

MVP for Transportation Technical Committee Meeting

MEMBERS

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



Microsoft Teams meeting
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[+1 605-937-6140](#)
Phone Conference ID: 942 096 921#

Agenda

Tuesday, January 14th, 2025
2:00 – 4:00pm

Meeting Location

Musk Ox Farm
12850 E Archie Road, Palmer Alaska 99645
Hayloft / Classroom

1. Call to Order
2. Consent Agenda (**Action Item**)
 - a. Approval of the January 14th, 2025 Agenda
 - b. Approval of the December 10th, 2024, Minutes
3. Staff/Committee/Working Group Reports
 - Staff Report
 - a. Schedule of topics
4. Voices of the Visitors (Non-Action Items)
5. Action Items
6. Old Business
7. New Business
 - a. STIP Amendment #2 Update
 - b. Transportation Alternatives Program Manual presentation – Julius Adolfsson, Alaska DOT&PF
8. Other Issues
9. Informational Items
 - a. MPO Peer Review January 28th-30th, 2025, Location: Hilton Garden Inn, 4555 Union Square Dr, Anchorage, AK 99503
 - b. Mat-Su Transportation Fair January 30th, 2025 3:00 PM and 7:00 PM Location: Alaska State Fairgrounds, Raven Hall, 12878 E Rebarchek Ave, Palmer [Mat-Su Transportation Fair](#)
 - c. Memorandum of Agreement (MOA) – MVP and MSB
 - d. MSB Comprehensive Safety Action Plan (CSAP) [20241219-MSB-CSAP-Public-Review-Draft.pdf](#)

MVP for Transportation Technical Committee Meeting

- e. Transit Roundtable Update
 - f. Membership Fee Update
 - g. Metropolitan Transportation Plan Update – Adam Bradway, Alaska DOT&PF
10. Technical Committee Comments
11. Adjournment

Next Scheduled MPO Technical Committee Meeting – Tuesday, January 14, 2025 from 2:00-4:00pm to be held at the Musk Ox Farm and Microsoft TEAMS.

MVP for Transportation Technical Committee Meeting

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Adeyemi Alimi, ADEC
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Microsoft Teams meeting
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Phone Conference ID: 770 038 635#

Minutes

Tuesday, December 10th, 2024
2:00 – 4:00pm

Meeting Location

Musk Ox Farm
12850 E Archie Road, Palmer Alaska 99645
Hayloft / Classroom

1. Call to Order

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

Members Present

Brian Winnestaffer, Chickaloon Village
Clint Adler, Alaska DOT&PF
Lawrence Smith, Trucking Industry Advocate
Dan Tucker, RSA Representative
Alex Strawn, MSB
Crystal Smith, MSBSD
Tom Adams, MSB
Erich Schaal, City of Wasilla
Jude Bilafer, City of Palmer
Kate Dueber, ARRC (for Brian Lindamood)
Alimi Adeyemi, ADEC
Ben White, Alaska DOT&PF
Richard Martin, Knik Tribe (for Bob Charles)

Members Absent

Brian Lindamood, ARRC
Randy Durham, MSB TAB
Bob Charles, Knik Tribe
Stuart Leidner, Mobility Advocate
Jennifer Busch, Public Transit

Visitors Present

Kim Sollien, MVP MPO Director
Adam Bradway, Alaska DOT&PF
Bianca Zibrat, MSB
Rebecca Skjothaug, MSB
Donna Gardino, Gardino Consulting Services

MVP for Transportation Technical Committee Meeting

Megan Flory, RESPEC
Elise Blocker, RESPEC
Marie Heidemann, FHWA

2. Consent Agenda (Action Item)

Motion to approve the Consent agenda (Winnestaffer), seconded. Passed unanimously.

- a. **Approval of the December 10th, 2024 Agenda**
- b. **Approval of the November 12th, 2024, Minutes**
- c. **Staff/Committee/Working Group Reports (Including the Chair's Report)**
 - **Staff Report**
 - a. **Schedule of topics**

Kim Sollien provided a staff report. The Policy Board voted to allow proxy voting without voting boundaries. During the Executive Session, the Policy Board voted to offer Kim Sollien the Director position, and a response is expected next week. Payroll, accounting, IT services, health insurance, and staff descriptions are on hold until the official word is received. MVP can be hosted by FAST until April, 2025 but that much time is not anticipated to be needed. RESPEC is under contract for MVP through the MSB, RESPEC services need to be retained. MSB will be putting the contract in front of the Assembly this month. Kim met with a potential attorney for MVP legal services.

Winnestaffer: Legal had advised against proxy voting for the Policy Board, so am I legally responsible for potential legal action that may be taken in the future?

Sollien: The Policy Board member is responsible for the organization and for the proxy's vote.

Winnestaffer: Would there be any benefit to having legal at the Technical Committee level?

Sollien: We are discussing the level of legal services needed, we assume at this point it is organizational assistance.

Gardino: We would assume that we wouldn't have it at the Technical Committee level. We wouldn't want to have a large legal bill.

Adams: Is there an update on the Technical Committee training in January?

Sollien: That is the Peer Exchange. FHWA requested Alaska DOT&PF confer with other MPOs from the lower 48 and go over processes that are being used for STIP development and TIP incorporation, checklists and timelines, and how things flow. MPOs in Minnesota and North Dakota are participating. It will be an MPO 101 deep dive into how MPOs are formed and supposed to operate then the guest MPO's will share their process.

Bradway: Day 1 will be an MPO share of coordination for the STIP and TIP. Day 2 will be DOT focused. Day 3 will be a question and answer.

Sollien: The Mat-Su Transportation Fair is on day 3.

Adams: Will we get additional information?

Sollien: Yes, Alaska DOT&PF is still working on getting a venue and the Agenda is being finalized. The technical committee will get the information as soon as its available.

Adler: This is for MPOs in the state?

Sollien: Yes.

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

None

MVP for Transportation Technical Committee Meeting

4. Action Items

a. 2025 Meeting Schedule (Action Item)

Motion to approve the Technical Committee 2025 Meeting Schedule (Winnestaffer) seconded.

Adams: November 11th is Veterans Day.

Motion to amend the 2025 Technical Meeting Schedule to change the November 11th meeting date (Adler), seconded. Passed unanimously.

5. Old Business

a. Membership Dues – Draft Invoices Update

Letters and invoices have been finalized and should be sent out shortly. Checks should be received within 30 days. Invoices are based on the membership fee that was approved by the Policy Board. The letter will include the invoice, approved fee chart, and the MOU.

b. MVP Improvement Program Timeline – Presented by Clint Adler, Alaska DOT&PF

Clint Adler presented the MVP Improvement Program Timeline.

Bradway: We set up a policy on the boundaries such as no ROW, utilities, etc.

Sollien: We will review the projects as the Technical Committee and Policy Board. Clint, please send me the list of the information you would like to see.

c. Metropolitan Transportation Plan (MTP) Update – Presented by Adam Bradway, Alaska DOT&PF

Adam Bradway provided a staff report. The contracting process has been completed and the contractor has been selected. We are in negotiation with the contractor and plan to start the contract at the beginning of January.

Sollien: We will likely have a standing MTP item on the agenda to keep everyone informed.

White: The MTP is very important. Having things fleshed out will make TIP development easier. The MTP is the most important thing for us to engage in.

Adler: We are going to need to refer to other plans as well. Ben, what would be the best resource?

Sollien: There is a list in the RFP.

6. New Business

a. STIP Amendment #2 Update

Ben White provided a staff report. Last week at FAST TAC, DC Keith provided an update. STIP amendment 2 is planned to go out for public comment on January 4th. The intent is to get the draft to MPOs prior to release for public comment.

7. Other Issues

MVP for Transportation Technical Committee Meeting

8. Informational Items

a. FFY2024 UPWP Annual Report

There are requirements to have an annual report. Adam Bradway has provided edits that will be incorporated.

Gardino: Technically, you don't need to do an annual report, this is an anomaly. It doesn't need to go to the Policy Board and Adam Bradway will compile it.

b. Title VI Report

The intent is to document who is attending the meetings and who has requested accommodation. Additionally, there will be another report for complaints in the event someone feels they have been discriminated against. The report will go to the Alaska Civil Rights office. MVP staff will be required to attend Title VI training due to receiving federal funds.

Bilafer: I am receiving an error accessing the survey.

Sollien: We will work on correcting that.

c. Next MPO Quarterly Meeting on Wednesday, December 11th

d. MPO Peer Review January 28th-30th, 2025, Location TBD

e. Memorandum of Agreement (MOA) – MVP and MSB

Because the grant is held by the MSB, there needs to be an MOA between MVP and the MSB to allow MVO to access the funding. The MSB made substantial changes to the draft MVP sent, and it has been submitted to MSB legal for review. It will go in front of the assembly in January.

Bradway: Someone from Alaska DOT&PF will need to be there due to how our dues will be paid.

Sollien: As soon as its finalized, can the MSB send the final to MVP before it goes to the Assembly.

9. Technical Committee Comments

Crystal Smith: Since joining in the Spring, the pieces are coming together, and I hope everything works out for Kim.

10. Adjournment

The meeting was adjourned at 2:52pm.

Next Scheduled MPO Technical Committee Meeting – Tuesday, January 14, 2025 from 2:00-4:00pm to be held at the Musk Ox Farm and Microsoft TEAMS.



MatSu Valley Planning (MVP) for Transportation
Metropolitan Planning Organization

**MVP For Transportation Policy Board
Action Items
December 17, 2024**

Action: Motion to approve the December 17th Consent Agenda.

The consent agenda includes:

MOTION to approve the Agenda for the Dec 17 Meeting, Brian Winnestaffer, second Sean Holland, **Passed Unanimously**

MOTION to approve the Minutes from November 19th Brian Winnestaffer, Second Sean Holland.

AMENDMENT by Brian Winnestaffer to move the staff report into its own section on the agenda, seconded by Sean Holland. **Amendment Passed Unanimously**

MAIN MOTION Passed Unanimously

Action: Motion to approve the Policy Board Meeting Schedule for 2025

MOTION: approve the 2025 Policy Board Meeting Schedule for 2025 Brian Winnestaffer, seconded by Sean Holland. Friendly Amendment to adjust the November 26 date away from Thanksgiving. Staff agreed. **Motion Passed Unanimously**

Action: Executive Session Executive Director Negotiation

MOTION to enter into executive session Brian Winnestaffer, second Steve Carrington, **Passed Unanimously.**

Action: Executive Session Policy Board offer and terms development

An offer and terms for the Executive Director were developed.

Action: Motion to adjourn the Policy Board Meeting

MOTION to adjourn Brian Winnestaffer, second Sean Holland, **Passed Unanimously**



Staff Report January 2025

FFY25/26 UPWP Tasks

TASK 100 A UPWP

- Started Drafting the FFY25 First Quarterly Report for October, November and December
- Submitted the Approved FFY24 UPWP, FFY24 Final Report, and the signed Operating Agreement to FAST Planning for their annual audit.

Task 100 B Metropolitan Transportation Plan

TIP Scoring Criteria

Complete Streets Policy

Task 100 C TransCad Modeling

TASK 100 D Household Travel Survey

TASK 100 E Transportation Improvement Program

TASK 100 F Update and Implementation of the Public Participation Plan and Title VI Plan

- Purchased logo-branded items for the Mat-Su Transportation Fair
- Reserved a table at the Transportation Fair
- Requested MSB GIS Department assist MVP with a few maps of our boundary for the Transportation Fair and the Peer Exchange Presentation

TASK 100 G Support Services

Budget Management

- Got paperwork to open a bank account for MVP from MVFCU to review with the PB
- Began drafting the budget to actual table for FFY2025 as quotes and contracts for IT, HR/Payroll, Office and Meeting space and Accounting Services costs roll in.

Meetings

- Met with the Project Team weekly to prep for the TC and PB meetings and develop packet materials
- Scheduled the first Mat-Su Transit Roundtable meeting for January 8th
- Attended the AMATS TC meeting



Staff Report January 2025

Staffing

- Drafted a hire letter for the Executive Director Position and am waiting for the board to sign

Office Management

- Working with RESPEC Eng, Palmer office, to secure a sublet office lease
- Secured the Musk Ox farm Meeting Space for the year for the TC and PB meetings
- Review the cost and equipment proposal from TechWise for IT services and schedule a meeting for January 14th to review contract costs and the start date for data migration away from FAST to MVP. This will be presented to the PB for review

Correspondence

Nonprofit Filings and reports

Organizational Documents

- Pulled together all the final approved MVP Policies to be signed and uploaded into the Organizational / Board Portal on the Website.
- RESPEC created a Staff and Board Portal on the website to access all internal Organizational Documents.

Agency Relationships

Contract Management

Requests from the Policy Board and Technical Committee directed to staff

- The project team has developed a Board portal for the website that will contain all of our internal organization policies. The policies are formatted and ready to be signed by Mayor Ledford before being placed in the portal. This should be complete by the January PB meeting.

Strategic Planning

Short-Range and Tactical Planning

Long-Range Planning

Funding

- Received Chickaloon Natives Village Membership fee
- Met with Alex Strawn, Planning Director for the MSB, to discuss the MVP/MSB MOA, The MSB membership fee payment, and the contract updated for RESPEC



Staff Report January 2025

- Worked with Adam Bradway to begin the process of MVP receiving a letter from ADOT allowing us to use the FHWA safe harbor indirect cost rate of 110% for our FFY 25 funds. Once MVP has a year of actual costs, we will have the opportunity to negotiate a different rate if necessary.

Training

TASK 200 A MSB Public Transit Planning Support

TASK 200 B Transit Development Plan

TASK 300 A MVP Sign Management Plan

TASK 300 B MVP Advanced Project Definition

TASK 300 C MVP Streetlight and Intersection Management Plan

TASK 300 D Pavement Asset Management Plan



Staff Report December 2024

FFY25/26 UPWP Tasks

TASK 100 A UPWP

- Received comments from ADOT on our draft 2024 UPWP made changes, and resubmitted the report.
- ADOT approved the FFY24 UPWP final report and submitted it to FHWA.
- We requested guidance on when ADOT would like MVP's quarterly report for October, November, and December, and we are waiting to hear back.

Task 100 B Metropolitan Transportation Plan

- After meeting with RESPEC and ADOT, we anticipate an MTP project team meet and greet sometime in January 2025.

TIP Scoring Criteria

Complete Streets Policy

Task 100 C TransCad Modeling

TASK 100 D Household Travel Survey

TASK 100 E Transportation Improvement Program

TASK 100 F Update and Implementation of the Public Participation Plan and Title VI Plan

- Worked with the project team to develop ideas for the January 30th Mat-Su Transportation Fair
- I created an ad template for the TC and PB meeting notices in the Frontiersman and emailed the marketing manager to see if there is a more efficient way to coordinate meeting notices in the paper.
- Established an account with the Frontiersman to assist with public notices for our TC and PB meetings
- Worked on tabling ideas for the Mat-Su Transportation Fair

TASK 100 G Support Services

Budget Management

- Drafted Membership fee letters for our partner organizations and updated the Invoice
- Filled out the MSB Vendor application packet



Staff Report December 2024

- Sent membership fee invoices to member organizations
- Sent W-9's to the City of Palmer and Wasilla
- Requested and update from the MSB on the MOU for access to the Legislative Grant for ADOTs membership fees

Meetings

- Met with the Project Team weekly to prep for the TC and PB meetings and develop packet materials
- Met with FHWA Peer Exchange Committee to review the agenda for the MPO / DOT peer exchange
- Attended a FAST Planning TC meeting to listen to their performance measures discussion and the STIP and Operating Agreement update
- Attended a AMATS TC meeting to listen in to their Title VI update and the Household Travel Survey
- Met with ADOT and RESPEC to discuss the MTP contract
- Attended a Transportation Alternatives Program meeting on the Annual report requirements.
- Attended the MPO Quarterly meeting on December 11th
- Met with Toby Smith at Foraker Group to discuss accounting needs. We determined I should open a bank account and purchase QuickBooks online so that we can build our system and I can get some training before things get too busy.

Staffing

- Sent a proposal to the Board Chair for ED terms, received a salary and benefits proposal from the Board, and submitted a response to the Board Chair. I am waiting for their response.

Office Management

- Submitted an office space/rent proposal for \$500.00 per month to Colin Faye the RESPEC office manager in Palmer. The space is a separate suite in their office with three or four workstations/cubicles and the use of a small conference room and shared kitchen and bathroom. A month-to-month lease may be required.
- Submitted conference room request for the year at the Musk Ox Farm. We will continue to host the TC and PB at this venue for 2025. The PB will meet via teams for June, July and August because of space conflicts at the farm. Staff will continue to look for office space that can accommodate all of our staff and meeting space needs.

Correspondence



Staff Report December 2024

- Submitted MVP's application/quote request for Vensure Employment Services. This firm will handle payroll, payroll taxes, workers comp, vision and dental insurance, and a few other employee-requested services such as Aflac, credit protection, and legal services
- Submitted a request for a quote from Diamond Legacy for all of our insurance needs.
- Received an email from Ashburn and Mason, and they are willing to represent MVP on our legal needs. After Christmas, we will likely receive a contract and request their retainer fee.
- Sent a proposal to the RESPEC office manager to sublet office space from them in Palmer

Nonprofit Filings and reports

Organizational Documents

Agency Relationships

- Drafted a letter of recommendation for RESPEC based on working with them for the past four years.

Contract Management

- Met with Mike Schechter, a Lawyer with Ashburn and Mason
- Met with insurance broker with Diamond Legacy Insurance for liability and director's insurance
- Scheduled an appointment with Tech-Wise to set up IT services for MVP
- Submitted contract services with Foraker Group for Accounting services
- Joined TechSoup for discount computer software: QuickBooks and Adobe Pro

Requests from the Policy Board and Technical Committee directed to staff

- The PB requested MVP retain our own legal support. Ashburn & Mason have agreed to assist. We are waiting for a letter of engagement and retainer fee.
- The Project team I working on a Board Portal on the website so that they will have access to all of our internal organizational policies when they need them.

Strategic Planning

Short-Range and Tactical Planning

Long-Range Planning

Funding



Staff Report December 2024

- Finalized membership fee request letters and invoices and prepped them for transmission

Training

TASK 200 A MSB Public Transit Planning Support

- Sent an email to Transit Providers, including Sunshine Transit, Chickaloon Transit, Mat-Su Senior Services, and Valley Transit to discuss when to host the first transit stakeholder roundtable meetings
- Scheduled a meeting for Jan 8th to discuss transit issues

TASK 200 B Transit Development Plan

TASK 300 A MVP Sign Management Plan

TASK 300 B MVP Advanced Project Definition

TASK 300 C MVP Streetlight and Intersection Management Plan

TASK 300 D Pavement Asset Management Plan

MVP MPO Meeting Schedule Topics

May 2024

- Articles of Incorporation Restated PB approved and signed
- STIP Program of Projects Work Session
- Ready to receive Federal Operation Funding – Spring 2024
- Recommend the updated Title VI plan for Public Comment
- Approve Metropolitan Transportation Plan scope of work
- Elect TC officers

June 2024

- TC Recommend and PB Approval of MVP program of projects STIP amendment for funding in FF24 and FFY25
- Review and Approve 3C's comments memo
- Review and Approve Proxy Voting change to the bylaws
- Recommend FY25 & FY26 UPWP for 30-day public comment June 19 to July 19
- Review and Adopt PM program policy for the P&P

July 2024

- 2nd Review Fiscal Policy
- 2nd Review social media Policy
- Review Bylaw changes
 - Proxy voting
 - Open Meetings Act
- Draft SS-4 to IRS for EIN
 - Conflict of interest
 - Officers & election minutes
 - Whistleblower Policy
- AOI resubmission
- STIP Amendment Update
- Program of Projects Update move everything to FFY2025
- Update the FFY25/26 UPWP
- Review FY 25 & 26 PL award letter, make necessary amendments to the budget

August 2024

- ADOT request match Funds from MSB for the MTP and PL funding
- Review and Adopt Fiscal Policy
- Review and Adopt Social Media Policy
- Review and Approve Updated Bylaws
- Review and Adopt Whistleblower Policy
- Review and Adopt Conflict of interest Certification form

MVP TC & PB meeting topics
schedule November 2024

- Review and Approve Title VI plan
- Review and Approve FFY 25 and 26 UPWP, send to DOT to forward to FHWA for approval
- Review and Approve Fiscal Policy

September 2024

- Review and Adopt Annual Budget
- Review Match requirements
- Secure Foraker CPA for Accounting support
- Research Health Plans
- Research payroll services
- Research liability insurance
- Update website with approved MVP organizational documents

October 2024

- MSB CAMP presentation Julie Spackman
- Finalize scope for Metropolitan Transportation Plan
- Call ADOT about the status of the MVP improvement program Scope, Schedule, and Budget Plus for project state and ask for match and maintenance agreements (create a presentation of the projects)
- Review and Submit SS-4 to IRS for EIN and submit with
 - Three-year annual budget
 - Officers' information and elections memo
 - Conflict of Interest policy
- IRS Letter received-

November 2024

- Review and Approve Personnel and Administrative Policies
- Send scope of work, schedule and estimate request to ADOT for Pavement, Streetlight, Intersection and Sign management plans
- Share Membership fee Invoice with TC and PB Members
- Complete descriptions for MVP staff positions Office and Communicaitons Manager, Transportation Planning Manager, Transit Planning Manager and GIS/Data Analyst (contractor)
- Attend ADOT Federal Funding Overview Work Session
- Draft and Submit final report for the FFY 2024 UPWP
- Update Proxy Voting Policy in the Bylaws
- Review and Approve Personnel Policies
- Review and Approve Records Retention, Public Records Request and Website Policy

December 2024

- Submit Final FFY24 UPWP Annual Report
- Hire Executive Director

MVP TC & PB meeting topics
schedule November 2024

- Secure MTP consultant
- Join TechSoup for discount computer software Quickbooks and Adobe Pro
- Finalize TC and PB meeting Calendar
- Rent Meeting Space for the next 6 months
- Send Invoices to PB members for Membership Fees

January 2025

- Hire Executive Director
- Secure Accounting Consultant
- Secure Legal Support
- Secure IT support
- Secure Payroll Services
- Begin Update to the Public Participation Plan & Title VI related to MTP development
- FFY25-26 UPWP Q1 report
- Transportation Alternatives Program manual presentation
- STIP amendment #2 review
- Begin MTP, Household Survey, and Travel Model
- Apply for State and City Business Licenses
- Check in with ADOT Civil Rights Office to discuss title VI training and reporting
- Open Bank account with \$1
- Advertise Staff positions
- Draft scope of services for the Audit and 990 filing
- Policy Board adopts Corporate Resolution to open a bank account
- Finalize Reporting Calendar UPWP, Title VI, Staff, Finance, Minutes, Public Notices
- Review and Approve MOA between MVP and the MSB for the States membership fees
- Advertise for Staff: Office/Communication Manager and Transportation Planner

February 2025

- CRP plan review the was developed outside of consultation with the MPOs/ MVP priorities
- CMAQ funding review
- TIP Funding Policy to Technical Committee and Policy Board
- Grandfather agreements with ADOT&PF
- Review and Approve the ADOT performance-based approaches criteria to incorporate into our planning as required in 23 CFR 450.306(d). ADOT&PF will provide the MOU to MVP about the targets that we can accept or choose to adopt our own.
- Review Recommend the Public Participation Plan Update for Public Comment 45-day
-
-

March 2025

- Household travel Survey

MVP TC & PB meeting topics
schedule November 2024

April 2025

May 2025

June 2025

July 2025

August 2025

September 2025

October 2025

November 2025

December 2025

- Travel Demand Model

January 2026

- Performance measures

July 2026

- MTP and Complete Streets Completion

October 2026

- TIP Completion

December 2026

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



Alaska DOT&PF TAP Guidebook & Project Criteria Update



TAP Program Development Schedule





What is the Transportation Alternatives Program (TAP)?

Part of the Surface Transportation Block Grant (STBG) Set-Aside

Provides federal funding for non-motorized transportation projects and community and environmental improvements

Focuses on safety, mobility, and quality of life

Key Goals of the TAP Program

| | |
|-----------|--|
| Promote | Promote pedestrian and bicycle infrastructure |
| Reduce | Reduce fatalities and serious injuries (Strategic Highway Safety Plan alignment) |
| Encourage | Encourage healthy lifestyles through active transportation (Alaska Statewide Active Transportation Plan) |





Draft Guidebook Overview



Purpose of the TAP Guidebook

The TAP Guidebook is a comprehensive resource to *simplify* and *support* the TAP application process



Provides a step-by-step guide for TAP guidelines, outlines every phase from eligibility to post-award actions



Promotes alignment with federal regulations and program goals while addressing community needs

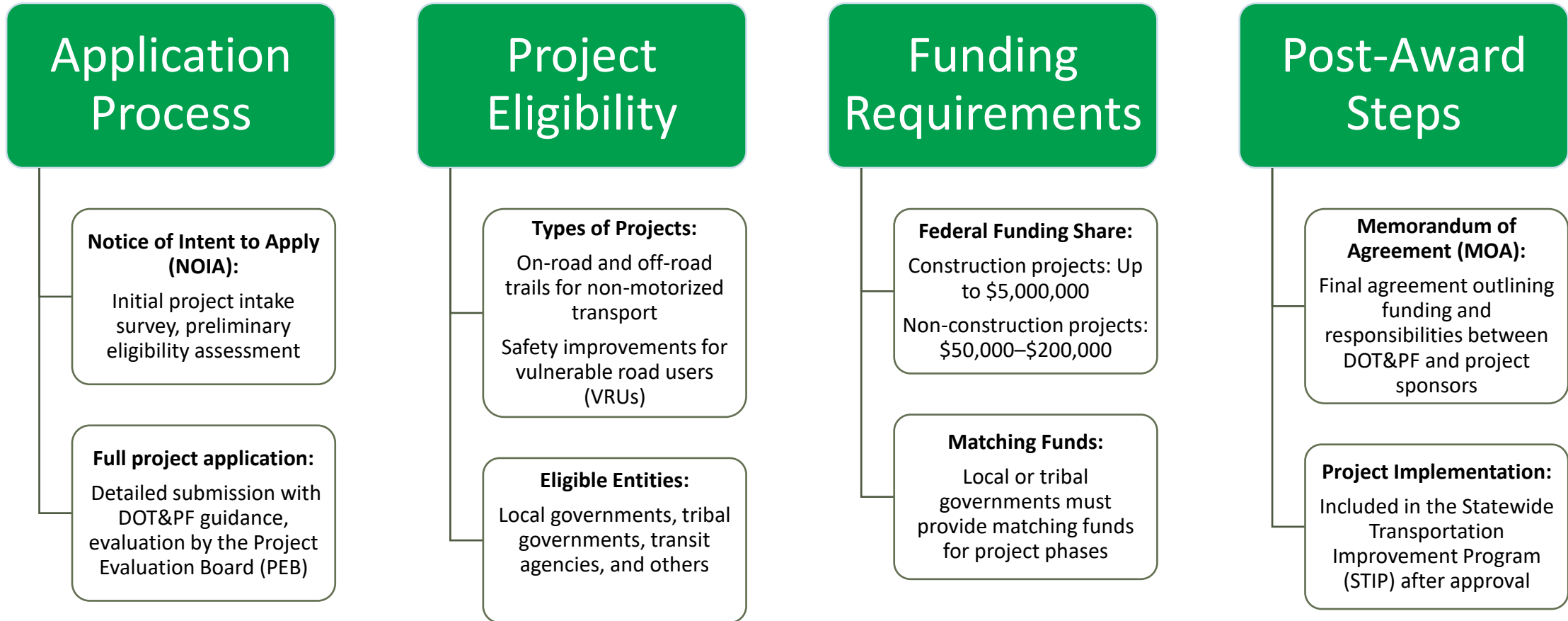


Ensures transparency in the application and evaluation process



Supports eligible entities in navigating TAP requirements

From Start to Finish: A Guide of the Process



Visual Aids

- **Flowcharts, tables, and templates included in the guidebook:**
 - Project evaluation process
 - Funding breakdown
 - Application steps and timelines



Guidance on Policies

- Right-of-way acquisition and matching funds
- Maintenance responsibilities
- Collaboration with MPOs and Tribal entities
- Compliance with federal and state guidelines



Resources and Assistance

Contact Information:

Contact information for DOT&PF area planners

Web Resources:

Links to the TAP guidebook or Alaska DOT&PF website.

Support:

Support from DOT&PF and Alaska Municipal League (AML) during application process



Draft 2025 TAP Prioritization Criteria



Previous TAP Criteria






| Focus Area | Criteria |
|--|--|
| Health & Quality | Improves access to multiple modes of travel, everyday destinations, recreational opportunities, social equity, air quality, removes impacts to environment |
| Safety | Supports mitigating measures. |
| Local, other agency, or user contribution to fund capital costs | Cash contribution based on DOT&PF approved estimate. |
| M&O Costs | Continues ownership and operation of a locally-owned facility. |
| Public Support | Public Involvement and Support Plan Alignment |
| Bridges Gaps or Removes Barriers | Removes barriers, gaps, and/or provides interpretive area or rest area continuity. |
| Tied to an Event | Supports a specific event or activity. |
| Intrinsic Qualities | Scenic, historic, cultural, natural, archaeological, or recreational qualities. |
| Historic Facility | Include stabilization or renovation of a historic transportation facility |
| Capital Costs | Entail no right-of-way, utilities and environmental factors will score higher than those with some or significant factors. |
| Other Factors | Innovation, creativity, or unique benefits not otherwise rated, such as partnerships to support funding or infrastructure improvements. |



Draft 2025 TAP Criteria

All Projects (Infrastructure and Non-Infrastructure)

Proposed TAP Criteria: All Projects

| Focus Area | Criteria | Rating Method | Required Information |
|--|--|---|---|
|  Fiscal Considerations | Cash contribution | Cash contribution level | The cash contribution based on DOT&PF approved estimate |
| | Ownership, management responsibility, maintenance and operations | Full, partial, or no transfer of ownership | DOT&PF facility ownership |
|  Readiness | Clear communication and feasibility of the proposed schedule | Risk of delays to project completion | Schedule information from the application |
|  Equity | Justice40 Transportation Disadvantaged Community Factors | Number of factors met | The project location's percentile ranking for diesel particulate matter exposure, transportation barriers, traffic proximity and volume, and low income |
|  Community Support | Public Involvement and Support | Number of letters, resolutions, or other records of support | Support materials uploaded with project application |
| | Plan alignment | Identified as a high priority project in state, tribal, or local plans | Plans identified in or uploaded with the project application |
|  Proposed Scope of Work | Technical Quality of Scope | Degree to which all scope considerations are articulated and addressed. | Scope information from the application |

TAP Criteria Scoring Rubric



Costs, Schedule, and Unique Benefits

| Criteria | Measurable Contribution | Scoring | | | | | |
|-------------------------------------|---|--|--------------------------|--|------------------------|----|--|
| | | 5 | 4 | 3 | 2 | 1 | 0 |
| Fiscal Considerations | A cash contribution based on DOT&PF approved estimate is above the minimum required federal aid match commitment (9.03%). | >15% cash contribution OR results in 100% transfer ownership/management responsibility, maintenance and operations of a DOT&PF facility to a local government. | 10-15% cash contribution | 5-10% cash contribution OR results in partial transfer ownership/management responsibility, maintenance and operations of a DOT&PF facility to a local government. | 1-5% cash contribution | NA | No contribution beyond required federal aid match commitment. |
| Quality of Proposed Schedule | Feasibility and completeness of schedule | All phases of the schedule are clearly communicated and there are no concerns about the feasibility of accomplishing each phase within the allotted time. | NA | The phases of the schedule are clearly communicated. There are minor concerns about the feasibility of accomplishing the project in the allotted time. | NA | NA | The schedule is unclear and/or there are significant concerns about the feasibility of accomplishing the project in the allotted time. |



TAP Criteria Scoring Rubric

Equity, Community Support, and Quality of Scope

| Criteria | Measurable Contribution | Scoring | | | | | |
|---|--|---|-------------------|---|-------------------|---|--|
| | | 5 | 4 | 3 | 2 | 1 | 0 |
|  Equity | Number of disadvantage factors met: <ul style="list-style-type: none"> • Transportation access • Health • Environmental • Economic • Resilience • Equity | 5+ factors are met | 4 factors are met | 3 factors are met | 2 factors are met | 1 factor is met | 0 factors are met |
| Community Support | <ul style="list-style-type: none"> • Includes resolution or strong public record of support • Identified as a high priority project in state, tribal, or local plans | Meets both measurable contributions | NA | Meets one of the measurable contributions | NA | Has some support but is not identified as a high priority | No resolution or public record of support or project is not identified in state, tribal, or local plans. |
|  Quality of the Proposed Scope of Work | Technical quality of scope | The detailed project application clearly and thoroughly articulates and addresses all scope considerations. | NA | The detailed project application clearly articulates and addresses most scope considerations. One or two scope elements may be weak or unclear. | NA | NA | Most scope elements in the detailed application are weak or unclear. |

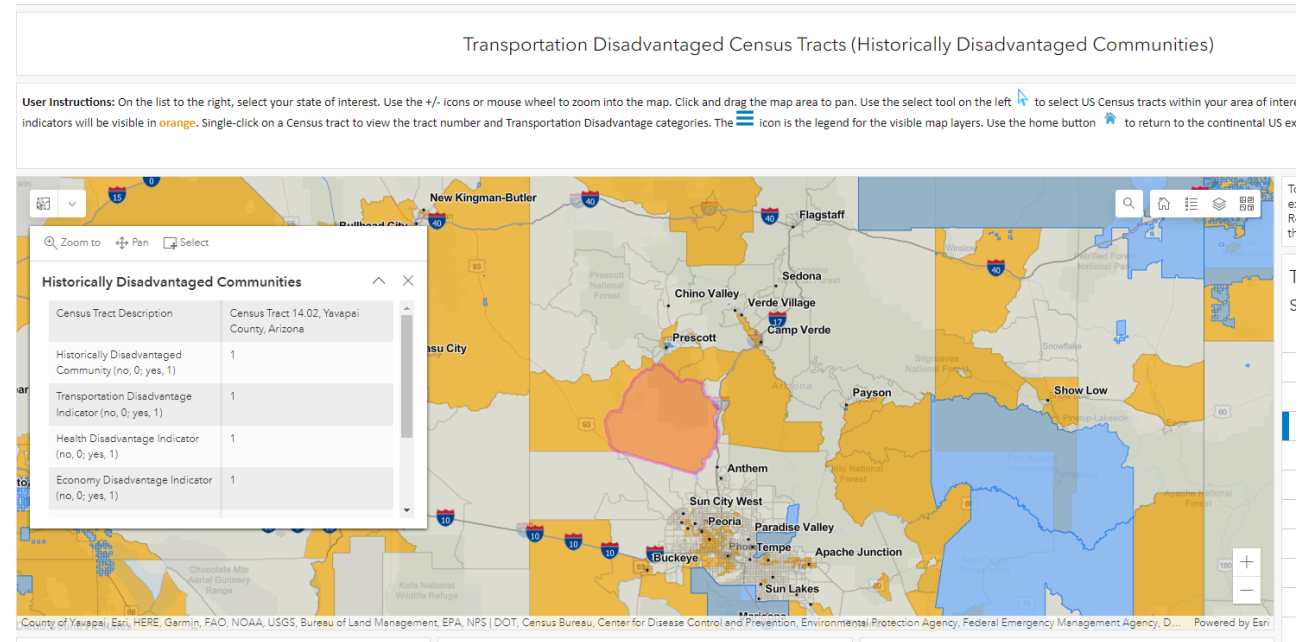


Equity: Climate and Economic Justice Screening Tool



Eight Disadvantage Indicators

- Climate change
- Energy
- Health
- Housing
- Legacy Pollution
- Transportation
- Water and wastewater
- Workforce Development



Source: CJEST

<https://screeningtool.geoplatform.gov/en/#5.99/61.901/-155.362>

Equity: Application Question

Have Project Sponsors Circle the Project Area or Planning/Program Area on a Map

DOT&PF will then join the project locations to CJEST indicators map and sum the number of disadvantage indicators.

The screenshot shows a map interface with a search bar at the top containing the text "Search for an address, city, state or ZIP". Below the search bar are zoom in (+) and zoom out (-) buttons. A vertical list of state abbreviations (AK, HI, PR, GU, AS, MP, VI) is visible on the left side of the map. The map itself shows a blue-outlined project area in a mountainous region. A sidebar on the right contains the following information:

- Send feedback** (with a checkmark icon)
- Climate change** (+)
- Energy** (+)
- Health** (-)
- Asthma**: Share of people who have been told they have asthma. **97th** above 90th percentile.
- Diabetes**: Share of people ages 18 years and older who have diabetes other than diabetes during pregnancy. **87th** not above 90th percentile.
- Heart disease**: Share of people ages 18 years and older who have been told they have heart disease. **91st** above 90th percentile.
- Low life expectancy**: **86th** not above 90th percentile.
- Help in** (with a question mark icon)

Schedule: Application Question

Project sponsors must identify the property owners and the status of any Temporary Construction Easements (TCE) or other required acquisitions. This encompasses not only the property on which the project will be constructed but also any property needed for temporary use and other property rights required to complete the project.

DOT&PF requires the sponsoring agency to secure right-of-way prior to application submission because right-of-way acquisitions can lead to significant schedule delays.

Detailed application questions:

- Parcel number
- Parcel Owner
- Parcel Value
- Status of easement or acquisition
- Documented commitments from government entities that will hold easements

Schedule: Application Question

Develop and upload a realistic project schedule that contains the milestones or major activities of the project. It is essential that the project schedule be realistic and reasonable. Major challenges in the project schedule may jeopardize funding.

| Suggested Milestones | |
|--|---|
| Design and/or Construction Projects | Planning Projects |
| <ul style="list-style-type: none"> • TAP funding award letter • Project kickoff meeting • Memorandum of Understanding (MOU) • 50% PS&E • Environmental or NEPA documentation • Scour analysis (for structures within 100-year floodplain) • 95% PS&E • Obtain permits • Request to advertise and 100% PS&E • Advertise for construction • Bid opening • Concurrence in award package submission to ADOT • Notice to Proceed for construction • Expected duration of construction • Project closeout • Ribbon cutting | <ul style="list-style-type: none"> • TAP funding award letter • Project kickoff meeting • Memorandum of Understanding (MOU) • Request obligation of federal funds • Development of training or publication • Research, publication, or training • Project closeout |



Quality of Scope

Project Eligibilities

All projects are rated 1-5 on the technical quality of their submitted scope. Each TAP Eligibility answers a different set of standardized questions.

Select all relevant project eligibilities from the list below:

- Archaeological activities relating to impacts from implementation of a transportation project
- Boulevards and other roadways largely in the right-of-way of former Interstate System
- Construction of turnouts, overlooks, and viewing areas
- On-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users
- Develop an active transportation plan
- Electric bicycle infrastructure
- Environmental mitigation for stormwater management (related to highway construction or runoff), wildlife mortality, or habitat connectivity
- Historic preservation and rehabilitation of historic transportation facilities
- Infrastructure-related projects and systems that will provide safe routes for non-drivers
- Inventory, control, or removal of outdoor advertising
- Recreational trail projects (including maintenance and restoration)
- Recreational trails educational programs
- Safe routes to school infrastructure project
- Safe routes to school non-infrastructure project
- Shared micro mobility systems (not operational costs)
- Transit projects
- Vegetation Management
- Vulnerable road user safety assessment



Quality of Scope: Sample Application Question

The Set of Questions will Change Based on the Type of TAP-Eligible Project.

Infrastructure-related projects and systems that will provide safe routes for non-drivers

- What will be the connections or destinations at either end of the facility?
- What will be the predicted demand for the facility? (modeling data is not required)
- What type of surface is proposed for the facility?
- Describe any proposed structures
- Will there be limited operational hours?
- How will the traveling public be informed about the facility?



Quality of Scope: Sample Application Question

The Questions will Change Based on the Type of TAP-Eligible Project.

Recreational Trails Educational Programs

- Who will administer the programs or activities?
- What groups of people will be reached? What are their safety needs?
- How will the activities or program be marketed?
- How long will the program last?
- Will this program enhance, supplement, or coordinate with existing programs or events?
- What evaluation methods will help determine if the project was successful?



Alaska Department of Transportation and Public Facilities

Peer Exchange

Dates: Tuesday, January 28- Thursday, January 30, 2025

Location: Hilton Garden Inn, 4555 Union Square Dr, Anchorage, AK 99503

Overview: The peer exchange will focus on State Transportation Improvement Plan (STIP) management and coordination between State DOTs and Metropolitan Planning Organizations (MPOs). The Alaska DOT & PF will host the event, with Alaska’s three MPOs (AMATS, FAST and MVP) presenting. The peer presenters will represent the Minnesota DOT, North Dakota DOT, Fargo-Moorhead Metropolitan COG, and the St. Cloud APO.

Agenda

Day 1 – MPO

| Time (AKST) | Topic | Speaker(s) |
|---------------------|---|---|
| 8:30 – 9:00 AM | Registration and Check In | |
| 9:00 – 9:30 AM | Welcome and Introduction <ul style="list-style-type: none"> FHWA introduces the TPCB program and Peer Exchange AK DOT & PF leadership provides welcome comments USDOT Volpe provides logistics and housekeeping information | <ul style="list-style-type: none"> Ryan Anderson, Commissioner, Alaska DOT & PF Michael Barry, Transportation Specialist, USDOT FHWA Nicole Cacozza, Policy Analyst, USDOT Volpe |
| 9:30 – 10:00 AM | MPO Overview <ul style="list-style-type: none"> USDOT provides a high-level review of the roles of the MPO and State DOT in the planning and production of the TIP and STIP | <ul style="list-style-type: none"> Marie Heidemann, Planning and Program Development Team Leader, USDOT FHWA, Alaska Division Office |
| 10:00 – 10:15 AM | <i>Break</i> | |
| 10:15 – 11:45 AM | AK MPO Introduction and Overview <ul style="list-style-type: none"> Provide context and perspective from Alaska MPOs Highlight topics of interest for discussion | <ul style="list-style-type: none"> Jackson Fox, Executive Director FAST Aaron Jongenelen Executive Director, AMATS Kim Sollien, Coordinator, MVP |
| 11:45 AM – 12:45 PM | <i>Lunch</i> | |
| 12:45 – 1:45 PM | MPO Peer Presentation 1 <ul style="list-style-type: none"> Peer Presentation (50 minutes) Q&A (10 minutes) | <ul style="list-style-type: none"> Ben Griffith, Executive Director, Fargo-Moorhead COG |
| 1:45 – 2:45 PM | MPO Peer Presentation 2 <ul style="list-style-type: none"> Peer Presentation (50 minutes) Q&A (10 minutes) | <ul style="list-style-type: none"> Vicki Johnson, Senior Transportation Planner, St. Cloud APO |
| 2:45 – 3:00 PM | <i>Break</i> | |

| | | |
|----------------|--|--|
| 3:00 – 3:45 PM | Group Discussion and Brainstorming <ul style="list-style-type: none"> Whole-group discussion for MPO peer representatives and event attendees reflect on the day’s learning, including specific examples from presenters | <ul style="list-style-type: none"> Facilitator: Michael Barry, USDOT FHWA Co-Facilitator: Marie Heidemann, USDOT FHWA-AK |
| 3:45 – 4:15 PM | Develop Action Items <ul style="list-style-type: none"> MPO groups identify forward-looking goals to keep in mind over Day 2 and discuss again on Day 3 | <ul style="list-style-type: none"> Facilitator: Michael Barry, USDOT FHWA |
| 4:15 – 4:30 PM | Wrap up Day 1 | <ul style="list-style-type: none"> Michael Barry, USDOT FHWA |

Day 2 – State DOT

| Time (AKST) | Topic | Speaker(s) |
|---------------------|---|--|
| 9:00 – 9:20 AM | Welcome and Day 1 Recap | |
| 9:20 – 10:50 AM | AK DOT&PF – Overview Presentation <ul style="list-style-type: none"> Provide context and perspective from Alaska’s DOT Highlight topics of interest for discussion | <ul style="list-style-type: none"> Lauren Little, Chief Engineer, Alaska DOT & PF |
| 10:50 – 11:00 AM | <i>Break</i> | |
| 11:00 AM – 12:00 PM | DOT Peer Presentation 1 <ul style="list-style-type: none"> Peer Presentation (50 minutes) Q&A (10 minutes) | <ul style="list-style-type: none"> Wayne Zacher, Urban Engineer, North Dakota DOT |
| 12:00 – 1:00 PM | <i>Lunch</i> | |
| 1:00 – 2:00 PM | DOT Peer Presentation 2 <ul style="list-style-type: none"> Peer Presentation (50 minutes) Q&A (10 minutes) | <ul style="list-style-type: none"> Trang Chu, Director of Capital Planning and Programming, Minnesota DOT |
| 2:00 – 2:15 PM | <i>Break</i> | |
| 2:00 – 3:45 PM | Group Discussions <ul style="list-style-type: none"> Whole-group discussion for DOT peer representatives and event attendees reflect on the day’s learning, including specific examples from presenters | <ul style="list-style-type: none"> Facilitator: Michael Barry, USDOT FHWA Co-Facilitator: Marie Heidemann, USDOT FHWA-AK |
| 3:45 – 4:15 PM | Develop Action Items <ul style="list-style-type: none"> Alaska DOT&PF generates forward looking ideas/goals to discuss on Day 3 | <ul style="list-style-type: none"> Facilitator: Michael Barry, USDOT FHWA |
| 4:15 – 4:30 PM | Wrap up Day 2 | <ul style="list-style-type: none"> Michael Barry, USDOT FHWA |

Day 3 – Next Steps and Action Plan

| Time (AKST) | Topic | Speaker(s) |
|--------------------|--------------------------------|-------------------|
| 8:30 – 8:45 AM | Welcome and Day 2 Recap | |

| | | |
|---------------------|---|--|
| 8:45 – 9:45 AM | Part One <ul style="list-style-type: none"> All presenters and participants share key takeaways from the previous days' discussions | <ul style="list-style-type: none"> Facilitator: Michael Barry, USDOT FHWA |
| 9:45 – 10:00 AM | Break | |
| 10:00 – 11:00 AM | Part Two <ul style="list-style-type: none"> Review learning on TIP and STIP coordination | <ul style="list-style-type: none"> Facilitator: Marie Heidemann, USDOT FHWA-AK Co-Facilitator: Michael Barry, USDOT FHWA |
| 11:00 AM – 12:00 PM | Part Three <ul style="list-style-type: none"> Discuss the previous days' Action Items and plan how to execute on them | <ul style="list-style-type: none"> Facilitator: Michael Barry, USDOT FHWA Co-Facilitator: Marie Heidemann, USDOT FHWA-AK |
| 12:00 – 12:15 PM | Recap and Concluding remarks | <ul style="list-style-type: none"> Michael Barry, USDOT FHWA |