very much like the percentage range of triggers for changes/amendments at >30% to <= 50% or \$1,000,000. It would appear to provide a great amount of flexibility and effectiveness and impact upon the amendments/changes. Look forward to your summary of this at our upcoming meeting.</p>	<p>No change made. The triggers for administrative modifications and amendments warrant a discussion once the Policy Board is in place. FAST Planning's policy can serve as a starting point for this future discussion. The Title VI Plan for MVP will also need to be developed at a later date, with FAST and AMATS' plans serving as sample documents.</p>
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**Matanuska-Susitna Borough,
City of Palmer,
City of Wasilla,
Knik Tribe,
Chickaloon
Native Village
and
State of Alaska**

MAT-SU MPO

**INTER-GOVERNMENTAL OPERATING AGREEMENT
and
MEMORANDUM OF UNDERSTANDING
for
TRANSPORTATION PLANNING**

**In the
Metropolitan Area
of the
Mat-Su Metropolitan Planning Organization**

Matanuska-Susitna Borough,
City of Palmer,
City of Wasilla,
Knik Tribe,
Chickaloon
Native Village
and
State of Alaska

**MAT-SU MPO INTER-GOVERNMENTAL OPERATING AGREEMENT
AND
MEMORANDUM OF UNDERSTANDING
FOR
TRANSPORTATION PLANNING**

In the Metropolitan Area of the Mat-Su Metropolitan Planning Organization

SECTION 1 – PARTIES TO THIS AGREEMENT

The Parties to this Agreement are the State of Alaska (State), Matanuska-Susitna Borough (MSB), Knik Tribe, Chickaloon Native Village, City of Palmer, and City of Wasilla.

SECTION 2 – PURPOSE

This Agreement is entered into in accordance with 23 USC § 134 – 135, 49 USC § 5303 – 5306, and 23 CFR 450.300 to provide the structure and process for the continuing, cooperative and comprehensive consideration, consultation, development and implementation of transportation plans and programs for intermodal transportation in the metropolitan planning area (MPA).

MPOs are required to develop long-range transportation plans and Transportation Improvement Programs through a performance-driven, outcome-based approach to planning. The MPO will conduct the transportation planning process and provide for consideration and implementation of projects, strategies, and services that will address the planning factors outlined in 23 CFR 450.306 (b) and (c).

SECTION 3 – LEGAL AUTHORITY

3.1 Federal Transportation Planning Statutes

23 USC § 104(f), 23 USC § 134 and 49 USC § 5303 – 5306 provide funding and

require designation of a metropolitan planning organization (MPO) for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding. Those Statutes require the State and the local governments to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process.

3.2 MPO Designation

On **<insert month and day>**, 2023, the Governor of the State of Alaska designated the MPO and identified the **<insert MPO name>** (MPO) Policy Board as the body providing the direction of transportation planning in the MPA in accordance with Federal law. In addition, the **insert name** is a designated recipient of Urbanized Formula Grants from the FTA.

SECTION 4 – DEFINED TERMS

“ADOT&PF” means the State of Alaska Department of Transportation and Public Facilities.

“ASSEMBLY” means the MSB Assembly, the legislative governing body of the MSB.

“Chickaloon Native Village” means

“CITY OF PALMER” means the home rule city, a political subdivision of the State of Alaska within the MPA.

“CITY OF WASILLA” means a first-class city, a political subdivision of the State of Alaska, and the most populated city located within the MPA.

“CONSULTATION” means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken. This definition does not apply to the “consultation” performed by the States and the MPOs in comparing the long-range statewide transportation plan and the MTP, respectively, to State and tribal conservation plans or maps or inventories of natural or historic resources.

“COOPERATION” means that the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective.

“COORDINATION” means the cooperative development of plans, programs, and schedules among agencies and entities with legal standing and adjustment of such plans, programs, and schedules to achieve general consistency, as appropriate.

“DBE” or “Disadvantaged Business Enterprise” means a for-profit small business concern (1) that is at least 51-percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and (2) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

“FHWA” means the Federal Highway Administration, an operating agency of the United States Department of Transportation (USDOT).

“FTA” means the Federal Transit Administration, an operating agency of the USDOT.

“<insert name>” means the Mat-Su Metropolitan Planning Organization.

“Knik Tribe” means

“Metropolitan Planning Agreement” means a written agreement between the MPO, the State(s), and the providers of public transportation serving the metropolitan planning area that describes how they will work cooperatively to meet their mutual responsibilities in carrying out the metropolitan transportation planning process.

“MPA” or “METROPOLITAN PLANNING AREA” means the geographic area in which the MPO carries on metropolitan transportation planning process as described in Section 5.4 of this Agreement.

“MPO” or “METROPOLITAN PLANNING ORGANIZATION” means the policy board created by Section 5.2 of this Agreement to carry out the metropolitan transportation planning process.

“MSB” means the Matanuska-Susitna Borough, a second-class borough, a political subdivision of the State of Alaska that includes the City of Palmer, City of Wasilla, and MPA within its boundaries.

“MTP” or “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 MTP process.

“PALMER CITY COUNCIL” means the legislative governing body of the City of Palmer.

“PERFORMANCE-BASED APPROACH” means the application of performance management within the planning and programming process to achieve desired performance outcomes for the multimodal transportation system.

“PL FUNDS” means the Federal Highway Administration Metropolitan Transportation Planning funds authorized under 23 USC 104 to carry out the requirements of 23 USC 134.



“POLICY BOARD” means the board established under Section 5.2 of the Agreement for cooperative decision-making in accordance with this Agreement.

“PUBLIC PARTICIPATION PLAN” means a documented process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representative of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

“SECTION 5303 FUNDS” means the FTA funds made available under 49 USC 5305(g) to carry out the requirements of 49 USC 5303.

“SSOW” OR “SIMPLIFIED STATEMENT OF WORK” means a statement of work documenting metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in accordance with the provisions of 23 CFR 450.308 and 23 CFR part 420.

“STATE” means the State of Alaska.

“TECHNICAL COMMITTEE” means the Mat-Su MPO committee established in Section 5.3 of this Agreement for the cooperative decision-making in accordance with this Agreement.

“TIP” or the “TRANSPORTATION IMPROVEMENT PROGRAM” means a prioritized listing/program of transportation projects covering a period of four years that is developed and formally adopted by an MPO as part of the MTP process, consistent with the MTP, and required for projects to be eligible for funding under title 23 USC and title 49 USC chapter 53.

“UPWP” or “UNIFIED PLANNING WORK PROGRAM” means a statement of work identifying the planning priorities and activities to be carried out within an MPA. 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.

“URBANIZED AREA” means a geographic area with a population of 50,000 or more, as determined by the Bureau of the Census.

“USDOT” means the United States Department of Transportation.

“WASILLA CITY COUNCIL” means the legislative governing body of the City of Wasilla.

SECTION 5 – ORGANIZATION AND RESPONSIBILITIES

5.1 <insert name>

<insert name> is the MPO's staffed organization, in cooperation with the State, units of local government and public transportation operators.

5.1.1 In order to receive and expend federal funding for transportation in urbanized areas with a population of more than 50,000 individuals, there must be coordination between the State and the MPO as required by federal regulation. Therefore, the purpose of the <insert name> is to provide the framework and mechanism for the MPO and the State to jointly develop and implement transportation plans and programs, which will assure compliance with State and Federal transportation planning.

5.2 Policy Board

The <insert name> Policy Board (Policy Board) shall have as members, a **designated representative of the ADOT&PF, MSB Mayor, City of Palmer Mayor, City of Wasilla Mayor, Knik Tribe Representative, Chickaloon Native Village Representative, Mat-Su Trails and Parks Foundation and a designated representative of the MSB Assembly.** Each member of the Policy Board shall have one vote. <insert name>'s Executive Director will serve as Secretary to the Policy Board.

5.2.1 Powers and Duties of the Policy Board

The Policy Board shall have overall responsibility for the implementation of this Agreement, coordination of <insert name>'s efforts and responsibilities of the <insert name>'s Technical Committee, and the ultimate development and adoption of the UPWP, TIP, and MTP.

5.3 Technical Committee

<insert name> shall have a Technical Committee, which consists of representatives, such as planners, engineers, and other specialists from the City of Palmer, City of Wasilla, MSB, ADOT&PF, Valley Transit, Port Mackenzie, ADEC, University of Alaska Palmer, Alaska Railroad Corporation, Mat-Su local freight industry, Mat-Su Health Foundation and local Tribal entities. Each member of the <insert name> MPO Technical Committee (Technical Committee) shall have one vote and all actions of the Technical Committee, including recommendations to the Policy Board, shall be by a majority vote of the total authorized number of members.

5.4 MPA

The MPA specified by 23 USC § 134(e) shall be the geographical area shown on Attachment #1 to the Agreement incorporated herein by reference. Provided such boundaries conform to the requirements of 23 USC § 134(e), the MPO and the Governor may mutually agree to change the boundaries of the MPA.

5.5 MPO Self-certification

Every four years the MPO will, in coordination with the ADOT&PF, self-certify to the FHWA and the FTA that the planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable requirements of 23 CFR 450.336(a).

SECTION 6 – KEY PLANS and PROGRAMS

6.1 There are three primary planning or programming activities that the MPO is responsible for developing. This section summarizes these key plans and programs, which include the MTP, TIP, and UPWP.

6.1.1 MTP

The MPO, in cooperation with the State, is responsible for developing or updating an MTP. The MPO shall follow the latest federal planning requirements, as prescribed in 23 CFR 450.324. The MPO shall update the MTP every five (5) years as prescribed by 23 USC § 134(i).

6.1.2 TIP

The MPO, in cooperation with the State, is responsible for developing or updating the TIP. The MPO shall follow the latest federal planning requirements, as prescribed in 23 CFR 450.326 and 23 USC § 134(j).

6.1.3 UPWP or SSOW

(1) The MPO, with full assistance from the State and all other cooperating agencies, is responsible for developing or adjusting the UPWP or SSOW, as prescribed by 23 CFR 450.308. The MPO shall:

(a) Describe all the transportation activities to be completed in a fiscal year.

(b) Ensure early coordination with FHWA and FTA.

(2) No later than July 1 of each year, the ADOT&PF, in consultation with the MPO, will provide to the Policy Board in writing the

amount of estimated Federal PL and Section 5303 funds, and required match ratios, to be made available to <insert name> for the next fiscal year of October 1 through September 30. ADOT&PF, MSB, City of Palmer, City of Wasilla and <insert name> staff shall recommend work tasks with budgets for tasks in which it participates. <insert name> staff shall develop and implement a UPWP or SSOW public involvement program, within a Public Participation Plan, and prepare a UPWP or SSOW with the full cooperation of ADOT&PF, MSB, the City of Palmer, the City of Wasilla and the MPO. Discussions between ADOT&PF, MSB, City of Palmer, City of Wasilla and the MPO shall take place to determine how the proposed tasks can be accomplished in the most efficient and effective manner. The UPWP or SSOW shall be reviewed by the Technical Committee, approved by the Policy Board, and forwarded to ADOT&PF for concurrent approval by FHWA and FTA prior to any work being performed.

6.2 Changes/Amendments to Key Plans and Programs

6.2.1 Amendments to the MTP and TIP

The MPO, with its responsibility to maintain existing plans and programs, shall approve amendments, in accordance with its Public Participation Plan. An Amendment is triggered by the addition or deletion of a project or a major change in the project cost, project / project phase initiation dates, or a major change in design concept or design scope. An amendment is a revision that requires public review and comment periods consistent with the MPO public involvement policy and re-demonstration of fiscal constraint. Amendments require the concurrence of the Mat-Su MPO, ADOT&PF, FHWA, and FTA before becoming effective.

6.2.2 Administrative Modifications to the MTP and TIP

The MPO, with its responsibility to maintain existing plans and programs, shall approve Administrative Modifications in accordance with the Public Participation Plan. An Administrative Modification is triggered by a minor revision to a metropolitan transportation plan or TIP 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. It is a revision that does not require public review and comment, re-demonstration of fiscal constraint. Administrative Modifications require the concurrence of the MPO and the ADOT&PF before becoming effective. The FHWA and FTA will be notified as soon as possible of these changes.

6.2.3 Amendments/Changes to the UPWP or SSOW

Changes in work assignments and studies to be performed to meet transportation planning requirements may be made by the MPO at such times and to such extent as deemed necessary. Total funds to be made available for the performance of said work and services shall not exceed the amount specified in the UPWP or SSOW. Reimbursement will be made by ADOT&PF in accordance with procedures stated herein and shall be expended only on the UPWP or SSOW approved by the MPO, ADOT&PF, FHWA, and FTA.

(1) Changes in funding levels for tasks, or changes in tasks, shall be requested as soon as possible after the need for such change is recognized.

(a) Amendment to the UPWP or SSOW
(No additional funding required)

An Amendment to the UPWP or SSOW is triggered when task budget amounts exceed 20 percent of the original approved program budget, when there are individual changes of \$35,000 or more to task budgets, or when there are significant scope changes. Amendments require the concurrence of the MPO, ADOT&PF, FHWA, and FTA before becoming effective. Amendments to the UPWP or SSOW require public review.

(b) Administrative Modifications to the UPWP or SSOW
(No additional funding required or no significant change to scope)

An Administrative Modification is triggered when task budget amounts do not exceed 20 percent of the approved program budget or when individual changes are for \$35,000 or less of a task budget. Administrative Modifications require the concurrence of the MPO and the ADOT&PF before becoming effective. The FHWA and FTA will be notified as soon as possible of these changes.

SECTION 7 – CONSULTANT CONTRACTS

7.1 FHWA and FTA Approval: For all federally-funded work to be done under a consultant contract, prior FHWA and/or FTA approval of a Project Development Authorization including the scope of work is required before a Request for Proposal (RFP) is issued. Early coordination is essential. The contracting agency will be the ADOT&PF which will coordinate review and approvals directly with FHWA and FTA.

- 7.2 ADOT&PF Approval: The contracting agency will be the ADOT&PF for review of the final RFP, scope of services, project budget, and project management plan. ADOT&PF shall also reserve the right to select members for the Selection Committees for all consultant contracts. ADOT&PF may provide opportunity to **<insert name>**, as appropriate, to serve on the Selection Committees.
- 7.3 Work Products: ADOT&PF and Mat-Su MPO will have an opportunity to review draft work products prior to review by the Technical Committee and Policy Board.
- 7.4 Inspection of Work: ADOT&PF and/or the owner of the facility shall at all times be accorded review and inspection of the work performed by consultants and shall at all reasonable times have access to the premises, to all data, notes, records, correspondence, and instruction memoranda or description which pertain to the work involved.

SECTION 8 – ADDITIONAL AND SEPARATE WORK PROJECTS

From time to time, ADOT&PF or the MPO may desire one of the other parties to perform additional work projects for services separate and apart from those set forth in the UPWP. At such times, the requesting party will notify the other party of the intention, including a request for the specific work and/or services desired. If the other party is willing and able to do the work or perform the services requested, written acceptance by the requesting party of the terms accepted shall constitute authority to proceed with the work and/or services requested. The requesting party shall pay for such work or services within a reasonable time after billing. Such billing shall be made pursuant to the terms agreed upon for each particular work project.

SECTION 9 – PROGRAM REPORTING REQUIREMENTS

9.1 Reporting: UPWP or SSOW

In accordance with 23 CFR 420.117, the ADOT&PF is responsible for monitoring the UPWP or SSOW supported activities to assure compliance with applicable Federal requirements and assure performance goals are being achieved. Monitoring must cover each program, function or activity. The reporting procedures shall include, but are not limited to, the following:

9.1.1 Quarterly Reports

All parties receiving federal planning funds pursuant to this Agreement shall prepare a quarterly financial statement and a narrative progress report, in a format provided by the ADOT&PF, for all tasks identified in the UPWP or SSOW for which they are responsible and submit to the ADOT&PF

Central Region office no later than 30 days following the last day of each UPWP or SSOW fiscal quarter. The quarterly reports shall serve as the basis for quarterly reimbursements.

Within 40 days of the last day of the fiscal quarter, ADOT&PF will compile all reports and shall either, review and approve the reports, or request modifications. Upon approval, the ADOT&PF Central Region staff will forward the reports to the MPO.

If ADOT&PF requests modifications, the report will be forwarded to the MPO as a draft report. Within 50 days following the last day of each UPWP or SSOW fiscal year quarter, all requested report modifications shall be submitted to ADOT&PF Central Region. Upon approval, the ADOT&PF will re-submit the report to the MPO no later than 60 days following the last day of each UPWP fiscal year quarter.

This final UPWP or SSOW Quarterly Report shall consist of the following:

- (1) A financial statement which shall include task and program summary of the following data:
 - (a) Current quarterly expenditures
 - (b) UPWP fiscal year to date expenditures
 - (c) PL, Sec. 5303, and local funds / in-kind expended to date
 - (d) PL, Sec. 5303, and local funds / in-kind remaining

- (2) A narrative progress report which shall include:
 - (a) A description of work accomplished during the quarter
 - (b) Significant events (i.e. travel, training, conferences)
 - (c) Milestones reached in sufficient detail to justify the quarterly expenditures

For tasks consisting of a scheduled completion date, the progress report shall include each task's percentage complete, explanatory information on the progress, and any issues relating to the task such as schedule delays.

9.1.2 Annual Report

Upon receipt of the final (fourth quarter) UPWP or SSOW Quarterly Report, the ADOT&PF will draft the UPWP or SSOW Annual Report. The ADOT&PF will forward the UPWP or SSOW Annual Report to the MPO no later than 60 days following the last day of the UPWP or SSOW fiscal year. The ADOT&PF will submit the UPWP or SSOW Annual Report to FHWA

and FTA to meet the reporting requirements of 23 CFR 420.117, as currently adopted or hereafter amended. DOT&PF may combine the UPWP or SSOW Annual Report with similar reports from other subrecipients of federal planning funds into a single report.

The Annual Performance and Expenditure Report for the UPWP or SSOW fiscal year will contain all information required by 23 C.F.R. 420.117.

9.1.3 Significant Events

Events that have significant impact on UPWP or SSOW work elements must be reported by the Parties to this Agreement to ADOT&PF as soon as they become known. The types of events or conditions that require reporting include: problems, delays, or adverse conditions that will materially affect the ability to attain program objectives. This disclosure must be accompanied by a statement of action taken, or contemplated, and any Federal assistance required resolving the situation.

9.1.4 Other Reports

Copies of formal reports, informal reports, and material emerging out of a task specified in the UPWP or SSOW shall be governed by Section 10 of this Agreement.

SECTION 10 – PLANNING REPORTS

10.1 Planning Reports

From time to time, ADOT&PF and the MPO may publish reports, documents, etc., upon completion of a portion and/or a phase of a particular planning element in the continuing transportation planning process. In order for the preparation and publishing of such reports to be eligible for participation of Federal funds, the Technical Committee shall review the reports with final approval by the MPO Policy Board, as appropriate.

10.2 Publication

Publication, whether in hard copy or through the use of digital technologies such as via the World Wide Web, by any party to the Agreement shall give credit to other parties, FTA, and FHWA. However, if any party, FTA, or FHWA does not wish to subscribe to the findings or conclusions in the reports, the following statement shall be added:

“This report was funded in part through grant(s) from the Federal Highway

Administration and/or the Federal Transit Administration, U.S. Department of Transportation. The views and opinions of <insert name> expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.”

Furthermore, consultant logos are prohibited from the cover of all reports, documents, etc. that are approved by FTA and FHWA.

10.3 Copies

Copies of draft and final reports, documents, etc., will be provided as required to Federal and State Agencies. Parties to this Agreement will be provided copies as requested.

The FHWA reserves a royalty-free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use, and authorize others to use, the work for Government purposes.

SECTION 11 – DIVISION OF COST AND PAYMENT

11.1 Reimbursement

The maximum amount of Metropolitan Planning Funds available each year for reimbursement to the Parties shall not exceed the budget approved in the UPWP or as amended. ADOT&PF will make reimbursement in accordance with the following procedures:

- (1) The Parties shall submit to ADOT&PF quarterly narrative progress reports and financial statements, as defined in Section 10 of this Agreement.
- (2) Reimbursement will be made within 30 days after ADOT&PF receives and approves the quarterly narrative progress reports and financial statements, subject to Federal planning funds being made available and received for the allowable cost.
- (3) Within 60 days of ADOT&PF’s approval of the last quarter narrative progress report and financial statement for the fiscal year, ADOT&PF will close the UPWP or SSOW account and request that an audit be performed.
- (4) The audit will be completed, and final payment adjustments made

within 120 days of the last quarter or as soon thereafter as reasonably possible.

11.2 ADOT&PF Tasks

The Parties may agree that ADOT&PF can most efficiently and effectively perform a task or a portion of a task to be funded with PL funds in the approved UPWP. In such cases, ADOT&PF shall:

- (1) Provide the MPO with all necessary documentation in order to permit the preparation of the reports required in Section 10 of this Agreement.
- (2) Upon ADOT&PF approval of the quarterly, ADOT&PF shall submit a billing to FHWA for direct payment to ADOT&PF for approved UPWP or SSOW costs.
- (3) ADOT&PF shall be reimbursed at the rate contained in the applicable UPWP or SSOW.
- (4) ADOT&PF shall promptly provide the MPO with copies of its billings and statements.

11.3 Overruns

When expenditures are anticipated to overrun in any UPWP or SSOW work element, the procedures for budget changes as outlined in Section 6.2 must be followed.

11.4 Cost Limitations

Reimbursement of administrative and operational costs will be made without profit or markup. These costs shall be limited to:

- (1) Direct salaries and wages, with payroll taxes and fringe benefits at actual costs, or if prorated to be allocated on an equitable basis;
- (2) Telephone charges and necessary travel limited to program specific charges;
- (3) Overhead or indirect costs as approved annually in the respective UPWP or SSOW line item budget and verified by audit. Eligibility shall conform to the provisions of 23 CFR 420.113;

- (4) Training as approved specifically in the UPWP or SSOW or otherwise specifically approved by ADOT&PF, FHWA or FTA.

11.5 Rate of Reimbursement

Reimbursement shall be at the rate specified and contained in the applicable UPWP.

11.6 Financial Accounting Level

The expended funds will be accounted for at the task level (100, 200, 300 etc.).

11.7 Fiscal Year

The UPWP or SSOW fiscal year will be October 1 to September 30.

SECTION 12 – PROCUREMENT, MANAGEMENT, AND DISPOSITION OF PROPERTY

Procurement and management of property acquired for the program, including disposition of property if the program is discontinued, will be in accordance with 23 C.F.R. 420.121(f) and any other regulatory requirements applicable to the expenditure of federal funds made available for the implementation of this Agreement.

SECTION 13 – AUDIT PROCEDURES

13.1 In addition to the requirements stated in this section, requirements for audit as defined in 23 CFR 420 will be used as guidelines.

13.2 Each participating party will maintain complete records of all manpower, materials and out-of-pocket expenses, and will accomplish all record keeping in accordance with the following procedures:

13.2.1 Each participating party will furnish ADOT&PF copies of all certified payrolls which shall include the hourly rate for each employee working on the project during the reporting period. In addition, a loaded rate factor will be shown in a manner compatible with existing approved local procedures. The load rate factor is subject to adjustment based upon audits occurring during the life of this Agreement.

13.2.2 Time Sheets

Individual time sheets will be maintained reflecting the daily total amount of hours worked and amount of time spent on each task within the program. It is imperative that the hours be traceable to the task.

13.2.3 Materials

Copies of invoices shall support costs of any purchased materials utilized on this project.

13.2.4 Out-of-Pocket Expenses

Copies of receipts shall support all expenses.

13.2.5 Record System

The record system will be such that all costs can be easily traceable from all billings through the ledgers to the source document. Each expenditure must be identified with the task within the current approved UPWP or SSOW.

13.3 Each consultant contract or professional services agreement, in which any party engages, may require a specific audit for that project or agreement. The award of any such construction related engineering design services contract must be made in conformity with applicable Federal and ADOT&PF contracting procedures including ADOT&PF Procedure 10.02.010, and related Professional Services Agreement Handbook, or based on acceptable alternative contracting procedures approved by ADOT&PF and FHWA. This requirement is in addition to any agency-wide audit conducted pursuant to OMB Circular A-133 (Single Audit Requirements).

13.4 **<insert name>** may be audited every year by ADOT&PF Internal Review auditors for compliance and to insure adequate coverage. **<insert name>** will additionally hire an independent Certified Public Accountant (CPA) to conduct an annual audit of all revenues and expenditures, as well as participate in a state and/or federal single audit as requested. All Parties and/or their subcontractors under this Agreement shall maintain all records and accounts relating to their costs and expenditures for the work during any fiscal year for a minimum of three (3) years following receipt of the final payment and shall make them available for audit by representatives of ADOT&PF, FHWA, and FTA at reasonable times. All Parties shall maintain records in a form approved by ADOT&PF. Final payment is defined as the final voucher paid by FHWA to ADOT&PF based on an audit. A request to close out a fiscal year or project account does not constitute final payment.

- 13.5 Any review, which does not meet Federal requirements, will be resolved between ADOT&PF and the other party. The financial records relating to a UPWP or SSOW year may be closed out once FHWA accepts the audit and final payment adjustments have been made.

SECTION 14 – COMPLIANCE WITH TITLE VI, CIVIL RIGHTS ACT OF 1964

All Parties hereby agree as a condition to receiving any Federal financial assistance from USDOT, to comply with Title VI of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to Title 49 CFR, Part 21, Nondiscrimination in Federally-Assisted Programs of the USDOT, Effectuation of Title VI of the Civil Rights Act of 1964.

SECTION 15 – DBE PROGRAM REQUIREMENTS

15.1 Compliance

The Parties, their agents and employees shall comply with the provisions of 49 CFR 26 and Title VI of the Civil Rights Act of 1964. 49 CFR 26 requires that all parties shall agree to abide by the statements in paragraphs 15.2 and 15.3 and shall include these statements in all Parties' USDOT financial assistance agreements and in all subsequent agreements between any party and any sub-grantees and any contractor.

15.2 Policy

It is the policy of the USDOT that DBEs, as defined in 49 CFR 26.5, shall have an equal opportunity to participate in the performance of contracts financed in whole or part with Federal funds under this Agreement. Consequently, the DBE requirements of 49 CFR 26 apply to this Agreement.

15.3 DBE Obligation

The Parties to this Agreement agree to ensure that DBEs, as defined in 49 CFR 26.5, have an equal opportunity to participate in the performance of contracts and sub-contracts financed in whole or part with Federal funds provided under this Agreement. In this regard the Parties to this Agreement and/or their contractors shall not discriminate on the basis of race, color, national origin, or in the award and performance of USDOT assisted contracts.

SECTION 16 - AMENDMENTS

This Agreement may be amended only in writing and must be done prior to undertaking

changes or work resulting therefrom or incurring additional costs or any extension of time. Said amendments are subject to approval by the MPO and the State.

SECTION 17 – LIMITATION OF LIABILITY

No liability shall be attached to any party to this Agreement by reason of entering into this Agreement, except as expressly provided herein.

SECTION 18 – COMPLIANCE WITH LAWS

In addition to the laws, statutes, regulations and requirements stated herein, all Parties to this Agreement shall be knowledgeable of and comply with all Federal, State and local laws and ordinances applicable to the work to be done under this Agreement.

SECTION 19 – TERMINATION OF AGREEMENT

This Agreement will continue in force until or unless the Parties terminate the Agreement in writing.

SECTION 20 – NON-APPROPRIATION CLAUSE

Nothing in this agreement shall obligate any party to expend monies if there are insufficient or other lack of funds lawfully appropriated by their respective legislative bodies for performance under this Agreement.



SIGNATURES

Mayor – Matanuska-Susitna Borough

Date

Mayor – City of Palmer

Date

Mayor – City of Wasilla



Date

Date

Date

Governor – State of Alaska

Date

Attachment #1

<insert name> Metropolitan Planning Area Boundary Map

Mat-Su MPO Operating Agreement Comments and Responses

#	Comment	Response
1	Both Knik Tribe and Chickaloon Native Village need to be spelled out in the first page of the agreement, definitions, and signature block. We should also compare operating agreements from other states, such as Washington that have tribes in their MPO. Attached is a copy of	The Washington State guidance has been reviewed.
2	On the MOU for Transportation Planning, if the Tribal governments are going to be parties to the agreement they should be listed in section 1. Also, we may want to include the word “consultation” in section 2 since consultation is required in the CFRs.	Done. This list of parties to the agreement is a tentative list until the final list has been approved by the Pre-MPO Policy Board.
3	In 5.1 we list the appointing authority for Policy Board members except for the Tribal entity. It just says member. Does not seem to be the correct terminology.	Modified.
4	In 7.2 I like the idea of using ADOT for procurement. They understand the federal requirements and should be able to keep the MPO from making mistakes with federal funds. The	Great input. This needs to be further discussed by the Steering Committee.
5	The authority in 7.4 should apply to the government entity operating the right-of-way where the project is being built.	Modified.
6	In Section 1, Parties to this Agreement: Are tribes party to the agreement?	Modified to include the tribes
7	In Section 5.2 Policy Board: If we have one tribal member then we have both? If so to get to nine I believe MSB should have Mayor, Assembly member, and Manager as reps	Policy Board make-up is still to be determined.
8	In Section 5.2 Policy Board: I would also prefer a transit rep over trails if goal is nine.	Final makeup of the Policy Board, as to number and representatives, will be up for discussion.
9	My only comment is with the operating agreement page 6 of 21, section 5.2 needs to be updated with the current 10 member board.	The board listed in this draft will be the Final Policy Board, not the Pre-MPO Policy Board.
10	List of Participants does not match parties to the agreement or signatories. i.e. Tribal Entity	Corrected.
11	Section 2 – Purpose: Include 450.306(a) language. MPO’s required to develop long-range transportation plans and TIPs through a performance-driven, outcome-based approach to	Added.
12	Section 2 – Purpose: Include reference to consideration of planning factors identified in	Modified to include the reference.
13	Section 4 – Defined Terms: Terms should be ordered by alphabet.	Modified
14	Section 4 – Defined Terms: Add new Term – Performance-based approach. Defined in 450.306 Scope of the metropolitan transportation planning process sub-section (d).	Done.
15	Section 5 – Organization and Responsibilities: Insert “units of local government” in sub-	Done.
16	Sub-section 5.1.1 – Insert “in urbanized areas with a population of more than 50,000 individuals” after the word ‘transportation’.	Done.

October 4, 2021

Mat-Su MPO Operating Agreement

Comments and Responses

- | | | |
|----|---|---|
| 17 | Sub-Section 5.2 Policy Board – Further discussion is warranted as to exact make-up of the Policy Board. Example: Given past action regarding Air Quality Alerts in the Mat-Su, it may be appropriate to include a representative from ADEC. | Agreed. |
| 18 | Sub-Section 5.3 Technical Committee – Further discussion is warranted as to exact make-up of the Technical Committee. Some examples: Should a member from the Mat-Su School District be included as operations of pupil transportation can significantly impact the performance of the transportation system. Port MacKenzie may be outside the Metropolitan Planning Area and thus not priority concern of the MPO. The City of Houston may warrant a position on the Technical Committee. The Borough may warrant more than one person on | Agreed. |
| 19 | Sub-Section 5.5 MPO Self-Certification – Insert “in coordination with the ADOT&PF” after ‘will’ and before ‘self-certify’ to comply with 450.336(a). | Done. |
| 20 | 6.1.1 MTP has a reference to 23 CFR 450.322 Congestion management process in transportation management areas. This only applies to MPOs over 200,000 population which are designated Transportation Management Areas. The correct reference is 450.324 | Corrected. |
| 21 | b.6.1.2 TIP has a reference to 23 CFR 450.324 which is the MTP. The correct reference is 450.326 Development and content of the transportation improvement program (TIP). | Corrected. |
| 22 | 6.2 Changes/Amendments to Key Plans and Programs – The sub-sections could be improved by noting a specific percentage or funding trigger as illustrated in 6.2.3(1)(a) and (b). The 10% could be increased to 20%. | Modified. Details on the triggers for Administrative Modifications and Amendments will be detailed in the Public Participation Plan for the TIP, MTP and UPWP. |
| 23 | 7.1 FHWA and FTA approval – Language could be improved. FHWA/FTA do not approve RFPs but rather the general purpose when they review and approve inclusion in a programming document. | Modified the language to include approval of the scope of work through a Project Development Authorization. It may be advantageous to have DOT be the contracting authority. To be discussed. |
| 24 | 7.2 DOT&PF Approval – Clarification is necessary. The language applies to Design and Construction Contracts but not to all Planning projects. For example, the MTP is often managed by the MPO with participation by the ADOT&PF. | To be discussed. |
| 25 | 9.1.2 Annual Report – ADOT&PF requires an MPO to submit in order to process necessary reimbursements. However, it is the responsibility of the MPO to compile all quarterly reports into the Annual Report. There is a typo in the third sentence (SSWOW). | This should be discussed. The DOT has that responsibility in the Northern Region and is the state's responsibility to monitor according to 23 CFR 420.117.E37 |
| 26 | 10.1 Planning Reports – Insert “with final approval by the MPO Policy Board, as appropriate.” | Modified. |

Mat-Su MPO Operating Agreement

Comments and Responses

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|----|--|------------------|
| 27 | 10.2 Publication – The Section could be improved by adding references to digital technologies, social media and the World Wide Web. | Modified. |
| 28 | Section 11 Division of Cost and Payment: These sections may warrant language addressing the process for financial participation by the units of local government (City of Wasilla, City of | To be discussed. |
| 29 | Section 17 Limitation of Liability – This language may warrant revision. | To be discussed. |
| 30 | Section 19 Termination of Agreement – This language is inadequate. A more detailed process should be spelled out. | To be discussed. |
| 31 | Section 20 Non-appropriation clause – This language may warrant revision. | To be discussed. |

Mat-Su Pre-MPO Steering Committee

Voting Representatives:

ADOT&PF

Todd Vanhove – Chief of Planning, Central Region

City of Palmer

Brad Hanson – Community Development Director

City of Wasilla

Archie Giddings – Public Works Director, Retired

Chickaloon Native Village

Brian Winnestaffer – Transportation Director

Health & Human Services

Jim Beck – Senior Program Officer, Mat-Su Health Foundation

Knik Tribe

Bob Charles – IRR Roads Manager

Mat-Su Borough (MSB)

Terry Dolan – Director of Public Works

Kim Sollien – Planning Services Manager (*Chair*)

Brad Sworts – Pre-Design & Engineering Manager

MSB Transportation Advisory Board (TAB)

Antonio Weese, TAB Member

Multimodal Mobility Advocates

Joshua Shaver – Administrator, Alaska Pioneer Homes

Rail

Brian Lindamood – Vice President of Engineering, Alaska Railroad Corporation (ARRC)

Transit

Jennifer Busch – Executive Director, Valley Transit

Non-Voting Ex-Officio Representatives:

City of Houston

Vacant

Environmental & Air Quality Oversight:

Cindy Heil – Program Manager, Air Non-Point & Mobile Sources, Alaska Department of Environmental Conservation (DEC)

Local Road Service Area Advisory Board (LRSAAB)

Vacant

Mat-Su Transportation Advisory Board

Josh Cross – TAB Transportation Engineering Member (*Vice Chair*)

Peer MPOs:

Jackson Fox – Executive Director, FAST Planning

Craig Lyon – Transportation Planning Manager & MPO Coordinator, AMATS

Mat-Su Pre-MPO Policy Board

Representatives:

ADOT&PF

Wolfgang Junge, Regional Director

Multimodal Mobility Advocates

Wes Hoskins – Executive Director, Mat-Su Trails and Parks Foundation

City of Palmer

John Moosey, City Manager

City of Wasilla

Glenda Ledford, Mayor

Chickaloon Native Village

Kaylan Wade, Assistant Director of Transportation

Knik Tribe

Bob Charles – IRR Roads Manager

Mat-Su Borough (MSB)

Edna DeVries, Mayor

Mike Brown, Manager

George Hays, Deputy Manager

Transit

Jennifer Busch – Executive Director, Valley Transit