MVP for Transportation MPO Policy Board Meeting

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

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Phone Conference ID: 959 952 654#

Agenda

Tuesday, August 20th, 2024
2:00-3:30pm

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

A. Meeting called to order

B. Introduction of Members and Attendees

C. Approval of the August 20th, 2024, Agenda – **(Action Item)**

D. Approval of the July 16th, 2024, Minutes – **(Action Item)**

E. Committee/Working Group Reports (Including the Staff Report)
   1. Staff Report

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

G. Old Business
   1. MVP for Transportation Title VI Plan **(Action Item)**
   2. Statewide Transportation Improvement Plan (STIP) Update
      i. Alaska DOT&PF Comprehensive, Continuing, and Cooperative (3C)
   3. Unified Planning Work Program (UPWP) **(Action Item)**
   4. Social Media Policy **(Action Item)**
   5. Fiscal Policy **(Action Item)**
   6. Revised Bylaws **(Action Item)**

H. New Business
   1. MVP Internal Documents
      i. Conflict-of-Interest Policy Certification Form **(Action Item)**
      ii. Whistleblower Policy **(Action Item)**
      iii. Travel Request and Reimbursement Policy **(Action Item)**
      iv. MVP Letter of Support – Alaska DOT&PF FHWA Wildlife Crossing Pilot Program **(Action Item)**

I. Other Issues

J. Informational Items
   1. Articles of Incorporation/Non-Profit Organization Paperwork Update
   2. Safe Streets for All Presentation - Joni Wilm, Senior Planner at Michael Baker
      1. Safety survey open through August 30
   3. Metropolitan Transportation Plan and PL match request update

K. Policy Board Comments

L. Adjournment

Next Scheduled MPO Policy Board Meeting – **September 17th**, to be held via Microsoft TEAMS Meeting

MVP For Transportation Policy Board
Draft Action Items
August 20, 2024

Action: Motion to approve the August 20, 2024 Agenda.
Motion by
Passed unanimously
Yes
No
Abstain

Action: Motion to approve the July 16, 2024 Minutes.
Motion by
Passed unanimously
Yes
No
Abstain

Action: Motion to approve the MVP for Transportation Title VI Plan as presented.
Motion by
Passed unanimously
Yes
No
Abstain

Staff Summary: The Title VI plan is one of MVP's federally required plans. This plan guides all of MVP's transportation planning, public involvement, meeting accommodations, and project delivery processes to ensure all members of our community, including all races, income levels, ages, abilities, and genders, have equal input in and equally benefit from our work. The Title VI plan also documents how someone could make a complaint if they believe they are being discriminated against. The draft was written and first presented to the TC and Policy Board in January, 2024. This draft was updated again in May 2024, and released for a 71-day public comment period May23rd, through August 2nd. No comments were received.

Action: Motion to approve the FFY 2025-2026 Unified Planning Work Program, as presented.
Motion by
Passed unanimously
Yes
No
Abstain

Staff Summary: The Unified Planning Work Program (UPWP) for Matsu Valley Planning for Transportation (MVP) is one of MVP federally required plans. The UPWP outlines MVP's transportation planning work including the budget, projects, studies, and technical support expected to be undertaken in a two-year period (23 CFR 450.104). It is basically a detailed two-year work plan. The draft was presented to the MVP Technical Committee and Policy Board in June 2024 for approval to release the document for a 45 day-public comment period. The UPWP was advertised in the Frontiersman, State of Alaska website Public Notice page, and the MVP website. Eleven comments received between June 19th and August 2nd. Comments were collected, reviewed, and adjudicated.

Action: Motion to approve the Social Media Policy, as presented.
Motion by
Passed unanimously
Yes
No
Abstain

Staff Summary: MVP's social media policy is a corporate code of conduct that provides guidelines for employees, policy board, and committee members who post content on the internet either as part of their job or as a private person. This policy also offers a code of conduct expected from the public. The Social Media policy was presented to the PB in May and comments were requested between July 16th and July 31th. No comments were received.

Action: Motion to approve the Fiscal Policy, as presented.
Motion by
Passed unanimously
Yes
No
Abstain

Staff Summary: MVP's Fiscal Policy is a formal description of how MVP staff and the Policy Board handle issues documenting expenses, revenue, and debt, spending authority for the staff and the board, annual audits, and the development and submission of the IRS form 990. Staff met with a Foraker CPA to review the policy, and edits were made based on their recommendation. Prior to the CPA suggested edits the PB reviewed this policy in May, and July. PB comments were requested between July 16th and July 31st. No comments were received.

Action: Motion to approve the Bylaws update, as presented.
Motion by
Passed unanimously
Yes
No
Abstain

Staff Summary: the bylaws were amended based on the recommendation of the Respec Consultant Teams Council. Articles that were added or amended include the registered agent and address, proxy voting, Policy Board officer roles and responsibilities, officer elections, technical committee at-large appointments, meeting agendas, conflict of interest, and indemnification. The updated draft was presented to TC and PB in July. No comments or suggested edits were received.

Action: Motion to approve the Conflict-of-Interest Policy Certification Form, as presented.
Motion by
Passed unanimously
Yes
No
Abstain

Staff Summary: the Conflict-of-Interest Policy Certification is a written policy that prevents directors with conflicts from participating in discussions, reporting, or voting on any issue *where there is a real or perceived conflict. The purpose of this policy is to protect MVP's tax-exempt interest when contemplating transactions or arrangements that might benefit the private interest of an officer or director. This policy was drafted as part of the Bylaws update. The Respec Consultant Teams Council reviewed the Policy and form and no edits were made.* PB comments were requested between July 16th and July 31st. No comments were received.

Action: Motion to approve the Whistleblower Policy, as presented.
Motion by
Passed unanimously
Yes
No
Abstain

Staff Summary: The Whistleblower Policy is a policy that encourages staff, board, and committee members to come forward with credible information on illegal practices or policy violations. The policy specifies that MVP will protect the individual from retaliation. The Whistleblower Policy was drafted as part of the Fiscal Policy. The Respec Consultant Teams Council reviewed the Policy, and no edits were made. PB comments were requested between July 16th and July 31st. No comments were received.

Action: Motion to approve the Travel Request and Reimbursement Policy, as presented.
Motion by
Passed unanimously
Yes
No
Abstain

Staff Summary: The Travel Request and Reimbursement Policy is required when reimbursing employees for travel expenses. Without this policy, the IRS counts travel reimbursements as taxable wages. This policy was drafted as part of the Fiscal Policy. The Respec Consultant Teams Council reviewed the Policy, and no edits were made. PB comments were requested between July 16th and July 31st. No comments were received.

Action: Motion to approve the Letter of Support for the Alaska DOT&PF FHWA Wildlife Crossing Pilot Program, as presented.
Motion by
Passed unanimously
Yes
No
Abstain

Staff Summary: This is a letter of support requested by ADOT&PF for a grant application. If funded, the project would study wildlife collisions along the Glenn Highway Corridor and propose solutions and infrastructure to mitigate the hazard. MVP staff support this project.

MVP for Transportation MPO Policy Board Meeting

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

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(844) 594-6237 (toll-free)
Phone Conference ID: 959 952 654#

Minutes
Tuesday, July 16th, 2024
2:00-3:30pm

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

A. Meeting called to order
Meeting called to order at 2:01 pm.

B. Introduction of Members and Attendees
Members present
Bob Charles, Knik Tribe
Edna DeVries, MSB
Erich Schaal, standing in for Glenda Ledford, City of Wasilla
Brian Winnestaffer, Chickaloon Native Village
Mike Brown, MSB
Sean Holland, Alaska DOT&PF
Steve Carrington, City of Palmer

Members absent
Glenda Ledford, City of Wasilla

Guests present
Kim Sollien, MVP for Transportation
Donna Gardino, Gardino Consulting Services
Elise Blocker, RESPEC
Megan Flory, RESPEC
Maija DiSalvo, MSB
Jackson Fox, FAST Planning
Adam Bradway, Alaska DOT&PF
Ben White, Alaska DOT&PF
Marie Heidemann, FHWA
Shannon McCarthy, Alaska DOT&PF
Brian Lindamood, ARRC
Julie Jenkins, FHWA
Alex Strawn, MSB
Sharon Johnson, Alaska State Legislature

C. Approval of the July 16th, 2024, Agenda – (Action Item)

*Motion to approve the July 16, 2024, agenda as presented (**Charles**), seconded. None opposed to the motion as amended.*

*Motion to amend the agenda to place all action items prior to the staff report (**Charles**), seconded. None opposed.*

D. Approval of the June 18th, 2024, Minutes – (Action Item)

*Motion to approve the June 18, 2024, minutes (**Carrington**), seconded. None opposed.*

Action Items

G.1. MVP for Transportation Title VI Plan

*Motion to move this action item to the August 20, 2024, meeting agenda (**Winnestaffer**), seconded. None opposed.*

The public comment period will be extended by two weeks.

G.2.i. MVP STIP Amendment Comments

*Motion to submit the letter to Alaska DOT&PF with technical edits (**Charles**), seconded. None opposed.*

Ben White, Kim Sollien, and Donna Gardino provided a staff report. STIP Amendment 1 has been released for public comment. The deadline is August 5, 2024. MVP staff and consultants has reviewed the relevant portions of the STIP and drafted the comment letter included in the meeting packet.

Sean Holland asked about comments 9-12 and how things should be shown in the STIP. White responded that it would be one line in the STIP indicating MVP allocation. Holland asked about AC and ACC not being shown and how it impacts MVP. Gardino responded that the STIP does not demonstrate fiscal constraint, which means that Alaska DOT&PF may not have the funds indicated when ACC should occur. Gardino added that FFY24 funding is at risk because of the timeline for approval for STIP Amendment 1; obligations are typically sent to FHWA by August 15 but the public comment period does not end until August 5 of this year.

G.4. Program of Projects

*Motion to approve the Program of Projects as presented (**Winnestaffer**), seconded. None opposed.*

Donna Gardino presented a staff report on the revised Program of Projects. Due to the timeline for approval of the STIP Amendment 1, it is possible that MVP will be unable to obligate FFY24 funds. Additionally, the Program of Projects included in the public comment draft of STIP Amendment 1 was an unapproved draft, not the final approved version.

Brian Lindamood asked if there was an update on transit funding and how funds will be split. Maija DiSalvo said there was a meeting with MSB and ARRC to talk about options and look at ridership between the railroad and Valley Transit as well as road miles. MSB and ARRC are working on calculations, but they don't have actual numbers right now. Kim Sollien noted that the Commissioner has the discretion to make the determination, so MVP is working with MSB and ARRC to come up with a proposal for the Commissioner.

H.2. Officer Elections (Chair, Vice Chair, Secretary, Treasurer)
Kim Sollien provided a staff report.

Edna DeVries called for nominations for Policy Board Chair. Erich Schaal nominated Glenda Ledford for Policy Board Chair. A call for additional nominations was made.

> ***Steve Carrington** moved to close nominations, seconded. None opposed.*
> ***Schaal** moved to accept Glenda Ledford as Policy Board Chair, seconded. None opposed.*

DeVries called for nominations for Policy Board Vice Chair. Brian Winnestaffer nominated Sean Holland to be Policy Board Vice Chair. Schaal nominated Steve Carrington.

> ***Bob Charles** moved to close nominations, seconded. None opposed.*
> *Winnestaffer withdrew his nomination.*
> ***Charles** moved to accept Steve Carrington as Policy Board Vice Chair, seconded. None opposed.*

DeVries called for nominations for Policy Board Secretary. Brian Winnestaffer nominated Bob Charles for Policy Board Secretary.

> *None opposed to closing nominations.*
> *None opposed to accepting Bob Charles as Policy Board Secretary.*

DeVries called for nominations for Policy Board Treasurer. Brian Winnestaffer nominated Sean Holland for Policy Board treasurer.

> *None opposed to closing nominations.*
> *None opposed to accepting Holland as Policy Board Treasurer.*

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

1. Staff Report

Kim Sollien provided a staff report on the remaining items not covered through the action items.

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

None.

G. Old Business

2. **Statewide Transportation Improvement Plan (STIP) Update**

   ii. **Alaska DOT&PF Comprehensive, Continuing, and Cooperative (3C)**

   Ben White provided a staff report. Alaska DOT&PF is still working on updating the 3C document and is incorporating comments from all three MPOs. The executive directors will have an opportunity to review the updated draft before it is brought to the MPOs in August.

   Bob Charles asked if the updates to this document will require updates to the Operating Agreement. White said that should not be necessary.

3. **Unified Planning Work Program (UPWP) Update**

   Kim Sollien provided a staff report. Two comments have been received. The public comment period is being extended by two weeks.

   Brian Winnestaffer asked how this document is advertised for public review. Sollien said that there was a Alaska DOT&PF public notice, it is on the MVP website, it is included in the information for Technical Committee and Policy Board meetings, and there will be an ad in the Frontiersman.

5. **Social Media Policy**
   Kim Sollien provided a staff report on the draft social media policy included in the packet. Sollien requested that the Policy Board take two weeks to review the draft policy and provide comments. The social media policy will be included on the August 20, 2024, Policy Board meeting agenda as an action item.

6. **Fiscal Policy**
   Kim Sollien provided a staff report on the draft fiscal policy included in the packet. Sollien requested that the Policy Board take two weeks to review the draft policy and provide comments. Foraker is willing to review the draft fiscal policy. They charge $150 an hour. The Policy Board would need to approve the expense for Foraker.

   Sean Holland asked Sollien if she felt a review by Foraker was necessary. She said it was not necessary but she would feel better if it was reviewed by a CPA. No one objected to this.

H. New Business

1. **Bylaws Update**
   Kim Sollien provided a staff report on the draft updated bylaws. The draft bylaws have been reviewed by a lawyer. The redline version in the packet shows the edits from MVP staff and consultants and the clean version is the updated draft from the lawyer.

3. **MVP Internal Documents**
   Kim Sollien provided a staff report for each of the following draft documents, each of which is included in the packet.
   i. **Draft a Conflict-of-Interest Policy Certification Form**
   ii. **Draft Whistleblower Policy**
   iii. **Draft Travel Request and Reimbursement Policy**

I. Other Issues

None.

J. Informational Items

1. **Transit Update – presented by Maija DiSalvo, Mat-Su Borough**
   Maija DiSalvo provided a transit update. Alaska DOT&PF agreed to extend Valley Transit's 5311 Rural Transit funding through the end of June 2025. The Health Foundation will have funds to cover the match requirement. Alaska DOT&PF informed DiSalvo that around $300,000 is available in 5303 Urban Transit funding that FAST Planning and AMATS have not used or allocated that will expire and could be used by MVP. A 20% match would be required.

2. **Articles of Incorporation/Non-Profit Organization Paperwork Update**
   Kim Sollien provided a staff update. Once the remaining policies are approved, the paperwork can be finalized.

3. **Safe Streets for All Comprehensive Safety Action Plan**
   Kim Sollien provided a staff update. MSB has a grant to develop a Comprehensive Safety Action Plan and Sollien was invited to join the core

working group. Joni Wilm will be attending the August 20, 2024, Policy Board meeting to present on this topic.

K. Policy Board Comments
Edna DeVries will have a proxy attend the August 20, 2024, Policy Board meeting.

L. Adjournment
Meeting adjourned at 3:20 pm.

Next Scheduled MPO Policy Board Meeting – **August 20th**, to be held via Microsoft TEAMS Meeting

MVP For Transportation Technical Committee
Action Items
August 13, 2024

Action: To approve the August 13, 2024 Agenda.
Motion by Dan Tucker
Passed unanimously.

Action: To approve the July 9, 2024 minutes.
Motion by Dan Tucker
Passed unanimously
Yes
No
Abstain

Action: To recommend to the Policy Board to approve the MVP for Transportation Title VI Plan, as presented.
Motion by Dan Tucker
Passed unanimously
Yes
No
Abstain

Staff Summary: The Title VI plan is one of MVP's federally required plans. This plan guides all of MVP's transportation planning, public involvement, meeting accommodations, and project delivery processes to ensure all members of our community, including all races, income levels, ages, abilities, and genders, have equal input in and equally benefit from our work. The Title VI plan also documents how someone could make a complaint if they believe they are being discriminated against. The draft was written and first presented to the TC and Policy Board in January, 2024. This draft was updated again in May 2024, and released for a 71-day public comment period May23rd, through August 2nd. No comments were received.

Action: To recommend to the Policy Board to approve the FFY 2025-2026 Unified Planning Work Program, as presented.
Motion by Dan Tucker
Passed unanimously
Yes
No
Abstain

Staff Summary: The Unified Planning Work Program (UPWP) for Matsu Valley Planning for Transportation (MVP) is one of MVP federally required plans. The UPWP outlines MVP's transportation planning work including the budget, projects, studies, and technical support expected to be undertaken in a two-year period (23 CFR 450.104). It is basically a detailed two-year work plan. The draft was presented to the MVP Technical Committee and Policy Board in June 2024 for approval to release the document for a 45 day-public comment period. The UPWP was advertised in the Frontiersman, State of Alaska website Public Notice page, and the MVP website. Eleven comments received between June 19th and August 2nd. Comments were collected, reviewed, and adjudicated.

Motion: To recommend to the Policy Board to approve the Bylaws update, as presented.
Motion by Dan Tucker
Passed unanimously
Yes
No
Abstain

Motion to Amend the Bylaws to include a section on officer elections
Motion By Stuart Leidner
Passed unanimously
Yes
No
Abstain

Staff Summary: the bylaws were amended based on the recommendation of the Respec Consultant Teams Council. Articles that were added or amended include the registered agent and address, proxy voting, Policy Board officer roles and responsibilities, technical committee at-large appointments, meeting agendas, conflict of interest, and indemnification. The updated draft was presented to TC and PB in July. No comments or suggested edits were received.

Staff Report July 2024

Meetings

- Met with the Project team to prep for the TC meeting, drafted the agenda and reviewed the packet.
- Met with the Project Team and the RESPEC Attorney who is assisting with the, Articles of Incorporation Restatement and filing and IRS 501c3 filing and Bylaws amendments.
- Met with the Project team to review and develop the Packet for the TC and PB meetings
- Set up a meeting to review the PB agenda and packet with Mayor Ledford and Erich Schall for Wednesday July 10th.
- Met with Mayor Ledford and Erich Schall to review the July 16th PB agenda and packet
- Met with Fast Planning and the Alaska Railroad to review the ARRC funding issue, discuss the split formulas between transit operations and the ARRC and discuss reporting needs.
- Met with FAST Planning and AMATS to discuss the STIP amendment
- Attended the Fast-Planning Policy Board Meeting
- Listened in to the AMATS Policy Board meeting
- Attended the MSB Safe Streets For All steering committee meeting on July 25th
- Attended a meeting with the ADOT Commissioner and Deputy Commissioner on July 30th to review MVP's STIP comment letter

Correspondence

- Received the STIP Amendment #1 on July 4th and drafted comments for the TC and PB to review
- Reviewed AMATS and FAST Plannings comment letters to AFOT&PF
- Sent all the draft policies to the policy board for review
- Sent MVP's approved Program of Projects to Ben White at ADOT
- Sent MVP's STIP comment letter to the ADOT Commissioner

Staff Report July 2024

- Received a meeting invite to review MVP's comments on the STIP amendment #1 with the Commissioners office
- Received comments on the UPWP from FHWA and FTA

Filing

- Filed the MVP Biannual Report naming the officers with the State of Alaska

Organization

- Edited the Bylaws for review with the Attorney.
  - Proxy Voting
  - Conflict of interest
  - Committees
  - Policy Board Officers
  - Technical Committee Membership process
  - Articles Numbers
  - Indemnification
- Draft a Conflict-of-Interest Policy Certification Form
- Draft Whistleblower Policy
- Draft Travel Request and Reimbursement Policy
- Draft UPWP Public Comment / Response log update
- Began edits to the UPWP based on comments received to date
- Reviewed, drafted and edited the draft Personnel Policies including employee fringe benefits, drug and alcohol, EEO, no tolerance harassment and violence policies, office hours, employee classification, evaluations, and rate of pay determinations
- Reviewed the ADOT&PF STIP Amendment #1 narrative
- Updated the Program of Projects
- Reviewed the STIP comments letter and funding discrepancies between the May 29th ledger, the Amendment #1 ledger, and fiscal constraint table as prep for the meeting with the commissioner's office on July 30th

Staff Report July 2024

Public Outreach

- Created a descriptive Public Notice for the draft FFY 25-26 UPWP. An error was made, and the UPWP was not noticed in the paper. MVP staff will release it for an additional two-week period.
- Created a descriptive Public Notice for the Title VI plan. An error was made, and the Title Vi Plan was not noticed in the paper. MVP staff will release it for an additional two-week period

Agency Relationships

Requests from the Policy Board and Technical Committee directed to staff

- Brian Winnestaffer asked if his time attending and preparing for TC and PB meetings could be used as in-kind match for a portion of Chickaloon's dues. Staff reached out to Adam Bradway to clarify if in-kind can be used as match and how it needs to be documented. I emailed the UPWP guidance checklist from FHWA to Brian. FHWA has specific documentation needed for in-kind match.

Strategic Planning

Short-Range and Tactical Planning

Funding

- Updated the Program of Projects based on the STIP amendment changes

Legislation

Training

Staff Report August 2024

Meetings

- Met with the Respec consultant team and the Respec attorney to review additional and continuing legal needs related to policies and nonprofit status.
- Attended the ADOT&PF Tribal Coordination meeting
- Met with the Respec Consultant team to prepare the TC and Policy Board Packet and prep for the meetings
- Met with the Foraker CPA to review our draft organizational budget and discussed the fringe and payroll tax calculations.

Correspondence

- Drafted a letter of support for Alaska DOT&PF for a grant application for a Glenn Highway Wildlife Vehicle Collision Mitigation Study
- Received an updated PL allocation from ADOT&PF. The FFY 25-26 UPWP budget will need to be updated as a result of the new amount.

Filing

Organization

- Finalized Bylaws Update- added an officers election process after TC member request
- Finalized Conflict-of-Interest Policy Certification Form
- Finalized Whistleblower Policy
- Finalized Fiscal Policy
- Finalized Travel Request and Reimbursement Policy
- Finalized UPWP Public Comment / Response log update
- Finalized FFY25/26 UPWP and updated the PL allocation for the 3rd time
- Made edits to the draft organizational budget in the UPWP to up fringe and payroll taxes
- Reviewed the ADOT&PF STIP Amendment ledger, project list, and ledger
- Finalized the Title VI Plan
- Prepared the Packet contents for the TC meeting on August 13th
- Continued to work on Policy
- Began drafting employee job descriptions for Office/Communications Manager, Transportation Program Manager, Transit Program Manager
- Began drafting a scope for a professional services agreement with a GIS Technician / Data Analyst.

Public Outreach

Staff Report August 2024

- Field trip to take photos of key intersections, current road projects, congestion and safety problem areas, park and rides/bus stops, and separated pathways for use on future MVP social media pages, the website, and in program documents.

Agency Relationships

Requests from the Policy Board and Technical Committee directed to staff

- The PB requested staff meet with a Foraker CPA to review the fiscal policy. I met with Toby Smith, a consultant with Foraker, on July 29th, August 5th, and August 14th to review the fiscal, conflict of interest, and whistleblower policy and review the draft three-year annual budget. Based on their guidance, edits were made to the fiscal policy and annual budget.

Strategic Planning

Short-Range and Tactical Planning

Funding

- Received an updated draft of the PL allocation from ADOT&PF

Legislation

Training

- Registered for the Association of Metropolitan Planning Organizations annual conference [2024 AMPO Annual Conference - AMPO] and was added to a waitlist.

TITLE VI PLAN

August 2024

MatSu Valley Planning For Transportation Title VI plan guides MVP's planning and project delivery process to ensure that individuals of all races, income levels, ages, abilities, and genders have equal input in, and equally benefit from our work.

907-982-9080
www.mvpmpo.com
kim.sollien@fastplanning.us

MatSu Valley Planning (MVP) for Transportation Title VI Plan Final Updated *Draft*

Compiled January 24, 2024, updated in May 2024, released for a 71-day public comment period May23rd, through August 2nd.

Table of Contents

Appendices

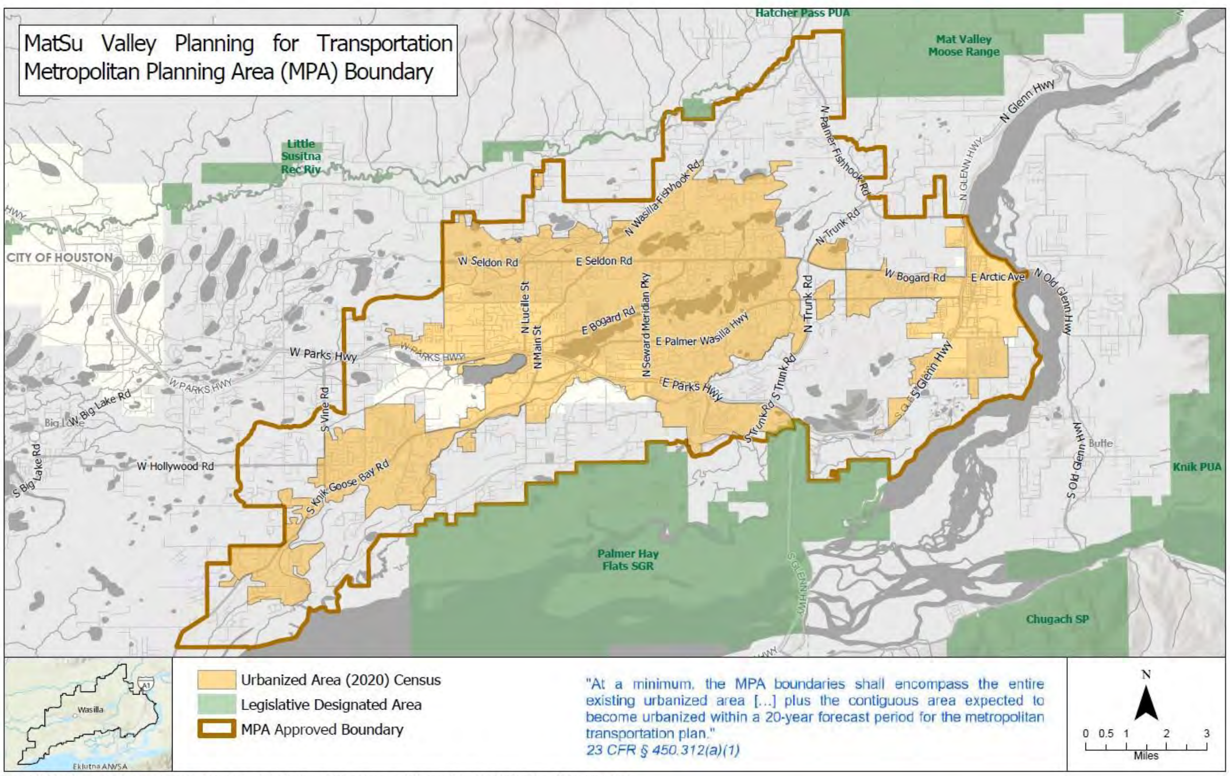
Abbreviations

ACS	American Community Survey
ADA	Americans with Disabilities Act
CFR	Code of Federal Regulations
DOT&PF	Alaska Department of Transportation and Public Facilities
EO	Executive Order
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
LEP	Limited English Proficiency
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MVP	Matanuska-Susitna Valley Planning for Transportation
NEPA	National Environmental Policy Act
PPP	Public Participation Plan
USC	United States Code
USDOT	United States Department of Transportation

Introduction

All Urbanized Areas over 50,000 in population must have a Metropolitan Planning Organization (MPO) to carry out a 3C transportation planning process, as stipulated in the Federal Highway Act of 1962. On December 29, 2022, the U.S. Census Bureau published a notice in the Federal Register identifying an area surrounding Wasilla and Palmer as a Qualifying Urbanized Area for Census 2020. The Metropolitan Planning Area (MPA) boundary Table 1 was finalized and the MPO was subsequently established on December 19, 2023.

Table 1



Esri, USGS, Matanuska-Susitna Borough GIS, State of Alaska, Esri, HERE, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, NPS

As the MPO, MatSu Valley Planning (MVP) for Transportation must develop and implement the following plans as part of the transportation planning process [23 USC 134 & 23 CFR 450]:

- **Unified Planning Work Program (UPWP) –** a continuing, cooperative, and comprehensive (3C) 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.
- **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.

Title VI Plan Objectives

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

Policy Statement

It is the policy of MVP, in accordance with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq, Non- Discrimination on Basis of Race, Color, or National Origin), and other related nondiscrimination statutes and regulations listed below, that no person shall, solely on the grounds of race, color, national origin, sex, gender, disability, age, economic status, or English proficiency, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any transportation planning program or activity regardless of whether or not MVP receives federal assistance from the U. S. Department of Transportation, including the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

Non-Discrimination Authorities

The following authorities inform MVP’s Title VI Policy and Plan:

Authority Name	Citation	Summary Description
Title VI of the Civil Rights Act of 1964	42 U.S.C. § 2000d to 2000d-4	Prohibits discrimination on the basis of race, color, national origin.
The Civil Rights Restoration Act of 1987	102 Stat. 28 PUBLIC LAW 100-259—MAR. 22, 1988	Prohibits discrimination on the basis of sex.
Title VI Program and Related Statutes—Implementation and Review Procedures	23 C.F.R. Part 200	Provides guidelines for: (a) Implementing the FHWA Title VI compliance program, and (b) Conducting Title VI program compliance reviews for the Federal-aid highway program.
Prohibition of discrimination on the basis of sex	23 U.S.C. 324	Prohibits discrimination on the basis of sex.

Annual listing of obligated projects	23 C.F.R. 450.334	Requires MPOs to prepare a listing of all projects for which funds were obligated under 23 U.S.C. or 49 U.S.C. Chapter 53.
What other requirements apply to the administration of FHWA planning and research funds?	23 C.F.R. Part 420.121(h)	Outlines how Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 apply to all programs and activities of recipients, subrecipients, and contractors receiving FHWA planning and research funds.
Section 504 of the Rehabilitation Act of 1973, Nondiscrimination under Federal grants and programs	29 U.S.C. 794	Prohibits discrimination on the basis of disability.
Age Discrimination Act of 1975	42 U.S.C. 6101	Prohibits discrimination on the basis of age.
Americans with Disabilities Act of 1990, As Amended	42 U.S.C. 12112	Prohibits discrimination on the basis of disability.
Nondiscrimination in Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964	49 C.F.R. Part 21	Establishes that no person in the U.S. shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Transportation.
Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance	49 C.F.R. Part 27	Establishes that no otherwise qualified individual with a disability in the U.S. shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation	49 C.F.R. Part 28	Prohibits discrimination on the basis of handicap in programs or activities conducted by executive agencies, including this Department, or the United States Postal Service.

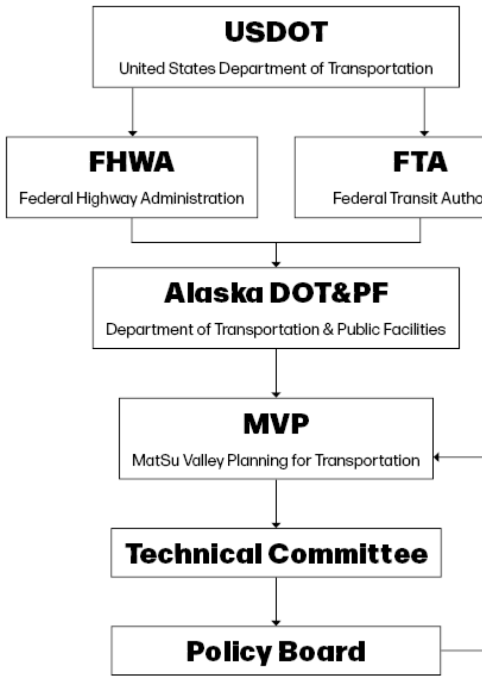
Transportation Services for Individuals with Disabilities (ADA)	49 C.F.R. Part 37	Implements the transportation and related provisions of Title II and III of the Americans with Disabilities Act of 1990
Leadership and Coordination of Nondiscrimination Laws	Executive Order 12250	Orders the consistent and effective implementation of various laws prohibiting discriminatory practices in federal programs and programs receiving federal financial assistance
Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations	Executive Order 12898	Requires federal agencies to achieve environmental justice by identifying and addressing disproportionately high and adverse human health or environmental effects, including the interrelated social and economic effects of their programs, policies, and activities on minority populations and low-income populations.
Improving Access to Services for Persons with Limited English Proficiency	Executive Order 13166	Requires federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them.
Consultation and Coordination with Indian Tribal Governments	Executive Order 13175	Establishes regular and meaningful consultation and collaboration with tribal officials in the development of federal policies that have tribal implications, to strengthen the U.S. government-to-government relationships with Indian tribes, and to reduce the imposition of unfunded mandates upon Indian tribes.
DOT Standard Title VI Assurances and Non-discrimination Provisions	U.S. DOT Order 1050.2(A)	Requires that all applications for federal financial assistance from the Department of

		Transportation must contain Title VI Assurances.
Final DOT Environmental Justice Order	U.S. DOT Order 5610.2(a)	Sets forth steps to prevent disproportionately high and adverse effects to minority or low-income populations through Title VI and environmental justice analyses conducted as part of federal transportation planning and NEPA provisions.
FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations	FHWA Order 6640.23A	Establishes policies and procedures for the FHWA to use in complying with Executive Order 12898.
Tackling the Climate Crisis at Home and Abroad, Justice40 Initiative	Executive Order 14008, Section 223	Aims to address gaps in transportation infrastructure and public services by working toward the goal that at least 40% of the benefits from many of our grants, programs, and initiatives flow to disadvantaged communities.
Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation	Executive Order 13988	Prevents and combats discrimination on the basis of gender identity or sexual orientation.
Advancing Racial Equity and Support for Underserved Communities Through the Federal Government	Executive Order 13985	Sets forth a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.
Digital Accessibility @ HHS	Section 508 of the Rehabilitation Act of 1973	Federal law requires electronic, and information technology developed, maintained, and procured, or used by the Federal Government to be accessible to people with disabilities.

Participant Groups

The following section provides an overview of the governance structure of MVP, including the Policy Board, Technical Committee, and staff roles.

The figure below outlines the funding and decision-making process. Funds from USDOT are sent to DOT&PF via the FHWA and FTA, then distributed among the three metropolitan planning organizations (MPOs), including MVP. MVP staff work with the Technical Committee, which advises the Policy Board, which is responsible for making final decisions about use of the funds received from USDOT.



The figure below shows the membership of MVP staff, the Technical Committee, and the Policy Board.

MatSu Valley Planning for Transportation	
Executive Director	Title VI coordinator

Technical Committee							
City of Palmer	City of Wasilla	MSB Planning	MSB Public Works	Alask DOT&PF Planning	Alaska DOT&PF Engineering	Alaska Railroad Corporation	Alaska DEC Air Quality
At-Large Trucking Industry Advocate	MSB Rod Service Area Advisory Board	MSB Transportation Advisory Board	At-Large Public Transit Provider	MS-Su School District Purple Transit	Knik Tribe	Chickaloon Native Village	At-Large Non-Motorized Advocate

Policy Board						
Alaska DOT&PF Central Region Director	Knik Tribe	Chickaloon Native Village	MSB Mayor	MSB Manager	City of Palmer Mayor	City of Wasilla Mayor

Policy Board

The Policy Board carries out the metropolitan transportation planning process through intergovernmental and stakeholder collaboration, rational analysis, and consensus-based decision-making for the metropolitan planning area (MPA), to allocate scarce federal and other transportation funding resources, and to serve as the responsible party for all structural, administrative, and operational decisions of the MPO. The Policy Board has the final authority to review, suggest revisions, approve, and adopt the Title VI Plan and any subsequent updates to the plan. Per the Title VI complaint process outlined below, the Title VI Coordinator shall notify the Policy Board Chair of any Title VI complaints within 5 days of receipt.

Technical Committee

The MVP Technical Committee assists the Policy Board in fulfilling its oversight responsibilities by acting as an advisory body for transportation issues that are primarily technical in nature. The Technical Committee is responsible for reviewing the Title VI Plan and any updates to the plan, suggesting revisions, and recommending a Title VI Plan to the Policy Board for approval.

MVP Staff

The Title VI Coordinator plays a lead role in both the development and implementation of the MVP Title VI Plan. The coordinator is responsible for ensuring non-discrimination in MVP policies, programs, plans, services, and activities and promoting the participation of all people regardless of race, color, national origin, sex, gender, disability, age, economic status, or English proficiency.

Designation of Title VI Coordinator

Prior to hiring a Transportation Planner and additional staff, the MVP Director shall serve as the Title VI Coordinator. Once a Transportation Planner is hired, they may fulfill the Title VI Coordinator role.

Title VI Coordinator Responsibilities

The Title VI Coordinator is responsible for the development and implementation of the Title VI Plan and for ensuring that all entities of MVP are compliant with Title VI requirements.

General Responsibilities

The Title VI Coordinator must also:

- Submit an updated Title VI Plan when there are changes in procedure or organizational structure.
- Make recommendations to MVP decisionmakers on modifications to improve Title VI compliance and implement approved recommendations.
- Develop, update, and improve procedures for receiving, processing, investigating, and reporting Title VI complaints in a timely manner.
- Maintain a Title VI complaint log.
- Develop procedures for the collection, analysis, and use of statistical data related to Title VI compliance.

- Develop an annual program to conduct Title VI reviews for all MVP processes, program areas, and services.
- Periodically meet with staff to determine progress made on the implementation of the Title VI Plan, to identify compliance issues/deficiencies, and to discuss whether adequate resources are available to ensure compliance.
- Meet bi-annually with the DOT&PF Civil Rights Office Title VI Specialist to discuss Title VI and ways to improve engagement with traditionally underserved populations.
- Establish procedures to address identified Title VI deficiencies.
- Ensure that Title VI language is included in program directives.
- Resolve any identified deficiencies in Title VI matters.
- Develop Title VI information for dissemination, including in languages other than English and/or large type, as needed.
- Participate in regular Title VI training programs.
- Provide Title VI guidance and a copy of the Title VI Plan to all MVP staff; conduct informal Title VI training for all new employees and board and committee members and maintain a record of all training completed by staff, board and committee members.
- Ensure the inclusion of Title VI language in contracts and Requests for Proposals (RFP's).
- Maintain a simple and effective Title VI webpage on MVP's website.
- Advocate for diverse representation of Title VI protected groups when considering nominations for new members to the various committees that serve the organization.
- Collaborate with project partners to ensure that the public involvement aspect of each project includes specific efforts to reach Title VI and Environmental Justice groups, track said efforts and the input and feedback received, and evaluate how effective these efforts were. Recommend any improvements where needed.
- Review important Title VI-related issues with the Policy Board Chair as needed.
- Develop streamlined procedures to obtain and compile data based on Title VI regulations for inclusion in the Annual Title VI Compliance Report.
- Submit an annual Title VI Compliance Report to the Alaska DOT&PF and U.S. DOT.

Annual Title Compliance Report

MVP will submit an annual, Federal fiscal year-end Title VI Compliance Report to Alaska DOT&PF. The annual updates shall include:

- A summary of reviews conducted by DOT&PF or FHWA;
- A list of Title VI non-discrimination issues identified and how they were addressed;
- A summary of any Title VI complaints filed, including basis for and status of the complaint;
- A summary of meetings held, with a demographic breakdown of attendees;
- Proof of all Title VI related training attended by MVP Staff;
- A compilation of efforts to reach and notify protected populations, (i.e., translations, interpreters, etc.) and any other efforts made to comply with the Title VI Plan; and
- A thorough inventory of community outreach efforts for public meetings, as well as strategies for the future based on lessons learned from the previous Federal fiscal year.
- Report all Title VI complaints to the Alaska DOT&PF Title VI Specialist as they occur.

Training Responsibilities

The Title VI Coordinator will ensure all MVP staff and decisionmakers complete training for Title VI non-discrimination and related topics annually such as through the FTA's Title VI Training program or a similar program. MVP will remain informed on upcoming training opportunities by coordinating with the Alaska DOT&PF Civil Rights Office and the Research, Development, & Technology Transfer. If another Title VI related training, webinar, or conference is identified, the opportunity should be shared with other employees of MVP.

Title VI Complaints Procedure

Filing a Complaint

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

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

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

The complaint should include the following information:

- The complainant's name, mailing address, and contact information (phone number, email address, etc.);
- How, when, where, and why the complainant believes they or a specific class of persons were discriminated against (please include the names and contact information of any witnesses);
- Any additional information the complainant deems significant and pertinent to the grievance(s).

If a complaint is received in a language other than English, the Title VI Coordinator will work with the Alaska DOT&PF Civil Rights Office to translate it. Upon request, assistance in the preparation of any necessary written material will be provided to a person or persons.

Upon request, the Title VI Coordinator can mail you a physical Title VI Complaint Form. Until MVP has an office, please email Kim.Sollien@fastplanning.us and they will send the form. The form is also provided in *Appendix A* of this plan and a digital version is available online at *www.mvpmpo.com.*

Completed complaint forms should be mailed to one or more of the following entities:

MVP for Transportation Office
MVP does not yet have a physical office, once an office and mailing address are established this plan will be updated.

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

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

U.S. Department of Justice, Civil Rights Division
950 Pennsylvania Avenue, N.W. | Office of Assistant Attorney General, Main Washington, D.C., 20530

Should a complaint be filed with MVP and an external entity simultaneously, the external complaint shall supersede the MVP complaint, and the MVP complaint procedures will be suspended pending the external entity's findings.

Recording, Acknowledgement, and Resolution of Complaint

Upon receipt, a complaint will be date stamped by the MVP Title VI Coordinator. The date stamp is important for establishing the timeline for a response.

Within five (5) working days of receipt of the complaint, the MVP Title VI Coordinator shall acknowledge receipt to the complainant by registered mail and shall notify the MVP Policy Board Chair. The MVP Title VI Coordinator shall determine the need for additional information from the complainant, MVP staff, or other parties. The staff review shall be completed no later than 30 calendar days after the date the Title VI Coordinator received the complaint.

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

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

Record of Received Complaints

MVP will maintain permanent records, including but not limited to copies of Title VI complaints or lawsuits and related documentation, correspondence to and from complainants, and Title VI investigations.

Public Dissemination of Title VI Information

Recipients of federal financial assistance are required to publish or advertise that the program is an equal opportunity program and indicate that Federal law prohibits discrimination. MVP disseminates Title VI information to the public using the following disclaimer on all newspaper ads, social media pages and events, and online public notices:

> The MVP public hearing requirements agree to use the TIP development process to satisfy the public hearing requirements of Section 5307(c). The notice of public involvement activities and time established for public review and comment on the TIP will satisfy the program-of-projects requirements of the Urbanized Area Formula Program. See 23 C.F.R. Part 450 and 49 C.F.R. Part 613 (specifically Subpart B, "Statewide Transportation Planning," and Subpart C, "Metropolitan Transportation Planning and Programming"). The public involvement process is described in 23 C.F.R. Section 450.316(b). MVP complies with the Alaska DOT&PF Title VI Nondiscrimination Policy

and operates Federal Programs without regard to race, religion, color, gender, age, marital status, sex, ability, or national origin. To view the full Title VI Nondiscrimination Policy or to file a complaint, go to: *www.mvpmpo.com.*

Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this public meeting should contact the MVP Title VI Coordinator at kim.sollien@fastplanning.us

Public Education

MVP has the responsibility to educate the public about federally funded programs and the rights afforded to the public by Title VI. This requires routine, comprehensive outreach efforts, particularly to low-income and minority persons and persons with limited English proficiency. The Title VI Plan includes MVP Limited English Proficiency Plan and Maps (*Appendix B*). MVP intends to update the plan in conjunction with updates of the Public Participation Plan, detailed further in the next section. Outreach efforts to minority and low-income persons are addressed in more detail in the Public Participation Plan (*Appendix C*).

Data Collection

MVP will utilize the most recent American Community Survey (ACS) or Decennial Census data available within the Matanuska-Susitna Borough to update the Limited English Proficiency, Low Income, and Minority population maps included in this Title VI Plan as *Appendix B* and *Appendix D* and online at www.mvpmpo.com Mapping updates will occur in conjunction with major updates to the Title VI plan or at least every 5 years. These maps will serve to further inform our local outreach efforts and aid our community partners in improving Title VI activities (i.e., transit, city, and borough planning, etc.).

MVP will also collect demographic data from program participants and meeting attendees via optional sign-in sheets. This data will be used to track Title VI program effectiveness and inform annual Title VI Compliance Reports. In light of the COVID-19 pandemic and the impact that virtual meetings came to have on meeting spaces in general, MVP has committed to maintaining a hybrid meeting space. For virtual meetings, we are providing an online sign-in sheet in the chat box as attendees enter the virtual meeting room.

Title VI Assurances

Every award of federal financial assistance must be accompanied by assurances that the program, and other participants under the program including contractors and subcontractors, will be conducted, or a facility operated, in compliance with Title VI. The MVP Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning, Section 14 – Compliance with Title VI, Civil Rights Act of 1964, provides these assurances. This language is provided as an excerpt in *Appendix E* of this document.

MVP Public Participation Plan

The Public Participation Plan (PPP) is a guiding document that outlines the goals, strategies, and implementation plan for public involvement in the development of MVP plans, programs, services, and policies, including the MTP and TIP. It is designed to allow equal opportunity for all who wish to participate in transportation planning efforts and does so through designated public comment periods along with a variety of public engagement and visualization strategies. The full PPP is available in *Appendix C.*

Limited English Proficiency Plan

Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, defines differing treatment based upon a person's inability to speak, read, write, or understand English as a type of national origin discrimination. Any agency receiving federal funds needs to develop a Limited English Proficiency (LEP) Plan, beginning with an analysis of the following four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee,
2. The frequency with which LEP individuals come into contact with the program,
3. The nature and importance of the program, activity, or service provided by the recipient to people's lives, and
4. The language access resources available and costs to the MPO for providing resources, considering organizational capacity to do so.

These four factors should be balanced to ensure that LEP persons can meaningfully access those services consistent with, and without unduly burdening, the fundamental mission of the agency. Language services may be provided such as oral interpretation or written translation. Based on an analysis of these four factors, MVP will ensure members of the public know they have a right to request translated materials or interpretive services but will not translate materials or hire interpreters by default. While the transportation services provided by MVP are important (Factor 3) and LEP individuals are likely to come into contact with the program (Factor 2), the number of LEP persons in the MPA is relatively low (Factor 1) and the time and cost burden for translating all written material would be high (Factor 4). The complete LEP Plan and corresponding maps can be found in Appendix B.

Conclusion

The goal of this plan is to document and enhance opportunities for Title VI populations to have a meaningful voice, to receive equal benefits from MVP for Transportation's programs, activities, plans, and projects. The Title VI Plan is one that is a work in progress that will continue to evolve as people's needs, participation, and parameters for involvement opportunities change. This Title VI Plan will be reviewed annually and updated every 2 years. The next anticipated update will be in 2025, complete with an examination of Title VI and Environmental Justice Methodology for the updated MVP MPA Boundary. MVP will provide an above-standard compilation of racial, equity, and social justice data utilizing 2020 Census Data, Replica HQ Data, and Esri's Social Equity Analysis Solution at said time.

For more information, please contact the MVP for Transportation Title VI Coordinator at:
kim.sollien@fastplanning.us

MatSu Valley Planning for Transportation

Unified Planning Work Program (UPWP)
Federal Fiscal Year

2025 - 2026

Draft August 2024

Contents

Acronyms & Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Introduction

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

Purpose of the UPWP

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

The 3C approach is defined as:

- **Comprehensive:** Consideration of a wide range of strategies and investments;
- **Cooperative:** Participation by all relevant agencies, organizations, and the public; and
- **Continuing:** Including an ongoing performance-based monitoring, evaluation, and update process.

The UPWP is a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area (MPA). At a minimum, a UPWP includes a description of the planning work and resulting products, deadlines, who will perform the work, time frames for completing the work, and the source of funds.

The UPWP is required for the MPO to receive metropolitan planning funds (PL Funds) from the Federal Highway Administration (FHWA) and 5303 Federal Transit Administration (FTA) funds through the Alaska DOT&PF. It is a fiscally constrained document based on the amount of programmed planning grants and match contributions and may be revised as needed after adoption by Administrative Modification or Amendment, as defined in MVP's Operating Agreement. Fiscal constraint in long-range transportation planning is intended to ensure plans are based on a reasonable expectation of sufficient revenues to support the costs of maintaining the existing metropolitan area transportation system and any planned expansion of the system over at least a 20-year period.

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

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

The planning activities for FFY2025 and FFY2026 supporting the development and implementation of these plans by MVP and Alaska DOT&PF staff are addressed within the tasks identified in this UPWP.

MPO Formation

All Urbanized Areas (UA) must have an MPO to carry out a 3C transportation planning process, as stipulated in the Federal Highway Act of 1962. On December 29, 2022, the U.S. Census Bureau published a notice in the Federal Register identifying the Wasilla, Knik-Fairview, North Lakes UA. In anticipation of the UA designation, the regional governments and transportation planning advocates within the UA formed a Pre-MPO Steering Committee and Pre-Policy Board to guide the decision-making process in forming an MPO for the region before designation as an MPO. On December 19, 2024, MVP was designated as the MPO for the region.

Designation of MVP was completed by a formal agreement between the Governor of Alaska, the MSB, the Cities of Palmer and Wasilla, the Knik Tribe, and the Chickaloon Native Village. The designation and signing of the Operating Agreement identified the membership of the Policy Board and the structure of the organization and established the metropolitan planning area (MPA) boundaries (23 USC 134 (b) and 49USC 5303 (c)).

The MPA boundary encompasses the entire UA (as defined by the Bureau of the Census) plus the contiguous area expected to become urbanized within a 20-year forecast period for the MTP, as shown in Exhibit 1. The yellow-shaded area on the map is the UA as defined by the Census, and the brown line encompasses the area expected to become urbanized within the next 20 years.

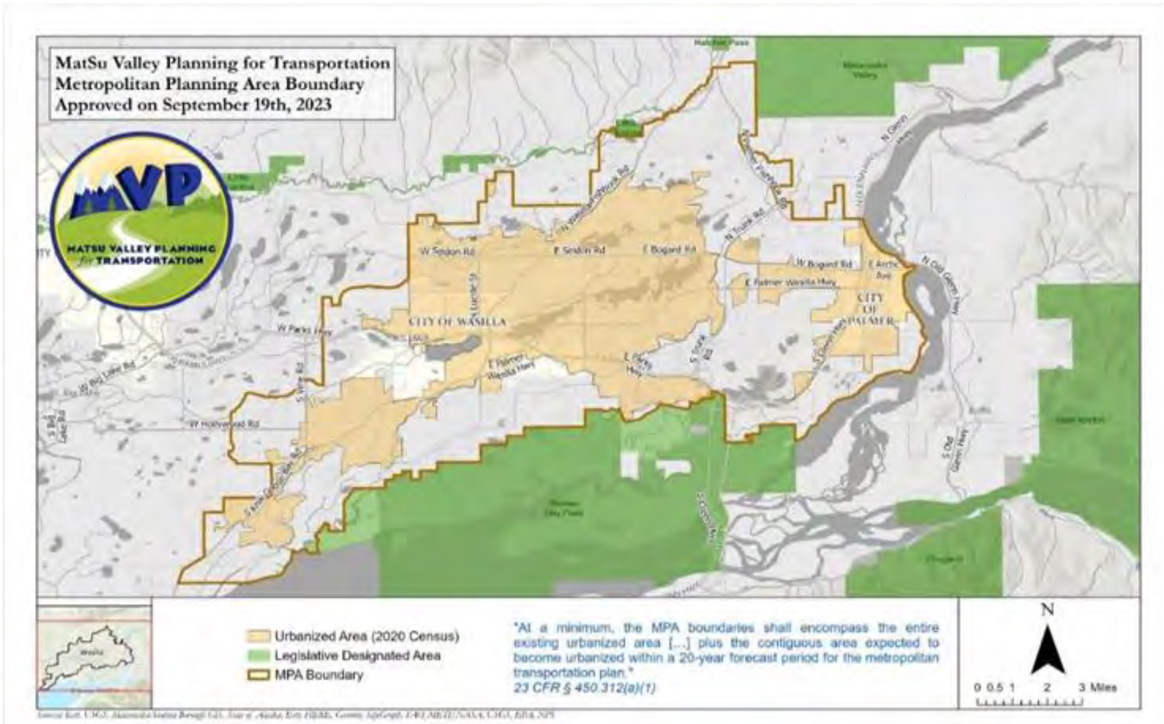


Exhibit 1

Prior to formation, MVP was managed as a project by the MSB Planning Division with support from the Alaska DOT&PF. On October 17th, 2023, the Pre-MPO Policy Board approved hiring an independent coordinator to manage the development of the nonprofit corporation and to establish MVP as an independent organization. Through a collaborative agreement between FAST Planning, the MPO for the Fairbanks UA, a coordinator for MVP was hired on April 1st of 2024. Once MVP is formally established as a 501c (3) corporation and the Policy Board has approved the financial, personal, and operations policies for the organization, the coordinator will transition to staff of MVP. It is anticipated that this transition will occur in the Federal Fiscal Year 2025. At that time MVP intends to hire additional staff and open an office within the Metropolitan Planning Area. The development of MVP as the MPO for the region has been supported by Alaska DOT&PF. We anticipate continued support from them, and MVP will continue to share a portion of its allocation of Metropolitan Planning (PL) funds with Alaska DOT&PF to support the respective planning activities.

MPO Structure

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

Operation of the MPO

The Pre-MPO Policy Board and Technical Committee have already approved the following documents toward becoming an operational MPO:

- Intergovernmental Operating Agreement for Transportation Planning
  (signed, December 2023)
- Bylaws (approved September 2023, anticipated update September 2024)
- Articles of Incorporation approved (September 2023, amended May 2024)
- Memorandum of Understanding for the Operations of the Office of MVP for Transportation and associated Membership Fees and Annual Dues approved (February 2024)
- Title VI Civil Rights Plan (anticipated approval August 2024)
- MVP Policies and Procedures (anticipated approval September 2024)
- Public Participation Plan (PPP) (approved December 2021)

The approved PPP will be consulted and followed as MVP develops the following documents:

- Metropolitan Transportation Plan (MTP)
- Household Travel Survey
- Travel Demand Model
- Transportation Improvement Program (TIP)
- Implementation of the 2025-2026 UPWP and all future UPWPs
- MVP organizational Policy and Procedures
- Development of the legal entity of the MPO
- Grandfather agreements with the Alaska DOT&PF regarding current Community Transportation Program (CTP) projects in the Statewide Improvement Program (STIP)
- Title VI Plan

The Technical Committee consists of representatives, such as engineers, planners, and other specialists from the cities of Palmer and Wasilla, the Matanuska-Susitna Borough, the Alaska Railroad, the Matanuska-Susitna Borough School District, Alaska Department of Environmental Conservation, transit providers, local freight operators, and tribal entities. The Technical Committee is an advisory body to the Policy Board. The Policy Board is the decision-making body of MVP.

The Policy Board consists of elected/appointed officials, including a designated representative of the Alaska DOT&PF Central Region, Matanuska-Susitna Borough Mayor and Manager, city of Palmer Mayor, city of Wasilla Mayor, and designated representatives of Knik Tribe and Chickaloon Native Village.

In accordance with the Bylaws and Intergovernmental Operating Agreement, MVP has a Technical Committee and Policy Board that hold regularly scheduled meetings each month to guide the MPO’s transportation planning process and make decisions for plans, programs, and policies.

Self-Certification for Small MPOs

Metropolitan Planning Organization Self-Certification

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

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

Federal and Regional Planning Priorities

Regional Planning Priorities

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

The current Matanuska-Susitna Borough Long Range Transportation Plan (LRTP) 2035 addresses the planning factors above and addresses performance-based planning. This LRTP provides a good base to develop MVP's MTP which encompasses a much smaller area than the entire Mat-Su Borough, which is over 25,000 square miles. See Table 1 for more information. Regional priorities identified in the MSB 2035 LRTP include:

- Improving Congestion
- Safety
- Accessibility
- Mobility

The LRTP is a fiscally constrained document that sets priorities for both Alaska DOT&PF and the Borough to be completed by 2035. Funded Alaska DOT&PF projects of regional significance include upgrades to the Glenn Highway, Parks Highway, Knik Goose Bay Road, and Seward Meridian Parkway. The Borough has funded and/or constructed most of its priority list, including projects such as Hemmer Road, Tex-Al Drive, and South Trunk Road Extension. The MSB Assembly adopted its first ever Bike and Pedestrian Plan on September 26th, 2023, which includes a prioritized list of projects and code changes. The MSB intends to develop a Public Transit Development Plan in partnership with the MVP and Alaska DOT&PF to support transit operations and infrastructure needs in the rural and urban areas. Once adopted, the Transit Development Plan and the Bike and Pedestrian Plans will become new chapters in the LRTP and will inform MVP's TIP development.

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

Federal Planning Factors and Performance-Based Planning

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

Title 23 further states that the metropolitan transportation planning process shall be **continuous, cooperative, and comprehensive** and provide for consideration and implementation of projects, strategies, and services that will address the following factors:

Federal Planning Factors

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

Performance Based Planning

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

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

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

In the development of MVP's policies and procedures and in the development of the MTP and TIP, MVP will have the option to accept all the statewide targets for safety, pavement condition, bridge condition, on-road mobile source emissions, and travel time reliability and to offer additional measures if they choose.

Planning Emphasis Areas

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

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

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

Table1 FFY2025/26 UPWP Work Tasks & Federal Planning Factors

Metropolitan Planning Process Federal Planning Factors											
FFY2025/2026 UPWP WORK TASKS		Support economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency	Increase the safety of the transportation system for motorized and non-motorized users	Increase the security of the transportation system for motorized and non-motorized users	Increase the accessibility and mobility of people and freight	Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight	Promote efficient system management and operation	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation	Enhance travel and tourism	Emphasize the preservation of the existing transportation system
Required Plans & Programs											
100(a)	Unified Planning Work Program	X	X	X	X	X	X	X	X	X	X
100(b)	Metropolitan Transportation Plan	X	X	X	X	X	X	X	X	X	X
100(c)	Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
100 (d)	TransCad Model						X	X			
100(e)	Household Travel Survey	X			X			X			
100(f)	Public Participation Plan	X	X	X	X	X	X	X		X	
100(g)	Support Services	X	X		X	X	X	X	X	X	
Public Transit System Planning											
200(a)	Transit Development Plan		X	X	X	X	X			X	
200(b)	MSB Planning Support	X	X	X	X		X			X	
Supplemental Plans & Projects											
300 (a)	Sign Management Plan STBG	X	X		X				X	X	
300 (b)	Advanced Project Definition STBG	X	X	X	X	X		X			X
300 (c)	Lighting and intersection Management Plan STBG	X	X			X				X	
300 (d)	Pavement Asset Management Plan STGB	X	X			X		X	X		X

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

FFY2025/2026 UPWP WORK TASKS		National Performance Goals							New Federal Planning Emphasis Area							
		Safety	Infrastructure Condition	Congestion Reduction	System Reliability	Freight Movement & Economic Vitality	Environmental Sustainability	Reduce Project Delivery Delays	Climate Change/ Resilience	Equity/ Justice40	Complete Streets	Public Involvement	STRAHNET/ DOD Coord	Federal Land Mgmt Agency Coordination	Planning & Environmental Linkages	Data in Transportation Planning
Required Plans & Programs																
100(a)	Unified Planning Work Program	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100(b)	Metropolitan Transportation Plan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100(c)	Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100 (d)	TransCad Model	X		X												X
100(e)	Household Travel Survey	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100(f)	Public Participation Plan									X	X	X				X
100(g)	Support Services	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Public Transit System Planning																
200(a)	Transit Development Plan	X	X	X	X		X		X	X	X	X	X	X	X	X
200(b)	MSB Planning Support	X	X	X			X		X	X	X	X	X	X	X	X
Supplemental Plans & Projects																
300 (a)	Sign Management Plan STBG	X	X	X	X		X	x	X	X	X	X		X	X	X
300 (b)	Advanced Project Definition STBG	X	X	X		X	X	X	X	X			X			X
300 (c)	Lighting and intersection Management Pla	X	X		X	X	X	x	X	X	X	X				X
300 (d)	Pavement Asset Management Plan	x	x		x	x	x	x	x	x	x	x	x			x

Funding

UPWP FUNDING TYPES

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

FHWA SECTION 112 GRANT FUNDS ("PL," OR METROPOLITAN PLANNING FUNDS):

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

SURFACE TRANSPORTATION PROGRAM BLOCK GRANT (STBG) FUNDS:

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

TRANSIT PLANNING 5303 FUNDS

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

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

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

LOCAL MATCHING FUNDS (or the non-federal share)

Local matching funds are cost sharing requirements by FHWA and FTA. Matching funds may include local tax revenue, bonds, private foundation funds, in-kind, private sector contributions, and non-DOT federal funds. Traditionally, federal grants cover a portion of the project expenses, while the remaining non-federal share is either matched by the state completely or partially matched by the state and the local entities. The 2025-2026 UPWP will utilize cash and in-kind match provided by the Matanuska-Susitna Borough, Cities of Palmer and Wasilla, Chickaloon Native Village and Knik Tribe and a State of Alaska Legislative Grant.

UNOBLIGATED PL

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

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

Unobligated PL will be used to fund MVP's first MTP, Household Travel Survey, TransCad modeling and the Transit Development Plan.

ALASKA LEGISLATIVE GRANT:

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

FFY 2025/2026 Unified Planning Work Program Elements: Required Plans and Programs

Task 100 (A) UPWP

The Alaska DOT&PF is responsible for providing the management oversight of the UPWP. MVP will prepare and submit monthly reports through FFY2025 and FFY2026 to the Alaska DOT&PF in accordance with Section 9.1.1 of the Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning. The reports will document the planning activities performed and expenditures by MVP in accordance with the tasks listed in the UPWP. The Alaska DOT&PF will review and compile the quarterly reports into annual reports at the end of each fiscal year. MVP will initiate Administrative Modifications and Amendments to the UPWP as needed in accordance with the provisions of the MPO's December 19, 2023, Intergovernmental Operating Agreement. MVP will also initiate development of the next UPWP in April 2026, six months in advance of the expiration of this UPWP.

Participation by MVP and Alaska DOT&PF staff in FFY2025-26 is anticipated to include:

Completion Date: Preparation and submittal the FFY2026 annual report (October 2026)

Responsible Party: MPO Staff and Alaska DOT&PF

Resulting Product: Preparation and submittal of FFY25-FFY26 monthly (MVP) reports for reimbursement purposes. Alaska DOT&PF will compile quarterly reports (January, April, July, October) and submit them to FHWA. MVP and Alaska DOT&PF will jointly compile the annual report for FFY25 and FFY26. Preparation of the next FFY27-FFY28 UPWP will be presented to the Technical Committee and Policy Board for review in April of 2026

Task 100(B) Metropolitan Transportation Plan

The MTP is the official multimodal transportation plan addressing no less than a 20-year planning horizon that the MPO develops, adopts, and updates through the metropolitan transportation planning process. In FY2025/2026 MVP will develop its first MTP using the 2017 MSB LRTP 2035 as its base. The MTP is expected to be completed by June/July 2026. The MTP must be updated every five years. The MTP planning process shall include the development of a transportation plan addressing no less than a 20-year planning horizon as of the effective date as described in CFR 450.306. On May 21, 2024, the MVP Policy Board approved the MTP scope of services and transmitted the scope to Alaska DOT&PF. The State of Alaska DOT&PF will release the MTP for bid via a consultant contract in October 2024.

Development of the MTP: The planned schedule is to release an RFP for consulting services after October 1st to develop the MTP. The plan will focus on the MPA boundary and address all transportation planning needs within those boundaries, regardless of ownership. In developing MVP's first MTP, the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity will be used to provide the most accurate transportation solutions for the MPA. The update will include the collection of traffic data, analysis of the transportation network, evaluation of land use and supporting transportation scenarios for travel demand model forecasts, and outreach to local agencies and the public to confirm project needs. The Public Participation Plan (PPP) will define the minimum public involvement efforts, but the efforts may be more robust, and the PPP will be updated accordingly. The draft MTP will be released for public comment, and after the resolution of public comments, the final MTP will then be presented to the Technical Committee and Policy Board for consideration of adoption. Following adoption, the final MTP will be transmitted to FHWA and FTA for approval.

Transportation Improvement Program (TIP) Scoring Criteria: The development of the MTP will also include the development of MVP's first Transportation Improvement Program (TIP) scoring criteria. The FAST Act supplemented the MAP-21 legislation by establishing timelines for state DOTs and MPOs to comply with the requirements of MAP-21. State DOTs are required to establish statewide targets and MPOs have the option to support the statewide targets or adopt their own. MVP will need to develop a Memorandum of Understanding between the Alaska DOT&PF, AMATS, and FAST Planning to cooperatively support a performance-based approach to the metropolitan transportation planning and programming process and to develop and share information related to transportation performance data. Table 1 illustrates how UPWP work tasks relate to these national performance goals.

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

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

Development of a Complete Streets Policy (part of the MTP)

Complete Streets Policy will be completed as part of MTP development. Section 11206 of the IIJA outlines the federal definition of a Complete Street and establishes that MPOs must adopt a Complete Streets policy and incorporate the application of said policy into the development of its transportation plan to receive federally apportioned funds. This work will be done concurrently and as part of the development of the MTP by the MTP consultant team. The term "Complete Street" standards or policies means standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles (see IIJA, Section 11206(a)). Not less than 2.5 percent of the amounts made available to the MPO under section 23 USC 104(d) shall be used for complete streets activities. To comply with 23 USC 104(d) MVP will develop a policy that determines an annual percentage of funding that will be allocated toward complete streets projects. Any project developed with federally apportioned funds must use the federal guidelines in the design and construction of capital projects, not regional or local standards. The capital projects must be developed using the Design and Construction Standards found at https://dot.alaska.gov/stwddes/dcsaboutus/.

MTP, TIP Criteria and Complete Streets Policy Completion Date: July 31, 2026

Responsible Party: MPO Staff, Consultant(s), and Alaska DOT&PF

- The draft MTP will be presented to the MVP Technical Committee and Policy Board (March 2026)
- The MTP will be released interagency consultation, and released for 30-day public comment period (April 2026)
- Review and response to comments received during public comment period (June 2026)
- Presentation of final MTP, TIP scoring criteria, and Complete Streets policy to MVP Technical Committee and Policy Board for consideration of adoption (July / August 2026)
- Transmittal of adopted MTP to FHWA and FTA for approval/ concurrence and Alaska DOT&PF (September 2026)

Resulting Product: MTP, a Complete Streets Policy, Updated PPP, and TIP Scoring Criteria

Task 100 (C) TransCad Modeling

TransCad Modeling: The MTP will focus on the Metropolitan Planning Area (MPA) boundary and address all transportation planning and infrastructure needs within those boundaries, regardless of ownership. In updating the MTP, MVP will base the model update or new model on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. The TransCad Model is a comprehensive travel demand model. It supports sketch planning methods, four-step demand models, activity models and has an extensive set of traffic assignment models. It provides the ability to facilitate the implementation of best practices for travel forecasting and transportation modeling. It is GIS-based which makes it more accurate. The update will include collecting traffic data, analyzing the transportation network, evaluating land use, supporting transportation scenarios for travel demand model forecasts, and providing outreach to local agencies and the public to confirm project needs as documented in the 2035 MSB LRTP and new project needs not yet identified. MVP will consult with Alaska DOT&PF to determine the most efficient route to a usable and lasting travel model that can meet the needs of all stakeholders for the years to come. Coordination on the horizon year of the MTP should occur between the MPO, Alaska DOT&PF and AMATS.

Modeling Completion Date: July 2026 MTP update will use an existing model for the region, but MVP will begin a travel demand model update and household travel survey concurrent with the MTP that will be ready in time for the next MTP update.

Responsible Party: The Alaska DOT&PF will manage the Transcad Model update.

Resulting Product: An accurate TransCad model for the MVP MPA that can be used to inform projects outlined in the MTP and TIP.

Task 100 (D) Household Travel Survey

Household Travel Survey: The goal of conducting the household travel survey is to sample a representative number of households across different demographic categories and geographic areas to understand the travel behavior choices of the region thoroughly. It gives planners and engineers the data necessary to improve the outcomes of the modeling efforts as it ground truths assumptions made in the decision-making process. This effort would ideally take place prior to the development of the travel model. However, there are some elements of the travel model that can occur concurrent with the household travel survey. This effort aims to design and pretest a survey instrument and conduct a household travel survey for the MPA. The following tasks will be performed:

- Performing project administration and coordination
- Reviewing specifications, survey plan and survey design
- Coordinating public outreach, communications plan, and project website
- Conducting and analyzing the pilot survey
- Refining survey methods, instruments, and procedures for the main survey
- Conducting the survey
- Data weighting
- Preparing the final survey report and data files
- Training staff on how to use the data

It may be in the State's interest to manage this project and extend it beyond the MPA boundary. MVP could assist as a partner in developing and implementing the household travel survey.

Household Survey Completion Timeline: Fall 2026

Responsible Party: MVP staff and Alaska DOT&PF staff and the consultant team will be responsible for the work product and contract management.

Resulting Product: A household travel survey report that will be used to inform the MTP and travel demand model.

Task 100 (E) Transportation Improvement Program (TIP)

The TIP is a prioritized listing/program of transportation projects covering four years developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the MTP and required for projects to be eligible for funding under 23 USC and 49 USC Chapter 53. Currently, the federally funded transportation projects for the area can be found in the 2020–2023 Alaska Statewide Transportation Improvement Program (STIP). Once complete, all MVP projects funded by federal transportation funds on locally or state-owned non-National Highway System (NHS) roadways and transit projects will be found in MVP's TIP and incorporated by reference into the STIP. Federally funded projects within the MPO boundaries that are located on the State-owned NHS or facilities owned by the Alaska Railroad Corporation will generally be shown in MVP's TIP for informational purposes. Including all these projects will require careful coordination with the state and transit providers in the TIP development. TIP development is the actualization of the 3C process. To have an accurate TIP, a wide range of strategies and investments need to be documented by all relevant agencies within the MPA, organizations and the public need to have the opportunity to inform the projects listed, and an annual review need to happen to ensure performance-based monitoring, project evaluation and project updates match needs and project timelines.

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

Development of a new TIP will begin concurrently with the development of the MTP, which is anticipated to be completed in July 2026. The initial effort will be consultant-led and will involve development of project scoring criteria and nomination forms, followed by a call for project nominations. Projects included in the TIP must be prioritized in the MTP. Example scoring criteria that may be used include safety, public support, maintenance and operations, system preservation, connectivity, environmental mitigation, project readiness and land use. Non-motorized projects have slightly different criteria such as how much of the population is impacted by the project, how the facility will be used, and if it provides more mobility for more users in a safer environment. The project nominations often, but are not all required to, come from the short-range list of projects included in the updated MTP. A workshop will be held for local agencies and the public to learn about the nomination process, scoring criteria, and project selection process for funding. At the close of the nomination period, the Technical Committee members will score and rank the projects in order of priority for consideration of funding in the new TIP.

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

The MPO Staff will work in cooperation with the Alaska DOT&PF and the MSB GIS department, and the MTP consultant team in the development of an E-TIP that is compatible with the State’s STIP, if available.

Participation by MVP and Alaska DOT&PF FFY2025-26 is anticipated to include:

- Prior to MVP’s TIP, MVP has been allowed to propose projects in the STIP for FFY 24/25/26. Monthly tracking of obligated funds will continue through FFY25 and FFY26.
- MVPs motorized and multi-modal project scoring criteria and nomination form will be published for the public and agency partners to nominate projects once the MTP consultant team has completed it (March 2026)

- Call for project nominations, project scoring and ranking, and SSE development (March - May 2026)
- Development of FFY27-30 TIP, interagency consultation, and released for 30-day public comment period (June 2026)
- Review and respond to comments received during public comment period (August 2026)
- Presentation of final FFY27-30 TIP to MVP Technical Committee and Policy Board for consideration of adoption (September 2026)
- Transmittal of adopted TIP to FHWA and FTA for approval/ concurrence and Alaska DOT&PF for inclusion by reference into the STIP (September-October 2026)

TIP Completion Date: August 2026

Responsible Party: MVP staff, with Alaska DOT&PF staff, MSB GIS staff, and the MTP consultant team providing Advanced Project Definition (estimates and schedules) and financial constraint limits and technical support for E-TIP, as necessary.

Resulting Product: 2027 – 2030 Transportation Improvement Program

Task 100(F) Update and Implementation of the Public Participation Plan (PPP) and Title VI Implementation Plan

A first task for MVP and the Consultant team responsible for the MTP development, is the update of the PPP to reflect the planned public involvement for the MTP. The use of social media and earned media will be incorporated into the PPP as well as any web-based/map-based interactive techniques.

The PPP will also assist in outlining the proper public involvement necessary for the development and operation of the MPO. The MVP Executive Director will implement the PPP Staff will be responsible for:

- Maintaining the MVP website complete with staff and committee member contact information, operating documents, plans and policies, meeting calendar, meeting agendas, meeting packets and minutes, project information, and a method for interaction with the public such as a comment form
- Hosting all MPO meetings in an accessible manner with proper public notice
- Preparing all meeting materials
- Providing public comment periods, open house events, workshops, surveys, interactive maps, and other opportunities for the public to be involved in the transportation planning process including the MTP, TIP, PPP, Title VI Plan and the Transit Plan Development as well as the supplemental plans like the signage plan and the streetlighting plan
- Maintaining a presence on social media (Facebook, X, Instagram, and LinkedIn as staff capacity allows) to provide additional opportunities for the public to engage in the transportation planning process
- Hosting local events that introduce the public to the MPO

- Advertising all meetings, events, and public comment opportunities in the newspaper, on the website and social media accounts, local bulletin boards, radio, television, and the Alaska DOT&PF public notice website

PPP and Title VI plan update and implementation Completion Timeline: Prior to initiation of the MTP. (Estimate November 2024)

Responsible Party: MVP staff and MTP contractor

Resulting Product: Updated and implemented PPP and Title VI Plan

Task 100(G) Support Services

Support Services: This task encompasses all planning and program needs for the operation of the MPO, including but not limited to:

- Development, management and operation of the MVP 501(c)(3) nonprofit Corporation (human resources, payroll, accounts payable/receivable, office space leasing, asset management, insurance coverages, audits, business licensing, and tax filings)
- All the necessary activities and items for the formation of the MPO office including the hiring and managing a Transportation Planner and Office Manager
- Procurement of office space
- Host and attend weekly Staff meetings
- Host and attend weekly project management meetings with consultant team
- Supply or cause to arrange supplies, information technology, website development, social media presence, office administration, utilities, payroll, and benefits, and the like
- Procure professional services as necessary to bring the MPO office to an operational status based on the agreed-upon structure
- MVP budget preparation, tracking, and amendment
- Review of agreements, policies, and procedures as needed
- Professional development for staff (online and in-person training and conferences)
- Attending and participating in local, regional, and State committee and commission meetings
- Providing guest presentations to committees, commissions, local organizations and chapters, and other interest groups
- Serving on the Statewide Transportation Innovation Council, Statewide Connected & Autonomous Team or other regional transportation focused committees
- Attending project status meetings, open house events, stakeholder groups, and other Alaska DOT&PF, City and Borough planning meetings
- Procure, perform, or manage GIS mapping of the transportation network, including preparation of areawide and project-specific maps

- Review and submit comments on local, state, and federal legislation and planning documents
- Monitor the Federal Highway Bill guidance and modify the development of the final MPO structure and documents in accordance with the latest planning assumptions
- Review the Federal Regulations for Metropolitan Transportation Planning and research and apply for other available grant opportunities
- Conduct general communication, correspondence, and presentations to members of the public, organizations, agencies, elected/appointed officials, and other interested parties
- Coordinate with Alaska DOT&PF, agency partners, Tribal organizations and other MPOs
- Attend annual conferences and trainings such as Association for Metropolitan Planning Organizations Conference and Alaska American Planning Association Conference and other relevant trainings
- Manage and host monthly/special Technical Committee and Policy Board Meetings

Support Services Completion Date: September 30, 2026

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

Resulting Product: Operations of the MPO

Task 200 Public Transit System Planning

The transit services within the census-designated urban area are eligible to receive **FTA Section 5303 planning funding** through a Metropolitan Planning Grant Agreement between the Alaska DOT&PF and FTA. Metropolitan & Statewide Transportation Planning Section 5303 provides funding and procedural requirements for multimodal transportation planning in metropolitan areas and states. Eligible activities include the development of transportation plans and programs, plan, design and evaluate a public transportation project and conduct technical studies related to public transportation.

Alaska DOT&PF will execute a Coordinated Planning Agreement with the MVP to conduct transit planning activities in the UA in collaboration with the Borough, cities and tribes. Funds are apportioned to states by formula that includes each state's UA population in proportion to the total UA population for the nation, as well as other factors.

Funds available to MVP for transit planning activities must address:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and for freight;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation

improvements and State and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
- Promote efficient system management and operation; and emphasize the preservation of the existing transportation system.

This funding will be used to conduct planning activities related to the operation and improvement of the public transit system within the MPA, including data collection, studies, system performance management, capital planning, and asset management, preparation of reports and plans, and training and technical assistance for staff once the Borough has a program in place. Example plans include:

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

Task 200 (A) MSB Transit Planning Support

MSB transit planning support: As the MSB works to develop their own transit program, they may need additional support from MVP related to transit route and infrastructure planning. Ongoing planning support for the MSB Planning Department including but not limited to support for website modernization, route maps/schedules/brochures, social media messaging to the public, and coordination of transit planning efforts with the MTP, TIP, and Active Transportation Plan.
Timeline: Fall 2026

Responsible Party: MVP staff and Alaska DOT&PF

Resulting Product: Technical support for the MSB in building their transit program.

Task 200 (B) Transit Development Plan

A Transit Development Plan for the Mat-Su Borough is necessary to plan for the evolving transportation needs of our rural and urban communities. Transit throughout the Borough is currently operated by several non-profit transit and health and human services organizations, all working to provide transportation services for the community without an overarching plan in place. Providers and residents have identified differing needs in rural communities versus the recently census-designated UA, though the need for safe and adequate transportation still exists for both. With a region the size of West Virginia, an analysis of how to best provide transportation to, from, and between different areas of the MSB is essential. A Borough-wide Transit Development Plan (TDP) would provide a research and data-driven approach to sustaining and improving transit throughout the region by connecting communities and increasing access to jobs, shopping areas, medical appointments, and other essential services. A TDP would involve a complete analysis of the MSB's transit services, recognizing needs and gaps in the current system, prioritizing goals, creating implementable strategies, and identifying funding opportunities. The result of the TDP will be a guiding strategy document that anticipates the future transportation demands of rapid growth and ensures adequate and efficient transit options for all residents.

Completion Date: Fall 2026

Responsible Party: MVP, and MSB staff in partnership with a consultant, Valley Transit, Sunshine Transit, Chickaloon Area Transit Services (CATs), Alaska DOT&PF

Resulting Product: Transit Development Plan

Task 300 Supplemental Plans Projects

The following projects are Supplemental Projects that will be programmed in the Alaska STIP. MVP for Transportation does not have an MTP or TIP that would outline its own projects and be listed by reference in the STIP. However, MVP is eligible for funding starting in FFY2024. The following projects were proposed and approved by MVP's Policy Board. The Projects listed below are considered Planning projects and STBG funding will be used.

Task 300(A) MVP Sign Management Plan

Devise and implement a system to assess all traffic signs within the MPA on a regular basis and ensure they are maintained and replaced as needed to improve visibility and increase road safety. Use the sign assessment to track sign data and to maintain a minimum retroreflectivity level of all signs to increase their visibility at night.
Completion Date: TBD

Responsible Party: MVP staff, MSB staff, Alaska DOT&PF staff and consultants

Resulting Product: A sign management plan of all the signs within the MPA including the MSB, cities and the Alaska DOT&PF and a prioritized list of projects in need of replacement and or installation.

Task 300 (B) MVP Advanced Project Definition

MVP programmatically sets aside $181,940 in STBG funds for development of scope, schedule, and estimates (SSE') for projects nominated by MVP to the MTP and TIP, and for the interim program of MVP projects being included in the STIP. The SSEs will be completed by Alaska DOT&PF staff at the request of MVP at the time projects are nominated by local agencies and the public for funding
Completion Date: TBD

Responsible Party: MVP and Alaska DOT&PF staff

Resulting Product: Scope, Schedule and Estimates for projects MVP capital projects listed in the STIP, MTP and TIP

Task 300 (C) MVP Streetlight and Intersection Management Plan

Conduct an inventory of all the streetlights within the MPA boundary and develop a plan for converting the lights to LED. Examine each intersection to determine any additional lighting system work as required for electrical code compliance and proper operation of the LED fixtures. Additional work may include replacement of frayed wiring, grounding of light pole bases, repair of electrical connections, troubleshooting of lighting or load center circuitry and other repairs.

Completion Date: TBD

Responsible Party: MVP, staff, MSB staff, Alaska DOT&PF staff, and consultants

Resulting Product: Streetlight management plan and a prioritized list of projects

Task 300 (D) Pavement Asset Management Plan

As part of MVP's MPA network planning efforts understanding the improvement projects that would extend the life of the region's road network is important. MVP is proposing to develop a Pavement Asset Management Plan for the network. This would include automated collection of pavement condition (smoothness, rutting, and cracking) within the MPA. The data collection will be performed by a consultant. The consultant will use Road Surface Profiling (RSP) equipment consisting of distance measuring instruments, accelerometers, and a Laser Crack Measurement System (LCMS) to provide high-definition 3D profiles and 2D images of the road surface. Data collected will be documented in GIS format and in a written report that will prioritize improvement projects. The data and plan will be shared with MVP member agencies. MVP will use the data to inform development of the MTP, TIP and other MVP plans. This information is necessary to forecast condition deterioration and perform cost/benefit analysis to optimize network-level budgets and work scenarios.

Completion Date: TBD

Responsible Party: MVP staff, MSB staff, Alaska DOT&PF staff and consultants

Resulting Product: An assessment of the pavement conditions and a prioritization of pavement improvement projects for the MSB, and cities

Budget

Table 2. Funding Sources for Metropolitan Planning Activities

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

Table 3. Funding Sources for Transit Planning Activities			
Transit Planning (FTA 5303) Funds			
	Description	**FFY2025**	**FFY2026**
	FFY2024 Apportionment	$ 91,001	$ -
	FFY2025 Apportionment Estimate	$ -	$92,715
	FTA 5303 Funds	$ 91,001	$ 92,715
	9.03% Match	$ 9,033	$ 9,203
	Subtotal	$ 100,034	$ 101,918
	Less 5.17% ICAP	$ (5,172)	$ (5,269)
	TOTAL	**$ 94,862**	**$ 96,649**
Supplemental Federal Funds			
	Transit Development Plan **(Unobligated PL)**	**$ -**	$ 500,000
	Supplemental Federal Funds	**$ -**	$ 500,000
	9.03% match	$ -	$ 49,632
	Subtotal	**$ -**	**$ 549,632**
	Less 5.17% ICAP	$ -	$ (28,416)
	Total	**$ -**	**$ 521,216**
	Transit Planning Total	**$ 94,862**	**$ 617,865**

Notes for Table 2 and 3: Until the organization is formed and has the proper fiscal
policies in place, the non-federal share will be
funded with legislative grant funds identified on page 6 of the UPWP. Once formed MVP membership dues will cover the PL match
Match for the additional funding for the MVP office will be funded by membership dues
Match for the streetlight intersection, pavement management and sign management project will by paid for by the MSB and Cities
Unobligated PL: 90% of the annual apportionment of FHWA PL funds will be distributed to the MPOs. Annually at a quarterly Statewide MPO Coordination Meeting, the MPOs and the state will propose, discuss, and decide on how to allocate any unobligated PL funds for the following fiscal year. This decision will be documented in the meeting notes. This year the MPO's and ADOT&PF agreen to allow MVP to use unobligated PL for the MTP, Household Survey Travel Model and the Transit Development Plan.

Table 4. Estimated Costs by Task				
Task	**Description**	**Fund Source**	**FFY25**	**FFY2026**
Required Plans & Programs				
100 (A)	Unified Planning Work Program	MVP PL/STBG	$ 10,000	$ 10,000
100 (B)	Metropolitan Transportation Plan	unobligated PL/PL MVP PL/STBG	$ 700,000	$ 100,000
100 (C)	TransCad Modeling	unobligated PL/PL MVP PL/STBG	$ 300,000	$ 50,000
100(D)	Household Travel Survey	unobligated PL/PL MVP PL/STBG	$ 600,000	$ 50,000
100 (E)	Transportation Improvement Program Development	MVP PL/STBG	$ 80,000	$ 80,000
100 (F)	Public Participation Plan	MVP PL/STBG	$ 100,000	$ 100,000
100(G)	Support Services	MVP PL/STBG	$ 191,063	$ 204,856
		Subtotal	**$ 1,981,063**	**$ 594,856**
Public Transit System Planning				
200(a)	Transit Development Plan	Unobligated PL		$ 500,000
200 (b)	MSB Transit Planning Support	FTA 5303	$ 91,001	$92,715
		TOTAL	**$ 91,001**	**$ 592,715**
Supplemental Plans and Programs				
300 (a)	MVP Sign Management Plan	STBG	$ 370,000	$ -
300 (b)	MVP Advanced Project Definition	STBG	$ 185,000	$ -
300 (c)	MVP Lighting and intersection Management Plan STBG	STBG	$ 370,000	$ -
300 (d)	MVP Pavement Management Plan	STBG	$ 185,000	$ -
		TOTAL	**$ 1,110,000**	**$ -**

Table 5. Funding Source & Estimated Cost Comparison

Metropolitan Planning Activities	FFY2025	FFY2026
Available Funding (Table 2)	**$ 3,193,923**	**$ 603,183**
Estimated Costs (Table 4)		
Task 100 Required Plans & Programs	$ 1,981,063	$ 594,856
Task 300 Supplemental Plans and Projects	$ 1,110,000	$ -
Total	**$ 3,091,063**	**$ 594,856**
Transit Planning Activities		
Available Funding (Table 3)	**$ 94,862**	**$ 617,865**
Estimated Costs (Table 4)		
Task 200(a) Transit Development Plan	$ -	$ 500,000
Task 200(b) MSB Transit Planning Support	$ 91,001	$ 92,715
Total	**$ 91,001**	**$ 592,715**

Updated MVP Office Budget

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

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

Expenditures	Amount	FFY2025	FFY2026
Personnel		$ 300,000	$ 330,000
Fringe Benefits: Payroll taxes, health insurance and 401k		$ 121,613	$ 139,000
Occupancy/Rent		$ 61,000	$ 65,000
Professional Fees, including CPA/Accounting and Legal		$ 50,000	$ 50,000
Information Technology including support and workstations		$ 22,000	$ 20,000
Printing,Postage and Publication		$ 5,000	$ 5,000
Meetings		$ 5,000	$ 5,000
Training and Travel		$ 25,000	$ 30,000
Insurance		$ 9,600	$ 10,000
Membership fees AMPO/APA/ Foraker		$ 5,000	$ 5,000
Advertising		$ 26,000	$ 26,000
Office Supplies		$ 10,000	$ 10,000
Other: including equipment and furnature		$ 50,000	$ 20,000
	TOTAL	**$ 690,213**	**$ 715,000**

Revenue	Amount	FFY2025	FFY2026
PL Fund Distribution		$ 453,610	$ 460,004
9.03% Match		$ 45,027	$ 45,662
5303 Apportionment		$ 91,001	$ 92,715
9.03% Match		$ 9,033	$ 9,203
Supplemental Federal Planning STBG Funds for MVP office		$ 181,940	$ 181,940
9.03% Match		$ 18,060	$ 18,060
	Subtotal	$ 798,671	$ 807,584
	Less 5.17% ICAP	$ (25,780)	$ (26,143)
	Subtotal	$ 772,891	$ 781,441
	Less DOT&PF Planning Support	$ (66,000)	$ (66,000)
	TOTAL	**$ 706,891**	**$ 715,441**

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

FFY2025 Metropolitan Planning Funds Distribution

Part A Formula Distribution

		Projected FFY2025 Federal	Match	Sub-Total	Less ICAP^	Total
Estimated FFY25 FHWA PL Apportionment*		$3,174,317	$315,094	**$3,489,411**	-$180,403	**$3,309,008**
Obligation Limitation (OL)		100%	100%		5.17%	
FHWA PL Funds Apportionment		$3,174,317	$315,094	$3,489,411	-$180,403	$3,309,008
MPO Distribution	100.00%	**$3,174,317**	**$315,094**	**$3,489,411**	**-$180,403**	**$3,309,008**
AMATS Distribution	66.63%	$2,115,047	$209,947	**$2,324,994**	-$120,202	**$2,204,792**
FAST Planning Distribution	19.09%	$605,977	$60,151	**$666,129**	-$34,439	**$631,690**
MVP Distribution	14.29%	$453,610	$45,027	**$498,637**	-$25,780	**$472,857**
Part B OL Retained Contract Authority	0.00%	$0				$0

Estimated Section 5303 Funds, @ 100% OL		Projected FFY2025 Federal	Match	Sub-Total	Less ICAP	Total
MPO Distribution	100%	**$636,815**	$63,212	**$700,027**	-$36,191	**$663,836**
AMATS Distribution	66.63%	$424,310	$42,118	**$466,428**	-$24,114	**$442,314**
FAST Planning Distribution	19.09%	$121,568	$12,067	**$133,635**	-$6,909	**$126,726**
MVP Distribution	14.29%	$91,001	$9,033	**$100,034**	-$5,172	**$94,862**

MPO Total Estimated Distributions		Projected FFY2025 Total Distribution	Match	Sub-Total	Less ICAP	Total
AMATS Total	**66.63%**	**$2,539,357**	**$252,065**	**$2,791,423**	**-$144,317**	**$2,647,106**
FAST Planning Total	**19.09%**	**$727,545**	**$72,219**	**$799,764**	**-$41,348**	**$758,416**
MVP Total	**14.29%**	**$544,611**	**$54,060**	**$598,671**	**-$30,951**	**$567,719**

Part B Unobligated PL Funds Balance

	As of July 2024 Federal	Under AC	Total after AC Conversion**
Balance of Unobligated PL Funds	**$4,243,798**	**$2,702,483**	**$1,541,315**

Footnotes

**Inclusive of the IIJA Safe and Accessible Transportation Options Set-Aside, i.e., 2.5% of Metropolitan Planning Funds.*
^The Federal Highways ICAP rate has been established at 5.17% for SFY2025.
***Not inclusive of FFY25 estimated PL funds appropriation.See AC Worksheet.*

UPWP Review Checklist - Alaska MPOs

Required Items 23 CFR 420 Subpart A – Administration of FHWA Planning and Research Funds & 23 CFR 450.308 – UPWP		Response (Y/N/NA/Follow Up)	Comments
UPWP Development	Fiscal Year(s)/Calendar Year(s) covered by UPWP - identify work proposed for the next 1- or 2-year period	Yes	Covers two years 25-26
	Intro with description of UPWP and MPO planning processes and organization, including development and approval of the UPWP	Follow Up	Add development and approval of the UPWP
	Map of the MPO Planning Boundary	Yes	
	Approval/Resolution by MPO Board	Follow Up	FHWA will follow up during final approval process
Planning Priorities	Discussion of regional planning priorities for MPA	Yes	Identifies Improving Congestion, Safety, Accessibility, and Mobility
	Identify activities that address planning factors	Yes	Activities included do address planning factors. Note:Table 1 Identifies Natonal Performance Goals and New Federal Planning emphasis areas, not Planning Factors. Also new federal planning emphasis areas and BIL/IIJA are not discussed in narrative. Could remove mention of bills altogether as they all include the same planning factors.
	For TMAs, the UPWP addresses "Recommendations" and/or "Corrective Actions" from past FHWA/FTA Certification Reviews	NA	
Planning Activities	Description of transportation planning activities proposed for the area in the next fiscal year(s), (Activities such as - Administration, Data Collection, TIP, MTP, UPWP, TPM, Transit, Public Participation or Air Quality Planning activities). Descriptions should include:		
	Major activities and tasks	Yes	
	Who will perform the work/Responsible agency	Yes	
	Schedule to complete the work	Yes	
	Resulting Products	Follow Up	UPWP: Include both FFY25 and 26 annual reports in resulting products
	In EPA-designated air quality nonattainment/maintenance areas, the UPWP clearly list transportation-related air quality Tasks	NA	
Financial Information	Statement identifying if a Consolidated Planning Grant (CPG) has been implemented and a brief explanation.	Follow Up	A CPG has been implemented effective FY22. Coordinate with DOT&PF HQ to develop and include a statement including narrative. Note the funds are still displayed with separate itemization in budget. Could combine.
	Financial summary reflects the most current and available combined estimated FHWA and FTA planning funds available to the region for each fiscal year	Yes	
	Summary budget table that indicates:		
	Federal share by type of fund	Yes	Question - What are Unobligated PL Funds?
	State and /or local match by type of fund	Yes	
	Cost estimates by activity/task	Yes	
	Cost estimates for transportation planning activities funded with other Federal funds, such as other modes of travel and air quality planning activities in non-attainment areas (TMAs required to do this, all other MPOs encouraged to include)	Yes	
In Kind Contributions	MPO uses third party in-kind contributions as non-federal match for FHWA PL funds, If yes*:	No	
	Date of formal approval from Policy Committee to use in-kind contributions as match	NA	
	Was prior approval to use in-kind contributions obtained by FHWA? (All three letters referenced below should be included in the final UPWP)	NA	
	i. MPO letter formally requesting the DOT to seek the prior approval from FHWA for their use of in-kind contributions.	NA	
	ii. DOT's letter to FHWA requesting prior approval.	NA	
	iii. FHWA's prior approval letter.	NA	
	c. Includes signed "Statement of Notification and Assurances" forms for each contributing third party	NA	
	Includes a discussion about the use of third party in-kind contributions	NA	
	Indicate in the work item details how the contributions by third party agencies contribute to the various products under the relevant program category	NA	
	Includes third party in-kind contribution worksheets that summarize the total estimated value of the contributions, valuation methodology, and where in the program it will be earned	NA	
	Includes third party in-kind contribution information in the summary budget tables	NA	
Documentation	Self Certification statement	Follow Up	TIP will not be developed until FY26 and a Program of Projects will be incorporated into the STIP, therefore a certification statement with the UPWP is appropriate.

Minor editorial comments

Other Table 1 comments -Consider that TransCad Model may address 'Data in Transportation Planning'; Public Participation Plan addresses Public Involvement; Does Pavement Asset Management Plan truly address all?

Other Planning Activity comments --
Task 100 UPWP narrative references first monthly and then says DOTPF will compile the quarterly reports. Error?
Complete Streets - heading is same as Task heading, resulting in MTP task appearing incomplete.

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

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

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

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

Draft Social Media Policy

MVP for Transportation's Social Media presence exists to educate and inform the public of upcoming events, planning efforts, projects, or other activities in conjunction with the website.

MVP for Transportation will maintain accounts with Facebook, LinkedIn, X and Instagram as staff capacity allows. As new forms of social media arise, MVP for Transportation will adopt new accounts at the discretion of the Coordinator or Executive Director. The most recent news stories, videos, photos, and project information will be located here.

MVP's social media policy has both internal guidelines that staff, committees, and policy board members are expected to follow and external guidelines that outline the code of conduct we expect the public to follow.

Internal Guidelines:

Mat-Su Valley Planning for Transportation (MVP) supports open communication. When Policy Board members, staff, and committee members speak, write, or post on social media, remember you are affiliated with MVP. MVP affiliates, policy board members, technical committee members, and staff who are officially connected to MVP for Transportation have a responsibility to represent the organization fairly and constructively. Online postings can impact MVP's relationship with the community, and affiliates utmost professionalism is expected.

The following guidelines provide practical advice for using the internet as a stakeholder or employee of the MVP.

Conduct unbecoming of MVP members includes using social media to relate untrue, hateful, obscene, profane, or racist posts or comments or posts that are abusive, hateful, or potentially libelous. Members are not allowed to hashtag MVP or tag members in any posts or comments if that post has any qualities detailed here. No board member, staff, or committee member shall post or comment on any topic in the manner described in this section using an alias or fake account that is intended to hide one's identity.

- When discussing MVP or MVP-related matters on the internet, one must identify yourself with your name and, when relevant, your role with the MVP. The MVP Coordinator/ Director and the Transportation Planner act as official spokespeople for the MVP unless the Policy Board designates a member of the TC or PB to act in that role. If you comment on MVP pages, you must clarify that you are speaking for yourself and not representing MVP. Please consider that even anonymous postings can be traced back to you and are not allowed under these guidelines.

- Remember that the internet never forgets. This means everything you publish will be visible to the world for a very long time. Common sense is a huge factor here. If you are about to publish something that makes you even the slightest bit uncomfortable, review your message carefully. If you are still unsure and it is related to MVP in any way, talk to the Executive Director or Board Chair.

- It is acceptable to talk about your experiences and have a dialogue with the community. However, please act responsibly with the information entrusted to you. If a judgment call is difficult to discern and things might be best kept confidential, please ask for advice from the Director and/or the Policy Board Chair before you publish or forward.

- Do not comment on MVP-related legal matters or confidential personnel actions unless you are an official spokesperson and have the legal approval from MVP to do so.

- Respect your audience. Don't use ethnic slurs, personal insults, or obscenity. Don’t engage in conduct that would not be acceptable in MVP's workplace or another environment where MVP is engaged. You should also show proper consideration for others’ privacy and for topics that may be considered objectionable or inflammatory.

- Have you posted something that wasn't true? Be the first to own and correct your mistake. In a blog, if you modify an earlier post, make it clear that you have done so.

- Be aware that others will associate you with MVP when you identify yourself as such. Please ensure that your social media (Facebook, Linked In, Instagram, etc.) profile and related content are consistent with how you wish to present yourself to your colleagues.

- Even if you act with the best intentions, you must remember that anything you put on social media about MVP can potentially harm the organization. This goes for all internal communications and media as well. Examples may include committee reports or newsletters you send out. As soon as you act on MVP's behalf by distributing information, you affect MVP's image. Please act responsibly. If in doubt, please get in touch with the MVP Office before you hit the send button.

While you are interacting on social media, please...

- Treat others with dignity and respect.
- Be honest and transparent.
- Respect the privacy of fellow MVP office staff, committee members, board members, etc.
- Share MVP news and developments (if they're public knowledge); a good rule of thumb is if there's already a link to an article online, it's probably okay to share.
- Use common sense. Assume any posts could make their way to the front page of a newspaper.

External Guidelines (to be posted on our social media pages):

While our social media content aims to educate and inform the public about MVP's activities and opportunities to engage with our work, it is not a public/open forum. Therefore, all comments must follow the posting guidelines below. Comments, links, and posts may be removed if they are:

- Potentially libelous comments
- Include profane language or content
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation
- Obscene or racist comments
- False, vicious, malicious, or threatening statements concerning any person
- Sexual content or links to sexual content
- Conduct or encouragement of illegal activity
- Personal attacks, harassment, insults, or threatening language
- Comments not meaningfully related to the particular topic presented
- Repetitive posts of the same material that disrupt normal operation of the forum
- Promotion or endorsement of any financial, commercial, or non-governmental agency
- Comments related to campaigns or elections

Posts, comments, replies, or any public commentary containing any of the above may be deleted. You participate at your own risk, taking personal responsibility for your comments.

MVP will make reasonable effort to correct misinformation and to offer clarification about activities of the organization. Unacceptable content and repeat individual violators shall be removed.

The code of conduct expected on MVP's social media platforms will be posted on our social media pages.

CERTIFICATE OF ADOPTION

This Social Media Policy was adopted by the Matsu Valley (MVP) for Transportation Policy Board on August, ___ 2024.

Matsu Valley Planning (MVP) for Transportation

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By: Mayor Glenda Ledford, Policy Board Chair

MatSu Valley Planning for Transportation

Fiscal Policy

Policy Statement

The purpose of this policy is to detail the fiscal procedures for MVP and to ensure that finances are managed with accuracy, efficiency, and transparency to ensure successful audits.

Division of Responsibilities

The following individuals have fiscal and accounting responsibilities:

Policy Board

a. Reviews and approves the annual budget.

b. Reviews quarterly and annual financial statements.

c. Four members of the board will be appointed by the board to be authorized signers on the bank account.

   i. All checks must have two signatures.

d. Reviews and approves all individual expenditures over $5,000.

e. Reviews and approves all professional services agreements over $25,000.

f. Selects an independent Certified Public Accountant (CPA) Firm to conduct an annual audit of all revenues and expenditures of MVP for Transportation.

MVP for Transportation Staff

Executive Director

a. Reviews and approves all financial reports and manages cash flow.

b. Develops and monitors annual budget.

c. Reviews and approves all individual expenditures under $5000.

d. Reviews and approves all professional service agreements under $25,000

Commented [TMA1]: I like that you have four signers. Many orgs only have two, but with your members being elected officials, it might be hard to track them down. Five (including the ED) seems good.

Commented [TMA2]: This amount might be necessary due to your MPO organizational structure, but you might find that requiring the policy board to approve all expenditures over $5K is a low threshold, considering the official duties that members of your policy board are likely responsible for and the amount of time they might or might not have available. Who on the board is responsible for approving purchases over $5K? Does the whole committee need to approve any expenditure over $5K? Just the Treasurer? This might need to be clarified. Requiring the whole board to approve individual expenditures could potentially slow down payments and processes. On the flip side, this would certainly provide for a high level of oversight. Typically, reviewing individual transactions at this level is an ED function, but perhaps there is a guideline here that you must abide by that I'm not aware of.

Commented [TMA3]: Ideally, you want to find a balance between ensuring that a board is meeting its obligations and being sure they are not too enmeshed in the daily nuances of the organization that are typically overseen by the ED. Just something to consider.

Commented [KS4]: I added a definition for professional service agreements and contracts.

Commented [TMA5]: In my mind, the director will be the one approving transactions and the board will be reviewing financial statements and performing other higher level duties, but again, this breakdown in responsibilities might be necessary due to your MPO structure.

e. Serves as an authorized signer on the bank account.

f. Opens all bank statements, reviews for any irregularities, and reviews completed monthly bank reconciliations.

g. Reviews all payrolls and is responsible for all personnel files.

h. Reviews and approves all reimbursements and other fund requests.

i. Reviews all incoming and outgoing invoices.

j. Monitors and manages all expenses to ensure the most effective use of assets.

k. Monitors grant reporting and appropriate release of temporarily restricted funds.

l. Oversees expense allocations.

m. Monitors and makes recommendations for asset retirement and replacement.

n. Reviews, revises, and maintains internal accounting controls and procedures.

o. Provides monthly invoices to ADOT&PF for reimbursement

p. Submits grant reports

Transportation Planner

q. Assists Executive Director with the development of annual budgets and review of all financial reports.

Office Manager

r. Responsible for data entry into the accounting system and integrity of accounting system data.

s. Processes invoices and prepares checks for signature.

t. Makes bank deposits.

u. Maintains general ledger.

v. Prepares monthly and year-end financial reports.

w. Reconciles all bank accounts.

x. Mails vendor checks.

y. Manages Accounts Receivable.

Bank Accounts

All cash accounts owned by MVP for Transportation will be held in financial institutions that are insured by the Federal Deposit Insurance Corporation (FDIC). If the cash account exceeds the standard deposit insurance coverage limit (typically $250,000), an additional security will be purchased to cover all excess funds. No bank account will carry a balance over the insured amount at any time.

Chart of Accounts & General Ledger

MVP for Transportation has designated a Chart of Accounts specific to its operational needs and the needs of its financial statements. The general ledger is automated and maintained using accounting software (QuickBooks). All input and balancing is the responsibility of the Office Manager Office Manager with final approval by the Executive Director.

The Executive Director, Chair of the Policy Board, and the Treasurer should review the general ledger on a quarterly basis for any unusual transactions.

The Chart of Accounts is structured so that financial statements can be shown by classification (revenue and expense type) in coordination with the annual budget as follows:

Cash Assets:

Bank Accounts are debited for bank deposits and when stop payments are placed on previously issued checks. These accounts are credited for funds withdrawn and any miscellaneous bank charges. A debit balance in a cash account indicates the amount of cash available. A credit balance in a cash account indicates an overdraft position. All cash receipts are deposited into the operating account daily/weekly in accordance with the cash receipts policies.

Fixed Assets:

Equipment- computers, printers, scanner etc.

Office Furniture- desks, conference table etc.

Revenue:

Grant Revenues - The only types of programs to be charged to grant revenues would be those revenues received directly from the Federal, State or Municipal Government. These programs are called direct programs and MVP's should set up a grant class established for each grant program.

Contract and Other Grant Revenues - All other revenues associated with providing services are recorded in these accounts and include those revenues associated with reimbursed expenditures. The account is credited for the net reimbursement requested each month/quarter.

Donations/Contributions - All monies received from individuals, corporations, and private foundations as a donation/contribution to the center are recorded in this account. When MVP's receives a contribution, it must confirm if the donor imposed a time or purpose restriction on the contribution. In such cases, the contribution should be classified as temporarily or permanently restricted revenue. If there is no time or purpose restriction, then the contribution is unrestricted. Board of Directors restrictions are classified as unrestricted -designated.

Other Revenue - All other types of revenues not associated with the above accounts are recorded as other revenue. If the amount received is materially large, then the management may consider establishing a separate general ledger account for the type of revenue received.

Liabilities:

Accounts payable are credited for the amounts owed vendors for receipt of goods and services. An entry is made to an Accounts payable register for vendor's invoices received and approved for payment regardless of what program the expense was incurred for. Accounts payable are debited for cash disbursements against established payables. The balance (credit) reflects outstanding vendor liabilities. For all payable not associated with a vendor and are not recorded in the accounts payable subsidiary ledger, separate accounts (other payables) have been established to reflect these amounts. Examples of this situation include nonrecurring extraordinary items or payables to employees.

Accrued liabilities should be established for payroll costs, amounts withheld from employees, and other accrued liabilities. These accounts are credited for amounts due and debited upon payment or settlement. The balance (credit) represents the amount owed. At the close of each month, the estimated expenses incurred in the current month but no invoice received is booked in the general ledger as an accrued expense.

Expenses:

Personnel - These costs are base salaries and any overtime payments due to an employee. These costs are assigned to specific activity centers based on payroll time and effort procedures. The personnel costs are recorded to the general ledger based on the gross salaries recorded in the payroll ledger. The payroll ledger has been established to account for the time and effort of each individual employee. Thus, the general ledger accounts properly reflect the amount paid to employees based on departmental and funding source time and effort.

Fringe Benefits - Included in this account is the employers' portion of FICA expenses, unemployment taxes, medical and group life insurance, workmen's compensation and any other employee benefits. Applicable costs are distributed to cost centers in proportion to assigned salaries and wages.

Consultants and Contractual - These costs include those individuals who MVP's issues 1099 statements to at year-end with exception of legal costs and services received from third party companies. The associated costs are allocated to the cost center benefiting from the service.

Professional Fees - These costs only include those services performed by professional firms such as auditing firms, legal firms, financial consultants, etc. These costs are allocated to the appropriate cost center based on who is benefiting from the services rendered.

Consumable Supplies - All consumable supplies are recorded in their appropriate account based on type of supply.

Occupancy - All costs associated with the MVP office are included in this line item. These costs include rent, utilities, security, and any other costs specifically for the operations of the buildings (not to include repairs).

Repairs and Maintenance - All costs associated with the upkeep of the property and equipment or the repair of any item are recorded in these accounts. The costs are charged to the specific departmental area if known or otherwise to the general administration.

Dues and Subscriptions - These expenses include all membership dues paid to organizations on behalf of MVP's or any employee as well as all subscriptions to magazines, professional journals, etc. If the costs cannot be directly charged to a cost center, then the costs will be charged to administration.

Advertising – all expenses associated with paying for public meeting and open house notices, plan and project reviews and public comment periods.

Travel, Conference, and Meetings - These costs include all travel expenses including transportation, hotels, and food for employee or board members plus conference and meeting expenditures. The costs are assigned to the appropriate category as per the chart of accounts and are charged directly to the activity center incurring the cost.

Printing, Postage and Publication - All costs associated with production of fliers, newsletter, annual reports, etc. are recorded to these accounts. The costs are charged to the appropriate cost center as deemed appropriate.

Telephone - All costs related to telephone are booked to the individual telephone general ledger account that corresponds to the appropriate cost center.

Staff Development - All costs associated with the recruitment and/or training of staff is booked to these accounts. The costs must be charged to the appropriate cost center.

Interest - All types of interest costs are charged to this line item with the exception of any capitalized eligible interest. The interest should be charged to an administrative/facility account for allocation as part of overhead.

Insurance - This account includes all types of insurance including directors and officers, property, professional liability, etc.

Bad Debt - All costs associated with the write off of those receivable accounts deemed bad debt are included in this account.

Miscellaneous - All accounts not listed separately should be charged to miscellaneous expense.

Depreciation - The expense related to the depreciation of MVP's fixed assets are recorded monthly in these accounts that are broken out by type of asset (leasehold improvements, building improvements, furniture and equipment, etc).

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Accrual Accounting

MVP for Transportation utilizes the accrual basis of accounting in which revenues are recorded in the period in which they are earned, and expenses are recorded in the period in which they are incurred regardless of when cash is received or disbursed.

Revenue Recognition and Cash Receipts

Each month, MVP receives revenue and ultimately cash from grants and contracts. As such, this policy is established to assure:

- Identification of receipts in sufficient detail as to facilitate the preparation of monthly financial reports.
- Establish appropriate controls to ensure all receipts are properly recorded in the accounting records.
- Ensure segregation of duties so that receipts are adequately safeguarded and properly deposited.
- Ensure the timeliness of funds requested from federal awards and reduce the amount of time between the expenditure of funds and the drawdown of funds.

Cash receipts generally arise from the following sources:

1. Membership Fees and Annual Dues from the City of Wasilla, City of Palmer, Matanuska-Susitna Borough, State of Alaska, Knik Tribe, and Chickaloon Native Village;
2. Reimbursement of Monthly Expense Reports submitted to the Alaska Department of Transportation & Public Facilities;
3. Other contracts and grants.

The principal steps in the cash receipts process are:

For Checks:

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1. The Office Manager and/or Executive Director receive incoming mail and enter all checks into a log, stamp all checks "for deposit only," and make a copy of each check.
2. The checks are kept in a locked cabinet until processed and deposited weekly unless automatic deposits can provide appropriate receipts, then check can be deposited immediately.
3. The Office Manager processes the deposit and takes it to the bank for deposit.
4. The deposit receipt is put in a file attached to the deposit log for review by the Executive Director during the monthly bank reconciliation review.

For Cash:

1. All cash received will be counted by the Office Manager and verified by the Executive Director. The cash will immediately be posted using the appropriate account.
2. A receipt will be given to the paying party and a copy kept for internal purposes.
3. The cash will be kept in a locked cabinet and deposited within 24 business hours.
4. The deposit receipt associated with the cash deposits will be put into a file and attached to the appropriate deposit log for review by the Executive Director with the monthly bank reconciliation.

Cash Disbursements & Expense Allocations

All cash disbursements must be approved by the Executive Director, and are generally made for:

1. Payments to vendors for goods and services
2. License fees
3. Staff training and development
4. Memberships and subscriptions
5. Employee reimbursements

Payments are processed weekly.

All invoices received must have the account code written on them and be reviewed by the Executive Director prior to being submitted to the Office Manager for processing.

Every employee reimbursement or purchase request must be documented on the approved form with travel authorization, receipts, nature of business, and expense type before approving for reimbursement. The Executive Director reviews all requests for payment and:

1. Verifies expenditure and amount.
2. Approves for payment if in accordance with budget.
3. Provides or verifies appropriate allocation information.
4. Provides date of payment considering cash flow projections.
5. Submits to the Office Manager for processing.

The Office Manager processes all payments as follows:

1. Immediately enter payments into the Accounts Payable module for the Executive Director to approve.
2. Prints checks or makes payment using MVP's Credit/debit card according to the allocation and payment date provided by the Executive Director.
3. Submit checks, with attached backup documentation, to the Executive Director for approval and signature. All checks require a second signature.
4. Stamps invoice "paid."
5. Mails checks and appropriate backup documentation.
6. Files all backup documentation in the appropriate file.
7. Runs an accounts payable aging report at the middle and end of each month and submits it to the Executive Director to ensure timely payment of all invoices.

Procurement

MVP for Transportation hereby adopts the following purchase limits and approval process

Value	Quotation	Payment	Approval
Up to $5,000	Best available price; no quotes required	Credit/Debit Card or Check	Executive Director
$5,000 to $25,000	Minimum of three written quotes or a single source memo	Check	Policy Board and or Executive Director depending on the type of expenditure

Over $25,000 and up to $50,000	Invitation to Bid via formal written proposal or three written quotes depending on the situation	Check	Policy Board

Purchases may not be split into multiple transactions to stay within a single purchase limit. All professional services or equipment that exceed $25,000 but are under $50,000 must be selected from applicants who were invited to bid on the project. "Professional Services" means professional, technical, or consultant services that are predominantly intellectual in character and result in the production of a report or the completion of a task, and include analysis, evaluation, prediction, planning, or recommendation. MVP will handle professional services and equipment solicitations using the guidelines outlined in the ADOT&PF small procurement manual and the guidance in the Alaska Administrative Manual AAM 81. Procurement. Small Procurement Manuals, Procurement and Contracting, Transportation & Public Facilities, State of Alaska

MVP will draft a letter, acknowledged in writing by both parties, which describes the services, period of performance and compensation for professional service agreements.

All professional services agreements and contracts over $50,000 will be selected by the Alaska Department of Transportation & Public Facilities following their formal procurement process.

Credit/Debit Card Policy & Charges

All staff members who are authorized to carry an organization credit/debit card will be held personally responsible if any charge is determined to be personal or unauthorized. Unauthorized use of the credit card includes personal expenditures of any kind, expenditures that have not been properly authorized, meals, entertainment, gifts, or other expenditures that are prohibited by budgets, laws, and regulations and by the entities from which the MPO receives funds.

The receipts for all credit card charges will be given to the Office Manager within one week of the purchase along with proper documentation. The Executive Director will verify all credit card charges with the monthly statements. A record of all charges will be given to the Office Manager with applicable allocation information for posting to QuickBooks. A copy of all charges will be attached to the monthly credit card statement when submitted to the Executive Director for approval and signature.

The Executive Director's credit/debit card usage will be provided to the Chair of the Policy Board for quarterly review.

Bank Account Reconciliation

The Executive Director will give bank statements to the Office Manager for timely reconciliation as follows:

1. The Administrative Assistance will compare dates and amounts of deposits and withdrawals as shown in the accounting system to those listed on the statement, including comparison of cleared checks with the accounting record including amount, payee, and sequential check numbers.
2. The Office Manager will verify that voided checks, if returned, are appropriately defaced and filed.
3. The Office Manager will investigate any checks that are outstanding over three months.
4. The Office Manager will attach the completed bank reconciliation to the applicable bank statement, along with all documentation on a monthly basis.

Property and Equipment

Property and equipment include items such as:

1. Office furniture and equipment
2. Computer hardware
3. Computer software

It is MVP's policy to capitalize all items with a unit cost greater than or equal to $1,000 and a useful life of more than one year as property or equipment. Items purchased with a value or cost less than $1,000 will be expensed as supplies.

The depreciation period for capitalized assets is ~~as follis~~ as follows:

Computer Hardware	36 months
Office Equipment	60 months
Office Furniture	60 months

Commented [TMA6]: I have seen capitalization thresholds as low as $500 (probably too low) and as high as $5,000 (pretty standard). As an FYI, the federal threshold for capital expenditures is increasing from $5,000 to $10,000 effective October 1, 2024, to allow for greater flexibility in managing capital assets. Is your threshold based on State of Alaska or federal guidelines?

Commented [KS7R6]: $5000 is a more common cost to track… consider upping

Commented [KS8R6]: Ask jackson

MatSu Valley Planning for Transportation

Computer Software	36 months

A Fixed Asset Log is maintained by the Office Manager including date of purchase, asset description, purchase/donation information, cost/fair market value, donor/funding source, identification number, life of asset.

1. The Log will be reviewed by the Executive Director.
2. Annually, a physical inspection and inventory will be taken of all fixed assets and reconciled to the general ledger balances.
3. The Executive Director shall be informed in writing of any change in status or condition of any property or equipment.
4. Depreciation is recorded at least annually. Depreciation is computed using the straight-line method over the estimated useful life of the related asset. Any impaired assets discovered during the inventory will be written down to their actual value.

Donations

All donations to MVP for Transportation will be recorded in financial statements, and a letter acknowledging the donation will be sent to the donor within two weeks of the receipt of the donation. An MVP form thank you letter will be sent for all donations. The form letter will include MVP's address, EIN number, and legal name and space for the amount / value of the donation. Donations of equipment will be recorded at the fair market value of the asset on the date of donation. Donation of professional services performed as part of MVP for Transportation's Unified Planning Work Program will be recorded as in-kind contribution for time that would otherwise be compensated by MVP for Transportation.

Personnel Records

Personnel files for each employee will contain the following documents: application and/or resume, start date of employment, position and pay rate, I-9 form with copies of allowable forms of identification, authorization of payroll deductions, W-4 withholding authorization, emergency contact form, and other forms as deemed appropriate by the Executive Director.

All personnel files are to be kept in a secure, locked file cabinet and accessed only by authorized personnel in accordance with MVP for Transportation's Personnel Policy. Personnel files will be retained for five years after separation from the employee.

MatSu Valley Planning for Transportation

Payroll Processing

MVP for Transportation will provide payroll services to employees through a third-party vendor for timekeeping, issuance of paychecks, vacation, and holiday pay, per diem, expense reimbursements, tax deductions and payments, federal and state compliance/reporting, W-2s, and unemployment insurance. Payroll will be processed as follows:

1. Timesheets are to be prepared by all staff electronically in the timesheet program and submitted along with a narrative report that tracks tasks, projects, meetings etc.. semi-monthly on the 1st and 16th of the month. If the 1st and/or 16th of the month fall on a weekend or holiday, the timesheets are to be submitted the day after the weekend or holiday.
2. Time entry will be recorded daily.
3. Timesheets for the Transportation Planner and Office Manager will be reviewed and approved by the Executive Director.
4. Any changes to the standing information of the payroll register from the prior pay period, including addition of new employees, deletion of employees, or changes in base pay rate must be accompanied by an Employment Information Form and signed by the Executive Director before the change can be made.
5. The third-party vendor will process payroll in a timely manner and record vacation time, holiday hours, sick time, and any other information deemed necessary to properly reflect time worked.
6. Paychecks will be delivered on the 15th and 30th/31st of each month. If the 15th and/or 30th/31st fall on a weekend or holiday, the direct deposit will be delivered the day before.
7. If the employee requests that his/her check be turned over to a third party, the request must be made in writing prior to distribution.
8. Employees may choose direct deposit to a designated bank account. Their paycheck is deposited directly into the designated account on the payroll date. The employee will receive a verification stub via an employee portal managed by the payroll services. Mailed or emailed copies will be provided upon request
9. The Executive Director will review payroll expenditures and allocations monthly, including payroll tax deposits.
10. Quarterly federal and state payroll reports will be prepared by the third-party vendor, reviewed by the Executive Director, and filed by either the third-party vendor or the Executive Director.
11. All W-2 statements are issued to employees prior to January 31st of the following year for the prior calendar year.

MatSu Valley Planning for Transportation

End of Month and Fiscal Year-End Close

1. The Executive Director will review and sign off on all month- and year-end journal entries. They will be printed and filed for audit purposes.
2. At the end of each month and fiscal year-end, the Executive Director will review all balance sheet accounts, including verifying the following balances: cash accounts match the bank reconciliations, fixed assets accounts reflect all purchases, write-downs, and retirements, and accounts receivable and payable accounts match outstanding amounts due and owed.
3. The income and expense accounts review will include reconciliation of amounts received and expended, and verification that payroll expenses match the payroll reports including federal and state payroll tax filings.
4. Once the final monthly and fiscal year-end financial statements are run, reviewed, and approved by the Executive Director, no more entries or adjustments will be made to that month or year's ledgers.
5. At the end of the fiscal year, an outside CPA will prepare the annual Return for Organization Exempt from Income Tax (IRS Form 990). The return will be presented to the Policy Board for their review and approval. The Executive Director will then file the return with the Internal Revenue Service by the annual deadline.
6. All other appropriate government filings including those required by the attorney general's office will be completed and filed with the appropriate agency.

Financial Reports

The Office Manager will prepare the monthly and annual financial reports for distribution to the Executive Director. The reports will include:

1. balance sheet,
2. statement of income and expenses,
3. budget versus actual report for each program which has an established budget,
4. a budget versus actual report for MVP's,
5. accounts receivable aging,
6. accounts payable register and aging,
7. cash flow projection,
8. and any other requested reports.

MatSu Valley Planning for Transportation

Quarterly reports will be submitted to the Policy Board for review and approval unless monthly reports are requested by the Policy Board

Annual Audits

The Policy Board will select an independent CPA to conduct an annual audit of all revenues and expenditures of MVP for Transportation. The Executive Director will have direct responsibility for providing necessary financial records and statements for the CPA to complete the audit. The CPA will provide a presentation of the audit findings to the Policy Board at the conclusion of the audit.

Commented [TMA9]: Some groups use an RFP process for selecting an auditor. Audits have gotten quite expensive, so this will very likely fall within the $5-$25K procurement range and require three quotes.

MVP for Transportation will additionally participate in an internal compliance review and Indirect Cost Rate (IDCR) computation performed annually by the Alaska Department of Transportation & Public Facilities. MVP for Transportation will also participate in a federal single audit if/when annual revenue exceeds $1,000,000.

Commented [TMA10]: Per OMB guidance released in April, the federal single audit threshold will be increased from $750,000 to $1,000,000 effective October 1, 2024. Organizations receiving less than $1 million in federal funding will no longer be required to undergo a Single Audit. This is great news for many nonprofits. I'm not sure whether the State is keeping up with this change, so you might be fine with this paragraph as is. The amount you choose to stipulate might also depend on which entity you are deferring to (State or Federal).

'Tax Returns/Form 990' will be filed annually using the financial statements from the CPA audit and then posted to our website. MVP for Transportation will hire an accounting firm to assist with the development of the IRS Form 990 development and filing. Depending on the cost of the IRD form 990 preparations, the Policy Board may need to review and approve a professional services agreement. The Director will oversee the contract and provide the necessary policy and financial documents to complete the 990. The 990 will be filed according to the IRS filing guidelines.

Glossary of Financial Terms

Accounts payable (AP) - When a company purchases goods on credit which needs to be paid back in a short period of time, it is known as Accounts Payable. It is treated as a liability and comes under the head 'current liabilities.' Accounts Payable is a short-term debt payment which needs to be paid to avoid default.

Accounts receivable (AR) - The proceeds or payment which the company will receive from its customers who have purchased its goods & services on credit. Usually the credit period is short ranging from few days to months or in some cases maybe a year.

Accounting Standards Codification (ASC) - The FASB Accounting Standards Codification is the source of authoritative generally accepted accounting principles (GAAP) recognized by the FASB to be applied to nongovernmental entities. The Codification is effective for interim and annual periods ending after September 15, 2009.

Accrual basis accounting - The accounting method under which revenues are recognized on the income statement when they are earned (rather than when the cash is received).

MatSu Valley Planning for Transportation

Accrual - In finance, the adding together of interest or different investments over a period of time. In accounting, it refers to accounts on a balance sheet that represent liabilities and non-cash-based assets used in accrual-based accounting.

Activity by funding source report - A report that shows how costs for a particular activity are covered by multiple funding sources.

Activity - A core element of the nonprofit organization, for example, key programs, administration, and fundraising. See also allocation, common costs, specific activity costs.

Administrative activity - The finance, legal, board-related, and general oversight of a nonprofit organization.

Allocation basis - The rationale for allocation percentages, for example, number of full-time equivalents (FTE) per activity or total costs before allocation. See also allocation.

Allocation - The process of spreading costs to two or more activities. See also activity, allocation basis.

Amortization - Amortization is the spreading of expenses over future time periods of an intangible balance sheet item such as a Leasing (mortgage) or goodwill.

Asset - An asset is a resource with economic value that an individual, corporation or country owns or controls with the expectation that it will provide future benefit. Assets are reported on a company's balance sheet, and they are bought or created to increase the value of a firm or benefit the firm's operations

Assurance - Part of corporate governance in which management provides accurate and current information to the stakeholders about the efficiency and effectiveness of its policies and operations, and the status of its compliance with the statutory obligations.

Audit - The examination or inspection of various books of accounts by an auditor followed by physical checking of inventory to make sure that all departments are following documented system of recording transactions. It is done to ascertain the accuracy of financial statements provided by MVP's.

Balance sheet - A statement of the assets, liabilities, and equity (net assets) of a business or other organization at a particular point in time, detailing the balance of income and expenditure over the preceding period.

Below-the-line allocation - The process of allocating total common costs proportionately among the activities of MVP's. See also common costs and allocation.

Book value - The book value of an asset or group of assets is the price at which they were originally acquired, in many cases equal to purchase price. Book value is therefore relevant insofar as it forms the basis of various calculations e.g. of nominal capital gains (current value divided by book value), of amortized value (book value adjusted for depreciation) and of several financial ratios (e.g. price to book value [P/BV]).

Budget manager - The staff or board person responsible for collecting information for the budget and building the drafts for staff/board review.

Budget - MVP's's plan expressed in dollars (income and expense). Allows MVP's to track actual performance against an approved plan.

Capitalization - The recording of an item as an asset rather than as an expense when it is purchased. See also depreciation.

Cash basis of accounting - The recognition and recording of income and expenses only when the cash (income) is received and the bills are paid (expense).

Cash flow statement - A cash flow statement is a financial report that shows incoming and outgoing money during a period (often monthly or quarterly). It does not include non-cash items such as depreciation. This makes it useful for determining the short-term viability of a company, particularly its ability to pay bills.

Cash flow - The timing of cash receipts and disbursements.

Certified Public Accountant - Certified Public Accountants (CPAs) are trusted financial advisors that have passed the rigorous CPA Exam, met work experience requirements, and taken continuing professional education courses to maintain their CPA certification. Only CPAs are professionally licensed to provide to the public, attestation (including auditing) opinions on publicly disseminated financial statements.

Chart of accounts - The numerical system for tracking assets, liabilities, net assets, income, and expenses in an accounting system. Drives the reporting capacity of an organization.

Classified Balance Sheet - A statement that includes MVP'ss assets, liabilities and residual net worth where assets and liabilities are further subdivided into current and non-current items. E.g. current assets, Non-current assets, current Liabilities, and Non-current liabilities.

Common costs - Those costs that benefit more than one activity and that are not easily identifiable with a single activity. See also activity.

Contingency budget - A budget created to anticipate a potential change to MVP's's primary budget, for example, the development of a second budget to be considered if a large grant comes in half-way through a fiscal year.

MatSu Valley Planning for Transportation

Contract-a formal agreement between the Alaska DOT&PF and a contractor to provide specific services or complete certain projects. All fees for services over $50,000 will be managed by ADOT&PF through their Procurement and Contracting Division.

Contracts receivable - See accounts receivable.

Creative accounting - Creative accounting refers to accounting practices that deviate from standard accounting practices. They are characterized by excessive complication and the use of novel ways of characterizing income, assets or liabilities.

Current asset - Those assets that are cash or can be converted to cash within one year such as accounts receivable, prepaids, short-term investments, etc.

Current liability - Current liabilities are considered debts of the business that are due within one-year.

Current ratio - A comparison of an organization's current assets to its current liabilities; indicates the ability to pay bills and meet financial obligations. See also current assets and current liabilities.

Debt - Debt is that which is owed. People or organizations often enter into agreements to borrow something. Both parties must agree on some standard of deferred payment, most usually a sum of money denominated as units of a currency, but sometimes a like good. For instance, one may borrow shares, in which case, one may pay for them later with the shares, plus a premium for the borrowing privilege, or the sum of money required to buy them in the market at that time. There are numerous types of debt obligations. They include loans, bonds, mortgages, promissory notes, and debentures.

Deferred Revenue - Cash collected by an organization before services are rendered or materials are purchased as required by contributor/granter.

Deficit - Expenses in excess of related income. The opposite is a budget surplus.

Depreciation schedule - A spreadsheet for tracking the purchase of capitalized items and their depreciation status.

Depreciation - The process whereby the cost of a capitalized item is allocated across the years of its useful life. Depreciation is a decrease in the value of an asset, caused by wear and tear or by obsolescence. In accounting, the act of depreciating an asset is also supposed to create a reserve for the replacement of the asset. The use of depreciation affects a company's (or an individual's) financial statements, and, more importantly to them, their taxes. See also capitalization.

Designated - Assets which have been designated by the board of directors of MVP's for specific purposes. They have been "designated" as to use, but are not "true" restricted, since no outside party has determined their use.

MatSu Valley Planning for Transportation

Diversification - In reference to nonprofit income, this means having a variety of funding types and sources so that an organization is not unduly dependent on a handful of sources.

Double Entry Accounting - The double entry system of accounting or bookkeeping means that every business transaction will involve two accounts (or more). For example, when a company borrows money from its bank, the company's Cash account will increase, and its liability account Loans Payable will increase.

Earned revenue - Income that MVP's obtains through exchange transactions such as fees, ticket sales, and certain but not all government contracts.

Endowment - A fund permanently restricted by the donor usually by gift or bequest. Interest generated may be unrestricted, temporarily restricted, or permanently restricted.

Expense - In accounting, an expense is a general term for an outgoing payment made by a business or individual. One specific use of the term in accounting is whether a particular expenditure is classified as an expense, which is reported immediately to the investing public in the business's income statement; or whether it is classified as a capital expenditure or an expenditure subject to depreciation, which are not. These latter types of expenditures are reported eventually, but not immediately, by business that use accrual-basis accounting, meaning all large businesses.

Financial Accounting Standards Board (FASB) - An independent organization within the United States that establishes Generally Accepted Accounting Principles (GAAP).

Financial statements - In the modern capitalist system, most governments require publicly-traded companies to issue a set of documents each year called financial statements or financial reports. This set most often consists of the "balance sheet", the "income statement", the "statement of retained earnings", and the "statement of cash flows", in addition to supplementary notes and management discussion. In the United States, publicly-traded companies are required to prepare based on generally accepted accounting principles.

Fiscal year - MVP's's business year, that is, January through December or July through June.

Fixed assets - Assets with a prolonged useful life such as equipment, land, and buildings.

Forensic accounting - Forensic accounting is the specialty practice area of accounting that describes engagements which result from real or anticipated litigation. Broadly speaking, these engagements fall into one of four categories: economic damages, family law, fraud and other forms of economic crime, and business valuation.

Form 990 - The Federal tax return required to be filed annually by most nonprofits.

Full-time equivalent (FTE) - The number of full-time positions at an organization, for example, two full-time staff people and two half-time staff people equals a total of four employees, but three FTE.

Functional expense classification - The presentation of expenses by function: program, administration, and fundraising.

Generally accepted accounting principles (GAAP) - A widely accepted set of rules, conventions, standards, and procedures for reporting financial information, as established by the Financial Accounting Standards Board. The government does not set accounting standards, in the belief that the private sector has better knowledge and resources. GAAP is not written in law, although the SEC requires that it be followed in financial reporting by publicly traded companies.

General Ledger - Refers to accounts of a business and is divided into two sections: balance sheet section, and nominal section.

Income statement - Statement of revenue of a company less expenses incurred.

Intangible asset - Intangible assets are defined as assets that are not physical in nature. For example, the building that a business owns is a tangible asset because it can be valued and sold for a specific sum of money. The most common form of intangible asset is called Goodwill. This is the customer base that the business has built up and is the principal reason that a business might sell for more than the value of the tangible assets.

Interest - Interest is a surcharge on the repayment of debt (borrowed money).

Internal controls - A set of policies and procedures to prevent deliberate or misguided use of funds for unauthorized purposes.

Journal - The term "journal" is used, in business, for a book in which an account of transactions is kept before a transfer to the ledger.

Liabilities - The debts of MVP's, for example, accounts payable, unpaid employee salaries, vacation leave, and loans.

Liability - In accounting, a financial liability is something that is owed to another party. This is typically contrasted with an asset which is something of value that you own. The basic accounting equation relates assets, liability, and capital (or equity) thus: liabilities + equity = assets

Line of credit - A means of short-term borrowing from a bank to meet cash flow challenges. Should be used for income timing problems, not for profitability problems.

Liquid operating reserve - Unrestricted money that MVP's has accumulated over time beyond what it needs to pay its immediate bills and other commitments.

Liquidity - Refers to having assets that are cash or quickly convertible to cash. See also assets.

Long-term asset - Long-term assets are those assets usually in service over one year such as buildings, equipment, etc. These often receive favorable tax treatment over short-term assets.

Long-term liabilities - Liabilities with a future benefit over one year, such as notes payable that mature greater than one year.

Matching principle - Presenting related income and expenses together in the appropriate period. A benefit of accrual basis accounting.

Net assets - The resources ultimately available to MVP's (Assets - Liabilities = Net Assets). Found on the Statement of Financial Position. See also reserve.

Operating expense - An expense incurred in carrying out an organization's day-to-day activities, but not directly associated with production. Operating expenses include such things as payroll, sales commissions, employee benefits and pension contributions, transportation and travel, amortization and depreciation, rent, repairs, and taxes..

Output/outcome - These are evaluation concepts. Outputs are the direct results of your efforts (e.g., shelter nights), while outcomes are the longer-term impacts (e.g., injury/deaths of battered spouses avoided).

Overhead activity - The combination of administrative and fundraising activities.

Overhead rate - The percentage calculated by comparing total overhead expenses (administration plus fundraising) to total expenses.

Permanently restricted contributions - Contributions of assets whose principle is to be invested indefinitely according to the donor's wishes. Use by MVP's is limited by donor-imposed stipulations that neither expire by the passage of time nor can be fulfilled or otherwise removed by actions of MVP's.

Petty cash - Businesses often need small amounts of cash known as petty cash for expenditures where it is not practical to make the disbursement by check. The initial fund would be created by issuing a check for the desired amount. Usually $100 would be sufficient for most small business needs. The entry for this initial fund would be to debit petty cash and credit cash.

Professional Services Agreements- Based on ADOT&PF small procurement guidelines, MVP is allowed to hire for professional services under $50,000. Professional Services are professional, technical, or consultant's services that are predominantly intellectual in character, result in the production of a report or the completion of a task, and include analysis, evaluation, prediction, planning, or recommendation. Examples of professional services that MVP might hire include GIS technicians, legal, accounting, web and IT, communications and graphic design services.

MatSu Valley Planning for Transportation

Program activity - The mission-related work of a nonprofit organization that is not administration or fundraising activity.

Projection - An updated forecast of income and expense.

Ratio - The comparison of two numbers to create a financial indicator. See also current ratio.

Releasing funds from restriction - Spending temporarily restricted funds in accordance with an approved work plan/budget and/or in a specified time frame.

Relevant cost - is a managerial accounting term that describes avoidable costs that are incurred when making business decisions. The concept of relevant cost is used to eliminate unnecessary data that could complicate the decision-making process.

Reserve - The accumulated unrestricted net assets available for MVP's's use. See also net assets.

Revenue - In business, revenue is the amount of money that a company receives from its activities, mostly from sales to customers. To investors, revenue is less important than profit, or income, which is the amount of money the business has earned after deducting business expenses.

Segments - The unique elements of a chart of accounts. See also chart of accounts.

Specific activity costs - Costs that can be directly associated with a single activity. See also activity.

Statement of activities - Also known as the income statement or profit and loss statement in the for-profit world, this statement reports the financial activity of MVP's by function over a period of time.

Statement of financial position - Also known as the balance sheet in the for-profit world, this statement summarizes the assets, liabilities, and net assets of MVP's as of a specific date.

Statement of functional income and expense - This report matches income and expense by function, for example, key programs, administration, and fundraising. Used to evaluate surplus/deficit status of each activity.

Sunk cost - A sunk cost is a cost that an entity has incurred, and which it can no longer recover by any means. Sunk costs should not be considered when making the decision to continue investing in an ongoing project, since these costs cannot be recovered. Instead, only relevant costs should be considered. However, many managers continue investing in projects because of the sheer size of the amounts already invested in the past. They do not want to "lose the investment" by curtailing a project that is proving to not be profitable, so they continue pouring more cash into it. Rationally, they should consider earlier investments to be sunk costs, and therefore exclude them from consideration when deciding whether to continue with further investments.

Temporarily Restricted - Grants and contributions that are to be spent for a specific purpose or during a restricted period of time.

Trial balance - A statement of general ledger accounts that enables an accountant to confirm whether amounts debited equal amounts credited.

Uniform Guidance - The Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Guidance") was officially implemented in December 2014 by the Council on Financial Assistance Reform (COFAR - now dissolved). The Uniform Guidance is a "government-wide framework for grants management" and the authoritative set of rules and requirements for Federal awards that synthesizes and supersedes guidance from earlier OMB circulars. (e.g. OMB Circulars A–21, A–87, A–110, A–122, A–89, A–102, and A–133; and the guidance in Circular A–50 on Single Audit Act follow-up.)

Unrealized gains/losses on investments - The amount by which the market value of an asset exceeds or is less than the original cost of that asset.

Unrestricted contributions - Grants and contributions given by the donor without reference to a specific purpose or use within a specific time period. MVP can use the contributed assets for any lawful purpose.

Variance - Difference between planned and actual financial performance.

Write off - In accounting, writing off is the expensing of a balance sheet asset that has no future benefits. An example would be the writing off goodwill. That is, the worthless asset will be recorded as an expense on the current period's income statement rather than keeping it on the balance sheet as an asset. Similar to a write off is a write down. This is a partial write off. Only part of the value of the asset is removed from the balance sheet.

CERTIFICATE OF ADOPTION

The Fiscal Policy was duly adopted by MatSu Valley Planning for Transportation Policy Board on August, ___ 2024.

Matsu Valley Planning (MVP) for Transportation

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By: Mayor Glenda Ledford, Policy Board Chair

MatSu Valley Planning for Transportation

MVP Fiscal Policy v3 8.20.2024

MatSu Valley Planning for Transportation Bylaws

Amended BYLAWS August 20th 2024

ARTICLE I
Registered Agent and Place of Business

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

ARTICLE 2
Purpose
Metropolitan Planning Organization

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

ARTICLE 3
Policy Board and Officers

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

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

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

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

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

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

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

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

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

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

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

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

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

- Nominations can be made in writing no later than 24 hours before the meeting.
- The Chair will announce the written nominations for each officer position: Chair, Vice Chair, Secretary, and Treasurer, in rotation.
- The higher position election will be completed prior to the nominees for the next position.
- If no nominations are made in advance, the Chair will call for nominations from the floor.
- No Board member may nominate more than one candidate for each position, and candidates may nominate themselves.
- The same Policy Board member may fill the Secretary and Treasurer positions only.
- Nominations do not have to be seconded.
- Nominees may decline the nomination.
- Nominations are closed when no other nominations are made for the current position.
- If there is only one nominee and there is no objection, they are confirmed
- If more than one candidate is nominated, voting takes place.

- Elections are decided by roll call vote, with the nominee with the highest number of votes winning.
- In the case of a tie vote, there will be a revote until one of the nominees gets the highest number of votes
- Officers shall serve a one-year term.
- A quorum is needed for officer elections.

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

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

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

ARTICLE 4
Policy Board Meetings

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

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

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

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

SECTION 5 A quorum shall consist of four (4) members of the Policy Board. Four supporting votes are required to approve any action.

SECTION 6 In the absence of a quorum, no meeting shall be held, and no official action may be taken.

SECTION 7 A roll-call vote will be called for on all matters being voted on by the Policy Board unless it passes without objection.

SECTION 8 **Proxy Voting**. If a Policy Board member cannot attend the regularly scheduled meeting, they may send their written vote on all action items to the Secretary and the MVP Executive Director 24 hours in advance of the meeting. A Technical Committee (TC) member of the representing organization can serve as a proxy voter for the Policy Board member if designated in writing by the Policy Board member. The TC member will count toward the quorum.

ARTICLE 5
Agenda

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

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

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

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

ARTICLE 6
Order of Business

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

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

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

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

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

ARTICLE 7
Records

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

ARTICLE 8
Committees

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

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

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

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

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

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

ARTICLE 9
Technical Committee Purpose and Duties

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

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

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

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

- Mat-Su Borough Transportation Advisory Board Chair
- Mat-Su Borough School District Operations

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

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

1. Trucking Industry Advocate-a professional involved in some aspect of freight movement, management and/or advocacy

2. Public Transportation provider- a professional involved in some aspect of public transit service provision and/or advocacy

3. Nonmotorized/Mobility Advocate- a professional involved in some aspect of non-motorized trail development, maintenance and/or advocacy

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

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

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

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

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

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

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

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

SECTION 13 Voting members of the Technical Committee will comply with Article 10 and 11 of the Policy Board Bylaws regarding conflict of interest and ethics decisions.

SECTION 14 The Technical Committee may adopt the use of appointed workgroups, if deemed necessary for the continuing transportation planning process. The workgroups will be appointed by the Technical Committee Chair and ratified by the Technical Committee. Workgroup appointments will usually be temporary in nature and will be terminated at the conclusion of the specific project concerned.

SECTION 15 Regular meetings of the Technical Committee shall be held monthly. The Committee Chair may call special meetings provided public notice is given as provided in the approved Public Participation Plan. Roberts Rules of Order, Newly Revised shall govern the conduct of all meetings of the Committee, except for rules set forth or adopted by the Technical Committee. Technical Committee meetings shall follow the same format of the Policy Board

SECTION 16 The Technical Committee shall have the following duties and all additional duties assigned by the Policy Board:

1. Develop the Draft Unified Planning Work Program (UPWP) for the Policy Board. This includes recommendation of tasks and task priority.

2. Develop and prioritize transportation projects for inclusion in the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP).

3. Monitor the development of projects included in the TIP. This includes reporting on the status of projects and recommendations if a project is delayed.

4. Approve changes during construction in accordance with the Matsu Valley Planning for Transportation Policies and Procedures.

ARTICLE 10
Conflict of Interest

SECTION 1 **Declaration of Policy**. The Policy Board declares that members operate as a State and Federally mandated Policy Board; and any effort to realize personal gain through official conduct is a violation of that trust. Policy Board and committee members shall not only be impartial and devoted to the best interests of the Policy Board's jurisdiction but also shall act and conduct themselves both inside and outside the Policy Board and committee's service as not to give occasion for distrust of their impartiality or of their devotion to the best interests of the citizens they represent. This provision is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

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

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

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

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

1. An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement;

2. A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement; or

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 8 **Annual Statements**. Each active member of the Policy Board, Technical Committee, and staff shall annually sign a statement (Appendix B) which affirms they have read and understand the conflict of interest policy within this Article, agree to comply with the policy, and understand that the Matsu Valley for Transportation MPO is a charitable organization and in order to maintain its federal non-profit tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE 11
Policy Board Code of Ethics

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

ARTICLE 12
Miscellaneous

MatSu Valley Planning for Transportation Bylaws

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

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

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

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

SECTION 3 **Policy Board Member Appointment**. Upon appointment to the Policy Board and confirmation by the respective Council or Assembly, the members so confirmed will be seated at the next regular or special meeting.

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

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

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

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

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

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

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

ARTICLE 13
Amendments

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

ARTICLE 14
Fiscal Year

SECTION 1 The fiscal year of MVP shall begin on the 1st day of October and end on the 30th day of September in each year.

ARTICLE 15
Seal; Shares of Stock; Loans

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

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

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

ARTICLE 16
Contracts, Checks, Deposits and Gifts

SECTION 1. **Contracts**. the Policy Board may authorize any officer or officers agent or agents of the Corporation, in addition to the officers expressly authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

SECTION 2. **Checks, Drafts, Etc**. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by the officer or officers, agent or agents of the Corporation and in a manner determined by resolution of the Policy Board.

SECTION 3 **Gifts**. The Policy Board or its designee may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Corporation so long as the contribution, bequest or devise is consistent with the gift acceptance policy adopted by the Policy Board. In the absence of a gift acceptance policy, the Policy Board shall exercise due diligence in determining that acceptance of the contribution, gift, bequest or device is in the best interest of the Corporation.

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

____
Mayor Glenda Ledford, Policy Board Chair

ATTEST:

____
Nicholis R. Charles Jr., Policy Board Secretary
PASSED
Yes:
No:
Absent:

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

Ethical Principles in Planning

This statement is a guide to ethical conduct for all who participate in the process of planning as advisors, advocates, and decision makers. It presents a set of principles to be held in common by certified planners, other practicing planners, appointed and elected officials, and others who participate in the process of planning.

The planning process exists to serve the public interest. While the public interest is a question of continuous debate, both in its general principles and in its case-by-case applications, it requires a conscientiously held view of the policies and actions that best serve the entire community.

Planning issues commonly involve a conflict of values and, often, there are large private interests at stake. These accentuate the necessity for the highest standards of fairness and honesty among all participants.

Those who practice planning need to adhere to a special set of ethical requirements that must guide all who aspire to professionalism.

The Code is formally subscribed to by each certified planner. It includes an enforcement procedure that is administered by AICP. The Code, however, provides for more than the minimum threshold of enforceable acceptability. It also sets aspirational standards that require conscious striving to attain.

The ethical principles derive both from the general values of society and from the planner's special responsibility to serve the public interest. As the basic values of society are often in competition with each other, so do these principles sometimes compete. For example, the need to provide full public information may compete with the need to respect confidences. Plans and programs often result from a balancing among divergent interests. An ethical judgment often also requires a conscientious balancing, based on the facts and context of a particular situation and on the entire set of ethical principles.

This statement also aims to inform the public generally. It is also the basis for continuing systematic discussion of the application of its principles that is itself essential behavior to give them daily meaning.

The planning process must continuously pursue and faithfully serve the public interest.

Planning Process Participants should:

1. Recognize the rights of citizens to participate in planning decisions;
2. Strive to give citizens (including those who lack formal organization or influence) full, clear and accurate information on planning issues and the opportunity to have a meaningful role in the development of plans and programs;
3. Strive to expand choice and opportunity for all persons, recognizing a special responsibility to plan for the needs of disadvantaged groups and persons;

4. Assist in the clarification of community goals, objectives and policies in plan-making;

5. Ensure that reports, records and any other non-confidential information which is, or will be, available to decision makers is made available to the public in a convenient format and sufficiently in advance of any decision;

6. Strive to protect the integrity of the natural environment and the heritage of the built environment;

7. Pay special attention to the interrelatedness of decisions and the long range consequences of present actions.

Planning process participants continuously strive to achieve high standards of integrity and proficiency so that public respect for the planning process will be maintained.

Planning Process Participants should:

1. Exercise fair, honest, and independent judgment in their roles as decision makers and advisors;

2. Make public disclosure of all "personal interests" they may have regarding any decision to be made in the planning process in which they serve, or are requested to serve, as advisor or decision maker.

3. Define "personal interest" broadly to include any actual or potential benefits or advantages that they, a spouse, family member or person living in their household might directly or indirectly obtain from a planning decision;

4. Abstain completely from direct or indirect participation as an advisor or decision maker in any matter in which they have a personal interest, and leave any chamber in which such a matter is under deliberation, unless their personal interest has been made a matter of public record; their employer, if any, has given approval; and the public official, public agency or court with jurisdiction to rule on ethics matters has expressly authorized their participation;

5. Seek no gifts or favors, nor offer any, under circumstances in which it might reasonably be inferred that the gifts or favors were intended or expected to influence a participant's objectivity as an advisor or decision maker in the planning process;

6. Not participate as an advisor or decision maker on any plan or project in which they have previously participated as an advocate;

7. Serve as advocates only when the client's objectives are legal and consistent with the public interest.

8. Not participate as an advocate on any aspect of a plan or program on which they have previously served as advisor or decision maker unless their role as advocate is authorized by applicable law, agency regulation, or ruling of an ethics officer or agency; such participation as

an advocate should be allowed only after prior disclosure to, and approval by, their affected client or employer; under no circumstance should such participation commence earlier than one year following termination of the role as advisor or decision maker;

9. Not use confidential information acquired in the course of their duties to further a personal interest;

10. Not disclose confidential information acquired in the course of their duties except when required by law, to prevent a clear violation of law or to prevent substantial injury to third persons; provided that disclosure in the latter two situations may not be made until after verification of the facts and issues involved and consultation with other planning process participants to obtain their separate opinions;

11. Not misrepresent facts or distort information for the purpose of achieving a desired outcome;

12. Not participate in any matter unless adequately prepared and sufficiently capacitated to render thorough and diligent service;

13. Respect the rights of all persons and not improperly discriminate against or harass others based on characteristics which are protected under civil rights laws and regulations.

APA members who are practicing planners continuously pursue improvement in their planning competence as well as in the development of peers and aspiring planners. They recognize that enhancement of planning as a profession leads to greater public respect for the planning process and thus serves the public interest.

APA Members who are practicing planners:

1. Strive to achieve high standards of professionalism, including certification, integrity, knowledge, and professional development consistent with the AICP Code of Ethics;

2. Do not commit a deliberately wrongful act which reflects adversely on planning as a profession or seek business by stating or implying that they are prepared, willing or able to influence decisions by improper means;

3. Participate in continuing professional education;

4. Contribute time and effort to groups lacking adequate planning resources and to voluntary professional activities;

5. Accurately represent their qualifications to practice planning as well as their education and affiliations;

6. Accurately represent the qualifications, views, and findings of colleagues;

7. Treat fairly and comment responsibly on the professional views of colleagues and members of other professions;

8. Share the results of experience and research which contribute to the body of planning knowledge;

9. Examine the applicability of planning theories, methods and standards to the facts and analysis of each particular situation and do not accept the applicability of a customary solution without first establishing its appropriateness to the situation;

10. Contribute time and information to the development of students, interns, beginning practitioners and other colleagues;

11. Strive to increase the opportunities for women and members of recognized minorities to become professional planners;

12. Systematically and critically analyze ethical issues in the practice of planning.

Appendix B
Conflict of Interest Certification

Conflict of Interest Certification

– Purpose

The purpose of this policy is to protect the interests of *MVP* by: (a) preventing the personal interest of the Board, Technical Committee, and Employees, from interfering with their duties to the organization and (b) avoiding any unethical financial, professional, or political gain on the part of such individuals. The intent of this policy is to supplement, not replace, any applicable federal, state, or local laws regarding conflicts of interest. *see ARTICLE 10 of the Amended Bylaws July 2024 for the full conflict of interest policy documentation.

– Persons Concerned

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

– Procedures

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

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

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

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

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

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

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

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

– Acknowledgment

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

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

Name (printed): ____________________________ Date: __/__/20__

Signature: _____________________________________

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

Conflict of Interest Certification

Conflict of Interest Policy

– Purpose

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Name (printed): ___________________________ Date: __/__/20__

Signature: ____________________________________

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

Whistleblower Policy

The Matsu Valley Planning (MVP) for Transportation (the "Organization") is a nonprofit corporation. The Organization promotes ethical conduct, transparency, and compliance with the law.

Should any person know of, or have a suspicion about, illegal or unethical conduct in connection with the finances, fiduciary duties owed to the Organization by its officers and directors, or other aspect of the Organization's operations, that person should inform the Executive Director. If the alleged wrongdoing concerns the Executive Director, then another officer or director of the Organization, preferably the Chair of the Board of Directors, should be notified instead.

1. Employee Rights

MVP encourages its employees to report improper workplace activities and will protect them from retaliation for making any such report in good faith. Whistle-blowing procedures are a significant line of defense against fraud and protected class violations.

Employees have the right to report, without suffering retaliation, any activity by MVP or any of our employees or board members that the employee reasonably believes:

a. violates any state or federal law.
b. violates or amounts to noncompliance with a state or federal rule or regulation; or
c. violates fiduciary responsibilities by a nonprofit corporation. In addition, employees can refuse to participate in an activity that would result in a violation of state or federal statutes or a violation or noncompliance with a state or federal rule or regulation.

Employees are also protected from retaliation for having exercised any of these rights in any former employment.

2. Where to Report

An employee who suspects a problem with legal compliance must report the situation(s) to the Executive Director or Chair of the Board of Directors if the complaint involves the Executive Director.

Employees may also report information regarding possible unlawful activity to an appropriate government or law enforcement agency.

The report should include:

- information about the violation,
- the date,
- time,
- location, and
- any supporting evidence

Should the Executive Director or other officer or director of the Organization receive information regarding alleged illegal or unethical conduct in connection with the finances or other aspects of operations, the Executive Director or those other officers or directors shall inform the entire Board of Directors. The Board of Directors shall investigate all credible allegations at all times, respecting the privacy and reputation of individuals involved.

3. Protection from Retaliation

It is the intent of this policy to encourage employees to report fraudulent or illegal activities and there shall be no retaliation for any reports made pursuant to this policy. Any employee who believes they have been retaliated against for whistle-blowing may file a complaint with either the Executive Director or the Chair of the Board of Directors. Any complaint of retaliation will be promptly investigated, and remedial action will be taken when warranted. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the ordinary course of business based on valid performance-related factors.

CERTIFICATE OF ADOPTION

The Whistleblower Policy was adopted by the Matsu Valley Planning for Transportation Policy Board on August, _ __ 2024.

Matsu Valley Planning (MVP) for Transportation

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By: Mayor Glenda Ledford, Policy Board Chair

Travel Request and Reimbursement Policy

MVP for Transportation's policy is to reimburse employees and volunteer board members for pre-approved travel-related expenses, including transportation, hotels, and food.

These expenses must be reasonable, necessary, job-related, and pre-approved in writing by the Executive Director or board of Directors.

MVP will only reimburse pre-approved travel-related expenses when the employee provides documentation of the cost, such as receipts from purchases or other verifiable documentation.

Employees seeking reimbursement must complete a Travel Request and Reimbursement form.

Reimbursable Items

- MVP will reimburse all pre-approved travel-related actual costs, such as hotel accommodations and transportation to and from the destination, including airfare, train, bus tickets, taxicab fares, meals and gratuities, training/conference registration, etc., with appropriate documentation.
- Per diem at the federally approved per diem limits will be provided upon request to employees for any overnight business travel.
- For local travel, MVP will reimburse employees for the use of their personal automobile in accordance with the federally approved mileage rate for business use of personal vehicles.
- Reimbursement of meals when there is no overnight travel will be paid when the meal has a defined business purpose.

Employees may also use MVP's credit card to pay pre-approved pre-travel / registration expenses rather than submit for reimbursement. If using the MVP credit card, receipts must be provided immediately following the purchase.

Hours while on Travel

Time spent traveling to attend a required lecture, meeting, training program, or similar activity will be counted as working time. Employees may charge their regular hours for travel time to and from the airport, time in the air, and on the train or bus traveling to the destination. For local travel, employees may count drive time to and from the regional destination as work time. Overnight time spent in the hotel and layover days pre and post-event may not be charged as work hours unless the employee is working during those hours.

CERTIFICATE OF ADOPTION

The Travel Authorization and Reimbursement Policy was adopted by MatSu Valley Planning for Transportation Policy Board on August, ___ 2024.

Matsu Valley Planning (MVP) for Transportation

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By: Mayor Glenda Ledford, Policy Board Chair

MatSu Valley Planning For Transportation

Travel Request and Reimbursement Form

Reason for Travel: ______________________________

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Attached is the Conference/ Training agenda if available Yes No

Is the travel related to your job or board service? Yes No

Cost of Conference/Training: ____________

Airfare: ____________

Transportation: ____________

Lodging: ____________

Per Diem/Meals: ____________

Total: ____________

____

Employee Signature Date

____

Supervisor Approval Signature Date

All receipts should be scanned/attached and submitted with the form.

MatSu Valley Planning *for* Transportation
Metropolitan Planning Organization

August 9, 2024

The Honorable Pete Buttigieg
Secretary
Department of Transportation
1200 New Jersey Ave SE
Washington, DC 20590

RE: Support for the DOT&PF's WCPP Glenn Highway Wildlife Vehicle Collision Mitigation Study

Dear Secretary, Buttigieg:

On behalf of MatSu Valley Planning for Transportation (MVP), I am writing to express our support for the Alaska Department of Transportation and Public Facilities (DOT&PF) application for the FHWA Wildlife Crossing Pilot Program (WCPP). Alaska's most heavily traveled roadway is the Glenn Highway corridor between Anchorage and the Matanuska-Susitna Borough. As a result, it has some of the highest numbers of wildlife-vehicle collisions (WVC) in the region.

Increased safety for motorized and non-motorized users is one of MVP's priority focus areas. Wildlife vehicle collisions pose a significant threat to both wildlife and human safety, leading to injuries, fatalities, and costly vehicle damage. Crashes on the Glenn Highway can stop traffic in both directions for hours, affecting commerce and commuting. Studying the corridor and developing effective wildlife-vehicle collision mitigation strategies, such as wildlife crossings, signage, fencing, and habitat management, is essential to reduce these incidents. These measures protect animals by allowing them safe passage across roadways, enhance road safety for drivers, and reduce insurance and repair costs associated with accidents.

Prioritizing wildlife collision mitigation for Mat-Su residents and visitors traveling along the Glenn Highway corridor will create a safer environment for humans and wildlife.

We commend Alaska DOT&PF for making this project a priority. Please consider MVP's strong support in your decision to fund the Alaska DOT&PF for FFY2024 WCPP Glenn Highway Wildlife Vehicle Collision Mitigation. If you have any questions or need other information, please get in touch with me at kim.sollien@fastplaning.us or 907-982-9080.

Sincerely,
Kim Sollien
MVP Coordinator

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Transportation and Public Facilities

DIVISION of PROJECT DELIVERY

4111 Aviation Ave
Anchorage, Alaska 99502
dot.alaska.gov

August 1, 2024

Alex Strawn, Planning Director
Matanuska-Susitna Borough
350 E Dahlia Ave
Palmer, Ak 99645

Re: Metropolitan Transportation Plan Local Match Request

Dear Mr. Strawn,

The MatSu Valley Planning for Transportation (MVP) Unified Planning Work Program (UPWP) has identified that MVP will develop its Metropolitan Transportation Plan (MTP) in Federal Fiscal Year 2025. The federal cost outlined in the UPWP is $600,000 with a 9.03% non-federal match equal to $**59,558**: $659,558 total project cost**.**

The Matanuska-Susitna Borough was awarded a Designated Legislative Grant by the Alaska Department of Commerce, Community, and Economic Development in State Fiscal Year 2024 to support MVP, as outlined in your grant agreement. This letter serves as a formal request for non-federal matching funds to be paid to DOT&PF, who will create and administer MVP's MTP federal project. This planning project will be used by MVP to bill all activities related to this task including the development of a Request for Proposals for professional services to complete the plan. The total required match is $**59,558**. Please make payment to the State of Alaska Department of Transportation & Public Facilities at your earliest convenience.

Sincerely,

Adam Bradway, Mat-Su Core Area Transportation Planner

Attached: FFY25-26 MVP UPWP Budget Tables
Grant Agreement Scope 24-DV-021

CC: Kim Sollien, MatSu Valley Planning for Transportation (MVP) Coordinator
Maija DiSalvo, Planner

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Transportation and Public Facilities

DIVISION of PROJECT DELIVERY

4111 Aviation Ave
Anchorage, Alaska 99502
dot.alaska.gov

August 1, 2024

Alex Strawn, Planning Director
Matanuska-Susitna Borough
350 E Dahlia Ave
Palmer, Ak 99645

Re: Metropolitan Planning (PL) and Section 5303 Local Match Request

Dear Mr. Strawn,

On July 11, 2024 the State of Alaska's Department of Transportation & Public Facilities (DOT&PF) provided MatSu Valley Planning for Transportation (MVP) an estimated distribution of Metropolitan/Urban Planning (PL) funds for Federal Fiscal Year 2025 (FFY25) including the expected non-federal match requirement. Additionally DOT&PF requested that FTA transfer FFY24 Section 5303 urban transit PL funds to FHWA for administration. The attached table includes these apportionments. The State continues the application of an Indirect Cost Allocation Program (ICAP) rate. The current Federal Highways ICAP rate is 5.17%, which should be factored into future your Unified Planning Work Program (UPWP) budgets.

The Matanuska-Susitna Borough was awarded a Designated Legislative Grant by the Alaska Department of Commerce, Community, and Economic Development in State Fiscal Year 2024 to support MVP, as outlined in your grant agreement. This letter serves as a formal request for non-federal matching funds to be paid to DOT&PF, who will create and administer MVP's FFY 25-26 UPWP federal project. This planning project will be used by MVP to bill all activities outlined in their Federal Fiscal Year 2025-2026 UPWP. The total required match for the combined FFY2025 PL and 5303 funding is **$49,557**. Note that another match request will be made next year for FFY26 PL and 5303 match. Please make payment to the State of Alaska Department of Transportation & Public Facilities at your earliest convenience.

Sincerely,

Adam Bradway, Mat-Su Core Area Transportation Planner

Attached: FFY2025 Metropolitan Planning Funds Distribution

CC: Kim Sollien, MatSu Valley Planning for Transportation (MVP) Coordinator
Maija DiSalvo, Planner