

Mat-Su Pre-MPO Steering Committee Meeting

Tuesday, July 13, 2021

2:00 - 3:30 pm

Microsoft Teams Information: <https://bit.ly/3AyDEwc>

1. Call to Order
2. Introduction of Pre-MPO Steering Committee Members and other Attendees
3. Approval of the July 13, 2021 Agenda
4. Approval of the June 8, 2021 Minutes (Placeholder)
5. Committee/Working Group Reports (Including the Staff Report)
 - a. Staff Report
 - b. Public Participation Plan Subcommittee Report
6. Voices of the Visitors (Non-Action Items)
7. Old Business
 - a. Status of the Pre-MPO Policy Board Make-up
 - b. 2022 UPWP Draft Responses to Comments
 - c. Update on the Public Participation Plan
8. New Business
 - a. Metropolitan Transportation Plan
 - b. Boundary Development Strategy
9. Other Issues
10. Informational Items
11. Steering Committee Comments
12. Adjournment

Next Scheduled Pre-MPO Steering Committee Meeting – Tuesday, August 10, 2021, 2:00 pm, via TEAMS Meeting

Mat-Su Pre-MPO Steering Committee Meeting Meeting Minutes

Tuesday, June 8, 2021

2:00 - 3:30 pm

Microsoft Teams Information:

[Click here to join the meeting](#)

Or call in (audio only)

+1 605-937-6140,,449781282# United States, Sioux Falls

(844)594-6237,,449781282# United States (Toll-free)

Phone Conference ID: 449 781 282#

1. Call to Order

2. Introduction of Pre-MPO Steering Committee Members and other Attendees

Present:

Kelsey Anderson, Mat-Su Borough
Jewelz Barker, Catalyst Alaska
Jim Beck, Mat-Su Health Foundation
Jennifer Busch, Valley Transit
Bob Charles, Knik Tribe
LaQuita Chmielowski, MSB TAB
Patrick Cotter, PDC Engineers
Josh Cross, MSB TAB
Terry Dolan, Mat-Su Borough
Jackson Fox, FAST Planning
Donna Gardino, Gardino Associates
Archie Giddings, City of Wasilla
Brad Hanson, City of Palmer
Allen Kemplen, DOT&PF
Brian Lindamood, ARRC
Craig Lyon, AMATs
Natalie Lyon, PDC Engineers
Kim Sollien, Mat-Su Borough
Todd Vanhove, Central Region DOT&PF
Kaylan Wade, Chickaloon Native Village
Brian Winnestaffer, Chickaloon Native Village

3. Approval of the June 8, 2021 Agenda (Action Item)

Approve: **Todd Vanhove**, Second: **Brian Winnestaffer**, Objections: None.

Agenda approved.

4. Approval of the Minutes (Placeholder)

N/A

5. Election of Pre-MPO Chair (Action Item)

Opened for discussion. No discussion.

Kim Sollien as Pre-MPO Steering Committee Chair: **Brad Hanson** nominated, **Bob Charles** seconded. No objections.

Kim Sollien elected as Pre-MPO Steering Committee Chairperson for initial 6-month term.

6. Committee/Working Group Reports

a. Staff Report

Kim Sollien explained that the borough has directed MSB Planning to put together a transportation infrastructure projects list for discussion with the Planning Commission and Borough Assembly. The MSB LRTP and other plan are being referenced to determine and prioritize projects for inclusion in the list. There will be an interactive comment map posted on the MSB website through which residents can vote and comment to prioritize specific projects. Prioritized projects will be included in a bond proposal for transportation infrastructure improvements. **Kim Sollien** will provide website URL for relevant information online, once it is available.

b. Public Participation Plan Subcommittee Report

Jewelz Barker provided PPP Subcommittee meeting schedule update. The subcommittee met on May 17, May 24, took Memorial Day off, and met again on June 7. A full PPP update on the MPO branding and naming effort will be provided under Agenda Item 9.

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

N/A. **Craig Lyon** posted in the Video Conference Comments that he liked the terminology “Voices of the Visitors”!

8. Old Business

a. Status of the Pre-MPO Policy Board Make-up

Kim Sollien provided item introduction.

Bob Charles explained that he had a brief discussion with Knik Tribe and Chickaloon Native Village stakeholders about each tribe having their own seat on the Policy Board. **Mr. Charles** indicated that the stakeholders felt it would not be fair to have one person represent both tribes since each has different boundaries and differing needs of their members.

Kim Sollien thanked **Mr. Charles** for this update.

Jewelz Barker thanked **Mr. Charles** for the update and suggested that the “Status of the Pre-MPO Policy Board Make-up” Agenda Item be included for discussion on the July Pre-MPO Steering Committee meeting agenda.

Jewelz Barker provided an update on status of meetings regarding Policy Board make-up with member organizations so far, with three (3) seats confirmed, and discussions ongoing for others.

b. 2022 UPWP Draft Overview with Homework

Donna Gardino reminded the Steering Committee that the 2021 UPWP had been shared previously for their review, and several comments were received.

Donna Gardino indicated that the Steering Committee’s comments on the 2021 UPWP have been incorporated.

Natalie Lyon screen-shared the Draft 2022 UPWP and **Donna Gardino** proceeded to walk through the document with the Steering Committee.

Highlights:

- A 1-year UPWP was determined by the pre-MPO Planning Team to be the most prudent option since the process is still in the pre-MPO phase.
- A 1-year UPWP for 2022 will align the new Mat-Su MPO with the other MPO schedules in the state.

- The UPWP format was chosen since it is already being used by other MPOs in the state.
- Donna provided an overview of MPO formation and boundary development, the projects, plans, and tasks covered in the 2022 UPWP, operation of the MPO, and 2022 UPWP proposed budget.
- Donna noted that the Governor's Packet should be submitted by September 2022 with designation of the new MPO by end of year 2022.
- **Donna Gardino** indicated a Goal to deliver the draft MTP scope to the pre-MPO Steering Committee by next month. The MTP is a fiscally-constrained document with short, medium, and long range prioritized projects.

Discussion:

- **Donna Gardino** invited questions from the SC on the 2022 UPWP draft.
- **Kim Sollien** noted that hiring an experienced and qualified coordinator will be important with the amount of work required for establishing the MPO.
- **Kim Sollien** indicated that funds were included in the budget to hire a qualified coordinator and have the consultant team continue to provide support during FFY 2022.

9. New Business

a. Branding of the Metropolitan Planning Organization

Jewelz Barker provided an update on the naming and branding of the MPO. The PPP Subcommittee reviewed local plans and prioritized federal planning factors to begin work on the PPP document. The Subcommittee gathered information and examples from other MPOs (such as AMATs, FAST Planning, and others) to inform the PPP development and branding processes. The PPP Subcommittee developed a list of 22 possible names and acronyms for the new Mat-Su MPO.

Jewelz Barker shared www.matsumpo.com/ppp and directed Steering

Committee members to follow the URL to vote on the 12 proposed names for the new MPO.

Craig Lyon of the PPP Subcommittee cautioned the Steering Committee that the name is very important and will last a long time.

Kelsey Anderson of the PPP Subcommittee invited others to submit their ideas beyond what the Committee came up with.

Kim Sollien seconded Kelsey's comment and expanded to suggest that working with the two local tribes to integrate native placenames into the MPO name could also be considered.

Terry Dolan suggested staying away from the terminology of "Core Area" as not to alienate borough residents who live further outside of the most urbanized areas of the MSB.

Kim Sollien suggested that the Pre-MPO Planning Team send out a reminder email to the Steering Committee to vote on the MPO branding/naming.

10. Other Issues

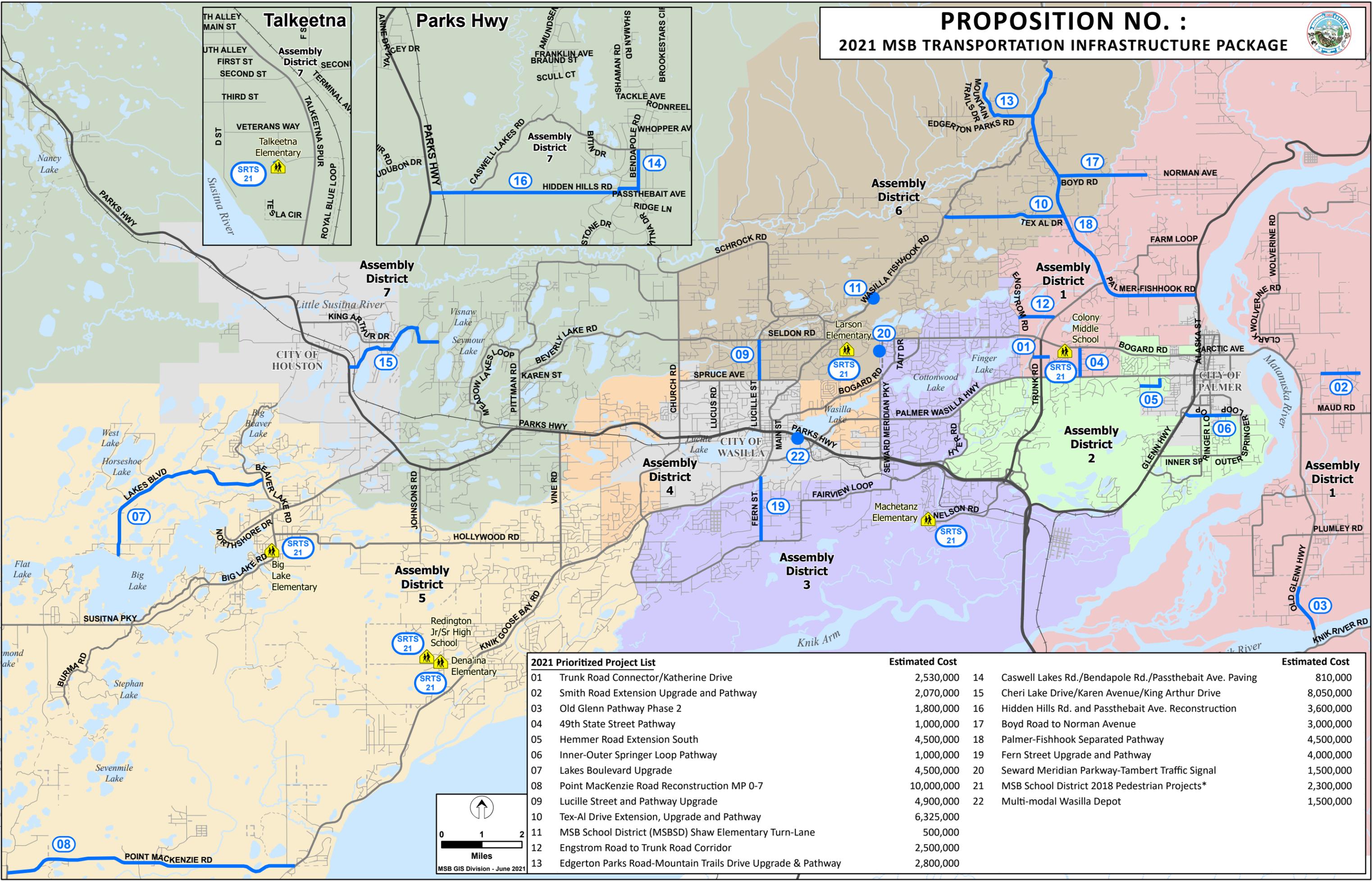
Jackson Fox updated the Steering Committee that the House has released its version of the new transportation bill. Earmarks were allowed for this bill. Selden Road Extension Road Phase 2 in Wasilla and Cowles Street in Fairbanks both made the first cut of projects (which went from 13 to 3 projects). **Jackson Fox** noted that this shows the power of MPOs to work in the interest of their communities. There will likely be another similar Senate Bill soon. **Jackson Fox** indicated that he has reached out to the Alaskan Senators' offices to ask if they will also support local transportation projects in the Senate version of the bill.

11. Informational Items

No additional items.

12. Steering Committee Comments

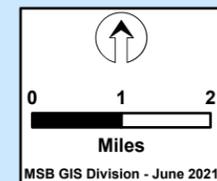
PROPOSITION NO. : 2021 MSB TRANSPORTATION INFRASTRUCTURE PACKAGE



2021 Prioritized Project List

Project ID	Project Description	Estimated Cost	Project ID	Project Description	Estimated Cost
01	Trunk Road Connector/Katherine Drive	2,530,000	14	Caswell Lakes Rd./Bendapole Rd./Passthebeit Ave. Paving	810,000
02	Smith Road Extension Upgrade and Pathway	2,070,000	15	Cheri Lake Drive/Karen Avenue/King Arthur Drive	8,050,000
03	Old Glenn Pathway Phase 2	1,800,000	16	Hidden Hills Rd. and Passthebeit Ave. Reconstruction	3,600,000
04	49th State Street Pathway	1,000,000	17	Boyd Road to Norman Avenue	3,000,000
05	Hemmer Road Extension South	4,500,000	18	Palmer-Fishhook Separated Pathway	4,500,000
06	Inner-Outer Springer Loop Pathway	1,000,000	19	Fern Street Upgrade and Pathway	4,000,000
07	Lakes Boulevard Upgrade	4,500,000	20	Seward Meridian Parkway-Tambert Traffic Signal	1,500,000
08	Point MacKenzie Road Reconstruction MP 0-7	10,000,000	21	MSB School District 2018 Pedestrian Projects*	2,300,000
09	Lucille Street and Pathway Upgrade	4,900,000	22	Multi-modal Wasilla Depot	1,500,000
10	Tex-Al Drive Extension, Upgrade and Pathway	6,325,000			
11	MSB School District (MSBSD) Shaw Elementary Turn-Lane	500,000			
12	Engstrom Road to Trunk Road Corridor	2,500,000			
13	Edgerton Parks Road-Mountain Trails Drive Upgrade & Pathway	2,800,000			

Path: M:\Product\Capital Projects\PreDesign_and_Engineering\Transportation\Road_Bonds\Transportation_Bonds.aprx 6/30/2021



Kim Sollien asked each Steering Committee member for any closing comments via roll call.

Brian Winnestaffer: Good job Kim, thanks for leading.

No other comments.

13. Adjournment

Meeting Adjourned.

**Next Scheduled Pre-MPO Steering Committee Meeting – Tuesday, July 13, 2021, 2:00 pm,
via TEAMS Meeting.**

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

DRAFT 07.08.2021

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Purpose of the UPWP

The Unified Planning Work Program (UPWP) for the Matanuska-Susitna Pre-MPO (MPO) documents the MPO's transportation planning activities. It is a planning document that identifies and describes the MPO's budget, planning activities, studies, and technical support expected to be undertaken in a one- or two-year period (23 CFR 450.104). The purpose of the UPWP is to ensure that a continuing, cooperative, and comprehensive (3C) approach to planning for transportation needs is maintained and properly coordinated between the MPO, Alaska Department of Transportation & Public Facilities (DOT&PF), Matanuska-Susitna Borough, the Cities of Palmer and Wasilla and other jurisdictions. It is a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area (MPA). At a minimum, a UPWP includes a description of the planning work and resulting products, deadlines, who will perform the work, time frames for completing the work, and the source of funds.

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

The UPWP is required for the MPO to receive metropolitan planning funds from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), through the DOT&PF. It is a fiscally constrained document based on the amount of programmed planning grants and match contributions and may be revised as needed after adoption by Administrative Modification or Amendment.

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

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

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

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

MPO Formation

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

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

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

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

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

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

Operation of the MPO

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

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

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

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

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

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

Federal Planning Factors and Performance-Based Planning

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

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

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

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

relate to the seven national goals of:

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

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

The FAST Act supplemented the MAP-21 legislation by establishing timelines for state DOTs and MPOs to comply with the requirements of MAP-21. State DOTs are required to establish statewide targets and MPOs have the option to support the statewide targets or adopt their own. The MPO will need to develop a Memorandum of Understanding between the DOT&PF, AMATS, and FAST Planning to cooperatively support a performance-based approach to the metropolitan transportation planning and programming process and to develop and share information related to transportation performance data. The table on the following page shows how UPWP work tasks relate to these seven national performance goals.

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

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

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

Table 1 FFY2022 UPWP Work Tasks & National Performance Goals

FFY2021 Work Tasks	Safety	Infrastructure Condition	Congestion Reduction	System Reliability	Freight Movement and Economic Vitality	Environmental Sustainability	Reduce Project Delivery Delays
100 Plans & Programs							
100(A) 2023/2024 UPWP & 2022 REPORTING	X	X	X	X	X	X	X
100(B) METROPOLITAN TRANSPORTATION PLAN	X	X	X	X	X	X	X
100(C) MPA BOUNDARY DEVELOPMENT	X	X	X	X	X	X	X
100(D) TITLE VI NON-DISCRIMINATION PLAN	X	X	X	X	X	X	X
100(E) SUPPORT SERVICES	X	X	X	X	X	X	X
200 Borough Public Transit System Planning							
200 PUBLIC TRANSIT SYSTEM PLANNING	X		X	X		X	X
300 Contingency Projects							
300(A) ADVANCE PROJECT DEFINITION	X	X	X	X	X	X	X
300(B) TRANSPORTATION IMPROVEMENT PROGRAM	X	X	X	X	X	X	X

Task 100 MPO Planning Process

Task 100(A) 2023 - 2024 UPWP Development & 2022 UPWP Reports

2023 - 2024 UPWP DEVELOPMENT

The 2023 - 2024 UPWP will be developed to include a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the sources of funds. It shall identify work proposed for the next two-year period by major activity and task, including activities that address the planning factors in 23 CFR 450.306(b), in sufficient detail to indicate the proposed funding by task/activity and a summary of the total amounts and sources of federal and matching funds. This may be submitted as part of the state's planning work program if a simplified statement of work is used in accordance with 23 CFR 420.

This work will be coordinated with the DOT&PF and the Pre-MPO staff and will include the consultation process to determine the Federal PL and Section 5303 Distribution Formulas to be used by the state in determining the MPO's share of the funding distribution. The DOT&PF is currently planning to issue a Request For Proposal (RFP) to assist in the development of the new PL Distribution Formula and the Pre-MPO Project Manager/Coordinator will be involved in this process.

It is recommended that the new draft 2023 – 2024 UPWP be completed and released for a 30-day Public Comment period by the Pre-MPO Policy Board in mid-June.

Completion Date: August 15, 2022

Responsible Party: Pre-MPO Staff or Borough Staff

2022 UPWP REPORTS

The DOT&PF is responsible for providing the management oversight of the UPWP. The MPO and any of its partners that receive Federal PL funding will prepare and submit quarterly reports through FFY2022 to the DOT&PF. The quarterly reports will document the planning activities performed and expenditures by the MPO in accordance with the tasks listed in the UPWP. The DOT&PF will review and compile the quarterly reports into annual reports at the end of each fiscal year. The MPO will initiate Administrative Modifications and Amendments to the UPWP as needed in accordance with the provisions of the MPO's Intergovernmental Operating Agreement, when executed. This work is currently be done by the Borough Staff.

Completion Date: Submit reports within 30 days of the end of the quarter (January 31, April 30, July 31, and October 31, 2022)

Responsible Party: MPO Staff or Borough Staff

Task 100(B) Develop the Metropolitan Transportation Plan

The MTP is the official multimodal transportation plan addressing no less than a 20-year planning horizon that the MPO develops, adopts and updates through the metropolitan transportation planning process. The MPO will develop its first MTP using the 2017 MSB LRTP 2035 as its base.

The MTP is not due within 12 months of being designated as an urbanized area but must be planned for within the UPWP. The UPWP will provide the work plan that will include the tasks and a schedule to complete the MTP. It must be updated every five years. A draft Scope of Work for the consultant development of the MTP will be presented to the Steering Committee for review and comment in the summer of 2021. The MTP planning process shall include the development of a transportation plan addressing no less than a 20-year planning horizon as of the effective date. The MPO shall consider factors described in CFR 450.306 as the factors relate to a minimum 20-year forecast period.

The MTP effort will involve the following:

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



Development of the MTP: The planned schedule is to release an RFP for consulting services early winter 2021-2022 to develop the MTP and it will include funds for any desired TransCad modeling. Given the initiation of the boundary development exercise, work will begin in earnest on the MTP. The plan will focus on the MPA boundary and will address all transportation planning within those boundaries, regardless of ownership. In updating the transportation plan, the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. The update will include collection of existing traffic data, analysis of the existing transportation network, evaluation of land use and supporting transportation scenarios for travel demand model forecasts, outreach to local agencies and the public to confirm project needs outlined in the 2035 MSB L RTP and new project needs not yet identified. The Public Participation Plan will define the minimum public involvement efforts but those used may be more robust. The draft MTP will be released for public comment, and after resolution of public comments, the final MTP will then be presented to the Technical Committee and Policy Board for consideration of adoption. Following adoption, the final MTP will be transmitted to FHWA and FTA for approval.

Advanced Project Definition and Financial Estimates: The MTP must be fiscally constrained. The DOT&PF will be responsible for providing Scope, Schedule, and Estimate (SSEs) for all projects to be included in the MTP. The DOT&PF will also be responsible for developing financial projections for funding to be received by the MPO for the period covered by the MTP. This will include a reasonably anticipated funding source.

Completion Date: July 31, 2023

Responsible Party: MPO Staff or Borough Staff managed Consultant(s) and DOT&PF Staff

Task 100(C) Develop Metropolitan Planning Organization Boundary

The MPO will utilize the Mat-Su MPA Boundary Development Strategy development in FFY21 to guide the development of the MPO boundary. The MPO will develop alternatives to be examined in a public process to determine the final boundary of the Metropolitan Planning Organization to be included in the Operating Agreement. The boundary of an MPA shall be determined by agreement between the MPO and the Governor.

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

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

Completion Date: September 30, 2022

Responsible Party: MPO Staff, Borough Staff and DOT&PF Staff (in-Kind)

Task 100(D) Development of the Title VI Implementation Plan (first quarter FFY2022)

Once recognized as the MPO through an Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning, the MPO has the responsibility to ensure, for all people, that its programs, plans and policies are carried out in a manner that is not discriminatory, regardless of race, color, national origin, or sex (gender). Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination based upon race, color, and national origin. Specifically, 42 USC 2000d states that *“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”* *The Federal Aid Highway Act of 1973 (23 USC 324), and related federal regulations (23 CFR 200.5 (p)), prohibit discrimination on the basis of sex (gender).*

Later Executive Orders placed further emphasis upon the Title VI protections of race and national origin, added low-income populations to the list of protected groups, and clarified that minority and limited English proficient populations are included under national origin. The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-

recipients and contractors, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557], March 22, 1988).

Together these requirements form the legal basis for the Federal Highway Administration (FHWA) Title VI Program. According to 49 CFR 21.7 (b), recipients of federal financial assistance are required to provide for such methods of administration, as determined by the Secretary of Transportation, for a program to give reasonable guarantee that it, and other participants under the program including contractors and subcontractors, will comply with all requirements imposed or pursuant to Title VI related federal regulations. Guidance provided by FHWA, Public Funds for Public Benefit: Subrecipient's Guide to Implement Title VI, outlines additional information to be addressed in a Title VI Nondiscrimination Plan.

The State of Alaska has long recognized the importance of ensuring non-discrimination in the way they conduct business and provide services to the public. This Title VI Non-Discrimination Implementation Plan will document a process specifically for ensuring non-discrimination by the MPO and should be consistent with non-discrimination policies of both the DOT&PF and FHWA Title VI requirements.

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

- Hosting all meetings open to the public and broad advertisement of meetings, events, and public comment
- Opportunities in accordance with the PPP to reach different demographics of the population
- Holding meetings in a location familiar and comfortable to the public, accessible by non-motorized travel and transit, and in ADA-accessible buildings
- Providing contact information on all public notices and advertisements for individuals to request special accommodations for translation (language barriers) and hearing and sight impairments
- Preparing Title VI Reports for the DOT&PF Civil Rights Office for every meeting and event held open to the public and public comment periods
- Advertisement of Title VI complaint procedures and complaint form for any person who believes they have been excluded from or denied the benefits of, or subjected to discrimination on the basis of race, color, national origin, or sex (gender) under any MPO plan, program, or activity
- Annual participation by all MPO staff in Title VI training

Completion Date: September 30, 2022

Responsible Party: MPO Staff

Task 100(E) Support Services

This task encompasses all other program needs for the operation of the MPO. It is recommended that the MPO hire an Interim Coordinator to manage the critical tasks listed below, including but not limited to the following:

- Amendments to the Public Participation Plan, as required
- Management and operation of the MPO which is structure dependent
- Conduct monthly meetings of the Pre-MPO Steering Committee and Policy Board until the MPO is designated and then conduct monthly Technical Committee and Policy Board Meetings
- Coordinate and develop MPO structure and boundary
- Educate the public on the MPO and its function and value
- Advertisements for meetings, supplies, information technology, website development, social media presence, office administration, utilities, payroll, and benefits
- Implementation of the Public Participation Plan and develop any necessary amendments
- Implementation of the Boundary Development Strategy and finalize MPA Boundary
- Manage the development of the MTP
- Monitor the Federal Highway Bill Reauthorization and modify the development of the final MPO structure and documents in accordance with the latest planning assumptions
- Study the Federal Regulations for Metropolitan Transportation Planning
- Coordinate with the DOT&PF, AMATS and FAST Planning on PL and STPBG funding, target setting and other transportation issues of common interest
- MPO budget preparation, tracking, and amendments
- Review and finalization of the MPO agreements, bylaws, operating agreement, intergovernmental operating agreements, policies, and procedures, as needed.
- 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
- Attend annual AMPO Conference and Alaska American Planning Association Conference and trainings
- Professional development for staff (attending online and in-person trainings and conferences)
- Attend and participate in local, regional, and state committee and commission meetings
- Provide guest presentations to committees, commissions, local organizations and chapters, and other interest groups
- Serve on the Statewide Transportation Innovation Council and Statewide Connected & Autonomous Team
- Attend project status meetings, open house events, stakeholder group, and other DOT&PF and Borough planning meetings
- GIS mapping of the transportation network, including preparation of areawide and project specific maps
- Review and submittal of comments on local, state, and federal legislation and planning documents

- Responding to and fulfilling data and records requests
- Research and pursue grant funding opportunities for transportation projects and programs
- General communication, correspondence and presentations to members of the public, organizations, agencies, elected/appointed officials, and other interested parties

Completion Date: September 30, 2022

Responsible Party: MPO Staff or Borough Staff managed Consultant(s)

Task 200 Public Transit System Planning

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

In order to be eligible for Federal Transit Administration (FTA) or Alaska Mental Health Trust funds through the Alaska DOT&PF Alaska Community Transit (ACT) office, projects must be derived from a locally developed, coordinated plan that is updated at least every five (5) years. These funding sources substantially support transit operations in the Borough. The Borough's previous plan update was in 2011 and required significant changes to reflect current community needs and opportunities, in addition to meeting federal and state requirements. The 2018-2022 Coordinated Human Services Transportation Plan (CHSTP) serves this purpose. It documented community efforts to coordinate public and human service transportation for the Borough's residents—especially older adults and individuals with disabilities. FTA 5310 grants through the Fixing America's Surface Transportation (FAST) Act and Alaska Mental Health Trust funding each focus on the transportation needs of disadvantaged persons and those with special transportation needs that cannot be met through traditional personal automobile or public transportation means. Valley Transit and Sunshine Transit Coalition are prepared to receive Alaska Community Transit State Fiscal Year 2021 Public Transit Grants for Administration, Operating and Preventive Maintenance. Sunshine Transit Coalition was awarded \$729,663 and Valley Transit was awarded \$1,100,000. Sunshine Transit Coalition and Valley Transit are also to receive Public Transit Capital Grants of \$737,692 and \$1,350,207, respectively.

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

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

Due to the operational changes in FFY2020 related to the COVID-19 pandemic, these planning

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

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

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

Funds are available for planning activities that:

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

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

- Coordinated Transportation Plan
- Short- and Long-Range Transit Plan
- Mobility Management Plan
- Bus Stop Amenity & Design Development Plan



- ITS Improvement Plan
- Comprehensive Fixed Route Analysis & Improvement Plan
- Traffic Signal Prioritization Impact Study

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

Completion Date: Upon designation as an MPO

Responsible Party: Valley Transit, Sunshine Transit Coalition

Task 300 Contingency Projects

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

Task 300(A) Advanced Project Definition

The MPO will need to set aside approximately \$100,000 for the development of SSEs on an as-needed basis for projects nominated to the MTP and TIP. This activity is referenced in Section 100(c) This will be an ongoing project as estimates may need to be updated as new projects are nominated. The SSEs are completed by DOT&PF staff at the MPO's request at the time projects are nominated by local agencies and the public for funding. 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.

Completion Date: January 15, 2023

Responsible Party: DOT&PF to provide In-Kind

Task 300(B) Transportation Improvement Program (TIP)

The TIP is a prioritized listing/program of transportation projects covering a four-year period that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with MTP and required for projects to be eligible for funding under 23 USC and 49 USC Chapter 53. Currently, the federally funded transportation projects for the area can be found in the 2020–2023 Alaska Statewide Transportation Improvement Program (STIP). Upon official designation as an MPO, projects funded by federal transportation funds on locally or state-owned (non-NHS) roadways and transit projects will be found in the MPO’s TIP. Federally funded projects within the MPO boundaries that are located on the State-owned National Highway System (NHS) or are owned by the Alaska Railroad Corporation will generally be shown in the TIP for informational purposes. This will require careful coordination with the state and transit providers.

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

Development of a new TIP will begin concurrently with development of the MTP, which is anticipated to be completed in July 2023. The initial effort will involve development of project scoring criteria, development of nomination forms followed by a call for project nominations. Projects included in the TIP must be prioritized in the MTP. The project nominations often, but are not all required to, come from the short-range list of projects included in the updated MTP. A workshop will be held for local agencies and the public to explain the nomination process, scoring criteria, and project selection process for funding. At the close of the nomination period, the Technical Committee members will score and rank the projects in order of priority for consideration of funding in the new TIP.

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

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

Need ID: 20011
Title: Vine Road Improvements Inik-Goosebay Road to Hollywood Blvd.
Region: Central
Place Name: Central Region
Highway: NIK

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



Phase	Fund	FFY20	FFY21	FFY22	FFY23	After2023
Design	SH	40,104	0	0	0	0
Design	STP	404,815	0	0	0	0
Right of Way	AC	0	3,206,753	0	0	0
Right of Way	ACC	0	0	-3,206,753	0	0
Right of Way	SM	0	327,247	0	0	0
Right of Way	STP	0	0	3,206,753	0	0
Construction	AC	0	0	0	5,640,140	0
Construction	SM	0	0	0	558,993	0
Utilities	SM	0	0	0	207,800	0
Utilities	STP	0	0	0	2,002,310	0
Totals:		445,000	3,624,000	0	8,500,000	5,640,140

Program: Alaska Highway System
Primary Work: System Preservation
2013 Election District: 6 Big Lake/Point MacKenzie
Borough/Census Area: Matanuska - Susitna Borough
Municipal Planning Org. (MPO): non-MPO
Performance Measures: Safety, Travel Time

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

STIP

inclusion into the STIP.

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

Completion Date: September 30, 2023

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

Budget

MAT-SU MPO FEDERAL FISCAL YEAR 2022
DRAFT 07.06.2021
Estimated Costs by Task
October 1, 2021 - September 30, 2022

Task	Description	FFY22	Federal Fund Code	Non-Federal Share	In-Kind (State, MSB, MPO)
100	Plans and Programs				
100(A)	2023 - 2024 UPWP and 2022 UPWP Reports	\$20,000	Fed TBD		
100(B)	Development of the MTP	\$400,000	Fed TBD		
100(C)	Boundary Development*				\$30,000
100(D)	Title VI Non-discrimination Plan				\$30,000
100(E)	Support Services**	<u>\$275,000</u>	Fed TBD		
	Total Task 100	\$695,000			
	<i>9.03% match (cash)</i>	\$8,988	MSB		
	<i>(In-kind)</i>	<u>\$60,000</u>			
	Subtotal	\$763,988			
	<i>ICAP (4.64%)</i>	<u>\$37,174</u>			
	Total Task 100	\$801,162			
200	Public Transit System Planning	\$50,000	Fed TBD		
300	Contingency Projects				
300(A)	Advance Project Definition				\$100,000
300(B)	Transportation Improvement Program				\$30,000
	Total Task 300	<u>\$0</u>			
	<i>9.03% match (cash or in-kind)</i>	<u>\$0</u>	MSB		
	Subtotal	<u>\$0</u>			
	<i>ICAP (4.64%)</i>	<u>\$0</u>			
	Total Task 300	\$0			

Assumptions:

*To be done by the State and MSB led by the Interim Coordinator

** Support Services includes wages for an Interim Executive Director/Coordinator and management and operation of the Pre-MPO. This also includes consulting services regarding MPO formation and consultation, as needed. Tasks include monthly Technical Policy Board meetings, development of the organization, website, advertising, supplies and finalization of agreements based on structure. Also includes advertising, training, supplies and information technology.

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

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

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

#	Comment	Response
1	Can this be broken down into more numbers? Seems heavy and diverse for one bullet point. <i>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</i>	This is as presented as shown in the Code of Federal Regulations.
2	Task 100: Will the MSB be involved in the consultation process regarding the PL distribution?	If MSB staff continues to manage the development of the MPO, then, yes, the MSB will be involved in the consultation process. The Interim Coordinator will be involved, if hired. It is not known at this time if this will be an employee of the MSB. This is not likely to occur this fiscal year.
3	The boundary of an MPA shall be determined by agreement between the MPO and the Governor.	Deleted redundant sentence in Task 100C
4	The UPWP lacks details on the development of the PPP. I assume the PPP will be adopted by the Pre-MPO Policy Board before the UPWP takes effect, but there is a tight time window for this. Also, after you begin implementing the PPP, MPO staff may decide some provisions work and others do not and may recommend Amendments to the PPP. I would suggest adding "PPP Updates" as a Contingency task with a proposed/anticipated budget of \$10,000. That way the UPWP document reflects the current development status of PPP and provides opportunity in the first year for Amendments, if needed.	It is the intention to have the PPP developed under the current effort so the detail of the PPP will be clear by the beginning of FFY 22. Additional funds for its development will not be necessary in 2022. Amendments may be necessary. Added PPP Amendments to work to be performed by the Interim Coordinator under Task 300, Support Services.
5	One could argue that if the Pre-MPO receives Federal funding for the activities described in the UPWP, the Pre-MPO should have a Title VI Plan in place or at a minimum state the Pre-MPO will follow DOT's Title VI Plan until such time you create your own. Title VI Plans are integral to PPPs and should be developed before or concurrently with development of the PPP. As soon as the Pre-MPO begins receiving Federal funds, the FHWA and DOT Civil Rights Office will expect Title VI Reports be prepared for every public meeting held in addition to annual reporting requirements summarizing every public meeting held and your Title VI outreach efforts. Very likely, since the Pre-MPO is a new organization, the DOT Civil Rights Office will call for an Audit as well to make sure you are on the right track and meeting all the Federal and State standards. The Title VI Plan is not much additional effort to integrate into the PPP development process, and I would recommend this not be a Contingency task, but a Required task either now or within the first quarter of the UPWP. \$10,000 should be sufficient to complete this task. See https://fastplanning.us/civilrights/ for an example of FAST Planning's Title VI Plan, Maps, and Complaint Form. Our Plan was developed in close coordination with the DOT Civil Rights Office and they speak highly of it as a good working example for other organizations to follow.	Added the development of the Title VI Plan into Task 100 under Support Services.

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

#	Comment	Response
6	The bullets referencing the development/implementation of the PPP, UPWP, and MTP can be deleted as they relate to other, standalone tasks in the UPWP. I would, however, recommend adding a bullet for developing administrative, fiscal, personnel, and conflict of interest Policies for staff, Committee members, and Board members so procedures and expectations are in place for efficient operation of the Pre-MPO.	Removed the development of the UPWP; retained management and implementation of the PPP.
7	Overall, this is an excellent UPWP and appears to meet all Federal requirements for a UPWP. I support its adoption by the Pre-MPO Policy Board, and believe the cost estimates included in the Budget are accurate based on my experience with FAST Planning. I would encourage DOT to provide sufficient funding for the Plans, Programs, and Contingency projects listed. DOT has a 20% set aside of Metropolitan Planning funds, which is not distributed to AMATS and FAST Planning, that I encourage they use for this Pre-MPO in addition to supplemental Statewide PL funds and offset funds to fully fund this UPWP. Thank you again for the opportunity to review the UPWP and let me know if FAST Planning can be of any assistance in aiding MatSu's conversations with DOT as a peer MPO.	
8	Page 1, 2nd paragraph – Statement that the document covers only one year in order to sync with other two MPOs in the state is inconsistent with other components within the document. If only for FFY2022 (beginning October 1, 2021) then why are there tasks for FFY2023 and FFY2024? Clarity could be improved.	Work must occur in FFY 2022 to develop the FFY2023/2024 UPWP. Projects likely to occur in future years are presented as contingency projects should funding become available. Added a paragraph under Task 300, Contingency Projects, to add clarity.
9	Page 1, 2nd paragraph – Document could be improved if a greater distinction was established between current pre-MPO activities and future MPO activities. For example the narrative could read: "This document covers only one year to sync the anticipated new Mat-Su MPO with the other two in the state ..."	Done.
10	May want to move 2nd and 3rd sentences of the 2nd paragraph to a new paragraph and insert language describing the PL funding formula used for existing MPOs, how the allocation process works and explaining the relationship between a future funding formula and the amount of projected funds for the future Mat-Su MPO and impacts to existing MPOs.	Second and third sentence have been moved to a new paragraph. The State is currently going out for bid to redevelop the formula so a discussion of the old formula is not relevant. We will look to the State to provide a discussion of the allocation process and the amount of projected funds for the future Mat-Su MPO and impacts to existing MPOs and we can include it in this discussion.

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

#	Comment	Response
11	The pre-MPO planning effort is not required to do a UPWP, MTP, TIP or PPP. These documents are required after a new MPO is designated. Given the statement that this UPWP is for one year only (FFY2022) and formal designation, assuming Census Bureau including the Mat-Su in its list of new Urbanized Areas in March 2022, may not occur until after the start of FFY2023 then these documents are more appropriate for advancement in a UPWP for FFY2023-FFY2024. It may be more appropriate to show them as potential tasks for the FFY2023 program year.	The Mat-Su area is being proactive so that the MTP will be already under development when designated as an MPO. If the MPO waits until FFY2023 (October 2022), the MTP and the TIP will not likely be completed until well into calendar year 2024, likely a full year after designation as an MPO. We believe the schedule presented gives the MPO the greatest opportunity to fulfill the federal requirements of becoming an MPO in good standing in a timely manner. Inclusion of Contingency Projects has been done in the Fairbanks MPO for over a decade and has been acceptable to the State. If an alternate format is desired, please provide.
12	The document could be improved by showing how the proposed work tasks would be accomplished given the anticipated amount of PL funds after the PL formula is adjusted. A PowerPoint presentation made to the Steering Committee gave an estimated amount of \$400,000 per year. Given this budget, how will they be allocated to produce the MTP, TIP and PPP over the FFY2023-FFY2024 time frame?	The \$400,000 is an estimate based on the budget of FAST Planning, the only other similar sized MPO is the state. During years where the development of the MTP is required, additional funds will be necessary. Given that this is a new MPO, that status alone justifies the additional start funds that are necessary. In addition, the MPO in Fairbanks has consistently had to turn to using Surface Transportation Program funding for the operation of the MPO since the PL allocation has never met the needs of the MPO.
13	Clarity could be improved by inclusion of a matrix showing current and future FFYs, specific work tasks (pre-MPO, MPO) and funding source. See illustrative example.	It is difficult to provide clarity with a matrix showing current and future FFYs specific work tasks and funding sources when those have not been shared with us. Future allocations have not been developed and the consultation process has not occurred to date. Future years funding and match will be determined through the development of the pertinent UPWP and under the guidelines developed under the <i>Inter-governmental Agreement for the Operation of the MPO</i> . This agreement is separate from the Operating Agreement which establishes the MPO. This agreement will detail the roles and responsibilities of the MPO's member agencies, including match requirements.
14	The document could be improved by establishing greater clarity in the narrative between pre-MPO work activities and future MPO work tasks. The current language is such that it gives the reader an impression that an MPO for Mat-Su is to be operational within the FFY2022 time. This may or may not be the case.	A paragraph to provide greater clarity has been added under the MPO Formation section of the UPWP.

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

#	Comment	Response
15	<p>There appears to be some gaps in the process to date. For example, the UPWP states on Page 2, 2nd paragraph “Designation of a new MPO consists of a formal agreement between the governor and units of general purpose local government...” However, there is no discussion of the process by which local governments are expected to follow for documenting acceptance of the new formal inter-governmental organization. Such acceptance would typically be documented in the form of a Resolution from each of the participating local governments. In this case the City of Wasilla Council, City of Palmer Council and the Mat-Su Borough Assembly. The proposed Operating Agreement, proposed By-Laws, proposed Metropolitan Planning Area Boundary would be accepted by Resolution. It is likely that a separate and distinct Coordination Agreement with the adjacent Transportation Management Area of AMATS would also be required.</p>	<p>Once designation occurs, an <i>Inter-governmental Agreement for the Operation of the MPO</i> will be required that will detail the responsibilities of the membership organizations. This is included in the Task 100, under Support Services: <i>Review and finalization of the MPO agreements, bylaws, operating agreement, intergovernmental operating agreements and policies and procedures as needed.</i> Each local government has their own process that must run concurrent with the MPO process. The Pre-MPO cannot dictate the process of the local governments but can assist in educating others on the purpose and function of an MPO. Resolutions of support and participation in the MPO will be obtained prior to bringing the package to the Governor for designation. The UPWP lays out the requirements of the MPO, not the local governments. The MPO Coordinator, as a part of their tasks as outlined under Support Services, will work with the local governments on MPO education and development of the intergovernmental operating agreement which lays out the responsibilities of all parties to the MPO including any financial commitments. The work of the member agencies to develop resolutions in support of the MPO should be work plans of the member agencies. We expect the members of the Pre-MPO Steering Committee to be informing their leaders as the process progresses and do the necessary steps specific to each of their organizations to obtain agreement as to their participation in the MPO. We will discuss the need for all participants to go to their respective organizations to obtain their buy-in for their participation prior to designation of the MPO. An Agreement with AMATS (and others) is also included in Support Services but until the boundary is developed, a separate coordination agreement with AMATS is not required if the boundaries are not adjacent.</p>
16	<p>It is not clear all of the necessary documents are complete, what the schedule is for completion or the anticipated time frame for advancement through the local government approval process. Given that federal funds require local match and the legislative bodies of local government are responsible for appropriations of said local match, documentation of their approval of this ongoing future financial commitment is required to show they are active and willing participants in the 3-C process and how they will relate to the new regional transportation planning organization.</p>	

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

#	Comment	Response
17	<p>Page 2 – The narrative in the last paragraph states that the MPA boundary will likely be established by staff of the jurisdictional agencies with assistance from subject matter experts in areas such as forecasting, real estate and several planning agencies. Effort to begin in earnest in the new federal fiscal year (FFY2022). This appears to mean October 1, 2021. The document states that the boundary is currently being discussed by a pre-MPO Steering Committee and that a Boundary Development Strategy is being developed in FFY2021. It is not clear what type of work product will be produced in the current federal fiscal year. Further clarity of the distinction between work done to date and future needed work would be helpful.</p>	<p>The UPWP discusses what will be developed next year. The type of work product that will be produced this year is the a strategy for the development of a boundary. Implementation will occur in 2022. Currently, it states: "The MPO will utilize the Mat-Su MPA Boundary Development Strategy developed in FFY21 to guide the development of the MPO boundary."</p>
18	<p>The FFY2022 UPWP document could be improved by clearly explaining what pre-MPO work tasks are complete, partially complete or yet to be started. The extensive discussion of MPO work tasks and efforts are informative but serve to confuse the reader. This narrative could be placed in an Appendix for informational purposes.</p>	<p>The focus of the UPWP is to list the tasks that are going to be developed in the next fiscal year, FFY2022. The FFY 2021 reports provided by the MSB Project Manager detail the status of projects currently underway. In addition, projects that were developed from July 2020 - March 2021 are included in an extensive Interim Report provided to the State.</p>
19	<p>The UPWP documents should identify the status of the proposed inter-governmental agreement between the new Mat-Su MPO and AMATS. This will be a foundational document. Some specific examples may be helpful to understand why this is the case. a. The Department has received requests from interests in the Mat-Su for a new Park-and-Ride facility at the Old Glenn and New Glenn Highway Interchange. The facility would serve Mat-Su commuters (primarily residents of the Butte area). However, the location is within the AMATS Boundary area. A new Park-and-Ride facility would require a framework for coordination as to TIP priorities, local match, construction funding, maintenance agreement and other items.</p>	<p>Coordination with AMATS is already taking place at every Pre-MPO Steering Committee meeting. There is no requirement, particularly in a Pre-MPO setting, to have a written agreement with AMATS. Until the boundary is established and the MPO is designated, it is unknown if the two MPOs will be contiguous. If part of an urbanized area served by one MPO extends into an adjacent MPA, then a written agreement that clearly identifies areas of coordination and division of transportation planning responsibilities must be established. Alternately, the MPOs may adjust their existing boundaries. This information will not be known until the boundary is established near the end of FFY2022. Please advise of any other requirement to have an agreement with AMATS. Specific discussion of potential projects that impact both areas are great discussions and scenarios to discuss in the development of the MTP.</p>
20	<p>The past Governor was an active proponent of establishing a Pilot Project for Seasonal Commuter Rail from train stations in the Mat-Su to work sites in the Anchorage area. The AMATS MTP has also shown a need for Bus only lanes along the Glenn Highway for commuters in order to reduce the need for widening. Both of these (should they advance) will require coordination on local match, MTPs, TIPS and other planning and programming documents.</p>	<p>Great information for use in the development of the MTP. It will be noted in the MTP scope.</p>
21	<p>A schedule of presentations to AMATS and a proposed Inter-Governmental Coordination Agreement should be identified in the FFY2022 UPWP.</p>	<p>This type of Inter-governmental agreement can only occur once the MPO is designated which is likely at the end of FFY2022. Intergovernmental agreements, and their development are included under Task 100, Support Services.</p>

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

#	Comment	Response
22	The discussion on federal performance based planning could be shortened significantly as this is not applicable to pre-MPO work efforts. The information could also be placed in an Appendix for informational purposes.	The Planning Factors are of significant import to the development of the MTP and have been discussed at several Pre-MPO Steering Committee meetings. It helps tie the planning effort together particularly for those new to the MPO planning process.
23	It is difficult to see the nexus for inclusion of FAST Planning in formal inter-governmental agreements within Central Region. The Interior MPO will not be adjacent to the new Mat-Su MPO. While there will be a need for coordination on some items such as the PL formula this is not likely to require formal coordination between all three MPOs in the state.	The requirement for coordination with FAST Planning is limited to the development of performance targets. Otherwise, coordination with FAST and AMATS is to bring in subject matter experts and real-Alaskan experience with MPOs. Other soon-to-be MPOs are consulting with MPOs in their respective states and regions to help advise the new MPO.
24	The document has two page 5 numbers.	Fixed.
25	Page 7 through page 16 has significant narrative that is not relevant to the proposed FFY2022 UPWP. Narrative associated with FFY2023 and FFY2024 could be re-located to an Appendix for informational purposes.	Discussion of Contingency projects in the main body is important because if funding becomes available, these projects can easily be moved, through an amendment, to the funded section of the UPWP. It may be a matter of preference but this is the format that has been used for decades by FAST Planning. A small MPO has difficulty funding all of its federal requirements and often has to use STP funds for planning purposes. If additional funding can be made available, it is best to be prepared with a list of projects that could be funded so that changes can be made in a more timely manner. Please provide the alternate desired format.
26	The proposed budget for FFY2022 should be modified to conform to the documents intent of a one year UPWP. It should clearly state that it is for pre-MPO work and not MPO work tasks.	The first sentence of the document states this is the work of the Pre-MPO. Title of the document has been modified to indicate the same.
27	The proposed budget table identifies 9.03 as the required local match but the numbers shown reflect use of a 9.3 local match. This math error could be corrected.	The math shows a 9.03% match. The total is divided by .9097. The formula has been modified so the total amount reflects a working number for programming in the STIP/TIP. The subtotal is the MPO's budget for the task, and the total is the amount needed for federal programming/obligation. Modified the ICAP rate to reflect the FFY22 ICAP rate of 4.64%.
28	The proposed budget table should include more detail on what amount of local match is being provided by which local entity or entities. It may or may not be necessary for the Mat-Su Borough to be further broken down to identify the specific Road Service Area.	Added specificity as to who will provide the match for FFY2022. Provided match is not from the RSAs.
29	The amount shown for a task should be inclusive of local match ICAP. The methodology shown is not consistent with the approach used by DOT&PF and accepted by FHWA.	Done.
30	The document could be improved with greater discussion of the mechanisms to be put into place to determine percentage share of local match by task, project and/or activity. Local match will be an important issue and greater transparency in how the funds are obtained and applied to the new MPO work efforts could be helpful for all parties.	The MSB will be providing the local match for FFY2022. The future <i>Inter-governmental Agreement for the Operation of the MPO</i> will address match in the future.

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#	Comment	Response
31	Change Sunshine Transit Coalition to Sunshine Transit.	Done.