

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 - ADOT&PF
Steve Carrington – Mayor, City of Palmer



Microsoft Teams meeting

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Meeting ID: 239 571 842 83

Passcode: Sgf2im

Or call in (audio only)

+1 605-937-6140 (U.S. Sioux Falls)

(844) 594-6237 (toll-free)

Phone Conference ID: 959 952 654#

Agenda

Tuesday, May 21st, 2024

2:00-3:30pm

- A. Meeting called to order
- B. Introduction of Members and Attendees
- C. Approval of the May 21st, 2024, Agenda – **(Action Item)**
- D. Approval of the April 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
 - a. Statewide Transportation Improvement Program Update
- H. New Business
 - a. Amended and Restated Articles of Incorporation **(Action Item)**
 - b. Metropolitan Transportation Plan Scope of Services **(Action Item)**
 - c. Title VI Plan draft public comment release **(Action Item)**
 - d. Review Fiscal Policy and discuss Finance Committee
 - e. Adopt Social Media Policy **(Action Item)**
- I. Other Issues
- J. Informational Items
 - a. Transit Update – presented by Maija DiSalvo, Mat-Su Borough
- K. Policy Board Comments
- L. Adjournment

Next Scheduled MPO Policy Board Meeting – **June 18th**, to be held via Microsoft TEAMS Meeting

MVP for Transportation MPO Policy Board Meeting

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Bob Charles – Knik Tribe
Edna DeVries, Mayor - MSB
Glenda Ledford, Mayor – City of Wasilla
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Minutes

Tuesday, April 16th, 2024

2:00-3:30 pm

A. Meeting called to order

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

B. Introduction of Members and Attendees

Members Present

Steve Carrington, City of Palmer
Sean Holland, Alaska DOT&PF
Brian Winnestaffer, Chickaloon Native Village
Glenda Ledford, City of Wasilla
Bob Charles, Bob Charles
Edna DeVries, MSB
Mike Brown, MSB

Members Absent

None

Guests Present

Donna Gardino, Gardino Consulting Services
Elise Blocker, RESPEC
Megan Flory, RESPEC
Josh Cross, Transportation Advisory Board Kinney Engineering
Kim Sollien, FAST Planning
Kaylan Wade, Chickaloon Native Village
Clint Adler, Alaska DOT&PF
Adam Bradway, Alaska DOT&PF
Luke Bowland, Alaska DOT&PF
Aiza Miguel, Traffic Engineer Kinney Engineering
John Linnell, Alaska DOT&PF
Ben White, Alaska DOT&PF
Brian Lindamood, ARRC
Erich Schaal, City of Wasilla
Katherine Keith, Alaska DOT&PF
Julie Jenkins, FHWA

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

*Motion to approve the April 16, 2024, Agenda (**Winnestaffer**), seconded. Passed unanimously*

MVP for Transportation MPO Policy Board Meeting

D. Approval of the March 19th, 2024, Minutes – (Action Item)

Motion to approve the March 19th, 2024 Minutes (Charles), seconded. Passed unanimously.

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

1. Staff Report

Kim Sollien is now working at FAST Planning as the MVP MPO Coordinator. A written staff report is located in the meeting packet. The Welcome Packet is located on the MVPMPPO.com website in the documents tab. MVP is following the Open Meetings Act regarding meeting notifications. Therefore, special meetings need to be advertised. The Policy Board can expect to make formal UPWP recommendations for fiscal years 24 and 25 in May 2024.

Clint Adler: The contract for the Seward Meridian project construction was awarded to Mass Excavation. They have a Notice to Proceed this summer with a completion date of fall 2026.

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

None

G. Old Business

- a. Statewide Transportation Improvement Program Update – Deputy Commissioner Keith – Alaska DOT&PF

Alaska DOT&PF has launched digital tools that show the status of the STIP. The 2024 construction season has been uploaded into Alaska Project Exchange (APEX).

Alaska DOT&PF received partial approval of the STIP on March 27, 2024. Six projects were excluded, two of which were grant projects. Alaska DOT&PF is working through the Tier 2 findings that have much to do with MPO Coordination and documentation. An amendment is scheduled to go out in the next couple of weeks. Documentation for the 3C process is next to be resolved. The MPO TIP will likely have to wait for approval until the Alaska DOT&PF public process is completed. There is an opportunity to make project changes.

Kim Sollien provided a summary of the STIP 2024-2027 Revenue Forecast and what the options are for prioritizing proposed projects within the MVP boundary.

Donna Gardino: The funding allocations were removed from FFY 24 and 25. How are the suballocations programmed in the STIP that has been conditionally approved? Where did they go since they were removed from the ledger?

Katherine Keith presented an updated TIP ledger and presented a list of projects within the MVP boundary and within the Mat-Su Borough. The list of projects has not changed. The funding is being used for design starts and then construction funds will have to be programmed later. Projects are needed to obligate the funds.

MVP for Transportation MPO Policy Board Meeting

Adam Bradway: We need to clarify that the tables that were sent to the Technical Committee match and the amounts are the same.

Katherine Keith: There are a lot of projects within the Mat-Su Borough, they just have different funding sources.

Brian Lindamood: I just wanted to point out that we received the FTA apportionments last week. We can get that to you next week.

Donna Gardino: Back to Adam's point, looking at page 60 and 61 of the meeting packet, clarification is still needed on how programs are funded in the STIP. Are TAP and STBG funds programmed into the STIP?

Katherine Keith: Correct. We needed a mechanism to program the funds.

Kim Sollien: The TAP funds from the ledger are being focused on the Palmer-Fishhook bike path. The borough was awarded those funds before MVP was formed. There are other projects as well, that are all regionally significant but the Policy Board has not had a chance to discuss these projects. There are three million dollars that still need to be allocated. Are we supposed to be coming up with other projects to help with decision-making to spend down those funds? Also, I thought we had six months before the amendment was to be submitted but you mentioned earlier that we have a few weeks. If it's in two weeks, how are we able to participate?

Katherine Keith: I don't want to propose anything with planning funds within the MPO planning area. We want to acknowledge that this is your authority to spend these funds. This was the proposed solution we came up with in the meantime because these were scored projects that were on our list. We are submitting the amendment because the AMATS TIP is being held up. We still need to come up with a process for the Policy Board to score projects. Several amendments will be submitted.

Adam Bradway: We are asking for MVP to look at where the money is going and decide if they support it for the next two years. After that, MVP will have a TIP. If MVP decides that they want to remove a project from the list, Alaska DOT&PF will have to determine how the project will be funded.

Katherine Keith: The funding for Knik Goose Bay Road was removed and that will be corrected in the next amendment.

Donna Gardino: How can we buy MVP a little more time since we only have a couple of weeks? The August Redistribution doesn't have to be programmed in FFY 24, it can go into FFY 25 is that correct?

Katherine Keith: No, it has to be obligated technically by the end of August.

Donna Gardino: When does this August Redistribution have to be obligated?

Katherine Keith: This fiscal year. It has to be programmed by October 1st.

Adam Bradway: There are four projects, two TAP and two CTP, those are the most critical because we are trying to get those started. If we could get a

MVP for Transportation MPO Policy Board Meeting
consensus on those first, that would work. We can work out our other options later.

Donna Gardino: When we do get to FFY26, it's going to be a real challenge programming design starts because of the capacity of the Alaska DOT&PF.

b. Technical Committee designation reminder

There is still a seat open for Public Transit.

c. DOT&PF Project Prioritization Overview – presented by Ben White, Alaska DOT&PF

Ben White presented the Project Planning and Programming Review PowerPoint. The slides are located in the meeting packet.

Bob Charles: As a new MPO, we need to have project prioritization plan codified to go through the checklist. So by the time it comes to the Policy Board, the projects have already gone through the process.

d. Travel Demand Model and Household Travel Survey – presented by Adam Bradway, Alaska DOT&PF

Adam Bradway provided a presentation on the Travel Demand Model and Household Travel Survey. The presentation slides are located in the meeting packet.

H. New Business

a. Letter of Support for Prioritization Process Pilot Program – presented by Adam Bradway, Alaska DOT&PF (Action Item)

Motion to approve the Letter of Support for the Prioritization Process Pilot Program (Winnestaffer), seconded. Passed unanimously.

b. Mat-Su Travel Demand Model 2019 Base Model Proposal – presented by Adam Bradway, Alaska DOT&PF (Action Item)

Motion to approve the Travel Demand Model 2019 Base Model Proposal (Charles) seconded. Passed unanimously.

c. Non-Profit Officer Appointments (Action Item)

Motion to approve the Non-Profit Organization officers Bob Charles as secretary and treasurer and Brian Winnestaffer as Vice President, (DeVries), seconded. Passed unanimously.

d. Technical Committee Trucking Advocate appointment (Action Item)

Motion to approve Lawrence Smith as the Technical Committee Trucking Advocate (Winnestaffer), seconded. Passed unanimously.

I. Other Issues

None

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J. Informational Items

a. Transit Update – presented by Maija DiSalvo, Mat-Su Borough

Moved to the next meeting.

b. Articles of Incorporation / Non-Profit paperwork update – Kim Sollien, MPO Coordinator

The Articles of Incorporation correction is in progress.

K. Policy Board Comments

No comments

L. Adjournment

*Motion to adjourn the meeting (**Charles**), seconded. The meeting was adjourned at 3:40 pm.*

Next Scheduled MPO Policy Board Meeting – **May 21st**, to be held via Microsoft TEAMS Meeting

MVP For Transportation Technical Committee
Action Items
May 14, 2024

Motion: To approve the May 14, 2024 Agenda. **Motion by Winnestaffer.** Passed unanimously.

Motion: To approve the April 9, 2024 minutes. **Motion by Adler.** Passed unanimously.

Motion: To approve Alex Strawn as the Technical Committee Chair. **Motion by Charles.** Passed unanimously.

Motion: To approve Erich Schaal as the Technical Committee Vice-Chair. **Motion by Schaal.** Passed unanimously.

Motion: To recommend to the Policy Board to approve the Metropolitan Transportation Plan Scope of Services. **Motion by Charles.** Passed unanimously.

Motion: To recommend to the Policy Board to release the draft Title VI Plan for public comment. **Motion by Leidner.** Passed unanimously.



Staff Report April 2024

Meetings

- 4/1/2024 Met with Tech Wise to set up the MVP office computer and sync with FAST Planning's file storage system
- 4/2/2024 Met with the Project Management Team (Donna Gardino, RESPEC Engineers-Elise Blocker and Natalie Lyons, and Adam Bradway the Mat-Su MPO coordinator for ADOT) to discuss the upcoming Technical and Policy Board meeting Agendas and Packets
- 4/3/2024 Presented at the AML Infrastructure Conference with Alaska DOT on the formation of MVP and on how MPO's and the ADOT work together to plan and develop infrastructure projects
- 4/4/2024 Met with the Project Management Team to discuss the mini travel demand model report completed by ADOT in 2022 to determine if the model can be used for MVP's model for our first MTP. We decided to present the report to the TC and BP for approval.
- 4/4/2024 Met with the Project Management Team and discussed the evolution of the STIP and the remaining questions/decisions MVP needs to make about how to move forward with ADOT's proposal for the use of MVP's funding for FY24 and FY25
- 4/4/2024 Met with ADOT and the MSB Planning Division to discuss 5307 funds for Transit, the MSB timeline for the Transit Program Development, match funding formulas, and how ADOT might be able to offer some bridge funds in the interim. I asked to be included in the follow-up meeting with FTA, ADOT and the MSB to discuss next steps.
- 4/8/2024 and 4/9/2024 Met with TC members for two an onboarding sessions and a review of the April 9th agenda
- 4/8/2024 Met with Adam Bradway to discuss the STIP and the Travel Demand Model proposal
- 4/8/2024 Met with the Project Management Team (Donna Gardino, RESPEC Engineers-Elise Blocker and Natalie Lyons, and Adam Bradway the Mat-Su



Staff Report April 2024

MPO coordinator for ADOT) to discuss the upcoming Technical and Policy Board meeting Agendas and Packets

- 4/11/2024 meeting with FHWA to talk about the STIP and how they see MPO's the state and FHWA working together to program and utilize the federal funding
- 4/11/2024 meeting with the project team and FAST Planning to review and discuss the draft personnel policies
- 4/19/2024 meeting with ADOT staff to review potential project proposals for MVP for FY24 and FY25 funding.
- 4/19/2024 meeting with Respec team and Jackson to review the draft organizational policies
- 4/19/2024 meeting with Respec to transfer MVP's historical digital files.
- 4/22/2024 attended a meeting with ADOT on Safety Performance Target Setting for 2021-2025
- 4/23/2024 worked with Donna Gardino to draft a list of projects MVP could support with our FY24 and FY25 sub-allocations
- 4/29/2024 meeting with the Project team to review a preventative Maintenance project list from ADOT and the MSB for mvp's sub-allocation funding for FY 24 and 25
- 4/30/2024 met with MSB Planning to discuss next steps with the MSB transit grant application and assembly and council meetings

Correspondence

- Drafted a letter to Julie Jenkins of FHWA to formally submit our FY24 UPWP
- Reached out to Jennifer Busch, the Director of Valley Transit to see who her interim Director will be while she is on sabbatical
- Confirmed an invitation to meet with MSB staff and ADOT to discuss funding issues and needs for Valley Transit



Staff Report April 2024

- Followed up with RESPEC on the contract amendment with the MSB to retain their services for an additional year
- Emailed Angela StephI Representative McCabe's staff person offering to present at a House Transportation Committee Meeting.
- Emailed Katherine Keith Deputy Commissioner of ADOT to request she present the STIP update to the PB
- Emailed Sean Holland asking for support from his position to get a meeting with ADOT to review the STIP with the MVP Policy Board
- Confirmed Katherin Keith could attend the PB meeting
- Sent letter to DC Keith asking for clarification on MVP's allocation amount and requesting the new ledger
- Sent Mayor Ledford the letter of support for ADOT's grant request and asked for signatures
- Sent email to DC Keith asking about the 5307 funding and the ARRC split letter.
- Sent emails to the COW, COP, and the MSB requesting they submit 3-5 projects that could be funded with MVP's FY24 and FY25 sub-allocation.
- Sent another email to DC Keith asking for further clarification about the MVP sub-allocations.
- 4/29/2024 sent Ben White and Adam Bradway a flurry of emails with questions about the current STIP process and our sub-allocation
- 4/30/2024 requested the use of MTA meeting space in Palmer to host our TC and PB meetings.

Filing

- Started a new cloud-based filing system in OneDrive for MVP so that the records are secure and well organized
- 4/19/2024 met with Elise from Respec to set up the MVP historical files transfer

Organization



Staff Report April 2024

- Reviewed and edited the draft organizational personnel, financial, and organizational policy document for MVP
- Initiated a priorities list to begin building a weekly/monthly work plan to ensure all the organizational formation tasks are completed and tracked and to ensure that the planning activities are progressing at the same time
- Sent applications for the Technical Committee to Valley Transit and to a retired long-haul trucker interested in serving
- Sent and received an application for the trucking advocate for the TC
- Met with Donna, Jackson, Elise and Natalie to review edits and discuss MVP's draft organizational policies.
- Worked with RESPEC to draft a future TC and PB agenda items schedule to help keep us on track with all the formation timelines and the planning projects
- Researched the Open Meetings Act and aspects of the OMA other organizations use if not the whole statute. Determined MVP uses the open meetings act requirement for public meeting notification and identified that the PPP needs to be updated.
- 4/22/2024 spent the day focused on editing the draft policy and procedures document
- 4/24/2024 spent most of the day updating the Public Participation Plan. The updated PPP will be presented for approval to the PB
- 4/25/2024 reviewed and edited the draft Title VI plan
- 4/25/2024 researched bylaws and AOI's of other MPO's and reviewed and made comments to the amended articles of incorporation draft for MVP.
- 4.26.2024 met with a graphic designer to work on MVP letterhead and powerpoint template
- 4/26/2025 met with the Respec legal team to review AOI update and the IRS submission
- 4/29/2024 Prepared the draft Financial Policy and the Social Media Policy for Policy Board Review and approval at the May Policy Board Meeting.



Staff Report April 2024

- 4/29/2024 Prepared the Public Participation Plan and the Title VI plan for review and release for public comment at the May TC and PB meeting.
- 4/30/2024 reviewed best practices for financial policies for non-profits
-

Public Outreach

Agency Relationships

- 4/25/2025 Talked with Brian Lindamood from the Alaska Railroad about the STIP, the TIP, the upcoming STIP amendment and the 5307 split letter they are waiting for. Shared my email to DC Keith requesting information on when the split letter will be released so the MSB and the ARRC can plan their programs.

Strategic Planning

Short-Range and Tactical Planning

- Listened to the House and Senate Transportation Committee Commissioner's office STIP presentation

Funding

- The Match funding for the FY24 Planning funds were transferred to ADOT&PF and a project account for MVP is in development with FHWA
- We are preparing our match request to the MSB Legislative Grant for the MTP, Travel Demand Model and Household Survey

Legislation

Training

- Registered for the AMPO Planning Tools and Training conference, May 6th-9th



Staff Report May 2024

Meetings

- 5/2/2024 Attended an ADOT&PF hosted Tribal Coordination meeting with Federal partners from FHWA, BIA, Knik Tribe and Chickaloon Native Village. Current projects including the Gleen Highway Arctic to Fishhook, the Palmer Fishhook Separated Pathway, Inner and Outer Springer Road Separated Pathway were discussed.
- 5/3/2024 attended an ADOT&PF safety performance target meeting with FAST and AMATS.
- 5/3/2024 met with Adam Bradway and the project team to review MVP's draft project list for FY24 and 25 finding and to correct project costs estimates.
- 5/7/2024 met with the project team to review the agenda and packet for the TC meeting
- 5/7/2024 listened to the Transit update given to the MSB Assembly
- 5/13/2024 Met with the project team and Jackson Fox to review a draft ADOT three c's process document and made comments for the ADOT to consider.
- 5/13/2024 meeting with Northern Region and Central Region ADOT to review how the Northern Region manages their Preventative Maintenance Program and to clarify the types of projects that can be proposed.
- 5/13/2024 City of Palmer Assembly Meeting- Transit Presentation
- 5/14/2024 Onboarding session with Dan Tucker the MSB RSA rep for the TC
- 5/15/2024 Met with the Federal Transit Administration, the MSB Planning Division and ADOT to discuss 5307 and 5311 funding options for FY 24 & 25

Correspondence

Filing

Organization

- 5/3/2024 Continue to work in the fiscal and social media policies, Public Participation Plan update, Title VI plan
- 5/3/2024 Reviewed the scope of work for the MTP



Staff Report May 2024

- 5/12/2024 continued to update the Public Participation Plan

Public Outreach

Agency Relationships

- 5/2/2024 reached out to Net Conroy about 5307 funding and match waivers for tribes.

Requests from the Policy Board and Technical Committee directed to staff

- Bob Charles asked that staff document requests from the policy boards and technical committee including the follow-up and outcome of the request. This will now be a standing item in staff reports.
- Bob Charles requested that we document Knik Tribes' offer to utilize their standing as a tribal government in our MTP review and documentation of funding opportunities.

Strategic Planning

Short-Range and Tactical Planning

- 5/2 & 3/2024 Worked with RESPEC to draft a monthly TC and PC action items calendar- as requested by a Policy Board member

Funding

Legislation

Training

- AMPO training May 6th-9th in Albuquerque NM
 - Attended sessions on
 - MPO 101 and Federal Regulations
 - Economic development, GIS and Census data and transportation planning



Staff Report May 2024

- Federal Funding Opportunities
- Public Engagement and Best Practices for the Public Participation Plan

MVP MPO Meeting Schedule Topics

May 2024

- Articles of Incorporation Restated and Filed
- STIP Program of Projects Work Session
- MVP Project Approval for STIP amendment Including PB action defining projects for funding in FF24 and FFY25
- Ready to receive Federal Operation Funding – Spring 2024
- Recommend the updated Title VI plan for Public Comment
- Approve Metropolitan Transportation Plan scope of work
- Review Fiscal Policy -discussion on finance committee
- Adopt Social Media Policy
- Elect TC officers
- Approve restated Articles of Incorporation
- Review and Adopt Title VI plan
- ADOT request Match Funds from MSB for the MTP

June 2024

- Recommend FY25 & FY26 UPWP for 30-day public comment June 19 to July 19
- Recommend the Public Participation Plan Update for Public Comment 45-day June 19 to August 2nd
- Draft SS-4 to IRS for EIN
- Adopt Fiscal Policy
- Review Personnel and Administrative
- Review and Approve Updated Bylaws
- TIP Funding Policy to Technical Committee and Policy Board
- Policy Board adopts Corporate Resolution to open a bank account

July 2024

- Review FY 25 &26 PL award letter, make necessary amendments to the budget
- Review and Adopt Annual Budget
- Obtain office space
- select insurance policies
- Request Membership fee and dues from Policy Board Members
- Open Bank account with \$1
- Approve job descriptions for staff positions
- Apply for State and City Business Licenses
-

August 2024

Draft MVP TC & PB meeting
topics schedule May 2024

- Review and Adopt Public Participation Plan
- Hire Staff and Open MVP Office
- Review and Adopt FFY 25 and 26 UPWP, send to DOT to forward to FHWA for approval
- Hire a bookkeeper
- Draft scope of services for the Audit and 990 filing

September 2024

- Finalize Contract for Metropolitan Transportation Plan
- Grandfather Agreement with Alaska DOT&PF

October 2024

November 2024

December 2024

January 2025

- Update the PPP

February 2025

March 2025

- Household travel Survey

December 2025

- File IRS Form 1023 for Tax Exempt Status
- Travel Demand Model

January 2026

- Performance measures

July 2026

- MTP and Complete Streets Completion

October 2026

- TIP Completion

December 2026

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

Processes and procedures for a continuing, cooperative and comprehensive planning process (23 CFR 450.208)

PURPOSE

To satisfy the Federal requirements for continuing, cooperative, comprehensive planning processes and procedures in accordance with 23 CFR 450.208, the Alaska Department of Transportation and Public Facilities has developed this document to serve as a guide for DOT&PF staff in the development of the Statewide Transportation Improvement Program and coordination with Alaska's MPO's.

The following definitions are provided specific to the continuing, cooperative, comprehensive planning processes:

Continuity. To create a standardized approach that ensures a continuous planning process, avoiding disruptions in planning and implementation regardless of changes in personnel, policy, or political climate. This continuity is essential for achieving long-term transportation goals and maintaining federal funding and support.

Cooperation. To define the framework for cooperative interactions between DOT&PF and MPOs. This includes detailing collaborative roles in planning activities, ensuring that both DOT&PF and MPOs work together seamlessly to address regional and statewide transportation needs. The cooperative nature of these relationships is crucial for pooling resources, sharing expertise, and aligning regional plans with state and national objectives.

Comprehensiveness. To ensure that the planning process is comprehensive, covering all aspects of transportation and related areas. This involves integrating various modes of transportation, considering all relevant environmental, economic, and community impacts, and incorporating diverse stakeholder inputs. A comprehensive planning process aids in creating more robust and effective transportation plans that serve the needs of all users.

This document also serves as a guide for DOT&PF's involvement in several key areas of MPO-related activities, including but not limited to:

- **Air Quality Conformity.** Ensuring that transportation plans and programs conform to air quality management plans as required by state and federal law, thereby helping to improve air quality and public health.
- **Unified Planning Work Program (UPWP) Development.** Assisting MPOs in a timely manner in developing UPWPs that effectively allocate planning resources and outline tasks that support the planning needs of the metropolitan region.
- **MPO Certifications.** Participating in the review and certification process of MPOs to ensure that they meet federal planning requirements.
- **Statewide Transportation Improvement Program (STIP) Development.** Collaborating in the development of the STIP, which schedules federally funded transportation projects.
- **Joint Planning Processes.** Engaging in joint planning processes that may involve multiple jurisdictions or overlap between state and metropolitan planning areas.

Style Definition: Heading 1

Style Definition: Heading 3

Style Definition: List Paragraph

Commented [dg1]: This is a draft for discussion purposes. When will this go to the TC and PB of all three MPOs for discussion? Also, who is approving this document?

Commented [dg2]: Small MPOs self-certify each time they submit an amendment or admin mod.

ROLES AND RESPONSIBILITIES

By defining roles and responsibilities clearly, the DOT&PF aims to enhance the effectiveness of the transportation planning system within the state, ensuring that it meets both current and future needs in compliance with all applicable regulations.

Party	General Role	Responsibility
Commissioner	Oversees the administration of the STIP and ensures compliance with state and federal requirements. Approves MPO TIPs on behalf of the Governor.	Accountable for decisions on transportation policies and plans. Consulted across various departments to align state-wide transportation goals. Informed about developments in federal transportation policies and funding.
STIP Team	Handles the collaborative development and fiscal management of the STIP.	Responsible for the development and fiscal oversight of the STIP. Accountable for ensuring the STIP meets federal and state requirements. Consulted on setting priorities and evaluating project proposals. Informed by feedback from MPOs and public participation outcomes.
MPO Team	Facilitates effective cooperation between DOT&PF and Metropolitan Planning Organizations (MPOs).	Responsible for overseeing MPO collaboration and documenting quarterly cooperation plans. Accountable for maintaining effective communication and resolving issues with MPOs. Consulted in the development of transportation plans that integrate state and local goals. Informed about changes and statuses in MPO plans and certifications.
DOT&PF Communications Director	Manages public communications and ensures effective engagement strategies are implemented.	Responsible for public communication and engagement strategy effectiveness. Accountable for disseminating public participation opportunities. Consulted on communication strategies for transportation plans. Informed by public feedback and engagement outcomes.
DOT&PF Program Management and Administration Director	Leads the development and integration of financial plans related to transportation projects.	Responsible for the financial planning and coordination with MPOs. Accountable for oversight of fiscal management in transportation planning. Consulted on financial strategies and resource allocations. Informed about financial statuses and budget implications.
DOT&PF Lead Planner	Coordinates planning efforts across different departments within DOT&PF.	Responsible for intra-departmental coordination of planning efforts. Accountable for ensuring alignment with strategic objectives. Consulted in high-level planning discussions and decisions. Informed regularly about planning progress and developments.
DOT&PF Project Delivery Director/Chief Engineer	Oversees the delivery of transportation projects and manages engineering decisions.	Responsible for overseeing project delivery and engineering decisions. Accountable for timely and budget-compliant project completion. Consulted on departmental impacts by projects. Informed about project statuses and technical challenges.

Commented [dg3]: It would be helpful to understand who is on the STIP team so that the MPOs know who to be coordinating with when they are developing their TIPs. Also, these folks need to be involved when the MPO develops their MTP to ensure the project priorities of the State are included in the MTP, as applicable.

Commented [dg4]: Please note that the MPO is the Policy Board. While documenting communication with staff is fine, the most critical collaboration ultimately needs to be with the Policy Board.

Commented [dg5]: Who is this? I think an organizational chart would be extremely helpful.

Commented [dg6]: Who communicates these changes to the MPO so they can be included in the TIP? Who ensures they are communicated in a timely manner so that a TIP amendment, if necessary, can be executed so that projects do not get held up? What about significant slips in project delivery that may prevent the MPO from obligating its sub-allocations within the fiscal year programmed?

State of Alaska LAW Department	Ensures all transportation planning processes and actions are compliant with federal and state regulations.	Responsible for legal compliance in all procedures and actions. Accountable for the legal integrity of operating agreements and certifications. Consulted during the development and review of operational agreements and MPO certifications. Informed about updates and changes in federal and state transportation regulations.
EXTERNAL ROLES		
MPO Directors and Staff	Direct the operations of Metropolitan Planning Organizations and manage the development of transportation plans and programs.	Responsible for the daily management and strategic direction of MPO operations. Accountable for ensuring that MPO plans meet local and federal requirements. Consulted in the development of local transportation plans. Informed about changes in transportation planning regulations and funding opportunities.
MPO Policy Boards and Technical Committees	Develop regional transportation plans and programs that align with state and federal requirements.	Responsible for developing regional transportation plans. Accountable for aligning plans with statutory requirements. Consulted in statewide transportation planning and priority setting. Informed about state-level transportation strategies and regulatory changes.
Interagency Consultation Team	Conducts air quality conformity assessments and ensures transportation projects meet environmental standards.	Responsible for air quality conformity assessments. Accountable for ensuring projects meet air quality standards. Consulted in the analysis of environmental impacts. Informed about changes in environmental regulations and standards.

Commented [dg7]: These should be broken down into two roles. The role of the TC is advisory. The MPO is the Policy Board and the consultation role with the PB is critical in the development of the STIP.

Commented [dg8]: Defining the likely participants may clear up any confusion those new to the process may be experiencing.

DEFINITIONS

3C Transportation Planning Process: Defined by the Federal Highway Act of 1962, this involves a continuous, comprehensive, and cooperative approach to transportation planning that state and local entities must engage in.

Association of MPO (AMPO)s: This entity serves as a collective forum for Metropolitan Planning Organizations (MPOs) to exchange information and make decisions on policy and other vital matters. These associations can operate at regional, state, or national levels.

Capacity Building: As defined by the Federal Highway Administration (FHWA), this involves providing training, guidance, and technical support to decision-makers and transportation professionals to address complex transportation issues in their communities.

Centralized DOT Governance Structure: A governance model where all primary decisions and functions are managed from a central office, typically the state headquarters.

Comprehensive: Describes something that is complete and includes all necessary elements. Consideration of a wide range of strategies and investments.

Consultation: means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken. (A process whereby parties engage in discussions according to an established procedure, considering each other's viewpoints before and during decision-making processes.

Continuous/Continuing: Describes processes or activities that are ongoing, without interruptions. Including on-going performance-based monitoring, evaluation and update process.

Cooperative (Cooperation): In transportation planning and programming, this refers to the collaborative efforts among various stakeholders to achieve shared goals, as defined under 23 CFR Part 450, Subpart A. This also includes participation by all relevant agencies, organizations and the public.

Coordination: The process of different agencies and entities with legal standing collaboratively developing plans, programs, and schedules, and adjusting them to maintain consistency as needed, as detailed under 23 CFR Part 450, Subpart A.

Congestion Management Process (CMP): A systematic approach recognized regionally for managing congestion, providing up-to-date data on transportation system performance, and evaluating strategies to address congestion, aligning with state and local requirements.

Decentralized DOT Governance Structure: A structure where agency functions and decisions are distributed across multiple offices throughout the state, which may include district, regional, or satellite offices.

Lead Agency: In the context of DOTs and multi-state MPOs, this refers to the DOT with primary responsibility for overseeing a multi-state MPO.

MPO: Means the policy board of an organization create and designated to carry out the metropolitan planning process.

Regional Transportation Planning Organization (RTPO): An entity that identifies transportation needs, conducts planning, assists local governments, and supports statewide transportation planning in non-metropolitan regions.

Statewide Transportation Improvement Program (STIP): A multi-year, staged, intermodal program of transportation projects that is consistent with the statewide transportation plan and processes, including metropolitan plans and Transportation Improvement Programs (TIPs).

Suballocated Funds: Funds distributed to a state by formula and designated for specific uses within particular areas of the state.

Transportation Improvement Program (TIP): A list of transportation projects scheduled for at least the next four years, developed by MPOs and incorporated into the Statewide Transportation Improvement Program (STIP), by reference, for metropolitan areas.

Transportation Management Area (TMA): An urbanized area with a population exceeding 200,000, as defined by federal criteria.

Unified Planning Work Program (UPWP): A document that outlines the planning priorities and activities to be conducted within a metropolitan planning area over a one or two-year period.

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Procedure For Statewide Transportation Improvement Program (STIP) Development

OBJECTIVE

To collaboratively develop the Statewide Transportation Improvement Program (STIP), which schedules federally funded transportation projects within the state. The STIP integrates regional Transportation Improvement Programs (TIPs) from MPOs into a comprehensive, statewide plan that aligns with federal funding and planning requirements.

REGULATORY CONTEXT

This procedure adheres to 23 CFR 450.218, which outlines the requirements for the development and content of the STIP, ensuring that it reflects all regionally significant transportation projects and strategies funded by Federal Highway Administration (FHWA) or Federal Transit Administration (FTA).

PROCEDURE

Data Collection and Initial Planning

- Collect and review transportation projects and programs from all MPOs.
- Evaluate project proposals for alignment with statewide transportation goals, planning priorities, and federal and state strategic objectives.

Project Prioritization and Selection

- Establish criteria for prioritizing projects.
- Prioritize projects through a collaborative process involving DOT&PF, MPOs, and other stakeholders.

Financial Plan Development

Develop a comprehensive financial plan that details funding sources, projections, and allocations for the prioritized projects over the period of the STIP.

- Ensure fiscal constraint, meaning that the STIP includes only those projects that can be implemented with current or reasonably anticipated funding.

Draft STIP Preparation

- Compile all prioritized projects along with their funding and scheduling details into a draft STIP document.
- Include all necessary funding details, scopes, schedules, and Year of Expenditure (YOE) cost estimates.
- The MPO's TIPs are incorporated by reference.

Interagency and Public Review

- During the 45-day public comment period, circulate the draft STIP among federal, state, and local agencies for technical review.
- Conduct public outreach sessions, workshops, and leverage online engagement platforms to solicit feedback from community members, stakeholders, and interest groups.

Incorporation of Feedback and Revisions

- Analyze feedback received during the review period to identify necessary changes or adjustments to projects and programs in the STIP.

Commented [dg9]: Recommend including tribes here as well. What does this collaborative process look like?

Commented [dg10]: How do Best Interest Findings fit into the project prioritization process? Significant projects were included in the last STIP that took \$100 million away from previously identified priorities.

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- Revise the draft STIP accordingly, addressing concerns raised and improving the plan's alignment with community and stakeholder expectations.

Final Approval and Adoption

- The DOT&PF Commissioner on behalf of the Governor of Alaska will submit the revised STIP for approval by FHWA and FTA.
- Upon receiving all necessary approvals, formally adopt the STIP and announce its adoption through official channels.

Amendment and Modification

- Regularly review the STIP to assess the need for amendments or modifications due to changes in project scopes, funding levels, or unforeseen circumstances.
- Conduct ongoing coordination with the MPOs to ensure their TIP amendments and administrative modifications are incorporated into the STIP in a timely manner. This is the primary responsibility of ??.
- Follow the approved amendment and administrative modification process, including public and interagency review, for any significant changes to the projects listed in the STIP.

RESPONSIBILITY

- DOT&PF leads the STIP development process, coordinating inputs from MPOs and managing overall project prioritization and scheduling through coordination at the regional level.
- MPOs contribute their approved TIPs, ensuring that local planning aligns with state and federal objectives.
- Public and stakeholders participate in the review process, providing valuable insights and feedback that shape the final STIP.

Commented [dg11]: At what point does the amount of revisions or significant changes warrant a second public comment period? The responses to comments should be made available in order for stakeholders to review them prior to STIP submittal.

Task or Decision	Commissioners Office	STIP Team	DOT&PF MPO Team	Communications Director	Program Management and Administration	Lead Planner	Project Delivery Director	State of Alaska LAW Department	MPO Policy Boards & Technical	Interagency Consultation Team
Development of STIP	A	R	C	I	C	C	C	I	C	I
MPO collaboration and communication	A	R	R	C	I	I	I	I	C	C
Public participation and outreach	A	I	C	R	I	I	I	I	I	I
Financial planning for transportation projects	A	C	I	I	R	C	C	I	C	I
Cross-departmental coordination	A	R	C	C	C	C	C	I	I	I
Project delivery and engineering decisions	A	I	I	I	I	C	R	I	C	I
Legal compliance and agreements	A	R	I	I	I	I	I	C	C	C
Regional transportation planning development	A	I	C	I	C	R	I	C	C	C

Commented [dg12]: I like the use of the RACI chart but we really need to understand who these folks are such as lead planner, project delivery director, etc.

Air quality conformity assessments	A	R	I	I	I	C	C	I	I	I
R (Responsible): Those who perform the work to achieve the task. A (Accountable): The person ultimately accountable for the correct and thorough completion of the task. C (Consulted): Those whose opinions are sought, typically involving two-way communication. I (Informed): Those who are kept up-to-date on progress, typically involving one-way communication.										

Commented [dg13]: I think they both need to be consulted as ultimately the PB approves the interagency consultation. The MPO director is responsible for leading the IAC as well and they are not listed in a role along the top. Not knowing who the STIP team is it is hard to say that they are responsible for the IAC.

DOCUMENTATION AND COMPLIANCE

Ensure all procedures and modifications comply with 23 CFR 450.218, maintaining the requisite transparency, accountability, and public involvement.

Procedure For DOT&PF Role and Responsibility of MPO Oversight

Commented [dg14]: I don't think this is the purpose of resolving the Tier 2 issues.

OBJECTIVE

To establish and maintain effective oversight and collaborative relationships with Metropolitan Planning Organizations (MPOs) through formal operating agreements and active participation in MPO committees. This ensures that transportation planning processes are cooperative, comprehensive, and compliant with federal regulations.

REGULATORY CONTEXT

This procedure complies with 23 CFR 450.314(a), which mandates the establishment of operating agreements between state departments of transportation and MPOs for the cooperative management of transportation planning processes.

BACKGROUND

DOT&PF is responsible for planning the statewide transportation system including the National Highway System and the Interstate, whereas an MPO is responsible for transportation planning in a metropolitan area, normally on lower functionally classified roads and highways. DOT&PF supports the MPOs in managing their fundamental documents (MTP, TIP, and UPWP) as part of its membership in MPO committees. This support includes providing financial data, developing project lists, and assisting in scoring criteria application. These roles are encapsulated within the operating agreements, which align with development requirements outlined in 23 CFR 450.324 & 450.326 and in the Memorandum of Understanding for the Operations of the MPO office, respectively.

For each MPO, a formal Operating Agreement as required by 23 CFR 450.314(a) exists that serves to provide the structure and process for continuing, cooperative, and comprehensive development and implementation of transportation plans and programs within the metropolitan planning areas. All existing MPO operating agreements provide DOT&PF with membership on their Policy and Technical Committees, as well as additional seats on advisory committees. This representation ensures that DOT&PF policies are developed and implemented in tandem with the MPO's, and a feedback mechanism exists in perpetuity. Within these operating agreements, clear statements of cooperation and assistance between the MPOs and DOT&PF in development of MPO planning documents are made throughout, and the procedures through which this collaboration occurs are described in the following sections.

PROCEDURE

OPERATING AGREEMENTS

Development and Review

- Collaborate with each MPO to develop a formal Operating Agreement that defines the roles and responsibilities of both the DOT&PF and the MPO in the transportation planning process.

- Ensure the agreement includes provisions for data sharing, project coordination, financial management, and conflict resolution.

Approval Process

- Conduct internal reviews of the Operating Agreement drafts within DOT&PF to ensure compliance with federal regulations and state laws.
- Negotiate any necessary changes with MPO representatives to reflect mutual understanding and agreement.
- Finalize and obtain signatures from authorized officials of the MPO and the Governor to formalize the Operating Agreement.

Periodic Review and Update

- Schedule periodic reviews of the Operating Agreement, at least once every four years or as needed, to reflect changes in regulations, planning priorities, or operational practices.
- Amend and re-approve the agreements following the same process as initial approval to ensure they remain relevant and effective.

QUARTERLY MPO 3C PLAN

- Individual plans will be maintained for each MPO. Reports from the previous quarter, documenting cooperation efforts that occurred, will also be maintained. Plans will be reviewed by the DOT&PF Deputy Director of Planning for consistency and consolidated for a Statewide outlook.
- Plans will provide a one-year outlook of upcoming MPO or department activities within the MPO designated boundary, and other planned department cooperation efforts. Plans will be updated and presented no less than quarterly.
- Plans will include reports summarizing department efforts to comply with cooperation elements, and include any meetings, correspondence, and/or cooperative efforts involving department staff, executive directors of individual MPO's, and any committee or policy members, including those coordination actions not planned in advance.
- Plans will include a timeline of upcoming milestones and events that are or may be subject to the 3C (Comprehensive, Continuous, & Cooperative) Planning Process for a rolling one (1) year forecast. Milestones and events could include: the development of a new STIP, STIP amendments, multi-modal planning efforts and products, transportation planning events, etc.
- Plans will maintain the following lists:
 - Federally funded National Highway System projects within an individual MPO designated boundary.
 - Federally funded Community Transportation funded projects not included in an individual MPO's allocation, but within the Metropolitan Transportation Area (MPA).
 - Federally funded Preventative Maintenance projects not included in an individual MPO's allocation, but within the MPA.
 - Other programs and projects with funding allocated within an MPO boundary not included in an individual MPO's allocation.
 - MPO programs and projects with funding allocated within the MPO boundary, included in the MPO's allocation*.
 - Department transportation plans and active planning efforts that impact transportation within the respective MPO boundary.
 - Anticipated federal funds, third party matching funds, or other funding sources that will contribute towards the fiscally constrained lists of aforementioned projects.
- Plans will document any comments from MPO staff, committee, and board members at the designated venues.
- Once completed, the department will request the quarterly plan be included in a respective MPO Technical Committee and Board meeting packets, as well as in regional MPO files.

Commented [dg15]: To me, this section documents what the state is doing as they serve in their roles as part of the MPO team but doesn't address anything in regard to anyone's role in developing the STIP. There is plenty of documentation on the role the state plays in developing, along side the MPO, the required MPO planning documents.

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RESPONSIBILITY

- DOT&PF Commissioner's Office oversees the development and maintenance of Operating Agreements, coordinates DOT&PF representation on MPO committees, and supports MPOs during certification processes.
- DOT&PF MPO Coordinators serve as the primary point of contact for each MPO, facilitating communication, resolving issues, and ensuring collaborative planning efforts.
- State of Alaska LAW Department ensure that all Operating Agreements and participatory actions comply with federal and state regulations.
- DOT&PF Deputy Director of Planning will review the MPO Quarterly 3C Plan for consistency.

Commented [dg16]: These folks are not listed in either RACI chart.

Task/Decision	Commissioners Office	DOT&PF MPO Team	State of Alaska LAW Department	Lead Planner
Developing Operating Agreements	A	R	C	I
Reviewing and Finalizing Operating Agreements	A	R	C	I
Periodic Review and Update of Operating Agreements	A	R	C	C
Maintaining Quarterly MPO 3C Plans	C	R	I	A
Documentation of MPO Cooperation Efforts	I	R	I	A
Participation in MPO Certification Reviews	C	R	C	A
Implementation of Changes from MPO Reviews	I	R	C	A
Coordination and Support During Certification Processes	I	R	C	A
R (Responsible): Those who perform the work to achieve the task. A (Accountable): The person ultimately accountable for the correct and thorough completion of the task. C (Consulted): Those whose opinions are sought, typically involving two-way communication. I (Informed): Those who are kept up-to-date on progress, typically involving one-way communication.				

Commented [dg17]: Is the Lead Planner the same as the DOT&PF MPO Coordinator referenced in the paragraph above?

DOCUMENTATION AND COMPLIANCE

Maintain detailed records of all Operating Agreements, committee meetings, participation logs, and communications with MPOs. Regularly review and document compliance with 23 CFR 450.314(a) to ensure that DOT&PF meets its oversight responsibilities effectively.

Procedure For MPO Certification

Commented [dg18]: TMA

OBJECTIVE

To participate effectively in the certification reviews of Metropolitan Planning Organizations (MPOs) within Transportation Management Areas (TMAs), as conducted by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The goal is to provide support and ensure that MPOs meet federal planning requirements, although the Department of Transportation and Public Facilities (DOT&PF) does not hold formal responsibility in the certification process.

REGULATORY CONTEXT

This procedure supports the review process as stipulated in **23 CFR 450.336**, which mandates periodic reviews of TMAs to ensure compliance with federal planning requirements.

BACKGROUND

Transportation Management Area certification reviews occur between the MPOs and FHWA/FTA. DOT&PF does not have a formal role or responsibility in the process but does consistently participate in the federal partner's field review process.

PROCEDURE

PREPARATION FOR CERTIFICATION REVIEWS

Review of MPO Documents

- Prior to the certification review by FHWA/FTA, review relevant planning documents prepared by the MPO, including the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP).
- Assess these documents to ensure they align with federal requirements and state transportation goals.

Internal Briefing

- Conduct an internal briefing with relevant DOT&PF staff to discuss the findings from the document reviews and any areas of concern that might need attention during the certification process.
- Prepare a list of points to discuss or clarify with FHWA/FTA and the MPO during the certification review meetings.

PARTICIPATION IN CERTIFICATION REVIEWS

Attend Review Meetings

- Participate in the FHWA/FTA certification review meetings as an observer or advisor. Ensure that DOT&PF representatives are well-informed about the MPO's compliance status and prepared to provide insights or clarifications as needed.
- Engage in discussions, providing state-level perspectives and supporting the MPO in addressing any queries from FHWA/FTA reviewers.

Supportive Documentation

- Provide any additional documentation requested by FHWA/FTA or the MPO that supports the review process, such as data on state-funded projects within the MPO area or reports on state-MPO collaboration efforts.

RESPONSE TO CERTIFICATION FINDINGS

Review of Findings and Recommendations

- After the certification review, closely examine the findings and recommendations issued by FHWA/FTA.
- Determine if there are areas where DOT&PF can assist the MPO in addressing the recommendations or resolving deficiencies.

Action Plan Development

- In collaboration with the MPO, develop an action plan to address the findings from the certification review. This may include revising planning documents, improving data collection methods, or enhancing public engagement practices.
- Schedule follow-up meetings with the MPO to monitor the implementation of the action plan and provide ongoing support.

DOCUMENTATION AND REPORTING

Maintain Records

- Keep detailed records of all activities related to the MPO certification process, including meeting notes, communications, and internal assessments.
- Document the support provided to MPOs and any role DOT&PF plays in helping MPOs comply with certification requirements.

Reporting

- Prepare reports summarizing DOT&PF's participation in the MPO certification reviews, highlighting how the department has supported MPO compliance with federal requirements.
- Share these reports with higher management within DOT&PF and, if appropriate, with FHWA/FTA.

RESPONSIBILITY

- DOT&PF MPO Coordinators within DOT&PF are responsible for organizing and leading the preparation for certification reviews, attending meetings, and coordinating responses to findings.
- DOT&PF STIP Team provide technical expertise and support in reviewing MPO documents and developing responses to certification review findings.
- State of Alaska LAW Department ensure that all participation and assistance are in line with federal regulations and state laws.

Task/Decision	DOT&PF MPO Coordinators	STIP Team	State of Alaska LAW Department	Commissioners Office
Review of MPO Documents	R	C	I	A
Internal Briefing and Preparation	A	C	I	C
Participation in FHWA/FTA Certification Reviews	R	C	I	C
Provide Supportive Documentation	R	C	I	C
Review of Findings and Recommendations	R	A	C	C
Development of Action Plan for MPOs	A	R	C	C
Monitoring Implementation of Action Plan	A	R	I	C
Documenting and Reporting Certification Processes	R	C	I	A

R (Responsible): Those who perform the work to achieve the task.

A (Accountable): The person ultimately accountable for the correct and thorough completion of the task. C (Consulted): Those whose opinions are sought, typically involving two-way communication. I (Informed): Those who are kept up-to-date on progress, typically involving one-way communication.
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DOCUMENTATION AND COMPLIANCE

Ensure compliance with **23 CFR 450.336** and maintain transparency and accountability in all actions related to the MPO certification process.

Procedure For MPO Coordination during STIP Development

OBJECTIVE

To develop a Statewide Transportation Improvement Program (STIP) that is inclusive, compliant with federal and state regulations, and reflects the transportation priorities of both the state and its Metropolitan Planning Organizations (MPOs) concurrently. The procedure aims to ensure efficient coordination on federal financing levels, effective solicitation of project nominations from MPOs, and timely notifications concerning STIP draft statuses and amendments.

REGULATORY CONTEXT

This procedure follows **17 AAC 05.155(b)** which outlines requirements for the allocation of federal financing and **17 AAC 05.160** regarding the public involvement and solicitation of project nominations for the STIP.

PROCEDURE

Revenue Forecast Consultation

- *Initial Consultation Meeting.*
- Schedule and conduct initial meetings with all MPOs to discuss available revenue forecasts for the upcoming fiscal year.
- Present forecasts of expected federal funds and discuss potential impacts on regional and statewide projects.
- Once revenue forecast determinations are made, the Commissioner will notify MPOs of their suballocations in writing, explaining how the criteria in 17 AAC 05.155(b) were applied.

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Performance-Based Planning Approach

- Performance-based planning approaches are integral to DOT&PF's coordination with MPOs, especially during the STIP development process. This process starts with DOT&PF setting statewide performance targets, which involves initial consultation meetings with MPOs, FHWA, FTA (when applicable), and other stakeholders.
- The STIP narrative should include details on how performance measures are incorporated into the broader planning framework, ensuring alignment with federal requirements under 23 CFR 450.306 and 23 CFR 490.105.

Solicitation of TIP Amendments

- *Call for TIP Amendments*
- Issue an official call for TIP updates to all MPOs, specifying criteria based on state and federal transportation objectives, available funding, and strategic priorities.
- MPOs are given 30 calendar days to submit updated TIPs for incorporation into the STIP.
- *Review of TIPs for STIP Incorporation*
- Review submitted TIPs to ensure they meet established criteria, including compliance with state and federal regulations, and readiness for implementation.
- Coordinate with MPOs to clarify any issues or gather additional information as needed.

Commented [dg19]: In reality, TIP amendments will be underway and the State will already know the deadline for inclusions of these into the STIP. A 30 calendar deadline is not realistic. TIP amendments require a 30 day public review period, changes are made and run back through both the TC and PB. Notification by the MPO to the state (who specifically) would be a better method to ensure timely inclusion into the STIP.

Development of Draft STIP

- *Drafting Process*
- Compile all eligible projects into a draft STIP, incorporating projects nominated by MPOs and those initiated at the state level.
- Ensure the draft STIP adheres to fiscal constraints, meaning the total programmed funds do not exceed the anticipated federal funding.
- *Interagency Review*
- Circulate the draft STIP among all relevant state agencies and MPOs for review and feedback.
- Incorporate feedback and make adjustments to the draft as necessary to address concerns and improve the plan.

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Commented [dg20]: What agencies are included in this review? MPOs, tribes, AKRR?

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Fiscal Constraint of STIP and TIPs

- Ensure the draft STIP and TIPs adheres to fiscal constraints, meaning the total programmed funds do not exceed the anticipated federal funding by suballocation by year.

Public Participation and Feedback

- *Public Notification.* Publicize the draft STIP through multiple channels, including public meetings, the agency website, and media releases to ensure community awareness and participation.
- *Public Comment Period.* Conduct a formal 45-day public comment period as required by 17 AAC 05.160, allowing sufficient time for the public to review and provide feedback on the draft STIP.

Finalization and Approval

- *Final Revisions.* After the public comment period, review all feedback and make final revisions to the STIP as necessary. Address any significant issues raised during the public participation process.
- *Submission for Approval.* Submit the final draft of the STIP for approval to the appropriate state authorities and, ultimately, to the Governor or their designated representative.
- *Notification of Approval.* Once approved, notify all MPOs and the public of the approval status and provide access to the final STIP document.

Amendments and Administrative Modifications

- *Regular Monitoring.* Monitor the implementation of projects listed in the STIP to ensure they are progressing as planned and within the allocated budgets.
- *Handling Amendments and Administrative Modifications.* Process amendments to the STIP as necessary, following a similar procedure for consultation, public involvement, and approval as outlined for the initial STIP development.

RESPONSIBILITY

- Commissioner's Office oversees the overall STIP development process, ensuring compliance with state and federal regulations.
- Project Management and Administration Director provides detailed information on federal financing and ensures fiscal constraints are maintained.
- Communications Director manages all aspects of public participation, ensuring that STIP development is transparent and inclusive.
- DOT&PF MPO Team will create quarterly cooperation plans to coordinate and document the department's involvement in STIP, individual TIPs, and MTP development.
- DOT&PF Planning Chiefs will plan and document all 3C activities.

Commented [dg21]: If extensive comments are received, I believe the STIP should go out for an additional comment period.

Task/Decision	Commissioner's Office	STIP Team	Project Management and Administration Director	Communications Director	DOT&PF MPO Team	Planning Chiefs
Revenue Forecast Consultation	A	C	R	I	C	C
Performance-Based Planning Approach	A	C	C	I	C	R
Solicitation of TIP Amendments	A	C	C	I	R	C
Review of TIPs for STIP Incorporation	I	A	C	I	R	C
Development of Draft STIP	A	R	C	I	C	C

Fiscal Constraint of STIP and TIPs	A		R	I	R	C
Public Participation and Feedback	A	C	C	C	C	C
Finalization and Approval of STIP	A	R	C	I	C	C
Notification of STIP Approval	A	C	C	R	C	C
Amendments and Administrative Modifications	A	R	C	I	C	C
	R (Responsible): Those who perform the work to achieve the task. A (Accountable): The person ultimately accountable for the correct and thorough completion of the task. C (Consulted): Those whose opinions are sought, typically involving two-way communication. I (Informed): Those who are kept up-to-date on progress, typically involving one-way communication.					

DOCUMENTATION AND COMPLIANCE

Maintain comprehensive records of all consultations, submissions, feedback, approvals, and amendments related to the STIP, ensuring compliance with **17 AAC 05.155(b)** and **17 AAC 05.160**.

Procedure For TIP Approval

OBJECTIVE

To ensure that all Transportation Improvement Program (TIP) amendments proposed by Metropolitan Planning Organizations (MPOs) comply with federal requirements regarding conformity determinations, fiscal constraints, and public participation. This procedure aims to facilitate the efficient and lawful approval of TIP amendments by the Governor or their designee.

REGULATORY CONTEXT

This procedure aligns with **23 CFR 450.328**, which governs the modifications of TIPs, including requirements for conformity, fiscal constraints, and public involvement.

BACKGROUND

While MPOs hold the sole responsibility for managing their TIP, DOT&PF plays a significant role in the TIPs and their modifications or amendments, as outlined by federal guidelines. Per 23 CFR 450.328(b), after approval by the MPO and the Governor, the State shall include the TIP without change, directly or by reference, in the STIP. DOT&PF's approval authority relates to ensuring the sufficiency of the technical processes that MPOs utilize, as described in 23 CFR 450.328(a).

PROCEDURE

Compliance Verification

- *Conformity Determination.* Verify that the TIP amendments include a conformity determination in compliance with 23 CFR 93, ensuring that transportation projects conform to air quality management plans, if applicable. Consult with environmental agencies as necessary to confirm the validity of the conformity assessments.
- *Fiscal Constraint Analysis.* Assess the fiscal constraints of the TIP amendments, ensuring that all proposed projects are financially feasible with committed or reasonably expected funding sources as required by 23 CFR 450.324.
- *Public Participation Review.* Review the public participation process, during review of the draft Public Participation Plan that is developed by the MPO, used for the TIP amendments- process to ensure it meets the requirements set forth in 23 CFR 450.316. Ensure that documentation of public comments and MPO responses is included with the TIP submittal to the Governor or their designee and that significant public input has been considered in the planning process.
- *Additional Information.* DOT&PF will inform the MPO of this action in writing. If any issues are found, or further information is needed, DOT&PF will contact the MPO for clarification and respond formally within 14 working calendar days of receipt of the final TIP. If the Governor cannot approve a TIP, a letter outlining the cause will be sent to the MPO to ensure clarity and provide direction for achieving approval.

Governor Approval

- *Preparation of Recommendation Report.* If DOT&PF can affirm that these criteria have been met, the TIP will be forwarded to the Governor or their designee with a recommendation for approval. Prepare a report summarizing the findings from the compliance verification and include recommendations on whether the TIP amendments should be approved based on their adherence to federal regulations.
- *Submission to the Governor or Designee.* Submit the recommendation report to the Governor or their designee for final approval. Include all necessary documentation to aid in the decision-making process.
- *Communication with MPO.* Inform the MPO of the submission status and any expected timelines for the Governor's decision.

Commented [dg22]: The state must first provide to the MPOs with sufficient notice the amount of sub-allocations they will receive for the period covered by the TIP so that the MPO may develop the TIP within those guardrails.

Commented [dg23]: "this action" is ambiguous. Do you mean the need for more information? A request for more information should be made promptly and during the public review period of the TIP or TIP amendment. There is no need to wait until the TIP is submitted to request more information. It will just delay TIP approval. Please consider reworking this section. There are plenty of opportunities to comment on the TIP before the public comment period opens and during the public comment period especially since the state, by agreement, has representation on the TC and the PB and the state is allowed to receive MPO PL funds to provide for staff assistance throughout the process.

Commented [dg24]: Why is a recommendation report required? It sounds like someone from DOT will need to create a report to the Governor when the MPO is self-certifying and the Lead Planner or MPO Coordinator or someone else at the state can simply put a cover memo on the TIP stating it adheres to all regulations. This sounds like a time sink in a process that is often time sensitive.

Commented [dg25]: I am uncomfortable with this open ended timeline with no commitment to complete the TIP approval in a timely manner. The MPO self-certifies, the DOT is involved every step of the way. This adds additional steps but activity is not necessarily productivity. Please reconsider.

- **Conflict Resolution.** If issues are identified during the compliance verification that prevent approval, communicate these findings to the MPO and provide detailed feedback on necessary corrections or additional information required.

Commented [dg26]: Again, DOT should not wait until the MPO is waiting for TIP approval to decide something is lacking.

Follow-up and Final Decision

- *Receipt of Corrected Submissions*
- Review any revised documents submitted by the MPO addressing the earlier communicated issues.
- Perform a follow-up verification to ensure that all concerns have been adequately addressed.
- *Final Approval*
- Once all criteria are met and issues resolved, prepare a final approval document for the Governor or their designee to sign.
- Notify the MPO of the approval and initiate the process to incorporate the approved TIP amendments into the Statewide Transportation Improvement Program (STIP).
- Documentation and Record Keeping. Maintain records of all communications, decisions, and documentation related to the TIP approval process. This includes conformity determinations, public participation records, fiscal constraint analyses, and the final approval documents.
- *Public Notification.* Upon final approval, ensure that the MPO publishes the approved TIP amendments, making them available to the public and all relevant stakeholders.

Commented [dg27]: Any revisions will likely have to go back to the PB. Another reason the DOT needs to be responsible during the development of the TIP to do their due diligence in reviewing the TIP prior to submittal for approval.

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RESPONSIBILITY

- **DOT&PF MPO Team** supports the entire TIP approval process, coordinating reviews, and final submissions.
- The **DOT&PF STIP Team** assist in reviewing conformity determinations and fiscal constraints.
- The **DOT&PF Communications Director** ensures that all public participation requirements have been met and assists in communicating the final approval to the public.

Commented [dg28]: Doesn't it require incorporation into the STIP before it is finally approved? The process outlined here is too cumbersome and risks long delays in approving TIPs and incorporating them into the STIP. We just faced a situation where we were told there was not time to address MVP's Tier 2 issues in the first STIP amendment because the bigger issue was to get AMATS TIP incorporated.

Commented [dg29]: I believe the TIP must be submitted to Statewide Program Development and Planning for approval in accordance with the STIP Procedures for Revisions.

Commented [dg30]: The MPOs need to understand very clearly who is on this team and who has the authority to state that the TIP adheres to all requirements. Is it the Local Planner, the MPO Coordinator? That person(s) need to be participating with the MPO at the local level and reviewing the drafts submitted by the MPO in a timely manner. If that state representative wants to develop a checklist of all the items that need to be included in order to get demonstrate adherence with the federal regulations, that would be great to share with the MPO at the beginning of the TIP amendment process. Also, any formatting or presentation requirements should be shared with the MPO ahead of the TIP development.

Commented [dg31]: Please be more specific. We are already having issues identifying who at the state has the authority to say we are doing something right or not.

Commented [dg32]: This step should be removed. If it gets this far and the state needs more information, then the state did not engage in the process to the level that they have committed to do.

Commented [dg33]: If a question arises on the interpretation of the definition of an administrative modification or amendment, DOT&PF, FHWA, and FTA will consult with each other to resolve the question. If after consultation, the parties disagree on the definition of what constitutes an administrative modification or amendment, the final decision rests with FHWA for federal-aid highway funded projects and FTA for community and public transit funded projects.

Commented [dg34]: All unnecessary and time consuming.

Commented [dg35]: Five unnecessary steps. The state, through their participation, should ensure all the required elements are in place prior to releasing the TIP for public comment.

Task/Decision	DOT&PF MPO Coordinators	STIP Team	Program Management and Administrations Director	Communications Director	Governor or Designee
Conformity Determination Verification	A	R	I	I	I
Fiscal Constraint Analysis	A	C	R	I	I
Public Participation Review	A	C	I	R	I
Additional Information Request and Communication	R	A	I	C	I
Preparation of Recommendation Report	A	R	I	C	C
Submission of Recommendation to Governor	C	C	I	R	A
Conflict Resolution with MPO	R	A	I	C	I
Review of Corrected Submissions	R	A	I	I	I
Final Approval and Notification	C	R	I	C	A
Public Notification of TIP Approval	I	A	I	R	I
R (Responsible): Those who perform the work to achieve the task. A (Accountable): The person ultimately accountable for the correct and thorough completion of the task. C (Consulted): Those whose opinions are sought, typically involving two-way communication. I (Informed): Those who are kept up-to-date on progress, typically involving one-way communication.					

DOCUMENTATION AND COMPLIANCE

- Ensure that all actions and decisions comply with **23 CFR 450.328** and maintain a transparent record for audit and review purposes.

Procedure For Air Quality Conformity

OBJECTIVE

To ensure that all transportation plans and programs developed by Metropolitan Planning Organizations (MPOs) and overseen by the Department of Transportation and Public Facilities (DOT&PF) conform to applicable air quality management plans, as mandated by state and federal law. This conformity aims to mitigate the environmental impacts of transportation activities, enhancing air quality and public health.

REGULATORY CONTEXT

This procedure aligns with the requirements set forth in **23 CFR 450.322** regarding the development of Transportation Improvement Programs (TIP) and their conformity with the State Implementation Plans (SIP) for air quality as outlined in **40 CFR Part 93**.

BACKGROUND

Two of Alaska's MPOs operate under Limited Maintenance Plans related to Alaska's State Implementation Plan ~~and one MPO is a non-attainment area.~~ This requires the MPOs to confirm the continued eligibility of their Limited Maintenance Area status and affirm that Transportation Control Measures required by the Alaska SIP continue to be implemented with each version of their TIP. To do so, with each TIP submission, MPOs include an air quality conformity report to establish a regional air quality conformity demonstration. This air quality conformity demonstration follows methodologies approved by the MPO's Interagency Consultation Team (ICT). The ICTs consist of several agencies from the state and federal level, including DOT&PF. The DOT&PF's involvement in these conformity demonstrations shows how the cooperative process agreed upon in the MPO operating agreements is being executed. Alaska Department of Environmental Conservation (ADEC) Division of Air Quality or representatives from the Commissioner's Office have standing membership on the MPO Policy ~~Board~~ and Technical Committees.

Commented [dg36]: This ignores the non-attainment area and the requirements that must be implemented from the State Implementation Plan.

PROCEDURE

Initial Assessment and Documentation

- Each MPO must assess the air quality impact of proposed transportation projects at the early stages of the planning process.
- Document the projected air quality impact, referencing the specific pollutants and the relevant air quality standards established in the Alaska State Implementation Plan (SIP).

Interagency Consultation

- ~~The MPO should~~ Convene the Interagency Consultation Team (ICT), comprising representatives from DOT&PF, Environmental Protection Agency (EPA), Federal Highway Administration (FHWA), state environmental agencies, and the relevant MPOs.
- The ICT will review the air quality assessments and provide guidance on the conformity determination process, ensuring that all relevant federal and state regulations are appropriately addressed.

Commented [dg37]: In my experience, it has been the MPO who convenes the ICT and manages this process. That party responsible should be identified here.

Conformity Analysis

- Perform a conformity analysis for each transportation project included in the TIP. This analysis will determine whether the project complies with the goals set in the SIP to meet the National Ambient Air Quality Standards (NAAQS).
- Use EPA-approved models and methods to estimate emissions and compare them against the emissions budgets specified in the SIP.

Public Participation

- Engage the public through notices, hearings, and comment periods to gather input on the proposed projects and their air quality implications.
- Incorporate public feedback into the final analysis and decision-making process, ensuring transparency and community involvement.

Commented [dg38]: This should occur concurrent to the Public comment period for the TIP. The Conformity Analysis and TIP should both be available for review and comment.

Conformity Determination

- Based on the analysis and consultation, the ICT will make a conformity determination. If the projects are found to conform to the SIP, the MPO can proceed with including them in the TIP.
- If non-conformity is determined, the MPO must revise the project to mitigate the negative air quality impacts or consider alternative projects that comply with the SIP.

Documentation and Reporting

- Document the conformity determination process, findings, and any public comments received. This documentation should be comprehensive, transparent, and accessible.
- Submit a conformity determination report to the DOT&PF, FHWA, and EPA as part of the TIP approval process.

Monitoring and Reevaluation

- Continuously monitor the implemented transportation projects for compliance with the SIP.
- Reevaluate projects periodically or when significant changes occur that could impact air quality, requiring a new conformity determination.

Regulatory Compliance Review

- Regularly review and update the air quality conformity procedures to ensure alignment with changes in federal and state regulations, technological advancements, and best practices in air quality management.

RESPONSIBILITY

- MPO Directors and Staff are responsible for conducting the initial assessments, engaging in public participation, and drafting the necessary documentation.
- Commissioner's Office provides oversight and support throughout the process, ensuring that the procedures comply with legal and regulatory standards.
- Interagency Consultation Team (ICT) plays a crucial role in the conformity analysis and determination, offering expertise and ensuring interagency coordination.

Task/Decision	MPO Directors and Staff	Commissioners Office	Interagency Consultation Team	Public	Legal Counsel	FHWA/EPA
Initial Assessment and Documentation	C	A	R	I	I	I
Interagency Consultation	C	A	R	I	I	I
Conformity Analysis	C	A	R	I	I	I
Public Participation	C	A	R	C	I	I
Conformity Determination	C	A	R	I	C	I
Documentation and Reporting	C	A	R	I	C	C
Monitoring and Reevaluation	C	A	R	I	I	I
Regulatory Compliance Review	C	A	R	I	C	I
R (Responsible): Those who perform the work to achieve the task. A (Accountable): The person ultimately accountable for the correct and thorough completion of the task. C (Consulted): Those whose opinions are sought, typically involving two-way communication. I (Informed): Those who are kept up-to-date on progress, typically involving one-way communication.						

Commented [dg39]: The MPO and its consultant(s) will document.....

Commented [dg40]: At one time, we documented in the TIP the reason why every project was exempt or not exempt from conformity.

Commented [dg41]: This team is not identified. All of the teams listed in this report should be more specifically identified and their should be a lead assigned to each team. I am not comfortable listing the TEAM as responsible when we don't know who they are.

DOCUMENTATION AND APPROVAL

All documents related to air quality conformity must be approved by DOT&PF and reviewed by legal counsel to ensure compliance with the regulatory framework. Final documents are submitted to FHWA and EPA as part of the formal TIP approval process.

Procedure For Joint Planning Processes

OBJECTIVE

To effectively engage in joint planning processes that involve multiple jurisdictions or overlap between state and metropolitan planning areas, ensuring integrated and cohesive transportation planning across different levels of government. This procedure aims to harmonize efforts, leverage resources, and address regional transportation challenges collectively.

REGULATORY CONTEXT

This procedure aligns with 23 CFR 450.306, which emphasizes the importance of collaborative transportation planning processes among federal, state, local, and regional agencies. It also supports the principles laid out in 23 U.S.C. 134 and 135, ensuring that transportation plans and programs are developed through a coordinated, comprehensive, and continuing (3C) planning process.

BACKGROUND

Within the framework of the Operating Agreements, clear statements of cooperation and the detailed processes of assistance between the MPOs and DOT&PF are stipulated. This cooperative approach facilitates the effective and integrated development of planning documents, which is critical for addressing regional transportation needs comprehensively.

PROCEDURE

Identification of Joint Planning Needs

- Conduct an initial assessment to identify areas where state and metropolitan planning boundaries overlap, [the need for a shared travel demand model](#), or where multiple jurisdictions have interrelated transportation needs.
- Determine specific issues or projects that require joint planning, such as cross-jurisdictional infrastructure, shared transportation corridors, or regional transit solutions.

Joint Planning Committees

- Establish joint planning committees, or leverage existing planning committees, that include representatives from DOT&PF, MPOs, local governments, and other stakeholders such as transit agencies, environmental groups, and community organizations.
- Define the roles and responsibilities of each committee member, ensuring clarity in contributions and decision-making authority.

Development of Joint Planning Framework

- Create a structured framework that outlines the goals, timelines, resource allocations, and expected outcomes of the joint planning process.
- Ensure that the framework includes mechanisms for data sharing, communication, and regular updates among all participating entities.

Collaborative Data Collection and Analysis

- Coordinate the collection and sharing of data necessary for the planning process, including traffic volumes, [household travel surveys](#), demographic information, environmental impacts, and existing infrastructure conditions.
- Utilize shared tools and technologies to analyze data and develop scenarios that address the identified transportation needs.

Stakeholder Engagement and Public Involvement

- Implement a comprehensive stakeholder engagement strategy that includes public meetings, workshops, surveys, and digital platforms to gather input from the community and affected stakeholders.
- Ensure that public involvement is inclusive, accessible, and effectively communicated across all jurisdictions involved.

Review and Revision Processes

- Conduct reviews of the draft plans or programs with all joint planning committee members, soliciting feedback and making necessary revisions to address any concerns or gaps.
- Arrange for legal and regulatory review to ensure compliance with all applicable federal, state, and local laws.

Formal Approval and Adoption

- Present the final plans or programs for formal approval from all relevant authorities, including city councils, regional planning boards, and state transportation commissions as required.
- Publicly adopt the approved plans during official meetings, ensuring transparency and formal acknowledgment of joint commitments.

RESPONSIBILITY

- Commissioner's Office serves as the lead coordinating body for joint planning processes, facilitating interactions among all parties and ensuring adherence to federal and state guidelines.
- MPOs and local governments are responsible for providing data, local insights, and ensuring that the joint plans reflect local needs and priorities.
- Public and stakeholders are integral to the planning process, providing ongoing feedback and participating in decision-making through designated channels.

Task/Decision	DOT&PF MPO Coordinators	STIP Team	Program Management and Administrations Director	Communications Director	Governor or Designee
Conformity Determination Verification	R	C	I	I	I
Fiscal Constraint Analysis	C	A	R	I	I
Public Participation Review	C	C	I	R	I
Additional Information Request and Communication	R	C	I	C	I
Preparation of Recommendation Report	A	R	I	C	C
Submission of Recommendation to Governor	C	I	I	R	A
Conflict Resolution with MPO	A	R	C	I	I
Review of Corrected Submissions	A	R	I	I	I
Final Approval and Notification	I	I	I	A	R
Public Notification of TIP Approval	I	I	I	R	I
R (Responsible): Those who perform the work to achieve the task. A (Accountable): The person ultimately accountable for the correct and thorough completion of the task. C (Consulted): Those whose opinions are sought, typically involving two-way communication. I (Informed): Those who are kept up-to-date on progress, typically involving one-way communication.					

DOCUMENTATION AND COMPLIANCE

Ensure that all procedures comply with 23 CFR 450.306 and related statutes, maintaining the requisite transparency, accountability, and inclusiveness required in joint planning activities.

Procedure For Unified Planning Work Program (UPWP) Development

OBJECTIVE

To assist Metropolitan Planning Organizations (MPOs) in the development of the Unified Planning Work Program (UPWP) that allocates planning resources effectively and outlines tasks that support the comprehensive planning needs of the metropolitan region. The UPWP serves as a management tool for coordinating transportation planning activities both regionally and statewide.

REGULATORY CONTEXT

This procedure is guided by the requirements set forth in 23 CFR 450.308, which mandates the development of a UPWP for metropolitan areas as part of the metropolitan transportation planning process.

PROCEDURE

Initiation and Scope Definition

- At the beginning of the fiscal year. For as needed, initiate discussions between DOT&PF and the MPOs to define the scope of planning activities for the upcoming year.
- Determine the priorities for the metropolitan region, considering both ongoing projects and anticipated needs.

Task Identification and Allocation

- Identify specific tasks needed to meet the planning objectives of the MPO. Tasks may include data collection and analysis, transportation system monitoring, plan updates, public engagement activities, and studies on specific issues.
- Allocate resources to each task based on priority and budget availability.

Drafting the UPWP

- DOT&PF Lead Planner reviews the MPO's draft UPWP document, detailing each planned activity, associated budgets, and timelines.
- Include descriptions of each task, identifying deliverables, responsible parties, and expected outcomes.

Interagency and Public Review

- Circulate the draft UPWP among key stakeholders, including DOT&PF, other relevant state and federal agencies, and local governments for review and feedback.
- Conduct public engagement sessions to gather input from community stakeholders and incorporate this feedback into the UPWP.

Revision and Finalization

- Revise the draft UPWP based on feedback received during the interagency and public review phases.
- Finalize the document ensuring that it aligns with state and federal planning requirements and adequately reflects the planning needs of the metropolitan area.

Approval and Adoption

- Submit the final UPWP to the appropriate governing bodies within the MPO and DOT&PF for approval. Include a summary of comments and responses.
- Once approved, formally adopt the UPWP in a public meeting or through a resolution by the MPO's policy board.

Implementation Monitoring and Reporting

- Throughout the fiscal year, monitor the implementation of the UPWP to ensure that tasks are being completed as planned and within the allocated budget.
- Prepare monthly or quarterly and annual reports detailing progress on UPWP tasks, budget expenditures, and any deviations from the planned activities. These reports should be submitted to DOT&PF and made available to the public.

Annual Review and Updates

Commented [dg42]: This is way too late. These discussions need to be done by May in order to have a draft out for public comment in June and approval in August. Did you mean Federal Fiscal Year or State Fiscal Year? I read it as state.

- Annually review the UPWP to evaluate its effectiveness in guiding metropolitan transportation planning.
- Update the UPWP as necessary to reflect new data, changes in regional priorities, or shifts in funding.

RESPONSIBILITY

- MPO Directors and Staff are primarily responsible for drafting, revising, and implementing the UPWP.
- DOT&PF Lead Planner provides oversight, guidance, and technical support throughout the process and assists in securing federal approvals as needed.
- Stakeholders and the Public are involved in reviewing and providing feedback on the UPWP to ensure that it meets the broader needs of the community.

Task/Decision	MPO Directors and Staff	DOT&PF Lead Planner	Stakeholders and Public
Initiation and Scope Definition	R	A	I
Task Identification and Allocation	R	C	I
Drafting the UPWP	R	A	I
Interagency and Public Review	R	C	C
Revision and Finalization	R	A	C
Approval and Adoption	A	C	I
Implementation Monitoring and Reporting	A	R	I
Annual Review and Updates	R	A	C
R (Responsible): Those who perform the work to achieve the task. A (Accountable): The person ultimately accountable for the correct and thorough completion of the task. C (Consulted): Those whose opinions are sought, typically involving two-way communication. I (Informed): Those who are kept up-to-date on progress, typically involving one-way communication.			

DOCUMENTATION AND COMPLIANCE

Ensure that all documentation is maintained in compliance with 23 CFR 450.334, which outlines the recordkeeping requirements for metropolitan transportation planning processes.

Procedure for Stakeholder Engagement and Public Involvement For the STIP

OBJECTIVE

To effectively engage stakeholders and the public in the transportation planning process, ensuring their input is considered in the development of transportation projects and policies.

REGULATORY CONTEXT

This procedure adheres to the requirements of 23 CFR 450.316, which mandates inclusive public participation and stakeholder engagement in metropolitan transportation planning and programming.

PROCEDURE

Public Participation Plan Development

- Develop and maintain a Public Participation Plan that identifies strategies and tools for engaging the community and stakeholders throughout the planning process.
- Ensure the plan includes methods such as public meetings, workshops, digital platforms, and surveys to gather widespread community feedback.

Implementation of Engagement Strategies

- Conduct public meetings and workshops at various stages of the transportation planning process to present information, gather feedback, and facilitate discussions.
- Leverage digital platforms and social media to reach a broader audience and facilitate ongoing dialogue with community members and stakeholders.

Incorporation of Public Input into Planning

- Systematically gather and analyze public input received through different engagement channels.
- Ensure that significant public feedback is considered in the decision-making process and integrated into transportation plans and programs.

Feedback and Reporting

- Provide regular updates to the community and stakeholders on how their input has been used in the planning process.
- Publish annual reports detailing the outcomes of stakeholder engagement activities and the impact of public input on transportation planning.

RESPONSIBILITY

The Communications Director is responsible for the implementation and monitoring of public participation and stakeholder engagement activities.

Task/Decision	DOT&PF Communications Director	Public	Stakeholders
Public Participation Plan Development	A	I	C
Implementation of Engagement Strategies	R	C	C
Incorporation of Public Input into Planning	A	C	C
Feedback and Reporting	A	R	R

Commented [dg43]: This should be the first subject or near the top of this document due to its import and recent events.

Commented [dg44]: How do you propose ensuring that the latest estimates for projects included in TIPs have the latest and greatest estimates and timeframes? Are the Lead Planners involved in the STIP Team as well as the Pre-Construction Engineers?

Commented [dg45]: Does this occur prior to the release of the STIP for public comment, including the MPOs (read Policy Board)?

Commented [dg46]: When overwhelming comments are received against a project, how is it justified being placed in the STIP? Shouldn't the reasons be provided in the comment and response summary?

Commented [dg47]: This is also the responsibility of the STIP Team not just the Communications Director.

DOCUMENTATION AND COMPLIANCE

Maintain comprehensive records of all engagement activities, including details of participant interactions, feedback received, and actions taken in response to public input. Ensure that documentation is accessible to the public to maintain transparency and trust in the engagement process.

Procedure for Financial Planning

OBJECTIVE

To integrate financial planning with project selection processes, ensuring all transportation projects are fiscally constrained and align with budgetary expectations throughout the MPO planning and programming phases. To establish regular intervals for updating revenue forecasts, incorporating various economic scenarios to maintain fiscal constraint under fluctuating economic conditions.

REGULATORY CONTEXT

This procedure adheres to 23 CFR 450 and 23 U.S.C. §§ 134, 135, ensuring that all transportation projects and strategies are financially feasible within available funding.

PROCEDURE

Establishment of Integrated Planning Framework

- Develop a structured process that aligns financial planning with project selection.
- Ensure collaboration between financial analysts, project managers, and MPO stakeholders.

Development of Financial Plans

- Compile detailed financial plans that include all potential funding sources and forecast expenditures.
- Integrate financial plans with the Statewide Transportation Improvement Program (STIP) and regional Transportation Improvement Programs (TIPs).

Revenue Forecasting Schedule

- Establish a regular schedule for updating revenue forecasts, ideally on an annual basis or as significant economic conditions change.
- Engage economic analysts to review and adjust forecasts based on recent economic data and trends.

Fiscal Constraint Verification

- Regularly review and adjust financial plans to reflect current funding levels and project cost estimates.
- Ensure that all programmed projects are within the scope of identified funding in alignment with fiscal constraint requirements.

RESPONSIBILITY

- Program Management and Administration Director oversees the development and integration of the STIP financial plan and coordinates with MPOs on the TIP fiscal constraint to ensure compliance with state and federal regulations.
- MPO Directors and Staff lead the development of the MTP and TIP financial plan.
- MPO Directors and Staff integrate financial planning with project selection processes.
- Public and stakeholders provide input and feedback on financial planning and project prioritization.

Commented [dg48]: This is true for the MTP and the TIP. The Program Management and Administration Director needs to provide the MPO the inflationary factors to include in the MTP and the TIP and let the MPO know what factors are to be used in the short, medium and long term.

Commented [dg49]: A checklist may be helpful here.

Task/Decision	Program Management and Administration Director	MPO Directors and Staff	Public and Stakeholders
Establishment of Integrated Planning Framework	A	R	I
Development of Financial Plans	A	R	C
Revenue Forecasting Schedule	A	R	I

Fiscal Constraint Verification	A	R	I
R (Responsible): Those who perform the work to achieve the task. A (Accountable): The person ultimately accountable for the correct and thorough completion of the task. C (Consulted): Those whose opinions are sought, typically involving two-way communication. I (Informed): Those who are kept up-to-date on progress, typically involving one-way communication.			

DOCUMENTATION AND COMPLIANCE

- Maintain comprehensive records of all financial assessments, funding source documentation, public participation activities, and approval processes.
- Ensure that all actions comply with relevant federal and state financial planning requirements.

Procedure for Year of Expenditure Cost Estimating

Objective: To implement advanced cost estimating methodologies that account for uncertainties and ensure accurate project budgeting over time.

Regulatory Context: Aligns with 23 CFR 450.218, which requires that cost estimates in transportation plans and STIPs be based on the "year of expenditure" to reflect the anticipated cost of the project at the time of implementation.

PROCEDURE

Adoption of Advanced Methodologies

- Implement risk-based assessment tools and techniques to improve the accuracy of cost estimates.
- Train project managers and financial planners in advanced cost estimating methods, including inflation impacts and market condition fluctuations.

Integration with Planning Documents

- Ensure that all project cost estimates are reflected in financial planning documents on a "year of expenditure" basis using inflation rates as established in the DOT&PF Preconstruction Manual
- Update cost estimates every six months to reflect new data and changes in project scope or timing.

RESPONSIBILITY

The Project Delivery Division will oversee the implementation and integration of advanced cost estimating methodologies.

Task/Decision	Project Delivery Division	Project Managers	Lead Planner	STIP Team
Adoption of Advanced Methodologies	A	R	C	C
Integration with Planning Documents	A	R	R	R
Training in Advanced Estimating Methods	R	A		A
Regular Update of Cost Estimates	A	R		R

Commented [dg50]: Project Managers must provide the appropriate and compliant scopes, schedules and budgets as requested by the MPOs to include in the MTP and the TIP. Must establish the frequency of updates for SSE's prior to obligation of a project.

DOCUMENTATION AND COMPLIANCE

Maintain comprehensive records of cost estimates, methodologies used, and any revisions made over the project lifecycle. Ensure transparency and adherence to regulatory standards.

General Authority

DOT&PF is responsible for planning the statewide transportation system including the National Highway System and the Interstate, whereas an MPO is responsible for planning in a metropolitan area, normally on lower functionally classified roads and highways.

Federal legislation requires that all STA's work together with the MPOs for transportation planning. The statutory and regulatory framework for the STIP and STIP development processes includes Federal and State laws & statutes, regulations, and rules, as well as guidance documents and memoranda that further describe and define planning processes and minimum requirements.

PREVAILING FEDERAL STATUTES AND CODES

- 23 United States Code (U.S.C.) 134 and 135, and its implementing regulations.
- 49 United States Code (U.S.C.) 53 and its implementing regulations.
- 23 Code of Federal Regulations (CFR) Part 450
- 49 Code of Federal Regulations (CFR) Part 613

PREVAILING STATE STATUTES AND CODES

- 19.05.030 – Duties of the Department
- 19.05.040 – Powers of the Department
- 19.10.140 – Long-range Program for Highway Construction & Maintenance
- 19.15.025 – Federal-aid highway projects
- 19.15.030 – Participation by municipality in federal highway construction.
- 19.20.200 – Establishment of Metropolitan Planning Organizations
- 19.20.210 – Membership of the Policy boards of Metropolitan Planning Organizations
- 19.20.220 – Approval of the Local Transportation Improvement Program
- 44.42.050 – State transportation plan
- 44.42.080 – Capital Project Funds
- 44.42.085 – Comprehensive Long-Range Community & Public Transportation Plan
- 17AAC05.120 – Statewide Planning Process
- 17AAC05.125 – Statewide Transportation Planning Objectives
- 17AAC05.130 – Statewide Transportation Plan
- 17AAC05.155 – Statewide transportation improvement program (STIP)
- 17AAC05.160 – Public participation in the STIP
- 17AAC05.165 – General requirements for the STIP
- 17AAC05.170 – Project classification
- 17AAC05.175 – Project need list and evaluation
- 17AAC05.180 – Draft STIP Adoption and the Final STIP
- 17AAC05.185 – STIP Protests
- 17AAC05.190 – Financial Data
- 17AAC05.200 – Mandatory and other classes of projects not subject to scoring
- 17AAC05.985 – Best Interest

DRAFT - Processes and procedures for a continuing, cooperative and comprehensive planning process (23 CFR 450.208)

Overall Comments:

- The 3C process is continuous and should include how the DOT&PF is represented and how they will interact, coordinate and cooperate with the MPOs throughout the MPOs' transportation planning processes, beginning with the development of the MTP through their submission of the approved TIP to the DOT&PF for inclusion into the STIP. For example:
 - We heard during our meeting with the MPO Coordinators that they attended meetings; shared information with the MPOs; reviewed MPO draft documents; and provided feedback to the MPOs on a regular basis. If that is happening, what isn't happening that created the confusion about the STIP fiscal constraint and the projects that were to be included by the MPOs that were not included in the TIPs.
 - How are regional coordinators involved with the MPOs? What is their role and overall responsibility for representing DOT&PF at TAC or Policy Board meetings? What authority does the MPO Coordinator have when there is conflict or when issues are identified during the draft or early stages of planning processes?
 - How does information from the DOT&PF flow to the MPOs? How does information from the MPOs flow through the DOT&PF?
- Recommend the DOT&PF consider building the document to following the diagram below as a means of outlining the 3C processes between the DOT&PF and the MPO. This process is consistent with all MPO planning process necessary to meet Federal planning requirements:



- Each team (STIP Team; MPO Team) should be described and the members (by position/office) of each team identified to ensure there's clarity about who is responsible for coordinating with whom.
- Is this document going to be available to the MPO's to assist them in their coordination with DOT&PF?
- Recommend limiting this document or consolidating to only high level process and POC rather than too many details that will require frequent modifications. This allows for more flexibility to address both routine and infrequent MPO and DOT&PF needs and interests.
- Add quantitative information into procedures where possible: dates, times, etc.

Specific Comments:

- Pg. 7 and Pg. 31 – "DOT&PF is responsible for planning the statewide transportation system including the National Highway System and the Interstate, whereas an MPO is responsible for transportation planning in a metropolitan area, normally on lower functionally classified roads and highways." This is an incorrect statement and should be removed from the document.
- Pg. 8 – Quarterly MPO 3C Plan – Three things are unclear:
 - All planning activities are subject to a 3C process. Some activities are specified, but not all activities are included. Is it the intent to focus on some, but not all? Or could this list be minimized to describe the planning process as a whole?
 - How does this quarterly plan align with the MPO/DOT&PF Operating Agreement.
 - Finally, who is responsible for developing this plan? And how is the MPO engaged in the development and delivery of this plan?
- Pg. 10 – MPO Certification – The TMA Certification process is a Federal action specific to FHWA and FTA. The State DOT has oversight responsibilities as the pass-through agency to ensure any funds expended and requirements to receive funds are met, including that the MPO is meeting all Federal planning requirements and that their documents meet requirements. However, there is no specific role for the State DOT&PF in the certification of the TMAs. Recommend changing this approach to continuous engagement and review of MPO planning processes with the intent to provide stewardship and oversight of the MPO planning processes and programs to ensure both the TMA and non-TMA MPOs meet Federal requirements under 23 U.S.C. 134 and 135.
- Pg. 13 – Solicitation of TIP Amendments – How will the 30-day timeline work with MPO TIP amendment processes and timelines? Are there specific dates and schedules the DOT&PF will establish for STIP amendments?
- Pg. 16 – Compliance Verification – This should be taking place at the draft stage, not at the final stage; post MPO Policy Board approval. The DOT&PF should provide written comments and compliance verifications as appropriate before the Policy Board approves the final TIP. If there are issues, they should be resolved, negotiated and compromised and understood before the MPO Policy Board makes a final decision.
- Pg. 17 – Conflict Resolution – The description is not a resolution. The only time the TIP is ineligible for approval is when the TIP fails to meet Federal law and even then, the compliance issue should be recognized ahead of the MPO Approval and the DOT should work with the MPO to resolve the issues. If there are differences of opinion or conflicting interests in project programming, those do not rise to the level of compliance. A conflict resolution process may be appropriate, but it should take place prior to TIP approval and it should consist of mediation or leadership discussions and compromise as part of the 3C process. What is stated in the document does not represent a 3C process.
- Pg. 20 – Conformity Determination – Only FHWA and FTA have authority to make a conformity determination. The ICT is advisory to FHWA and FTA.

- Pg. 22-23 – Joint Planning Processes – Unclear what this process is or how it's different from other planning processes, which should all be jointly addressed through the 3C planning process.
- Pg. 28 – Financial Planning – Financial planning should also address project cost as well as revenues.
- Pg. 30 – Integration with Planning Documents – How are new estimates included in the MPO TIP and STIP? Those procedures are critical to ensuring the TIP/STIP programming remain fiscally constrained.

**AMENDED AND RESTATED ARTICLES OF INCORPORATION
OF
MATSU VALLEY PLANNING (MVP) FOR TRANSPORTATION
AN ALASKAN NONPROFIT CORPORATION**

In compliance with the requirements of the Alaska Nonprofit Corporation Act (the “Act”), MatSu Valley Planning (MVP) for Transportation (the “Corporation”) hereby adopts the following Amended and Restated Articles of Incorporation (the “Articles”).

**ARTICLE I
Name**

The name of the Corporation shall be MatSu Valley Planning (MVP) for Transportation.

**ARTICLE II
Registered Agent and Registered Office**

The registered agent of the Corporation, who is a resident of Alaska, shall be Glenda Ledford. The registered office and mailing address of the Corporation shall be 290 East Herning Avenue, Wasilla, Alaska 99654-7030.

**ARTICLE III
Purpose**

The Corporation is organized exclusively for purposes compatible with Section 501(c)(3) of the Internal Revenue Code (the “Code”). The purposes of the Corporation include, without limitation, (a) coordinating transportation planning, programs, and projects among governmental units, educational institutions, and private organizations; (b) serving as a state designated Metropolitan Planning Organization pursuant to the Federal Aid Highway Act, 23 U.S.C. § 134(d) and (e) and the Intermodal Surface Transportation Efficiency Act, 49 U.S.C. § 5303, 5304, and 5305; and (c) undertaking any other lawful acts or activities for which nonprofit corporations may engage under the Alaska Nonprofit Corporation Act, in effect today and as hereinafter amended. Notwithstanding any other provision of these Articles, the Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power that do not further the 501(c)(3) purposes of the Corporation.

**ARTICLE IV
Board of Directors**

All the corporate powers of the Corporation shall be vested in and exercised by, and the property, funds, business, and affairs of the Corporation shall be managed by the Corporation’s board of directors (the “Board”). The initial members of the Board shall be:

Glenda Ledford
290 East Herning Avenue
Wasilla, Alaska 99654

Nicholas R. Charles

1744 Prospect Drive
Palmer, Alaska 99654

Brian Winnestaffer
21117 East Meyers Avenue
Sutton-Alpine, Alaska 99674

ARTICLE V

Tax Exempt Status & Private Inurement

The Corporation shall be a non-profit, non-stock Corporation. It shall be operated and maintained by membership fees and annual dues from units of government; charitable grants; institutional donations; and state and federal allocations. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II of these Articles.

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene, in any political campaign (including the publishing or distribution of statements) on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Code, or the corresponding section of any future federal tax code.

ARTICLE VI

Dissolution

Upon the dissolution of the Corporation, assets shall be distributed in a manner that complies with the requirements of Alaska law and for one or more exempt purposes within the meaning of section 501(c)(3) of the Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so distributed shall be disposed of by a court of competent jurisdiction located within the Third Judicial District, State of Alaska, exclusively for such purpose or purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose or purposes.

ARTICLE VII

Duration

The Corporation shall have perpetual corporate existence unless dissolved in accordance with the requirements of Alaska law.

ARTICLE VIII

Membership

The authorized members of the Corporation, the different classes of membership, if any, the property, voting, and other rights and privileges of members, and their liability for membership fees and annual dues and the method of collection thereof, shall be set forth in the Corporation's bylaws and the Memorandum of Understanding for the Operation of the Matsu Valley Planning For Transportation Office.

ARTICLE IX Personal Liability

In accordance with the provisions of AS 10.20.151(d), no person serving as a director of the Corporation shall be personally liable for monetary damages for the breach of fiduciary duty as a director, excluding liability for (a) breach of a director's duty of loyalty to the corporation, (b) acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law, or (c) a transaction from which the director derives an improper personal benefit.

ARTICLE X Amendment

The Articles may be amended only by an affirmative vote of at least two-thirds of the Board of Directors at any regular board meeting or special board meeting called for that purpose, the notice of which specifies consideration of such action as to be made at the meeting. These Articles may not be amended in any manner that would permit the Corporation to be operated other than for purposes set forth in 501(c)(3) of the Code.

The undersigned, being the President and Secretary of the Corporation, do make, file, and record this document, and hereby certify that the facts in this document are true:

Glenda Ledford

President

Date:

Nicholas R. Charles

Secretary

Date:

AMENDED AND RESTATED ARTICLES OF INCORPORATION
OF
MATSU VALLEY PLANNING (MVP) FOR TRANSPORTATION
AN ALASKAN NONPROFIT CORPORATION

ARTICLES OF INCORPORATION
MatSu Valley Planning (MVP) for Transportation
An Alaska Nonprofit Corporation

In compliance with the requirements of the Alaska Nonprofit Corporation Act (the "Act"), MatSu Valley Planning (MVP) for Transportation (the "Corporation") hereby adopts the following Amended and Restated Articles of Incorporation (the "Articles").

The undersigned, desiring to form a Nonprofit Corporation under the Alaska Nonprofit Corporation Act, AS 10.20, do hereby certify:

**ARTICLE I –
Name**

The name of the Corporation shall be MatSu Valley Planning (MVP) for Transportation.

The name of the Corporation is the MatSu Valley Planning (MVP) for Transportation (hereinafter "Corporation").

**ARTICLE II
Registered Agent and Registered Office**

The registered agent of the Corporation, who is a resident of Alaska, shall be Glenda Ledford. The registered office and mailing address of the Corporation shall be 290 East Herning Avenue, Wasilla, Alaska 99654-7030.

ARTICLE II – Purpose

**ARTICLE III
Purpose**

The Corporation is organized exclusively for purposes compatible with Section 501(c)(3) of the Internal Revenue Code. The purposes of the Corporation include, without limitation, (a) coordinating transportation planning, programs, and projects among governmental units, educational institutions, and private organizations; (b) serving as a state designated Metropolitan Planning Organization pursuant to the Federal Aid Highway Act, 23 U.S.C. § 134(d) and (e) and the Intermodal Surface Transportation Efficiency Act, 49 U.S.C. § 5303, 5304, and 5305; and (c) undertaking any other lawful acts or activities for which nonprofit corporations may engage under the Alaska Nonprofit Corporation Act, in effect today and as hereinafter amended. Notwithstanding any other provision of these Articles, the Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power ~~that do not further the 501(c)(3) purposes of the Corporation that do not further the purpose of the Corporation.~~

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ARTICLE IV

Board of Directors

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All the corporate powers of the Corporation shall be vested in and exercised by, and the property, funds, business, and affairs of the Corporation shall be managed by the Corporation's board of directors (the "Board"). The initial members of the Board shall be:

Glenda Ledford

290 East Herning Avenue

Wasilla, Alaska 99654

Nicholas R. Charles Jr.

1744 Prospect Drive

Palmer, Alaska 99654

Brian Winnestaffer

21117 East Meyers Avenue

Sutton-Alpine, Alaska 99674

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The registered agent of the Corporation, who is a resident of Alaska, is Glenda Ledford, Board President. The physical office and mailing address of the Corporation are as follows:

290 E Herning Ave,
Wasilla, AK 99654
Attn: Glenda Ledford

ARTICLE V

Tax Exempt Status & Private Inurement

‡ The Corporation shall be a non-profit, non-stock Corporation. It shall be operated and maintained by membership fees and annual dues from units of government; charitable grants; institutional donations; and state and federal allocations. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II of these Articles.

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene, in any political campaign (including the publishing or distribution of statements) on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Code, or the corresponding section of any future federal tax code.

V—Board of Directors

All the corporate powers of the Corporation shall be vested in and exercised by, and the property, funds, business, and affairs of the Corporation shall be managed by, a Board of Directors. The Board of Directors shall comprise three members as follows:

- City of Wasilla Mayor
- Knik Tribe
- Chickaloon Native Village

Alaska Department of Transportation & Public Facilities Central Region Director, or such other person as the Commissioner of the Department of Transportation & Public Facilities may designate. Any change to the representative designation must be sent to MVP for Transportation at least one month before the change takes place; and

The Board of Directors may make, amend, and repeal the bylaws, rules, and regulations of the Corporation at any regular or special meeting by majority vote. Such bylaws may provide for the conduct of the Corporation's business and the regulation and management of the affairs of the Corporation. The initial Board of Directors is comprised of the following individuals:

▲ Glenda Ledford, Mayor
City of Wasilla
290 E Herning Ave

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~~Wasilla, Alaska 99654~~

~~Nicholas R. Charles, I.R.R. Program Manager~~

~~Knik Tribe~~

~~1744 Prospect Dr~~

~~Palmer, Alaska 99645~~

~~Brian Winnestaffer, Transportation Director~~

~~Chickaloon Native Village~~

~~21117 E Meyers Ave~~

~~Sutton Alpine, Alaska 99674~~

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ARTICLE VI **Dissolution**

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~~Upon the dissolution of the Corporation, assets shall be distributed in a manner that complies with the requirements of Alaska law and for one or more exempt purposes within the meaning of section 501(c)(3) of the Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so distributed shall be disposed of by a court of competent jurisdiction located within the Third Judicial District, State of Alaska, exclusively for such purpose or purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose or purposes.~~

ARTICLE V — Tax Exempt Status & Private Inurement

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~~The Corporation shall be a non-profit, non-stock Corporation. It shall be operated and maintained by membership fees and annual dues from units of government; charitable grants; institutional donations; and state and federal allocations. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II of these Articles of Incorporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene, in any political campaign (including the publishing or distribution of statements) on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a~~

corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(e)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE VII

-Duration

The Corporation shall have perpetual corporate existence unless dissolved in accordance with the requirements of Alaska law.

—Dissolution

Upon the dissolution of the Corporation, assets shall be distributed in a manner that complies with the requirements of Alaska law and for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so distributed shall be disposed by a court of competent jurisdiction located within the Fourth Judicial District, State of Alaska, exclusively for such purpose or purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose or purposes.

ARTICLE VIII

Membership

The authorized members of the Corporation, the different classes of membership, if any, the property, voting, and other rights and privileges of members, and their liability for membership fees and annual dues and the method of collection thereof, shall be set forth in the Corporation's bylaws and the Memorandum of Understanding for the Operation of the Matsu Valley Planning For Transportation Office.

ARTICLE VII—Duration

The Corporation shall have perpetual corporate existence unless dissolved in accordance with the requirements of Alaska law.

ARTICLE IX

Personal Liability

In accordance with the provisions of AS 10.20.151(d), no person serving as a director of the Corporation shall be personally liable for monetary damages for the breach of fiduciary duty as a director, excluding liability for (a) breach of a director's duty of loyalty to the corporation, (b) acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law, or (c) a transaction from which the director derives an improper personal benefit.

ARTICLE VIII—Membership

~~The authorized members of the Corporation, the different classes of membership, if any, the property, voting, and other rights and privileges of members, and their liability for membership fees and annual dues and the method of collection thereof, shall be set forth in the Corporation's bylaws.~~

ARTICLE X
Amendment

The Articles may be amended only by an affirmative vote of at least two-thirds of the Board of Directors at any regular board meeting or special board meeting called for that purpose, the notice of which specifies consideration of such action as to be made at the meeting. These Articles may not be amended in any manner that would permit the Corporation to be operated other than for purposes set forth in 501(c)(3) of the Code.

~~**ARTICLE IX—Personal Liability**~~

~~In accordance with the provisions of AS 10.20.151(d), no person serving as a director of the Corporation shall be personally liable for monetary damages for the breach of fiduciary duty as a director, excluding liability for (a) breach of a director's duty of loyalty to the corporation, (b) acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law, or (c) a transaction from which the director derives an improper personal benefit.~~

ARTICLE X
Amendment

The Articles may be amended only by an affirmative vote of at least two-thirds of the Board of Directors at any regular board meeting or special board meeting called for that purpose, the notice of which specifies consideration of such action as to be made at the meeting. These Articles may not be amended in any manner that would permit the Corporation to be operated other than for purposes set forth in 501(c)(3) of the Code.

~~**ARTICLE X—Amendment**~~

~~These Articles of Incorporation may be amended only by an affirmative vote of at least two of the three members of the initial Board of Directors at any regular board meeting or special board meeting called for that purpose, the notice of which specifies consideration of such action as to be made at the meeting. These Articles may not be amended in any manner that would permit the Corporation to be operated other than exclusively for nonprofit purposes.~~

The undersigned, being the President and Secretary of the Corporation, do make, file, and record this document, and hereby certify that the facts in this document are true:

Glenda Ledford

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President

Date:

Nicholas R. Charles Jr.

Secretary

Date:

EXECUTION

The undersigned, for the purpose of forming a corporation under the Alaska Nonprofit Corporation Act, do make, file, and record this document, and hereby certify that the facts in this document are true:

Glenda Ledford, Mayor _____ Date
City of Wasilla

Nicholas R. Charles, I.R.R. Program Manager _____ Date
Knik Tribe

Brian Winnestaffer, Transportation Director _____ Date
Chickaloon Native Village

REGISTERED AGENT'S AFFIDAVIT & ACKNOWLEDGMENT OF ACCEPTANCE

~~The undersigned hereby acknowledges and accepts the appointment as the registered agent for and on behalf of MVP for Transportation.~~

By: _____

Name: ~~Glenda Ledford, Board President~~

~~SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 2023.~~

NOTARY PUBLIC

My Commission Expires: _____

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The State of Alaska Department of Transportation and Public Facilities (AKDOT), on behalf of the MatSu Valley Planning for Transportation (MVP), is seeking professional services to prepare the first Metropolitan Transportation Plan (MTP) for the Metropolitan Planning Organization (MPO). The MTP and associated Transportation Improvement Program (TIP) must be complete by December 28, 2026.

The MTP is a long-range transportation plan for a metropolitan area and is a statement of the ways the region plans to invest in the transportation system over no less than a 20- year planning horizon as of the effective date. It is updated every five (5) years in air quality attainment areas. It shall include both long-range and short-range strategies, policies and actions that provide for the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand. A multi-modal transportation system includes transit, rail, automobile, non-motorized modes, port access and possibly airport access. The MTP provides an opportunity to communicate the priorities, critical choices, and general directions for the region to a broad audience, including planning partners, other stakeholders, elected officials, tribes and the public. The Transportation Improvement Program (TIP) will be developed as part of the metropolitan planning process consistent with and, subsequent to, the approved MTP. It shall be developed in coordination with the AKDOT and compatible with an electronically-available system used by the State of Alaska in developing their Statewide Transportation Improvement Program (STIP), if available.

The work will build on the Matanuska-Susitna Borough Long Range Transportation Plan 2035 (LRTP) but will only address the area designated as the Metropolitan Planning Area (MPA) Boundary as developed and approved by the Pre-MPO Policy Board in 2022. It will address planning requirements found in the Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), and proceeding reauthorizations, including the requirements for a performance-driven, outcome-based approach to the planning effort and mitigation activities and other requirements as outlined in 23 CFR 450. It may also address any new requirements of any highway bill re-authorization that occurs prior to or during the development of this MTP, according to the required timelines issued in the updated regulations and guidance.

The BIL requires MPOs to use not less than 2.5% of Metropolitan Planning Funds on activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities (Complete Streets planning activities) as part of this transportation planning process. It encourages MPOs and communities to adopt and implement a Complete Streets Policy that prioritizes the safety of all users in transportation network planning, design, construction, and operations. The BIL also provides for more than a dozen new highway programs and this MTP

will assist MVP in developing projects and programs that can take advantage of these opportunities in resilience, carbon reduction, electric vehicle charging infrastructure and other discretionary programs and grant opportunities.

The MTP will focus on a review and refinement of existing documents and address priorities and planning elements while considering any new corridor, access management, arterial, sub-area, transit, or other planning efforts since the development of the 2017 LRTP. It will include innovative and emerging policy areas that will further shape the goals, programs and emphasis areas of the plan. One of the policy changes that may need to be considered is the state's desire to allow off-road vehicles on roadways with speeds of 45 mph or less. Current statewide performance measures will be reviewed so that appropriate MPO targets may be developed. Consultation with the State and other Alaska MPOs and finalization of a Memorandum of Understanding between the parties to support a performance-based approach to metropolitan transportation and programming is a deliverable of this effort.

Development and content of the MTP must include all requirements of 23 CFR 450.324 listed here, in part:

- Current and projected demand of persons and goods in the MPA over the period of the plan;
- Existing and proposed transportation facilities that function as an integrated metropolitan transportation system;
- A description of the performance measures and targets used in assessing the performance of the transportation system;
- A system performance report;
- Operational and management strategies to improve the performance of the existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods;
- Assessment of capital investment and other strategies to preserve the existing and projected infrastructure; provide for multimodal capacity increases based on regional priorities and needs and reduce the vulnerability of the existing infrastructure to natural disasters;
- Transportation and transit enhancement activities;
- Design concept and scope descriptions of all existing and proposed transportation facilities;
- Potential mitigation activities and potential areas to carry out these activities;
- A fiscally constrained financial plan with system-level estimates of costs and revenue sources **to be provided by the State in consultation with the MPO's other member agencies;** and,
- Pedestrian walkway and bicycle facilities.

The final deliverable will include the MTP, an Executive Summary, and Technical Appendices. Plan sections include:

- Introduction
- Public Involvement including implementation of the recommendations in the 2017 LRTP and MVP's Public Participation Plan, updated to reflect any new innovative and/or interactive outreach efforts developed for the MTP development
- Goals and Objectives and Performance Based Planning
- Existing Conditions and completed projects since the completion of the 2017 LRTP (MPA projects only) and status of the Rural Service Area Framework within the MPA
- Future Network including corridor and access management analysis, challenges, risks and scenario planning
- Financial Plan
- Recommendations (both project and policy)
- Implementation Strategies

Technical Reports will include, but are not limited to the following:

- Policy Board adoption of the Goals, Objectives and Performance Measures
- Policy Board adoption of the Latest Planning Assumptions used in the TransCad Model
- Policy Assessment and Gap Analysis
- Alternatives Analysis Process
- Status of the Current Transportation System
- Future Transportation System Deficiencies Analysis
- Project Needs List
- Public Involvement Summary to fulfill all requirements under 23 CFR 450, the Public Participation Plan, Environmental Justice and Title VI Implementation Plan

Phase I—Requirements Analysis

The development of the MTP shall use **the latest available estimates and assumptions for population, land use, travel, employment, congestion and economic activity**. The latest planning assumptions will be developed under a separate but integral project when the TransCad Model is updated for use in the development of the MTP. The Consultant will work with the TransCad Model consultant to conduct the traffic and systems analysis and other elements under this MTP development. At a minimum, it must include:

Task 1.1 Traffic & Systems Analysis

The Consultant will compile an inventory of existing transportation facilities within the study area, for all modes, as well as pertinent information such as Annual Average Daily Traffic (AADT), functional classification, Level of Service (LOS), crash data and ownership and maintenance responsibilities. Should additional data collection be necessary, the State, MPO and the Consultant will negotiate any additional data needs. There currently exist numerous data gaps

and inconsistencies, as identified in the LRTP, including bicycle and pedestrian counts, sidewalk and trail locations, building footprints and easements. Programmatic and plan development suggestions will be developed as a result of this analysis. The Consultant shall incorporate the Traffic Demand Model in all planning assumptions and forecast to the horizon year of the plan. The Consultant will review past and the current Regional Travel Demand Modeling projects regarding the Mat-Su area, concentrating specifically on the MPA to determine the level of modeling required to satisfactorily complete the MTP. The model update will include scenario planning. The underlying assumptions in the model regarding population, employment, trip generation and other factors should be updated to reflect existing conditions.

Anticipated land use and economic development patterns shall also be researched and considered. Future demographics including population, employment and jobs/housing balance shall be developed with input from local governments, agencies and subject matter experts. TransCAD will be the model used to ease coordination on a regional level.

Task 1.2 Research

The Consultant will identify the accomplishments of the current LRTP as related to the area within the MPA boundary.

The Consultant will research existing plans and studies pertaining to the MPA boundary with particular attention to comprehensive and land use plans and any performance based plans that have been generated since the development of the LRTP including, but not limited to:

- Alaska Statewide Long Range Transportation Policy Plan
- Alaska Statewide Active Transportation Plan
- Alaska State Rail Plan, Alaska Aviation System Plan
- Alaska Statewide Asset Management Plan
- Alaska Highway Safety Improvement Program including the Strategic Highway Safety Plan
- Applicable regional port studies
- Alaska State Freight Plan
- Relevant Arterial Access Management, Corridor and Sub-area Plans and Studies
- The Official Streets and Highway Plan
- Transit Short Range Plan
- Safe Routes to School Plan
- Long-Range Transit Vision
- MSB Recreational Trails Plan
- MSB Bike and Pedestrian Plan
- MSB Capital Improvement Program

- Tribal Transportation Improvement Programs
- Local transportation plans and Capital Improvement Programs (Wasilla, Palmer, MSB)
- MSB Coordinated Human Services Transportation Plan.

The Consultant will also be responsible for ensuring that the MTP meets all metropolitan planning requirements of the BIL and subsequent highway authorizations by developing a gap analysis of the existing LRTP as it relates to the MPA against the federal law, particularly sensitive to the requirements of Metropolitan Planning Organizations. Other federal requirements should also be incorporated such as any new planning factors, freight program opportunities, the planning emphasis areas and potential mitigation activities as well as the identification of the projects completed since the development of the last LRTP. The Consultant will also identify deficiencies that prevent access to essential services such as access/egress issues for emergency events as well as other deficiencies. The status of maintenance and operations of the system, both in service and funding, will also be addressed.

Task I.3 Develop and refine existing Goals, Objectives, Performance Measures, Targets and establish Project Evaluation Criteria

The metropolitan transportation planning process will provide for the establishment and use of a performance-based approach to transportation decision-making to support the national goals described in 23 U.S.C. 150(b) and in the general purposes described in 49 U.S.C. 5301(c). The plan will establish goals, objectives and performance targets that address the performance measures or standards established by the State to be used in tracking progress toward attainment of critical outcomes for the MPO. The goals, objectives and performance measures will be developed to address any known performance targets and planning factors. This will involve coordination with the State and the Metropolitan Planning Organizations within the State: Anchorage Metropolitan Area Transportation Solutions (AMATS) and FAST Planning, Inc. (FAST). A *Performance Planning Target Setting Procedure Agreement* must be established with the State and with public transportation providers to ensure consistency with the performance targets that public transportation providers have established. It is recommended that this effort be coordinated with AMATS and possibly, FAST.

The consultant will use this performance-based approach to assist the MPO in the development of specific Evaluation Criteria for projects to be scored for inclusion in the TIP. A system performance report is also required.

Phase II—Alternatives Analysis

Task II.1 Identification of Alternatives

Through identification of future needs and existing deficiencies, the Consultant will develop alternatives for consideration. An interactive, web-based approach in obtaining community input is highly desired in addition to other approaches.

Emerging concepts to be addressed include sustainability, climate change and energy, transportation and environmental impacts and interregional planning.

Specific proposals should, at a minimum, include an analysis of the following:

- a Seasonal Commuter Rail from train stations in the Mat-Su to work sites within Anchorage;
- Bus-only lanes along the Glenn Highway for commuters in order to reduce the need for widening and impacts of a Park and Ride within the AMATS MPA that would potentially serve residents of MVP.
- Any alternatives that sufficiently address the deficiencies.

These types of projects will require a framework for coordination as to STIP/TIP priorities, local match, construction funding and maintenance.

Task II. 2 Scenario Analysis

The Consultant will also identify and propose alternative growth scenarios that include both infrastructure and non-infrastructure approaches to managing transportation demand including land use and growth/density management development scenarios. The Consultant will identify the methods by which these alternatives will be developed in their response. The consultant will employ visualization techniques and broad-based participation to develop long-range regional visions with the MTP.

Some scenarios that are to be looked at include a Park and Ride Facility at the Old Glenn Highway and the New Glenn Highway Interchange. The location is within the AMATS boundary.

Task II.2 Analysis of Alternatives

An evaluation process will be developed for all modes to analyze the alternatives. Significant corridor improvements and transportation demand management approaches will be incorporated.

Task II.3 Recommended Alternatives and fiscally constrained financial plan

The Consultant will develop a short, medium and long-term implementation plan including planning-level estimates for all priorities. Sources of funding, funding projections and project-level estimates will be developed in consultation with the State and the MPO. The Consultant will prepare a transparent explanation of

assumptions, risks and priorities involved in financial decisions, developed collaboratively with regional partners. The Consultant will identify the performance measure(s) and planning factor(s) each alternative satisfies.

Recommendations for non-infrastructure improvements will also be presented including, but not limited to travel demand and congestion management solutions, educational campaigns, policies and necessary studies or programs to address data gaps.

Examine FHWA Innovative Financing techniques in developing the fiscally constrained plan and develop possible uses in the MPA as well as ways to leverage funding with other sources (bonds, tribal funding, other grants).

The results of the update of the MSB Coordinated Human Services Transportation Plan and Safety Plan will be incorporated into this MTP as it pertains to the MPA.

Task II.4 Operations and Maintenance

Alternatives will also include an emphasis on the maintenance of existing transportation infrastructure and include transportation projects and programs focused on operations and maintenance. The status of maintenance and the funding of its operations by all stakeholders will be included in the analysis.

Phase III—Implementation

Task III.1 Preparation of Appropriate Draft Implementation Plan

The Consultant will develop a draft report for State and MPO review. Appropriate edits will be made prior to release for comment by the MPO and its committees, local governments and public.

Task III.2 Preparation of the Initial Draft Transportation Improvement Program (TIP)

The consultant will develop a draft TIP for State and MPO review. This will entail the development of a process to evaluate projects to include in the TIP. The Consultant will develop an electronic TIP with all projects geo-referenced.

Phase IV—Coordination and Documentation

Task IV.1 Administration and Coordination

The Consultant will administer and coordinate this project. Project open houses will be coordinated around the meetings of the Technical Committee and Policy Board. The Consultant will be required to coordinate with those responsible for the travel model update. Draft technical memorandums and plans are required at least fifteen days prior to release at a Policy Board or Technical Committee meeting in order for staff to incorporate their comments.

Task IV.2 Public Coordination and Participation

This task will begin early and will be ongoing. The Consultant will follow the newly adopted Public Participation Plan (PPP) and develop an amendment to the PPP to update the MTP Public Involvement Plan subject to the approval of the Policy Board and meeting all requirements of 23 CFR 450.324 and 23 CFR 450.316. The amendment will reflect how the MTP process will successfully include robust and interactive participation and garner support from transportation agencies, the business community, the general public, environmental justice communities and other stakeholders. It will employ a diversity of means to solicit and consider public input at multiple points in the planning process. It will incorporate steps to ensure access of the plan and planning process to Limited English Proficiency populations and address any observed inequalities. The amendment will also demonstrate how public input is coordinated with the goals, objectives and implementation of the MTP.

There will be at least two open houses for this project. Also required will be at least two meetings with each entity listed below to provide information and gather feedback from the following entities:

- Technical Committee
- Transportation Advisory Board
- Policy Board
- MSB Planning Commission (one work-sessions and one public hearing)
- MSB Assembly (one work-session and one public hearing)
- City of Palmer
- City of Wasilla
- Joint Tribal Meeting with the Knik, Eklutna and Chickaloon Tribes.

Some of these work-sessions can be supported by or performed by the existing staff. The Consultant will work with the MPO to identify, obtain agreement and document the tribal governments' involvement in the development of the MTP. Outlining factors applied in shaping scenarios, incorporating feedback into the analysis and informing the Planning Commission and Assembly on progress and findings are core activities and will ensure consistency with the MSB Comprehensive Plan, the latest Official Streets and Highways Plan (OSHP) and the relevant portions of the Capital Improvement Program.

Task IV.3 Final Study Documentation and Production

The Consultant will produce a final report and a plan for public distribution. The final plan will contain infographics using text to tell the story where the images are not specific enough. There should be a balance between text and graphics yet easy to comprehend. The Consultant will distribute the final plan.

Matanuska-Susitna Valley Planning for Transportation Title VI Plan *Draft*

Compiled January 24, 2024 updated in May, 2024

For review by MVP Technical Committee
By RESPEC



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DRAFT

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 (see Map 1 of Appendix F) was finalized and the MPO was subsequently established on December 19, 2023.

As the MPO, Mat-Su 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 twoyear 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 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 benefit 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

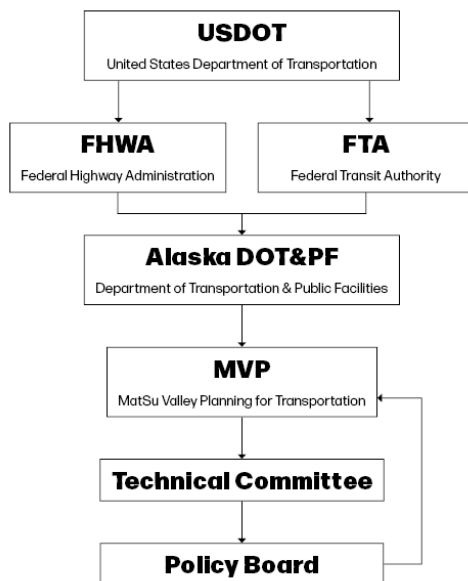
		system to provide those services so LEP persons can have meaningful access to them.
Consultation and Coordination with Indian Tribal Governments	Executive Order 13175	Establishes regular and meaningful consultation and collaboration with tribal officials in the development of federal policies that have 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	Executive Order 13985	Sets forth a comprehensive approach to advancing equity

Communities Through the Federal Government		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, and 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	DOT&PF Planning	DOT&PF Pre-Construction	ADEC Air Quality	Alaska Railroad Corporation
Trucking Industry Advocate	Road Service Area Advisory Board Chair	Transportation Advisory Board Chair	Public Transit Provider	Mat-Su School District Operations	Knik Tribe	Chickaloon Native Village	Non-motorized Advocate

Policy Board						
Alaska DOT&PF	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 to, 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 an 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 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.

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 needed for filing a complaint will be provided to a person or persons.

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, or you can pick up a copy at location. The form is also provided in *Appendix A* of this plan and a digital version is available online at link.

Commented [KS1]: Once we have an office and mailing address we will update this plan

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

MVP for Transportation Office

Address

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: [link](#).

Commented [KS2]: Add the link

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 (907) XX-XXX or email: coordinator@site.com.

Commented [KS3]: Once MVP has a phone number, voice mail and staff we will update this

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*).

Commented [KS4]: This will be added once we update the PPP in June 2024

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.mvppmpo.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 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:



Appendix A

Title VI Complaint Form

MatSu Valley Planning for Transportation (MVP) Title VI Complaint Form

Date: _____

Your Name:	Phone:	Alt Phone:
Street Address:	City, State, Zip Code	
Email:		

Complaint Details:

1. Date(s) of alleged discrimination:

--

2. Describe the alleged discriminatory act(s) or practice(s) in detail (if you need more space, please attach another page):

--

3. Identify the individual(s) or department(s) involved, if known:

--

4. Have you contacted anyone within MVP regarding this matter? If yes, please provide details:

--

5. Please describe any witnesses or individuals who have knowledge of the alleged discrimination. Provide names and contact information, if possible:

--

MatSu Valley Planning for Transportation (MVP) Title VI Complaint Form

6. Please provide any additional information or documentation that may be relevant to your complaint:

7. Have you previously filed a complaint with MVP or any other entity regarding a similar issue? If yes, please provide details:

8. Are there any accommodations or assistance you require during the investigation of this complaint?

I certify that the information provided in this complaint is true and accurate to the best of my knowledge. I understand that MVP will investigate based on the information provided. I agree to cooperate fully in the investigation.

Signature: _____ Date: _____

Please send the completed form to:

MVP

Address

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



Appendix B

Limited English Proficiency Plan

Introduction and Purpose

In compliance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, Matanuska-Susitna Valley Planning for Transportation (MVP) has established the following Limited English Proficiency (LEP) Plan to ensure that individuals with limited English proficiency may access all resources and services provided by our agencies. An “LEP individual” is defined as “an individual who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English” (EO 13166).

The purpose of this plan is to establish strategies for interacting with and providing services to LEP individuals to ensure equity and inclusion across beneficiaries. To prepare for the development of this plan, we conducted an analysis of the following four factors:

1. The number or proportion of LEP persons served or encountered in the eligible service population;
2. The frequency with which the LEP persons come into contact with the agency;
3. The nature and importance of the program, activity, or service provided by the agency; and
4. The resources available and costs to the recipient.

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 as oral interpretation or written translation.

Identification and Assessment of LEP Communities

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 population maps. Mapping updates will occur in conjunction with major updates to the Title VI or LEP Plans. MVP will also collect demographic data from program participants and meeting attendees via optional sign-in sheets.

The table below shows the data available as of November 2023 for census tracts wholly or partially within the metropolitan planning area.

Primary Language	Number of people who speak English less than “very well”	Percentage of Total Population
Spanish	199	0.27%
Russian	437	0.59%
Other Slavic Language	429	0.58%
Total (including other primary languages)	1616	2.19%

Language Assistance Services

Based on the four-factor analysis, 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

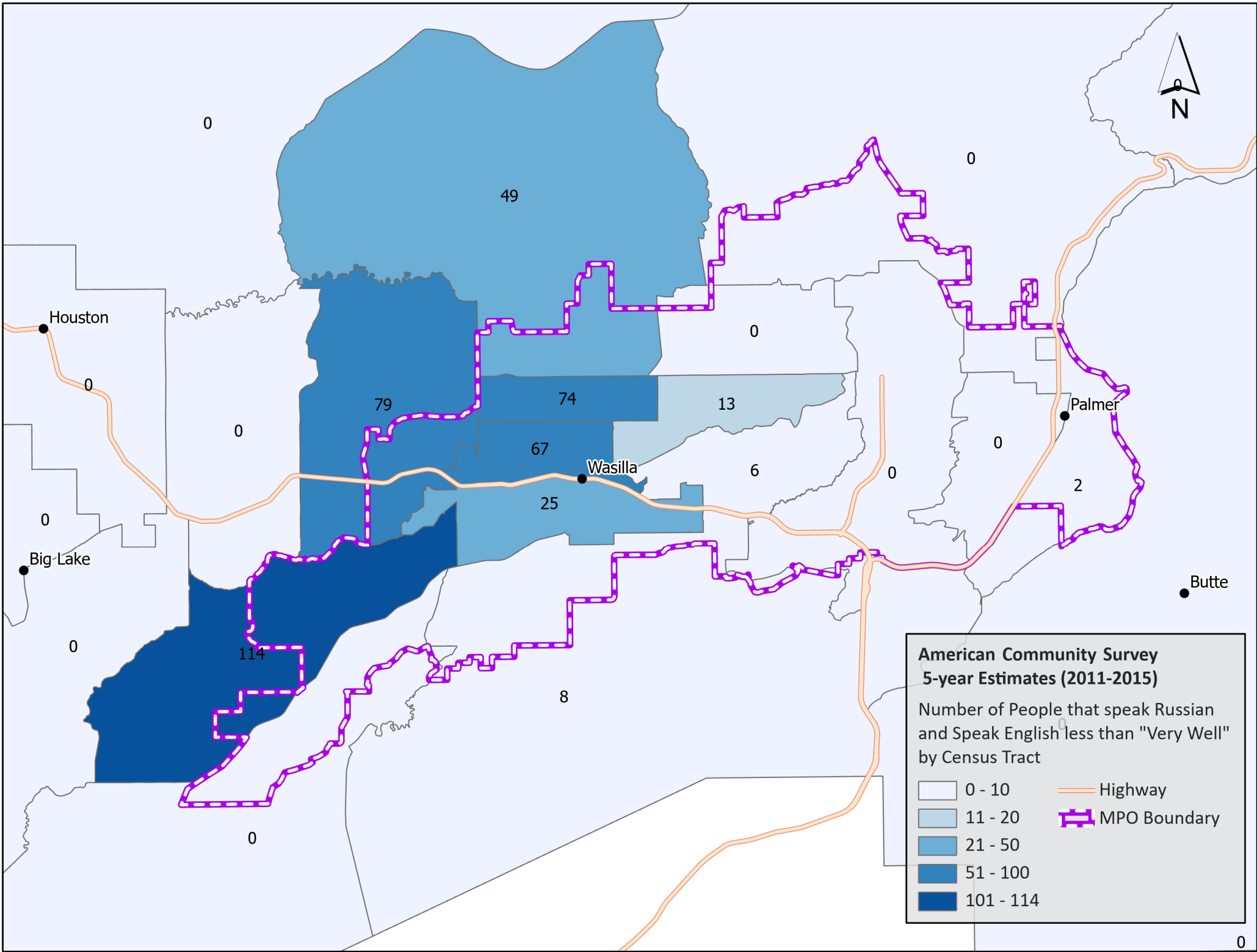
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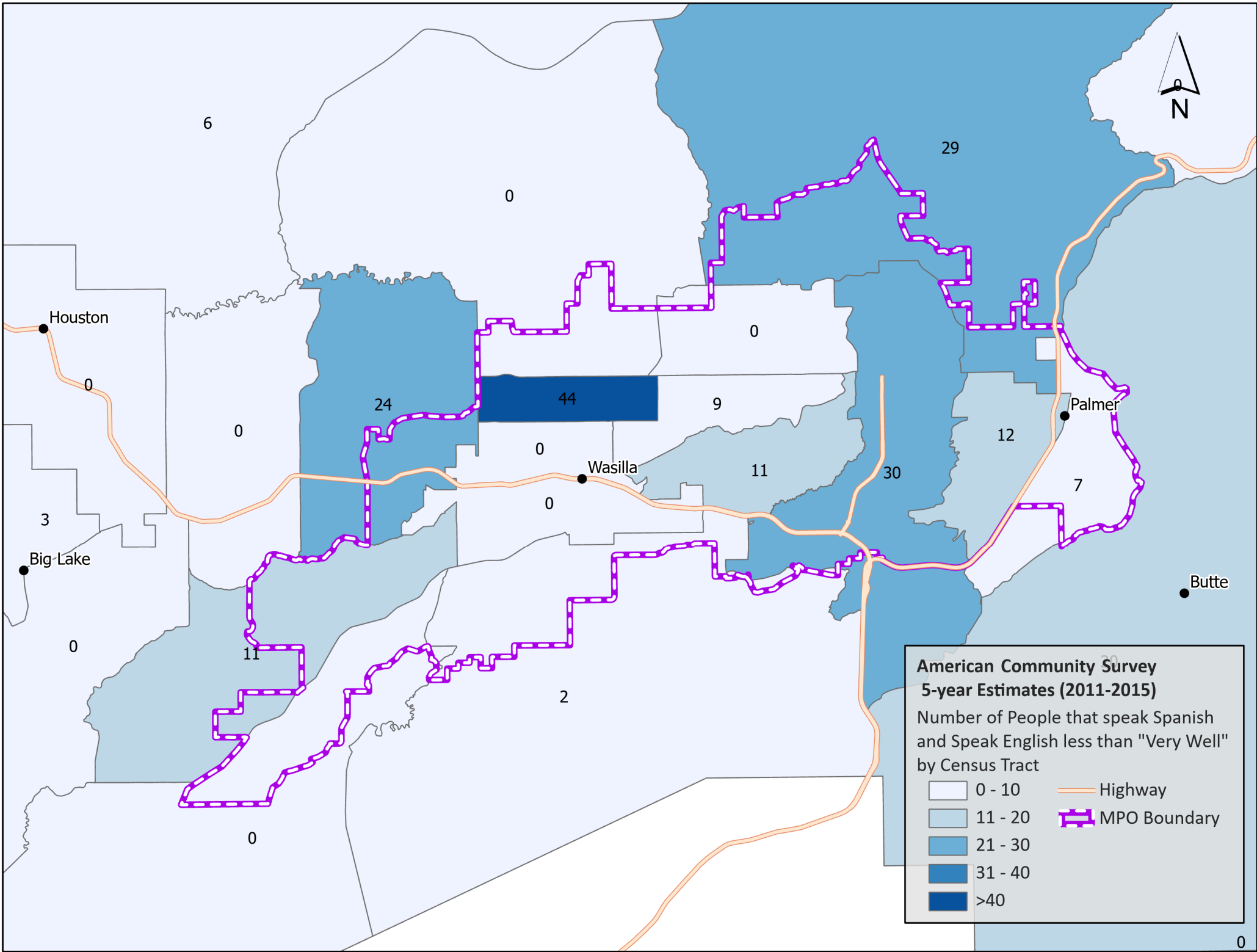
To ensure access to MVP services and programs, the Title VI coordinator and MVP staff will:

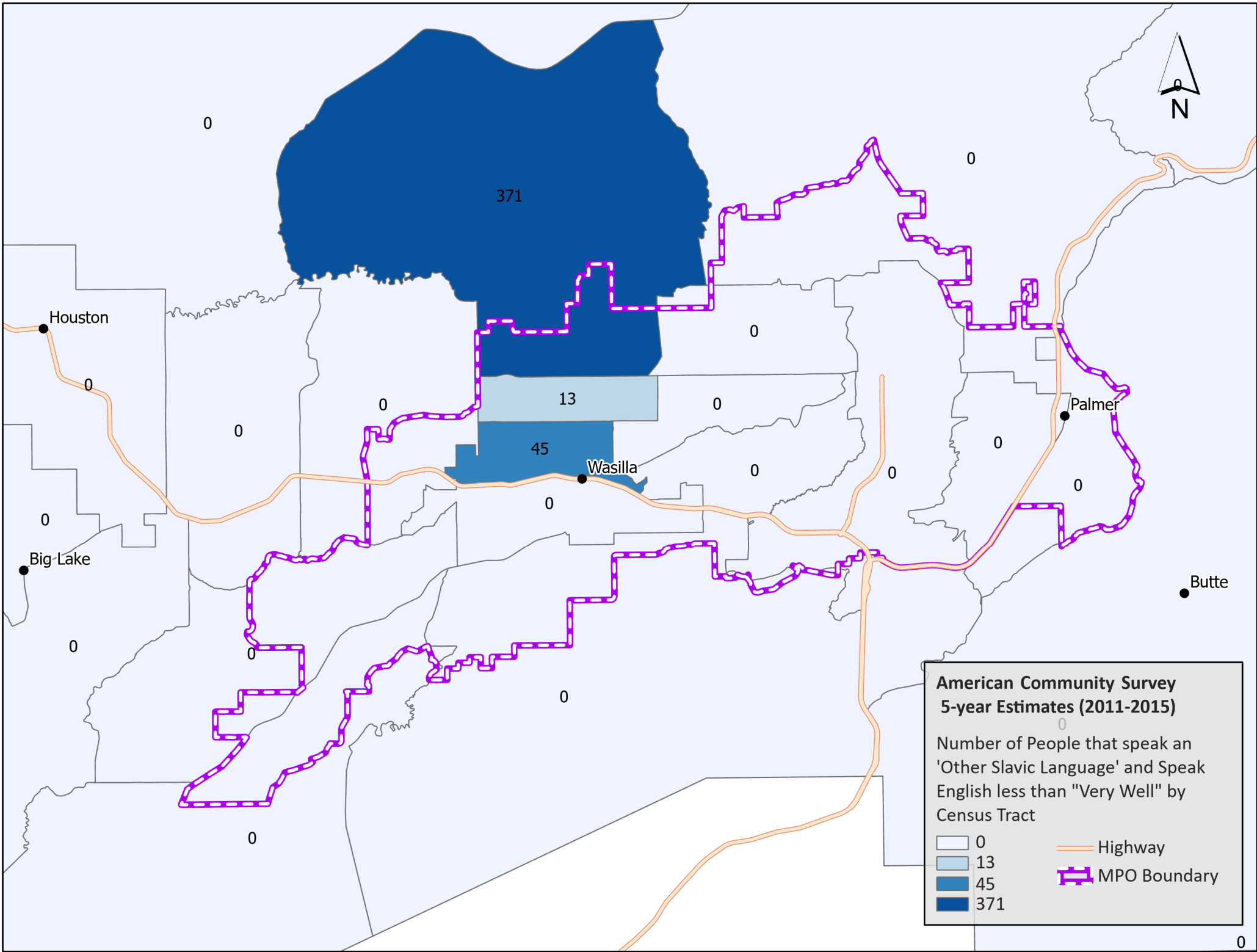
- Bring “I Speak” or Language Identification cards to public meetings to establish in which language interpretation and/or translation is required.
- Maintain a simple and effective Title VI webpage on the MVP for Transportation website.
- Respond promptly to requests for written translation of materials.
- Coordinate with services such as the Alaska Institute for Justice to provide interpretative services upon request.
- Maintain a record of all translation and interpretation requests.
- Provide language translations on the MVPMPPO.com website.

Implementing, Monitoring, and Updating the Plan

The Title VI Coordinator is responsible for maintaining this plan alongside the Title VI Plan. The LEP Plan will be updated as necessary, or at least every five years, including a review of the most recent ACS or Decennial Census data and internal records of translation and interpretation requests.









Appendix C

Public Participation Plan

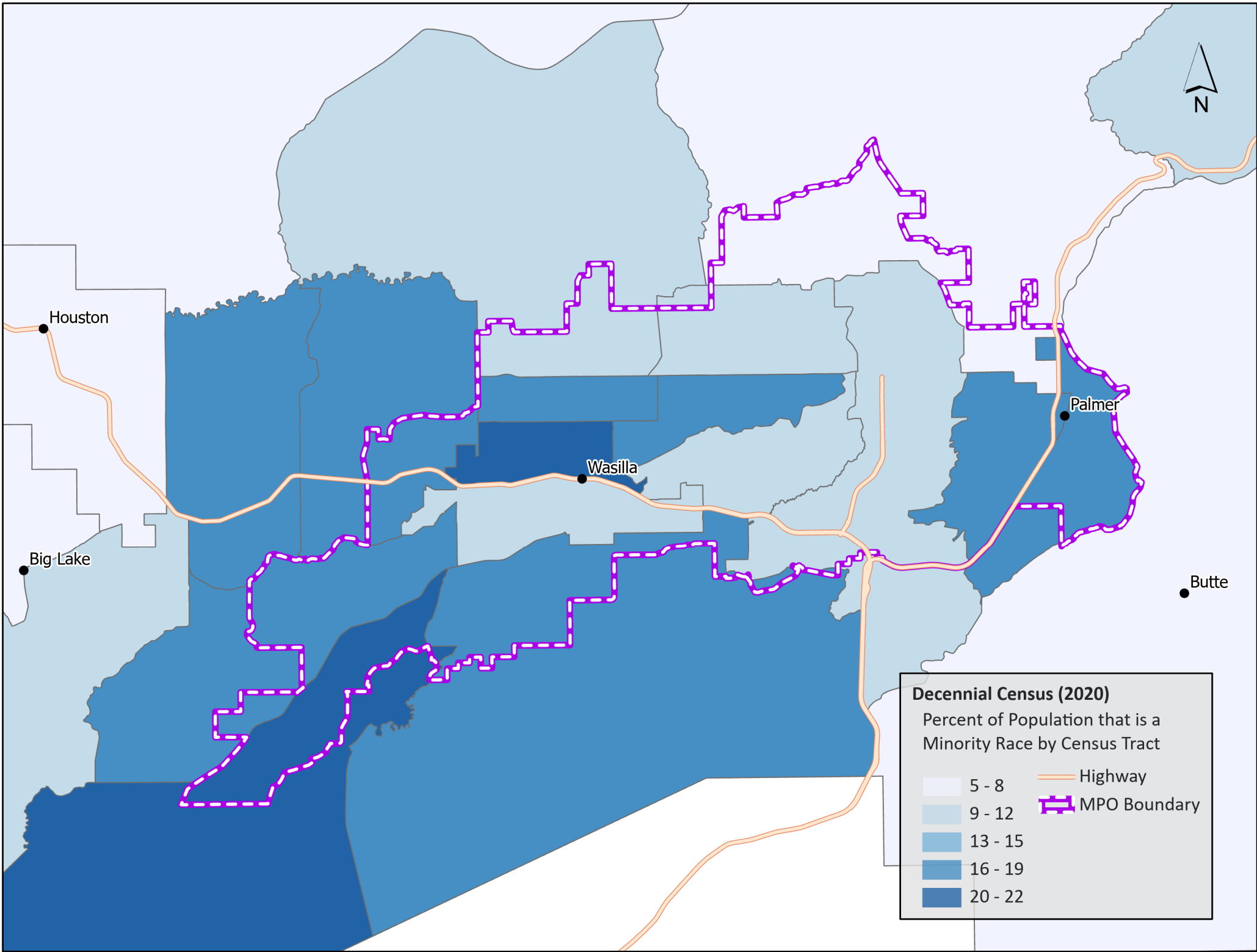


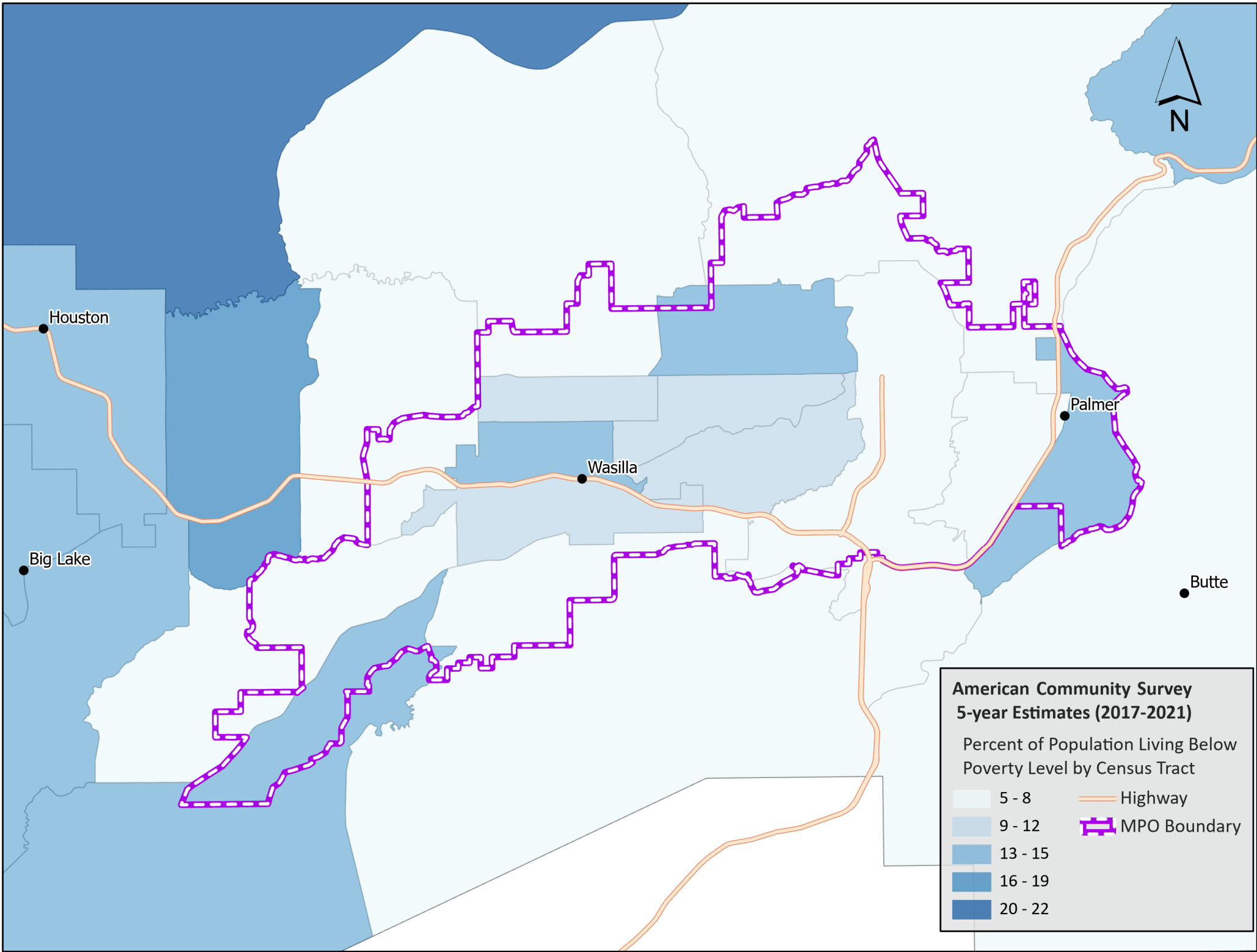
Appendix D

Other Maps

Population By Race: Summary of Census Tracts Wholly or Partially Within the Metropolitan Planning Area

Race	Number	Percentage of total population
<i>American Indian or Alaska Native (Alone or in combination with one or more race)</i>	12031	13
<i>Asian (Alone or in combination with one or more race)</i>	3098	3
<i>Black or African American (Alone or in combination with one or more race)</i>	2218	2
<i>White Only</i>	68959	77
<i>Minority (all races not identified as white only)</i>	20793	23







Appendix E

Excerpt from the Inter-Governmental
Operating Agreement and Memorandum
of Understanding for Transportation
Planning

include the hourly rate for each employee working on the project during the reporting period. In addition, a loaded rate factor will be shown in a manner compatible with existing approved local procedures. The load rate factor is subject to adjustment based upon audits occurring during the life of this Agreement.

13.2.2 Time Sheets

Individual time sheets will be maintained reflecting the daily total amount of hours worked and amount of time spent on each task within the program. It is imperative that the hours be traceable to the task.

13.2.3 Materials

Copies of invoices shall support the costs of any purchased materials utilized on this project.

13.2.4 Out-of-Pocket Expenses

Copies of receipts shall support all expenses.

13.2.5 Record System

The record system will be such that all costs can be easily traceable from all billings through the ledgers to the source document. Each expenditure must be identified with the task within the current approved UPWP or SSOW.

13.3 CONSULTANT CONTRACTS AND PROFESSIONAL SERVICES AGREEMENTS

Each consultant contract or professional services agreement, in which any party engages, may require a specific audit for that project or agreement. The award of any such construction related engineering design services contract must be made in conformity with applicable Federal and Alaska DOT&PF contracting procedures including Alaska DOT&PF Procedure 10.02.010, and related Professional Services Agreement Handbook, or based on acceptable alternative contracting procedures approved by Alaska DOT&PF and FHWA. This requirement is in addition to any agency- wide audit conducted pursuant to OMB Circular A-133 (Single Audit Requirements).

13.4 ANNUAL AUDIT

MVP for Transportation may be audited every year by Alaska DOT&PF Internal Review auditors for compliance and to ensure adequate coverage. MVP for Transportation will additionally hire an independent Certified Public Accountant (CPA) to conduct an annual audit of all revenues and expenditures, as well as participate in a state and/or federal single audit as requested. Both Parties and/or their subcontractors under this Agreement shall maintain all records and accounts relating to their costs and expenditures for the work during any fiscal year for a minimum of three (3) years following receipt of the final payment and shall make them available for audit by representatives of Alaska DOT&PF, FHWA, and FTA at reasonable times. Both parties shall maintain records in a form approved by Alaska DOT&PF. Final

payment is defined as the final voucher paid by FHWA to Alaska DOT&PF based on an audit. A request to close out a fiscal year or project account does not constitute final payment.

13.5 RESOLUTION AND CLOSURE

Any review, which does not meet Federal requirements, will be resolved between Alaska DOT&PF and the other party. The financial records relating to a UPWP or SSOW year may be closed out once FHWA accepts the audit and final payment adjustments have been made.

SECTION 14 - COMPLIANCE WITH TITLE VI, CIVIL RIGHTS ACT OF 1964

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

SECTION 15 - DBE PROGRAM REQUIREMENTS

15.1 COMPLIANCE

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

15.2 POLICY

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

15.3 DBE OBLIGATION

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

SECTION 16 - AMENDMENTS

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

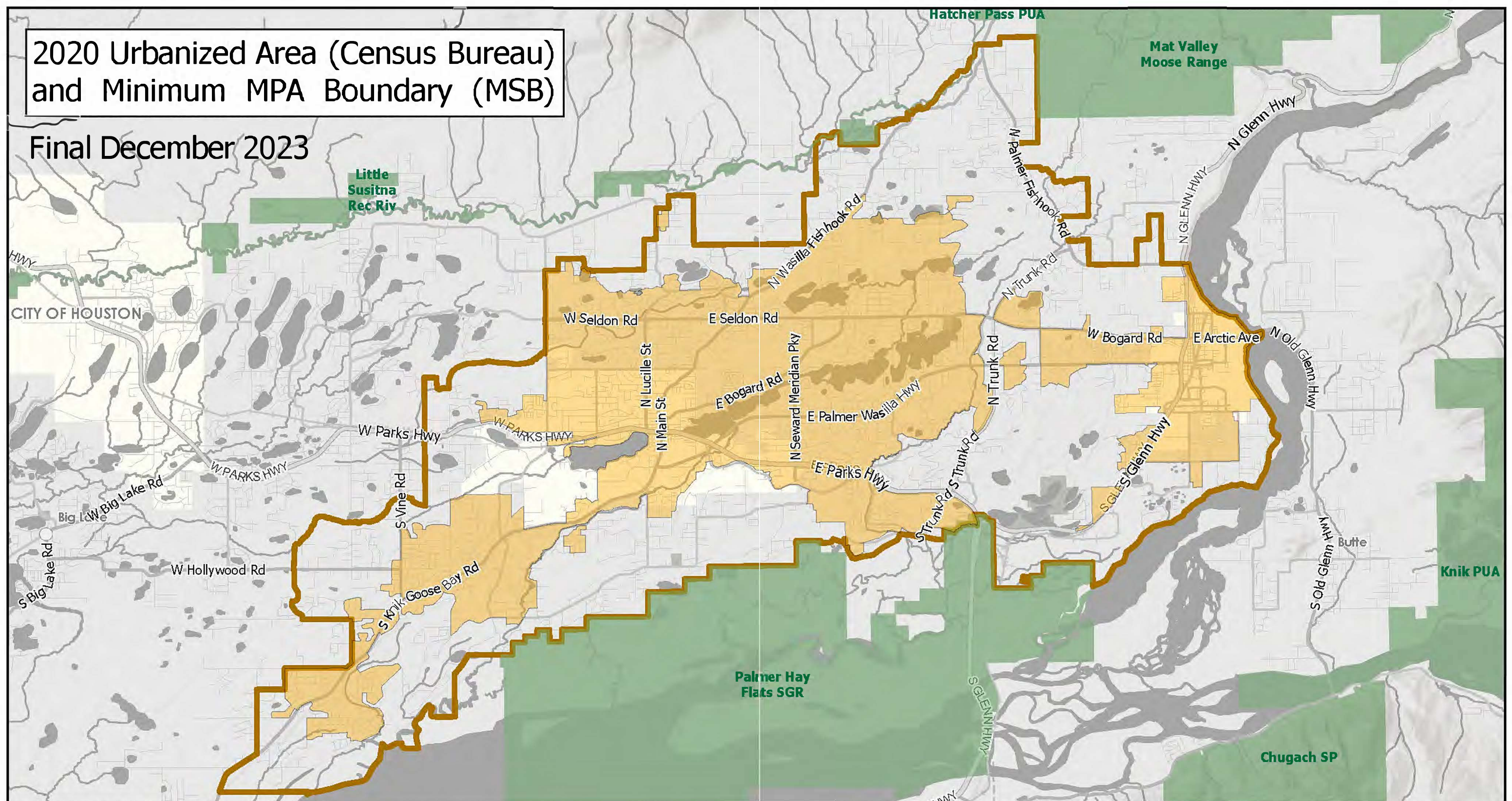


Appendix F

MPA Boundary Map

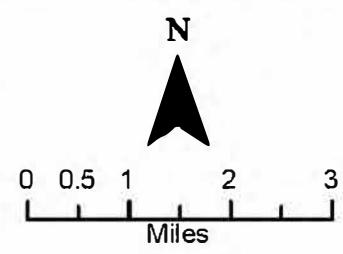
2020 Urbanized Area (Census Bureau) and Minimum MPA Boundary (MSB)

Final December 2023



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- Legislative Designated Area
- MPA Proposed Final Boundary

"At a minimum, the MPA boundaries shall encompass the entire existing urbanized area [...] plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan."
23 CFR § 450.312(a)(1)





Appendix A

Title VI Complaint Form

MatSu Valley Planning for Transportation (MVP) Title VI Complaint Form

Date: _____

Your Name:	Phone:	Alt Phone:
Street Address:	City, State, Zip Code	
Email:		

Complaint Details:

1. Date(s) of alleged discrimination:

--

2. Describe the alleged discriminatory act(s) or practice(s) in detail (if you need more space, please attach another page):

--

3. Identify the individual(s) or department(s) involved, if known:

--

4. Have you contacted anyone within MVP regarding this matter? If yes, please provide details:

--

5. Please describe any witnesses or individuals who have knowledge of the alleged discrimination. Provide names and contact information, if possible:

--

MatSu Valley Planning for Transportation (MVP) Title VI Complaint Form

6. Please provide any additional information or documentation that may be relevant to your complaint:

7. Have you previously filed a complaint with MVP or any other entity regarding a similar issue? If yes, please provide details:

8. Are there any accommodations or assistance you require during the investigation of this complaint?

I certify that the information provided in this complaint is true and accurate to the best of my knowledge. I understand that MVP will investigate based on the information provided. I agree to cooperate fully in the investigation.

Signature: _____ Date: _____

Please send the completed form to:

MVP

Address

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

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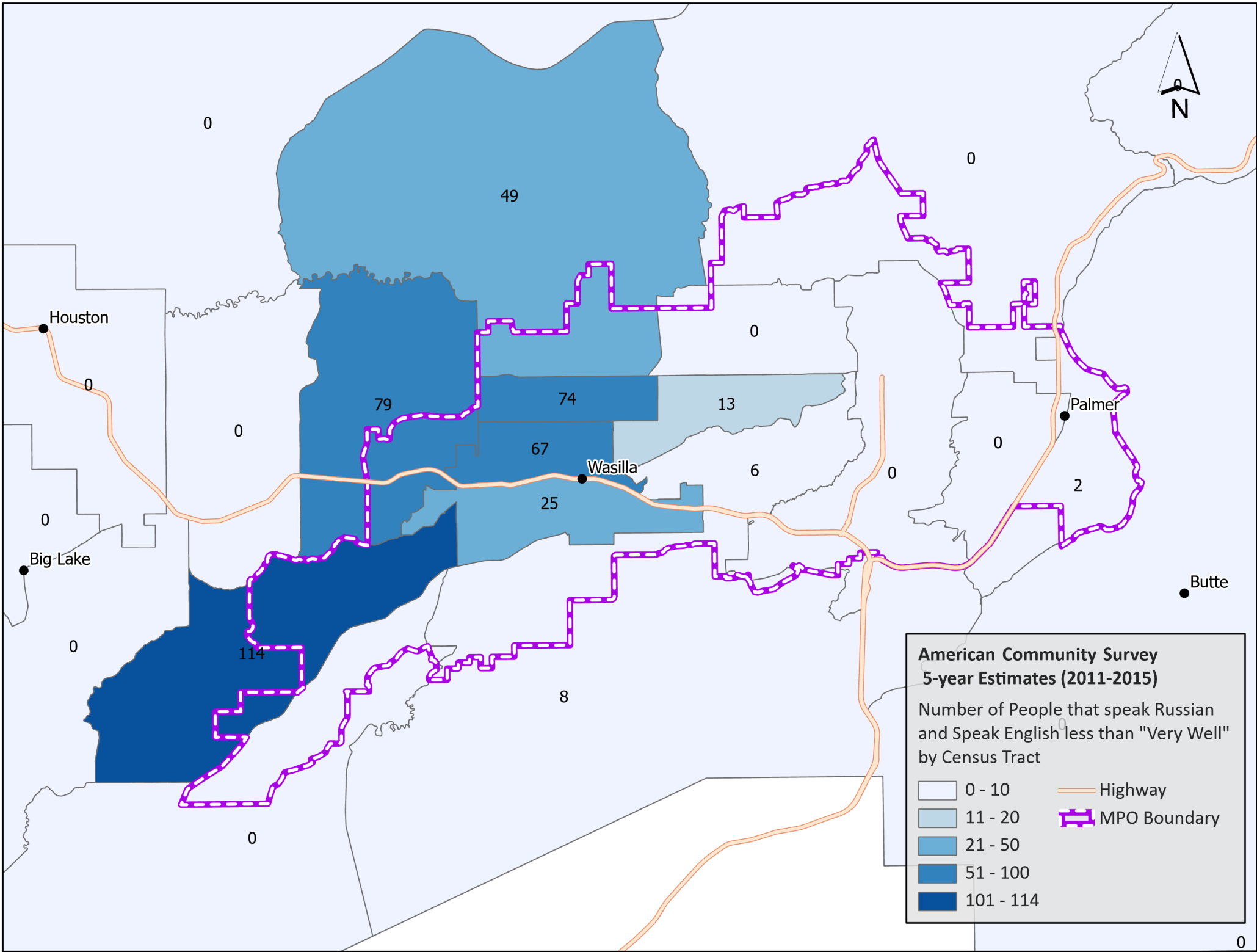
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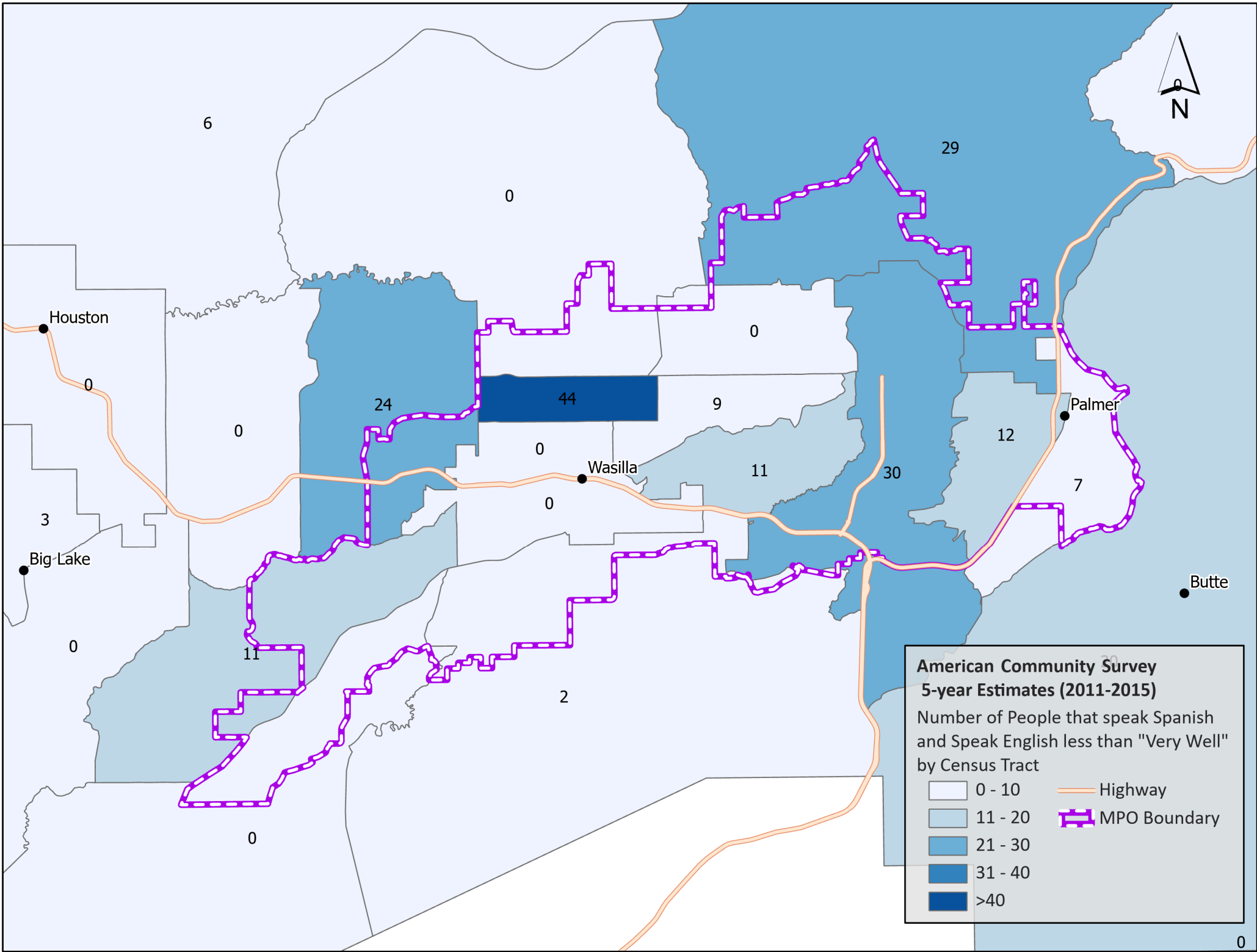
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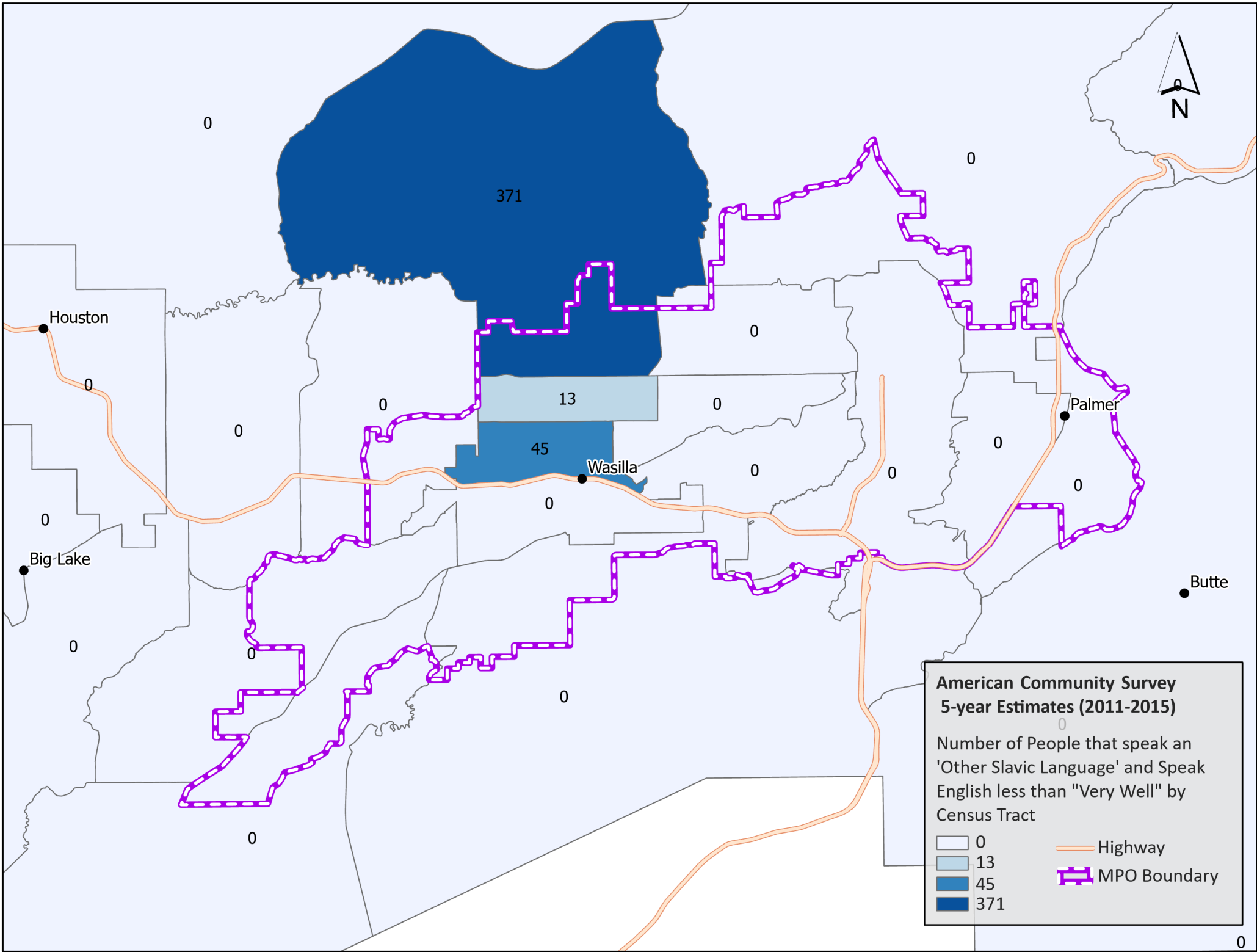
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Public Participation Plan

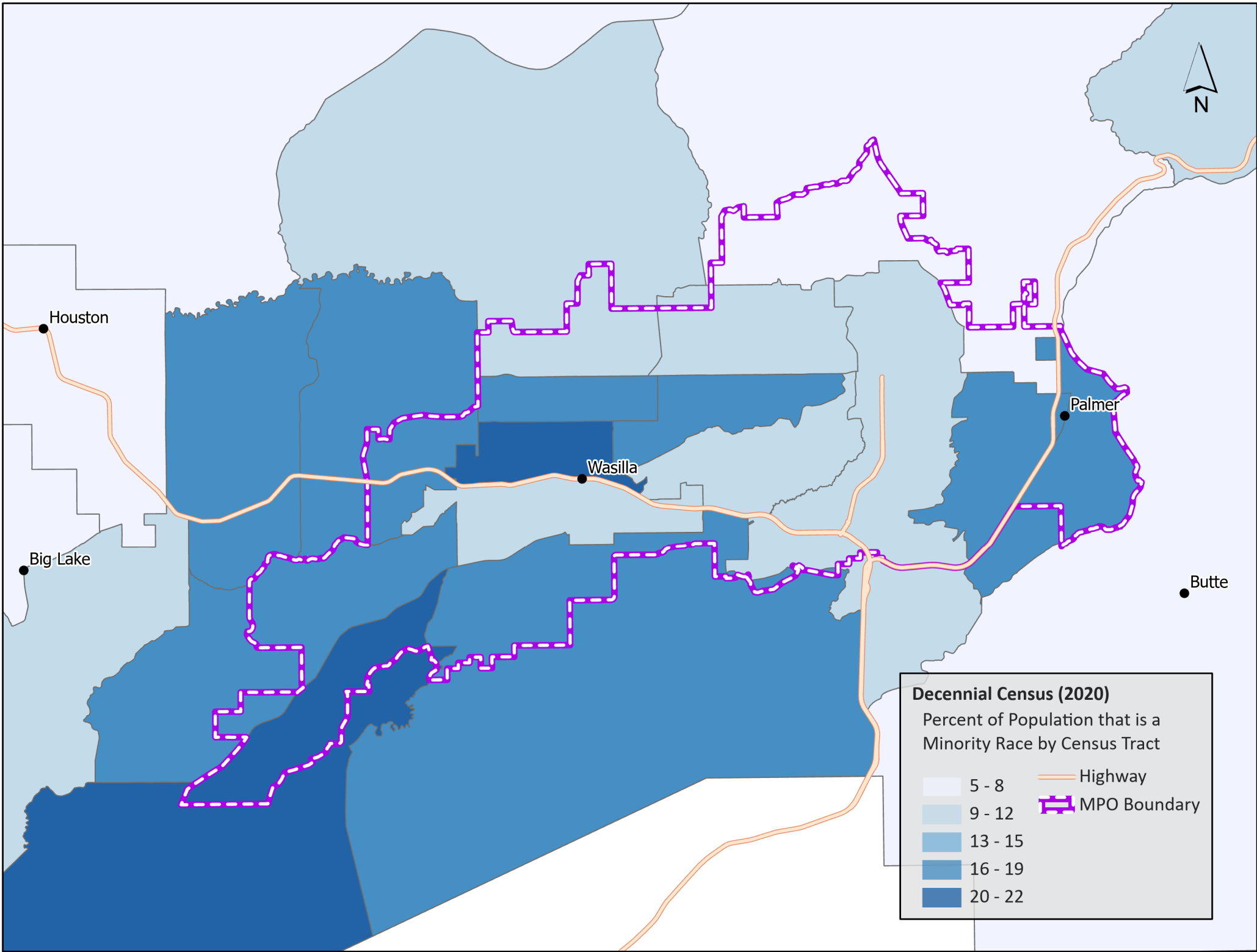


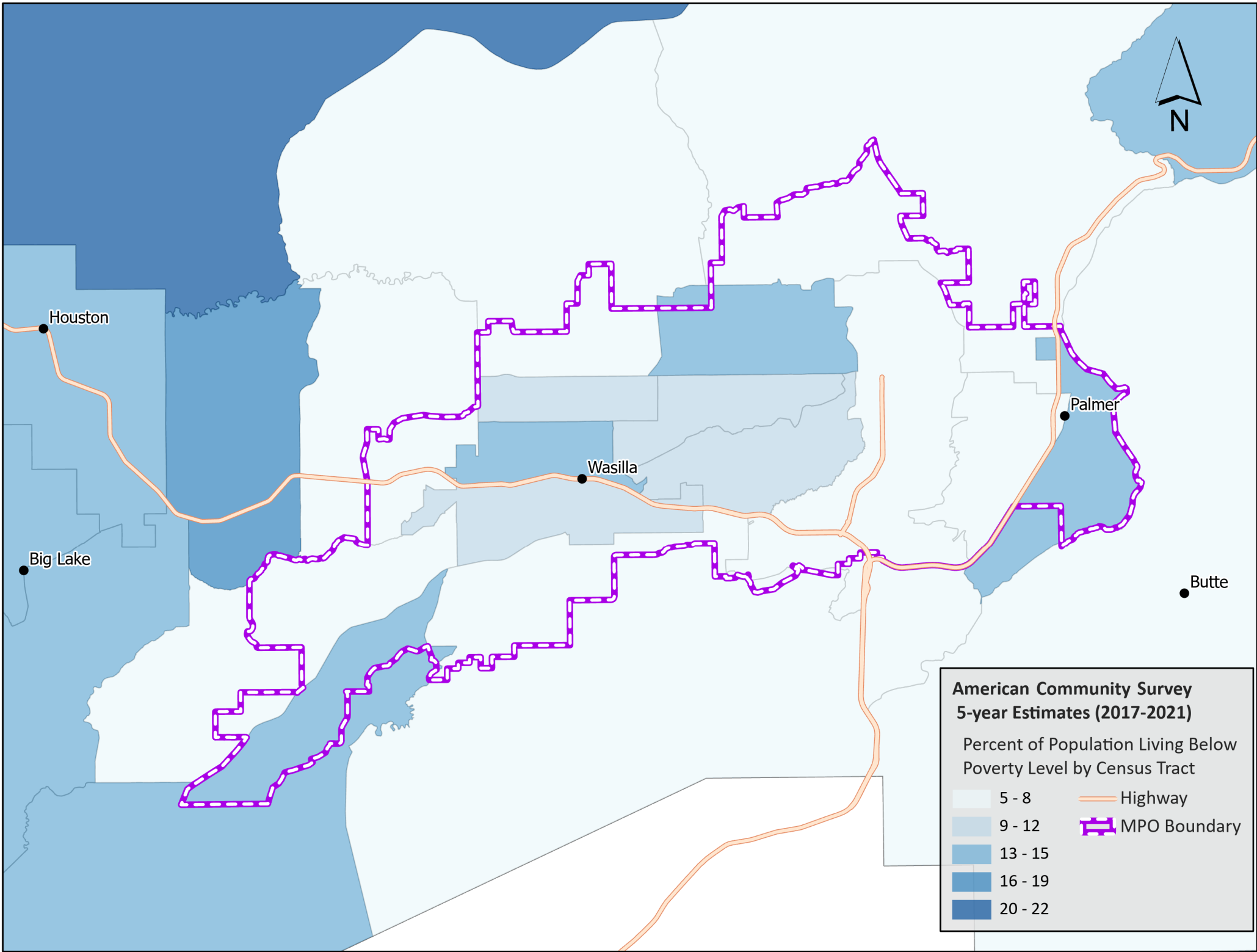
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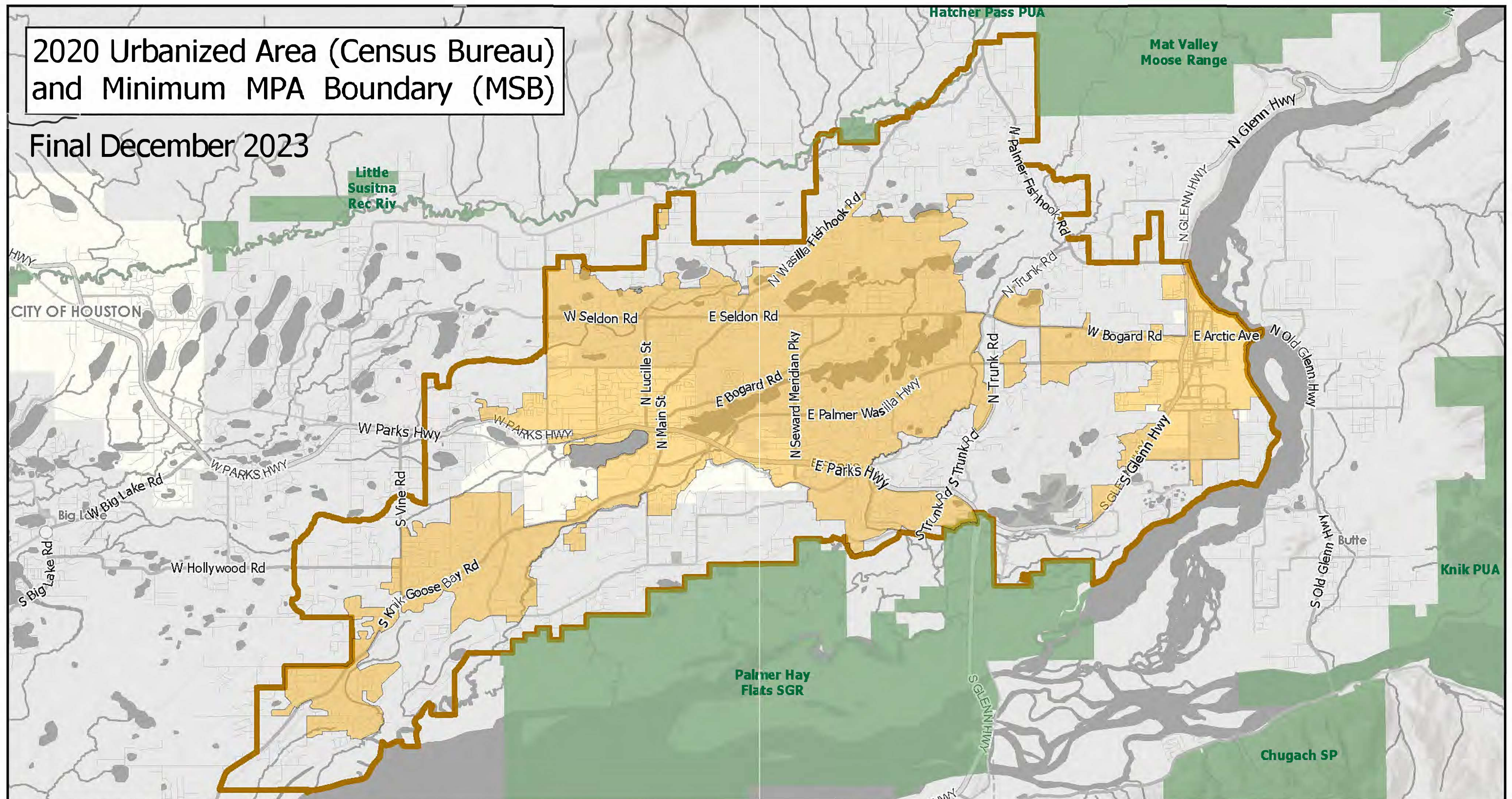


Appendix F

MPA Boundary Map

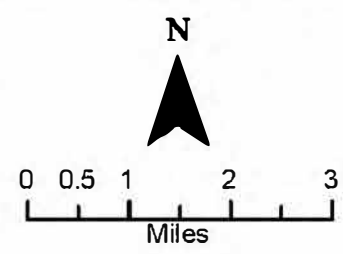
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- Legislative Designated Area
- MPA Proposed Final Boundary

"At a minimum, the MPA boundaries shall encompass the entire existing urbanized area [...] plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan."
23 CFR § 450.312(a)(1)





MVP for Transportation Fiscal Policy Draft May 2024

Fiscal Policy

Policy Statement

The purpose of this policy is to detail the fiscal procedures for the MPO 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 contracts over \$25,000.
- e. Reviews and approves all individual expenditures over \$5,000.
- f. Selects an independent Certified Public Accountant (CPA) to conduct an annual audit of all revenues and expenditures of MVP for Transportation.



MVP for Transportation Fiscal Policy Draft May 2024

MVP for Transportation Staff

a. Executive Director

- i. Reviews and approves all financial reports and manages cash flow.
- ii. Develops and monitors annual budget.
- iii. Reviews and approves all expenditures under \$5000.
- iv. Serves as an authorized signer on the bank account.
- v. Reviews and approves all contracts under \$5,000.
- vi. Opens all bank statements, reviews for any irregularities, and reviews completed monthly bank reconciliations.
- vii. Reviews all payrolls and is responsible for all personnel files.
- viii. Reviews and approves all reimbursements and other fund requests.
- ix. Reviews all incoming and outgoing invoices.
- x. Monitors and manages all expenses to ensure the most effective use of assets.
- xi. Monitors grant reporting and appropriate release of temporarily restricted funds.
- xii. Oversees expense allocations.
- xiii. Monitors and makes recommendations for asset retirement and replacement.
- xiv. Reviews, revises, and maintains internal accounting controls and procedures.



MVP for Transportation Fiscal Policy Draft May 2024

- b. Transportation Planner
 - i. Assists Executive Director with the development of annual budgets and review of all financial reports.
- c. Administrative Assistant
 - i. Responsible for data entry into accounting system and integrity of accounting system data.
 - ii. Processes invoices and prepares checks for signature.
 - iii. Makes bank deposits.
 - iv. Maintains general ledger.
 - v. Prepares monthly and year-end financial reports.
 - vi. Reconciles all bank accounts.
 - vii. Mails vendor checks.
 - viii. Manages Accounts Receivable.

Bank Accounts

All cash accounts owned by MVP for Transportation will be held in financial institutions which 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.



MVP for Transportation Fiscal Policy Draft May 2024

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 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:

Commented [KS1]: Definitions for the chart of accounts will be in the final draft policy

Cash Assets:

1. Bank Accounts

Fixed Assets:

2. Equipment
3. Furniture

Revenue:

4. Grants
5. MPO Membership Fees & Annual Dues
6. Contracts
7. Donations
8. Other

Liabilities:

9. Vendor payments

Expenses:

10. Personnel
11. Fringe Benefits
12. Consultants and Contracts
13. Professional and Legal Fees
14. Occupancy
15. Training, Conferences and Meetings
16. Office Supplies
17. Printing, Postage, and Publications
18. Advertising



MVP for Transportation Fiscal Policy Draft May 2024

19. Information Technology
20. Insurance
21. Membership dues and Subscriptions
22. Miscellaneous

The general ledger is automated and maintained using accounting software (QuickBooks). All input and balancing is the responsibility of the Administrative Assistant 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.

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.



MVP for Transportation Fiscal Policy Draft May 2024

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:

1. The Administrative Assistant 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.
3. The Administrative Assistant 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 Administrative Assistant 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.



MVP for Transportation Fiscal Policy Draft May 2024

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 Administrative Assistant 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 Administrative Assistant for processing.

The Administrative Assistant processes all payments as follows:

1. Immediately enters payments into the Accounts Payable module for the Executive Director to approve.
2. Prints checks or makes payment using the organization's credit/debit card according to allocation and payment date provided by the Executive Director.
3. Submits checks, with attached backup documentation, to 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.



MVP for Transportation Fiscal Policy Draft May 2024

7. Runs an accounts payable aging report at the middle and end of each month and submits it to the Executive Director to assure timely payment of all invoices.

Procurement

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

Value	Quotation	Payment	Approval
Less than \$1,000	Best available price; no quotes required	Credit/Debit Card or check	Executive Director
\$1,000 to \$5,000	Minimum of three written quotes, if applicable	Credit/Debit Card or Check	Executive Director
\$5,000 to \$25,000	Minimum of three written quotes	Check	Policy Board
Over \$25,000	Invitation to Bid or Request for Proposal	Check	Policy Board

Purchases may not be split into multiple transactions to stay within a single purchase limit. All contracts awarded which exceed \$25,000 must have a formal written contract. All contracts, Invitations to Bid, and Request for Proposals shall follow the format and content of the most current version of forms used by the Alaska Department of Transportation & Public Facilities.

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 which have not been properly authorized, meals, entertainment, gifts, or other expenditures which are prohibited by budgets, laws, and regulations, and by the entities from which the MPO receives funds.



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The receipts for all credit card charges will be given to the Administrative Assistant 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 Administrative Assistant 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 Administrative Assistant 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 Administrative Assistant will verify that voided checks, if returned, are appropriately defaced and filed.
3. The Administrative Assistant will investigate any checks that are outstanding over three months.
4. The Administrative Assistant will attach the completed bank reconciliation to the applicable bank statement, along with all documentation on a monthly basis.



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Property and Equipment

Property and equipment include items such as:

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

It is the organization's policy to capitalize all items which have 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 a supply.

The depreciation period for capitalized assets is as follows:

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

A Fixed Asset Log is maintained by the Administrative Assistant 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.



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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. 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.

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 Administrative Assistant will be reviewed and approved by the Executive Director.



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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 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 Executive Director.
11. All W-2 statements are issued to employees prior to January 31st of the following year for the prior calendar year.

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 verification of 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.



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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 Administrative Assistant 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 the organization,
5. accounts receivable aging,
6. accounts payable register and aging,
7. cash flow projection,
8. and any other requested reports.

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 audit will be completed within three months of the end of each fiscal year. 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.

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 \$750,000.



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'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 990. Depending on the cost of the 990 preparation, the Policy Board may need to review and approve the contract. The Director will oversee the contract and provide the necessary policy and financial documents to complete the 990.

Commented [KS2]: Finance Committee question. Should we have one and who should be on it. This committee would review the organizations finances, monthly financial reports, assist with the scope and review of the audit contract and accounting firm necessary to complete the 990

Commented [KS3R2]: The Finance Committees purpose is to assist the The Organization Board of Directors in its oversight and serve as an independent, objective check and balance on the Organization's financial reporting and internal controls,

DRAFT



MVP Social Media Policy Draft May 14th 2024

Social Media Policy

MVP for Transportation's Social Media presence will exist 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. This is where the most recent news stories, videos, photos, and project information will be located.

MVP's social media policy has both internal guidelines that staff, committees, and policy board members are expected to follow and an external guidelines that outlines 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 have a responsibility to represent the organization fairly and constructively. Online postings can have an impact on 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 which 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 are commenting on MVP pages, you must make clear 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.



MVP Social Media Policy Draft May 14th 2024

- Remember that the internet never forgets. This means everything you publish will be visible to the world for a very, 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 choose to 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 is 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 are affecting MVP's image. Please act responsibly. If in doubt, please contact 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.



MVP Social Media Policy Draft May 14th 2024

- 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 the purpose of our social media content is 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.

FW: Transit Funding Transition from 5311 to 5307

Kim Sollien <kim.sollien@fastplanning.us>

Mon 5/13/2024 1:00 PM

To: Donna Gardino <djgardino@gmail.com>; Elise Blocker <elise.blocker@respec.com>

 1 attachments (191 KB)

ADM - Correspondence E-mail 6 yr - Manager - 2024 - LTR to Commissioner Anderson re Transit Funding Transition from 5311 to 5307.PDF;

This Message Is From an External Sender

This message came from outside your organization.

[Report Suspicious](#)

Should we add this correspondence and letter to the TC and PB packet?

**Kim Sollien****MatSu Valley Planning for
Transportation Coordinator,
FAST Planning**Kim.Sollien@fastplanning.us

(907) 982-9080

www.mvpmpo.com**From:** Anderson, Ryan (DOT) <ryan.anderson@alaska.gov>**Sent:** Thursday, May 9, 2024 4:10 PM**To:** Mike Brown <Mike.Brown@matsugov.us>**Cc:** Keith, Katherine M (DOT) <katherine.keith@alaska.gov>; Smoldon, Todd D (GOV) <todd.smoldon@alaska.gov>; Edna DeVries <Edna.DeVries@matsugov.us>; Maija DiSalvo <Maija.DiSalvo@matsugov.us>; Mary Miller <Mary.Miller@matsugov.us>; George Hays <George.Hays@matsugov.us>; Taylor, John Eric (DOT) <eric.taylor@alaska.gov>; Moser, Adam (DOT) <adam.moser@alaska.gov>; susan.fletcher@dot.gov; Kim Sollien <kim.sollien@fastplanning.us>**Subject:** RE: Transit Funding Transition from 5311 to 5307

Thanks Mike.

I've passed this along to Deputy Commissioner Keith. We will review and work to incorporate your request into our upcoming STIP Amendment. We will be in touch in the next couple weeks on this.

I appreciate the letter!

Ryan Anderson, P.E.

Commissioner

Alaska DOT&PF

907-419-4111

From: Mike Brown <Mike.Brown@matsugov.us>**Sent:** Wednesday, May 8, 2024 2:32 PM

To: Anderson, Ryan (DOT) <ryan.anderson@alaska.gov>
Cc: Keith, Katherine M (DOT) <katherine.keith@alaska.gov>; Smoldon, Todd D (GOV) <todd.smoldon@alaska.gov>; Edna DeVries <Edna.DeVries@matsugov.us>; Maija DiSalvo <Maija.DiSalvo@matsugov.us>; Mary Miller <Mary.Miller@matsugov.us>; George Hays <George.Hays@matsugov.us>; Taylor, John Eric (DOT) <eric.taylor@alaska.gov>; Moser, Adam (DOT) <adam.moser@alaska.gov>; susan.fletcher@dot.gov; Kim Sollien <kim.sollien@fastplanning.us>
Subject: Transit Funding Transition from 5311 to 5307

CAUTION: This email originated from outside the State of Alaska mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Commissioner,

I have attached a letter requesting consideration for an extension for 5311 transit funding as we transition to 5307. The timing of our local fiscal year calendars does not align well with the Federal fiscal year changeover, and additional time is needed. For context, the Borough and cities have not provided the non-Federal match for FTA funds in the past. As we transition to urban funding, along with the grant application processing and competitive procurement, we request additional time to work with the cities, the community, and our Assembly to discuss and decide upon a more enduring transit framework. Thanks in advance for your consideration.

Mike

Mike Brown – *Borough Manager*
Matanuska-Susitna Borough
(907) 861-8689
mike.brown@matsugov.us



MATANUSKA-SUSITNA BOROUGH

Office of the Borough Manager

350 East Dahlia Avenue • Palmer, AK 99645

Phone (907) 861-8689 • Fax (907) 861-8669

Mike.Brown@matsugov.us

May 8, 2024

Via Email: ryan.anderson@alaska.gov

Mr. Ryan Anderson, P.E.

Alaska Department of Transportation & Public Facilities

Re: Matanuska-Susitna Borough Transit Funding – Transition from 5311 to 5307

Dear Commissioner Anderson:

In December 2022, the Matanuska-Susitna Borough (MSB) was designated as a small urban area. As a result, Valley Transit, the primary transit provider within the urban area, is no longer eligible to apply for Federal Transit Administration (FTA) 5311 rural transit funding. Instead, a local government must act as a Direct Recipient of FTA 5307 urban transit funding. The MSB received Direct Recipient status from the Governor of Alaska in November 2023, with the intention of contracting out for transit services.

On April 4, 2024, the FTA released the FY25 5307 allocation of nearly \$1.8M for the region. Until then, the MSB and impacted cities of Wasilla and Palmer were unaware of the total allocation amount. Additionally, it is still unclear how much of that allocation is attributed to the Alaska Railroad Corporation. The MSB did not receive the allocation in time to include the 5307 match funds in the Borough's FY25 budget. The cities have also not been given time to program funding and discuss services with their elected officials and communities.

The ADOT&PF agreed to provide interim funding for Valley Transit operations from July 1 to September 30, 2024, to bridge the funding gap. However, the timeline remains tight even with this extension, risking a funding or service shortfall. The MSB emphasizes its limited capacity to fund outside its budget cycle and desires a comprehensive community dialogue on future transit services. Given the contractual nature of existing services, more time is essential for budget planning and discussions involving the Borough and the two cities, which the October deadline does not accommodate.

There are indications that ADOT&PF may have a backlog of three years of 5311 funding, and other newly urbanized areas have utilized excess 5311 funds for future years, facilitating a smoother transition to 5307 funding. The MSB requests an extension to continue utilizing 5311 funding for transit services in the newly designated urban area through June 30, 2025. This timeframe would

Providing Outstanding Borough Services to the Matanuska-Susitna Community

allow our local governments to prepare financially for the new local match requirement, conduct additional transit studies, and ensure the continuity of current transit services.

Sincerely,

Michael Brown
Borough Manager

cc: Eric Taylor, Transit Program Manager, Alaska Department of Transportation
Adam Moser, Program Development Chief, Alaska Department of Transportation
Susan Fletcher, FTA Region 10 Regional Administrator
Edna DeVries, Mayor, Mat-Su Borough
Todd Smoldon, Director, Mat-Su Office of Governor Dunleavy
Kim Sollien, Executive Director, MVP for Transportation