

Mat-Su Pre-MPO Policy Board Meeting

Wednesday, September 15, 2021
11:30am – 1:00 pm

Microsoft Teams Information:
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Phone Conference ID: 140 032 590#

Meeting Agenda

1. Call to Order
2. Introduction of Pre-MPO Policy Board Members and other Attendees
3. Approval of the September 15, 2021 Agenda (**Action Item**)
4. Approval of the Minutes – (Placeholder)
5. Committee/Working Group Reports (Including the Staff Report)
 - a. Staff Report
6. Voices of the Visitors (Non-Action Items)
7. Old Business
8. New Business
 - a. Metropolitan Planning Organization 101 Discussion
 - b. Mission, Responsibilities and Tasks (**Action Item**)
 - c. Next Pre-MPO Policy Board Meeting Date (**Action Item**)
9. Other Issues
10. Informational Items
 - a. Pre-MPO Steering Committee Member List (attached)
 - b. Pre-MPO Policy Board Member List (attached)
11. Pre-MPO Policy Board Comments
12. Adjournment

Next Scheduled Pre-MPO Policy Board Meeting – **TO BE DETERMINED**, held via Microsoft TEAMS

Mat-Su Pre-MPO Steering Committee
Action Items
09.12.2021

Approve the September 12, 2021 agenda. **(Winnstaffer)**. No objections.

Approve the August 10, 2021 minutes. **(Winnestaffer)**. No objections.

Recommendation to forward the name "MVP Transportation" to the Pre-MPO Policy for consideration.
(Winnestaffer/Busch). No objections.

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Mat-Su Pre-MPO Policy Board
Proposed Mission, Responsibilities and Tasks
08.26.2021

Mission

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.

Responsibilities

- To serve on the Pre-MPO Policy Board from September 2021 until Designation of the MPO by the Governor (anticipated to be no later than April 2023). All tasks will then be turned over to the designated Policy Board.
- This is the Interim Leadership Level of the MPO and the individual(s) tasked with the development of the MPO will take direction from the Pre-MPO Policy Board (PB).
- When sitting at the Pre-MPO Policy Board table, it is important to remember you are there to make decisions that are in the best interest of the MPO. You will represent the MPO and make decisions about the best way forward for this organization to accomplish its mission.
- Meet with your staff member(s) on the Pre-MPO Steering Committee on a regular basis in order to obtain answers to any questions you may have regarding matters before the Pre-MPO PB.
- No proxy voting will be allowed as it is expected that the leaders selected for the Pre-MPO PB are fully involved in the process to make the best decisions regarding the future of transportation infrastructure, policy and organizational structure.

Tasks

- Conduct public meetings in accordance with Roberts Rules of Order and the Public Participation Plan (when complete)
- Vet, approve and oversee the implementation of the:
 - Public Participation Plan
 - Title VI Implementation Plan
 - Boundary Development Strategy
 - MPO Structure (housing and hosting arrangement, as applicable)
 - 2022 Unified Planning Work Program (UPWP)
 - 2023 – 2024 UPWP
 - Metropolitan Transportation Plan (MTP) Scope of Work
 - Policy and Procedures of the MPO
 - Interagency and Intergovernmental Agreements, as applicable.
- Vet, approve and forward the Operating Agreement, Boundary Map and Bylaws to the State of Alaska DOT & PF who will forward to the Governor for approval. Approval is to be obtained by April 2023
- Other tasks, as required

MAT-SU PRE-MPO Federal Fiscal Year 2022 Unified Planning Work Program (UPWP)



Draft 06.08.21
Revised 7.08.2021
Revised 08.08.2021
Revised 09.07.2021

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MAT-SU MPO FEDERAL FISCAL YEAR 2022

DRAFT 08.08.2021

Estimated Costs by Task

October 1, 2021 - September 30, 2022

Task	Description	FFY22	Federal Fund Code	Non-Federal Share	In-Kind (State, MSB, MPO) *
100	MPO Planning Process				
100(A)	Support Services	\$225,000	Fed TBD		\$12,100
	Total Task 100	\$225,000			
		<i>9.03% match (cash)</i>	MSB		
		<i>(in-kind)</i>			
		<i>Subtotal</i>			
		<u>\$247,334</u>			
		<i>ICAP (4.64%)</i>			
	Total Task 100	\$259,369			
200	Public Transit System Planning	\$50,000	Fed TBD		
300	Contingency Projects				
300(A)	Metropolitan Transportation Plan	\$450,000			\$17,000
300(B)	Transportation Improvement Program	\$0			
	Total Task 300	\$450,000			
		<i>9.03% match (cash)</i>			
		<i>(in-kind)</i>			
		<i>Subtotal</i>			
		<u>\$477,669</u>		494668	
		<i>ICAP (4.64%)</i>		44668.5	
	Total Task 300	\$500,911			

Assumptions:

The State and Borough will provide all necessary GIS services for the development of the MPA boundary, in kind.

Support Services includes wages for an Interim Executive Director/Coordinator and management and operation of the Pre-MPO. This also includes consulting services regarding MPO formation and consultation, as needed.

FED TBD = Federal Funding Type to Be Determined by the State

ICAP = Indirect Cost Allocation Plan for FFY22 per DOT&PF memo dated 06.21.2021

Purpose of the UPWP

The Unified Planning Work Program (UPWP) for the Matanuska-Susitna Pre-MPO (MPO) documents the MPO's transportation planning activities. It is a planning document that identifies and describes the MPO's budget, planning activities, studies, and technical support expected to be undertaken in a one- or two-year period (23 CFR 450.104). The purpose of the UPWP is to ensure that a continuing, cooperative, and comprehensive (3C) approach to planning for transportation needs is maintained and properly coordinated between the MPO, Alaska Department of Transportation & Public Facilities (DOT&PF), Matanuska-Susitna Borough, the Cities of Palmer and Wasilla and other jurisdictions. It 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.

This document covers only one year to sync the MPO with the other two in the State when PL funds are expected to be allocated in FFY2023 and the desire to take a more measured approach in the pre-MPO planning effort.

The UPWP is required for the MPO to receive metropolitan planning funds from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), through the 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.

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 period of four years that is developed, adopted, and implemented by the MPO in coordination with the MTP.
- **Public Participation Plan (PPP)** – a guiding document that outlines the goals, strategies, and implementation plan for involvement of the public in the development of MPO plans, programs, and policies, including the MTP and TIP.

With the prior approval of the DOT&PF, Federal Highways Administration (FHWA), and Federal Transit Administration (FTA), an area not designated as a Transportation Management Area (TMA) may prepare a simplified statement of work in cooperation with the DOT&PF and the public transportation operator(s) in lieu of a UPWP. The simplified statement of work must include a description of the major activities to be performed during the next one- or two-year period, who will perform the work, the resulting products, and a summary of the total amounts and sources of federal and matching funds. If a simplified statement of work is used, it may be submitted as part of the DOT&PF's planning work program, in accordance with 23 CFR 420. The MPO may elect to

use a simplified statement of work in the future with direction from and using the desired format as proposed by the DOT&PF. A newly designated MPO does not need to develop an MTP or TIP within the first 12 months. However, the initial MPO work plan should include tasks and a schedule to develop a TIP and MTP (23 CFR 450.308). Administrative requirements for UPWPs and simplified statements of work are contained in 23 CFR 420 and FTA Circular C8100, as amended (Program Guidance for Metropolitan Planning and State Planning and Research Program Grants).

MPO Formation

All Urbanized Areas over 50,000 in population must have an MPO to carry out a 3C transportation planning process, as stipulated in the Federal Highway Act of 1962. It is expected that in the spring of 2022, the U.S. Census Bureau will publish a notice in the Federal Register identifying an area within the Borough as a Qualifying Urbanized Area for Census 2020. Designation of a new MPO consists of a formal agreement between the governor and units of general-purpose local government that together represent at least 75 percent of the population to be included in the MPA. The agreement should, at minimum, identify the membership structure of the policy board and establish the metropolitan planning area boundaries (23 USC 134 (b) and 49 USC 5303 (c)). Each UZA listed in the relevant Federal Register notice must be represented by an MPO within 12 months of the official Census Bureau listing.

The MPA boundary must be examined by the MPO, in cooperation with the state and public transportation operator(s) to determine if existing MPA boundaries meet the minimum statutory requirements for new urbanized areas and shall adjust them as necessary. The MPA boundaries shall encompass the entire urbanized area (as defined by the Bureau of the Census) plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan. As appropriate, additional adjustments should be made to reflect the most comprehensive boundary to foster an effective planning process that ensures connectivity between modes, improves access to modal systems, and promotes efficient overall transportation investment strategies. Following the MPA boundary approval by the MPO and the governor, the MPA boundary descriptions shall be provided to the FHWA and the FTA for informational purposes.

The MPO and its eventual structure and boundary are currently being discussed by a Pre-MPO Steering Committee (Steering Committee) that represents general purpose local governments that together represent at least 75 percent of the expected affected population including the largest incorporated city, based on population, as named by the Bureau of the Census. Also on the Steering Committee, is a representative of a provider of public transportation, DOT&PF, the Alaska Department of Environmental Conservation (DEC), the Alaska Railroad (ARRC), the City of Wasilla, the City of Palmer, the Borough, the Borough Transportation Advisory Board, the Native Village of Knik, Chickaloon Native Village, Mat-Su Trails and Parks Foundation, Mat-Su Health Foundation, and members of peer MPOs in Anchorage and Fairbanks.

Under the review and guidance of the Steering Committee, a Boundary Development Strategy is being developed in FFY21. Facilitated by the Consultant team (Team), meetings have taken place between the Borough and the DOT&PF to determine if the necessary data and GIS resources are

available to prepare the necessary mapping and background information for the development of boundary alternatives. At this time, development of the MPA boundary will likely be conducted by staff of the jurisdictional agencies with assistance from subject matter experts in areas such as forecasting, real estate and several planning specialties. This effort will begin in earnest in the new federal fiscal year in preparation for the release of the list of new UZA's noticed in the Federal Register in Spring 2022.

All work to date has been conducted under a Pre-MPO Steering Committee. It is expected that a Pre-MPO Policy Board will be in place in the Summer of 2021. The Pre-MPO Policy Board will begin to make decisions, based on recommendations by the Pre-MPO Steering Committee, on this UPWP, the structure of the future MPO, its membership and boundaries in anticipation of completing the Operating Agreement package that will be forwarded to the Governor in late 2022. It is the goal to have the official MPO be designated by the Governor in accordance with the regulations by Spring of 2023.

Operation of the MPO

The MPO means the Policy Board of an organization created and designated to carry out the metropolitan transportation planning process. It is expected that the Pre-MPO Policy Board will be formed early in the summer of 2021 and the Technical Committee will be formed shortly thereafter. The make-up of both the official Policy Board and the Technical Committee will be defined in the MPO Bylaws and the Inter-Governmental Operating Agreement for Transportation Planning (Operating Agreement).

Under a current consultant agreement, the Team conducted a literature analysis and review of peer MPOs to present to the Steering Committee to discuss alternative structures for this new MPO. The Steering Committee is playing a vital role in providing a recommended structure for the MPO to the Pre-MPO Policy Board. These alternative structures range from a Freestanding, Independent organization through an All-In-One Agency. Currently, the Fairbanks MPO, FAST Planning, is on one end of the spectrum and the Anchorage MPO, Anchorage Metropolitan Area Transportation Solutions (AMATS), is on the other end of the spectrum. After several meetings with the Steering Committee, the tentative recommendation is to create a Leaning Independent/Independent structure for the new MPO. Further discussions will take place to recommend a final structure after the finalization of the Pre-MPO Policy Board. The recommendation will include where the MPO will be physically located and how it will be administrated (hosted or independent).

Throughout this process, the Team has been currently developing the following draft documents which will be submitted to the Steering Committee throughout calendar year 2021 for review, comment, and recommendation:

- Public Participation Plan including Branding and educational materials
- MPO Boundary Development Strategy
- Scope of Work for the Metropolitan Transportation Plan (MTP)
- Report on the Team's work on FFY2021 Tasks

- This 2022 Unified Planning Work Program (UPWP)
- Updates to Intergovernmental Operating Agreement & Memorandum of Understanding for Transportation Planning in the Mat-Su Metropolitan Planning Area, as required
- MPO Staff Roles and Responsibilities

The Steering Committee will continue to meet monthly in 2021 and will begin to make recommendations to the Pre-MPO Policy Board in the summer of 2021. Monthly meetings from September 2020 through May 2021 were in a presentation format. Beginning in June 2021, meetings will be conducted by a Chair that is elected by the Steering Committee complete with an agenda that is developed by the Team in consultation with the Steering Committee and Project Manager. The Steering Committee will make recommendations (proposed action items) to the Pre-MPO Policy Board and all meetings will follow Robert's Rules of Order. All meetings will be advertised beginning in July 2021 to ensure public participation in the Pre-MPO process.

Federal Planning Factors and Performance-Based Planning

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

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

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

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

relate to the seven national goals of:

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

The current Borough LRTP 2035 addresses the planning factors above and addresses performance-based planning. This LRTP provides a good base to develop the MTP which will likely encompass a much smaller area than the entire Mat-Su Borough, which is over 25,000 square miles.

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. The MPO will need to develop a Memorandum of Understanding between the 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. The table on the following page shows how UPWP work tasks relate to these seven national performance goals.

The FAST Act expired on September 30, 2020. Through a Continuing Resolution, it has been extended through federal fiscal year 2021. However, current draft highway reauthorization lists additional planning factors and other requirements that may need to be addressed in the MTP upon passage of the new highway bill. For example, the draft Surface Transportation Reauthorization Act of 2021 contains provisions that would:

- Establish a performance measure for greenhouse gas emissions from transportation projects
- Direct the U.S. Department of Transportation and the Environmental Protection Agency to develop the data to be used in implementing such standards; and
- Provide dedicated funding to build out electric vehicle charging systems and expand current programs eligibility to support climate mitigation activities and emphasize resiliency to natural disasters.

Team is currently monitoring the federal highway bill reauthorization and informing Project Management as changes occur.

Table 1 FFY2022 UPWP Work Tasks & National Performance Goals

FFY2021 Work Tasks	Safety	Infrastructure Condition	Congestion Reduction	System Reliability	Freight Movement and Economic Vitality	Environmental Sustainability	Reduce Project Delivery Delays
100 Plans & Programs							
100(A) Support Services	X	X	X	X	X	X	X
200 Borough Public Transit System Planning							
200 PUBLIC TRANSIT SYSTEM PLANNING	X		X	X		X	X
300 Contingency Projects							
300(A) METROPOLITAN TRANSPORTATION PLAN	X	X	X	X	X	X	X
300(B) TRANSPORTATION IMPROVEMENT PROGRAM	X	X	X	X	X	X	X

Task 100 MPO Planning Process

Task 100(A) Support Services

This task encompasses all planning and program needs for the operation of the MPO. It is recommended that the MPO hire an Interim Coordinator to manage the critical tasks listed below. These include work regarding **the MPO Structure, Public Participation, Research, and Operations and Reporting** and include but are not limited to the following:

1. MPO Structure

- Finalize all coordination and work necessary to implement the MPO structure including the following work products:
 - **Mat-Su MPO Intergovernmental Operating Agreement and Memorandum of Understanding for Transportation Planning within the Metropolitan Area of the Metropolitan Planning Organization (Operating Agreement) and Boundary Development:** This agreement details the agreed upon structure and process for the continuing, cooperative and comprehensive consideration, development and implementation of transportation plans and programs for intermodal transportation in the MPA. MPO designation shall be made by agreement between the Governor and units of general-purpose local government that together represent at least 75 percent of the affected population (including the largest incorporated city, based on population, as named by the Bureau of the Census) or in accordance with procedures established by applicable or local law. It defines the membership of the Policy Board by Title and voting rights of its members. It also defines the members of the Technical Committee by Title. Federal and state law are silent on the size, composition and voting rights of a Policy Board under in a non-Transportation Management Area (under 200,000 persons). This agreement defines the key plans and programs of the MPO, rules for consultant contracts, reporting requirements, planning reports, division of cost and payment, audit procedures as well as other standard required contractual elements.

The metropolitan planning area boundary, conforming to the requirements of 23 USC 134(e), is included as an attachment to the Operating Agreement. The Interim Coordinator will be responsible for the managing the implementation of the Boundary Development Strategy, but the DOT and Borough will provide the GIS services required for this effort. The development of the boundary must utilize the latest planning assumptions, and these must include the information from the 2020 Census regarding the designation of urbanized areas, expected to be available in April 2022.

The MPO may utilize the Mat-Su MPA Boundary Development Strategy developed in FFY21 to guide the development of the MPO boundary. The MPO will develop alternatives to be examined in a public process to determine the final Metropolitan Planning Area of the MPO to be included in the Operating Agreement. The boundary

of an MPA shall be determined by agreement between the MPO and the Governor in accordance with 23 CFR 450.312. At a minimum, the MPA boundaries shall encompass the entire urbanized area (as defined by the Bureau of the Census) plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan. The MPA boundaries may be further expanded to encompass the entire metropolitan statistical area, as defined by the Office of Management and Budget. MPA boundaries may be established to coincide with the geography of regional economic development and growth forecasting areas. Additional adjustments should be made to reflect the most comprehensive boundary to foster an effective planning process that ensures connectivity between modes, improves access to modal systems, and promotes efficient overall transportation investment strategies.

The Operating Agreement and Metropolitan Planning Area Boundary will have to be presented to the various member agency councils and assemblies for review and to obtain a resolution of support for the package to be presented to the Governor. The package will also need to be reviewed and approved by their respective attorneys prior to submission to the Governor for designation. It is the responsibility, with Staff oversight and assistance, of the Pre-MPO Steering Committee members to champion this package through their respective organizational processes to ensure the timely designation of the Mat-Su MPO by the Governor. This can take time and may be a reiterative process. This includes the review by the State's Attorney General office as well. Staff, which is limited due to the current part-time Project Manager's status, may be available to present information regarding the MPO to each council/assembly, but it may be that the Pre-MPO Steering Committee member of each respective organization will have to take the lead. Documentation on the time spent on this process may serve as in-kind match so each person participating in this effort should document their time, by the quarter hour, and present this monthly to the Project Manager. This includes all time by all involved in obtaining the resolutions of support. Format and information necessary to document the time will be provided by the DOT.

After the boundary is approved, DOT&PF or the FHWA Division Office should provide the boundary files electronically to the FHWA Office of Planning (HEPP-30) for inclusion into the FHWA Office of Planning Executive Geographic Information System (HEPGIS) database. The preferred submission formats are ArcGIS or TransCAD GIS file formats, the GIS software packages most commonly used by State DOTs and MPOs.

- ***Memorandum of Understanding for the Implementation of the Mat-Su MPO Office (MOU)***: The MPO, DOT and providers of public transportation shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation

planning process. These responsibilities shall be clearly identified in written agreements with the MPO. The purpose of the MOU is to outline the responsibilities of each of the parties to the Operating Agreement regarding operation of the MPO. The responsibilities will vary based on the structure of the MPO. For example, if the MPO is housed at one of the participating agencies or organizations, the responsibilities will be very different than if it is a free standing MPO. Items that may need to be addressed include membership dues, project development, financial reporting, audits, GIS services, land use planning, project planning, programming, human resources, risk management, office space, telephone services, IT services, accounting services, procurement services and the like. A stand-alone MPO needs to file Articles of Incorporation, obtain EIN and DUNS numbers, complete IRS Form 1023 to obtain tax-exempt status, complete a DOT&PF internal review audit to establish an indirect cost rate for billing in order to receive federal reimbursement, lease office space, consider outsourcing payroll and IT services, and the like.

- **Bylaws of the Mat-Su MPO (Bylaws):** The Bylaws spell out the members and officers of the organization, how the Chair and Vice Chair are chosen and who will serve as Secretary of the organization and what those responsibilities entail. The Bylaws define when meetings will occur, at a minimum, and line out the standard order of business. The Bylaws define committee structures and the purpose and duties of the Technical Committee. The Bylaws also address ethics, conflict of interest, and other miscellaneous standards of conduct. The Bylaws should be submitted with the Operating Agreement.
- **Policies and Procedures** Finalize the Policies and Procedures of the Mat-Su MPO to ensure operations are in accordance with the Operating Agreement, MOU and Bylaws. Some policies to be developed include, administrative policies, amendment and administrative modification policies, personnel policies, social media policies, human resources, employment practices and the like.
- **Title VI Implementation Plan Development:** Once recognized as the MPO through an *Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning*, the MPO has the responsibility to ensure, for all people, that its programs, plans and policies are carried out in a manner that is not discriminatory, regardless of race, color, national origin, or sex (gender). Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination based upon race, color, and national origin. Specifically, 42 USC 2000d states that *“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”* *The Federal Aid Highway Act of 1973 (23 USC 324), and related federal regulations (23 CFR 200.5 (p)), prohibit discrimination on the basis of sex (gender).*
 - Later Executive Orders placed further emphasis upon the Title VI protections of race and national origin, added low-income populations to the list of protected groups, and clarified that minority and limited

English proficient populations are included under national origin. The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients and contractors, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557], March 22, 1988).

Together these requirements form the legal basis for the Federal Highway Administration (FHWA) Title VI Program. According to 49 CFR 21.7 (b), recipients of federal financial assistance are required to provide for such methods of administration, as determined by the Secretary of Transportation, for a program to give reasonable guarantee that it, and other participants under the program including contractors and subcontractors, will comply with all requirements imposed or pursuant to Title VI related federal regulations. Guidance provided by FHWA, Public Funds for Public Benefit: Subrecipient’s Guide to Implement Title VI, outlines additional information to be addressed in a Title VI Nondiscrimination Plan. The State of Alaska has long recognized the importance of ensuring non-discrimination in the way they conduct business and provide services to the public. This Title VI Non-Discrimination Implementation Plan will document a process specifically for ensuring non-discrimination by the MPO and should be consistent with non-discrimination policies of both the DOT&PF and FHWA Title VI requirements.

The Title VI Plan is integral to the PPP and provides specific goals, objectives, and strategies for reaching low-income, minority, and Limited English Proficiency populations to help mitigate barriers to public participation in the transportation planning process. As a Federal Aid recipient, the MPO has the responsibility to ensure that its programs, plans, and policies are carried out in a manner that is not discriminatory, regardless of race, color, national origin, or sex (gender) in accordance with Title VI of the Civil Rights Act of 1964, as amended. Measures to include are listed but are not limited to:

- Hosting all meetings open to the public and broad advertising of meetings, events, and public comment opportunities
- Opportunities in accordance with the PPP to reach different demographics of the population
- Holding meetings in a location familiar and comfortable to the public, accessible by non-motorized travel and transit, and in ADA-accessible buildings
- Providing contact information on all public notices and advertisements for individuals to request special accommodations for translation (language barriers) and hearing and sight impairments
- Preparing Title VI Reports for the DOT&PF Civil Rights Office for every meeting and event held open to the public and public comment periods

- Advertisement of Title VI complaint procedures and complaint form for any person who believes they have been excluded from or denied the benefits of, or subjected to discrimination on the basis of race, color, national origin, or sex (gender) under any MPO plan, program, or activity
 - Annual participation by all MPO staff in Title VI training
- **Other Agreements:**
- Develop an agreement to coordinate with the DOT&PF, Anchorage Metropolitan Transportation Solutions (AMATS) and FAST Planning on PL and STPBG funding, target setting and other transportation issues of common interest. Set performance targets in coordination with the State and other MPOs in accordance with a to-be established memorandum of understanding for a performance-based approach to the metropolitan transportation planning and programming process.
 - Consider a coordination agreement with AMATS, and others, as appropriate and necessary
 - Consider an agreement with the local tribal governments regarding future consultation processes and to address the government - government relationship with the MPO

2. Public Participation

- The PPP will assist in defining the minimum standards for public involvement in developing the MPO's plans and programs and amend the PPP, as necessary. It will also assist in developing the proper public involvement necessary for the development of the MPO structure and associated documents. The Interim Coordinator will implement the Public Participation Plan (PPP).
- Throughout FFY21, it is expected that the Interim Coordinator will conduct monthly meetings of the Pre-MPO Steering Committee and Pre-MPO Policy Board until the MPO is designated. They will also be responsible to educate the public and other stakeholders on the MPO and its function and value. The Interim Coordinator will attend project status meetings, open house events, stakeholder group consultations, and other governmental planning meetings. The Interim Coordinator will ensure that all meetings are properly advertised in accordance with the PPP.
- The Interim Coordinator will provide guest presentations to the Borough, cities, tribal governments, committees, commissions, local organizations and chapters, and other interest groups
- Serve on the Statewide Transportation Innovation Council and Statewide Connected & Autonomous Team and participate in other statewide or regional planning efforts, as requested.

3. *Research*

- The Interim Coordinator will monitor the Federal Highway Bill Reauthorization and modify the development of the final MPO structure and documents in accordance with the latest planning assumptions. They will study the Federal Regulations for Metropolitan Transportation Planning and research other available grant opportunities.

4. *Office Operations and Reporting*

- **FFY2022 UPWP Reporting:** The DOT&PF is responsible for providing the management oversight of the UPWP. The MPO and any of its partners that receive Federal PL funding will prepare and submit quarterly reports through FFY2022 to the DOT&PF. The quarterly reports will document the planning activities performed and expenditures by the MPO in accordance with the tasks listed in the Unified Planning Work Program (UPWP). The DOT&PF will review and compile the quarterly reports into annual reports at the end of each fiscal year. The MPO will initiate Administrative Modifications and Amendments to the UPWP as needed in accordance with the provisions of the MPO's Intergovernmental Operating Agreement, when executed. This work is currently be done by the Borough Staff.
- **Develop the 2023 – 2024 UPWP:** The 2023 - 2024 UPWP will be developed to include 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 sources of funds. It shall identify work proposed for the next two-year period by major activity and task, including activities that address the planning factors in 23 CFR 450.306(b), in sufficient detail to indicate the proposed funding by task/activity and a summary of the total amounts and sources of federal and matching funds. This may be submitted as part of the state's planning work program if a simplified statement of work is used in accordance with 23 CFR 420. This work will be coordinated with the DOT&PF and the Pre-MPO staff and will include the consultation process to determine the Federal PL and Section 5303 Distribution Formulas to be used by the state in determining the MPO's share of the funding distribution. The DOT&PF is currently planning to issue a Request for Proposal (RFP) to assist in the development of the new PL Distribution Formula and the Pre-MPO Project Manager/Coordinator will be involved in this process.

It is recommended that the new draft 2023 – 2024 UPWP be completed and released for a 30-day Public Comment period by the Pre-MPO Policy Board in mid-June. This UPWP must provide a plan for the development of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP) to become an MPO in good-standing.

- The Interim Coordinator will obtain all the necessary items for the formation of the MPO office. They will supply or cause to arrange supplies, information technology, website development, social media presence, office administration, utilities, payroll, and benefits, and the like. They will procure services as necessary to bring the MPO office to an operational status based on the agreed upon structure.

- The Interim Coordinator will track the budget and conduct all necessary reporting and make amendments, as needed.
- Respond to and fulfill all data requests
- Obtain GIS mapping services for the development of the MPO boundary from the DOT and the Borough.
- Conduct general communication, correspondence and presentations to members of the public, organizations, agencies, elected/appointed officials, and other interested parties
- Coordinate with the DOT and other MPOs, as requested

5. Training

- Attend annual AMPO Conference and Alaska American Planning Association Conference and trainings
- Professional development for staff (attending online and in-person trainings and conferences)
- Attend and participate in local, regional, and state committee and commission meetings

Completion Date: September 30, 2022

Responsible Party: Pre-MPO Staff, Interim Coordinator and/or Borough Staff or DOT managed Consultant(s)

Task 200 Public Transit System Planning

Non-urbanized Formula Program grants provide transit capital, operating assistance, and program administration to non-urbanized areas for public transportation. State agencies, local public bodies and agencies thereof, private-non-profit and private for-profit (inter-city only) organizations and operators of public transportation services are eligible to apply. These program grants are detailed in 49 USC 5311.

In order to be eligible for Federal Transit Administration (FTA) or Alaska Mental Health Trust funds through the Alaska DOT&PF Alaska Community Transit (ACT) office, projects must be derived from a locally developed, coordinated plan that is updated at least every five (5) years. These funding sources substantially support transit operations in the Borough. The Borough's previous plan update was in 2011 and required significant changes to reflect current community needs and opportunities, in addition to meeting federal and state requirements. The 2018-2022 Coordinated Human Services Transportation Plan (CHSTP) serves this purpose. It documented community efforts to coordinate public and human service transportation for the Borough's residents—especially older adults and individuals with disabilities. FTA 5310 grants through the Fixing America's Surface Transportation (FAST) Act and Alaska Mental Health Trust funding each focus on the transportation needs of disadvantaged persons and those with special transportation needs that cannot be met through traditional personal automobile or public transportation means. Valley Transit and Sunshine Transit Coalition are prepared to receive Alaska Community Transit State Fiscal Year 2021 Public Transit Grants for Administration, Operating and Preventive

Maintenance. Sunshine Transit Coalition was awarded \$729,663 and Valley Transit was awarded \$1,100,000. Sunshine Transit Coalition and Valley Transit are also to receive Public Transit Capital Grants of \$737,692 and \$1,350,207, respectively.

The Federal Transit Administration (FTA) has defined the goals of the 5311 Program to:

- Enhance the access of people in non-urbanized areas to health care, shopping, education, employment, public services, and recreation.
- Assist in the maintenance, development, improvement, and use of public transportation systems in rural and small urban areas.
- Encourage and facilitate the most efficient use of all rural transportation funds used to provide passenger transportation in non-urbanized areas through the coordination of programs and services.
- Assist the development and support of intercity bus transportation.
- Provide for the participation of private transportation providers to the extent feasible.

Due to the operational changes in FFY2020 related to the COVID-19 pandemic, these planning funds will be critical to planning the future of the public transit system within the MPA. Beginning in FFY21, and continuing through FFY2022 and FFY2023, the transit providers will need to develop, implement, and continually update Public Transportation Agency Safety Plan (PTASP) to include the processes and procedures to implement Safety Management Systems (SMS). This may result in significant changes to operation and ridership of the system and may affect the transit routes, frequency, and timing, as well as staff employment, facilities and equipment, and fare collection.

The transit services within an MPA, once designated, are eligible to receive **FTA Section 5303, 5304 and 5305 planning funds** through a Metropolitan Planning Grant Agreement between the DOT&PF and FTA. Metropolitan & Statewide Transportation Planning Section 5303, 5304 and 5305 provide funding and procedural requirements for multimodal transportation planning in metropolitan areas and states.

Planning needs to be cooperative, continuous and comprehensive, resulting in long-range plans and short-range programs reflecting transportation investment priorities. Federal planning funds are first apportioned to State DOTs. State DOTs then allocate planning funding to MPOs. One meeting has been conducted between the local transportation provider, DOT&PF, Alaska Railroad and FTA and more coordination will take place to determine the necessary work tasks for this UPWP.

Funds are available for planning activities that:

- 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 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 (H) emphasize the preservation of the existing transportation system.

This funding is used to conduct planning activities related to the operation and improvement of the public transit system, including data collection, studies, system performance management, capital planning and asset management, preparation of reports and plans, and training and technical assistance for staff. Example plans include:

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



Upon designation as an MPO, the Mat-Su MPO transit providers will be eligible to apply for the urbanized FTA 5303 formula grants and other competitive grant programs.

Completion Date: Upon designation as an MPO

Responsible Party: Valley Transit, Sunshine Transit Coalition

Task 300 Contingency Projects

The following projects are Contingency Projects, which are, by definition, a future event or circumstance which is possible but cannot be predicted with certainty. That is, these are projects listed that could occur in FFY22 if funding becomes available.

Task 300(A) Develop the 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. The MPO will develop its first MTP using the 2017 MSB LRTP 2035 as its base. The MTP is not due within 12 months of being designated as an urbanized area but must be planned for within the UPWP. The UPWP will provide the work plan that will include the tasks and a schedule to complete the MTP. It must be updated every five years. A draft Scope of Work for the consultant development of the MTP will be presented to the Steering Committee for review and comment in the summer of 2021. 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. The MPO shall consider factors described in CFR 450.306 as the factors relate to a minimum 20-year forecast period.

The MTP effort will involve the following:

TransCad Modeling: The development of the MTP will require updates to the TransCad Travel Model currently being managed and updated by the DOT&PF. This will be necessary to model the proposed projects to be included in the MTP and to perform any requested scenario planning analyses. Borough staff will provide a demographic analysis to update and recalibrate the travel demand model for existing and future conditions, travel patterns, and utilization of the transportation network with updated population, employment, and household data using the latest planning assumptions. Coordination on the horizon year of the MTP should occur between the MPO, DOT&PF and AMATS.



Development of the MTP: The planned schedule is to release an RFP for consulting services in early Winter 2022-2023 to develop the MTP. The DOT, or its consultants, will provide for all required and desired TransCad modeling. The plan will focus on the MPA boundary and will address all transportation planning within those boundaries, regardless of ownership. In updating the transportation plan, the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. The update will include collection of existing traffic data, analysis of the existing transportation network, evaluation of land use and supporting transportation scenarios for travel demand model forecasts, outreach to local agencies and the public to confirm project needs outlined in the 2035 MSB L RTP and new project needs not yet identified. The Public Participation Plan will define the minimum public involvement efforts but those used may be more robust. The draft MTP will be released for public comment, and after 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.

Advanced Project Definition and Financial Estimates: The MTP must be fiscally constrained. The DOT&PF will be responsible for providing Scope, Schedule, and Estimate (SSEs) for all projects to be included in the MTP. This will be an ongoing project as estimates may need to be updated as new projects are nominated. The SSEs are completed by DOT&PF staff at the MPO's request at the time projects are nominated by local agencies, DOT&PF and the public for funding and inclusion in the MTP. The local agencies may be able to reach an agreement with the State to participate in the development of SSEs, but the work must be done under the federal project development regulations.

The DOT&PF will also be responsible for developing financial projections for all funding anticipated to be received by the MPO for the period covered by the MTP. This will include all reasonably anticipated funding sources. This will be provided by the DOT&PF in-kind.

Completion Date: July 31, 2023

Responsible Party: Pre-MPO Staff, Interim Coordinator or Borough Staff managed Consultant(s) and DOT&PF Staff


Task 300(B) Transportation Improvement Program (TIP)

The TIP is a prioritized listing/program of transportation projects covering a four-year period that is 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). Upon official designation as an MPO, projects funded by federal transportation funds on locally or state-owned (non-NHS) roadways and transit projects will be found in the MPO’s TIP. Federally funded projects within the MPO boundaries that are located on the State-owned National Highway System (NHS) or are owned by the Alaska Railroad Corporation will generally be shown in the TIP for informational purposes. This will require careful coordination with the state and transit providers.

2020-2023 Alaska Statewide Transportation Improvement Program
2020-2023 Original STIP; Approved April 28, 2020

Need ID: 29911
Title: Mine Road Improvements Knik-Goosebay Road to Hollywood Blvd
Region: Central
Place Name: Central Region
Highway: N/A

Project Description:
 Project will rehabilitate the existing two-lane rural road from the Hollywood Boulevard to Knik-Goose Bay Road. The road will be designed to accommodate ongoing traffic growth. Scope includes repaving roadbed, drainage improvements, repaving, pedestrian accommodations and possible HSIP safety improvements.



Phase	Fund	FFY20	FFY21	FFY22	FFY23	After2023
Design	SM	40,184	0	0	0	0
Design	STP	404,616	0	0	0	0
Right of Way	AC	0	3,296,753	0	0	0
Right of Way	ACC	0	0	-3,296,753	0	0
Right of Way	SM	0	327,247	0	0	0
Right of Way	STP	0	0	3,296,753	0	0
Construction	AC	0	0	0	5,840,140	0
Construction	SM	0	0	0	569,860	0
Utilities	SM	0	0	0	207,800	0
Utilities	STP	0	0	0	2,062,310	0
Totals		445,000	3,624,000	0	8,500,000	5,840,140

Program: Alaska Highway System
Primary Work: System Preservation
2013 Election District: 8 Big Lake/Paleo/Markovitz
Borough/Census Area: Matanuska - Susitna Borough
Municipal Planning Org. (MPO): non-MPO
Performance Measures: Safety, Travel Time

Sponsor:
PEB Score:
Criteria:
Functional Class: MINOR ARTERIAL

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.

Development of a new TIP will begin concurrently with development of the MTP, which is anticipated to be completed in September 2024. The initial effort will involve development of project scoring criteria, development of nomination forms followed by a call for project nominations. Projects included in the TIP must be prioritized in the MTP. 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, 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 addresses 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 DOT&PF for inclusion into the STIP.

The MPO Staff will work in cooperation with the DOT&PF in the development of an E-TIP that is compatible with the state's Statewide Transportation Improvement Program (STIP).

Completion Date: September 30, 2024

Responsible Party: Pre-MPO Staff with DOT&PF providing Advanced Project Definition (estimates and schedules) and financial constraint limits and technical support for E-TIP, as necessary

Budget

MAT-SU MPO FEDERAL FISCAL YEAR 2022						
DRAFT 08.08.2021						
Estimated Costs by Task						
October 1, 2021 - September 30, 2022						
Task	Description	FFY22	Federal Fund Code	Non-Federal Share	In-Kind (State, MSB, MPO) *	
100	MPO Planning Process					
100(A)	Support Services	\$225,000	Fed TBD		\$12,100	
	Total Task 100	\$225,000				
		<i>9.03% match (cash)</i>				MSB
		<i>(In-kind)</i>			\$12,100	
		Subtotal			\$247,334	
		<i>ICAP (4.64%)</i>			\$12,035	
	Total Task 100	\$259,369				
200	Public Transit System Planning	\$50,000	Fed TBD			
300	Contingency Projects					
300(A)	Metropolitan Transportation Plan	\$450,000			\$17,000	
300(B)	Transportation Improvement Program	\$0				
	Total Task 300	\$450,000				
		<i>9.03% match (cash)</i>			\$27,669	
		<i>(in-kind)</i>			\$17,000	
		Subtotal			\$477,669	
		<i>ICAP (4.64%)</i>			\$23,242	
	Total Task 300	\$500,911		494668		44668.5

Assumptions:

The State and Borough will provide all necessary GIS services for the development of the MPA boundary, in kind.

Support Services includes wages for an Interim Executive Director/Coordinator and management and operation of the Pre-MPO. This also includes consulting services regarding MPO formation and consultation, as needed.

FED TBD = Federal Funding Type to Be Determined by the State

ICAP = Indirect Cost Allocation Plan for FFY22 per DOT&PF memo dated 06.21.2021

Mat-Su Pre-MPO Steering Committee

Voting Representatives:

ADOT&PF

Todd Vanhove – Chief of Planning, Central Region
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Bike and Pedestrian Advocates

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

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City of Wasilla

Archie Giddings – Public Works Director
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Chickaloon Native Village

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Knik Tribe

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Mat-Su Borough (MSB)

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Kim Sollien – Planning Services Manager (*Chair*)
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Brad Sworts – Pre-Design & Engineering Manager
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MSB Transportation Advisory Board (TAB)

Antonio Weese, TAB Member
Antonio.Weese@matsuk12.us

Rail

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

Jennifer Busch – Executive Director, Valley Transit
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Non-Voting Ex-Officio Representatives:

City of Houston

Vacant

Environmental & Air Quality Oversight:

Cindy Heil – Program Manager, Air Non-Point & Mobile Sources, Alaska Department of
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Local Road Service Area Advisory Board (LRSAAB)

Vacant

Mat-Su Transportation Advisory Board

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

JoshCross@kinneyeng.com

Peer MPOs:

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Craig Lyon – Transportation Planning Manager & MPO Coordinator, AMATS

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Mat-Su Pre-MPO Policy Board

Representatives:

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