

# MVP for Transportation MPO Technical Committee Meeting

## **MEMBERS**

Adeyemi Alimi, ADEC  
Alex Strawn, MSB  
Ben White, ADOT&PF  
Bob Charles Jr., Knik Tribe  
Brian Lindamood, ARRC  
Brian Winnestaffer, Chickaloon Native Village  
Clint Adler, ADOT&PF  
Crystal Smith, MSBSD  
Dan Tucker, RSA Representative  
Erich Schaal, City of Wasilla  
Jude Bilafer, City of Palmer  
Lawrence Smith, Trucking Industry Advocate  
Randy Durham, MSB TAB  
Stuart Leidner, Mobility Advocate  
Tom Adams, MSB  
Jennifer Busch, Public Transit



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Conference ID: 770 038 635#

## **Agenda**

Tuesday, July 9<sup>th</sup>, 2024

2:00 - 3:30pm

## **Meeting Location**

Musk Ox Farm

12850 E Archie Road, Palmer Alaska 99645

Hayloft / Classroom

1. Call to Order
2. Introduction of MPO Technical Committee Members and other Attendees
3. Approval of the July 9<sup>th</sup>, 2024, Agenda – **(Action Item)**
4. Approval of the June 11<sup>th</sup>, 2024, Minutes – **(Action Item)**
5. Committee/Working Group Reports (Including the Staff Report)
  - a. Staff Report
6. Voices of the Visitors (Non-Action Items)
7. Old Business
  - a. MVP for Transportation Title VI Plan **(Action Item)**
  - b. Statewide Transportation Improvement Plan (STIP) Update
    - Alaska DOT&PF Comprehensive, Continuing, and Cooperative (3C)
  - c. Unified Planning Work Program (UPWP) Update
  - d. Program of Projects **(Action Item)**
8. New Business
  - a. Bylaws Update
9. Other Issues
10. Informational Items
  - a. Articles Of Incorporation/Non-Profit Organization Paperwork Update
  - b. Transit Update – Presented by Maija DiSalvo, Mat-Su Borough Planning
  - c. Safe Streets for All Comprehensive Safety Action Plan workshop

## MVP for Transportation Pre-MPO Steering Committee Meeting

- Wednesday, July 10, 2024 (11:30 a.m. - 12:30 p.m.) Meeting ID: 864 7200 9983  
Passcode: 657859 [Direct Zoom Link](#)

11. Technical Committee Comments

12. Adjournment

Next Scheduled MPO Technical Committee Meeting – **August 13<sup>th</sup>, 2024, from 2:00pm-3:30pm** to be held via Microsoft TEAMS Meeting

# MVP for Transportation MPO Technical Committee Meeting

## **MEMBERS**

Adeyemi Alimi, ADEC  
Alex Strawn, MSB  
Ben White, ADOT&PF  
Bob Charles Jr., Knik Tribe  
Brian Lindamood, ARRC  
Brian Winnestaffer, Chickaloon Native Village  
Clint Adler, ADOT&PF  
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Jude Bilafer, City of Palmer  
Lawerence Smith, Trucking Industry Advocate  
Randy Durham, MSB TAB  
Stuart Leidner, Mobility Advocate  
Tom Adams, MSB  
**Vacant, Public Transit**



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## **Minutes**

Tuesday, June 11<sup>th</sup>, 2024

2:00 - 3:30pm

### **1. Call to Order**

The meeting was called to order at 2:00pm with a quorum.

### **2. Introduction of MPO Technical Committee Members and other Attendees**

#### **Members Present**

Brian Lindamood, ARRC  
Stuart Leidner, Mobility Advocate  
Richard Martin, Knik Tribe (proxy for Bob Charles Jr.)  
Ben White, Alaska DOT&PF  
Alex Strawn, MSB  
Brian Winnestaffer, Chickaloon Native Village  
Crystal Smith, MSBSD  
Dan Tucker, RSA Representative  
Erich Schaal, City of Wasilla  
Jude Bilafer, City of Palmer  
Clint Adler, Alaska DOT&PF  
Randy Durham, MSB TAB  
Tom Adams, MSB

#### **Members Absent**

Adeyemi Alimi, ADEC

#### **Guests Present**

Elise Blocker, RESPEC  
Donna Gardino, Gardino Consulting Services  
Kim Sollien, MPO Coordinator  
Sharon Johnson, Alaska Legislative Office  
Adam Bradway, Alaska DOT&PF  
Jody Simpson, Alaska Senate  
Kate Dueber, ARRC  
Megan Flory, RESPEC  
**Brad Swartz, MSB**

# MVP for Transportation Pre-MPO Steering Committee Meeting

## 3. Approval of the June 11<sup>th</sup>, 2024 Agenda – (Action Item)

*Motion to approve the June 11<sup>th</sup>, 2024 agenda (**Winnestaffer**), seconded. No discussion. Passed unanimously.*

## 4. Approval of the May 14<sup>th</sup>, 2024 Minutes – (Action Item)

*Motion to approve the May 14<sup>th</sup>, 2024 minutes (**Winnestaffer**), seconded. No edits. Passed unanimously.*

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

### a. Staff Report

The staff report is in the meeting packet. Kim Sollien provided highlights from the Special Meeting on May 22, 2024 and is working with Ben White on FY 24 and FY 25 funding. An overview of completed tasks is listed in the Schedule of Topics which is also located in the meeting packet.

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

None

## 7. Old Business

### a. Statewide Transportation Improvement Plan Update

The State of Alaska DOT&PF is planning to release the STIP amendment on Friday, June 14<sup>th</sup>, 2024. There were no additional comments or questions.

### b. Unified Planning Work Program (Action Item)

*Motion to recommend to the Policy Board to release the Unified Planning Work Program for a 30-day public comment period with edits (**Schaal**), seconded. Motion Passes.*

Kim Sollien provided a staff report on the Unified Planning Work Program (UPWP). Sollien noted that the Policy Board would be receiving an updated, redlined version of the UPWP at their next meeting.

**Clint Adler:** I see that there is a program for Sign Management Plan and a Streetlight and Intersection Management Plan, and I was wondering what the thinking was for not having a specific Pavement and Bridge or at least a Pavement Management Plan developed.

**Kim Sollien:** The Sign Management Plan and the Streetlight and Intersection Management Plan are true planning projects. For the Improvement Program, later in the agenda we have a draft policy for inviting and prioritizing projects for that program.

**Clint Adler:** It would better serve the MPO if there was an inventory and condition assessment of your pavement and road assets instead of relying on people's opinions.

**Donna Gardino:** The borough had said they wanted to do some sign, striping, and streetlight replacement so instead of starting those projects we are doing these management plans. As far as pavement, the borough is starting to do some of that work so we can add to that work in future years, but we wanted to get with the borough and figure out what they are doing.

**Tom Adams:** I met with staff today about our meeting next week with Fugro and we are contracting with Fugro to collect data about our pavement assets to be more objective about identifying pavement rehabilitation projects in the future. Right now, we are just funding one

# MVP for Transportation

## Pre-MPO Steering Committee Meeting

year of activity with Fugro, we are looking to do about one third of our paved miles in the next year.

**Clint Adler:** Will your data collection include assets in the cities?

**Tom Adams:** No, it would only be outside the cities and not just restricted to the MPA. It would be areawide. We can carry on that conversation in the future.

**Clint Adler:** The pavement asset management plan might be a higher priority than signs, intersections, and streetlights.

**Tom Adams:** I'm not going to dispute that, but as Donna said earlier, we're trying to look at ways of obligating these funds. I've already got a program going, if we want to try to find a way to nominate it for the MPO to participate I'd welcome that, but there is the disparity between MPA and the rest of the borough. One last thing, I want to recognize that the UPWP says on page 8 that you are looking for the MTP to be largely influenced by the borough's LRTP but you've also recognized that in that LRTP the borough has been fairly successful in exhausting our projects. Alex and I have been talking about instigating a project to update our LRTP, but that's probably not something that we're going to do in the near term. It wouldn't start until the fall at the earliest. How do you see that being a weakness in developing the MTP when the LRTP has a lot of projects that have already been completed?

**Donna Gardino:** As part of the scope of work for the MTP, we will look at the LRTP and review what has been accomplished and what has not been accomplished because that will be a good start for identifying a list of projects. But we will also look at the travel model and identify deficiencies in the network and we will find new needs that need to be addressed as well. One aspect of developing an MTP or LRTP is that you also develop a list of projects that you have accomplished, it's not just a plan that sits on the shelf.

**Tom Adams:** The borough knows we need to update our LRTP, and the travel demand model will probably help us when we update it.

Adam Bradway: The Mat-Su Borough LRTP was a joint project between DOT&PF and the MSB specifically to get the MSB thinking in the way an MTP is structured. The fiscal constraint piece of the LRTP is basically the same as what the MTP will have. The projects in the LRTP will get updated but a lot of the content hasn't changed and that can be used for the MTP. I would encourage the borough and all of the cities and the tribes to have their own priorities because the MTP is going to have priorities for everyone in the MPO, not just the borough.

**Kim Sollien:** I've said it before, but we are making edits to this document, and we will present the edited version to the Policy Board. What we are looking for from you all is to recommend that we release the draft for public comment, considering the edits the policy board will make.

**Alex Strawn:** It seems like there are a lot of edits that need to be made. Is this something that could be postponed for a later meeting?

**Kim Sollien:** We are under timelines that are out of our control. What I promise that none of the edits are substantive. Everything in the UPWP is staying, the budget totals are not changing, though some of the items may move around in their tables, and then there are grammar and punctuation changes. We are asking for trust that nothing crazy is going to show up if you approve it knowing the edits will be shown to the Policy Board. You are welcome to attend the Policy Board meeting to see the redline version. We are trying to get this approved, so we are ready for action when the budget turns over in October.

**Donna Gardino:** I would prefer that you just provide us with comments on the document and you don't have to have an action item today. We don't actually need a recommendation from the Technical Committee for the Policy Board, you can just provide comments and we will

# MVP for Transportation

## Pre-MPO Steering Committee Meeting

make the changes and bring them to the Policy Board. If you are not comfortable making a recommendation today on this draft, I would recommend that you don't.

**Tom Adams:** Donna answered my question. So, Clint or I could make a comment suggesting we add the pavement management plan as one of your supplementals?

**Donna Gardino:** The problem with that is that right now we don't have a TIP, so we need to get this program of projects approved by next week and it has to include all of the things like the streetlights and sign management plan, so we would have to add that into the fiscal year 2025 program as well. So, it would affect not only the UPWP but also the STIP and DOT&PF would have to add that project into the STIP. Just to let you know that it is not just changing this document, it's changing the STIP as well which we are hearing is going out for public comment on Friday.

**Tom Adams:** These other two plans, are they not also intended to go in as part of the STIP?

**Donna Gardino:** Yes.

**Tom Adams:** So Adam, Clint, Ben, what's the difference? If we all see value in prioritizing pavement management, I guess I'm looking for what the difference is from what we're doing for sign and intersection management.

**Adam Bradway:** Ultimately, all of these documents are supposed to be fiscally constrained, so in order to put it in the UPWP you need funding from somewhere, which would be in the Program of Projects that you are going to take up next. This conversation really happens in the next action item, and you are going to have to make sure there is enough money to do all of the things you want to do. I think you do, but the Program of Projects is at the mercy of whatever happens with the STIP.

**Kim Sollien:** Who is doing all of the planning and managing all of the consultants and making sure the projects get done? If we add another regional project, can the borough manage that project along with the other ones or is the expectation that MVP will manage it? We need to have a conversation about whether it is feasible for MVP to manage the MTP, the TIP, the travel model, the household survey, the signage, and so on. This isn't our only year that we'll get funding and I wonder if in the MTP development, some pavement and road management things might show up.

**Tom Adams:** We don't have to take the action; the borough already has an intent to do this outside the cities. It does deserve conversation about how we look at this from the entirety of the MPA rather than just the borough's obligations. I want to make sure we continue to coordinate to make sure our actions now align with what we're going to need in the future.

**Alex Strawn:** Any final comments?

**Adam Bradway:** This is going out for public comment, so there may be other comments and edits and you will get another chance to look at it before it gets approved.

An amendment to the motion was discussed that would recommend adding a Pavement Management Project to the UPWP, but it was decided that it would be more appropriate to amend the Program of Projects and the amendment was withdrawn.

### c. **Program of Projects (Action Item)**

*Motion to support the Program of Projects as presented (**Adler**), seconded. Approved as amended (none opposed).*

*Motion to amend the Program of Projects to move funds programmed for FFY24 for MVP Advance Project Definition (NID: 34531), MVP Sign Management Plan (NID: 34533), and MVP Streetlight Intersection Management Plan (NID: 34534) to FY25 (**White**), seconded. None opposed.*

## MVP for Transportation Pre-MPO Steering Committee Meeting

*Amendment to add the Pavement Management Plan to FFY25 for \$200,000 and reduce the MVP Sign Management Plan and MVP Streetlight Intersection Management Plan to \$300,000 each in FFY25 (Adler), seconded. None opposed.*

Donna Gardino, Adam Bradway, and Ben White provided a staff report for the Program of Projects and the context of the STIP amendment. The timeline of the STIP amendment makes it difficult to change or add projects at this time. If the Policy Board does not approve a Program of Projects in June, it will be very difficult to include MVP projects in the STIP amendment for public comment.

**Alex Strawn:** Could we have a special meeting to reconvene and discuss the Program of Projects?

**Donna Gardino:** What we could do is recommend approval of the Program of Projects with the following modifications: move the Advance Project Definition, the Sign Management Plan, and the Streetlight Intersection Management Plan to FY25 and add in a Pavement Management Plan to FY25 so we have something to present to the Policy Board. Someone will need to come up with a cost estimate for the Pavement Management Plan by tomorrow so we can get it into the meeting packet. Someone will need to step up to manage that plan, as well. The answer might be to do the Pavement Management Plan in FY26 to spread things out, or you could remove the other two plans and replace them with the Pavement Management Plan.

**Tom Adams:** Why is it that we think we need to move those other plans out of FFY24? From my perspective, the borough is already doing what we need to do for pavement this year. We could wait for another STIP amendment and put pavement management in FY25 or FY26. I don't see how that's going to harm much. I understood earlier that if we were going to have a Pavement Management Plan in FY24 it was going to have to displace something else, but if we're if we're not going to put it in FY24 we can leave FY24 alone, could perhaps leave FY25 alone, and then just add the Pavement Management Plan to FY26. The borough's pavement project was about \$200,000 this year and we'll program about the same amount next year, so if we want to program it for FY25 we would have to find \$200,000 to displace.

**Adam Bradway:** I can explain why things are moving. In looking at the UPWP, it set off some alarms because the UPWP is for FY25 and FY26 and we have the planning projects programmed for FY25 in that document, but they are listed in FY24 in the Program of Projects, so we need to match them up in FY25.

**Brad Swartz:** I had a question about what MVP is supposed to cover. Do you need to cover ownership of all roads? Our pavement assessment program was intended to only cover borough roads, but if you need to cover DOT roads also, or if DOT is doing their own, we may be covering roads that you can include without having to change the Program of Projects.

**Clint Adler:** As I understand it, DOT would continue to cover our own roads.

**Donna Gardino:** I would not recommend doing the DOT roads since they are doing them.

**Alex Strawn:** Any other questions for staff?

**Tom Adams:** What are we doing with the allocations we expected for FY24 then? Are we just blanking out FY24 and not putting anything there and shifting everything to FY25 and FY26?

**Kim Sollien:** Only for the planning projects.

**Adam Bradway:** The ones that have "planning" next to them need to be in the UPWP, so it would just be those three planning projects that would move over.

**Tom Adams:** So, does that mean you would replace those dollars in FY24 with something else? Could you advance some dollars that were intended for Fishhook repaving into FY24, or should we find ways to use those funds in FY24?

# MVP for Transportation Pre-MPO Steering Committee Meeting

**Donna Gardino:** We are going to move the money with them.

**Tom Adams:** Understood.

*Motion to extend the meeting to 4 pm (Adler), seconded.*

Clint Adler makes the motion to approve the Program of Projects and there is discussion about the amendments to the motion. Clint Adler asks about removing the two Management Plan projects from FY25 to allow for the Pavement Management project and Tom Adams recommends reducing the budgets for the two planned Management Plan projects instead. Adam Bradway requests clarification on whether Tom Adams anticipates using the proposed \$200,000 for an MVP Pavement Management Project in FY25 exclusively for borough roads and clarifies that the roads need to be within the MPA. Tom Adams says that his understanding is that this project would allow the MPO to pick up the responsibility and include more than MSB roads.

## 8. New Business

### a. Policy for MVP Improvement Program (Action Item)

*Motion to recommend to the Policy Board the approval of the Policy for MVP Improvement Program (Adler), seconded. None opposed.*

Donna Gardino provided a summary of the Policy for MVP Improvement Program. The policy described how projects will be scored and selected.

**Clint Adler:** Is the scope in bullet 2 exactly the same as the improvement program in Northern Region? The language about illumination and storm drains is not what I heard in the presentation we received.

**Donna Gardino:** That is the same scope as in FAST Planning.

**Clint Adler:** We will need to take a critical look at anything including drainage or illumination as potentially not being easy to do.

**Donna Gardino:** Yes, part of the process is to look at each project to see if it fits the bill, and if it doesn't it can't be considered for inclusion under this program.

**Tom Adams:** To follow Clint's comment, should item two mimic DOT's PCM? I think it does say that it has those types of projects in there.

**Clint Adler:** It is very closely mimicking what it says in our 1R process, but what's giving me comfort here is that it says, "work *may* include." We will need flexibility in this program to say the nature of the work for a project is too much for the program.

**Donna Gardino:** Right, that's what this allows you to do. The subcommittee will get back together after the estimates are done and the DOT will tell us "this isn't an easy thing" and we can't do it.

**Tom Adams:** My second question is, in item four, it says that the subcommittee will be made up of representatives of the Policy Board.

**Donna Gardino:** No, representatives of the Policy Board stakeholders, not the Policy Board. We want people like you and Erich on the subcommittee, not the Policy Board.

**Tom Adams:** I missed "stakeholders"

**Erich Schaal:** If a project is selected through this process, does it have to be fully funded by this program or could ineligible sections be funded by the applicant?



# MVP for Transportation Pre-MPO Steering Committee Meeting

**Donna Gardino:** I would have to have an example but that could be the case.

**Erich Schaal:** An example would be, if storm drains were a problem could the program fund 80% of the project and the applicant would have a match?

**Clint Adler:** My understanding is that the intent of the program is to tackle very simple projects, so if we start adding on to that then we've defeated the purpose.

**Erich Schaal:** Thank you.

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

Kim Sollien provided an overview of the 3C's redline and the response memo.

*Motion to approve the Policy and Procedure: Alaska DOT&PF Comprehensive, Continuing, and Cooperative (3C) (Winnestaffer), seconded. No objections. Motion passed.*

9. **Other Issues**

None

10. **Informational Items**

a. **Articles Of Incorporation/Non-Profit Organization Paperwork Update**

The Articles of Incorporation are in route to the State of Alaska to be filed.

b. **Transit Update – Presented by Maija DiSalvo, Mat-Su Borough Planning**

Maija DiSalvo provided a transit update.

c. **Jennifer Busch Technical Committee Application for Public Transit Advocate**

Jennifer Busch's application and resume to fill the Transit Advocate vacancy on the Technical Committee are in the meeting packet.

11. **Technical Committee Comments**

**Tom Adams:** I would like to request that the meeting packet go out to members a week ahead of the meeting to allow time for review.

**Alex Strawn:** If the agenda is packed, please plan the meeting accordingly ahead of time to respect people's time.

12. **Adjournment**

The meeting adjourned at 4 pm.

Next Scheduled MPO Technical Committee Meeting – **July 9<sup>th</sup>, 2024, from 2:00 pm-3:30 pm** to be held via Microsoft TEAMS Meeting



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## Staff Report June 2024

### Meetings

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

### Correspondence

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



## Staff Report June 2024

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

### **Filing**

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

### **Organization**

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



## Staff Report June 2024

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

### **Public Outreach**

### **Agency Relationships**

#### **Requests from the Policy Board and Technical Committee directed to staff**

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

### **Strategic Planning**

### **Short-Range and Tactical Planning**

### **Funding**

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



## Staff Report June 2024

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

### **Legislation**

### **Training**

- Attended final Triple Impact Leadership Training on June 10<sup>th</sup>



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## Staff Report July 2024

### Meetings

- Met with the Project team to prep for the TC meeting, drafted the agenda and reviewed the packet.
- Met with the Project Team and the RESPEC Attorney who is assisting with the, Articles of Incorporation Restatement and filing and IRS 501c3 filing and Bylaws amendments.

### Correspondence

### Filing

### Organization

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

### Public Outreach

### Agency Relationships

### Requests from the Policy Board and Technical Committee directed to staff

- Brian Winnestaffer asked if his time attending and preparing for TC and PB meetings could be used as an in-kind match for a portion of Chickaloon's dues. Staff reached out to Adam Bradway to clarify if in-kind can be used as a match and how it needs to be documented. Emails



# Staff Report July 2024

**Strategic Planning**

**Short-Range and Tactical Planning**

**Funding**

**Legislation**

**Training**

## MVP MPO Meeting Schedule Topics

### May 2024

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

### June 2024

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

### July 2024

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



Draft MVP TC & PB meeting  
topics schedule May 2024

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

**August 2024**

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

**September 2024**

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

**October 2024**

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

**November 2024**

- Review and Adopt Public Participation Plan

Draft MVP TC & PB meeting  
topics schedule May 2024

**December 2024**

**January 2025**

- Update the PPP

**February 2025**

**March 2025**

- Household travel Survey

**December 2025**

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

**January 2026**

- Performance measures

**July 2026**

- MTP and Complete Streets Completion

**October 2026**

- TIP Completion

**December 2026**

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

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

May 21, 2024



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## Abbreviations

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

## Introduction

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

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

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

## Title VI Plan Objectives

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

## Policy Statement

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

## Non-Discrimination Authorities

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

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



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

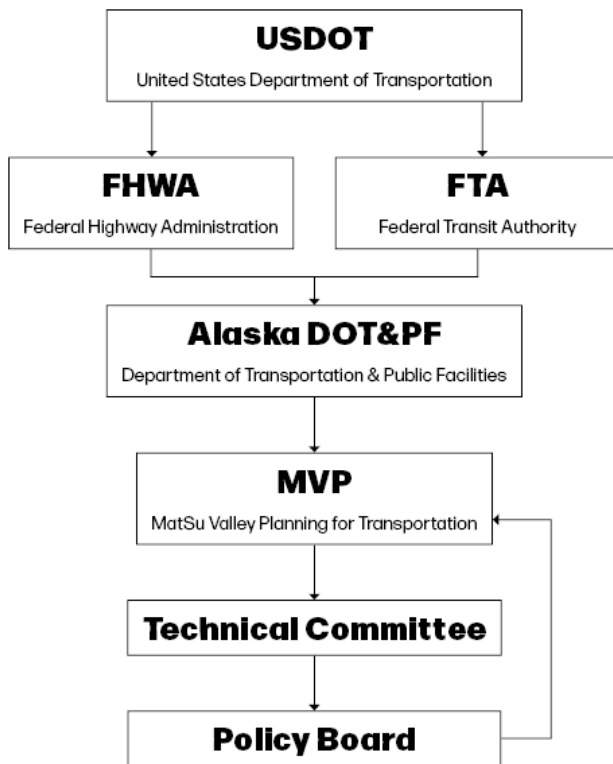
		system to provide those services so LEP persons can have meaningful access to them.
<a href="#">Consultation and Coordination with Indian Tribal Governments</a>	Executive Order 13175	Establishes regular and meaningful consultation and collaboration with tribal officials in the development of federal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

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

## Participant Groups

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

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



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

<b>MatSu Valley Planning for Transportation</b>	
Executive Director	Title VI Coordinator

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

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

### Policy Board

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

### Technical Committee

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

### MVP Staff

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

### Designation of Title VI Coordinator

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

## Title VI Coordinator Responsibilities

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

### General Responsibilities

The Title VI Coordinator must also:

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

## Annual Title Compliance Report

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

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

## Training Responsibilities

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

## Title VI Complaints Procedure

### Filing a Complaint

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

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

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

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

The complaint should include the following information:

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

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

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

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

**MVP for Transportation Office**

**[Address](#)**

**Alaska DOT&PF Civil Rights Office**

200 East 42<sup>nd</sup> Avenue | Anchorage, AK | 99508

**FHWA Alaska Division, Civil Rights Division**

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

**U.S. Department of Justice, Civil Rights Division**

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

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

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

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

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

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

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

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

### Record of Received Complaints

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

### Public Dissemination of Title VI Information

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

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

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

### Public Education

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

### Data Collection

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



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

### Title VI Assurances

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

### MVP Public Participation Plan

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

### Limited English Proficiency Plan

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

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee,
2. The frequency with which LEP individuals come into contact with the program,
3. The nature and importance of the program, activity, or service provided by the recipient to people's lives, and
4. The language access resources available and costs to the MPO for providing resources, considering organizational capacity to do so.

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

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

## Conclusion

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

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

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# Appendix A

## Title VI Complaint Form

## MatSu Valley Planning for Transportation (MVP) Title VI Complaint Form

Date: \_\_\_\_\_

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

### Complaint Details:

1. Date(s) of alleged discrimination:

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

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

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

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

**MatSu Valley Planning for Transportation (MVP) Title VI Complaint Form**

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

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

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send the completed form to:

***MVP***

*Address*

**Alaska DOT&PF Civil Rights Office**

200 East 42nd Avenue | Anchorage, AK | 99508

**FHWA Alaska Division, Civil Rights Division**

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

**U.S. Department of Justice, Civil Rights Division**

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



# Appendix B

## Limited English Proficiency Plan

## Introduction and Purpose

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

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

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

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

## Identification and Assessment of LEP Communities

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

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

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

## Language Assistance Services

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

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

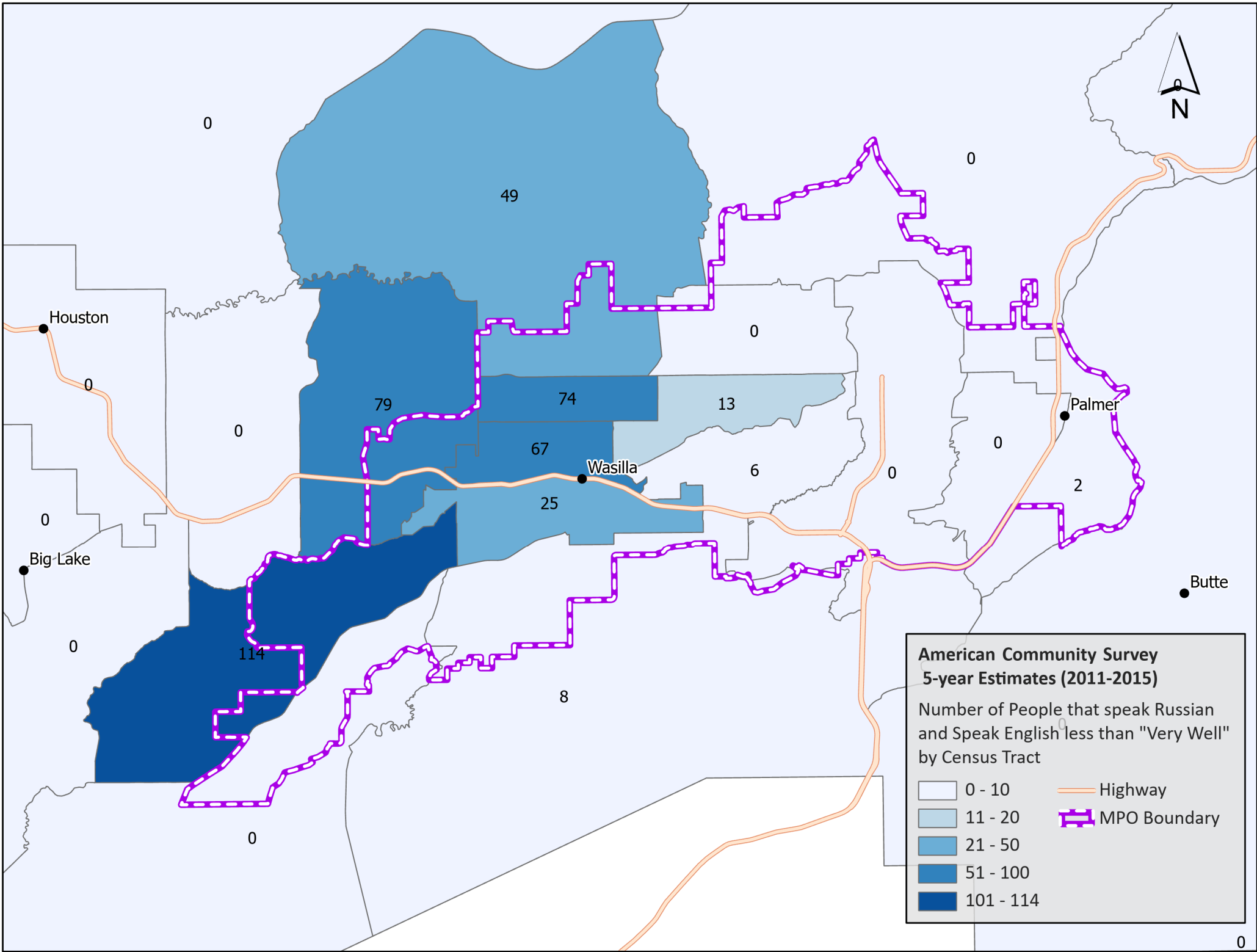
To ensure access to MVP services and programs, the Title VI coordinator and MVP staff will:

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

### Implementing, Monitoring, and Updating the Plan

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





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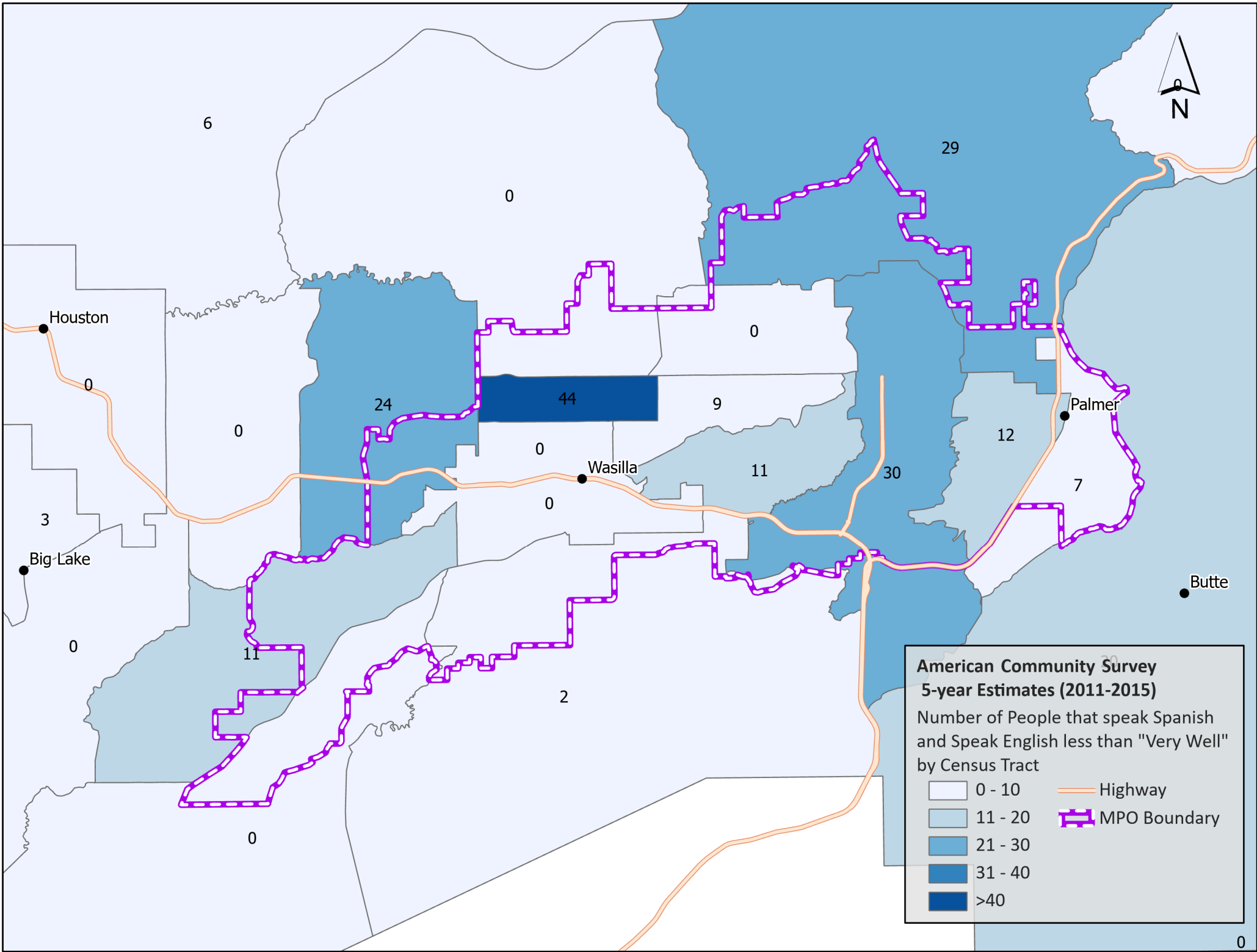
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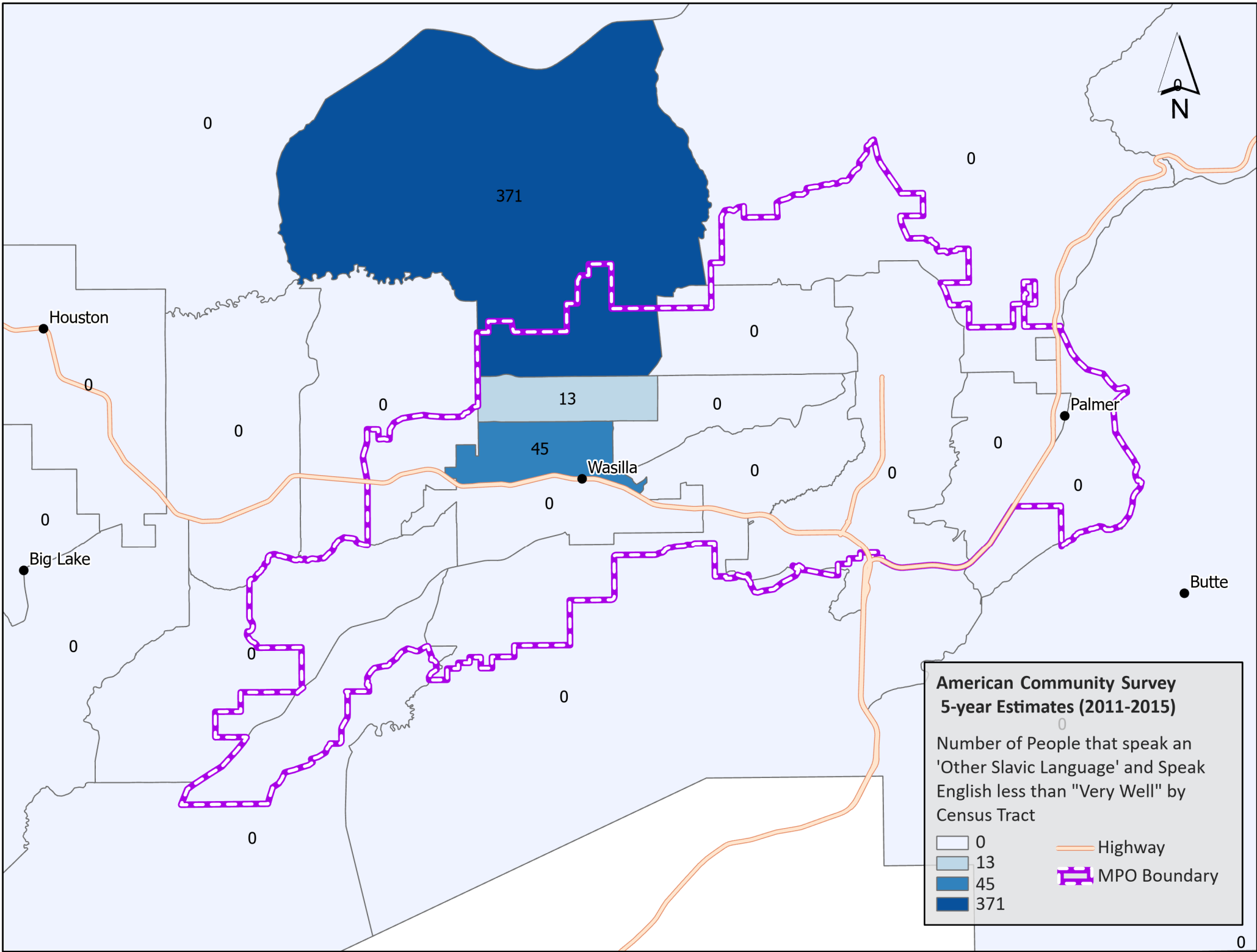
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





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**American Community Survey  
5-year Estimates (2011-2015)**

Number of People that speak an 'Other Slavic Language' and Speak English less than "Very Well" by Census Tract

 0	 Highway
 13	 MPO Boundary
 45	
 371	



# Appendix C

## Public Participation Plan

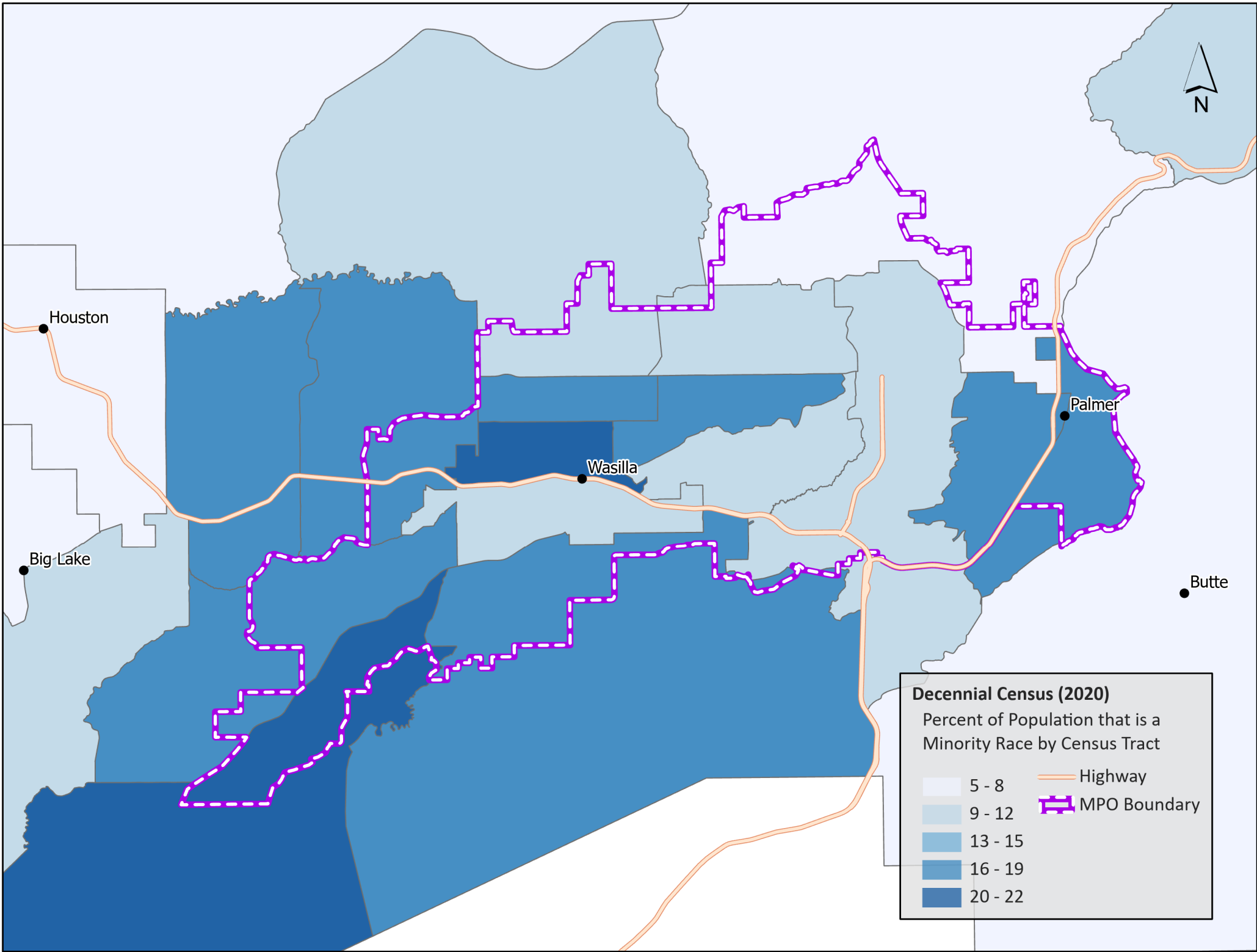


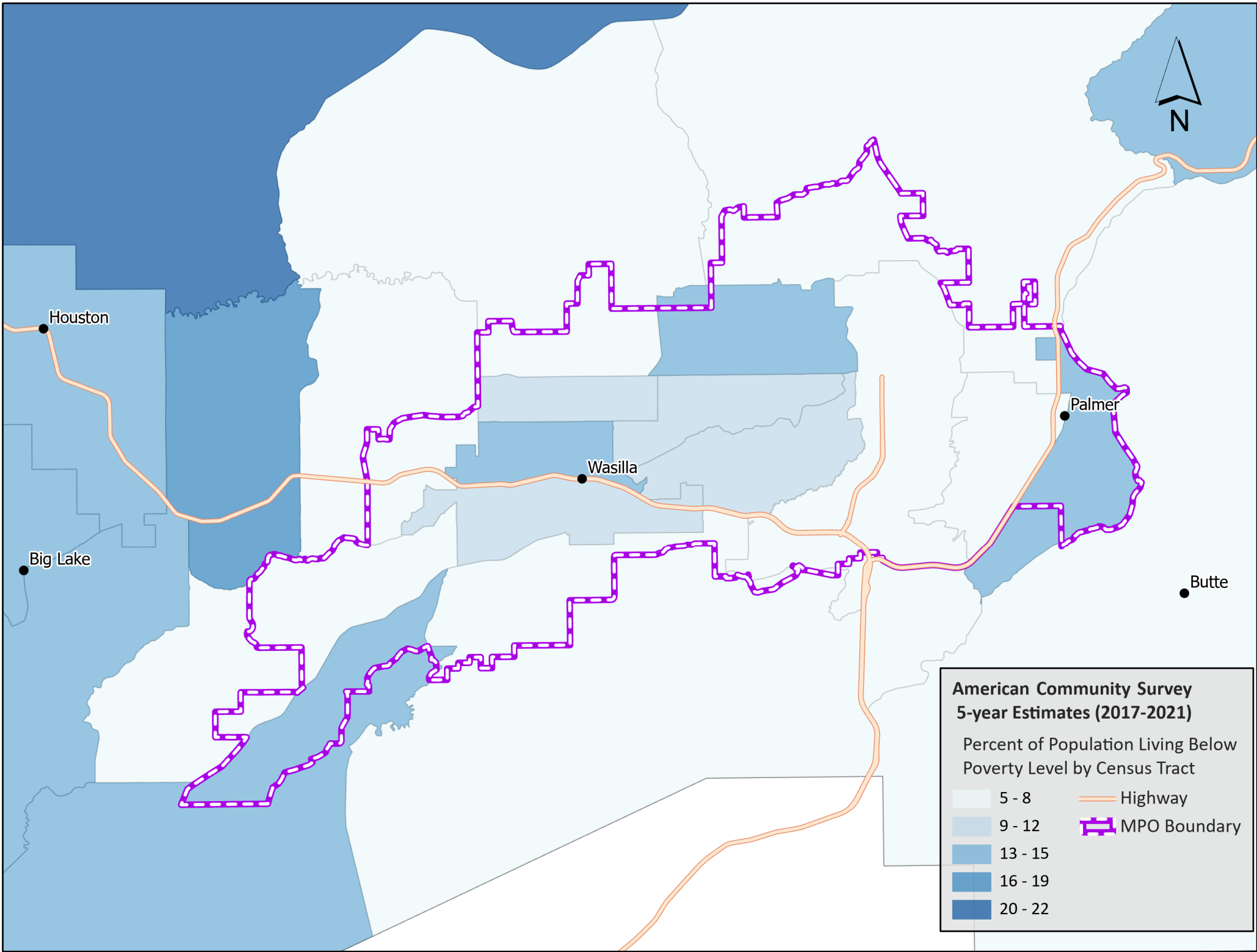
# Appendix D

## Other Maps

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

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





**American Community Survey  
5-year Estimates (2017-2021)**

Percent of Population Living Below  
Poverty Level by Census Tract

5 - 8	Highway
9 - 12	MPO Boundary
13 - 15	
16 - 19	
20 - 22	





## Appendix E

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

## Federal Planning Finding Tier 2, 1a Corrective Action

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

### DOT&PF Response

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

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

#### MPO Oversight

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

#### MPO TMA Certification

- Transportation Management Area (TMA) certification reviews occur between the MPOs and FHWA/FTA. DOT&PF does not have a formal role or responsibility in the process but does consistently participate in the federal partners' field review process.
- The DOT&PF participates via Technical Committee (TC) and Policy Board (PB) committees, actively participating in the field review process, attending the certification meeting, and assisting with corrective actions and development of a plan of action.

#### MPO Self-Certification

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

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

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

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

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

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

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

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### MPO Air Quality Conformity

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

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

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

**Commented [BW5]:** MVP TAC asked that DOT&P ensures that the STIP is consistent with the MPO's MTP and TIP, DOT&PF notify the MPO within a sufficient time window to allow the Policy Board to consider amending their MTP and TIP to include any newly identified projects (not currently in MTP). MTP and TIP Amendments require 30-day public comment periods and at minimum an additional 30 days to be reviewed and approved by MVP's Policy Board. Only after the MTP and TIP Amendments are approved by MVP's Policy Board, should DOT&PF include those new projects in the Draft STIP to be released for the STIP's public comment period.

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

Performance Based Planning Measures & Target Setting

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

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**Commented [BW6]:** MVP TAC asked that prior to development of a new STIP, and prior to a STIP amendment if DOT&PF moves to a rolling STIP, MVP expects DOT&PF will present to the MVP's Technical Committee and Policy Board a formal summary of existing/ongoing project funding obligations in the current STIP within the MPA that will result in expenditures in the new STIP, as well as projections for funding availability over the next four years in the new STIP.

**Commented [BW7]:** FAST TAC asked if STIP amendment processes follow the same process?

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

**Commented [BW8]:** AMATS TAC would like the document to show a more complete description of the STIP Development Process that outlines/delineates where MPO staff/committee interactions occur.

**Commented [BW9]:** FAST requested that we provide clarification as to who is responsible for the activity and a timeline.

STIP Development

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

- **Data Collection and Initial Planning**
  - Establish criteria for prioritizing projects as needed.
    - DOT&PF will solicit nominations of projects for inclusion into the STIP from MPOs in accordance with the direction given in 17 AAC 05.160. MPOs will be given 30 days to submit nominations and any comments regarding evaluation criteria.
  - Provide the MPOs with a list of DOT&PF prioritized projects within the MPO boundary. State projects using federal funds from DOT&PF within the MPO boundary should come from the approved Metropolitan Transportation Plan (MTP), unless priorities have changed, any changes would need to be put through the MPO public process.

- Collect and review transportation projects and programs from all MPOs.
- Evaluate project proposals for alignment with statewide transportation goals, planning priorities, and federal and state strategic objectives.
- **Project Prioritization and Selection** [NOTE: AMATS pointed out that project prioritization in the MPO boundary should be done collaboratively with the MPO and that this typically is done during MTP development. Project prioritization and selection would start with the list of DOT&PF funded projects in the MTP, then move through TIP development and then incorporated into the STIP. Recommend that this document cover projects outside the new process – when DOT&PF needs to shuffle our priorities.]
  - Project prioritization would be incorporated into the MTP – DOT&PF will provide a list of projects within the MPO boundary for incorporation into the MTP.
  - Prioritize projects through a collaborative process involving DOT&PF, MPOs, and other stakeholders.
    - When a project evaluation board (PEB) meeting takes place, MPOs will be given notification at least 14 days prior to the meeting per 17 AAC 05.175(k).
- **Financial Plan Development** [NOTE – the request for more detail and specifics as to who is responsible for these tasks and how the MPO is involved should be added to this section. Fiscal constraint tables and financial plan should be shared with the MPO staff in advance of STIP development.]
  - Develop a comprehensive financial plan that details funding sources, projections, and allocations for the prioritized projects over the period of the STIP.
  - Ensure fiscal constraint, meaning that the STIP includes only those projects that can be implemented with current or reasonably anticipated funding.
    - ~~the Commissioner will consult with MPOs regarding the level of federal financing allocated under the CTP and TRAAK Program to MPOs per 17 AAC 05.155(b). DOT&PF will also provide a summary of existing/ongoing project funding obligations in the current STIP that will result in expenditures in the new STIP on a statewide basis, as well as projections for funding availability over the next four years in the new STIP on a statewide basis. When a determination of financing is made, the Commissioner will notify the MPOs of their allocation, along with an explanation of how the criteria described in 17 AAC 05.155(b) was used to reach the determination.~~
- **Revenue Forecast**
  - The Commissioner will consult with MPOs and then provide written determination regarding the level of federal financing allocated under available programs to MPOs per 17 AAC 05.160 and provide an explanation of how the criteria described in 17 AAC 05.155(b) was used to reach the determination. The target for this is within 30 days of an apportionment memo.
  - DOT&PF will also provide a summary of projections for funding availability over the next four years in the new STIP on a statewide basis.
  - The DOT&PF will engage with the MPOs annually to discuss revenue forecast.
- **Draft STIP Preparation** [NOTE - Statewide DOT&PF sponsored projects within the MPO boundary are no longer called out individually in the STIP. These are all included in the TIP. Amending the MTP should be done earlier under the “project prioritization and selection” section to ensure timelines can be met. Time for amending the MTP and TIP for AMATS typically takes 6 months and they can run concurrently.]

**Commented [BW10]:** AMATS PC wanted to know what this statement means and what would be done with the information. If this refers to the TIP, this should be done prior to project prioritization.

**Commented [BW11]:** AMATS TAC would like more specific details added to this section to incorporate roles of the MPOs and the level of their involvement.

**Commented [BW12]:** AMATS TAC would like clarification as to what their involvement/role in the PEB would be and what the intent is behind the notification of a PEB meeting - does the Dept expect the MPO to participate? Is this simply a notification?

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**Commented [BW13]:** AMATS TAC would like clarification as to how NHS projects are to be shown in the MPO TIPs and not the STIP. Process needs to be clearly defined as to how NHS projects within the MPA will be incorporated into the TIP and STIP and meet fiscal constraint requirements.

- Compile all prioritized projects along with their funding and scheduling details into a draft STIP document.
- Include all necessary funding details, scopes, schedules, and Year of Expenditure (YOE) cost estimates.
  - DOT&PF staff will collaborate with MPOs to ensure all State-sponsored projects included in the Draft STIP are consistent with the MPO's MTP and TIP. Sufficient time will be provided to each MPO to consider amending their MTP and TIP to include any newly identified projects (not currently in MTP) selected by ~~the~~ [Project Evaluation Board](#) DOT&PF for inclusion into the new STIP.
- The MPO's TIPs are incorporated by reference.
- **Interagency and Public Review**
  - During the 45-day public comment period, circulate the draft STIP among federal, state, and local agencies for technical review.
    - MPOs will be notified of all public meetings soliciting comments on the STIP as described in 17 AAC 05.160(e)&(g).
  - Conduct public outreach sessions, workshops, and leverage online engagement platforms to solicit feedback from community members, stakeholders, and interest groups.
- **Incorporation of Feedback and Revisions**
  - Analyze feedback received during the review period to identify necessary changes or adjustments to projects and programs in the STIP.
  - Revise the draft STIP accordingly, addressing concerns raised and improving the plan's alignment with community and stakeholder expectations.
    - The ~~final draft~~ STIP will be presented to the MPOs, detailing relevant comment adjudications and changes from the original draft.
- **Final Approval and Adoption**
  - The DOT&PF Commissioner on behalf of the Governor of Alaska will submit the revised STIP for approval by FHWA and FTA.
  - Upon receiving all necessary approvals, formally adopt the STIP and announce its adoption through official channels.
    - Within 10 days of USDOT approval of a final STIP, MPOs will be given notice of its adoption per 17 AAC 05.180(b).
- **Amendment and Modification** [NOTE - Within the MPO boundary, the TIP direct amendments to the STIP. This should be spelled out in this section in more detail.]
  - Regularly review the STIP to assess the need for amendments or modifications due to changes in project scopes, funding levels, or unforeseen circumstances.
  - Follow the approved amendment and administrative modification process, including public and interagency review, for any significant changes to the projects listed in the STIP.
    - Notification of MPOs regarding the amendment of the State's STIP will occur as directed in 17 AAC 05.195(d). DOT&PF will provide notice of a proposed major amendment to the STIP to any MPO affected by the amendment of the STIP. In the notice, DOT&PF will describe the amendment and the impact of the amendment upon the STIP, will solicit comments regarding the amendment, and will provide for a comment period on the proposed amendment of the STIP of not less than 30 days after the publication of the notice.
    - Within five days of USDOT approval of a STIP amendment, MPOs will be given notice of its adoption per 17 AAC 05.195(e).

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

- The actions delineated below serve as DOT&PF's procedure -for MPO coordination as described in 23 CFR 450.216.
  - Before substantial efforts to update joint planning elements such as the LRTP occur, MPOs will receive a formal notice of DOT&PF's intent to update the plan as required under 17 AAC 05.135(a)(2) that includes an invitation to participate in a public review group as described in 17 AAC 05.140. This notice will include a request and provide a means for feedback in accordance with 17 AAC 05.135(c)(2).
  - MPOs will be notified of all public meetings soliciting comments on the plan as described in 17 AAC 05.140(d) and 17 AAC 05.145(b).
  - To meet the requirements of 17 AAC 05.145, MPOs will receive a notice of the public comment period along with a means to access the draft plan three days before the beginning of the 45-day public review and comment period.
  - Once the plan is officially adopted by the DOT&PF Commissioner, MPOs will receive a notice of the action within 15 days per 17 AAC 05.150(b).
  - All notifications described in this section will be instigated by the plan update project manager and routed through the appropriate DOT&PF MPO Coordinator.

**Commented [BW14]:** MVP TAC would like to include a discussion on funds management in the document - specifically ensuring that on an annual basis, before June 1st, MVP expects the ADOT&PF to share a formal memo with the Policy Board that outlines the upcoming FFY suballocation, the formula used to calculate suballocation, as well as information on project delays, cost changes, and any new project proposals within the MPA that are not already identified in MVP's MTP and TIP that may require an Amendment.

### **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 CONSULTANT CONTRACTS AND PROFESSIONAL SERVICES AGREEMENTS**

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 Alaska DOT&PF contracting procedures including Alaska DOT&PF Procedure 10.02.010, and related Professional Services Agreement Handbook, or based on acceptable alternative contracting procedures approved by Alaska DOT&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 ANNUAL AUDIT**

MVP for Transportation may be audited every year by Alaska DOT&PF Internal Review auditors for compliance and to insure adequate coverage. MVP for Transportation 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. Both 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 Alaska DOT&PF, FHWA, and FTA at reasonable times. Both parties shall maintain records in a form approved by Alaska DOT&PF. Final payment is defined as the final voucher paid by FHWA to Alaska DOT&PF based on an audit. A request to close out a fiscal year or project account does not constitute final payment.

### **13.5 RESOLUTION AND CLOSURE**

Any review, which does not meet Federal requirements, will be resolved between Alaska DOT&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**

Both 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.





# **MatSu Valley Planning for Transportation**

**Unified Planning Work Program (UPWP)**

**Federal Fiscal Year**

**2 0 2 5 - 2 0 2 6**

**Draft June 2024**

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## Acronyms & Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**UPWP – Unified Planning Work Program** means a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

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

## Purpose of the UPWP

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

The 3C approach is defined as:

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

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

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

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

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

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

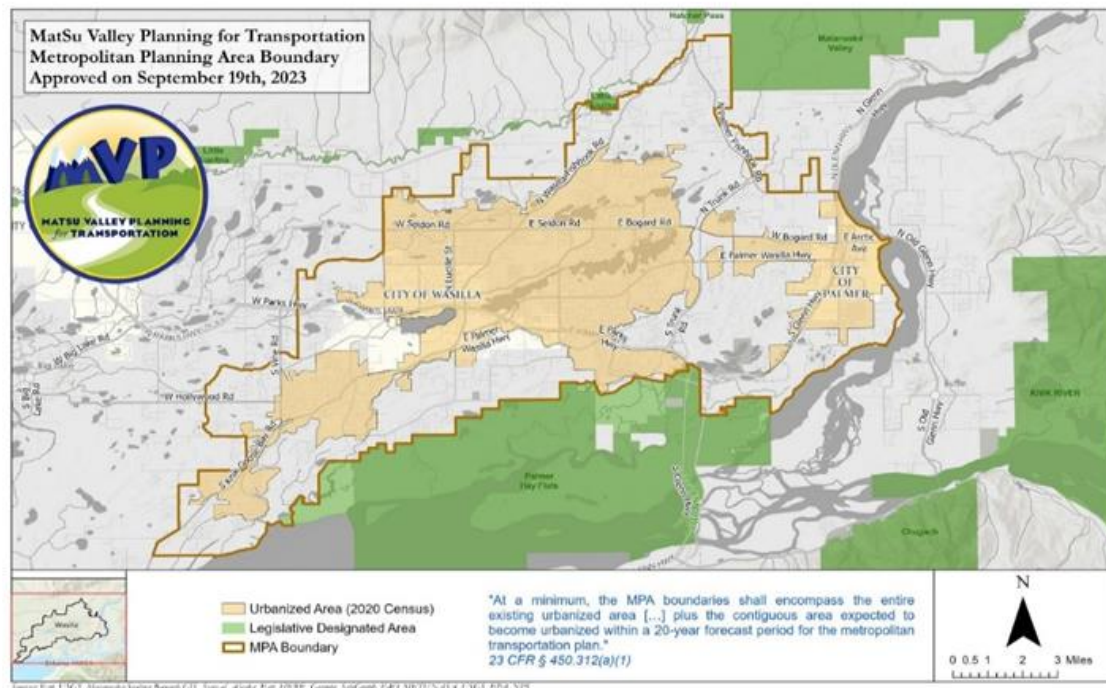
## MPO Formation

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

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

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

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



#### Exhibit 1

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

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

## MPO Structure

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

## Operation of the MPO

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

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

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

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

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

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

## Federal and Regional Planning Priorities

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

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

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



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

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

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

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

Regional priorities identified in the MSB 2035 LRTP include:

- Improving Congestion
- Safety
- Accessibility
- Mobility

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

Table 1 FFY2024 UPWP Work Tasks & National Performance Goals

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

## FFY 2025/2025 Unified Planning Work Program Elements

### Required Plans and Programs

#### Task 100 (A) UPWP

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

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

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

**Responsible Party:** MPO Staff and ADOT&PF

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

#### Task 100(B) Metropolitan Transportation Plan

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



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

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

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

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

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

## Development of a Complete Streets Policy

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

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

**Completion Date:** July 31, 2026

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

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

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

## Task 100 (C) TransCad Modeling

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

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

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

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

## Task 100 (D) Household Travel Survey

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

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

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

**Completion Timeline:** Fall 2026

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

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

## Task 100 (E) Transportation Improvement Program (TIP)

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

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

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

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

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

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

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

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

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

**Completion Date:** August 2026

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

**Resulting Product:** 2027 – 2030 Transportation Improvement Program

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

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

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

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



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

**Responsible Party:** MVP staff and MTP contractor

**Resulting Product:** Updated and implemented PPP and Title VI Plan

## Task 100(G) Support Services

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

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

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

**Completion Date:** September 30, 2026

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

**Resulting Product:** Operations of the MPO

## Task 200 Public Transit System Planning

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

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

**Funds available to MVP for transit planning activities must address:**

- support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
- increase the safety of the transportation system for motorized and non-motorized users;
- increase the security of the transportation system for motorized and non-motorized users;
- increase the accessibility and mobility of people and for freight;
- protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
- promote efficient system management and operation; and emphasize the preservation of the existing transportation system.

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

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



### Task 200 (A) MSB Transit Planning Support

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

**Timeline:** Fall 2026

**Responsible Party:** MVP staff and ADOT&PF

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

### Task 200 (B) Transit Development Plan

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

**Completion Date:** Fall 2026

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

**Resulting Product:** Transit Development Plan

## Task 300 Supplemental Plans Projects

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

### Task 300(A) MVP Sign Management Plan

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

**Completion Date:** TBD

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

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

### Task 300 (B) MVP Advanced Project Definition

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

**Completion Date:** TBD

**Responsible Party:** MVP and ADOT&PF staff

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

### Task 300 (C) MVP Streetlight and Intersection Management Plan

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

**Completion Date:** TBD

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

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

### Task 300 (D) Pavement Asset Management Plan

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

**Completion Date:** TBD

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

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

## Budget

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

**Table 4. Estimated Costs by Task**

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



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

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

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

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



## MatSu Valley Planning *for* Transportation Metropolitan Planning Organization

Date: July 9, 2024  
To: MVP Policy Board  
RE: Program of Projects

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

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

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

**Visit [www.mvpmpo.com](http://www.mvpmpo.com)**

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

NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond	
34531		<b>MVP Advance Project Definition</b> Provide funding to the State and City to develop new estimates for TIP projects.	STBG	Planning		\$ 181,940.00				
			SM			\$ 18,060.00				
<b>Project Total</b>					\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	
34251		<b>Inner and Outer Springer Loop Separated Path (TAP Award 2023)</b> This project will construct a paved non-motorized pathway adjacent to one side of Inner Spring Road and Outer Springer Road extending from the Glenn Highway to Cope Industrial Way for a length of 6,000 feet. This project was selected in the 2023 DOT&PF Transportation Alternatives Program solicitation.	TAP	Design		\$ 187,744.00				
			3PF			\$ 18,636.10				
			3PF	Right-of-Way						
			3PF							
			3PF	Utilities						
			3PF	Construction						
			3PF							
<b>Project Total</b>					\$ -	\$ 206,380.10	\$ -	\$ -	\$ -	
34342		<b>Bogard Road Reconstruction: North Earl Drive to North Engstrom Road (Parent) (CTP Award)</b> This project will upgrade Bogard Road, between North Earl Drive and North Greentree Street to an arterial highway standard to address safety and capacity issues. The project will construct a pathway, provide widened shoulders, construct turn lanes, address access management issues, improve intersections, as necessary, provide an improved clear zone,, drainage and signage.	STBG	Design		\$ 2,274,250.00				
			SM			\$ 225,750.00				
			3PF	Right-of-Way						
			3PF							
			3PF	Utilities						
			3PF	Construction						
3PF										
<b>Project Total</b>					\$ -	\$ 2,500,000.00	\$ -	\$ -	\$ -	

STBG: Surface Transp. Prog., SM: State Match, 3PF: 3rd Party Funding, CRP - Carbon Reduction Program, TAP - Transportation Alternative Program, CMAQ: Congestion Mitigation and Air Quality

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

NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond	
34532		<b>FFY25 - 27 MVP Improvement Program</b> <i>Perform gravel or asphalt surface maintenance and preservation activities on roads, sidewalks, and pathways. Work may also include new or upgraded illumination, signing, striping, storm drains, and intersection improvements including nonmotorized crossings, as well as ADA upgrades to sidewalks and curb ramps. State pays the design match and local governments pay construction match, per agreement.</i>	STBG	Design		\$ 909,700.00				
			SM			\$ 90,300.00				
			SM	Construction						
			STBG							
			3PF							
<b>Project Total</b>					\$ -	\$ 1,000,000.00	\$ -	\$ -		
6234		<b>Palmer-Fishhook Separated Pathway: Trunk Road to Edgertonb Parks Road (TAP Award)</b> <i>Construct a pedestrian/bike pathway from the Glenn Highway to Hatcher Pass (Mother Lode Area), a distance of 14 miles in conjunction with a highway upgrade.</i>	STBG	Design		\$ -				
			3PF			\$ 312,970.00				
			TAP	Right-of-Way		\$ 595,438.00				
			STBG							
			3PF							
			STBG	Utilities						
			3PF							
			STBG	Construction						
3PF										
<b>Project Total</b>					\$ -	\$ 908,408.00	\$ -	\$ -		
34243		<b>Seldon Road Reconstruction: Wasilla-Fishhook Road to Snowgoose Drive (Parent) (CTP Award 2023)</b> <i>This project will upgrade Seldon Road, between Wasilla-Fishhook and Snowgoose Drive, to an arterial highway with a separate pathway to address geometry, safety and capacity issues.</i>	STBG	Design		\$ 2,871,000.00				
			3PF			\$ 319,000.00				
			STBG	Utilities						
			SM							
			STBG	Construction						
			3PF							
<b>Project Total</b>					\$ -	\$ 3,190,000.00	\$ -	\$ -	\$ -	
34595		<b>MVP Pavement Management Plan</b> <i>he plan would include automated collection of pavement condition (smoothness, rutting, and cracking) on within the MPA using Road Surface Profiling (RSP) equipment consisting of distance measuring instruments, accelerometers and a Laser Crack Measurement System (LCMS) to provide high definition 3D profiles and 2D images of the road surface. Data collected will be documented in GIS format and in a written report that will prioritize improvement projects.</i>	STBG	Planning		\$ 181,940.00				
			3PF			\$ 18,060.00				
						\$ 200,000.00	\$ -	\$ -	\$ -	
		<b>MVP Planning Office</b> <i>Funding for the MVP Planning Office which supports delivery of the MVP's Unified Planning Work Program.</i>	STBG	Planning		\$ 181,940.00				
			3PF			\$ 18,060.00				
			<b>Project Total</b>					\$ 200,000.00	\$ -	\$ -

STBG: Surface Transp. Prog., SM: State Match, 3PF: 3rd Party Funding, CRP - Carbon Reduction Program, TAP - Transportation Alternative Program, CMAQ: Congestion Mitigation and Air Quality

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

NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond
34533		<b>MVP Sign Management Plan</b> Devise and implement a system to assess all traffic signs within the Metropolitan Area Boundary on a regular basis and ensure they are maintained and replaced as needed to improve visibility and increase road safety. Use the sign assessment to track sign data and to maintain a minimum retroreflectivity level of all signs to increase their visibility at night.	STBG	Planning		\$ 363,900.00			
			3PF			\$ 36,100.00			
<b>Project Total</b>					\$ -	\$ 400,000.00	\$ -	\$ -	
34534		<b>MVP Streetlight Intersection Management Plan</b> Conduct an inventory of all the streetlights within the Metropolitan Planning Area boundary and develop a plan for converting the lights to LED. Examine each intersection to determine any additional lighting system work as required for electrical code compliance and proper operation of the LED fixtures. Additional work may include replacement of frayed wiring, grounding of light pole bases, repair of electrical connections, troubleshooting of lighting or load center circuitry and other repairs.	STBG	Planning		\$ 363,900.00			
			3PF			\$ 36,100.00			
<b>Project Total</b>					\$ -	\$ 400,000.00	\$ -	\$ -	
34302	CFHWY00622	<b>Wasilla-Fishhook Road E Seldon to Tex-Al Drive</b> The proposed project will reclaim the existing pavement structure in place, overlay with new pavement, and apply pavement markings to the roadway. Guardrail, roadway shoulder repairs, drainage improvements, sign replacements, and grubbing will be included as necessary. The project is working to extend the service life of Wasilla Fishhook Road, reduce ongoing maintenance costs, and adjust ditch grading and culverts such that the roadway will have	STBG	Construction		\$ 7,641,480.00			
			SM			\$ 758,520.00			
<b>Project Total</b>					\$ -	\$ 8,400,000.00	\$ -	\$ -	\$ -

STBG: Surface Transp. Prog., SM: State Match, 3PF: 3rd Party Funding, CRP - Carbon Reduction Program, TAP - Transportation Alternative Program, CMAQ: Congestion Mitigation and Air Quality

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

NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond
<b>Funding (Revenue) Summary</b>									
		Surface Transportation Program Block Grant Program (includes CRP and CMAQ Flex)	STBG		\$ 8,711,812.00	\$ 17,684,979.00	\$ -	\$ -	
		Transportation Alternative Program	TAP		\$ 426,760.00	\$ 866,323.00	\$ -	\$ -	
		<b>Total Carryover</b>	<b>Subtotal</b>		<b>\$ 9,138,572.00</b>	<b>\$ 18,551,302.00</b>	<b>\$ -</b>	<b>\$ -</b>	
		<i>CRP funds transferred to STBG, \$775,163 and \$798,418 in FFY 24 and 25, respectively.</i>							
		<i>CMAQ Flex funds transferred to STBG, \$727,800 and \$749,634 in FFY 24 and 25, respectively.</i>							
		<i>STBG funds \$7,208,849 and \$7,425,115 in FFY 24 and 25</i>							
		<i>Match Total</i>			\$ -	\$ -	\$ -	\$ -	
		<b>Available Funding (Revenue) Total</b>			<b>\$ -</b>	<b>\$ 18,551,302.00</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Projected Obligations Summary</b>									
		<b>Fund Code Description</b>	<b>Fund Code</b>		<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	
<b>Federal Summary</b>									
		Surface Transportation Program Block Grant Program (includes CRP and CMAQ Flex)	STBG		\$ -	\$ 14,970,050.00	\$ -	\$ -	
		Transportation Alternative Program	TAP		\$ -	\$ 783,182.00	\$ -	\$ -	
					\$ -	\$ -	\$ -	\$ -	
				<i>Federal Subtotal</i>	\$ -	\$ 15,753,232.00	\$ -	\$ -	
<b>Federal Match Summary</b>									
		State Match	SM		\$ -	\$ 1,092,630.00	\$ -	\$ -	
		Local Government Match (currently all MSB)	3PF		\$ -	\$ 758,926.10	\$ -	\$ -	
				<i>Match Subtotal</i>	\$ -	\$ 1,851,556.10	\$ -	\$ -	
		<b>Grand Total</b>			<b>\$ -</b>	<b>\$ 17,604,788.10</b>	<b>\$ -</b>	<b>\$ -</b>	



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

NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond
<b>FTA Projects within MSB MPO Planning Boundary</b>									
Need ID	Project Description		Fund Code	Fund Type	FFY24	FFY25	FFY26	FFY27	Beyond
	<b>Urbanized Area Formula Grant - Valley Transit</b>		FTA	5307	\$ 1,845,938.00	\$ 1,282,162.00			
	Transit operating assistance		Match		\$ 1,845,938.00	\$ 1,282,162.00			
	<b>Project Total</b>				<b>\$ 3,691,876.00</b>	<b>\$ 2,564,324.00</b>	<b>\$ -</b>	<b>\$ -</b>	
	<b>Urbanized Area Formula - ARRC</b>		FTA	5307	\$ -	\$ -	\$ -	\$ -	
	State of Good Repair rehabilitation and replacement activities		Match	ARRC	\$ -	\$ -	\$ -	\$ -	
	<b>Project Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	<b>Enhanced Mobility for Seniors &amp; Individuals with Disabilities</b>		FTA	5310	\$ 128,944.99	\$ 54,136.00			
			Match		\$ 128,944.99	\$ 54,136.00			
	<b>Project Total</b>				<b>\$ 257,889.99</b>	<b>\$ 108,272.00</b>	<b>\$ -</b>	<b>\$ -</b>	
	<b>State of Good Repair</b>		FTA	5337	\$ 1,325,232.00	\$ 245,589.00			
	Provides capital assistance for maintenance, replacement and rehabilitation projects of high-intensity fixed guideway and motorbus systems to help transit agencies maintain assets in a state of good repair. Eligible for Transit Asset Management Plans.		Match		\$ 1,325,232.00	\$ 245,589.00			
	<b>Project Total</b>				<b>\$ 2,650,464.00</b>	<b>\$ 491,178.00</b>	<b>\$ -</b>	<b>\$ -</b>	
	<b>Bus and Bus Facilities</b>		FTA	5339	\$ 70,423.73	\$ 40,502.00			
	Provides funding to states and transit agencies through a statutory formula to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities.		Match		\$ 70,423.73	\$ 40,502.00			
	<b>Project Total</b>				<b>\$ 140,847.46</b>	<b>\$ 81,004.00</b>	<b>\$ -</b>	<b>\$ -</b>	



MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

Amended BYLAWS July 2024

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ARTICLE I

Registered Office and Registered Agent

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

ARTICLE 2

Purpose

Metropolitan Planning Organization

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

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ARTICLE 3H

Members and Officers

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

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

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## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

### Vacancies?

### Membership and Dues?

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

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

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

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

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

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

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

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



## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

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

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

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

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

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### **ARTICLE 4**

#### **Policy Board Meetings**

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

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



## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

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

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### ARTICLE 5-IV

#### Agenda

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



## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

### ARTICLE 6~~V~~

#### Order of Business

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

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

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

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

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

### ARTICLE 7~~V~~

#### Records

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



## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

### ARTICLE 8VH

#### Committees

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

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

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

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

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

### ARTICLE 9VH

#### Technical Committee Purpose and Duties

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

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

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



## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

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

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

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

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

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

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

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





## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

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



## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

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

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### ARTICLE 10IX

#### Conflict of Interest

##### Section 1

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

##### Section 2

Definitions. As used in this article:

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

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

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



## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

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

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

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

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

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

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

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



## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

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

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

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

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

### ~~ARTICLE 11X~~

#### Policy Board Code of Ethics

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

### ~~ARTICLE 12X~~

#### Miscellaneous

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



## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

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

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

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

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

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

### ARTICLE 13XII

#### Amendments

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

### ARTICLE 14

#### Fiscal Year

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

### ARTICLE 15

**Commented [KS3]:** we are talking about indemnification here

We should probable have an indemnification clause

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

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

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

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## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

### Seal; Shares of Stock; Loans

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

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

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

### ARTICLE 16

#### Contracts, Checks, Deposits and Gifts

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

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

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

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

\_\_\_\_\_  
, Chair

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**MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws**

ATTEST:

\_\_\_\_\_  
, Secretary

PASSED

Yes:

No:

Absent:



## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

### Appendix A Ethical Principles in Planning

(As Adopted by the APA Board, May 1992)

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

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

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

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

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

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

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

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

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Planning Process Participants should:

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

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

Planning Process Participants should:

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



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



### MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

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

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

APA Members who are practicing planners:

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



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

### Appendix B Conflict of Interest Certification

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

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# Matanuska-Susitna Borough



## COMPREHENSIVE SAFETY ACTION PLAN

*Safety Starts at Our Core - Safe Streets Mat-Su*

### What is this project?

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

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

### We want to hear from you!

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

#### Virtual Public Workshop #1

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

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

#### Virtual Public Workshop #2

Winter 2024

#### Open House (Palmer, Wasilla, & Houston)

Winter 2024

Visit our website  
and take the  
survey!

[ss4a.matsugov.us](https://ss4a.matsugov.us)



### WHY A COMPREHENSIVE SAFETY ACTION PLAN?

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

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

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

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

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

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

### Contact us for more information:

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