

# Mat-Su Valley Planning (MVP) for Transportation

Technical Committee and Policy Board

Welcome Packet



April 2024



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January 16, 2024

To all Concerned:

The following MVP for Transportation meeting dates for 2024 were approved by the Policy Board on January 16, 2024.

### 2024 MVP for Transportation Meeting Dates

<u>Month</u>	<u>Technical</u>	<u>Policy</u>
January	9	16
February	13	20
March	12	19
April	9	16
May	14	21
June	11	18
July	9	16
August	13	20
September	10	17
October	8	15
November	12	19
December	10	17

All Technical Committee and Policy Board meetings are held at 2:00 in TEAMS or in person/TEAMS as indicated on the agenda. The information on upcoming meetings including meeting links can be found at [MVPMPPO.com](http://MVPMPPO.com).

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Glenda Ledford, Board President

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Date

## The Transportation Planning Process Briefing Book

### Part I: Overview of Transportation Planning

Transportation planning plays a critical role in a State's, region's or community's vision for its future. It includes (1) a comprehensive consideration of possible strategies, (2) an evaluation process that encompasses diverse viewpoints, (3) the collaborative participation of relevant transportation-related agencies and organizations, and (4) open, timely, and meaningful public involvement.

### What is the Transportation Planning Process?

Transportation planning is a cooperative, performance-driven process by which long and short-range transportation improvement priorities are determined. Metropolitan planning organizations (MPOs), States, and transit operators conduct transportation planning, with active involvement from the traveling public, the business community, community groups, environmental organizations, and freight operators.



**Figure 1:** The Transportation Planning Process.

Transportation planning typically follows the following steps:

- **Engaging** the public and stakeholders to establish shared goals and visions for the community.
- **Monitoring** existing conditions and comparing them against transportation performance goals.
- **Forecasting** future population and employment growth, including assessing projected land uses in the region and identifying major corridors of growth or redevelopment.
- **Identifying** current and projected transportation needs by developing performance measures and targets.

- **Analyzing** various transportation improvement strategies and their related tradeoffs using detailed planning studies.
- **Developing long-range plans and short-range programs** of alternative capital improvement, management, and operational strategies for moving people and goods.
- **Estimating** how recommended improvements to the transportation system will impact achievement of performance goals, as well as impacts on the economy and environmental quality, including air quality.
- **Developing a financial plan** to secure sufficient revenues that cover the costs of implementing strategies and ensure ongoing maintenance and operation.

## What is Performance-Based Planning?

Recent Federal legislation has established a close connection between performance measures and performance target levels. These measures and target levels are connected through transportation plans and programs developed at the metropolitan and Statewide levels. As described in preceding sections, States and MPOs are responsible for setting performance targets for agreed upon performance measures for the Statewide and nonmetropolitan and metropolitan transportation planning processes respectively. In accordance with Federal law, USDOT is responsible for identifying performance measures related to national highway and transit performance goals that States and MPOs use in setting performance targets. With these national goals as a baseline, States and MPOs may identify additional performance measures and targets that address local community visions and goals.

For more on performance-based planning and programming (PBPP), please see *Performance-Based Planning: Programming Measures and Targets*.

## What is a Metropolitan Planning Organization?

A Metropolitan Planning Organization (MPO) has authority and responsibility for transportation policy-making in metropolitan planning areas. <sup>[1]</sup> Federal legislation passed in the early 1970s requires that any urbanized area (UZA)<sup>[2]</sup> with a population greater than 50,000 have an MPO. MPOs ensure that existing and future expenditures for transportation projects and programs are based on a continuing, cooperative and comprehensive (3-C) planning process. MPOs also cooperate with State and public transportation operators to set spending levels for Federal funds that are meant for transportation projects. Note that some MPOs are found within agencies such as Regional Planning Organizations (RPOs), Councils of Governments (COGs), and others.

Because MPOs typically neither own nor operate the transportation systems they serve, most MPOs will not be involved in implementing the transportation project priorities they establish. Rather, MPOs serve an overall coordination and consensus-building role in planning and programming funds for projects and operations. The MPO must involve local transportation providers in the planning process by including transit agencies, State and local highway departments, airport authorities, maritime operators, rail-freight operators, Amtrak, port operators, private providers of public transportation, and others within the MPO region.

By law, an MPO is defined as a policy board comprised of local elected officials. Representatives from local governments and transportation agencies serve on MPOs and perform the **six core functions** that follow:

1. **Establish a setting for effective decisionmaking**  
Establish and manage a fair and impartial setting for effective regional decisionmaking in the metropolitan area.
2. **Identify and evaluate transportation improvement options**  
Develop transportation improvement options and use data and planning methods to evaluate whether those options support criteria and system performance targets. Planning studies and evaluations are included in the Unified Planning Work Program (UPWP).
3. **Prepare and maintain a Metropolitan Transportation Plan**  
Develop and update an LRTP for the metropolitan area covering a planning horizon of at least 20 years. MPOs prepare LRTPs using performance measures and targets. These are the planning factors that MPOs and departments of transportation consider to guide their planning processes:
  - 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 nonmotorized users.
  - Increase the security of the transportation system for motorized and nonmotorized users.



- Increase accessibility and mobility for people and freight.
- Protect and enhance the environment.
- Promote energy conservation.
- Improve quality of life for the community.
- Promote consistency between transportation improvements and planned State and local growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system for all modes.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.

#### 4. **Develop a Transportation Improvement Program (TIP)**

Develop a short-range, four-year program of priority transportation improvements drawn from the long-range transportation plan. The MPO creates the TIP with spending, regulating, operating, management, and financial tools. The TIP represents immediate priority actions to achieve the area's goals and associated system performance targets.

#### 5. **Identify performance measure targets and monitor whether implemented projects are achieving targets**

MPOs coordinate with State and public transportation operators to establish performance targets that address performance measures, as set forth in Federal law, related to surface transportation and public transportation. MPOs prepare plans that include performance targets addressing performance measures and standards. When updating the plan, MPOs also prepare a System Performance Report that tracks progress in meeting performance targets. In addition to Federally required performance measures, MPOs may identify additional, locally significant performance indicators that support decisionmaking.

#### 6. **Involve the public**

Involve the general public and other affected constituencies related to the essential decisionmaking elements listed above.

In accordance with Federal requirements, MPOs must cooperate with the State and providers of public transportation to create metropolitan transportation plans. The MPO approves the Metropolitan Transportation Plan (MTP), while the governor *and* the MPO approve the TIP.

UZAs with populations exceeding 200,000 typically have more complex transportation systems and associated challenges than smaller regions. Accordingly, these large UZAs have additional planning responsibilities and are designated as Transportation Management Areas (TMAs). MPOs within TMAs must include officials of public agencies that administer or operate major modes of transportation in the metropolitan area and providers of public transportation on their policy boards, as well as appropriate State officials.

There is no required structure for the advisory bodies and staff that provide planning and analysis to MPOs. Technical and Citizen Advisory Committees and a staff of planners led by a director also support the metropolitan transportation planning process.

MPO staff assist the MPO board by preparing documents, fostering interagency coordination, facilitating public input and feedback, and managing the planning process. MPO staff may also provide committees with technical assessments and evaluations of proposed transportation initiatives, and the MPO staff may engage consultants to produce data.

A technical advisory committee may then recommend specific strategies or projects to the MPO policy board. An advisory committee may also provide technical analysis, specialized knowledge, and citizen input on specific issues. It is common for an MPO to have a Technical Advisory Committee and Citizen Advisory Committee, and to have subcommittees on specific issues such as system performance, environmental justice, bicycle issues, and travel demand modeling.

The metropolitan transportation planning process must engage the public and stakeholders on an ongoing basis in all facets of planning, to spur dialogue on critical issues facing regions and provide opportunities for the public to contribute ideas. This is especially important in the early and middle stages of the process, when the plan and the TIP are developed. Special attention should be paid to groups that are underrepresented in the transportation planning decision making process or have been underserved in terms of the expenditure of transportation dollars (see *Equity*).

## What Other Responsibilities do Some MPOs Have?

Areas designated as air quality nonattainment area (NAA) or maintenance area for transportation-related pollutants have additional requirements that

It is important to note how

affect the transportation planning process. In metropolitan areas, MTPs, TIPs, and FHWA/FTA projects must conform to the purpose of the State's air quality plan, known as the State implementation plan (SIP). In such metropolitan areas, the MPO and FHWA/FTA are responsible for demonstrating transportation conformity requirements are met.

MPOs that are in TMAs, in addition to preparing the documents noted above, must also maintain a congestion management process (CMP) that identifies actions and strategies for reducing congestion and increasing mobility. Projects and strategies from the CMP should be considered for inclusion in the MTP and TIP.

MPOs that are in TMAs consult with the State and affected public transit operators to implement projects from the TIP, except for projects proposed for funding under the National Highway System program. For non-TMA MPOs and in rural areas, States and public transit operators cooperate with the MPO or local governments to select projects to implement from the TIP.

In addition to meeting Federal mandates, MPOs often have extra responsibilities under State law. For example, California's MPOs are responsible for allocating some non-Federal transportation funds in their regions, while other States give MPOs a shared role in growth management and land-use planning.

project selection differs from project prioritization.

**Prioritization** is the cooperative process among States, MPOs, and transit agencies for identifying projects and strategies from the MTP that are of sufficiently high priority as to be included in the TIP.

**Project selection**, on the other hand, relates to identifying projects that are already listed in the TIP that are next in line for grant award and funding authorization. In TMAs, MPOs play a lead role in project selection for most project funding categories.

## What is a State Department of Transportation?

Each State, Puerto Rico, and the District of Columbia has an agency or department responsible for transportation planning, programming, and project implementation—these agencies are called State DOTs. In addition to transportation planning responsibilities, State DOTs may be responsible for the design, construction, operation, or maintenance of State transportation facilities, including highways, transit, air, and water. State DOTs also work cooperatively with tolling authorities, ports, local agencies, and special districts that own, operate, or maintain different portions of the transportation network or individual facilities.

State DOTs perform the following transportation planning functions:

- **Prepare and Maintain a Long-Range Statewide Transportation Plan**

A State DOT creates long-range transportation plans (LRSTPs) using performance measures and targets that advance national goals established in Federal law. In addition to Federally required performance measures, States may identify State-level performance indicators to support their decisionmaking. LRSTPs may be broad, policy-oriented plans that do not cite specific projects, or they may be more detailed plans that include recommendations related to particular transportation improvements or programs. (For more information on LRSTPs see *What are the key products of the transportation planning process?*)

- **Develop a Statewide Transportation Improvement Program**

State DOTs create a short-range program of transportation projects, based on long-range transportation plans, called a statewide transportation improvement program (STIP). The State uses spending, regulating, operating, management, and financial tools to estimate progress toward the performance targets noted above that could be achieved by implementing projects and strategies in the STIP. For metropolitan areas of the State, the STIP incorporates the TIP developed by the MPO directly by reference and without change.

- **Identify performance measure targets and monitor whether implemented projects are achieving targets**

States coordinate with MPOs and transit operators to establish performance targets that address performance measures, as set forth in Federal law, related to surface transportation and public transportation. Like MPOs, States prepare plans that include performance targets to address performance measures and standards. When updating these plans, States should prepare a System Performance Report that tracks progress toward performance targets.

In addition to Federally required performance measures, States may identify locally significant performance measures to guide the decisionmaking process. Statewide and nonmetropolitan transportation plans must integrate goals, objectives, national performance measures, and targets identified at the State level. States must also consider performance plans developed by transit operators in non-urbanized areas to guide their decisionmaking.

- **Involve the public**

States must involve the general public and all other affected constituencies in the essential functions listed above. MPOs and States engage the public and stakeholder communities as they prepare procedures that outline how the public will be advised, engaged, and consulted throughout the planning process. MPOs prepare public participation plans (PPPs), which describe how the MPO involves the public

and stakeholder communities in transportation planning. The MPO also must periodically evaluate whether its public involvement process (PIP) is still effective. Similarly, States prepare documented public involvement processes that describe the occasions, procedures, and intended outcomes of public engagement in Statewide and nonmetropolitan transportation planning.

## What is a Regional Transportation Planning Organization?

A Regional Transportation Planning Organization (RTPO) is a voluntary group of nonmetropolitan area local officials and transportation system operators that States may assemble to assist in the Statewide and nonmetropolitan transportation planning process. RTPOs emphasize nonmetropolitan areas of the State. An RTPO may have additional representatives from the State, private businesses, transportation service providers, economic development practitioners, and the public.

## What is a Public Transportation Operator?

Public transportation operators are public agencies and governmentally chartered authorities that deliver transit services to the general public. As such, public transit operators cooperate with States and MPOs to carry out the Federally required transportation planning process in metropolitan areas. MPOs and States must include projects from public transit operators in MTPs and TIPs in order for those projects to receive Federal financial support.

## How do Agencies Cooperate?

Transportation planning must be cooperative, because no single agency is responsible for the entire transportation system. Some roads that are part of the Interstate Highway System are subject to certain standards and are usually maintained by a State DOT. Other roads are county arterials or city streets that, along with bicycle and pedestrian facilities, are designed, operated, and maintained by counties or local municipalities. Transit systems are often built, operated, and maintained by an entity or special regional authority that is not an agency of the State or local jurisdiction. There may be more than one public transit operator in a metropolitan area serving a network of separate but interdependent mobility needs.

In metropolitan areas, MPOs are responsible for actively seeking participation during the planning process from the public and all relevant transportation agencies and stakeholders, including the State and public transit operators. Similarly, State DOTs are responsible for these activities outside of metropolitan areas, in cooperation with local transportation officials from nonmetropolitan areas. MPOs must work with the public and stakeholder communities to prepare public participation plans that describe how the public, interested parties and stakeholders will be provided access to planning documents and information.

Similarly, State DOTs must have a documented process for consulting officials from nonmetropolitan areas when preparing their long-range Statewide transportation plans. Similarly, States must cooperate with local transportation officials in nonmetropolitan areas when preparing their STIPs—and, more broadly, in carrying out the Statewide and nonmetropolitan transportation planning process.

## What are the Key Products of the Transportation Planning Process?

As illustrated in Figure 2, Federal requirements call for agencies to deliver several key groups of documents as part of the transportation planning process:

- *Planning Work Programs*, which include UPWPs prepared by MPOs and State Planning and Research Work Programs prepared by States.
- *Transportation Plans*, which include MTPs prepared by MPOs and LRSTPs prepared by States.
- *Transportation Improvement Programs*, which include Metropolitan TIPs prepared by MPOs and Statewide TIPs prepared by States.

The **Federal Government** has a government-to-government relationship with **Indian tribal governments** that is affirmed in treaties, Supreme Court decisions, and executive orders. Federal agencies must consult with Indian tribal governments regarding policy and regulatory matters.

**State DOTs** consider the needs of Indian tribal governments when carrying out transportation planning, and consult with Indian tribal governments in developing LRSTPs and STIPs.

**MPOs** may consider the needs of and consult with Indian tribal governments when developing MTPs and TIPs, when the metropolitan planning area includes Indian tribal lands.

Outside of the Statewide, metropolitan, and nonmetropolitan planning processes, State DOTs and MPOs may consult with Indian tribal governments on other issues—for example, when a project may affect Indian tribal archeological resources.

For information on FTA's Tribal Transit Program, see [www.fta.dot.gov/grants.html](http://www.fta.dot.gov/grants.html).

For information on FHWA tribal planning, see [www.planning.dot.gov/focus\\_tribal.asp](http://www.planning.dot.gov/focus_tribal.asp).

	Who Develops?	Who Approves?	Time/Horizon	Contents	Update Requirements
<b>UPWP</b>	FHWA/FTA/MPO	MPO	1 or 2 Years	Planning Studies and Tasks	At Least Once Every 2 Years
<b>MTP</b>	MPO	MPO	20 Years	Future Goals, Strategies and Projects	Every 5 Years (4 years for non-attainment and maintenance areas)
<b>TIP</b>	MPO	MPO/Governor	4 Years	Transportation Investments	Every 4 Years
<b>LRSTP</b>	State DOT	State DOT	20 Years	Future Goals, Strategies and Projects	Not specified
<b>STIP</b>	State DOT	FHWA/FTA	4 Years	Transportation Investments	Every 4 Years
<b>PIP</b>	State DOT	State DOT	Not Specified	Public Engagement Strategies and Goals, Incorporating Input, Responding to Comments	Periodic Review and Update
<b>PPP</b>	MPO	MPO	Not Specified	Public Engagement Strategies and Goals, Incorporating Input, Responding to Comments	Periodic Review and Update

**Figure 2:** The key transportation planning products.

### The Unified Planning Work Program

The UPWP lists the transportation studies and tasks that MPO staff and member agencies will perform to support the metropolitan transportation planning process. It must identify the funding source for each project, the schedule of activities, and the agency or agencies responsible for each task or study. UPWPs reflect issues and strategic priorities unique to each metropolitan area and will differ by MPO.

UPWPs cover a one- to two-year period and typically include the following elements:

- Planning data and analysis tasks, such as data collection and trends monitoring, and studies of a variety of demographic, development, transportation, and environmental factors.
- Public outreach activities conducted in accordance with the PPP, including collaborative development of the PPP and periodic evaluation of its effectiveness.
- Preparing the MTP and TIP, including supporting studies and products that will result from these activities.
- Completing of all Federally funded studies, including all relevant State and local planning activities conducted without Federal funds.

### The Metropolitan Transportation Plan

In metropolitan areas, the MTP identifies how the region intends to invest in the transportation system. Federal law requires the plan, "include both long-range and short-range program strategies/actions that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods."

The MTP is prepared through active engagement with the public and stakeholders using an approach that considers how roadways, transit, nonmotorized transportation, and intermodal connections are able to improve the operational performance of the multimodal transportation system. Accordingly, the MTP must cover performance measures and targets and include a report evaluating whether the condition and performance of the transportation system is meeting those targets.

The MTP may also describe the results of scenario analyses on transportation system conditions and performance. Other information contained in the MTP could include:

- Regional land use, development, housing, and employment goals and plans.
- Projected demand for transportation services over 20 years.
- Policies, strategies, and projects that the MPO recommends for the future.

- Cost estimates and reasonably available financial sources for operation, maintenance, and capital investments (see *Financial Planning and Programming*).
- Ways to preserve facilities and efficiently use the existing system.

In preparing the MTP, the MPO coordinates with the State and public transit operators and makes particular effort to engage all communities and stakeholders. Finally, in cases where a metropolitan area is designated as a nonattainment or maintenance area for a transportation-related pollutant, the MTP must conform to the SIP for air quality (see *Air Quality*).

MTPs are updated every five years in air quality attainment areas, every four years in nonattainment or maintenance areas, or more frequently in all areas as State and local officials deem necessary.

### Transportation Improvement Program

MPOs use a TIP to identify transportation projects and strategies they will pursue over the next four years. These projects reflect the investment priorities detailed in the MTP. TIPs list the immediate program of investments that, once implemented, will go toward achieving the performance targets established by the MPO and documented in the MTP. In short, a TIP is a region's means of allocating its transportation resources among the various capital, management, and operating investment needs of the area, based on a clear set of short-term transportation priorities prepared through a performance-driven process. All projects receiving Federal funding must be in the TIP.

Under Federal law, TIPs must follow these rules:

- Cover at least four years of investment.
- Be updated at least every four years.
- Remain fiscally constrained so that projects are only included if their full funding can reasonably be anticipated.
- In air quality nonattainment and maintenance areas the projects in the first two years of the TIP are limited to those with available or committed funding.
- Conform with the SIP for air quality in nonattainment and maintenance areas.
- Report on anticipated progress in meeting performance targets.
- Include projects for which Federal funds were obligated in the prior year.
- Be approved by the MPO and the governor.
- Be incorporated, directly or by reference and without change, into the STIP.

**The Long-Range Statewide Transportation Plan:** State DOTs cooperate with non-metropolitan area local officials to develop an LRSTP using a performance-driven process based on an agreed upon set of performance measures and targets. Plans are prepared with active engagement with the public and stakeholders and will vary by State. LRSTPs may be either policy-oriented strategic plans, or project-focused investment plans that include lists of recommended projects.

The Statewide plan also addresses:

- Policies and strategies, or future projects.
- Projected demand for transportation services over 20 or more years.
- A systems-level approach that considers roadways, transit, nonmotorized transportation, and intermodal connections.
- Statewide and regional land use, development, housing, natural environmental resources, freight movement and employment goals and plans.
- Cost estimates and reasonably available financial sources for operation, maintenance, and capital investments (see *Financial Planning*).
- Ways to preserve existing roads and facilities and make more efficient use of the existing system.

### The State Planning and Research Work Program

The State Planning and Research Work Program (SPR) is similar to the UPWP. It lists transportation studies,

research, and public engagement tasks that a State DOT, affiliated agencies, or consultants perform to support the Statewide and nonmetropolitan transportation planning process. An SPR work program contains several elements:

- Planning tasks, studies and research activities, conducted over a one- to two-year period.
- Funding sources identified for each project.
- A schedule of activities and products for that project work.
- The agency responsible for each task or study.

### Statewide Transportation Improvement Program

The STIP is similar to the TIP in that it identifies the immediate short-range priorities for transportation investments Statewide and must be fiscally constrained. Through an established process, State DOTs work with local officials to identify projects across rural areas, small urban areas called urban clusters—with 2,500 to 49,999 people—and urbanized areas. Projects are selected for the STIP based on adopted procedures and criteria. As noted above, TIPs developed by MPOs must be incorporated, directly or by reference and without change, into the STIP.

Under Federal law and regulation, the STIP:

- Must be fiscally constrained and may include a financial plan.
- Must be approved by FHWA and FTA.
- Including an overall determination, called the Planning Finding, which states whether Federal requirements are being met.
- STIP approval must be granted before projects can proceed from the planning stage to the implementation stage.
- Must report anticipated progress in meeting performance targets.

### How does Federal Transportation Funding Reach States and Metropolitan Areas?

Funding for transportation projects and strategies comes from a variety of sources including the Federal Government, State governments, special authorities, public or private tolls, local assessment districts, local government general fund contributions, such as local property and sales taxes, and impact fees. However, Federal funding is typically the primary funding source for capital investment projects, such as construction and purchase of vehicles and equipment. (See *Appendix* for the most important Federal-aid transportation programs.) Federal transportation funding is available through the Federal Highway Trust Fund and the Mass Transit Account of the Trust Fund.

It is important to remember that most Federal-aid highway funding programs are administered by State DOTs. The State DOT then allocates money to urban and rural areas, based on State and local priorities and needs. By contrast, most Federal transit funding for large urban areas is sent directly from the FTA to the designated recipient transit operator(s) in each urbanized area. Federal transit funds for transit services in smaller urban areas and outside of urbanized areas are administered by the State DOT.

Federal funds are made available from the Federal budget through the following sequenced process:

- **Authorizing legislation**

Congress enacts legislation that establishes or continues the existing operation of a Federal program or agency, including the amount of money it *anticipates* will be available to spend or grant to States, MPOs, and transit operators. Congress generally reauthorizes Federal surface transportation programs over multiple years, in effect authorizing subsequent Congressional action to make annual awards. The amount authorized, however, is not always the amount that ends up *actually* available.

- **Appropriations**

Annually, as set forth in authorizing legislation, Congress decides on the Federal budget for the upcoming fiscal year. As a result of the appropriation process, the amount appropriated to a Federal program is often less than the amount authorized for a given year. The appropriation is the actual amount available to Federal agencies to spend or grant.

- **Apportionment**

Apportionment describes appropriated funds, which come from selected Federal-aid programs, that are distributed among States and metropolitan areas (for most transit funds) using a formula provided by law. An apportionment is usually made on the first day of the Federal fiscal year, October 1, when funds



become available for a State to spend in accordance with an approved STIP. In many cases, the State is the designated recipient for Federal transportation funds; in some cases, transit operators are the recipient.

- **Determining eligibility**

Only certain projects and activities are eligible to receive Federal transportation funding. Criteria depend on the funding source. All projects must be listed in the STIP and be consistent with the MTP and the long-range Statewide plan to be eligible for Federal-aid highway and Federal transit funding.

- **Match**

Most Federal transportation programs require a non-Federal match. State or local governments must contribute some portion of the project cost at a matching level established by legislation. For many programs, the amount that State or local governments must contribute is 20 percent of the capital cost of most highway and transit projects.

## How is Federal Funding Used?

There are many Federal-aid transportation programs that support transportation activities in States and metropolitan areas. Each of these programs has different requirements and characteristics. These are not cash-up-front programs; rather, eligible expenditures are reimbursed. Even though amounts are authorized to States or awarded as grants to transit operators, no cash is actually disbursed at the time of authorization. Instead, States and transit operators are notified that they have Federal funds available. Projects are approved and work is started. Then, the Federal Government reimburses the States and transit operators for costs as they are incurred, reimbursing up to the limit of the Federal share. In some areas, MPOs serve dual roles as planning entities and as public transit operators. Only in those exceptional cases may the MPO receive direct disbursement of Federal funds.

The Federal Government holds State and public transit operator funding recipients accountable for complying with all applicable Federal laws. When local governments directly oversee a Federally-funded project, State DOTs are responsible for monitoring that they comply with Federal laws.

## What Are Flexible Funds?

One important provision in Federal transportation legislation allows certain Federal-aid highway funds and limited Federal transit funds to be used for either highway or transit projects. This is referred to as flexible funding. The ability to transfer funds, with some restrictions, between highway and transit programs, as well as to spend certain categories of Federal funding directly on either highway or transit improvements, lets metropolitan areas apply Federal transportation resources to their highest priority transportation projects regardless of mode.

It is important to note that MPOs discuss the need and opportunities for using flex-funds during the metropolitan transportation planning process. As the MPO presides over the preparation of MTP and TIP and associated financial plans, it may play a key role in facilitating a dialogue during which agencies can make the case for receiving flexible funding to augment their traditional formula-based award. Flexible funding is most commonly used through FHWA's Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Improvement (CMAQ) program.

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<sup>[1]</sup> A metropolitan planning area must include the urbanized area and areas expected to become urbanized over the next 20 years.

<sup>[2]</sup> An urbanized area is an area that contains a city of 50,000 or more population plus the incorporated surrounding areas meeting size or density criteria as defined by the U.S. Census Bureau.

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

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

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

**SECTION 1- PARTIES TO THIS AGREEMENT**

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

**SECTION 2- PURPOSE**

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

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



## **SECTION 3 - LEGAL AUTHORITY**

### **3.1 FEDERAL TRANSPORTATION PLANNING STATUTES**

23 USC § 104(f), 23 USC § 134 and 49 USC § 5303-5306 provide funding and require designation of a metropolitan planning organization (MPO) for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding. Those Statutes require the State and the local governments to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process.

### **3.2 MPO DESIGNATION**

On December 19, 2023, the Governor of the State of Alaska designated the MPO and identified the Matsu Valley Planning for Transportation (MVP) Policy Board as the body providing the direction of transportation planning in the MPA in accordance with Federal law.

## **SECTION 4 - DEFINED TERMS**

"ADEC" means the State of Alaska Department of Environmental Conservation.

"Alaska DOT&PF" or "ADOT&PF" means the State of Alaska Department of Transportation and Public Facilities.

"ARRC" means the Alaska Railroad Corporation

"AOR" means the Annual Obligation Report which includes all projects and strategies listed in the Transportation Improvement Program (TIP) for which Federal funds were obligated during the immediately preceding program year.

"ASSEMBLY" means the MSB Assembly, the legislative governing body of the MSB.

"CHICKALOON NATIVE VILLAGE" (Nay'dini'aa Na') is a federally recognized Tribe that administers federally funded Tribal Transportation Program within the MPA.

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

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

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

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

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

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

"DESIGNATED RECIPIENT" means: (i) an entity designated, in accordance with the planning process under Sections 5303 and 5304, by the governor of a state, responsible local officials, and publicly owned operators of public transportation, to receive and apportion amounts under Section 5336 to urbanized areas of 200,000 or more in population; or (ii) a state or regional authority, if the authority is responsible under the laws of a state for a capital project and for financing and directly providing public transportation.

"DIRECT RECIPIENT" means an eligible entity authorized by a designated recipient or state to receive Urbanized Area Formula Program funds directly from FTA. A state or designated recipient may authorize another public entity to be a "direct recipient" for Section 5307 funds. A direct recipient is a public entity that is legally eligible under federal transit law to apply for and receive grants directly from FTA. The designated recipient may make this authorization one time or at the time of each application submission, at the option of the designated recipient.

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

"FINANCIAL PLAN" means documentation required to be included with a metropolitan transportation plan and TIP that demonstrates the consistency between reasonably available and projected sources of Federal, State, local and private revenues, and the costs of implementing proposed transportation system improvements.

"FRA" means the Federal Railroad Administration, created by the Department of Transportation Act of 1966.

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

"KNIK TRIBE" is a federally recognized Tribe that administers a federally funded Tribal Transportation Program within the MPA.

"MATSU VALLEY PLANNING FOR TRANSPORTATION (MVP)" means the Matanuska-Susitna area Metropolitan Planning Organization, also know as MVP for Transportation.



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

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

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

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

"MTP" or "METROPOLITAN TRANSPORTATION PLAN" means the official multimodal transportation plan addressing no less than a 20-year planning horizon that the MPO develops, adopts, and updates through the MTP process.

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

"PERFORMANCE MEASURE" means an expression on a metric that is used to establish targets and to assess progress toward achieving the established targets.

"PERFORMANCE METRIC" refers to "Metric" as defined in 23 CFR 490.101 and means a quantifiable indicator of performance or condition.

"PERFORMANCE TARGET" refers to "Target" as defined in 23 CFR 490.101 and means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period.

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

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

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

"SECTION 5303 FUNDS" means the FTA funds made available under 49 USC 5305(9) to carry out the requirements of 49 USC 5303.

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

"STATE" means the State of Alaska.

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

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

"TRANSIT" means public transportation systems, including buses, vans, rail, trollies and ferries and other rubber-tired public transportation vehicles.

"UPWP" or "UNIFIED PLANNING WORK PROGRAM" means a statement of work identifying the planning priorities and activities to be carried out within an MPA. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

"URBANIZED AREA" means a geographic area with a population of 50,000 or more, as determined by the Bureau of the Census also known as an UZA.

"USDOT" means the United States Department of Transportation.

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

## **SECTION 5 - ORGANIZATION AND RESPONSIBILITIES**

### **5.1 MVP FOR TRANSPORTATION**

MVP for Transportation is the MPO's staffed organization, which works in cooperation with the State, units of local government and public transportation operators. In order to receive and expend federal funding for transportation in urbanized areas with a population of more than 50,000 individuals, there must be coordination between the State and the MPO as required by federal regulation. Therefore, the purpose of the MVP for Transportation is to provide the framework and mechanism for the MPO and the State to jointly develop and implement transportation plans and programs, which will assure compliance with State and Federal transportation planning.

## **5.2 POLICY BOARD**

The MVP for Transportation Policy Board (Policy Board) shall have as members a representative of the Alaska DOT&PF, a Knik Tribe representative, a Chickaloon Native Village Traditional Council representative, MSB Mayor, MSB Manager, City of Palmer Mayor, and the City of Wasilla Mayor. Each member of the Policy Board shall have one vote. MVP for Transportation's Executive Director will serve as Secretary to the Policy Board.

### **5.2.1 Powers and Duties of the Policy Board**

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

## **5.3 TECHNICAL COMMITTEE**

MVP for Transportation shall have a Technical Committee, which consists of representatives, such as planners, engineers, and other specialists from the City of Palmer, City of Wasilla, MSB Planning and Public Works, Alaska DOT&PF Planning and Pre-construction, ADEC Air Quality division, Alaska Railroad Corporation, trucking industry advocate, Mat-Su Road Service Area Advisory Board Chair, MSB Transportation Advisory Board Chair, Public Transit Provider, Mat-Su School District Operations, Knik Tribe, Chickaloon Native Village, and a non-motorized advocate. Each member of the MVP for Transportation's Technical Committee (Technical Committee) shall have one vote and all actions of the Technical Committee, including recommendations to the Policy Board, shall be by a majority vote of the members present once a quorum is established.

## **5.4 METROPOLITAN PLANNING AREA (MPA)**

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

## **5.5 MPO SELF-CERTIFICATION**

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

## **SECTION 6 - KEY PLANS AND PROGRAMS**

### **6.1 PRIMARY PLANNING AND PROGRAMMING ACTIVITIES**

There are three primary planning or programming activities that the MPO is responsible for



developing. This section summarizes these key plans and programs, which include the MTP, TIP, and UPWP.

### **6.1.1 Metropolitan Transportation Plan (MTP)**

The MPO, in cooperation with the State, is responsible for developing or updating an MTP. The MPO shall follow the latest federal planning requirements, as prescribed in 23 CFR 450.324. The MPO shall update the MTP every five (5) years as prescribed by 23 USC§ 134(i)(1).

### **6.1.2 Transportation Improvement Program (TIP)**

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

### **6.1.3 Unified Planning Work Program (UPWP) or Simplified Scope of Work (SSOW)**

1. The MPO, with full assistance from the State and all other cooperating agencies, is responsible for developing or adjusting the UPWP or SSOW, as prescribed by 23 CFR 450.308. The MPO shall:
  - a. Describe all the transportation activities to be completed in a fiscal year.
  - b. Ensure early coordination with FHWA and FTA.
    - i. No later than June 1 of each year, the Alaska DOT&PF, in consultation with the MPO, will provide to the Policy Board in writing the amount of estimated Federal PL and Section 5303 funds, and required match ratios, to be made available to MVP for Transportation for the next fiscal year of October 1 through September
30. MVP for Transportation staff, working with member organizations, shall recommend work tasks with budgets for tasks in which it participates. MVP for Transportation staff shall develop and implement a UPWP or SSOW public involvement program, within a Public Participation Plan, and prepare a UPWP or SSOW with the full cooperation of all members and the MPO. Discussions between Alaska DOT&PF and the MPO shall take place to determine how the proposed tasks can be accomplished in the most efficient and effective manner. The UPWP or SSOW shall be reviewed by the Technical Committee, approved by the Policy Board and forwarded to Alaska DOT&PF for concurrent approval by FHWA and FTA prior to any work being performed.

## **6.2 CHANGES/AMENDMENTS TO KEY PLANS AND PROGRAMS**

### **6.2.1 Amendments to the MTP and TIP**

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

### **6.2.2 Administrative Modifications to the MTP and TIP**

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

### **6.2.3 Amendments/Changes to the UPWP or SSOW**

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

1. Changes in funding levels for tasks, or changes in tasks, shall be requested as soon as possible after the need for such change is recognized.
  - a. Amendment to the UPWP or SSOW (No additional funding required)  
An Amendment to the UPWP or SSOW is triggered when task budget amounts exceed 20 percent of the original approved program budget, when there are individual changes of \$35,000 or more to task budgets, or when there are significant scope changes. Amendments require the concurrence of the MPO, Alaska DOT&PF, FHWA, and FTA before becoming effective. Amendments to the UPWP or SSOW require public review.
  - b. Administrative Modifications to the UPWP or SSOW (No additional funding required or no significant change to scope)  
An Administrative Modification is triggered when task budget amounts do not exceed 20 percent of the approved program budget or when individual changes are for \$35,000 or less of a task budget. Administrative Modifications require the concurrence of the MPO and the Alaska DOT&PF before becoming effective. The FHWA and FTA will be notified as soon as possible of these changes.



## **SECTION 7- CONSULTANT CONTRACTS**

### **7.1 FHWA AND FTA APPROVAL**

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

### **7.2 ALASKA DOT&PF APPROVAL**

The Alaska DOT&PF will be the contracting agency for review of the final RFP, scope of services, project budget, and project management plan for all federally funded MPO solicitations; the MPO may perform project management duties for a federally funded consultant contract with prior approval from FHWA and/or FTA. Alaska DOT&PF shall reserve the right to select members for the Selection Committees for all consultant contracts. Alaska DOT&PF may provide opportunity to the MPO, as appropriate, to serve on the Selection Committees.

### **7.3 WORK PRODUCTS**

Alaska DOT&PF and the MPO will have an opportunity to review draft work products prior to review by the Technical Committee and Policy Board.

### **7.4 INSPECTION OF WORK**

Alaska DOT&PF shall at all times be accorded review and inspection of the work performed by consultants and shall at all reasonable times have access to the premises, to all data, notes, records, correspondence, and instruction memoranda or description which pertain to the work involved.

## **SECTION 8- ADDITIONAL AND SEPARATE WORK PROJECTS**

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



## **SECTION 9- PROGRAM REPORTING REQUIREMENTS**

### **9.1 REPORTING: UPWP OR SSOW**

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

#### **9.1.1 Monthly Reports**

The parties receiving federal planning funds pursuant to this Agreement shall prepare a monthly financial statement and a narrative progress report, in a format provided by the Alaska DOT&PF, for all tasks identified in the UPWP or SSOW for which they are responsible and submit to the Alaska DOT&PF office no later than 15 days following the last day of each UPWP or SSOW month. The monthly reports shall serve as the basis for monthly reimbursements.

Within 15 days of receipt of monthly report, Alaska DOT&PF will compile all reports and shall either review and approve the reports, or request modifications. Upon approval, the Alaska DOT&PF staff will forward the reports to the MPO and submit the invoices for reimbursement.

If Alaska DOT&PF requests modifications, the report will be forwarded to the MPO as a draft report. Within 15 days following the request for modifications, all requested report modifications shall be submitted to Alaska DOT&PF. Upon approval, the Alaska DOT&PF will re-submit the report to the MPO no later than 60 days following the last day of each UPWP month.

The final UPWP or SSOW Monthly Report shall consist of the following:

1. A financial statement which shall include task and program summary of the following data:
  - a. Current monthly expenditures
  - b. UPWP fiscal year to date expenditures
  - c. PL, Sec. 5303, and local funds/ in-kind expended to date
  - d. PL, Sec. 5303, and local funds/ in-kind remaining
2. A narrative progress report which shall include:
  - a. A description of work accomplished during the month.
  - b. Significant events. (i.e. travel, training, conferences)
  - c. Milestones reached in sufficient detail to justify the monthly expenditures.

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

#### **9.1.2 Annual Report**

Upon receipt of the final twelfth month UPWP or SSOW Monthly Report, the Alaska DOT&PF will draft the UPWP or SSOW Annual Report. The Alaska DOT&PF will forward the UPWP or SSOW Annual Report to the MPO no later than 60 days following the last day of the UPWP or SSOW fiscal year. The Alaska DOT&PF will submit the UPWP or SSOW Annual Report to

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

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

### **9.1.3 Significant Events**

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

### **9.1.4 Other Reports**

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

## **SECTION 10- PLANNING REPORTS**

### **10.1 PLANNING REPORTS**

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

### **10.2 PUBLICATION**

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

"This report was funded in part through grant(s) from the Federal Highway Administration and/or the Federal Transit Administration, U.S. Department of Transportation. The views and opinions of MVP for Transportation expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation."

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

### **10.3 COPIES**

Copies of draft and final reports, documents, etc., will be provided as required to Federal and State Agencies. Parties to this Agreement will be provided copies as requested. Final reports will be added to the MVP for Transportation website.

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

## **SECTION 11- DIVISION OF COST AND PAYMENT**

### **11.1 REIMBURSEMENT**

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

1. The Parties shall submit to Alaska DOT&PF monthly narrative progress reports and financial statements, as defined in Section 9 of this Agreement.
2. Reimbursement will be made within 30 days after Alaska DOT&PF receives and approves the monthly narrative progress reports and financial statements, subject to Federal planning funds being made available and received for the allowable cost.
3. Within 60 days of Alaska DOT&PF's approval of the last monthly narrative progress report and financial statement for the fiscal year, Alaska DOT&PF will close the UPWP or SSOW account and request that an audit be performed.
4. The audit will be completed, and final payment adjustments made within 120 days of the last quarter or as soon thereafter as reasonably possible.

### **11.2 ALASKA DOT&PF TASKS**

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

1. Provide the MPO with all necessary documentation in order to permit the preparation of the reports required in Section 9 of this Agreement.
2. Upon Alaska DOT&PF approval of the quarterly, Alaska DOT&PF shall submit a billing to FHWA for direct payment to Alaska DOT&PF for approved UPWP or SSOW costs.
3. Alaska DOT&PF shall be reimbursed at the rate contained in the applicable UPWP or SSOW.
4. Alaska DOT&PF shall promptly provide the MPO with copies of its billings and statements.

### **11.3 OVERRUNS**

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



#### **11.4 COST LIMITATIONS**

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

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

#### **11.5 RATE OF REIMBURSEMENT**

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

#### **11.6 FINANCIAL ACCOUNTING LEVEL**

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

#### **11.7 FISCAL YEAR**

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

### **SECTION 12 - PROCUREMENT, MANAGEMENT, AND DISPOSITION OF PROPERTY**

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

### **SECTION 13 - AUDIT PROCEDURES**

#### **13.1 FEDERAL GUIDELINES**

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

#### **13.2 RECORDS**

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

##### **13.2.1 Certified Payrolls**

Each participating party will furnish Alaska DOT&PF copies of all certified payrolls which shall

include the hourly rate for each employee working on the project during the reporting period. In addition, a loaded rate factor will be shown in a manner compatible with existing approved local procedures. The load rate factor is subject to adjustment based upon audits occurring during the life of this Agreement.

### **13.2.2 Time Sheets**

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

### **13.2.3 Materials**

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

### **13.2.4 Out-of-Pocket Expenses**

Copies of receipts shall support all expenses.

### **13.2.5 Record System**

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

## **13.3 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 ensure 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.

## **SECTION 15 - DBE PROGRAM REQUIREMENTS**

### **15.1 COMPLIANCE**

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

### **15.2 POLICY**

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

### **15.3 DBE OBLIGATION**

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

## **SECTION 16 - AMENDMENTS**

This Agreement may be amended only in writing and must be done prior to undertaking changes or work resulting therefrom or incurring additional costs or any extension of time. Said amendments are subject to approval by the MPO and the State.



## **SECTION 17 - LIMITATION OF LIABILITY**

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

## **SECTION 18 - COMPLIANCE WITH LAWS**

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

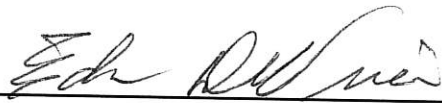
## **SECTION 19 - TERMINATION OF AGREEMENT**

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

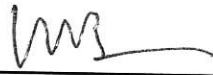
## **SECTION 20 - NON-APPROPRIATION CLAUSE**

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

**SIGNATURES**

  
\_\_\_\_\_  
Matanuska-Susitna Borough  
Mayor

12-19-23  
Date

  
\_\_\_\_\_  
Matanuska-Susitna Borough  
Manager

12/19/23  
Date

  
\_\_\_\_\_  
City of Palmer  
Mayor

12/19/2023  
Date

  
\_\_\_\_\_  
City of Wasilla  
Mayor

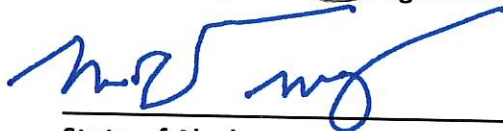
12/19/2023  
Date

  
\_\_\_\_\_  
Chickaloon Native Village  
Transportation Department Director

12/19/23  
Date

  
\_\_\_\_\_  
Knik Tribe  
Tribal Transportation Program Manager

12/19/23  
Date

  
\_\_\_\_\_  
State of Alaska  
Governor

12/19/23  
Date

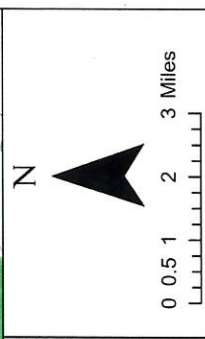
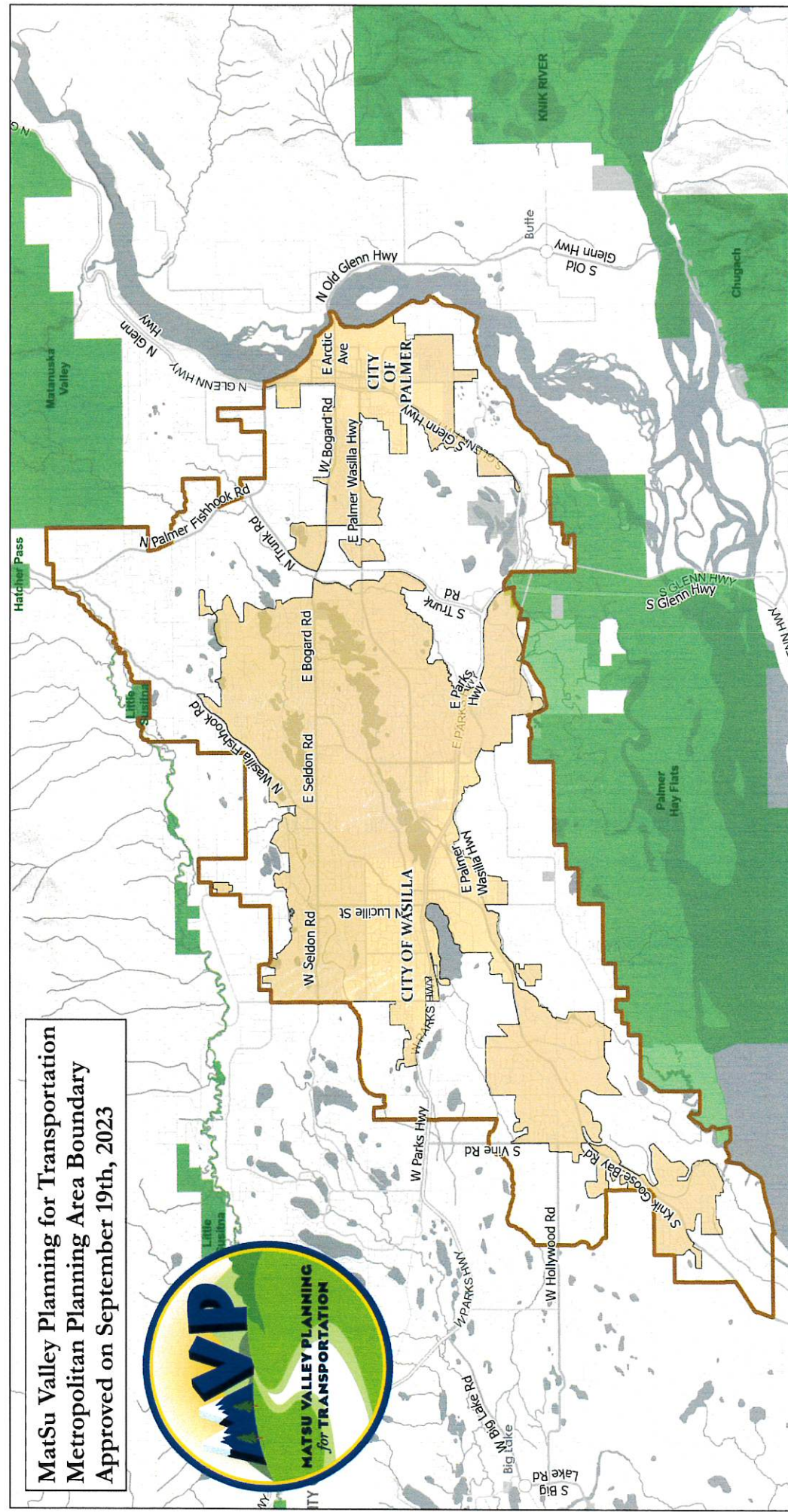


APPENDIX A

MATSU VALLEY FOR TRANSPORTATION  
METROPOLITAN PLANNING AREA BOUNDARY  
MAP

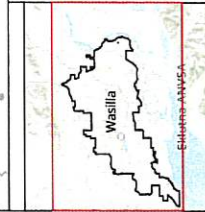


**MatSu Valley Planning for Transportation  
Metropolitan Planning Area Boundary  
Approved on September 19th, 2023**



Urbanized Area (2020 Census)  
 Legislative Designated Area  
 MPA Boundary

"At a minimum, the MPA boundaries shall encompass the entire existing urbanized area [...] plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan."  
 23 CFR § 450.312(a)(1)



Source: Esri, U.S.G.S., Matanuska-Susitna Borough GIS, State of Alaska, Esri, HERE, Garmin, Swiftpoint, F-10, METU, N-4V4, UMG, EP4, NP

**Matsu Valley Planning for Transportation (MVP for Transportation)  
POLICY BOARD  
BYLAWS**

**ARTICLE I**

Metropolitan Planning Organization

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

**ARTICLE II**

Members and Officers

- SECTION 1      In accordance with Section 5 of the MVP for Transportation Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation, the MPO Policy Board, hereafter referred to as the "Policy Board", shall have as voting members the State of Alaska Department of Transportation and Public Facilities (DOT&PF) Representative, the Matanuska-Susitna Borough (MSB) Mayor or Assembly Representative, the MSB Manager, the Mayor of the City of Palmer, the Mayor of the City of Wasilla, appointed representative of the Knik Tribe and, a representative of the Chickaloon Village Traditional Council. Each member is authorized one vote.
- SECTION 2      The Policy Board shall elect a board Chair and Vice-Chair from its members annually at its regularly scheduled meeting no later than the end of December.
- SECTION 3      The Policy Board shall appoint an Executive Director, who shall serve as Secretary of the Policy Board and perform other duties as described by these Bylaws or directed by the Policy Board. The Secretary shall provide all administrative support for the Policy Board. The Transportation Planner/Assistant of the MPO shall be designated as Assistant Secretary to serve in the absence of the Executive Director and to provide additional support to the Policy Board and Technical Committee.

- SECTION 4 The Chair, or in their absence or disability, the Vice-Chair, shall preside at all meetings and hearings of the Policy Board. In the absence or disability of both the board Chair and Vice-Chair, an acting Chair shall be selected by the members present for the meeting.
- SECTION 5 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.
- SECTION 6 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.
- SECTION 7 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.
- SECTION 8 When required, the Chair shall execute on behalf of the Policy Board all documents it authorizes or approves.

### **ARTICLE III**

#### **Policy Board Meetings**

- SECTION 1 All Meetings must be noticed according to A.S. 44.62.310 Government Meetings Public, which shall be strictly adhered to in conduct of the meeting and agenda schedule.
- SECTION 2 Regular meetings of the Policy Board shall be held monthly at a time to be determined by the Policy Board.
- SECTION 3 All regular or special meetings shall be open to the public. An agenda schedule for each meeting of the Policy Board shall be prepared by the Secretary to ensure Policy Board business is conducted in an efficient manner.
- SECTION 4 Special meetings shall be held at the call of the Chair issued upon his/her own initiative or at the request of one (1) or more members of the Policy Board, when necessary, to act upon matters before the Policy Board, providing notice is given in accordance with 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. Proxy voting is not allowed.
- 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.

### **ARTICLE IV**

## Agenda

- SECTION 1 The Secretary 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 to add any matter to the agenda for discussion or action by the Policy Board.
- SECTION 3 All agenda items to be considered by the Policy Board must be submitted no later than the close of business one week before the meeting.
- SECTION 4 Informational items not on the agenda may be presented to the board, so long as no action is taken until the next meeting of the Policy Board.

## ARTICLE 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.

## ARTICLE VI

### 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.

## **ARTICLE VII**

### **Committees**

SECTION 1 All Committees shall consist of at least three (3) members each.

SECTION 2 Members of the Policy Board shall be a non-voting member of each Committee.

SECTION 3 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.

SECTION 4 All Committee meetings must be noticed according to AS 44.62.310, which shall be strictly adhered to in conduct of the meeting.

## **ARTICLE VIII**

### **Technical Committee Purpose and Duties**

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

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

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

SECTION 4 Membership of the Technical Committee shall consist of representatives, such as engineer, planner, or other specialist, from the following agencies or transportation organizations and groups:

- Mat-Su Borough Transportation Advisory Board Chair
- Mat-Su Borough School District Operations
- Public Transportation provider
- City of Palmer
- City of Wasilla
- Mat-Su Borough Planning
- Mat-Su Borough Public Works

- Nonmotorized Advocate
- State of Alaska Department of Transportation & Public Facilities Planning Chief
- State of Alaska Department of Transportation & Public Facilities Preconstruction Engineer
- Road Service Area Advisory Board Chair
- Alaska Railroad Corporation
- Knik Tribe
- Chickaloon Village Traditional Council
- Trucking Industry Advocate
- State of Alaska Department of Environmental Conservation Air Quality

SECTION 5 The Technical Committee shall elect a Chair and Vice-Chair from its regular members or Staff, including the Executive Director, 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.

SECTION 7 The Chair, or in their absence or disability the Vice-Chair, shall preside at all meetings and hearings of the Policy Board. In the absence or disability of both the Chair and Vice-Chair, an acting Chair shall be selected by the members present for the meeting.

SECTION 8 The Executive Director 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 IX and X 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. 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.
  - B. Develop and prioritize transportation projects for inclusion in the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP).
  - C. Monitor the development of projects included in the TIP. This includes reporting on the status of projects and recommendations if a project is delayed.
  - D. Approve changes during construction in accordance with the Matsu for Transportation Policies and Procedures.

## ARTICLE IX

### 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.

Section 2 Definitions. As used in this article:

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

**Financial Interest** shall mean 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.

**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 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> MPO for services may provide information or vote on matters pertaining to that member's compensation.

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

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

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

### **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).

## **ARTICLE XI**

### **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), 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 XII**

Amendments

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

These Bylaws were passed and approved by a duly constituted quorum of the MVP for Transportation Policy Board on September 19, 2023.

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Mayor Glenda Ledford, Board President  
MVP for Transportation

ATTEST:

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Secretary

Passed unanimously.

## **Attachment 1: Ethical Principles in Planning (As Adopted 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 application, 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.**

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 person, recognizing a special responsibility to plan for the needs of disadvantaged groups and person;
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 decision 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 (see also Advisory Ruling “Conflicts of Interest when a Public Planner Has a Stake in Private Development”);
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;
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 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 proper disclosure to, and approval by, their affected client or employer; under no circumstance should such participation commence earlier than on 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 (see also Advisory ruling “Honesty in the Use of Information”);
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 other based on characteristics which are protected under civil rights laws and regulation (see also Advisory “Sexual Harassment”).

**APA members who are practicing planner 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 qualification 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 view 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;
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. (See also Advisory Ruling “Outside Employment or Moonlighting”).

Amended: 07/18/23

Adopted: 07/18/23

**MATANUSKA-SUSITNA BOROUGH  
RESOLUTION SERIAL NO. 23-081**

A RESOLUTION IN SUPPORT OF THE STATE DESIGNATING THE ENTITY, MAT-SU VALLEY PLANNING FOR TRANSPORTATION, AS THE METROPOLITAN PLANNING ORGANIZATION FOR THE BOROUGH; AND IN SUPPORT OF THEM BEING DESIGNATED AS AN INDEPENDENT 501C3 NON-GOVERNMENTAL ORGANIZATION.

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WHEREAS, 49 U.S.C. § 5303 as amended by the Infrastructure and Investment Jobs Act, which section is identical to 23 U.S.C. § 134 of the Federal Aid Highway Act, requires the designation of a metropolitan planning organization (MPO) for each urbanized area within the country of at least 50,000 population; and

WHEREAS, 23 USC § 104(f), 23 USC § 134, and 49 USC § 5303 - 5306 are the Federal Transportation Planning Statutes that provide funding and require designation of a metropolitan planning organization for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding; and

WHEREAS, those Statutes require the State and the local governments to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process; and

WHEREAS, an MPO is generally comprised of representatives from local government, transportation stakeholders, and



governmental transportation authorities with the purpose of ensuring regional cooperation in transportation planning and providing a conduit for the federal funding of transportation projects and programs; and

WHEREAS, designation or selection of officials or representatives to serve on the MPO Board is not set by federal law or regulation, and the State of Alaska is silent on who is to serve on small MPO (less than 200,000 persons) Boards; and

WHEREAS, the Wasilla/Knik-Fairview/North Lakes, AK area was designated in the list of 2020 urban areas by the Department of Commerce Census Bureau in a Federal Register notice dated December 29, 2022; and

WHEREAS, under 23 U.S.C. § 134, via an agreement with the Governor of the State of Alaska and units of general purpose local government that together represent at least 75 percent of the affected population, an MPO shall be designated by the Governor of the State of Alaska within one year of the release of the Federal Register Notice announcing the qualifying urban areas; and

WHEREAS, this agreement must contain a map of the new Metropolitan Planning Area (MPA) which delineates the area of responsibility of the MPO and is defined by the U.S. Census, and that area that is anticipated to be considered urban in the next 20 years; and

WHEREAS, in July 2020, a consultant team was retained by the Borough to coordinate the planning for a new MPO funded by federal transportation Planning funds; and

WHEREAS, in October 2020, a steering committee was established, made up of transportation stakeholders of the region, whose mission is to guide the MPO formation process; and

WHEREAS, in September 2021, a Pre-MPO Policy Board was established, made up of local government officials, the Alaska State Department of Transportation and Public Facilities, and multi-modal advocates to oversee the development of all federally required documents necessary to be designated by the Governor as the MPO of the Borough's urbanized area; and

WHEREAS, the planning effort for the establishment of the new MPO has progressed in earnest since July 2020, conducting monthly public meetings, developing a website, annual work plans, Public Participation Plan, Public Participation Plan for Pre-MPO designation efforts, MPO Boundary Development Strategy and subsequent Metropolitan Planning Area boundary development, Metropolitan Transportation Plan Scope of Work, membership dues structure, organizational Bylaws and Operating Agreement; and

WHEREAS, the Pre-MPO Policy Board, in October 2021, approved the name of the new MPO to be Matsu Valley Planning for

Transportation (MVP for Transportation); and

WHEREAS, the Pre-MPO Policy Board, in March 2022, unanimously voted to adopt the formation of an independent, 501(c)(3) organization for MVP for Transportation; and

WHEREAS, MVP for Transportation is submitting the Pre-MPO Policy Board approved Operating Agreement, Bylaws, and Metropolitan Planning Area Boundary to the Governor for designation as the new MPO for the Wasilla/Knik-Fairview/North Lakes, AK urbanized area and needs to establish its office, hire staff, establish a bank account, file Articles of Incorporation with the Alaska State Department of Commerce, Community and Economic Development, obtain Business and Professional Licensing to become a non-profit corporation, negotiate intergovernmental agreements to establish participation by member agencies and associated dues, so that transportation planning work can begin on behalf of the MPO; and

WHEREAS, the Governor of the state of Alaska is the official with authority to designate MVP for Transportation as the MPO for the region.

WHEREAS, that the Assembly supports the designation of MVP for Transportation by the Governor as the MPO of the Mat-Su metropolitan planning area; and

WHEREAS, the Assembly supports an MVP for Transportation policy board composition of the following: four Borough officials and one official each from the following governmental entities: the Alaska State Department of Transportation, City of Wasilla, City of Palmer, Knik Tribe and Chickaloon Native Village.

WHEREAS, the Assembly supports the Metropolitan Planning Area boundary as attached. This boundary encompasses the census-designated urbanized area and creates a contiguous boundary that projects growth over the next 20 years.

WHEREAS, the Borough Assembly supports the formation, organization, and operation of the MPO as an independent 501c3 organization.

THEREFORE, BE IT RESOLVED, the Assembly authorizes the Manager to be the signatory on the Memorandum of Understanding for the operations of the MatSu Valley Planning for Transportation office.

BE IT FURTHER RESOLVED, that the Borough Mayor will appoint and the Assembly will confirm Borough officials to serve as members of the Policy Board of MVP for Transportation.

ADOPTED by the Matanuska-Susitna Borough Assembly this 18 day  
of July, 2023.

  
EDNA DeVRIES, Borough Mayor

ATTEST:

   
LONNIE R. McKECHNIE, CMC, Borough Clerk

(SEAL)



PASSED UNANIMOUSLY: Nowers, McKee, Yundt, Tew, Fonov, and  
Bernier

By: Public Works  
Adopted: June 12, 2023  
Yes: Brown, Graham, Johnson, Rubeo, Sullivan-Leonard, Velock  
No: None  
Absent: None

**City of Wasilla  
Resolution Serial No. 23-21**

**A Resolution Of The Wasilla City Council Supporting The Designation Of The Matsu Valley Planning (MPV) For Transportation (MVP For Transportation) As The Metropolitan Planning Organization (MPO) Of The Mat-Su Metropolitan Planning Area; Supporting The Formation, Organization, And Operation Of The MVP For Transportation As An Independent Organization; Authorizing The Mayor To Serve As A Member Of The Policy Board Of The MVP For Transportation; Authorizing The Mayor To Serve As A Member Of The Board Of Directors For The MVP For Transportation; And Authorizing The Mayor To Execute All Related Organizational And Administrative Documents On Behalf Of The MVP For Transportation.**

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WHEREAS, 49 United States Code (USC) § 5303 as amended by the Infrastructure and Investment Jobs Act, which section is identical to 23 USC § 134 of the Federal Aid Highway Act, requires the designation of a metropolitan planning organization (“MPO”) for each urbanized area within the country of at least 50,000 population; and

WHEREAS, USC § 104(f), 23 USC § 134 and 49 USC § 5303 – 5306 are the Federal Transportation Planning Statutes that provide funding and require the designation of an MPO for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding; and

WHEREAS, those Federal Statutes require state and local governments to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process; and

WHEREAS, an MPO, is generally comprised of representatives from local governments, transportation stakeholders, and governmental transportation authorities with the purpose of ensuring regional cooperation in transportation planning and providing a conduit for the federal funding of transportation projects and programs; and

WHEREAS, designation or selection of officials or representatives to serve on the MPO Board is not set by federal law or regulation, and the State of Alaska is silent on who is to serve on small MPO (less than 200,000 persons) boards; and

WHEREAS, the Wasilla/Knik-Fairview/North Lakes, Alaska, area was designated in the list of 2020 urban areas by the Department of Commerce Census Bureau in a Federal Register Notice dated December 29, 2022; and

WHEREAS, under 23 USC § 134, via an agreement with the Governor of the State of Alaska and units of general-purpose local governments that together represent at least 75 percent of the affected population, an MPO shall be designated within one-year of the release of the Federal Register Notice announcing the qualifying urban areas; and

WHEREAS, this agreement must contain a map of the new Metropolitan Planning Area (MPA) which delineates the area of responsibility of the MPO and is defined by the U.S. Census, and that area that is anticipated to be considered urban in the next 20 years; and

WHEREAS, in July 2020, a consultant team was retained by the Matanuska-Susitna Borough to coordinate the planning for a new MPO funded by federal transportation planning funds; and

WHEREAS, in October 2020, a Steering Committee was established, made up of transportation stakeholders of the region, whose mission is to guide the MPO formation process as it relates to presenting recommendations to the Pre-MPO Policy Board regarding organizational and operational structure and the Mayor is represented on this Committee; and

WHEREAS, in September 2021, a Pre-MPO Policy Board was established, made up of local government officials, the Alaska Department of Transportation and Public Facilities, and multi-modal advocates to oversee the development of all federally required documents necessary to be designated by the Governor as the MPO of the Mat-Su urbanized area and the Mayor is represented on this Board; and



WHEREAS, the planning effort for the establishment of the new MPO has progressed in earnest since July 2020, conducting monthly public meetings; developing a website; annual work plans; Public Participation Plan; Public Participation Plan for Pre-MPO designation efforts; MPO Boundary Development Strategy and subsequent Metropolitan Planning Area boundary development; Metropolitan Transportation Plan Scope of Work; membership dues structure; organizational Bylaws; and Operating Agreement; and

WHEREAS, the Pre-MPO Policy Board, in October 2021, approved the name of the new MPO to be Matsu Valley Planning for Transportation (MVP for Transportation); and

WHEREAS, the Pre-MPO Policy Board, in March 2022, unanimously voted to adopt the formation of an independent, 501(c)(3) organization for the MVP for Transportation; and

WHEREAS, the MVP for Transportation is submitting the Pre-MPO Policy Board approved Operating Agreement, Bylaws, and Metropolitan Planning Area Boundary to the Governor for designation as the new MPO for the Wasilla/Knik-Fairview/North Lakes, Alaska, urbanized area and needs to establish its office; hire staff; establish a bank account; file Articles of Incorporation with the Alaska Department of Commerce, Community and Economic Development, Division of Corporations; obtain business and professional licensing to become a non-profit corporation; and negotiate intergovernmental agreements to establish participation by member agencies and associated dues, so that transportation planning work can begin on behalf of the MPO.


NOW, THEREFORE, BE IT RESOLVED, that the Wasilla City Council:

1. Supports the designation of MVP for Transportation by the Governor of Alaska as the MPO of the Mat-Su Metropolitan Planning Area.
2. Supports the formation, organization, and operation of the MPO as an independent organization.
3. Authorizes the Mayor to serve as a member of the Policy Board of the MVP for Transportation.

4. Authorizes the Mayor to serve as a member of the Board of Directors of the MVP for Transportation.
5. Authorizes the Mayor to execute all related organizational and administrative documents on behalf of the MVP for Transportation.

Effective Date. This resolution takes effect upon adoption.

ADOPTED by the Wasilla City Council on June 12, 2023.

  
\_\_\_\_\_  
Glenda D. Ledford, Mayor

ATTEST:

  
\_\_\_\_\_  
Jamie Newman, MMC, City Clerk

[SEAL]

**City of Wasilla  
Legislative Staff Report  
Resolution Serial No. 23-21**

**Supporting The Designation Of The Matsu Valley Planning (MVP) For Transportation (MVP For Transportation) As The Metropolitan Planning Organization (MPO) Of The Mat-Su Metropolitan Planning Area; Supporting The Formation, Organization, And Operation Of The MVP For Transportation As An Independent Organization; Authorizing The Mayor To Serve As A Member Of The Policy Board Of The MVP For Transportation; Authorizing The Mayor To Serve As A Member Of The Board Of Directors For The MVP For Transportation; And Authorizing The Mayor To Execute All Related Organizational And Administrative Documents On Behalf Of The MVP For Transportation.**

Originator: Erich Schaal, P.E. Public Works Director  
Date: 5/26/2023

Agenda of: 6/12/2023

Route to:	Department Head	Signature	Date
X	Public Works Director	<i>Erich Schaal</i>	5/31/2023
X	Finance Director	<i>Frank Lilla</i>	6/11/2023
X	Deputy Administrator	<i>Guhavakbu</i>	
X	City Clerk	<i>Aimee Mue</i>	5/31/2023
X	Mayor	<i>Erich Schaal for</i>	5/31/2023

**Attachments:** Resolution Serial No. 23-21 (4 pages)

**Summary Statement:** As the Council was recently updated at its May 8, 2023, regular meeting, the 2020 Census has designated a broad section of the central core of the Mat-Su Borough as urban. This new designation requires the creation of a Metropolitan Planning Organization (MPO) for Transportation by the Governor. The proposed MPO is called the Mat-Su Valley Planning (MVP) for Transportation (MVP for Transportation).

The MVP for Transportation's seven-member policy Board includes representatives from the cities of Wasilla and Palmer, the Knik and Chickaloon Tribes, the Mat-Su Borough, and the Alaska Department of Transportation and Public Facilities. The Board will make transportation project decisions to allocate approximately \$10 million per year to the Mat-Su Valley's most important transportation projects.

This Resolution of support identifies Mayor Ledford as the MPO Policy Board member for the City of Wasilla and will be part of the MPO operating agreement that will be submitted to the Governor in June 2023.

**Proposed Action:** Adopt the Resolution.

**City of Palmer  
Resolution No. 23-013-A**

**Subject:** Support of The Designation of The Mat-Su Valley Planning for Transportation (MVP For Transportation) as the Metropolitan Planning Organization (MPO) of the Mat-Su Area

**Agenda of:** April 25, 2023, May 9, 2023, July 25, August 7, August 22

**Council Action:**     **Approved**                       **Amended:** June 13, 2023  
                                   **Defeated**

**Originator Information:**

**Originator:** John Moosey, City Manager

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

Total amount of funds listed in this legislation: \$ \_\_\_\_\_

This legislation (√):


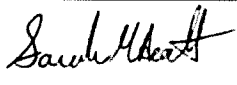
- Creates revenue in the amount of: \$ \_\_\_\_\_
- Creates expenditure in the amount of: \$ \_\_\_\_\_
- Creates a saving in the amount of: \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s): \_\_\_\_\_
- Not budgeted

Director of Finance Signature: \_\_\_\_\_

**Approved for Presentation By:**

	Signature:	Remarks:
City Manager		_____
City Attorney		_____
City Clerk	_____	_____

**Attachment(s):**

1. Resolution No. 23-013-A

**Summary Statement/Background:**

The Wasilla/Knik-Fairview/North Lakes area was designated in the list of 202 urban areas by the Department of Commerce Census Bureau in a Federal Register notice dated December 29,2022.

49 U.S.C. § 5303 as amended by the Infrastructure and Investment Jobs Act, which section is identical to 23 U.S.C. § 134 of the Federal Aid Highway Act, requires the designation of a metropolitan planning organization ("MPO") for each urbanized area within the country of at least 50,000 population.

USC § 104(f), 23 USC § 134 and 49 USC § 5303 – 5306 are the Federal Transportation Planning Statutes that provide funding and require designation of a metropolitan planning organization for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding.

Those Statutes require the State and the local governments-to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process.

**Administration's Recommendation:**

Approve Resolution No. 23-013-A

**LEGISLATIVE HISTORY**

Introduced by: Manager Moosey  
Date: April 25, 2023  
Public Hearing: April 25, 2023  
Second Public Hearing: May 9, 2023  
Amended: June 13, 2023  
Action: Adopted  
Vote: 6 to 1

Yes:	No:
Best	Melin
Ojala	
Alcantra	
Anzilotti	
Carrington	
Tudor	

**CITY OF PALMER, ALASKA  
Resolution No. 23-013-A**

**A Resolution of the Palmer City Council in Support of Mat-Su Valley Planning for Transportation (MVP for Transportation) as the Metropolitan Planning Organization (MPO) of the Mat-Su Area, Formation of the MVP as an Independent Organization and Provide for Membership in the MPO and as a Member of the Board of Directors**

**WHEREAS**, 49 U.S.C. § 5303 as amended by the Infrastructure and Investment Jobs Act, which section is identical to 23 U.S.C. § 134 of the Federal Aid Highway Act, requires the designation of a metropolitan planning organization (“MPO”) for each urbanized area within the country of at least 50,000 population; and

**WHEREAS**, USC § 104(f), 23 USC § 134 and 49 USC § 5303 – 5306 are the Federal Transportation Planning Statutes that provide funding and require designation of a metropolitan planning organization for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding;

**WHEREAS**, those Statutes require the State and the local governments to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process; and

**WHEREAS**, an MPO, is generally comprised of representative from local government, transportation stakeholders and governmental transportation authorities with the purpose of ensuring regional cooperation in transportation planning and providing a conduit for the federal funding of transportation projects and programs; and

**WHEREAS**, designation or selection of officials or representatives to serve on the MPO Board is not set by federal law or regulation and the State of Alaska is silent on who is to serve on small MPO (less than 200,000 persons) Boards; and

**WHEREAS**, the Wasilla/Knik-Fairview/North Lakes, AK area was designated in the list of 2020 urban areas by the Department of Commerce Census Bureau in a Federal Register notice dated December 29, 2022; and

**WHEREAS**, under 23 U.S.C. § 134, via an agreement with the Governor of the State of Alaska and units of general-purpose local government that together represent at least 75 percent of the affected population, an MPO shall be designated within one-year of the release of the Federal Register Notice announcing the qualifying urban areas; and

**WHEREAS**, this agreement must contain a map of the new Metropolitan Planning Area (MPA) which delineates the area of responsibility of the MPO and is defined by the U.S. Census, and that area that is anticipated to be considered urban in the next 20 years; and

**WHEREAS**, in July 2020, a consultant team was retained by the Matanuska-Susitna Borough (“MSB”) to coordinate the planning for a new MPO funded by federal transportation Planning funds; and

**WHEREAS**, in October 2020, a Steering Committee was established, made up of transportation stakeholders of the region, whose mission is to guide the MPO formation process as it relates to presenting recommendations to the Pre-MPO Policy Board regarding organizational and operational structure and the City of Palmer is represented on this committee; and

**WHEREAS**, in September 2021, a Pre-MPO Policy Board was established, made up of local government officials, the State of Alaska Department of Transportation and Public Facilities, and multi-modal advocates to oversee the development of all federally required documents necessary to be designated by the Governor as the MPO of the Mat-Su urbanized area and the City of Palmer is represented on this board; and

**WHEREAS**, the planning effort for the establishment of the new MPO has progressed in earnest since July 2020, conducting monthly public meetings, developing a website, annual work plans, Public Participation Plan, Public Participation Plan for Pre-MPO designation efforts, MPO Boundary Development Strategy and subsequent Metropolitan Planning Area boundary development, Metropolitan Transportation Plan Scope of Work, membership dues structure, organizational Bylaws and Operating Agreement; and

**WHEREAS**, the Pre-MPO Policy Board, in March 2022, unanimously voted to adopt the formation of an independent, 501(c)(3) organization for MVP for Transportation; and

**WHEREAS**, MVP for Transportation is submitting the Pre-MPO Policy Board approved Operating Agreement, Bylaws and Metropolitan Planning Area Boundary to the Governor for designation as the new MPO for the Wasilla/Knik-Fairview/North Lakes, AK urbanized area and needs to establish its office, hire staff, establish a bank account, file Articles of Incorporation with the State of Alaska Department of Commerce, Community and Economic Development Division of Corporations, obtain Business and Professional Licensing to become a non-profit corporation, negotiate intergovernmental agreements to establish participation by member agencies and associated dues, so that transportation planning work can begin on behalf of the MPO; and

**WHEREAS**, the City of Palmer supports an MVP for Transportation policy board composition of the following:

- (3) Mat-Su Borough officials**
- (2) City of Palmer officials**
- (2) City of Wasilla officials**
- (1) Department of Transportation official**
- (1) Knik Tribe official**
- (1) Chickaloon Native Village official**

**NOW, THEREFORE, BE IT RESOLVED** that the City of Palmer supports the designation of MVP for Transportation by the Governor as the MPO of the Mat-Su metropolitan planning area.


**BE IT FURTHER RESOLVED** that the City of Palmer supports the formation, organization, and operation of the MPO as an independent organization.

**BE IT FURTHER RESOLVED** that the City of Palmer Mayor will serve as a member of the policy board of MVP for transportation.

**BE IT FURTHER RESOLVED** that the City of Palmer Mayor will serve as a member of the board of directors of MVP for transportation and execute all related organizational and administrative documents on behalf of MVP for transportation.

**Approved** by the Palmer City Council this 22nd day of August, 2023.

  
\_\_\_\_\_  
Shelly Acteson, CMC, City Clerk

  
\_\_\_\_\_  
Steven J. Carrington, Mayor







# KNIK TRIBAL COUNCIL

KNIK, THE OLDEST VILLAGE IN COOK INLET

## RESOLUTION 23-51

**A RESOLUTION IN SUPPORT OF THE DESIGNATION OF MATSU VALLEY PLANNING FOR TRANSPORTATION (MVP FOR TRANSPORTATION) AS THE METROPOLITAN PLANNING ORGANIZATION (MPO) OF THE MAT-SU AREA, FORMATION OF MVP AS AN INDEPENDENT ORGANIZATION AND PROVIDE FOR MEMBERSHIP IN THE MPO AND AS A MEMBER OF THE BOARD OF DIRECTORS**

- WHEREAS,** 49 U.S.C. § 5303 as amended by the Infrastructure and Investment Jobs Act, which section is identical to 23 U.S.C. § 134 of the Federal Aid Highway Act, requires the designation of a metropolitan planning organization (“MPO”) for each urbanized area within the country of at least 50,000 population; and
- WHEREAS,** USC § 104(f), 23 USC § 134 and 49 USC § 5303 – 5306 are the Federal Transportation Planning Statutes that provide funding and require designation of a metropolitan planning organization for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding;
- WHEREAS,** those Statutes require the State and the local governments to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process; and
- WHEREAS,** an MPO, is generally comprised of representative from local government, transportation stakeholders and governmental transportation authorities with the purpose of ensuring regional cooperation in transportation planning and providing a conduit for the federal funding of transportation projects and programs; and
- WHEREAS,** designation or selection of officials or representatives to serve on the MPO Board is not set by federal law or regulation and the State of Alaska is silent on who is to serve on small MPO (less than 200,000 persons) Boards; and
- WHEREAS,** the Wasilla/Knik-Fairview/North Lakes, AK area was designated in the list of 2020 urban areas by the Department of Commerce Census Bureau in a Federal Register notice dated December 29, 2022; and

- WHEREAS,** under 23 U.S.C. § 134, via an agreement with the Governor of the State of Alaska and units of general purpose local government that together represent at least 75 percent of the affected population, an MPO shall be designated within **one-year** of the release of the Federal Register Notice announcing the qualifying urban areas; and
- WHEREAS,** this agreement must contain a map of the new Metropolitan Planning Area (MPA) which delineates the area of responsibility of the MPO and is defined by the U.S. Census, and that area that is anticipated to be considered urban in the next 20 years; and
- WHEREAS,** in July 2020, a consultant team was retained by the Matanuska-Susitna Borough (“MSB”) to coordinate the planning for a new MPO funded by federal transportation Planning funds; and
- WHEREAS,** in October 2020, a Steering Committee was established, made up of transportation stakeholders of the region, whose mission is to guide the MPO formation process as it relates to presenting recommendations to the Pre-MPO Policy Board regarding organizational and operational structure and Knik Tribe is represented on this committee; and
- WHEREAS,** in September 2021, a Pre-MPO Policy Board was established, made up of local government officials, the State of Alaska Department of Transportation and Public Facilities, and multi-modal advocates to oversee the development of all federally required documents necessary to be designated by the Governor as the MPO of the Mat-Su urbanized area and Knik Tribe is represented on this board; and
- WHEREAS,** the planning effort for the establishment of the new MPO has progressed in earnest since July 2020, conducting monthly public meetings, developing a website, annual work plans, Public Participation Plan, Public Participation Plan for Pre-MPO designation efforts, MPO Boundary Development Strategy and subsequent Metropolitan Planning Area boundary development, Metropolitan Transportation Plan Scope of Work, membership dues structure, organizational Bylaws and Operating Agreement; and
- WHEREAS,** the Pre-MPO Policy Board, in October 2021, approved the name of the new MPO to be Matsu Valley Planning for Transportation (MVP for Transportation); and
- WHEREAS,** the Pre-MPO Policy Board, in March 2022, unanimously voted to adopt the formation of an independent, 501(c)(3) organization for MVP for Transportation; and
- WHEREAS,** MVP for Transportation is submitting the Pre-MPO Policy Board approved Operating Agreement, Bylaws and Metropolitan Planning Area Boundary to the Governor for designation as the new MPO for the Wasilla/Knik-Fairview/North

Lakes, AK urbanized area and needs to establish its office, hire staff, establish a bank account, file Articles of Incorporation with the State of Alaska Department of Commerce, Community and Economic Development Division of Corporations, obtain Business and Professional Licensing to become a non-profit corporation, negotiate intergovernmental agreements to establish participation by member agencies and associated dues, so that transportation planning work can begin on behalf of the MPO.

**NOW, THEREFORE, BE IT RESOLVED** that the Knik Tribe supports the designation of MVP for Transportation by the Governor as the MPO of the Mat-Su metropolitan planning area.

**BE IT FURTHER RESOLVED** that the Knik Tribe supports the formation, organization, and operation of the MPO as an independent organization.

**BE IT FURTHER RESOLVED** that the Knik Tribe allows an appointed representative by the Knik Tribal Council, Nicholas R. Charles, Jr. known as Bob Charles, Knik Tribe I.R.R. Program Manager to serve as a member of the Policy Board of MVP for Transportation.

**BE IT FURTHER RESOLVED** that the Knik Tribe allows an appointed representative by the Knik Tribal Council, Nicholas R. Charles, Jr. known as Bob Charles, Knik Tribe I.R.R. Program Manager to serve as a member of the Board of Directors of MVP for Transportation and authorizes the Knik Tribe appointed representative to execute all related organizational and administrative documents on behalf of MVP for Transportation.

#### CERTIFICATION

This certifies that the foregoing resolution of the Knik Tribal Council was adopted by the Knik Tribe. The Council is made up of 5 members with a quorum of 5 established. The foregoing resolution was adopted on this 15<sup>th</sup> day of April, 2023, by a vote of 5 in favor, 0 opposed, and 0 abstaining.

ATTEST



Knik Tribe President



Knik Tribe Secretary



**NAY'DINI'AA NA' KAYAX  
(CHICKALOON NATIVE VILLAGE)  
TRADITIONAL COUNCIL**

**RESOLUTION IN SUPPORT OF THE DESIGNATION OF MATSU VALLEY  
PLANNING FOR TRANSPORTATION (MVP FOR TRANSPORTATION) AS  
THE METROPOLITAN PLANNING ORGANIZATION (MPO) OF THE  
MAT-SU AREA, FORMATION OF MVP AS AN INDEPENDENT  
ORGANIZATION AND PROVIDE FOR MEMBERSHIP IN THE MPO AND AS  
A MEMBER OF THE BOARD OF DIRECTORS**

**Gary Harrison,**  
*Traditional Chief/  
Chairman*

**Philip Ling,**  
*Vice-Chair*

**Cheryl Sherman,**  
*Secretary*

**Doug Wade,**  
*Treasurer/Elder*

**Emily Ling,**  
*Member*

**RESOLUTION 230628-01**

**WHEREAS, Nay'dini'aa Na' Kayax (Chickaloon Native Village) is a distinct, independent Indigenous political community, and as such is qualified to exercise powers of self-government by reason of original Tribal sovereignty as passed down from Nay'dini'aa Na' Kayax ancestors since time immemorial;**

**WHEREAS, Chickaloon Native Village is a federally recognized Tribal Government in Alaska (Federal Register, Volume 47, Number 227, November 24, 1982 and reaffirmed in Federal Register, Volume 58, Number 202, October 21, 1993), with the full power and authority to consult and enter into agreements with local, state, and Federal Governments at their discretion;**

**WHEREAS, Chickaloon Village Traditional Council is the governing body of Nay'dini'aa Na' Kayax as recognized by Nay'dini'aa Na' Kayax Tribal citizens with the full power and authority to act for Nay'dini'aa Na' Kayax;**

**WHEREAS, Chickaloon Native Village and/or Chickaloon Village Traditional Council has not ceded, terminated, extinguished, or relinquished their original, possessory, and Indigenous rights or their ancestral jurisdiction to any individual person or entity;**

**WHEREAS, 49 U.S.C. § 5303 as amended by the Infrastructure and Investment Jobs Act, which section is identical to 23 U.S.C. § 134 of the Federal Aid Highway Act, requires the designation of a metropolitan planning organization ("MPO") for each urbanized area within the country of at least 50,000 population; and**

**WHEREAS, USC § 104(f), 23 USC § 134 and 49 USC § 5303 – 5306 are the Federal Transportation Planning Statutes that provide funding and require designation of a metropolitan planning organization for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding;**

**WHEREAS, those Statutes require the State and the local governments to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process; and**

**Lisa Wade,**  
*Executive Director*

**Serena Martino,**  
*Executive Assistant*



**WHEREAS, an MPO, is generally comprised of representative from local government, transportation stakeholders and governmental transportation authorities with the purpose of ensuring regional cooperation in transportation planning and providing a conduit for the federal funding of transportation projects and programs; and**

**WHEREAS, designation or selection of officials or representatives to serve on the MPO Board is not set by federal law or regulation and the State of Alaska is silent on who is to serve on small MPO (less than 200,000 persons) Boards; and**

**WHEREAS, the Wasilla/Knik-Fairview/North Lakes, AK area was designated in the list of 2020 urban areas by the Department of Commerce Census Bureau in a Federal Register notice dated December 29, 2022; and**

**WHEREAS, under 23 U.S.C. § 134, via an agreement with the Governor of the State of Alaska and units of general-purpose local government that together represent at least 75 percent of the affected population, an MPO shall be designated within one-year of the release of the Federal Register Notice announcing the qualifying urban areas; and**

**WHEREAS, this agreement must contain a map of the new Metropolitan Planning Area (MPA) which delineates the area of responsibility of the MPO and is defined by the U.S. Census, and that area that is anticipated to be considered urban in the next 20 years; and**

**WHEREAS, in July 2020, a consultant team was retained by the Matanuska-Susitna Borough (“MSB”) to coordinate the planning for a new MPO funded by federal transportation Planning funds; and**

**WHEREAS, in October 2020, a Steering Committee was established, made up of transportation stakeholders of the region, whose mission is to guide the MPO formation process as it relates to presenting recommendations to the Pre-MPO Policy Board regarding organizational and operational structure and <insert name> is represented on this committee; and**

**WHEREAS, in September 2021, a Pre-MPO Policy Board was established, made up of local government officials, the State of Alaska Department of Transportation and Public Facilities, and multi-modal advocates to oversee the development of all federally required documents necessary to be designated by the Governor as the MPO of the Mat-Su urbanized area and <insert name> is represented on this board; and**

**WHEREAS, the planning effort for the establishment of the new MPO has progressed in earnest since July 2020, conducting monthly public meetings, developing a website, annual work plans, Public Participation Plan, Public Participation Plan for Pre-MPO designation efforts, MPO Boundary Development**



**Strategy and subsequent Metropolitan Planning Area boundary development, Metropolitan Transportation Plan Scope of Work, membership dues structure, organizational Bylaws and Operating Agreement; and**

**WHEREAS, the Pre-MPO Policy Board, in October 2021, approved the name of the new MPO to be Matsu Valley Planning for Transportation (MVP for Transportation); and**

**WHEREAS, the Pre-MPO Policy Board, in March 2022, unanimously voted to adopt the formation of an independent, 501(c)(3) organization for MVP for Transportation; and**

**WHEREAS, MVP for Transportation is submitting the Pre-MPO Policy Board approved Operating Agreement, Bylaws and Metropolitan Planning Area Boundary to the Governor for designation as the new MPO for the Wasilla/Kink-Fairview/North Lakes, AK urbanized area and needs to establish its office, hire staff, establish a bank account, file Articles of Incorporation with the State of Alaska Department of Commerce, Community and Economic Development Division of Corporations, obtain Business and Professional Licensing to become a non-profit corporation, negotiate intergovernmental agreements to establish participation by member agencies and associated dues, so that transportation planning work can begin on behalf of the MPO.**

**NOW, THEREFORE, BE IT RESOLVED that the Chickaloon Village Traditional Council supports the designation of MVP for Transportation by the Governor as the MPO of the Mat-Su metropolitan planning area.**

**BE IT FURTHER RESOLVED that the Chickaloon Village Traditional Council supports the formation, organization, and operation of the MPO as an independent organization.**

**BE IT FURTHER RESOLVED that the Chickaloon Village Traditional Council allows the Transportation Director to serve as a member of the Policy Board of MVP for Transportation.**

**BE IT FURTHER RESOLVED that the Chickaloon Village Traditional Council allows the Transportation Director to serve as a member of the Board of Directors of MVP for Transportation and authorizes the Transportation Director to execute all related organizational and administrative documents on behalf of MVP for Transportation.**

**THEREFORE, BE IT FURTHER RESOLVED, that Chickaloon Village Traditional Council authorizes and delegates authority to the Traditional Council Chairman, Vice-Chair, and/or the Executive Director to act on behalf of the Chickaloon Village Traditional Council for these projects/programs.**

**It is hereby certified that this resolution was duly considered and unanimously approved this 28th day of June 2023.**

*Chief Gary Harrison*  
Chief Gary Harrison (Jul 17, 2023 19:20 AKDT)

**Chief Gary Harrison,  
Traditional Chief/Chairman**

*Cheryl Sherman*

**Cheryl Sherman,  
Secretary**




# 230628-01 Resolution in Support of MVP for Transportation as the MPO

Final Audit Report

2023-07-18

Created:	2023-07-18
By:	Serena Martino (sdmartino@chickaloon-nsn.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAh3Ifir8WSPciZWkuhtygwU5m4_UOIkwI

## "230628-01 Resolution in Support of MVP for Transportation as the MPO" History

-  Document created by Serena Martino (sdmartino@chickaloon-nsn.gov)  
2023-07-18 - 0:35:35 AM GMT - IP address: 216.137.250.25
-  Document emailed to chiefgaryharrison@chickaloon-nsn.gov for signature  
2023-07-18 - 0:37:06 AM GMT
-  Document emailed to Cheryl Sherman (casherman@chickaloon-nsn.gov) for signature  
2023-07-18 - 0:37:06 AM GMT
-  Email viewed by Cheryl Sherman (casherman@chickaloon-nsn.gov)  
2023-07-18 - 0:38:44 AM GMT - IP address: 166.198.252.53
-  Document e-signed by Cheryl Sherman (casherman@chickaloon-nsn.gov)  
Signature Date: 2023-07-18 - 0:39:08 AM GMT - Time Source: server- IP address: 166.198.252.53
-  Email viewed by chiefgaryharrison@chickaloon-nsn.gov  
2023-07-18 - 3:17:59 AM GMT - IP address: 72.35.124.108
-  Signer chiefgaryharrison@chickaloon-nsn.gov entered name at signing as Chief Gary Harrison  
2023-07-18 - 3:20:45 AM GMT - IP address: 72.35.124.108
-  Document e-signed by Chief Gary Harrison (chiefgaryharrison@chickaloon-nsn.gov)  
Signature Date: 2023-07-18 - 3:20:47 AM GMT - Time Source: server- IP address: 72.35.124.108
-  Agreement completed.  
2023-07-18 - 3:20:47 AM GMT



Adobe Acrobat Sign





## MatSu Valley Planning for Transportation Bylaws

# Amended BYLAWS August 20th 2024

### ARTICLE I

#### Registered Agent and Place of Business

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

### ARTICLE 2

#### Purpose

#### Metropolitan Planning Organization

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

### ARTICLE 3

#### Policy Board and Officers

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

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





## MatSu Valley Planning for Transportation Bylaws

**SECTION 2** The Policy Board shall elect the officers of the Corporation, which shall consist of a Chair, Vice-Chair, Secretary, and Treasurer, and may include an Executive Director, from Policy Board members annually at its regularly scheduled meeting, no later than the end of December. If an officer of the Corporation no longer serves on the Policy Board without completing their term, the Policy Board will elect a replacement once board membership is complete or at the next scheduled meeting, but no later than two (2) months after the vacancy occurred. The duties and responsibilities of the Corporation's officers are as follows:

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

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

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

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

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

**SECTION 4** **Vice Chair.** In the absence of the Chair, or in event of his or her inability or refusal to act, a Vice Chair shall perform the duties of the Chair and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall perform such other duties as assigned by the Chair or by the Policy Board.

**SECTION 5** **Secretary.** The Secretary shall be responsible for the minutes of the meetings of the Policy Board and committees having any of the authority of the Policy Board; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records of the Corporation; keep a register of the name and address of each Member; and in general perform all duties incident to the office of Secretary and other duties as assigned by the Chair or by the Policy Board.



## MatSu Valley Planning for Transportation Bylaws

**SECTION 6**     **Treasurer.** The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for monies due and payable to the Corporation from any source whatsoever; deposit all such moneys in the name of the Corporation in the banks, trust companies or other depositories selected by the Policy Board; and in general perform all the duties incident to the office of Treasurer and other duties as assigned by the President or by the Policy Board.

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

**SECTION 8**     **Officer Elections.** Policy Board Officers are elected by the Board members via written nominations in advance of the meeting and open nominations from the floor at the November meeting.

- Nominations can be made in writing no later than 24 hours before the meeting.
- The Chair will announce the written nominations and call for nominations from the floor for each officer position: Chair, Vice Chair, Secretary, and Treasurer, in rotation.
- The higher position election will be completed prior to the nominees for the next position.
- No Board member may nominate more than one candidate for each position, and candidates may nominate themselves.
- The same Policy Board member may fill the Secretary and Treasurer positions only.
- Nominations do not have to be seconded.
- Nominees may decline the nomination.
- Nominations are closed when no other nominations are made for the current position.
- If there is only one nominee and there is no objection, they are confirmed
- If more than one candidate is nominated, voting takes place.
- Elections are decided by roll call vote, with the nominee with the highest number of votes winning.
- In the case of a tie vote, there will be a revote until one of the nominees gets the highest number of votes
- Officers shall serve a one-year term.
- A quorum is needed for officer elections.



## MatSu Valley Planning for Transportation Bylaws

SECTION 9      **Removal.** Any officer elected or appointed by the Policy Board may be removed for no cause stated by the Policy Board whenever, in its judgment, the best interests of the Corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed. Election or appointment of an officer or agent does not, of itself, create contract rights.

SECTION 10     **Vacancies.** Vacancies on the Policy Board or any officer positions, including vacancies resulting from (a) an increase in the number of Policy Board members or officer positions, or (b) the death, resignation, or removal of a Policy Board member or officer, shall be appointed by the member organization of the vacant seat as outlined in the Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning.

SECTION 11     **Dues.** Policy Board members shall remit all fees and membership dues pursuant to the Memorandum of Understanding for the Operation of the Matsu Valley Planning for Transportation Office.

### **ARTICLE 4** **Policy Board Meetings**

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

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

SECTION 3      All regular or special meetings shall be open to the public. An agenda schedule for each meeting of the Policy Board shall be prepared by the Secretary to ensure Policy Board business is conducted in an efficient manner.

SECTION 4      Special meetings shall be held at the call of the Chair issued upon his/her own initiative or at the request of one (1) or more members of the Policy Board, when necessary, to act upon matters before the Policy Board, providing notice is given in accordance with the approved Public Participation Plan.

SECTION 5      A quorum shall consist of 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, and no official action may be taken.



## MatSu Valley Planning for Transportation Bylaws

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. A Technical Committee (TC) member of the representing organization can serve as a proxy voter for the Policy Board member if designated in writing by the Policy Board member. The TC member will count toward the quorum.

### ARTICLE 5

#### Agenda

SECTION 1 The MVP Executive Director shall prepare for each meeting of the Policy Board or its Committees, when appointed, an agenda of the items to be considered.

SECTION 2 Any member of the Policy Board may instruct the Executive Director to add any matter to the agenda for discussion or action by the Policy Board.

SECTION 3 All agenda items to be considered by the Policy Board must be submitted no later than the close of business one week before the meeting.

SECTION 4 Informational items not on the agenda may be presented to the board so long as no action is taken until the next meeting of the Policy Board.

### ARTICLE 6

#### Order of Business

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

- A. Meeting called to order
- B. Consent Agenda
  - Approval of the Agenda
  - Approval of the Minutes from the previous meeting
  - Staff/Committee/Workgroup Reports (including the Chair's report)
  - Treasurers/Finance Report
- C. Voices of the Visitors (items not on the agenda)
- D. Action Items
- E. Old Business
- F. New Business
- G. Other Issues



## **MatSu Valley Planning for Transportation Bylaws**

- H. Informational Items
- I. Committee Comments
- J. Adjournment

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

SECTION 3 The length of the public comment period, per speaker, shall be determined at the discretion of the Chair at the beginning of any public meeting, but in no event shall exceed five (5) minutes. The public comment period will be closed when all speakers have had an opportunity to comment on the item before the Policy Board.

SECTION 4 The Policy Board may add a Consent Agenda to the order of business.

### **ARTICLE 7**

#### **Records**

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

### **ARTICLE 8**

#### **Committees**

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

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

SECTION 3 Members of the Policy Board shall be a non-voting member of each Committee.

SECTION 4 Committee meetings may be called at the request of the Committee Chair, the Policy Board, or at the request of two (2) committee members. A written or verbal report of Committee business shall be made at the next meeting of the Policy Board by any Committee member or the Executive Director.

SECTION 5 All Committee meetings must be noticed according to MVP's approved Public Participation Plan.





## MatSu Valley Planning for Transportation Bylaws

SECTION 6 Unless otherwise provided in the action of the Policy Board designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

### ARTICLE 9

#### Technical Committee Purpose and Duties

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

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

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

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

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



## MatSu Valley Planning for Transportation Bylaws

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

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

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

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

SECTION 7 The Technical Committee shall elect a Chair and Vice-Chair from its regular members annually at its regularly scheduled November meeting, following the process outlined in ARTICLE 3, SECTION 8.

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

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

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

SECTION 11 All committee members shall be entitled to one vote each. The Executive Director and Transportation Planner will not be considered as members and will not get a vote. Proxy voting is allowed if written notification identifying the proxy is received from the Technical Committee member by the Executive Director prior to the meeting.

SECTION 12 A quorum of voting members must be present for a vote to take place. A quorum will consist of nine (9) or more voting members of the Technical Committee. A majority of the voting members present at a meeting are required for an affirmative vote.



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

### **ARTICLE 10** **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



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devotion to the best interests of the citizens they represent. This provision is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

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

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

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

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

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

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

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

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

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



## MatSu Valley Planning for Transportation Bylaws

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

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

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

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

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

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

**SECTION 7**     **Post-Membership Activities.** After the termination of service with the Policy Board, no member shall appear before the Policy Board in relation to any case, proceeding, or application in which they personally participated during the period of their service or which was under their active consideration.

**SECTION 8**     **Annual Statements.** Each active member of the Policy Board, Technical Committee, and staff shall annually sign a statement (Appendix B) which affirms they have read and understand the conflict of interest policy within this Article, agree to comply with the policy, and understand 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.



## MatSu Valley Planning for Transportation Bylaws

### ARTICLE 11 Policy Board Code of Ethics

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

### ARTICLE 12 Miscellaneous

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

The Secretary is responsible for managing MVP documents which have been approved by a legislative body (i.e. City Council or the Borough Assembly). If an amendment or correction is made by MVP, the legislative body must reapprove prior to policy board signatures.

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

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

SECTION 3 **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.





## MatSu Valley Planning for Transportation Bylaws

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

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

To the extent that a Policy Board member, officer, employee, or agent of the Corporation has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in Sections 1 and 2, or in defense of any claim, issue, or matter therein, he or she shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by him or her in connection therewith.

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



## MatSu Valley Planning for Transportation Bylaws

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

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

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

### **ARTICLE 13** **Amendments**

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

### **ARTICLE 14** **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** **Seal; Shares of Stock; Loans**

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

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

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

### **ARTICLE 16**



## MatSu Valley Planning for Transportation Bylaws

### Contracts, Checks, Deposits and Gifts

- SECTION 1. **Contracts.** the Policy Board may authorize any officer or officers agent or agents of the Corporation, in addition to the officers expressly authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.
- SECTION 2. **Checks, Drafts, Etc.** All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by the officer or officers, agent or agents of the Corporation and in a manner determined by resolution of the Policy Board.
- SECTION 3 **Gifts.** The Policy Board or its designee may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Corporation so long as the contribution, bequest or devise is consistent with the gift acceptance policy adopted by the Policy Board. In the absence of a gift acceptance policy, the Policy Board shall exercise due diligence in determining that acceptance of the contribution, gift, bequest or devise is in the best interest of the Corporation.

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

\_\_\_\_\_  
Mayor Glenda Ledford, Policy Board Chair

ATTEST:

\_\_\_\_\_  
Nicholis R. Charles Jr., Policy Board Secretary

PASSED

Yes:

No:

Absent:



**MatSu Valley Planning for Transportation Bylaws**

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



## MatSu Valley Planning for Transportation Bylaws

### Ethical Principles in Planning

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.**

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;



## MatSu Valley Planning for Transportation Bylaws

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;
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;





## MatSu Valley Planning for Transportation Bylaws

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;
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;



## **MatSu Valley Planning for Transportation Bylaws**

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;
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.



**MatSu Valley Planning for Transportation Bylaws**

## **Appendix B Conflict of Interest Certification**

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### **Conflict of Interest Certification**

#### **– Purpose**

The purpose of this policy is to protect the interests of *MVP* by: (a) preventing the personal interest of the Board, Technical Committee, and Employees, from interfering with their duties to the organization



## MatSu Valley Planning for Transportation Bylaws

and (b) avoiding any unethical financial, professional, or political gain on the part of such individuals. The intent of this policy is to supplement, not replace, any applicable federal, state, or local laws regarding conflicts of interest. \*see ARTICLE 10 of the Amended Bylaws July 2024 for the full conflict of interest policy documentation.

### – Persons Concerned

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

### – Procedures

#### 1. Duty to Disclose

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

#### 2. Investigating Conflicts

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

#### 3. Addressing a Conflict of Interest

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

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

#### 4. Disciplinary Action

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

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

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



## MatSu Valley Planning for Transportation Bylaws

### 5. Notice of Annual Statements

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

#### **– Acknowledgment**

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

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

Name (printed): \_\_\_\_\_ Date: \_\_/\_\_/20\_\_

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

The Conflict-of-Interest Policy Certification form was adopted by the Policy Board of MatSu Valley Planning for Transportation on August, \_\_\_ 2024.

**MVP for Transportation Dues Proposal A  
Approved September 19, 2023**

Government	MVP for Transportation Proposal		
	Population	Membership Fee (\$5/person)	Annuals Dues (\$.45/person)
State of Alaska	56,194	\$ 280,970	\$ 25,287
MatSu Borough	32,696	\$ 163,480	\$ 14,713
City of Wasilla	9,098	\$ 45,490	\$ 4,094
City of Palmer	5,978	\$ 29,890	\$ 2,690
Chickaloon	3,078	\$ 15,390	\$ 1,385
Knik Tribe	5,344	\$ 26,720	\$ 2,405
	<b>112,388</b>	<b>\$ 561,940</b>	<b>\$ 50,575</b>

\$5.00	0.45
--------	------

\* MPA population minus City populations

[Under 23 USC § 134 – Metropolitan Transportation Planning, Section 11201, requires:](#)

(a) Policy (3) “In designating official or representatives under paragraph (2) **for the first time**, subject to the bylaws or enabling statute of the metropolitan planning organization, the MPO shall consider the equitable and proportional representation of the population of the MPA.”

**Additional Considerations:**

First Year	Estimates	Match Required If Federally funded
Obligate MTP	\$500,000+	\$49,632
Transcad Modeling	\$200,000	\$19,853
		<hr/> <b>\$69,485</b>

Will not be full staffed in FFY24

Transit Planning may not be by the MPO, which may lessen match burden

State funding: will it be available for some of the startup expenses and MTP/Modeling



**MEMORANDUM OF UNDERSTANDING**  
**FOR THE OPERATION OF THE**  
**MATSU VALLEY PLANNING FOR TRANSPORTATION OFFICE**

1. **PARTIES.** The parties to this Memorandum of Understanding (MOU) are the Alaska Department of Transportation & Public Facilities (DOT&PF), Matanuska-Susitna Borough (MSB), City of Wasilla, City of Palmer, Knik Tribe and Chickaloon Native Village.
2. **PURPOSE.** The purpose of this MOU is to outline the responsibilities of each of the parties for the operation of the Matsu Valley Planning for Transportation (MVP for Transportation) office as the Metropolitan Planning Organization (MPO) in the MSB.
3. **BACKGROUND.** The MVP for Transportation Pre-MPO Policy Board passed a motion on October 16, 2021, to be established as an independent, non-profit organization and seek funding from the State of Alaska, MSB, City of Wasilla, City of Palmer, Knik Tribe, and Chickaloon Native Village. This MOU formalizes the Pre-MPO Policy Board's action by outlining the responsibilities of each party to successfully operate the MVP for Transportation office, including payment of a one-time Membership Fee and Annual Dues to cover operating and other costs associated with the MVP for Transportation Office.
4. **INTENTION.** That MVP for Transportation will:
  - a. Maintain a continuing, cooperative and comprehensive transportation planning process as defined in Title 23 USC Section 134 that explicitly regards the current surface transportation act's planning factors and focus areas and results in plans and programs consistent with comprehensively planned development of the urbanized area.
  - b. Be the forum for cooperative decision-making by elected and appointed officials of general purpose local government and intermodal transportation providers. The MVP for Transportation Policy Board will have final authority in the matters of policy and plan adoption for the MPO.
  - c. Develop and update the 20-year multimodal Metropolitan Transportation Plan (MTP), to create a fiscally feasible transportation system that integrates thoroughfare development, public transportation, air facilities, port facilities, rail systems, intermodal facilities, bicycle and pedestrian facilities and transportation enhancements; and reflects consideration of the area's comprehensive land-use plan and overall social, economic, environmental, and energy conservation plans, goals and objectives.
  - d. Produce all documents and studies that are necessary to maintain a federally certified transportation planning process, including the MTP, the Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP) and the Public Participation Plan (PPP).
  - e. Develop other modal transportation plans.
  - f. Develop and operate within the Metropolitan Planning Area (MPA) boundary established

by the MVP Policy Board and the Governor of Alaska. The MPA boundary map is shown in Exhibit A.

- g. Participate on the Technical Committee: See the Technical Committee Approved Purpose and Tasks in Exhibit B.
- h. Participate on the Policy Board. See the Policy Board Approved Purpose and Tasks in Exhibit C.
- g. Be coordinated by an Executive Director. Additional staff resources may be hired under the direction of the MVP for Transportation Policy Board.

## 5. RESPONSIBILITIES.

### A. State of Alaska

- i. **Membership Fee & Annual Dues.** Subject to a specific appropriation by the Legislature, the DOT&PF shall make payment of the one-time Membership Fee (\$280,970 starting in Federal Fiscal Year 2024) and Annual Dues (\$25,287 starting in Federal Fiscal Year 2025) to MVP for Transportation in accordance with the “Metropolitan Planning Organization (MPO) Membership Fee & Dues Structure” approved by the Policy Board on September 19, 2023.
- ii. **DOT&PF.** As outlined in the Unified Planning Work Program (UPWP), will provide the following services:
  - 1. **Project Planning & Programming.** Participate in the development and implementation of the short-range Transportation Improvement Program (TIP), long range Metropolitan Transportation Plan (MTP), Public Participation Plan (PPP), and UPWP in accordance with the requirements of 23 CFR 420, 23 CFR 450, and 23 USC 134.
  - 2. **UPWP Oversight and Reporting: Responsible for providing management oversight of the UPWP and compiling the annual report.**
  - 3. **Fiscal Planning.** Provide funding availability estimates for use in MTP and TIP development.
  - 4. **Project Development.** Develop scopes of work, schedules, and estimates for all MVP for Transportation projects for use in the MTP and TIP. Manage and monitor the design and construction of the projects as outlined in the current version of the Federal Highway Administration (FHWA) and DOT&PF’s Stewardship and Oversight Agreement.
  - 5. **Incorporation of the TIP:** Incorporate MVP for Transportation’s TIP into the Statewide Transportation Improvement Program (STIP).
  - 6. **Staff.** Provide staff support to MVP for Transportation for daily operations of the MPO as outlined in the UPWP.
  - 7. **Policy Board.** Participate as a member of the Policy Board.
  - 8. **Technical Committee:** Participate as a member of the Technical Committee.
  - 9. **Maps and Data.** Provide available maps, aerial photographs, charts, data, traffic counts, GIS data and records as necessary to maintain the MVP for Transportation planning process.
  - 10. **Contract Administration.** Prepare all procurement documents and negotiate and



administer contracts for professional services and contractor work on MVP for Transportation plans and projects as detailed in the Intergovernmental Operating Agreement and Memorandum of Understanding for Transportation Planning.

- 11. Match & Maintenance Agreements.** Prepare and execute Agreements (Match/Maintenance) as appropriate for MVP for Transportation projects.
- 12. State & Federal Compliance.** Review and analyze MVP for Transportation's planning activities for conformance to state and federal laws, regulations, and guidance.
- 13. Travel Demand Modeling.** Provide travel demand modeling on an as-available basis.
- 14. Performance Targets:** Provide a description of performance measures and targets used in assessing the transportation system that MVP for Transportation can consider adopting or modifying.
- 15. Office Budget, Financial Reporting, & Audits.** Participate in the development of the UPWP Annual Budget for MVP for Transportation and conduct a compliance audit of MVP for Transportation revenues and expenditures as required.
- 16. Reimbursements.** Provide reimbursement for monthly Expense Reports with necessary documentation from the MVP for Transportation office within 60 days of receipt.

#### **B. MSB**

- i. Membership Fee & Annual Dues.** Subject to a specific appropriation by the Assembly, the MSB shall make payment of the one-time Membership Fee (\$163,480 starting in Federal Fiscal Year 2024) and Annual Dues (\$14,713 starting in Federal Fiscal Year 2025) to MVP for Transportation in accordance with the "MPO Membership Fee & Dues Structure" approved by the Policy Board on September 19, 2023.
- ii. Policy Board.** Participate as a member of the Policy Board.
- iii. Technical Committee.** Participate as a member of the Technical Committee.
- iv. Geographic Information System (GIS).** Provide MVP for Transportation with GIS services on an agreed upon basis for plans and projects, including mapping support.
- v. Land Use Planning.** Provide MVP for Transportation with existing, planned, and projected land use information on an as-needed basis for plans and projects.
- vi. Transportation Planning.** Provide MVP for Transportation with transportation planning expertise on projects and plans for the Metropolitan Planning Area (MPA).
- vii. Local Planning Authority.** Provide coordination of MVP for Transportation plans with the Comprehensive Plan, ensuring that transportation and land use planning are consistent.
- viii. Staff.** Provide staff support to MVP for Transportation for daily operations of the MPO as outlined in the UPWP.
- ix. Funding.** Pursue funding opportunities to support transportation planning, projects and services.
- x. Transit. TB D**
- xi. Project Planning & Programming.** Participate in the development of the short-range TIP, MTP, PPP, and UPWP.
- xii. Coordination:** Coordinate with MVP for Transportation on an as-needed basis for shared responsibilities with the TIP, MTP, and Performance Measures target

setting and reporting.

**C. City of Wasilla**

- i. **Membership Fee & Annual Dues.** Subject to a specific appropriation by the Council, the City of Wasilla shall make payment of the one-time Membership Fee (\$45,490 starting in Federal Fiscal Year 2024) and Annual Dues (\$4,094 starting in Federal Fiscal Year 2025) to MVP for Transportation in accordance with the “MPO Membership Fee & Dues Structure” approved by the Policy Board on September 19, 2023.
- ii. **Policy Board.** Participate as a member of the Policy Board.
- iii. **Technical Committee.** Participate as a member of the Technical Committee.
- iv. **Funding.** Pursue funding opportunities to support transportation planning, projects and services.
- v. **Local Planning Authority.** Provide coordination of MVP for Transportation plans with the Comprehensive Plan, ensuring that transportation and land use planning are consistent.
- vi. **Project Planning & Programming.** Participate in the development and implementation of the TIP, MTP, PPP, and UPWP.

**D. City of Palmer**

- i. **Membership Fee & Annual Dues.** Subject to a specific appropriation by the Council, the City of Palmer shall make payment of the one-time Membership Fee (\$29,890 starting in Federal Fiscal Year 2024) and Annual Dues (\$2,690 starting in Federal Fiscal Year 2025) to MVP for Transportation in accordance with the “MPO Membership Fee & Dues Structure” approved by the Policy Board on September 19, 2023.
- ii. **Policy Board.** Participate as a member of the Policy Board.
- iii. **Technical Committee.** Participate as a member of the Technical Committee.
- iv. **Funding.** Pursue funding opportunities to support transportation planning, projects and services.
- v. **Local Planning Authority.** Provide coordination of MVP for Transportation plans with the Comprehensive Plan, ensuring that transportation and land use planning are consistent.
- vi. **Project Planning & Programming.** Participate in the development and implementation of the TIP, MTP, PPP, and UPWP.

**E. Knik Tribe**

- i. **Membership Fee & Annual Dues. Membership Fee & Annual Dues.** Subject to a specific appropriation by the Council, the Knik Tribe shall make payment of the one-time Membership Fee (\$26,720 starting in Federal Fiscal Year 2024) and Annual Dues (\$2,405 starting in Federal Fiscal Year 2025) to MVP for Transportation in accordance with the “MPO Membership Fee & Dues Structure” approved by the Policy Board on September 19, 2023.
- ii. **Policy Board.** Participate as a member of the Policy Board.
- iii. **Technical Committee.** Participate as a member of the Technical Committee.

- iv. **Funding.** Pursue funding opportunities to support transportation planning, projects and services.
- v. **Project Planning & Programming.** Participate in the development and implementation of the TIP, MTP, PPP, and UPWP.

**F. Chickaloon Native Village**

- i. **Membership Fee & Annual Dues. Membership Fee & Annual Dues.** Subject to a specific appropriation by the Council, the Chickaloon Village Traditional Council shall make payment of the one-time Membership Fee (15,390 starting in Federal Fiscal Year 2024) and Annual Dues (\$1,385 starting in Federal Fiscal Year 2025) to MVP for Transportation in accordance with the “MPO Membership Fee & Dues Structure” approved by the Policy Board on September 19,2023.
- ii. **Policy Board.** Participate as a member of the Policy Board.
- iii. **Technical Committee.** Participate as a member of the Technical Committee.
- iv. **Funding.** Pursue funding opportunities to support transportation planning, projects and services.
- v. **Project Planning & Programming.** Participate in the development and implementation of the TIP, MTP, PPP, and UPWP.

- 6. **EFFECTIVE DATE.** This MOU shall be effective when (1) all parties have signed the MOU, and (2) the Governor has provided approval for MVP for Transportation to operate as the MPO for the Wasilla-Knik-Fairview-North Lake, AK urbanized area.
- 7. **MODIFICATION.** Any amendments to this MOU must be done through action of the Policy Board. Any party may, upon written notice, request an amendment to the MOU by giving 30 days written notice to each of the other parties.
- 8. **TERMINATION.** This MOU may be terminated at any time by an action of the Policy Board given 30 days written notice to each party prior to the action. This MOU will remain in effect until terminated as provided in this clause, or until amended or replaced by a new MOU. In the case of dissolution of MVP for Transportation, Membership Fees will be reimbursed to each party within 60 days of the MOU termination date established by the Policy Board.





Central Region Director  
Alaska Department of Transportation and Public Facilities

2/23/24

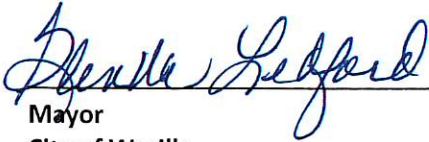
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Mayor  
Matanuska Susitna Borough

2-7-2024

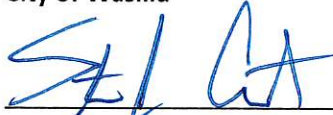
Date



Mayor  
City of Wasilla

2/6/24

Date



Mayor  
City of Palmer

2/16/2024

Date



Tribal Transportation Program Manager  
Knik Tribe

1/30/2024

Date



Transportation Department Director  
Chickaloon Native Village

1-30-2024

Date



Manager  
Matanuska Susitna Borough

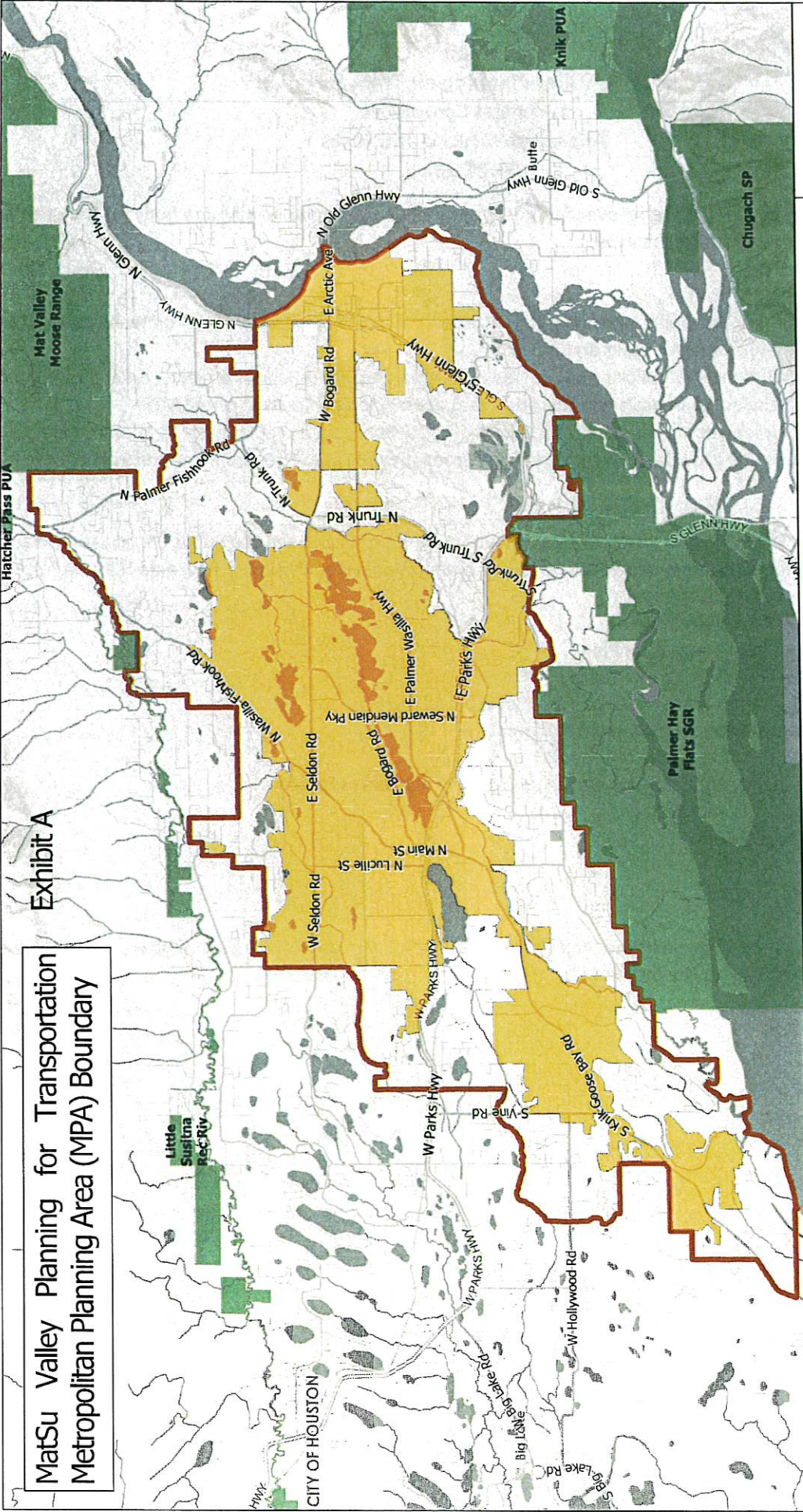
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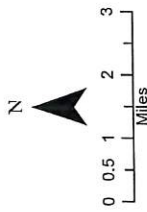
# MatSu Valley Planning for Transportation Metropolitan Planning Area (MPA) Boundary

## Exhibit A



- Urbanized Area (2020) Census
- Legislative Designated Area
- MPA Approved Boundary

"At a minimum, the MPA boundaries shall encompass the entire existing urbanized area [...] plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan."  
**23 CFR § 450.312(a)(1)**



ESRI, USGS, Metanimska-Susitna Borough GIS, State of Alaska, Esri, HERE, Garmin, SafeGraph, FAO, MET/NASA, USGS, EPA, NPS

**Exhibit B:**  
**Mat-Su Valley Planning for Transportation**  
**Technical Committee**  
**Approved Purpose and Tasks**

**Purpose**

**09.21.2022**

To assist the Policy Board in fulfilling its oversight responsibilities by acting as an advisory body for transportation issues that are primarily technical in nature.

**Tasks**

- Interact with the Metropolitan Planning Organization's (MPO's) professional staff on technical matters related to planning, analysis tasks and projects.
- Review all draft plans and policies and provide recommendations on plans, projects, federal regulations, and policy for the Policy Board's consideration that are in the best interest of the MPO
- Meet with their leadership representatives on the Policy Board on a regular basis to inform leaders about technical issues and provide answers to any questions they may have regarding matters before the Policy Board
  
- Conduct public meetings in accordance with Roberts Rules of Order and the Public Participation Plan
- Review, provide written feedback, and make recommendations to the Policy Board on the development and implementation of the:
  - Public Participation Plan
  - Title VI Implementation Plan
  - Unified Planning Work Program (UPWP)
  - Metropolitan Transportation Plan (MTP)
  - Transportation Improvement Program (TIP)
  - Policy and Procedures of the MPO
  - Interagency and Intergovernmental Agreements, as applicable
  - Other plans and policies
- Other tasks, as required.

**Rules of Engagement**

- Proxy voting will be allowed at the Staff Level of the Technical Committee, given written notice by the voting member prior to the meeting.



**Exhibit C: MVP for  
Transportation Policy  
Board  
Approved  
Purpose and Tasks  
09.21.22**

**Purpose**

To carry out the metropolitan transportation planning process through intergovernmental and stakeholder collaboration, rational analysis, and consensus-based decision-making for the metropolitan planning area, 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 metropolitan planning organization.

**Tasks**

- Serve as a key decision maker for the Metropolitan Planning Organization (MPO)
- Conduct adequate yet comprehensive transportation planning in examining the region's future and investment alternatives
- Supervise the Executive Director
- Conduct public meetings in accordance with Roberts Rules of Order, the Bylaws, and the Public Participation Plan
- Attend all meetings of the Policy Board
- Communicate with MPO staff and your staff member(s) on the Technical Committee on a regular basis to obtain answers to any questions you may have regarding matters before the Policy Board
- Vet, approve and oversee the implementation of the:
  - Public Participation Plan (PPP)
  - Title VI Implementation Plan
  - Unified Planning Work Program (UPWP)
  - Metropolitan Transportation Plan (MTP)
  - Transportation Improvement Program (TIP)
  - Policy and Procedures of the MPO
  - Interagency and Intergovernmental Agreements, as applicable
  - Other plans, as desired
- Serve as the Board of Directors for the MVP for Transportation Corporation and fulfill the required fiduciary duties
- Participate in Technical Committee meetings as time allows
- Represent the MPO at local, regional and National Transportation Planning Events
- Other tasks, as required

**Rule of Engagement**

- No proxy voting will be allowed as it is expected that the leaders selected for the Policy Board are fully involved in the process to make the best decisions regarding the future of transportation infrastructure, policy, and organizational structure. While a Proxy member can attend in case of an absence by a Policy Board member, that individual will not have the ability to vote.



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

August 20, 2024

Mr. Adam Bradway

Alaska Department of Transportation & Public Facilities  
5000 W. International Airport Rd.  
P.O. Box 196960 (mailing)  
Anchorage, AK 99519-6960

Subject: MatSu Valley Planning for Transportation (MVP) FFY25-26 Unified Planning Work Program

Mr. Bradway:

Attached is MVP's Approved Unified Planning Work Program (UPWP) for Federal Fiscal Years 2025 and 2026. Please transmit this document to the Alaska Department of Transportation & Public Facilities (DOT&PF) Headquarters for review and submission to the Federal Highway Administration and Federal Transit Administration. This UPWP fulfills the planning requirements of national surface transportation statutes and regulations, 23 USC 134 and 23 CFR 420 & 450.

This UPWP was reviewed by the Technical Committee and Policy Board on June 11th and 18th, 2024, respectively. The UPWP was advertised for public comment from June 19th to August 2nd, 2024, for a 45-day period, and 11 comments were received. The UPWP was revised based on the comments received and approved by the Policy Board on August 20th, 2024.

Don't hesitate to contact me via email at [kim.sollien@fastplanning.us](mailto:kim.sollien@fastplanning.us) or by phone at (907) 982-9080 if you have any questions or need additional information.

Sincerely,

Kim Sollien  
MVP Coordinator

Enclosures:

Approved FFY25-26 UPWP  
Policy Board Action Items – August 20, 2024  
Comment Response Summary

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Visit [www.mvppmpo.com](http://www.mvppmpo.com)

#### Policy Board Members

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





# **MatSu Valley Planning for Transportation**

**Unified Planning Work Program (UPWP)**

**Federal Fiscal Year**

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

**August 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 a 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** 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.

**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** For the 2020 Census, an urban area will comprise a densely settled core of census blocks that meet minimum housing unit density and/or population density requirements. This includes adjacent territory containing non-residential urban land uses. To qualify as an urban area, the territory identified according to criteria must encompass at least 2,000 housing units or have a population of at least 5,000.

## Introduction

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MatSu Valley Planning For Transportation (MVP) Unified Planning Work Program (UPWP) for Federal Fiscal Years 2025 and 2026 was developed in collaboration with the Alaska Department of Transportation and Public Facilities Planning and Engineering staff, Mat-Su Borough, the City of Wasilla and Palmer Planning and Public Works staff and Knik Tribe and Chickaloon Native Village Transportation program staff. The draft was presented to the MVP Technical Committee and Policy Board in June 2024 for approval to release the document for a 45 day-public comment period. The UPWP was advertised in the *Frontiersman*, State of Alaska website Public Notice page, and the MVP website. Comments received between June 19<sup>th</sup> and August 2<sup>nd</sup> were collected, reviewed, and adjudicated. The final draft FFY 25-26 UPWP and the comment log were presented to the Technical Committee on August 13<sup>th</sup> and to the Policy Board for approval on August 20<sup>th</sup>, 2024. The final FFY25-26 UPWP was transmitted to Alaska DOT&PF for review and submission to FHWA and FTA on August 20, 2024.

### 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 (MSB), 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 the development and implementation of these plans by MVP and Alaska DOT&PF staff are addressed within the tasks identified in this UPWP.

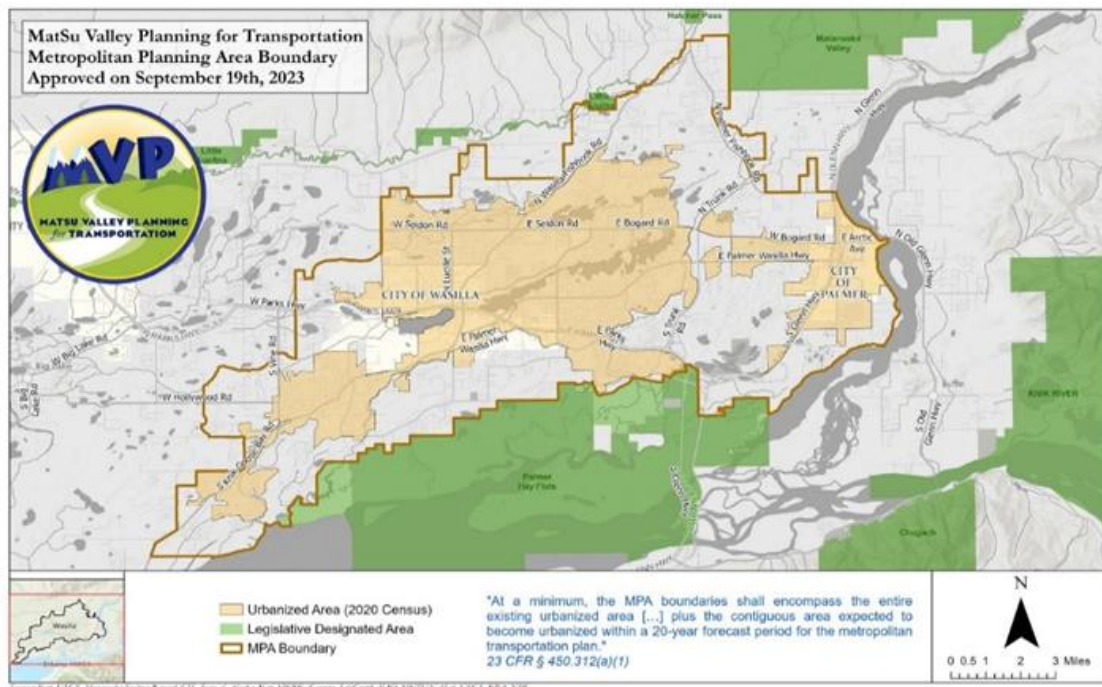
## MPO Formation

All Urbanized Areas (UA) 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 UA. In anticipation of the UA designation, the regional governments and transportation planning advocates within the UA 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, MVP was designated as the MPO for the region.

Designation of MVP was completed by a formal agreement between the Governor of Alaska, the MSB, the Cities of Palmer and Wasilla, the Knik Tribe, and the 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 established the metropolitan planning area (MPA) boundaries (23 USC 134 (b) and 49USC 5303 (c)).

The MPA boundary encompasses the entire UA (as defined by the Bureau of the Census) plus the contiguous area expected to become urbanized within a 20-year forecast period for the MTP, as shown in Exhibit 1. The yellow-shaded area on the map is the UA 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 MSB 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 UA, a coordinator for MVP was hired on April 1st of 2024. Once MVP is formally established as 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 Metropolitan Planning 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 Alaska DOT&PF to support the respective planning activities.

### MPO Structure

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

## Operation of the MPO

The Pre-MPO Policy Board and Technical Committee 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 September 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 August 2024)
- MVP Policies and Procedures (anticipated approval September 2024)
- Public Participation Plan (PPP) (approved December 2021)

**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 Alaska DOT&PF regarding current Community Transportation Program (CTP) projects in the Statewide Improvement Program (STIP)
- Title VI Plan

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, the Matanuska-Susitna Borough School District, Alaska Department of Environmental Conservation, transit providers, local freight operators, and tribal entities. The Technical Committee is an advisory body to the Policy Board. The Policy Board is the decision-making body of MVP.

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.

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.

## Self-Certification for Small MPOs

### Metropolitan Planning Organization Self-Certification

In accordance with 23 CFR 450.336, Matsu Valley Planning for Transportation (MVP) certifies for the Wasilla-Knik-North Lake Urbanized Area that the metropolitan transportation planning process is being carried out in

accordance with all applicable requirements of:

1. 23 U.S.C. Section 134, 49 U.S.C. Section 5303, and 23 CFR Part 450;
2. In nonattainment and maintenance areas, Sections 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506(c) and (d) and 40 CFR Part 93);
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d - 1) and 49 CFR Part 21;
4. 49 U.S.C. Section 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity;
5. Section 1101(b) of the FAST Act (Pub. L. 114 - 357) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in DOT-funded projects;
6. 23 CFR Part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal - aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR Parts 27, 37, and 38;
8. Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. 23 U.S.C. Section 324, regarding prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR Part 27 regarding discrimination against individuals with disabilities.

## Federal and Regional Planning Priorities

### Regional Planning Priorities

The federal highway bill identified the need for transportation plans to recognize and address the relationship between transportation, land use, and economic development. As such, MVP for Transportation will take into consideration the goals, objectives, performance measures, and targets of state and regional plans such as the Statewide Long-Range Transportation Plan and the Matanuska-Susitna Borough (MSB) 2035 Long-Range Transportation Plan (LRTP) and 2007 Core Area Comprehensive Plan. Including the State and Regional land use and transportation plans will lead to more effective decisions on transportation investments and improved interconnectivity in the regional area beyond the boundary of the MPA.

**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, which 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 areas. 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.

**The current Matanuska- Susitna Borough Core Area Comprehensive Plan** top two goals are to 1) Foster a pattern of land development that protects the appealing features of the Core Area, offers developers and consumers choices in the market place, and allows local government to provide cost-effective infrastructure and services economically and 2) Provide for safe and efficient vehicular and non-motorized travel within the Core Area and between the Core Area and other destinations. These goals and the associated policy recommendations also provide a good foundation for MVP's first Metropolitan Transportation Plan.

### Federal Planning Factors and Performance-Based Planning

To accomplish the objectives in Title 23 [§ 450.300](#) and [§ 450.306\(b\)](#), metropolitan planning organizations designated under [§ 450.310](#), in cooperation with the State and public transportation operators, are directed to develop long-range transportation plans and TIPs through a performance-driven, outcome-based approach to planning for metropolitan areas of the State.

Title 23 further states that the metropolitan transportation 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:

#### Federal Planning Factors

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users
3. Increase the security of the transportation system for motorized and non-motorized users
4. Increase 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

#### Performance Based Planning

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 :

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 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.

### Planning Emphasis Areas

In December 2021 the FHWA and FTA jointly issued Planning Emphasis Areas for use in the development of MPO UPWPs and Statewide Planning & Research Work Programs. These emphasis areas are not bound in law, but MPOs, public transit providers, State DOTs, and Federal land management agencies are highly encouraged to incorporate them into their UPWPs and work programs during their next update cycle. MVP has incorporated these emphasis areas into many of the tasks in this UPWP.

1. Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
2. Equity and Justice40 in Transportation Planning
3. Complete Streets
4. Public Involvement
5. Strategic Highway Network (STRAHNET)/U.S. Department of Defense Coordination
6. Federal Land Management Agency Coordination
7. Planning and Environment Linkages
8. Data in Transportation Planning

Table 1 and Table 1A. on the following page shows how MVP's UPWP work tasks relate to the Planning Factors, National Performance Goals, and new Federal Planning Emphasis Areas.

Table1 FFY2025/26 UPWP Work Tasks &amp; Federal Planning Factors

<b>Metropolitan Planning Process Federal Planning Factors</b>											
<b>FFY2025/2026 UPWP WORK TASKS</b>	Support 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 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	Promote efficient system management and operation	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation	Enhance travel and tourism	Emphasize the preservation of the existing transportation system	
<b>Required Plans &amp; Programs</b>											
100(a)	Unified Planning Work Program	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
100(c)	Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
100 (d)	TransCad Model					X	X				
100(e)	Household Travel Survey	X			X		X				
100(f)	Public Participation Plan	X	X	X	X	X	X		X		
100(g)	Support Services	X	X		X	X	X	X	X		
<b>Public Transit System Planning</b>											
200(a)	Transit Development Plan		X	X	X	X	X		X		
200(b)	MSB Planning Support	X	X	X	X		X		X		
<b>Supplemental Plans &amp; Projects</b>											
300 (a)	Sign Management Plan STBG	X	X		X			X	X		
300 (b)	Advanced Project Definition STBG	X	X	X	X	X	X				X
300 (c)	Lighting and intersection Management Plan STBG	X	X			X			X		
300 (d)	Pavement Asset Management Plan STGB	X	X			X	X	X			X



**Table1A FFY2025/26 UPWP Work Tasks & National Performance Goals and Planning Emphasis Areas**

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	X
100(b)	Metropolitan Transportation Plan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100(c)	Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100(d)	TransCad Model	X		X												X
100(e)	Household Travel Survey	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100(f)	Public Participation Plan								X	X	X					X
100(g)	Support Services	X	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	X
200(b)	MSB Planning Support	X	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	X
300 (b)	Advanced Project Definition STBG	X	X	X		X	X	X	X	X		X				X
300 (c)	Lighting and intersection Management Pla	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

## Funding

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### UPWP Funding Types

All work, including staff time and consultant services (when necessary) are identified in the UPWP and are funded by one or more of the following sources:

### FHWA Section 112 Grant Funds (“PL,” Or Metropolitan Planning Funds):

The MPO receives annual funding to carry out its federally mandated metropolitan planning requirements. PL funds can be used for up to 90.97% of a project. FHWA

### Surface Transportation Program Block Grant (STBG) Funds:

The Surface Transportation Program provides funding to localities for projects on any Federal-aid highway. These include the National Highway System, bridge projects on any public road, transit capital projects, and intracity and intercity bus terminals and facilities. The primary purpose of these projects is to reduce congestion and improve the safety and efficiency of regional multimodal transportation systems. STBG provides flexible funding that can be used for up to 90.97% of a project.

### Transit Planning 5303 Funds

FTA 5303 grants are federal funds designated for transit planning and research activities in the MPA area. The Alaska DOT &PF has a Consolidated Planning Grant, which transfers the FTA 5303 funding to FHWA, allowing up to 90.97% of the funding to be used for a project. The CPG program is a way for States/MPOs to simplify the administrative processes surrounding FTA and FHWA metropolitan planning funds by merging the two into one federal grant. States/MPOs can request to transfer planning funds to either FHWA or FTA, delegating one “lead agency” for the award and administration of those funds. This program benefits the State/MPOs in many ways including but not limited to:

- Elimination of separate FTA and FHWA budget detail
- Expedited authorization of work
- Simplified work activity, accounting and billing
- One Federal oversight agency
- Single Federal match ratio
- Consolidated reporting

The Alaska DOT&PF and its MPO subrecipients currently benefit from a CPG. Alaska DOT&PF requested and received approval to transfer FY23 FTA 5303 funding and administration to the Alaska Division of FHWA; see attached memo and letter. The Alaska DOT&PF must request this transfer annually. Once established, it is intended that the Matsu Valley Planning for Transportation (MVP) MPO representing the Wasilla-Knik-North Lakes, AK, urbanized area, will also fall under the State’s CPG. This intent and the associated FFY24 FTA/FHWA funding levels are documented in the attached 2024 PL Distribution Formula update and FFY24 PL Consultation document. FFY24 PL and 5303 funding will be distributed to MVP in this manner, consistent with the State’s Consolidated Planning Grant.

### Local Matching Funds (Or The Non-Federal Share)

Local matching funds are cost-sharing requirements for FHWA and FTA. Matching funds may include local tax revenue, bonds, private foundation funds, in-kind, private sector contributions, and non-DOT federal

funds. Traditionally, federal grants cover a portion of the project expenses, while the remaining non-federal share is either matched by the state completely or partially matched by the state and the local entities. The 2025-2026 UPWP will utilize cash and in-kind match provided by the Matanuska-Susitna Borough, Cities of Palmer and Wasilla, Chickaloon Native Village and Knik Tribe and a State of Alaska Legislative Grant.

## Unobligated PL

Under 23 USC 104(d), The Alaska Department of Transportation & Public Facilities (DOT&PF) is responsible for allocating Title 23 metropolitan planning (PL) funds to the state's Metropolitan Planning Organizations (MPOs) according to a formula that is developed by the state in consultation with the MPOs and approved by the Federal Highway Administration (FHWA).

Deobligated PL funds from an MPO's UPWP shall be made available to the MPO for use in its next UPWP. These funds are in addition to the MPO's annual distribution. Annually with the PL funds distribution notice, DOT&PF will provide the MPOs with the balance of unobligated FHWA PL funds available for statewide urban planning purposes. Annually at a quarterly Statewide MPO Coordination Meeting, the MPOs and the state will propose, discuss, and decide on how to allocate unobligated PL funds for the following fiscal year. This decision will be documented in the meeting notes. Unobligated PL will be used to fund MVP's first MTP, Household Travel Survey, TransCad modeling and the Transit Development Plan.

## Alaska Legislative Grant:

Grant No. 24-DC-022 Metropolitan Planning Organization SUPPORT \$1,000,000. The Matanuska-Susitna Borough was granted a legislative appropriation in FY2022 to support the formation of MatSu Valley Planning for Transportation (MVP) as the MPO for the Mat-Su Area. The funding guidelines include providing start-up membership fees and annual dues for the State of Alaska DOT&PF and hiring an Executive Director to manage the organization. Funding will also be used to provide the non-federal share for the Metropolitan Transportation Plan (MTP), the short-term Transportation Improvement Program (TIP), and related discretionary grant programs.

## FFY 2025/2026 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 Alaska DOT&PF

**Resulting Product:** Preparation and submittal of FFY25-FFY26 monthly (MVP) reports for reimbursement purposes. Alaska DOT&PF will compile quarterly reports (January, April, July, October) and submit them to FHWA. MVP and Alaska DOT&PF will jointly compile the annual report for FFY25 and FFY26. Preparation of the next FFY27-FFY28 UPWP will be presented to the Technical Committee and Policy Board 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 Alaska DOT&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 MTP, 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 (PPP) 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 (TIP) 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 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** 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 (part of the MTP):** Complete Streets Policy will be completed as part of MTP development. 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 and as part of 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 IIJA, 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/>.

**MTP, TIP Criteria and Complete Streets Policy 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:** MTP, a Complete Streets Policy, Updated PPP, 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 MTP, 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, Alaska DOT&PF and AMATS.

**Modeling 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 Alaska 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.

**Household Survey Completion Timeline:** Fall 2026

**Responsible Party:** MVP staff and Alaska DOT&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-National Highway System (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 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 Statewide Transportation Improvement Program (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 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 respond 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)

**TIP 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 Implementation 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 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

**PPP and Title VI plan update and implementation 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, 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 Alaska DOT&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

**Support Services Completion Date:** September 30, 2026

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

**Resulting Product:** Operations of the MPO

## Task 200 Public Transit System Planning

The transit services within the census-designated urban area are eligible to receive **FTA Section 5303 planning funding** through a Metropolitan Planning Grant Agreement between the Alaska 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 transit planning activities in the UA in collaboration with the Borough, cities and tribes. Funds are apportioned to states by formula that includes each state's UA population in proportion to the total UA 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 Alaska DOT&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 UA, 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 MSB 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, 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 MPA 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, Alaska DOT&PF staff and consultants

**Resulting Product:** A sign management plan of all the signs within the MPA including the MSB, cities and the Alaska DOT&PF 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 Alaska DOT&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 MPA 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, Alaska DOT&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) 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, Alaska DOT&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

<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	\$ 453,610	
FFY2026 PL Distribution		\$ 460,004
<b>PL Funds</b>	\$ 453,610	\$ 460,004
9.03% Match	\$ 45,027	\$ 45,662
Subtotal	\$ 498,637	\$ 505,666
Less 5.17% ICAP	\$ (25,780)	\$ (26,143)
<b>Subtotal</b>	<b>\$ 472,857</b>	<b>\$ 479,523</b>
DOT & PF Planning Support	\$ (66,000)	\$ (66,000)
<b>Total</b>	<b>\$ 406,857</b>	<b>\$ 413,523</b>
<b>Supplemental Federal Funds</b>		
<b>Description</b>	<b>FFY2025</b>	<b>FFY2026</b>
MVP Planning Office ( <b>STBG</b> )	\$ 181,940	\$ 181,940
Metropolitan Transportation Plan ( <b>Unobligated PL</b> )	\$ 600,000	\$ -
TansCad Travel Model ( <b>Unobligated PL</b> )	\$ 250,000	\$ -
Household Travel Survey ( <b>Unobligated PL</b> )	\$ 550,000	\$ -
MVP Sign Management Plan ( <b>STBG</b> )	\$ 363,900	\$ -
MVP Streetlight Intersection Management Plan ( <b>STBG</b> )	\$ 363,900	\$ -
MVP Advanced Project Definition ( <b>STBG</b> )	\$ 181,940	\$ -
MVP Pavement Management Plan ( <b>STBG</b> )	\$ 181,940	\$ -
<b>Supplemental Federal Funds</b>	\$ 2,673,620	\$ 181,940
9.03% match	\$ 265,393	\$ 18,060
<b>Subtotal</b>	<b>\$ 2,939,013</b>	<b>\$ 200,000</b>
Less 5.17% ICAP	\$ (151,947)	\$ (10,340)
<b>Total</b>	<b>\$ 2,787,066</b>	<b>\$ 189,660</b>
<b>Metropolitan Planning Total</b>	<b>\$ 3,193,923</b>	<b>\$ 603,183</b>

<b>Table 3. Funding Sources for Transit Planning Activities</b>			
<b>Transit Planning (FTA 5303) Funds</b>			
Description	FFY2025	FFY2026	
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 5.17% ICAP	\$ (5,172)	\$ (5,269)	
<b>TOTAL</b>	<b>\$ 94,862</b>	<b>\$ 96,649</b>	
<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 5.17% ICAP	\$ -	\$ (28,416)	
<b>Total</b>	<b>\$ -</b>	<b>\$ 521,216</b>	
<b>Transit Planning Total</b>	<b>\$ 94,862</b>	<b>\$ 617,865</b>	

**Notes for Table 2 and 3:** 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 6 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, pavement management and sign management project will be paid for by the MSB and Cities

**Unobligated PL:** 90% of the annual apportionment of FHWA PL funds will be distributed to the MPOs. Annually at a quarterly Statewide MPO Coordination Meeting, the MPOs and the state will propose, discuss, and decide on how to allocate any unobligated PL funds for the following fiscal year. This decision will be documented in the meeting notes. This year the MPO's and ADOT&PF agree to allow MVP to use unobligated PL for the MTP, Household Survey Travel Model and the Transit Development Plan.

<b>Table 4. Estimated Costs by Task</b>				
<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	\$ 91,001	\$92,715
		<b>TOTAL</b>	<b>\$ 91,001</b>	<b>\$ 592,715</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	\$ -
300 (c)	MVP Lighting and intersection Management Plan STBG	STBG	\$ 370,000	\$ -
300 (d)	MVP Pavement Management Plan	STBG	\$ 185,000	\$ -
		<b>TOTAL</b>	<b>\$ 1,110,000</b>	<b>\$ -</b>

<b>Table 5. Funding Source &amp; Estimated Cost Comparison</b>		
	<b>FFY2025</b>	<b>FFY2026</b>
<b>Metropolitan Planning Activities</b>		
<b>Available Funding</b> (Table 2)	<b>\$ 3,193,923</b>	<b>\$ 603,183</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	\$ -
<b>Total</b>	<b>\$ 3,091,063</b>	<b>\$ 594,856</b>
<b>Transit Planning Activities</b>		
<b>Available Funding</b> (Table 3)	<b>\$ 94,862</b>	<b>\$ 617,865</b>
<b>Estimated Costs</b> (Table 4)		
Task 200(a) Transit Development Plan	\$ -	\$ 500,000
Task 200(b) MSB Transit Planning Support	\$ 91,001	\$ 92,715
<b>Total</b>	<b>\$ 91,001</b>	<b>\$ 592,715</b>



**Table 6. Proposed UPWP (FFY2025 &FFY2026) Annual Office Budget for MVP**

(For comparison purposes with Table 6 - Metropolitan Planning [PL] Fund Distribution to MVP)

<b>Expenditures</b>	<b>FFY2025</b>	<b>FFY2026</b>
Personnel	\$300,000.00	\$330,000.00
Fringe Benefits: Payroll taxes, health insurance and 401k	\$121,613.00	\$139,000.00
Occupancy/Rent	\$61,000.00	\$65,000.00
Professional Fees, including CPA/Accounting and Legal	\$50,000.00	\$50,000.00
Information Technology including support and workstations	\$22,000.00	\$20,000.00
Printing,Postage and Publication	\$5,000.00	\$5,000.00
Meetings	\$5,000.00	\$5,000.00
Training and Travel	\$25,000.00	\$25,000.00
Insurance	\$9,600.00	\$10,000.00
Membership fees AMPO/APA/ Foraker	\$5,000.00	\$5,000.00
Advertising	\$26,000.00	\$25,000.00
Office Supplies	\$10,000.00	\$10,000.00
Other: including equipment and furniture	\$50,000.00	\$10,000.00
<b>TOTAL</b>	<b>\$690,213.00</b>	<b>\$699,000.00</b>

<b>Revenue</b>	<b>Amount</b>	<b>FFY2025</b>	<b>FFY2026</b>
<b>PL Fund Distribution</b>		\$ 453,610	\$ 460,004
<b>9.03% Match</b>		\$ 45,027	\$ 45,662
<b>5303 Apportionment</b>		\$ 91,001	\$ 92,715
<b>9.03% Match</b>		\$ 9,033	\$ 9,203
<b>Supplemental Federal Planning STBG Funds for MVP office</b>		\$ 181,940	\$ 181,940
<b>9.03% Match</b>		\$ 18,060	\$ 18,060
	Subtotal	\$ 798,671	\$ 807,584
	Less 5.17% ICAP	\$ (41,291)	\$ (41,752)
	Subtotal	\$ 757,380	\$ 765,832
	Less DOT&PF Planning Support	\$ (66,000)	\$ (66,000)
	<b>TOTAL</b>	<b>\$ 691,380</b>	<b>\$ 699,832</b>

Note: the MVP budget is based on three FTE with full benefits and a large office space in Palmer or Wasilla that can accommodate the full PB and TC. Additional STBG funding was necessary to support the operations budget.



**Responses to Pre-MPO Steering Committee Comments on the FFY2022 Unified Planning Work Program (UPWP)**

<b>MVP FFY 2025-26 UPWP comment log</b>				
<b>Comment Number</b>	<b>Sources</b>	<b>Reference</b>	<b>Comment</b>	<b>Action Taken</b>
1	Assembly Member Nowers	TASK 100e Household Travel Survey	Looks like you have your work cut out for you. :) Only comment is \$600,000 allotted in the budget for the household travel survey seems like a really high amount	Getting a statistically significant sample of residents in the MPA to understand travel patterns is a significant task that requires a lot of staff time and incentives to complete. The cost estimate for the survey is a range between \$250,000-\$600,000. The exact cost will be determined once a bid is approved and a contract is awarded. The cost we proposed in the upwp is based on recent household surveys done by FAST Planning and AMATS.
2	Jackson Hurst	General comment about the document	I have reviewed the UPWP Draft for Fiscal Year 2025-2026 and I support the findings in the document	None
3	FHWA & FTA	UPWP Narrative Intro	Intro with description of UPWP and MPO planning processes and organization, including development and approval of the UPWP	MVP added a section in the introduction about the development and approval of the UPWP
4	FHWA & FTA	UPWP Draft and Approval Process	Approval/Resolution by MPO Board	MVP will include the Policy Board Action to Approve the UPWP in the final document as part of the cover memo.
5	FHWA & FTA	Regional and Federal Planning Factors	Identify activities that address planning factors: Activities included do address planning factors. Note: Table 1 Identifies National Performance Goals and New Federal Planning emphasis areas, not Planning Factors. Also new federal planning emphasis areas and BIL/IIJA are not discussed in narrative. Could remove mention of bills altogether as they all include the same planning factors.	MVP updated the narrative to include the planning factors, performance measures and the planning emphasis areas. An additional table was created to highlight how the work products are responsive to the planning factors and the emphasis area.
6	FHWA & FTA	Description of transportation planning activities proposed for the area in the next fiscal year(s), (Activities such as - Administration, Data Collection, TIP, MTP, UPWP, TPM, Transit, Public Participation or Air Quality Planning activities). Descriptions should include:	Other Planning Activity comments -- Task 100 UPWP narrative references first monthly and then says DOTPF will compile the quarterly reports. Error?	UPWP Task was updated to add a reporting description to clarify that MVP will submit monthly reports for reimbursement purposes, ADOT will compile the monthly reports into quarterly reports for submission to FHWA and MVP and ADOT will jointly prepare the annual report.
7	FHWA&FTA		Complete Streets - heading is same as Task heading, resulting in MTP task appearing incomplete.	The heading was checked and the narrative was updated to clarify that the complete streets policy is part of the MTP development process.

**Responses to Pre-MPO Steering Committee Comments on the FFY2022 Unified Planning Work Program (UPWP)**

Comment Number	Sources	Reference	Comment	Action Taken
8	FHWA & FTA		UPWP: Include both FFY25 and 26 annual reports in resulting products	The narrative was updated to include the requirement to complete annual reports for FFY 25 &26. it was also clarified that MVP will do monthly reports and ADOT&PF will use the monthly reports to compile quarterly reports.
9	FHWA & FTA	Statement identifying if a Consolidated Planning Grant (CPG) has been implemented and a brief explanation.	A CPG has been implemented effective FY22. Coordinate with DOT&PF HQ to develop and include a statement including narrative. Note the funds are still displayed with separate itemization in budget. Could combine.	A narrative statement was added to the Funding section of the UPWP describing the Consolidated Planning Grant. In the Budget, FTA funds is shown separately for ease with MVP's accounting and organizational planning purposes. This will help staff track and bill hours to the appropriate tasks.
10	FHWA & FTA	Federal share by type of fund	Question - What are Unobligated PL Funds?	A new section in the UPWP was added to explain the different types of funding MVP will be utilizing. An explanation of unobligated PL was included in the narrative and within the budget tables.
11	FHWA & FTA	Self Certification statement	TIP will not be developed until FY26 and a Program of Projects will be incorporated into the STIP, therefore a certification statement with the UPWP is appropriate.	a new section in the UPWP was added to explain how the UPWP was developed In accordance with 23 CFR 450.336 and that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements of



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

## **MVP For Transportation Policy Board Action Items August 20, 2024**

**Action: Motion to approve the August 20, 2024 Agenda.**

**Motion by Mayor Steve Carrington / Bob Charles**

Passed unanimously

**Action: Motion to approve the July 16, 2024 Minutes.**

**Motion by Sean Holland / Mayor Steve Carrington**

Passed unanimously

**Action: Motion to approve the MVP for Transportation Title VI Plan as presented.**

**Motion by Sean Holland / Mayor Steve Carrington**

Passed unanimously

**Action: Motion to approve the FFY 2025-2026 Unified Planning Work Program, as presented.**

**Motion by Sean Holland / Mayor Steve Carrington**

Passed unanimously

**Action: Motion to approve the Social Media Policy, as presented.**

**Motion by Sean Holland / Brian Winnestaffer**

Passed unanimously

**Action: Motion to approve the Fiscal Policy, as presented.**

**Motion by Bob Charles / Brian Winnestaffer**

Passed unanimously

**Action: Motion to approve the Bylaws update, as presented.**

**Motion by Mayor Steve Carrington / Sean Holland**

Passed unanimously as amended

**Motion to Amend the Title of the ADOT Policy Board Representative listing** from Central Region Director to a Representative of the Alaska Department of Transportation and Public Facilities

**Motion by: Bob Charles / Mayor Steve Carrington**

Passed unanimously

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Visit [www.mvppmpo.com](http://www.mvppmpo.com)

### **Policy Board Members**

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



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

**Action: Motion to approve the Conflict-of-Interest Policy Certification Form, as presented.**

**Motion by Sean Holland / Mayor Steve Carrington**

Passed unanimously

**Action: Motion to approve the Whistleblower Policy, as presented.**

**Motion by Sean Holland / Mayor Steve Carrington**

Passed unanimously as Amended

**Motion to Amend Item 1 Employee Rights, c. violates fiduciary responsibility by a nonprofit corporation. Change to: Violates any of MVP's policies.**

**Motion by: Mike Brown / Mayor Steve Carrington**

Passes unanimously

**Action: Motion to approve the Travel Request and Reimbursement Policy, as presented.**

**Motion by Mayor Steve Carrington / Sean Holland**

Passed unanimously

**Action: Motion to approve the Letter of Support for the Alaska DOT&PF FHWA Wildlife Crossing Pilot Program, with administrative edits.**

**Motion by Sean Holland / Mayor Sean Holland**

Passed unanimously

*Nicholas R. Charles, Jr.* 8/22/24

Charles R. Nicholas Jr.

Date

MVP Policy Board Secretary

---

Visit [www.mvppmo.com](http://www.mvppmo.com)

### **Policy Board Members**

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





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Matanuska-Susitna Valley  
Planning for Transportation  
**Public Participation Plan**

FINAL APPROVED

December 15, 2021

# Matanuska-Susitna Valley Planning for Transportation Public Participation Plan

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## Acronyms & Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## I. Introduction

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

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

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

#### 1. The Mat-Su: A Brief History

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

#### 2. Metropolitan Planning Area (MPA)

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

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<sup>1</sup> See [23 CFR § 450.310](#).

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

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

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

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

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



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

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

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

<sup>3</sup> See [23 CFR § 450.312](#).

## II. Public Participation Process

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

### A. General Guidelines [Basic Blueprint]

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

- Individuals
- Affected public agencies
- Representatives of public transportation employees
- Public ports
- Freight shippers
- Providers of freight transportation services
- Private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program)
- Representatives of users of public transportation
- Representatives of users of pedestrian walkways and bicycle transportation facilities
- Representatives of the disabled
- Other interested parties<sup>5</sup>

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

*Table 1: MVP contact information.*

Method	MPO Contact Info
<b>By Phone:</b>	<b>(XXX) XXX-XXXX</b>
<b>By Fax:</b>	(XXX) XXX-XXXX
<b>By Email:</b>	<a href="mailto:mvptransportation@mvpt.com">mvptransportation@mvpt.com</a>
<b>On the Web:</b>	<a href="http://www.matsumpo.com">www.matsumpo.com</a>
<b>Via U.S. Mail:</b>	MVP Transportation Street Number City, Alaska, Zip

<sup>4</sup> See [23 CFR § 450.306\(b\)](#)

<sup>5</sup> See [23 CFR § 450.316\(a\)](#)



### 1. Public Meetings

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

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

### 2. Online Access

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

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

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

### 3. Underrepresented Communities

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

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

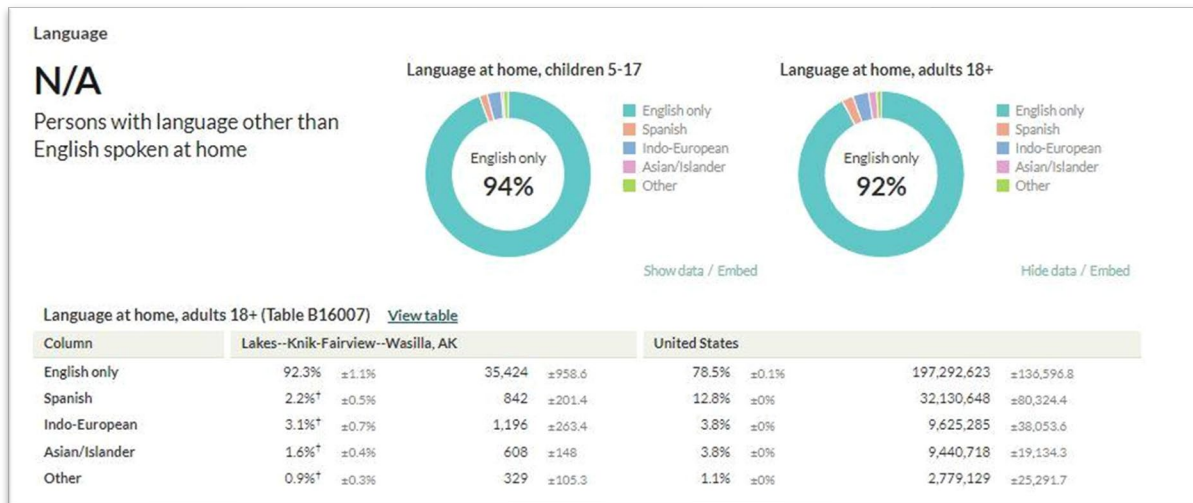
- MPO participation in planned community events in the areas and neighborhoods where underrepresented residents live, work, and play.
- Locate public workshops and engagement events during the plan development process in locations and at times accessible to traditionally underrepresented groups.
- Connect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

#### 4. Equity & Non-discrimination

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

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

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



#### 5. Requests for Special Accommodations & Complaints Procedure

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

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

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

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

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

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

The complaint should include the following information:

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

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

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

Completed complaint forms should be mailed to:

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

Alternatively, complaints may be mailed to:

**Alaska DOT&PF Civil Rights Office**  
200 East 42nd Avenue, Anchorage, AK, 99508

**FHWA Alaska Division, Civil Rights Division**  
PO Box 21648, 709 West 9th Street, Room 851, Juneau, AK 99802-1648

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

950 Pennsylvania Avenue, N.W., Office of Assistant Attorney General, Main, Washington, D.C., 20530  
If a complaint is received in a language other than English, the Title VI Coordinator will work with the Alaska DOT&PF Civil Rights Office to translate it. Upon request, assistance in the preparation of any necessary written materials related to the complaint will be provided by the Title VI Coordinator or DOT&PF Civil Rights Office.

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

All Title VI complaints against MVP Transportation, together with any additional information obtained during the staff review, shall be referred to the Alaska DOT&PF Office of Civil Rights Office and/or the FHWA Alaska Division Office for investigation. The Alaska DOT&PF complaint process is available at the following website: <http://www.dot.state.ak.us/cvlrts/titlevi.shtml>.

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

#### 6. Administrative Modifications & Amendments

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

*Table 2: Administrative modification and amendment definitions.*

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

## B. Planning Participants [Builders]

### 1. Policy Board

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

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

*Table 3: Policy Board summary table.*

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

## 2. Technical Committee

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

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



*Table 4: Technical Committee summary table.*

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

### 3. Public Participants

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

- Persons with limited English proficiency
- Representatives of the disabled community
- Representatives of public transportation users
- Representatives of pedestrian facility users
- Representatives of bicycle facility users
- Representatives of low-income communities
- Representatives of minority communities
- Freight shippers and haulers
- Private providers of transportation
- Representative of affected public agencies<sup>6</sup>

<sup>6</sup> See [23 CFR § 450.316](#).

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

### III. MVP Plans & Programs

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

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

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

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

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



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



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



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



An amendment<sup>7</sup> is triggered when task budget amounts exceed 20% of the original approved program budget, when there are individual changes of \$35,000 or more to task budgets, or when there are significant scope changes. Amendments require the concurrence of the MPO, Alaska DOT&PF, FHWA, and FTA before becoming effective. Amendments to the UPWP will require a 30-day public comment and review period.



An administrative modification<sup>7</sup> is triggered when task budget amounts do not exceed 20% of the approved program budget or when individual changes are for \$35,000 or less of a task budget. These require the concurrence of the MPO and Alaska DOT&PF before becoming effective. The FHWA and FTA will be notified as soon as possible of these changes. Administrative modifications will be announced and posted to the MVP website, and the public will have the opportunity to comment on these by attending the Policy Board meeting where the changes are considered.

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

*Table 5: UPWP summary table.*

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

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

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

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



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



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



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



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



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



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



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



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



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



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

*Table 6: MTP summary table.*

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



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

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

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

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



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



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



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



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



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



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

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



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



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

*Table 7: TIP summary table.*

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

#### D. PPP – How to Engage with the MPO

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

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



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



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



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



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



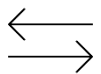
Notification will be sent to all that have requested notification of meetings or public comment periods on the topic of transportation planning. MVP will have a newsletter that will include quarterly updates on the development of the PPP and provide opportunities to comment throughout the process on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



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



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



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

<sup>9</sup> See [23 CFR § 450.316](#).

*Table 8: PPP summary table.*

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

## E. Public Participation Strategies [Toolkit]

### 1. MVP Website & Social Media

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

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

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

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

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

### 3. Local Media Advertising

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

### 4. Quarterly Newsletter

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

### 5. Public Meetings & Workshops

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

### 6. Public Review & Comment Periods

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

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

#### 7. Innovative Visualization Strategies

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

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

#### 8. Stakeholder Email List

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

#### 9. Public Comment & Responsiveness Summaries

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

#### 10. Support Participation of Traditionally Underrepresented Communities

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

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



F. Notice Requirements Summary [Construction Schedule]

Table 9: Meeting and plan notice requirements summary table.

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

## IV. Achieving Public Participation

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

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

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

### A. Mission & Goals

Per 23 CFR § 450.306(b), all metropolitan planning organizations shall conduct a continuous, cooperative, and comprehensive (three C's) planning process that addresses the following ten federal planning factors:

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

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

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

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

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

## B. Measuring Success

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

*Table 10: Public participation evaluation framework.*

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

## V. Meeting Federal Requirements

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

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

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

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

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

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

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

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

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

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

## VI. Conclusion

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

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

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



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

## I. Purpose

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

## II. Timeline

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

## III. Meetings

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

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

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

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

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

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

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

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

#### A. Pre-MPO Policy Board

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

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

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

#### B. Pre-MPO Steering Committee

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

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

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

#### C. MVP Policy Board

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

#### D. MVP Technical Committee

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

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

#### IV. 2022 MPO Plans, Programs & Agreements

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

##### A. MPA Boundary Development

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### D. Bylaws

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

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

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

#### E. Tribal Consultation Agreements

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

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

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

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

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

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

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

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

#### G. Member Organization Coordination Agreements

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

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

#### H. Transportation & Grandfather Agreements

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

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

#### I. Consolidated Planning Grant Agreement

MVP Transportation will work with the Alaska DOT&PF to develop a Consolidated Planning Grant Agreement<sup>2</sup> to outline the consolidated Metropolitan Planning (PL) and Transit Planning (FTA 5303 funds) to be distributed to the MPO by formula and match amounts. The Alaska DOT&PF is currently in the process of drafting separate Consolidated Planning Grant Agreements for FAST Planning and AMATs, and MVP Transportation will need to do the same once the MPO is officially designated.

#### J. Other Agreements

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

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<sup>1</sup> See [23 CFR 450.314\(h\)](#).

<sup>2</sup> See [FTA Circular 8100.1D](#).





The Matanuska-Susitna Borough (MSB) on behalf of the Mat-Su Pre-Metropolitan Planning Organization (MPO), is seeking professional services to prepare the first Metropolitan Transportation Plan (MTP) for the pending MPO. It is anticipated that some portion of the Matanuska-Susitna Borough will be designated as Urbanized by the U. S. Census Bureau in April 2022. The area will have one year from that date to form a Metropolitan Planning Organization. The MTP and associated Transportation Improvement Program (TIP) must be complete by September 1, 2024.

The MTP is a long-range transportation plan for a metropolitan area and is a statement of the ways the region plans to invest in the transportation system over no less than a 20- year planning horizon as of the effective date. It is updated every five (5) years in air quality attainment areas. It shall include both long-range and short-range strategies, policies and actions that provide for the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand. A multi-modal transportation system includes transit, rail, automobile, non-motorized modes, port access and possibly airport access. The MTP provides an opportunity to communicate the priorities, critical choices, and general directions for the region to a broad audience, including planning partners, other stakeholders, elected officials, tribes and the public. The Transportation Improvement Program (TIP) will be developed as part of the metropolitan planning process consistent with and, subsequent to, the approved MTP. It shall be developed in coordination with the State of Alaska and compatible with an electronically-available system used by the State of Alaska in developing their Statewide Transportation Improvement Program (STIP), if available.

The work will build on the Matanuska-Susitna Borough Long Range Transportation Plan 2035 (LRTP) but will only address the area designated as the Metropolitan Planning Area (MPA) Boundary as developed and approved by the Pre-MPO Policy Board in 2022. It will address planning requirements found in the FAST Act, and proceeding reauthorizations, including the requirements for a performance-driven, outcome-based approach to the planning effort and mitigation activities and other requirements as outlined in 23 CFR 450. It may also address any new requirements of any highway bill re-authorization that occurs prior to or during the development of this MTP, according to the required timelines issued in the updated regulations and guidance. The MTP will focus on a review and refinement of existing documents and address priorities and planning elements while considering any new corridor, access management, arterial, sub-area, transit or other planning efforts since the development of the 2017 LRTP. It will include innovative and emerging policy areas that will further shape the goals, programs and emphasis areas of the plan. One of the policy changes that may need to be considered is the state's desire to allow off-road vehicles on roadways with speeds of 45 mph or less. Current statewide performance measures will be reviewed so that appropriate MPO

targets may be developed. Consultation with the State and other Alaska MPOs and finalization of a Memorandum of Understanding between the parties to support a performance-based approach to metropolitan transportation and programming is a deliverable of this effort.

Development and content of the MTP must include all requirements of 23 CFR 450.324 listed here, in part:

- Current and projected demand of persons and goods in the MPA over the period of the plan;
- Existing and proposed transportation facilities that function as an integrated metropolitan transportation system;
- A description of the performance measures and targets used in assessing the performance of the transportation system;
- A system performance report;
- Operational and management strategies to improve the performance of the existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods;
- Assessment of capital investment and other strategies to preserve the existing and projected infrastructure; provide for multimodal capacity increases based on regional priorities and needs and reduce the vulnerability of the existing infrastructure to natural disasters;
- Transportation and transit enhancement activities;
- Design concept and scope descriptions of all existing and proposed transportation facilities;
- Potential mitigation activities and potential areas to carry out these activities;
- A fiscally constrained financial plan with system-level estimates of costs and revenue sources **to be provided by the State in consultation with the MPO's other member agencies**; and,
- Pedestrian walkway and bicycle facilities.

The final deliverable will include the MTP, an Executive Summary, and Technical Appendices. Plan sections include:

- Introduction
- Public Involvement including implementation of the recommendations in the 2017 LRTP and the Pre-MPO's Public Participation Plan, updated to reflect any new innovative and/or interactive outreach efforts
- Goals and Objectives and Performance Based Planning
- Existing Conditions and completed projects since the completion of the 2017 LRTP (MPA projects only) and status of the Rural Service Area Framework within the MPA
- Future Network including corridor and access management analysis, challenges, risks and scenario planning
- Financial Plan

- Recommendations (both project and policy)
- Implementation Strategies

Technical Reports will include, but are not limited to the following:

- Policy Board adoption of the Goals, Objectives and Performance Measures
- Policy Board adoption of the Latest Planning Assumptions used in the TransCad Model
- Policy Assessment and Gap Analysis
- Alternatives Analysis Process
- Status of the Current Transportation System
- Future Transportation System Deficiencies Analysis
- Project Needs List
- Public Involvement Summary to fulfill all requirements under 23 CFR 450, the Public Participation Plan, Environmental Justice and Title VI Implementation Plan

### **Phase I—Requirements Analysis**

The development of the MTP shall use **the latest available estimates and assumptions for population, land use, travel, employment, congestion and economic activity**. The latest planning assumptions will be developed under a separate but integral project when the TransCad Model is updated for use in the development of the MTP. The Consultant will work with the TransCad Model consultant to conduct the traffic and systems analysis and other elements under this MTP development. At a minimum, it must include:

#### *Task 1.1 Traffic & Systems Analysis*

The Consultant will compile an inventory of existing transportation facilities within the study area, for all modes, as well as pertinent information such as Annual Average Daily Traffic (AADT), functional classification, Level of Service (LOS), crash data and ownership and maintenance responsibilities. Should additional data collection be necessary, the State, MPO and the Consultant will negotiate any additional data needs. There currently exist numerous data gaps and inconsistencies, as identified in the LRTP, including bicycle and pedestrian counts, sidewalk and trail locations, building footprints and easements. Programmatic and plan development suggestions will be developed as a result of this analysis. The Consultant shall incorporate the Traffic Demand Model in all planning assumptions and forecast to the horizon year of the plan. The Consultant will review past and the current Regional Travel Demand Modeling projects regarding the Mat-Su area, concentrating specifically on the MPA to determine the level of modeling required to satisfactorily complete the MTP. The model update will include scenario planning. The underlying assumptions in the model regarding population, employment, trip generation and other factors should be updated to reflect existing conditions.

Anticipated land use and economic development patterns shall also be researched and considered. Future demographics including population,

employment and jobs/housing balance shall be developed with input from local governments, agencies and subject matter experts. TransCAD will be the model used to ease coordination on a regional level.

*Task 1.2 Research*

The Consultant will identify the accomplishments of the current LRTP as related to the area within the MPA boundary.

The Consultant will research existing plans and studies pertaining to the MPA boundary with particular attention to comprehensive and land use plans and any performance based plans that have been generated since the development of the LRTP including, but not limited to:

- Alaska Statewide Long Range Transportation Policy Plan
- Alaska Statewide Active Transportation Plan
- Alaska State Rail Plan, Alaska Aviation System Plan
- Alaska Statewide Asset Management Plan
- Alaska Highway Safety Improvement Program including the Strategic Highway Safety Plan
- Applicable regional port studies
- Alaska State Freight Plan
- Relevant Arterial Access Management, Corridor and Sub-area Plans and Studies
- The Official Streets and Highway Plan
- Transit Short Range Plan
- Safe Routes to School Plan
- Long-Range Transit Vision
- MSB Recreational Trails Plan
- MSB Capital Improvement Program
- Tribal Transportation Improvement Programs
- Local transportation plans and Capital Improvement Programs (Wasilla, Palmer, MSB)
- MSB Coordinated Human Services Transportation Plan.

The Consultant will also be responsible for ensuring that the MTP meets all metropolitan planning requirements of the FAST Act and subsequent highway authorizations by developing a gap analysis of the existing LRTP as it relates to the MPA against the federal law, particularly sensitive to the requirements of Metropolitan Planning Organizations. Other federal requirements should also be incorporated such as any new planning factors, freight program opportunities, the planning emphasis areas and potential mitigation activities as well as the identification of the projects completed since the development of the last LRTP. The Consultant will also identify deficiencies that prevent access to essential services such as access/egress issues for emergency events as well as other

deficiencies. The status of maintenance and operations of the system, both in service and funding, will also be addressed.

*Task I.3 Develop and refine existing Goals, Objectives, Performance Measures, Targets and establish Project Evaluation Criteria*

The metropolitan transportation planning process will provide for the establishment and use of a performance-based approach to transportation decision-making to support the national goals described in 23 U.S.C. 150(b) and in the general purposes described in 49 U.S.C. 5301(c). The plan will establish goals, objectives and performance targets that address the performance measures or standards established by the State to be used in tracking progress toward attainment of critical outcomes for the MPO. The goals, objectives and performance measures will be developed to address any known performance targets and planning factors. This will involve coordination with the State and the Metropolitan Planning Organizations within the State: Anchorage Metropolitan Area Transportation Solutions (AMATS) and FAST Planning, Inc. (FAST). A *Performance Planning Target Setting Procedure Agreement* must be established with the State and with public transportation providers to ensure consistency with the performance targets that public transportation providers have established. It is recommended that this effort be coordinated with AMATS and possibly, FAST.

The consultant will use this performance-based approach to assist the MPO in the development of specific Evaluation Criteria for projects to be scored for inclusion in the TIP. A system performance report is also required.

**Phase II—Alternatives Analysis**

*Task II.1 Identification of Alternatives*

Through identification of future needs and existing deficiencies, the Consultant will develop alternatives for consideration. An interactive, web-based approach in obtaining community input is highly desired in addition to other approaches.

Emerging concepts to be addressed include sustainability, climate change and energy, transportation and environmental impacts and interregional planning.

Specific proposals should, at a minimum, include an analysis of the following:

- a Seasonal Commuter Rail from train stations in the Mat-Su to work sites within Anchorage;
- Bus-only lanes along the Glenn Highway for commuters in order to reduce the need for widening and impacts of a Park and Ride within the AMATS MPA that would potentially serve residents of the new Mat-Su MPO.

- Any alternatives that sufficiently address the deficiencies.

These types of projects will require a framework for coordination as to STIP/TIP priorities, local match, construction funding and maintenance.

*Task II.2 Scenario Analysis*

The Consultant will also identify and propose alternative growth scenarios that include both infrastructure and non-infrastructure approaches to managing transportation demand including land use and growth/density management development scenarios. The Consultant will identify the methods by which these alternatives will be developed in their response. The consultant will employ visualization techniques and broad-based participation to develop long-range regional visions with the MTP.

Some scenarios that are to be looked at include a Park and Ride Facility at the Old Glenn Highway and the New Glenn Highway Interchange. The location is within the AMATS boundary.

*Task II.2 Analysis of Alternatives*

An evaluation process will be developed for all modes to analyze the alternatives. Significant corridor improvements and transportation demand management approaches will be incorporated.

*Task II.3 Recommended Alternatives and fiscally constrained financial plan*

The Consultant will develop a short, medium and long-term implementation plan including planning-level estimates for all priorities. Sources of funding, funding projections and project-level estimates will be developed in consultation with the State and the MPO. The Consultant will prepare a transparent explanation of assumptions, risks and priorities involved in financial decisions, developed collaboratively with regional partners. The Consultant will identify the performance measure(s) and planning factor(s) each alternative satisfies.

Recommendations for non-infrastructure improvements will also be presented including, but not limited to travel demand and congestion management solutions, educational campaigns, policies and necessary studies or programs to address data gaps.

Examine FHWA Innovative Financing techniques in developing the fiscally constrained plan and develop possible uses in the MPA as well as ways to leverage funding with other sources (bonds, tribal funding, other grants).

The results of the update of the MSB Coordinated Human Services Transportation Plan and Safety Plan will be incorporated into this MTP as it pertains to the MPA.

*Task II.4 Operations and Maintenance*

Alternatives will also include an emphasis on the maintenance of existing transportation infrastructure and include transportation projects and programs focused on operations and maintenance. The status of maintenance and the funding of its operations by all stakeholders will be included in the analysis.

**Phase III—Implementation**

*Task III.1 Preparation of Appropriate Draft Implementation Plan*

The Consultant will develop a draft report for State and MPO review. Appropriate edits will be made prior to release for comment by the MPO and its committees, local governments and public.

*Task III.2 Preparation of the Initial Draft Transportation Improvement Program (TIP)*

The consultant will develop a draft TIP for State and MPO review. This will entail the development of a process to evaluate projects to include in the TIP. The Consultant will develop an electronic TIP with all projects geo-referenced.

**Phase IV—Coordination and Documentation**

*Task IV.1 Administration and Coordination*

The Consultant will administer and coordinate this project. Project open houses will be coordinated around the meetings of the Technical Committee and Policy Board. The Consultant will be required to coordinate with those responsible for the travel model update. Draft technical memorandums and plans are required at least fifteen days prior to release at a Policy Board or Technical Committee meeting in order for staff to incorporate their comments.

*Task IV.2 Public Coordination and Participation*

This task will begin early and will be ongoing. The Consultant will follow the newly adopted Public Participation Plan (PPP) and develop an amendment to the PPP to update the MTP Public Involvement Plan subject to the approval of the Policy Board and meeting all requirements of 23 CFR 450.324. The amendment will reflect how the MTP process will successfully include robust and interactive participation and garner support from transportation agencies, the business community, the general public, environmental justice communities and other stakeholders. It will employ a diversity of means to solicit and consider public input at multiple points in the planning process. It will incorporate steps to ensure access of the plan and planning process to Limited English Proficiency populations and address any observed inequalities. The amendment will also



demonstrate how public input is coordinated with the goals, objectives and implementation of the MTP.

There will be at least two open houses for this project. Also required will be at least two meetings with each entity listed below to provide information and gather feedback from the following entities:

- Technical Committee
- Transportation Advisory Board
- Policy Board
- MSB Planning Commission (one work-sessions and one public hearing)
- MSB Assembly (one work-session and one public hearing)
- City of Palmer
- City of Wasilla
- Mat-Su Transportation Advisory Board
- Joint Tribal Meeting with the Knik, Eklutna and Chickaloon Tribes.

Some of these work-sessions can be supported by or performed by the existing staff. The Consultant will work with the MPO to identify, obtain agreement and document the tribal governments' involvement in the development of the MTP. Outlining factors applied in shaping scenarios, incorporating feedback into the analysis and informing the Planning Commission and Assembly on progress and findings are core activities and will ensure consistency with the MSB Comprehensive Plan, the latest Official Streets and Highways Plan (OSHP) and the relevant portions of the Capital Improvement Program.

*Task IV.3 Final Study Documentation and Production*

The Consultant will produce a final report and a plan for public distribution. The final plan will contain infographics using text to tell the story where the images are not specific enough. There should be a balance between text and graphics yet easy to comprehend. The Consultant will distribute the final plan.