

# MVP for Transportation Pre-MPO Policy Board Meeting

**Wednesday, June 15th, 2022**  
**1:00 pm - 2:30 pm**

## Microsoft Teams meeting

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### **Meeting Agenda**

1. Call to Order
2. Introduction of Pre-MPO Policy Board Members and other attendees
3. Approval of the June 15, 2022, Agenda – **(Action Item)**
4. Approval of the April 20, 2022 and May 18, 2022, Minutes – **(Action Item)**(Packet pages 1-6)
5. Committee/Working Group Reports (Including the Staff Report)
  - a. Staff Report
6. Voices of the Visitors (Non-Action Items)
7. Old Business
  - a. UPWP Comments Review (Packet pages 7-29)
8. New Business
  - a. Operating Agreement (Packet pages 30-57)
  - b. Policy Board Makeup
    - Membership dues and voting
9. Other Issues  
**n/a**
10. Informational Items
  - a. Updated Steering Committee Roster (Packet pages 63-64)
11. Pre-MPO Policy Board Comments
12. Adjournment

Next Scheduled Pre-MPO Policy Board Meeting – **Wednesday, July 20th 1:00 – 2:30pm**, to be held via Microsoft TEAMS Meeting

# MVP for Transportation Pre-MPO Policy Board Meeting

Wednesday, April 20<sup>th</sup>, 2022  
11:30 am- 1:00 pm

## Meeting Minutes

1. **Call to Order**
2. **Introduction of Pre-MPO Policy Board Members and other attendees**

### **Members Present:**

- Edna DeVries, MSB Mayor
- Bob Charles, Knik Tribe IRR Roads Manager
- Kaylan Wade, Chickaloon Native Village Asst. Director of Transportation
- Mike Brown, MSB Manager
- John Moosey, City of Palmer Manager
- Jesse Sumner, MSB Assembly Member
- Glenda Ledford, City of Wasilla Mayor

### **Members Absent:**

- Wes Hoskins, Mat-Su Trails and Parks Foundation Executive Director
- Jennifer Busch, Valley Transit Executive Director
- George Hays, MSB Deputy Manager

### **Other Attendees:**

- Kim Sollien, MSB Planning
- Jewelz Barker, Catalyst Alaska
- Maija DiSalvo, MSB Planning
- Joshua Shaver, Alaska Pioneer Homes
- Natalie Lyon, RESPEC Inc.
- Adam Bradway, MSB Planning
- Patrick Cotter, RESPEC Inc.
- John Linnell, ADOT&PF Deputy Director
- Wolfgang Junge, ADOT&PF Regional Director
- Aaron Jongenelen, AMATS
- Allen Kemplen, DOT&PF, Mat-Su Core Area Planner
- Todd Smolden
- Rick Antonio
- Brian Lindamood
- James Starzec

3. **Approval of the April 20, 2022, Agenda – (Action Item)**

*Motion to approve the April 20, 2022, agenda (DeVries). Seconded. No edits or changes. None opposed. Agenda approved.*

4. **Approval of the March 16, 2022, Minutes – (Action Item)**

## MVP for Transportation Pre-MPO Policy Board Meeting

*Motion to approve the March 16, 2022, minutes (Charles). Seconded. No edits or changes. None opposed. Agenda approved.*

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

Welcomed Jesse Sumner as a Mat-Su Borough Assembly Member Representative.

An offer was made to the Pre-MPO Coordinator which was declined. The project team is moving to Plan B which includes Kim Sollien as the face of the project with the rest of the team taking on the coordination responsibilities. The census data should be released in the summer of 2022 then the MPA boundary can be determined. To determine eligibility for grant funding, coordination with transit coordinators will need to be accomplished. The project team is adjusting the timeline to accommodate additional coordination efforts.

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

*None*

### **7. Old Business** **a. Branding/Logo Development Update and Discussion – (Action Item)**

A follow-up to changes to MPO logo that included smaller “V” and “P” to make snowcapped “M” look the same size.

*Motion to approve the updated logo (Sumner). Seconded. Logo # 2 was approved for adoption.*

The next tasks will be to create an official MPO website and letterhead.

### **8. New Business**

Census designation will come with a map of the urbanized area to begin to formalize the boundary. Adam Bradway has been working through the boundary strategy that was approved in previous Policy Board meeting.

#### **a. Population Forecast for MPA Boundary Development – (Action Item)**

*Adam Bradway Presenting:* Discussed several options available for population forecasting. The more road miles that are within the boundary, the less capital funding will be able to accomplish. The only air quality issues that are noted are in the Butte but would not likely be included within the boundary. It was determined that using the ADOL projection from 2019 was more in line with local trends rather than the national Woods and Poole forecasting from 2021. Once the boundary is formed, capital projects in the TIP will require a 9.03% match of which the borough and the cities will have tax authority. It was determined that the 2019 forecast was a more conservative estimate. Population may change significantly if the Knik Arm Bridge is built, but the MPO boundary will be adjusted at least every 10 years.

*Motion to use the ADOL 2019 Population Forecast (Sumner). Seconded. None opposed. ADOL 2019 Population Forecast approved.*

#### **b. In-kind Documentation Presentation and Discussion** **• Presentation by Allen Kemplen of DOT&PF**

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*Allen Kemplen Presenting:* Discussed in-kind match, how to document it. He will provide examples on how to provide it.

### 9. Other Issues

*None.*

### 10. Informational Items

*None.*

### 11. Pre-MPO Policy Board Comments

How long to wait for a quorum?

Decided on 10 minutes.

Whether there would still be a meeting would depend on the presenters. Meetings are recorded to minimize repeat presentations but would need to give everyone a chance to review recordings, otherwise, the meeting will be suspended.

Changing the meeting time?

Meeting times will now be held at 1 pm with quarterly in-person meetings.

Will we be working on the operating agreement?

Yes, we are working through the details.

The operating agreement was requested.

### 12. Adjournment

*Motion to adjourn (Sumner). Seconded. Meeting adjourned at 12:43pm*

Next Scheduled Pre-MPO Policy Board Meeting – **Wednesday, May 18<sup>th</sup> 1:00 pm – 2:30 pm**, to be held via Microsoft TEAMS Meeting

# MVP for Transportation Pre-MPO Policy Board Meeting

Wednesday, May 18th, 2022  
1:00 pm - 2:30 pm

## Meeting Minutes

### 1. Call to Order

### 2. Introduction of Pre-MPO Policy Board Members and other attendees

#### **Members Present:**

- Edna DeVries, MSB Mayor
- Bob Charles, Knik Tribe IRR Roads Manager
- Mike Brown, MSB Manager
- John Moosey, City of Palmer Manager
- Glenda Ledford, City of Wasilla Mayor
- Wes Hoskins, Mat-Su Trails and Parks Foundation Executive Director

#### **Members Absent:**

- Jennifer Busch, Valley Transit Executive Director
- Jesse Sumner, MSB Assemblymember
- Wolfgang Junge, ADOT&PF Regional Director
- John Moosey, City of Palmer Manager
- Kaylan Wade, Chickaloon Native Village Asst. Director of Transportation

#### **Other Attendees:**

- Kelsey Anderson, MSB Planning
- John Linnell, ADOT&PF Deputy Director
- Adam Bradway, MSB Planning
- Clint Adler, ADOT&PF Matsu
- Jewelz Barker, Catalyst Alaska
- Maija DiSalvo, MSB Planning
- Natalie Lyon, RESPEC Inc
- Patrick Cotter, RESPEC Inc.
- Elise Blocker, RESPEC Inc.
- Donna J Gardino, Gardino Consulting Services
- Joshua Shaver, Alaska Pioneer Homes
- Rick Antonio, MSB Planning

### 3. Approval of the May 18, 2022, Agenda – **(Action Item)**

*No Quorum. Agenda not approved.*

## MVP for Transportation Pre-MPO Policy Board Meeting

### 4. Approval of the April 20, 2022, Minutes – (Action Item)

*No Quorum. Minutes not approved.*

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

#### a. Staff Report

Information shared by Donna Gardino on behalf of Kim Sollien.  
Kim Sollien is currently at a transit conference in Chicago, Illinois.  
Kim Sollien did a well-received MPO presentation for Southcentral Utilities

Adam Broadway provided an update on boundary development. MSB Planning is working on boundary maps and will present these soon for feedback. MSB Planning will develop a story map, illustrating potential future development and growth.

Donna Gardino added that Census information about boundaries will now be received by July (was previously expected in April). After receipt in July, the MPO will have one year to be approved by the Governor. MPO designation will not occur until July 2023.

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

N/A

### 7. Old Business

a. N/A

### 8. New Business

a. 2023 – 2024 UPWP Review

Donna Gardino gave an overview of the new UPWP.

Three main documents that must be produced to become an MPO: MTP, PPP (already accomplished), and TIP. Added a section describing new information about how census data is used to determine urbanized areas. Adam is already working on projections for future population densities to determine an optimal MPO boundary.

MVP for Transportation should qualify for a simplified statement of work. The team has requested that DOT provide a format for a document type if they want the MPO to use a simplified statement. The Steering Committee and Pre-MPO Policy Board have recommended a 501(c)3 structure. Should consider incorporating a population-based vote share into initial by-laws.

Operation of MPO: Overview of what has been accomplished so far in developing the MPO. Next steps are working on operating agreement, boundary maps, and by-laws.

Other Agreements: Will need to work on important future agreements with DOT, AMATS, other MPOs, and tribal agreements. This does *not* need to happen by MPO designation next July.

Federal Planning factors: Federal guidance requires the consideration of specified factors.

MTP: Will include travel demand modeling. State must provide cost estimates for projects, and identification of revenue streams for next 20 years. Plan must be fiscally constrained. Must adopt a complete streets policy. Should update PPP concurrently with the MTP that is compliant with Title 23. And will need to develop a Title VI implementation plan.

Support services: will include non-profit paperwork, GIS for MPO mapping, monitoring, and hiring an executive director.

## MVP for Transportation Pre-MPO Policy Board Meeting

Intergovernmental operating agreement includes structures and processes for initiation dues. Will be critical to obtain state funding.

Policies and procedures: Fiscal policies, audit policies, human resource policies will need to be developed.

Public transit system planning: Kim is currently at public transit conference. Must address funding from MPO for metropolitan planning. Previously was all rural, new urbanized formula for funding will be introduced.

Contingency Projects: If funding becomes available, develop a non-motorized transportation plan

### Questions and Comments:

Wes Hoskins asked: Missed past meeting. What will plan be with hiring of pre-MPO Manager. Did position get pulled?

Donna responded: correct, the current team will cover work from this position

Bob Charles asked: Is there possibility for future MPO agreements with policy board member organizations?

Donna Gardino responded: There will be one master agreement with all stakeholders and what they will each bring to the table. For operation of MPO office. E.g., DOT will commit to providing scope, schedule, and estimates for projects that go into TIP. Borough may contribute GIS resources. Will require an initiation due structure and maintenance due structure.

Bob Charles Asked: When will DOT provide scope and estimates?

Donna Gardino Responded: Will first get estimations during development of MTP. And these may be refreshed when put into the TIP.

Bob Charles asked: Clarification about policies and procedures?

Donna Gardino responded: Policies and procedures for operation of the MPO office. Will cite OMB circulars.

Wes Hoskins asked: different between in-development Bike and Pedestrian Plan and the MPO non-motorized plan?

Donna Gardino Responded: Geographic extent that they cover and the MPO non-motorized plan will be more cohesive with other road development projects.

### 9. Other Issues

#### 10. Informational Items

- a. Updated Pre-MPO Policy Board Roster
- b. Update for MSB Bike and Pedestrian Plan
  - Summary by Kelsey Anderson of MSB Planning

#### 11. Pre-MPO Policy Board Comments

#### 12. Adjournment

Next Scheduled Pre-MPO Policy Board Meeting – **Wednesday, June 15th 1:00 – 2:30pm**, to be held via Microsoft TEAMS Meeting

# **MATSU VALLEY PLANNING (MVP) FOR**

## **TRANSPORTATION**

Federal Fiscal Year

2023 - 2024

### **Unified Planning Work Program (UPWP)**



**Draft**

**5.5.2022**



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## Purpose of the UPWP

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

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

With the prior approval of the DOT&PF, Federal Highway 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 place 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, per 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). This is the initial official UPWP for MVP as designation as an urbanized area is expected to occur in July 2022 and designation by the Governor as the MPO of the Matsu Valley urbanized area is anticipated to occur within one year.

MVP has utilized the UPWP process to outline the pre-MPO planning activities for Federal Fiscal Year (FFY) 2020 and 2021.

## 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. In mid-2022, the U.S. Census Bureau will publish a Federal Register notice announcing the qualifying urban areas based on the results of the 2020 Decennial Census and release TIGER/line geographic shapefiles on their website. New for the 2020 Census, an urban area will comprise a densely developed core of census blocks that meet minimum housing density requirements, along with adjacent territory containing non-residential urban land uses as well as other lower density territory included to link outlying densely settled territory with the densely settled core. Three housing unit densities are used in the delineation – 425 housing units per square mile (HPSM) to identify the initial core of urban block agglomerations and the cores of noncontiguous peripheral urban territory; 200 HPSM to expand the urban block agglomerations into less dense, but structurally connected portions of urban areas; and 1,275 HPSM to identify the presence of higher-density territory representing the urban nucleus.<sup>1</sup> In the fall of 2022, the United States Department of Transportation will publish a Federal Register Notice designating Transportation Management Areas (TMAs) for urban areas with populations more than 200,000, as determined by the Census Bureau and the results of the 2020 Decennial Census.<sup>2</sup>

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 (MPA) boundaries** (23 USC 134 (b) and 49 USC 5303 (c)). An MPO must represent each UZA listed in the relevant Federal Register notice within 12 months of the official Census Bureau listing. A draft operating agreement is available. The MVP is currently waiting for the urbanized area designation and will then go through the process of developing the MPA boundaries.

MVP has utilized a Pre-MPO Steering Committee and Policy Board in its decision-making process

<sup>1</sup> Federal Register/Vol. 87, No. 57/Thursday, March 24, 2022, Department of Commerce, Census Bureau, Docket Number 220228-0062, *Urban Area Criteria for the 2020 Census – Final Criteria*, Page 16711

<sup>2</sup> U.S. Department of Transportation, Federal Highway Administration, Census Issues, referenced 05.03.2022, [https://www.fhwa.gov/planning/census\\_issues/urbanized\\_areas\\_and\\_mpos\\_tma/schedule](https://www.fhwa.gov/planning/census_issues/urbanized_areas_and_mpos_tma/schedule)

before designation as an MPO. The Pre-MPO Steering Committee (Steering Committee) 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 (Valley Transit), State of Alaska Department of Transportation and Public Facilities (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.

The Pre-MPO Policy Board is made up of representatives from the Borough, State of Alaska Department of Transportation and Public Facilities, the City of Wasilla, the City of Palmer, Knik Tribe, Valley Transit, Chickaloon Native Village, and Mat-Su Trails and Parks Foundation as multimodal advocates. The Steering Committee meets monthly and makes recommendations to the Pre-MPO Policy Board, who is making decisions on behalf of the stakeholders within the likely urbanized area of the Borough.

## MPO Structure

The MPO structure has been discussed at length by the Pre-MPO Steering Committee and Policy Board. The Policy Board recommended, in March 2022, that the MPO form an independent 501(c)3 organization. The Pre-MPO Policy Board also recommended, in April 2022, that MVP use the 2019 Department of Labor forecast in projecting the population of the MPA out twenty years. The final members of the official Policy Board to be named in the Operating Agreement will be decided during the boundary development discussion. The Infrastructure Investment and Jobs Act (IIJA) of November 2021 requires, under Section 11201, Transportation Planning, that when designating MPO officials or representatives for the first time, subject to the bylaws or enabling statute of the MPO, the MPO shall consider the equitable and proportional representation of the population of the MPA. MVP should consider incorporating a population-based vote share into its initial bylaws. This is not a mandatory requirement for small MPOs but this discussion could be initiated when selecting Policy Board member structure, dues and defining the voting members of the board.

## MPA Boundary

The MPA boundary must be examined by the MPO, in cooperation with the State and public transportation operator(s) to determine if 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 (in GIS format) shall be provided to the FHWA and the FTA for informational purposes.

Under the review and guidance of the Steering Committee, a Boundary Development was developed and approved by the Policy Board in October 2021. The boundary development task is being conducted by the Borough Planning and GIS team with assistance from subject matter experts in areas such as forecasting, real estate and several planning specialties. This effort began in early 2022 and started with determining the population forecast to be used in the next 20 years and reexamining the developable and undevelopable lands within the Borough. It is expected that the MPA boundary will be set in early summer 2022, and from there, the Operating Agreement and Bylaws can be re-worked and sent to all involved agencies for resolutions of support.

## Operation of the MPO

The Policy Board desired to hire an interim Project Manager to steer the MPO and complete all necessary documents to become an MPO in good standing. Unfortunately, the Borough was not successful in hiring a Project Manager, so the consulting team will continue to lead this effort. In 2021, the following were approved by the Pre-MPO Policy Board:

- Name of the MPO: Matsu Valley Planning for Transportation (MVP)
- 2022 UPWP
- Pre-MPO Policy Board and Steering Committee Mission and Tasks
- Boundary Development Strategy
- Public Participation Plan (PPP) and the 2022 Addendum

The PPP will be consulted and followed as the team finalizes the following:

- Update the Metropolitan Transportation Plan (MTP) scope of work to include new requirements under the Infrastructure Investment and Jobs Act (IIJA)
- 2023 – 2024 UPWP
- Updates to Intergovernmental Operating Agreement & Memorandum of Understanding for Transportation Planning in the Mat-Su Metropolitan Planning Area (Operating Agreement with boundary map)
- MVP Bylaws
- MVP Policy and Procedures
- Development of the legal entity of the MPO
- Grandfather agreements with the DOT&PF regarding current Community Transportation Program (CTP) projects in the Statewide Improvement Program (STIP)

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

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

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

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

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

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

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. See Table 1 for more information.

Table 1 FFY2022 UPWP Work Tasks &amp; National Performance Goals

FFY2021 Work Tasks	Safety	Infrastructure Condition	Congestion Reduction	System Reliability	Freight Movement and Economic Vitality	Environmental Sustainability	Reduce Project Delivery Delays
<b>100 Plans &amp; Programs</b>							
100(A) Metropolitan Transportation Plan	X	X	X	X	X	X	X
100(B) Update and Execution of the PPP	X	X	X	X	X	X	X
100(C) Transportation Improvement Program	X	X	X	X	X	X	X
(100(D) UPWP	X	X	X	X	X	X	X
100(E) Support Services	X	X	X	X	X	X	X
100(F) Operating Agreement and Boundary	X			X			
100(G) MOU for MVP Office Operations	X						
100(H) MVP Bylaws	X						X
100(I) MVP Policy and Procedures	X			X			X
100 (J) Other Agreements	X			X			X
<b>200 Borough Public Transit System Planning</b>							
200 PUBLIC TRANSIT SYSTEM PLANNING	X		X	X		X	X
<b>300 Contingency Projects</b>							
300(A) Active Transportation Plan	X	X	X	X	X	X	X

## Task 100 MPO Planning Process

### Task 100(A) 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. 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 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 the collection of traffic data, analysis of the transportation network, evaluation of land use and supporting transportation scenarios for travel demand model forecasts, and outreach to local agencies and the public to confirm project needs outlined in the 2035 MSB LRTP and new project needs not yet identified. The Public Participation Plan will define the minimum public involvement efforts, but the efforts may be more robust. The draft MTP will be released for public comment, and after the resolution of public comments, the final MTP will then be presented to the Technical Committee and Policy Board for consideration of adoption. Following adoption, the final MTP will be transmitted to



FHWA and FTA for approval.

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

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

**Advanced Project Definition and Financial Estimates:** The MTP must be fiscally constrained. The DOT&PF will provide Scope, Schedule, and Estimate (SSEs) for all projects 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 when 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 develop financial projections for funding anticipated to be received by the MPO for the period covered by the MTP. This will include all reasonably expected funding sources. This will be provided by the DOT&PF in-kind.

**Development of a Complete Streets Policy:** Section 11206 of the IIJA outlines the federal definition of a Complete Street and establishes that MPOs must adopt a complete streets policy and incorporate the application of said policy into the development of its transportation plan to receive federally apportioned funds. This work can be done concurrently with the development of the MTP by the MTP consultant team. The term "Complete Street" standards or policies means standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles (see IIJA, Section 11206(a)). Not less than 2.5 percent of the amounts made available to the MPO under section 23 USC 104(d) shall be used for complete streets activities. Any project developed with federally apportioned funds must use the federal

guidelines in the design and construction of capital projects, not regional or local standards. The capital projects must be developed using the Design and Construction Standards found at <https://dot.alaska.gov/stwddes/dcsaboutus/>.

**Completion Date:** September 30, 2024

**Responsible Party:** Pre-MPO Staff, Borough Staff, Consultant(s), MPO Executive Director and DOT&PF

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

Before the development of the MTP, the PPP should be updated to reflect the planned public involvement for the MTP. The PPP will be updated by the MTP consulting team relevant to how the MTP will be developed and the public involvement process that will be utilized. The use of social media will be incorporated into the PPP as well as any web-based interactive techniques.

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

- Maintaining the MVP website complete with staff and committee member contact information, operating documents, plans and policies, meeting calendar, meeting agendas, meeting packets and minutes, calendar, project information, and a method for interaction with the public such as a comment form
- Hosting all MPO meetings in an accessible manner with proper public notice
- Preparing all meeting materials
- Providing public comment periods, open house events, workshops, surveys, interactive maps, and other opportunities for the public to be involved in the transportation planning process
- Maintaining a presence on social media (Facebook, Instagram, Twitter, and LinkedIn) to provide additional opportunities for the general public to engage in the transportation planning process
- Hosting local events that introduce the public to the MPO
- Advertising all meetings, events, and public comment opportunities in the newspaper, on the website and social media accounts, local bulletin boards, radio, television, and the Alaska DOT&PF public notice website
- Development and execution of the ***Title VI Implementation Plan***: 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 on 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 the 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 a 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. The 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 how 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 based on race, color, national origin, or sex (gender) under any MPO plan, program, or activity
- Annual participation by all MPO staff in Title VI training

**Completion Date:** July 30, 2023


**Responsible Party:** Pre-MPO Staff, Borough Staff, Borough managed Consultant(s), new MPO Executive Director, and DOT&PF Staff

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

The TIP is a prioritized listing/program of transportation projects covering four years developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the MTP and required for projects to be eligible for funding under 23 USC and 49 USC Chapter 53. Currently, the federally funded transportation projects for the area can be found in the 2020–2023 Alaska Statewide Transportation Improvement Program (STIP). 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. Including these projects 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:** 09911  
**Title:** Vine 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	STIP	404,816	0	0	0	0
Right of Way	AC	0	3,298,753	0	0	0
Right of Way	ACC	0	0	-3,298,753	0	0
Right of Way	SM	0	327,247	0	0	0
Right of Way	STIP	0	0	3,298,753	0	0
Construction	AC	0	0	0	5,840,140	
Construction	SM	0	0	0	558,980	
Utilities	SM	0	0	0	207,800	
Utilities	STIP	0	0	0	2,062,310	
<b>Totals:</b>		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/Point Mackenzie

**Borough/Census Area:** Matanuska - Sustina 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 the development of the MTP, which is anticipated to be completed in September 2024. The initial effort will be consultant-led and will involve development of project scoring criteria and nomination forms, followed by a call for project nominations. Projects included in the TIP must be prioritized in the MTP. 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 addressed and/or resolved, the final TIP will then be presented to the Technical Committee and Policy Board for consideration and adoption. Following adoption, the final TIP will be transmitted to FHWA and FTA for approval and to 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), if available.

The MPO Staff, with DOT&PF assistance, will be responsible for:

- Project scoring and ranking by the MVP Technical Committee and preparation of Scope, Schedules, and Estimates (SSEs)
- Development of draft TIP for advertisement for public comment
- Review and respond to comments received during the public comment period
- Presentation of final TIP to FAST Planning Technical Committee and Policy Board for consideration of adoption, and transmittal of adopted TIP to FHWA and FTA for approval
- Monthly tracking of obligated funds in the TIP and receipt of offsets from project closures, reductions to bid award, and other de-obligations through FFY2024
- Administrative Modifications and Amendments to current TIP on an as-needed basis through FFY2024

**Completion Date:** September 30, 2024

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

### Task 100(D) 2023 - 2024 UPWP Reporting and 2025-2026 UPWP Development

The DOT&PF is responsible for providing the management oversight of the UPWP. The MPO and its partners that receive Federal PL funding will prepare and submit quarterly reports through FFY2024 to the DOT&PF. The quarterly reports will document the planning activities performed and expenditures by the MPO per 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 following the provisions of the MPO's Intergovernmental Operating Agreement, when executed. The Borough Staff is currently doing this work.

**FFY2025-2026 UPWP:** Beginning in spring 2024, the MPO staff will develop the draft 2025-2026 UPWP. This will involve consultation with the State and other MPOs regarding the Planning fund allocation.

**Completion Date of the new UPWP:** August 15, 2024

**Quarterly reports for the current UPWP.**

**Responsible Party:** Pre-MPO Staff, new MPO Executive Director with

DOT&PF assistance

### Task 100(E) Support Services

This task encompasses all planning and program needs for the operation of the MPO. It is recommended that the MPO hire an Executive Director as soon as possible after designation by the Governor, anticipated to be the third quarter of FFY2023, to manage the critical tasks listed below.

- Management and operation of the MVP 501(c)(3) Non-profit Corporation (human resources, payroll, accounts payable/receivable, office space leasing, asset management, insurance coverages, audits, business licensing, and tax filings) (May 2023)
- The Project Manager will obtain all the necessary items for the formation of the MPO office including the hiring of an Executive Director and Transportation Planner (May 2023)
- Procurement of office space. (May 2023)
- Supply or cause to arrange supplies, information technology, website development, social media presence, office administration, utilities, payroll, and benefits, and the like. (May 2023)
- Procure services as necessary to bring the MPO office to an operational status based on the agreed-upon structure. (May 2023)
- MVP budget preparation, tracking, and amendment (ongoing)
- Review of agreements and policies and procedures as needed (ongoing)
- Professional development for staff (online and in-person training and conferences) (ongoing)
- Attending and participating in local, regional, and State committee and commission meetings (ongoing)
- Providing guest presentations to committees, commissions, local organizations and chapters, and other interest groups (ongoing)
- Serving on the Statewide Transportation Innovation Council, Statewide Connected & Autonomous Team
- Attending project status meetings, open house events, stakeholder groups, and other Alaska DOT&PF and Borough planning meetings (ongoing)
- GIS mapping of the transportation network, including preparation of areawide and project-specific maps (ongoing)
- Review and submit comments on local, state, and federal legislation and planning documents (ongoing)
- Monitor the Federal Highway Bill guidance and modify the development of the final MPO structure and documents in accordance with the latest planning assumptions (ongoing)
- Review the Federal Regulations for Metropolitan Transportation Planning and research and apply for other available grant opportunities (ongoing)
- Conduct general communication, correspondence, and presentations to members of the public, organizations, agencies, elected/appointed officials, and other interested parties (ongoing)
- Coordinate with the DOT and other MPOs, as requested (ongoing)
- Attend annual AMPO Conference and Alaska American Planning Association Conference and trainings (ongoing)

**Completion Date:** September 30, 2024

**Responsible Party:** Pre-MPO Staff, new MPO Executive Director, DOT&PF, Borough Staff, consultant staff

### Task 100(F) MVP 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 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 in a non-Transportation Management Area (under 200,000 persons). The Pre-MPO will define the committee, board, and boundary in FFY2022. 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. It will be finalized in late FFY2022 or early FFY2023.

The Operating Agreement and Metropolitan Planning Area Boundary will have to be presented to the member agency councils and assemblies for review and obtain a resolution of support for the package to be given to the Governor. The package will also need to be reviewed and approved by their respective attorneys before 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 an iterative 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 in 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 used by State DOTs and MPOs.

**Completion Date:** December 2023

**Responsible Party:** Pre-MPO Staff, DOT & PF, Borough Staff

#### Task 100(G) Memorandum of Understanding for the Implementation of the MVP 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 be based on the MPO becoming an independent 501(c)3 organization. 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 to receive federal reimbursement, lease office space, consider outsourcing payroll and IT services, and the like. This work will begin in FFY2022 and be completed in early FFY2023.

**Completion Date:** December 2023

**Responsible Party:** Pre-MPO Staff, DOT & PF, Borough Staff

#### Task 100 (H) MVP 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 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. If not completed in FFY22, they will be done in early FFY23.

**Completion Date:** December 2023

**Responsible Party:** Pre-MPO Staff, DOT & PF, Borough Staff

#### Task 100 (I) MVP Policies and Procedures

Finalize the Policies and Procedures of MVP 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.

**Completion Date:** February 2023

**Responsible Party:** Pre-MPO Staff, DOT & PF, Borough Staff



### Task 100(J) Other Agreements:

- Develop an agreement(s) 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

**Completion Date:** September 2023

**Responsible Party:** MPO Executive, DOT & PF, Borough Staff

### 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)

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. Eligible activities include the development of transportation plans and programs, plan, design and evaluate a public transportation project and conduct technical studies related to public transportation. Funds are apportioned to states by formula that includes each state's urbanized area population in proportion to the total urbanized area population for the nation, as well as other factors.

- FTA Section 5303: Metropolitan Planning
- FTA Section 5304: Statewide Planning
- FTA Section 5305: Planning Programs

Section 5307 funds provide transit capital and operating assistance in urbanized areas.

- The State Is the Designated Recipient, but Most Grantees Are Direct Recipients
- Private Non-Profits Can't Be Subrecipients to the Urban Formula Program
- Sub-Recipient: An entity that receives FTA funds via a pass-through agreement with a direct recipient or designated recipient, whereby the original recipient remains responsible for compliance with all terms, conditions, and requirements associated with the grant).
- The MSB, as a Direct Recipient, would enter into a supplemental agreement with the State which releases the State from liability.

***Designation as an urbanized area will result in significant changes to ownership, operation and ridership of the system and may affect the transit routes, frequency, and timing, as well as staff employment, facilities, equipment, and fare collection.***

It is likely that the DOT&PF will want to execute a supplemental agreement with the Borough for the distribution of Section 5307 as it is required for all grantees in urbanized areas under 200,000 in population as well as for all recipients that are not designated recipients.

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 non-motorized users;
- increase the security of the transportation system for motorized and non-motorized users;
- increase the accessibility and mobility of people and for freight;
- protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
- promote efficient system management and operation; and (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
- Public Transportation Agency Safety Plan
- Bus Stop Amenity & Design Development Plan
- ITS Improvement Plan
- Comprehensive Fixed Route Analysis & Improvement Plan
- Traffic Signal Prioritization Impact Study



Upon designation as an MPO, the Mat-Su MPO transit providers will be eligible to apply for the urbanized FTA 5307 formula grants and other competitive grant programs.

**Completion Date:** Upon designation as an MPO

**Responsible Party:** Valley Transit, Sunshine Transit Coalition, Chickaloon Area Transit (CAT), Borough Staff, DOT&PF

### 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. These are projects that could occur in FFY2023 -\* 2024 if funding becomes available.

#### Task 300(A) Develop an Active Transportation Plan

Hire a consultant to complete an Active Transportation Plan (ATP). This plan will address local interest in non-motorized travel and the desire for better transportation options, quality of life, and access to the area's natural surroundings. It will outline policy, programmatic, and infrastructure improvements to help achieve a vision for a more pedestrian and bicycle-friendly community with a non-motorized network that provides safe and comfortable transportation options to many area residents and visitors.

**Completion Date:** TBD

**Responsible Party:** MPO Staff, Borough Staff, DOT&PF

## Budget

**MVP MPO FEDERAL FISCAL YEAR 2023-2024**  
**Estimated Costs by Task**  
**October 1, 2022 - September 30, 2024**

DRAFT

Task	Description	Federal Fund Code	FFY2023	FFY2024
<b>100</b>	<b>MPO Planning Process</b>			
100(A)	Metropolitann Transportation Plan (MTP)	TBD	\$500,000	\$ 40,000
100(B)	Update and Execution of the PPP and Title VI Plan	TBD	\$100,000	\$ 210,000
100(C)	Transportation Improvement Program (TIP)	TBD	\$10,000	\$ 80,000
100(D)	2023-2024 UPWP Reporting and 2025-2026 UPWP kim's time	TBD	\$23,687	\$ 35,000
100(E)	Support Services	In-kind TBD	\$40,000	\$ 130,000
100(F)	Operating Agreement and Boundary Development	TBD	\$20,000	\$ -
100(G)	MOU for MVP Office Operations	TBD	\$20,000	\$ -
100(H)	MVP Bylaws	in-kind TBD	\$10,000	\$ -
100(I)	MVP Policy and Procedures	TBD	\$25,000	\$ -
100(J)	Other Agreements	TBD	\$20,000	\$ -
	<i>Subtotal</i>		\$778,687	\$495,000
	<i>9.03% match</i>		\$77,295	\$49,135
	<i>Subtotal</i>		<u>\$855,982</u>	<u>\$544,135</u>
	<i>Less Estimated ICAP (4.64%)</i>		\$41,650	\$26,476
	<b>Total Task 100</b>		<u><b>\$814,332</b></u>	<u><b>\$517,659</b></u>
<b>200</b>	<b>Public Transit System Planning</b>			
		FTA 5303	\$ 50,000	
		20% Match	\$12,500	
		<b>Subtotal</b>	<u><b>\$ 62,500</b></u>	
<b>300</b>	<b>Contingency Projects</b>			
300(A)	Active Transportation Plan	TBD	\$ 150,000	
	<b>Total Task 300</b>		<u><b>\$150,000</b></u>	
	<i>9.03% match (cash)</i>		\$14,890	
	<i>Subtotal</i>		<u><b>\$164,890</b></u>	
	<i>Less Estimated ICAP (4.64%)</i>		\$8,023	
	<b>Total Task 300</b>		<u><b>\$156,866</b></u>	
	<b>Assumptions:</b>			

Draft 04.16.2022

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

#	Comment	Response
1	I don't have any substantive comments. It makes sense and lays things out well. I had one question from page 3, "MVP should consider incorporating a population-based vote share into its initial bylaws." Curious if that implies something other than one person, one vote or simply encourages proportional representation within the boundary area. Are we planning on this in bylaws as recommended since this is not a mandatory requirement?	After further review of the latest guidance, this requirement only applies to TMAs. Modified the text accordingly.
2	Change 1m275 to 1275	Done
3	Should Valley Transit be included in the makeup of the current Steering Committee?	This has been modified.

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# INTERGOVERNMENTAL OPERATING AGREEMENT & MEMORANDUM OF UNDERSTANDING FOR TRANSPORTATION PLANNING

**DRAFT**

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PREPARED FOR  
Mat-Su Borough  
350 E. Dahlia Ave.  
Palmer, AK 99645

JUNE 2022



**Matanuska-Susitna Borough,  
City of Palmer,  
City of Wasilla,  
Knik Tribe,  
Chickaloon  
Village  
Traditional  
Council,  
A Multimodal  
Advocate, and  
the  
State of Alaska**

**MATSU Valley Planning for Transportation (MVP for  
Transportation)**

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

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



Matanuska-Susitna Borough, City of Palmer,  
City of Wasilla,  
Knik Tribe,  
Chickaloon Village  
Traditional Council,  
Multi-modal Advocate  
and the  
State of Alaska

MATSU VALLEY PLANNING FOR TRANSPORTATION  
INTERGOVERNMENTAL OPERATING AGREEMENT  
AND  
MEMORANDUM OF UNDERSTANDING FOR TRANSPORTATION  
PLANNING

In the Metropolitan Area of the Matsu Valley Metropolitan Planning  
Organization

This Matsu Valley Planning for Transportation Intergovernmental Operating Agreement and Memorandum of Understanding is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the State of Alaska, the Matanuska Susitna Borough, the City of Wasilla, the City of Palmer, a Multi-modal advocate, the Knik Tribe and the Chickaloon Village Traditional Council.

WITNESSED, THAT:

Whereas, the above referenced Parties have been working on developing the new Metropolitan Planning Organization since July 2020; and

Whereas, the Pre-MPO Policy Board was formed and met for the first time on September 15, 2001 and is made up of representatives of transportation stakeholders from the Matsu Valley including the Matanuska-Susitna Borough, the City of Wasilla, the City of Palmer, the State of Alaska Department of Transportation and Public Facilities, the Knik Tribe, Chickaloon Village Traditional Council, Valley Transit and a Multi-modal advocate; and

Whereas, the Pre-MPO Policy Board the agreed to name the Metropolitan Planning Organization for the Matanuska Susitna Valley, the *MATSU Valley Planning for Transportation (MVP for Transportation)* on October 20, 2021; and

Whereas, on October 20, 2021, the Pre-MPO Policy Board agreed to oversee the development of all federally required documents necessary to be designated by the Governor as the MPO of the Matsu Valley urbanized area and act as the interim leadership of the MPO in making decisions that will bind the new MPO; and

Whereas, on October 20, 2021, the Pre-MPO Policy Board approved a MPA Boundary Development Strategy that was subsequently implemented to determine the MPA Boundary and attached to this document; and

Whereas, the U.S. Department of Commerce, U.S. Census Bureau, announced the list of new urbanized areas on XXX, 2022, and a portion of the Matanuska-Susitna Borough is now considered urbanized; and

Whereas, the Infrastructure Investment and Jobs Act was passed into law on November 15, 2021 and requires, in designating MPO officials or representatives for the first time, subject to the bylaws or enabling statute of the metropolitan planning organization, the MPO shall consider the equitable and proportional representation of the population of the MPA; and

Whereas, the Pre-MPO Policy Board unanimously passed the MVP for Transportation Public Participation Plan and the 2022 Addendum for Pre-MPO Formation and used it as a guide to define the public participation in forming the MPO; and

Whereas, the MVP for Transportation Pre-MPO Policy Board passed a motion to form a 501(c)3 nonprofit corporation on March 16, 2022; and

Whereas, the MVP Transportation Pre-MPO policy board passed a motion to adopt Articles of Incorporation, and adopted their Bylaws on xxxxxx; and

Whereas, the Pre-MPO Policy Board passed a resolution to initiate operation of MVP Transportation as an independent organization on xxxxxx; and

Whereas, the Pre-MPO Policy Board filed the Articles of Incorporation with the State of Alaska's Department of Commerce, Community, and Economic Development Division of Corporations, Business, & Professional Licensing to become a nonprofit corporation on xxxxxx.

Now, therefore, the above referenced Parties agree to the Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning, as follows:

**Commented [dg1]:** Add additional whereas sections addressing when each entity approved a resolution of support for the Operating Agreement.

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

**Commented [dg2]:** This list is not finalized. Awaiting boundary developed and a decision by the Pre-MPO Policy Board.

**MATSU Valley Planning for Transportation**  
INTER-GOVERNMENTAL OPERATING AGREEMENT  
AND  
MEMORANDUM OF UNDERSTANDING  
FOR  
TRANSPORTATION PLANNING

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

**SECTION 1 – PARTIES TO THIS AGREEMENT**

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

**Commented [dg3]:** This list will be finalized when the Policy Board makeup has been decided by the Pre-MPO Policy Board.

**SECTION 2 – PURPOSE**

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

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

**SECTION 3 – LEGAL AUTHORITY**

3.1 Federal Transportation Planning Statutes  
23 USC § 104(f), 23 USC § 134 and 49 USC § 5303 – 5306 provide funding and require designation of a metropolitan planning organization (MPO) for

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

#### 4.2 MPO Designation

On <insert month and day>, 2023, the Governor of the State of Alaska designated the MPO and identified the Mat-Su Valley Planning for Transportation (MPO) Policy Board as the body providing the direction of transportation planning in the MPA in accordance with Federal law.

#### SECTION 4 – DEFINED TERMS

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

“ARRC” means the Alaska Railroad Corporation

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

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

“CHICKALOON VILLAGE TRADITIONAL COUNCILS” means [REDACTED]

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

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

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

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

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



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

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

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

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

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

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

**Commented [dg4]:** Performance-based planning and programming guidebook September 2013

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

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

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

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

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

“PUBLIC PARTICIPATION PLAN” means a documented process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representative of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other

interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

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

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

“STATE” means the State of Alaska.

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

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

“TRANSIT” means public transportation systems, including buses subways, light rail, commuter rail, trolleys and ferries.

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

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

“USDOT” means the United States Department of Transportation.

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

## SECTION 5 – ORGANIZATION AND RESPONSIBILITIES

### 5.1 MVP for Transportation

**MVP for Transportation** is the MPO’s staffed organization, in cooperation with the State, units of local government and public transportation operators.

**Commented [dg5]:** PB may or may not include transit operators. It is not required.

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

5.2 Policy Board

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

**Commented [dg6]:** This is just an example. Makeup will be recommended by the Pre-MPO Steering Committee. Modify the Bylaws accordingly.

5.2.1 Powers and Duties of the Policy Board

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

5.3 Technical Committee

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

5.4 Metropolitan Planning Area (MPA)

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

5.5 MPO Self-certification

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



**SECTION 6 – KEY PLANS and PROGRAMS**

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

6.1.1 MTP

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

6.1.2 Transportation improvement Program (TIP)

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

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

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

6.2 Changes/Amendments to Key Plans and Programs

6.2.1 Amendments to the MTP and TIP

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

6.2.2 Administrative Modifications to the MTP and TIP

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

6.2.3 Amendments/Changes to the UPWP or SSOW

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

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

(a) Amendment to the UPWP or SSOW

(No additional funding required)

An Amendment to the UPWP or SSOW is triggered when task budget amounts exceed 20 percent of the original approved program budget, when there are individual

changes of \$35,000 or more to task budgets, or when there are significant scope changes. Amendments require the concurrence of the MPO, ADOT&PF, FHWA, and FTA before becoming effective. Amendments to the UPWP or SSOW require public review.

- (b) **Administrative Modifications to the UPWP or SSOW**  
(No additional funding required or no significant change to scope)  
An Administrative Modification is triggered when task budget amounts do not exceed 20 percent of the approved program budget or when individual changes are for \$35,000 or less of a task budget. Administrative Modifications require the concurrence of the MPO and the ADOT&PF before becoming effective. The FHWA and FTA will be notified as soon as possible of these changes.

#### **SECTION 7 – CONSULTANT CONTRACTS**

- 7.1 **FHWA and FTA Approval:** For all federally funded work to be done under a consultant contract, prior FHWA and/or FTA approval of a Project Development Authorization including the scope of work is required before a Request for Proposal (RFP) is issued. Early coordination is essential. The contracting agency will be the ADOT&PF which will coordinate review and approvals directly with FHWA and FTA.
- 7.2 **ADOT&PF Approval:** For solicitations over \$50,000, the contracting agency will be the ADOT&PF for review of the final RFP, scope of services, project budget, and project management plan. ADOT&PF shall also reserve the right to select members for the Selection Committees for all consultant contracts. ADOT&PF may provide opportunity to the MPO, as appropriate, to serve on the Selection Committees. The MPO will be the contracting agency for all solicitations under \$50,000 and will follow their approved procurement policies.
- 7.3 **Work Products:** ADOT&PF and the MPO will have an opportunity to review draft work products prior to review by the Technical Committee and Policy Board.
- 7.4 **Inspection of Work:** ADOT&PF and/or the owner of the facility shall always be accorded review and inspection of the work performed by consultants and shall at all reasonable times have access to the premises, to all data, notes, records, correspondence, and instruction memoranda or description which pertain to the work involved.

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

From time to time, ADOT&PF or the MPO may desire one of the other parties to perform additional work projects for services separate and apart from those set forth in the UPWP. At such times, the requesting party will notify the other party of the intention, including

a request for the specific work and/or services desired. If the other party is willing and able to do the work or perform the services requested, written acceptance by the requesting party of the terms accepted shall constitute authority to proceed with the work and/or services requested. The requesting party shall pay for such work or services within a reasonable time after billing. Such billing shall be made pursuant to the terms agreed upon for each particular work project.

## SECTION 9 – PROGRAM REPORTING REQUIREMENTS

### 9.1 Reporting: UPWP or SSOW

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

#### 9.1.1 Quarterly Reports

All parties receiving federal planning funds pursuant to this Agreement shall prepare a quarterly financial statement and a narrative progress report, in a format provided by the ADOT&PF, for all tasks identified in the UPWP or SSOW for which they are responsible and submit to the ADOT&PF Central Region office no later than 30 days following the last day of each UPWP or SSOW fiscal quarter. The quarterly reports shall serve as the basis for quarterly reimbursements.

**Commented [dg7]:** Recommend monthly reporting and reimbursement.

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

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

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

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

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

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

9.1.2 Annual Report

Upon receipt of the final (fourth quarter) UPWP or SSOW Quarterly Report, the ADOT&PF will draft the UPWP or SSOW Annual Report. The ADOT&PF will forward the UPWP or SSOW Annual Report to the MPO no later than 60 days following the last day of the UPWP or SSOW fiscal year. The ADOT&PF will submit the UPWP or SSOW Annual Report to FHWA and FTA to meet the reporting requirements of 23 CFR 420.117, as currently adopted or hereafter amended. DOT&PF may combine the UPWP or SSOW Annual Report with similar reports from other subrecipients of federal planning funds into a single report.

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

9.1.3 Significant Events

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

9.1.4 Other Reports

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

**Commented [dg8]:** States that: the State DOT shall monitor all activities performed by its staff or by subrecipients with [FHWA planning and research funds](#) to assure that the work is being managed and performed satisfactorily and that time schedules are being met.

**(b)**

- (1)** The State DOT must submit performance and expenditure reports, including a report from each subrecipient, that contain as a minimum:
  - (i)** Comparison of actual performance with established goals;
  - (ii)** Progress in meeting schedules;
  - (iii)** Status of expenditures in a format compatible with the [work program](#), including a comparison of budgeted (approved) amounts and actual costs incurred;
  - (iv)** Cost overruns or underruns;
  - (v)** Approved [work program](#) revisions; and
  - (vi)** Other pertinent supporting data.

**SECTION 10 – PLANNING REPORTS**

10.1 Planning Reports

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

Policy Board, as appropriate.

10.2 Publication

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

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

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

10.3 Copies

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

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

**SECTION 11 – DIVISION OF COST AND PAYMENT**

11.1 Reimbursement

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

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

Commented [dg9]: Recommend monthly.

ADOT&PF will close the UPWP or SSOW account and request that an audit be performed.

- (4) The audit will be completed, and final payment adjustments made within 120 days of the last quarter or as soon thereafter as reasonably possible.

#### 11.2 ADOT&PF Tasks

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

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

#### 11.3 Overruns

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

#### 11.4 Cost Limitations

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

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

#### 11.5 Rate of Reimbursement

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

- 11.6 Financial Accounting Level  
The expended funds will be accounted for at the task level (100, 200, 300 etc.).
- 11.7 Fiscal Year  
The UPWP or SSOW fiscal year will be October 1 to September 30.

**SECTION 12 – PROCUREMENT, MANAGEMENT, AND DISPOSITION OF PROPERTY**

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

**SECTION 13 – AUDIT PROCEDURES**

- 13.1 In addition to the requirements stated in this section, requirements for audit as defined in 23 CFR 420 will be used as guidelines.
- 13.2 Each participating party will maintain complete records of all manpower, materials and out-of-pocket expenses, and will accomplish all record keeping in accordance with the following procedures:
  - 13.2.1 Each participating party will furnish ADOT&PF copies of all certified payrolls which shall include the hourly rate for each employee working on the project during the reporting period. In addition, a loaded rate factor will be shown in a manner compatible with existing approved local procedures. The load rate factor is subject to adjustment based upon audits occurring during the life of this Agreement.
  - 13.2.2 Time Sheets  
Individual time sheets will be maintained reflecting the daily total amount of hours worked and amount of time spent on each task within the program. It is imperative that the hours be traceable to the task.
  - 13.2.3 Materials  
Copies of invoices shall support costs of any purchased materials utilized on this project.
  - 13.2.4 Out-of-Pocket Expenses  
Copies of receipts shall support all expenses.
  - 13.2.5 Record System  
The record system will be such that all costs can be easily traceable from all billings through the ledgers to the source document. Each expenditure



must be identified with the task within the current approved UPWP or SSOW.

- 13.3 Each consultant contract or professional services agreement, in which any party engages, may require a specific audit for that project or agreement. The award of any such construction related engineering design services contract must be made in conformity with applicable Federal and ADOT&PF contracting procedures including ADOT&PF Procedure 10.02.010, and related Professional Services Agreement Handbook, or based on acceptable alternative contracting procedures approved by ADOT&PF and FHWA. This requirement is in addition to any agency-wide audit conducted pursuant to OMB Circular A-133 (Single Audit Requirements).
- 13.4 MVP for Transportation may be audited every year by ADOT&PF Internal Review auditors for compliance and to insure adequate coverage. MVP for Transportation will additionally hire an independent Certified Public Accountant (CPA) to conduct an annual audit of all revenues and expenditures, as well as participate in a state and/or federal single audit as requested. All Parties and/or their subcontractors under this Agreement shall maintain all records and accounts relating to their costs and expenditures for the work during any fiscal year for a minimum of three (3) years following receipt of the final payment and shall make them available for audit by representatives of ADOT&PF, FHWA, and FTA at reasonable times. All Parties shall maintain records in a form approved by ADOT&PF. Final payment is defined as the final voucher paid by FHWA to ADOT&PF based on an audit. A request to close out a fiscal year or project account does not constitute final payment.
- 13.5 Any review, which does not meet Federal requirements, will be resolved between ADOT&PF and the other party. The financial records relating to a UPWP or SSOW year may be closed out once FHWA accepts the audit and final payment adjustments have been made.

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

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

#### **SECTION 15 – DBE PROGRAM REQUIREMENTS**

##### **15.1 Compliance**

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

any contractor.

15.2 Policy

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

15.3 DBE Obligation

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

**SECTION 16 - AMENDMENTS**

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

**SECTION 17 – LIMITATION OF LIABILITY**

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

**SECTION 18 – COMPLIANCE WITH LAWS**

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

**SECTION 19 – TERMINATION OF AGREEMENT**

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

**Commented [dg10]:** May want to include a conflict resolution clause and a more detailed termination process.

**SECTION 20 – NON-APPROPRIATION CLAUSE**

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

**SIGNATURES**

_____ <b>Mayor – Matanuska-Susitna Borough</b>	_____ <b>Date</b>
_____ <b>Mayor – City of Palmer</b>	_____ <b>Date</b>
_____ <b>Mayor – City of Wasilla</b>	_____ <b>Date</b>
_____ <b>Multimodal Advocate</b>	_____ <b>Date</b>
_____ <b>Chickaloon Village Traditional Council</b>	_____ <b>Date</b>
_____ <b>Knik Tribe</b>	_____ <b>Date</b>
_____ <b>Governor – State of Alaska</b>	_____ <b>Date</b>

**Commented [dg11]:** Signatories to be modified once the Policy Board is named.



## MVP Transportation Operating Agreement Comments and Responses

#	Comment	Response
1	Both Knik Tribe and Chickaloon Native Village need to be spelled out in the first page of the agreement, definitions, and signature block. We should also compare operating agreements from other states, such as Washington that have tribes in their MPO. Attached is a copy of guidance from Washington state.	The Washington State guidance has been reviewed. Only one county in WA does not belong to an RTPO. Tribal involvement is spelled out in the Interlocal Agreements.
2	Page 4: Add a multimodal advocate as a party to the agreement throughtout.	Done.
3	Provide copies of the regulations for reference.	These will be made available on the website.
4	Section 3.2 MPO Designation: Who is the designated recipient of Urbanized Formula Grants?	Designated recipient” means: (i) an entity designated, in accordance with the planning process under Sections 5303 and 5304, by the governor of a state, responsible local officials, and publicly owned operators of public transportation, to receive and apportion amounts under Section 5336 to urbanized areas of 200,000 or more in population; or (ii) a state or regional authority, if the authority is responsible under the laws of a state for a capital project and for financing and directly providing public transportation. We may remove this last sentence as this does not need to be part of the agreement. Getting clarification from the State.
5	In Section 5.2 Policy Board: If we have one tribal member then we have both? If so to get to nine I believe MSB should have Mayor, Assembly member, and Manager as reps	Policy Board make-up is still to be determined.
6	In Section 5.2 Policy Board: I would also prefer a transit rep over trails if goal is nine.	Final makeup of the Policy Board, as to number and representatives, will be up for discussion.

June 4, 2022

Updated 05.23.2022, 06.02.2022

## MVP Transportation Operating Agreement Comments and Responses

#	Comment	Response
7	Sub-Section 5.2 Policy Board – Further discussion is warranted as to exact make-up of the Policy Board. Example: Given past action regarding Air Quality Alerts in the Mat-Su, it may be appropriate to include a representative from ADEC.	Final makeup of the Policy Board, as to number and representatives, will be up for discussion.
8	Sub-Section 5.3 Technical Committee – Further discussion is warranted as to exact make-up of the Technical Committee. Some examples: Should a member from the Mat-Su School District be included as operations of pupil transportation can significantly impact the performance of the transportation system. Port MacKenzie may be outside the Metropolitan Planning Area and thus not priority concern of the MPO. The City of Houston may warrant a position on the Technical Committee. The Borough may warrant more than one person on the Technical Committee (Transportation Planning, Pre-Design, etc.	Final makeup of the Technical Committee is to be determined.
9	Spell out MTP and TIP	MTP is already spelled out on page 6. Will spell out TIP.
10	In 7.2 I like the idea of using ADOT for procurement. They understand the federal requirements and should be able to keep the MPO from making mistakes with federal funds. The Borough does not have that kind of experience or knowledge.	This needs to be further discussed by the Steering Committee.
11	7.2 DOT&PF Approval – Clarification is necessary. The language applies to Design and Construction Contracts but not to all Planning projects. For example, the MTP is often managed by the MPO with participation by the ADOT&PF.	To be discussed.
12	9.1.2 Annual Report – ADOT&PF requires an MPO to submit in order to process necessary reimbursements. However, it is the responsibility of the MPO to compile all quarterly reports into the Annual Report. There is a typo in the third sentence (SSWOW).	This should be discussed. The DOT has that responsibility in the Northern Region and is the state's responsibility to monitor according to 23 CFR 420.117.
13	Section 11 Division of Cost and Payment: These sections may warrant language addressing the process for financial participation by the units of local government (City of Wasilla, City of Palmer, MSB) and other entities.	To be discussed.
14	Section 17 Limitation of Liability – This language may warrant revision.	To be discussed.
15	Section 19 Termination of Agreement – This language is inadequate. A more detailed process should be spelled out.	To be discussed.
16	Section 20 Non-appropriation clause – This language may warrant revision.	To be discussed.

June 4, 2022

Updated 05.23.2022, 06.02.2022

## MVP Transportation Operating Agreement Comments and Responses

#	Comment	Response
17	There may be utility in having the Operating Agreement and MOU clearly delineated. It is difficult to understand where one begins and the other starts.	See <b>attached white paper</b> on the purpose of the Operating Agreement and the MOU for the Implementation of the Office of the MPO (MOU)
18	There may be utility in having the documents placed side-by-side with other relevant documents in order to establish a clear picture of how everything fits together.	We will provide the FAST Planning documents for comparison to include the Operating Agreement, MOU, Bylaws, Articles of Incorporation
19	Document has varying composition of decision-making body.	The Policy Board has yet to be established. Once it has been established, the signatories and the members will be match. This note was included in the document.
20	There is uncertainty about how the proposed agreement adheres to 23 CFR 450.314 Metropolitan planning agreements which states	Section 23 CFR 450.314 applies to the MOU and not this Operating Agreement. See the attached white paper.
21	(a) The MPO, the State(s), and the 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 among the MPO, the State(s), and the providers of public transportation serving the MPA. To the extent possible, a single agreement between all responsible parties should be developed. The written agreement(s) shall include specific provisions for the development of financial plans that support the metropolitan transportation plan (see § 450.324) and the metropolitan TIP (see § 450.326), and development of the annual listing of obligated projects (see § 450.334)	A separate agreement between the MPO and the state will address the development of performance targets, etc. This is how it is structured within Alaska. This level of detail is more appropriate in a separate agreement that can be more easily modified.

June 4, 2022

Updated 05.23.2022, 06.02.2022

## MVP Transportation Operating Agreement Comments and Responses

#	Comment	Response
	The MPO(s), State(s), and the providers of public transportation shall jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO (see § 450.306(d)), and the collection of data for the State asset management plan for the NHS for each of the following circumstances	
22	d. Section (h)(2) of the above CFR states these provisions shall be documented either:	
23	i. As part of the metropolitan planning agreements required under paragraphs (a), (e), and (g) of this section; or  ii. Documented in some other means outside of the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation	
24	Given the language in 23.450.314 Metropolitan planning agreements, it may be productive if greater clarity was established between what specific sections warrant inclusion in the initial Operating Agreement establishing the MVP MPO and what other metropolitan planning agreements are necessary along with a projected timeline for development of said agreements.	This timeline is attached. It has not been revised based on the latest information that the Census data will not be released until the "fall" instead of July 1.
25	The proposed Operating Agreement is relatively quiet on the third main document required for MPO's – the TIP. Further discussion may be warranted in order to reduce ambiguity and provide greater clarity of actions and responsibilities.	The MOU will delineate the responsibilities of others, besides the MPO, as to the development of the TIP and Annual listing of obligated projects in the MOU.

June 4, 2022

Updated 05.23.2022, 06.02.2022



## MVP Transportation Operating Agreement Comments and Responses

#	Comment	Response
26	The proposed Operating Agreement may warrant inclusion of a new Section addressing how the new MPO will develop and manage the required Transportation Improvement Program (TIP). Specifically, who will be responsible for implementation including the issues of required Match and/or the annual listing of obligated projects.	The MOU will delineate the responsibilities of others, besides the MPO, as to the development of the TIP and annual listing of projects. Generally, the MPO will be responsible for the development of the Annual Listing of Obligated Projects in Coordination with the State and transit providers (see 23 CFR 450.334). The state is responsible for the development of Match and Maintenance agreements. This is more of a strategic document rather than an operational document.
27	9. Section 6 – Key Plans and Programs, 6.1.2 TIP may warrant further description of how the TIP is to be implemented.	The Operating Agreement discusses the development of the plans, not the implementation of the plans.
28	Section 6 – Key Plans and Programs, 6.1.3 UPWP or SSOW, Bullet #2 does not include the Tribes. This is inconsistent with other sections of the document.	Noted.
29	Additional definitions may be warranted. These could include:	Added.
	a. Financial Plan	Added.
	b. Federal Railroad Administration	Added.
	c. Transit	Added.
	d. Obligation Report	Added a definition of the Annual Obligation Report, however, this report includes capital expenditures as well, which is not the focus of the Operating Agreement. To be discussed.
	e. Performance Measures and Targets	Added definitions of Measures, Metrics and Targets
	f. Alaska Railroad Corporation	Added.

June 4, 2022

Updated 05.23.2022, 06.02.2022

## MVP Transportation Operating Agreement Comments and Responses

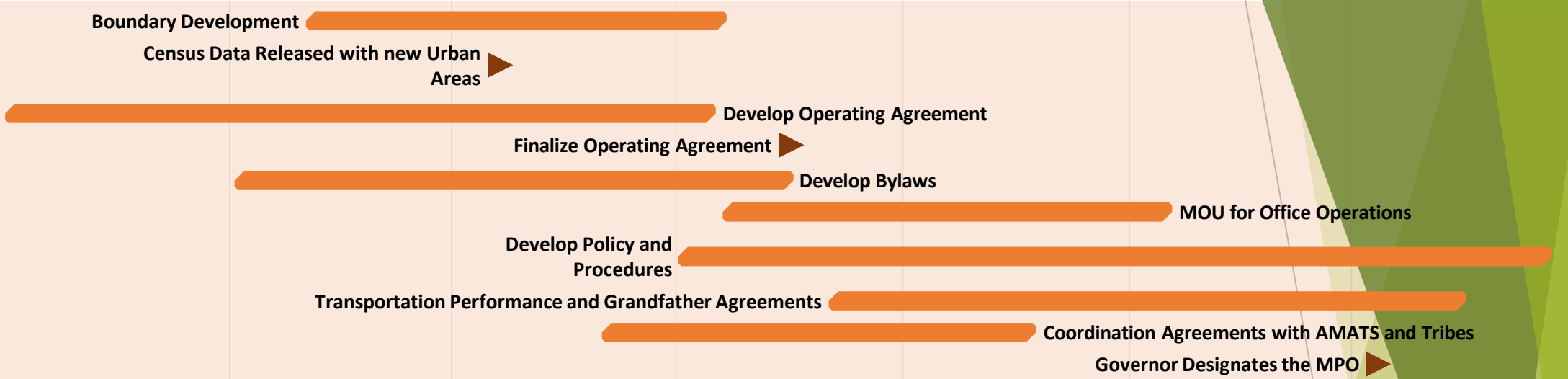
#	Comment	Response
30	12. Section 7 – Consultant Contracts may warrant a sub-section titled “Project Management” in order to clarify how responsibilities may vary. For example, would Planning-related projects be better managed by the MPO whereas Design and Construction could be better managed by the DOT&PF.	When it is decided, this can be clarified. See question 2 above. This is a discussion item.
31	13. Section 9 – Program Reporting Requirements, 9.1.1 – Add (d) Copies of discrete deliverables produced during the quarter.	To be discussed. See reporting requirements in 23 CFR 420.117
32	14. Section 10 – Planning Reports – It may be useful to include a discussion regarding the Annual Listing of Obligated Projects in this section or in another Section relating more specifically to the TIP.	The requirements and responsibilities of the Annual Listing of Obligated Projects should not be in the Operating Agreement but may be more appropriately included in the MOU, if necessary.
33	a. Page 4, 2nd Whereas paragraph could be re-worded for clarity.	Please provide an alternative.
34	b. Page 6, Section 2 Purpose, 2nd paragraph – Spell out MPO or define acronym earlier in the document.	Done
35	c. Page 6, Section 2 Purpose, 2nd paragraph – Capitalize long-range transportation plan and insert acronym.	This wording is consistent with 23 CFR 450.306. A capitalized LRTP would refer to the states's long term plan and may cause confusion as the MPO's long term plan is referred to as a Metropolitan Transportation Plan (MTP).
36	d. Pages 7-8 - Definitions needed for Knik Tribe and Chickaloon Native Villages. Is there more than one Chickaloon Village?	Defer to the tribes; Chickaloon Village Traditional Council and Knik Tribe
37	e. Page 12, 6.1.3 UPWP or SSOW – Bullet #2 should be aligned with #1	Corrected.
38	f. Page 22, insert Page Break for Signature page.	Done.

June 4, 2022

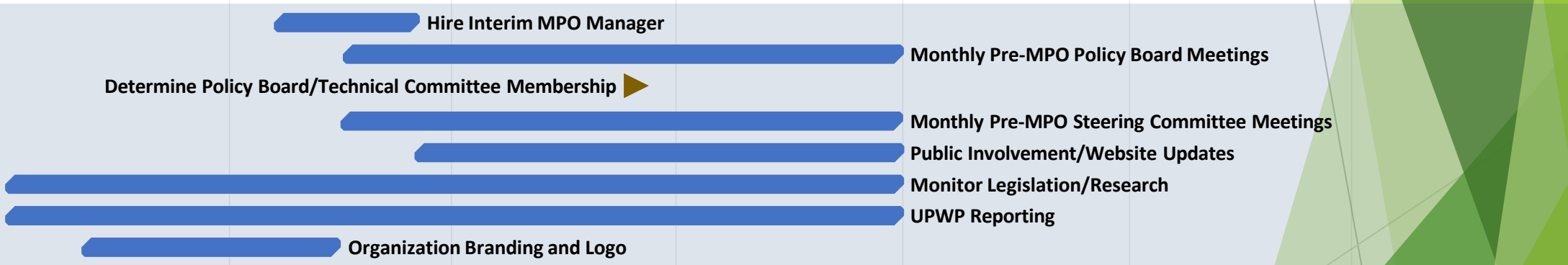
Updated 05.23.2022, 06.02.2022

Q4 | Q1 2022 | Q2 | Q3 | Q4 | Q1 2023 | Q2

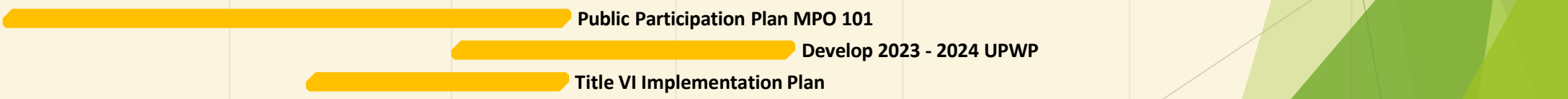
**Develop MPO Organization**



**Manage the Organization**



**Develop Required Plans**



**FFY 2022 Mat-Su Valley Planning for Transportation Pre-MPO Work Plan**

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

***Provides the structure and process for the continuing, cooperative, and comprehensive consideration, development and implementation of transportation plans and programs for intermodal transportation in the metropolitan planning area.***

### **Defined in 23 CFR 450.310**

- Overarching agreement that establishes the MPO, the Policy Board, Technical Committee, identifies key plans and programs, reporting requirements, audit procedures, etc.
- Based on the requirements of federal law for transportation planning
- Approved by the Governor
- Requires resolutions by local governments and councils/assemblies authorizing Mayors to serve as Board members of a Non-profit Corporation
- Requires resolutions of support from organizations that are Board members of the MPO
- MPO designation remains in effect until an official redesignation has been made by agreement with the Governor and units of general local government that together represent at least 75 percent of the existing metropolitan planning area population
- Referred to as an Interlocal Agreement for regional planning in Washington State, for example
- High level document that is periodically reviewed
- Should include Air Quality Planning, if applicable

## Memorandum of Understanding for the Implementation of the MPO Office (MOU)

***This MOU provides the structure to each entity as to their responsibilities and/or duties as pertaining to the MPO office and the Unified Planning Work Program fund integration. It establishes an office and its function and the duties of each entity being individual or shared in nature.***

### **Defined in 23 CFR 450.314**

- Establishes membership fees and annual dues
- Defines participation in the development of financial plans that support the MTP (23 CFR 450.324) and the TIP (23 CFR 450.326)
- Defines the responsible party for the development of scopes, schedules, and budgets for capital projects for use in the MTP and the TIP
- Periodically reviewed to reflect effective changes
- Defines roles and responsibilities of various stakeholders and their staffs in the operations of the MPO such as the development of:
  - Match and maintenance agreements
  - Quarterly reports
  - Annual reports
  - Audits
  - Annual Listing of Obligations
  - Reimbursements of federal funds
  - Land Use planning information
  - Local planning authority
  - Transit coordination

# Mat-Su Pre-MPO Steering Committee

## **Voting Representatives:**

### **ADOT&PF**

Todd Vanhove – Chief of Planning, Central Region  
[todd.vanhove@alaska.gov](mailto:todd.vanhove@alaska.gov)

### **City of Palmer**

Brad Hanson – Community Development Director  
[bahanson@palmerak.org](mailto:bahanson@palmerak.org)

### **City of Wasilla**

Archie Giddings – Public Works Director, Retired  
[agiddings@mtaonline.net](mailto:agiddings@mtaonline.net)

### **Chickaloon Native Village**

Brian Winnestaffer – Transportation Director  
[bewinnestaffer@chickaloon-nsn.gov](mailto:bewinnestaffer@chickaloon-nsn.gov)

### **Health & Human Services**

Jim Beck – Senior Program Officer, Mat-Su Health Foundation  
[jbeck@healthymatsu.org](mailto:jbeck@healthymatsu.org)

### **Knik Tribe**

Bob Charles – IRR Roads Manager  
[bcharles@kniktribe.org](mailto:bcharles@kniktribe.org)

### **Mat-Su Borough (MSB)**

Tom Adams – Director of Public Works  
[Tom.Adams@matsugov.us](mailto:Tom.Adams@matsugov.us)  
Kim Sollien – Planning Services Manager (*Chair*)  
[kim.sollien@matsugov.us](mailto:kim.sollien@matsugov.us)  
Brad Sworts – Pre-Design & Engineering Manager  
[brad.sworts@matsugov.us](mailto:brad.sworts@matsugov.us)

### **MSB Transportation Advisory Board (TAB)**

Antonio Weese, TAB Member  
[Antonio.Weese@matsuk12.us](mailto:Antonio.Weese@matsuk12.us)

### **Multimodal Mobility Advocates**

Joshua Shaver – Administrator, Alaska Pioneer Homes  
[joshua.shaver@alaska.gov](mailto:joshua.shaver@alaska.gov)

### **Rail**

Brian Lindamood – Vice President of Engineering, Alaska Railroad Corporation (ARRC)  
[LindamoodB@akrr.com](mailto:LindamoodB@akrr.com)

### **Transit**

Jennifer Busch – Executive Director, Valley Transit  
[jbusch@valleytransitak.org](mailto:jbusch@valleytransitak.org)

**Non-Voting Ex-Officio Representatives:**

**City of Houston**

Vacant

**Environmental & Air Quality Oversight:**

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

[cindy.heil@alaska.gov](mailto:cindy.heil@alaska.gov)

**Local Road Service Area Advisory Board (LRSAAB)**

Vacant

**Mat-Su Transportation Advisory Board**

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

[JoshCross@kinneyeng.com](mailto:JoshCross@kinneyeng.com)

**Peer MPOs:**

Jackson Fox – Executive Director, FAST Planning

[jackson.fox@fastplanning.us](mailto:jackson.fox@fastplanning.us)

Aaron Jongenelen – Senior Transportation Planner

[aaron.jongenelen@anchorageak.gov](mailto:aaron.jongenelen@anchorageak.gov)

**ADOT&PF Central Region Planning**

Allen Kemplen – Mat-Su Core Area Planner

[allen.kemplen@alaska.gov](mailto:allen.kemplen@alaska.gov)