

MVP for Transportation MPO Technical Committee Meeting

MEMBERS

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



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Agenda

Tuesday, June 11th, 2024

2:00 - 3:30pm

1. Call to Order
2. Introduction of MPO Technical Committee Members and other Attendees
3. Approval of the June 11th, 2024 Agenda – **(Action Item)**
4. Approval of the May 14th, 2024 Minutes – **(Action Item)**
5. Committee/Working Group Reports (Including the Staff Report)
 - a. Staff Report
6. Voices of the Visitors (Non-Action Items)
7. Old Business
 - a. Statewide Transportation Improvement Plan Update
 - b. Unified Planning Work Program **(Action Item)**
 - c. Program of Projects **(Action Item)**
8. New Business
 - a. Policy for MVP Improvement Program **(Action Item)**
 - b. Policy and Procedure: Alaska DOT&PF Comprehensive, Continuing, and Cooperative (3C) **(Action Item)**
9. Other Issues
10. Informational Items
 - a. Articles Of Incorporation/Non-Profit Organization Paperwork Update
 - b. Transit Update – Presented by Maija DiSalvo, Mat-Su Borough Planning
 - c. Jennifer Busch Technical Committee Application for Public Transit Advocate
11. Technical Committee Comments
12. Adjournment

Next Scheduled MPO Technical Committee Meeting – **July 9th, 2024, from 2:00pm-3:30pm** to be held via Microsoft TEAMS Meeting

MVP for Transportation MPO Technical Committee Meeting

MEMBERS

Adeyemi Alimi, ADEC
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Ben White, ADOT&PF
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Minutes

Tuesday, May 14th, 2024

2:00 - 3:30pm

1. Call to Order

Meeting called to order at 2:01 pm with quorum.

2. Introduction of MPO Technical Committee Members and other Attendees

Members Present

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

Members Absent

None

Visitors Present

Jackson Fox, FAST Planning
Kim Sollien, MVP MPO Coordinator
Elise Blocker, RESPEC
Natalie Lyon, RESPEC
Donna Gardino, Gardino Consulting Services
Adam Bradway, Alaska DOT&PF
John Linnell, Alaska DOT&PF
Maija DiSalvo, MSB
Kate Dueber, ARRC

MVP for Transportation Pre-MPO Steering Committee Meeting

Luke Bowland, Alaska DOT&PF
Cynthia Wentworth, Commuter Rail Committee

3. Approval of the May 14th, 2024 Agenda – (Action Item)

*Motion to approve the May 14th, 2024 Agenda (**Winnestaffer**), seconded. No edits. Passed unanimously*

4. Approval of the April 9th, 2024 Minutes – (Action Item)

*Motion to approve the April 9th, 2024 minutes (**Adler**), seconded. No edits. Passed unanimously.*

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

a. Staff Report

The staff report was located in the packet. Kim Sollien attended the AMPO (Association of Metropolitan Planning Organizations) last week which was geared toward new MPOs. Kim Sollien provided an overview of the Topic Schedule in the packet. Kim will schedule a work session for MVP projects to propose to Alaska DOT&PF for the MVP Improvement Program.

Bob Charles: I would like to make a staff reporting request. Highlight the action items that were taken by the MPO coordination team.

Kim Sollien: I'll add that to my staff report. Thank you.

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

None

7. Old Business

a. Statewide Transportation Improvement Plan Update

Adam Bradway provided a summary of actions that Alaska DOT&PF is taking for the STIP amendment. Adam Bradway attached the 2024 STIP update in the meeting chat. Alaska DOT&PF is getting ready to submit a STIP amendment.

Kim Sollien: Adam, do you have a new timeline?

Adam Bradway: We are trying to get an amendment out for public comment on June 1st, 2024. We would love it if we could get recommendations in the next two weeks.

Donna Gardino is developing a summary of the program of projects spreadsheet.

The Technical Committee is to expect a doodle poll next week for a work session and special policy board meeting. Kim Sollien intends to have the meeting in person.

Donna Gardino: The time to bring ideas forward would be this week.

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

Ben White presented how the state prioritizes its projects.

Bob Charles: Does the department find itself having to reprioritize projects it has already done before?

Ben White: As things change over time, we will look back at the projects. There is a constant evaluation of projects. We try to move projects forward.

Bob Charles: Does the department have flexibility in reallocating from project to project?

MVP for Transportation

Pre-MPO Steering Committee Meeting

Ben White: We do. It depends on the funding source. STBG is the most flexible. We try to use the most restrictive or funds that will expire the fastest first and then move to the most flexible.

8. New Business

a. Technical Committee election of Chair and Vice Chair (Action Item)

The Chair will have continued support from the team. Kim Sollien the MVP MPO Coordinator, Donna Gardino with Gardino Consulting Services, Elise Blocker with RESPEC, and Natalie Lyon with RESPEC.

Bob Charles: Someone from Alaska DOT&PF and MSB could be chair and vice chair since they have more members on TC.

Motion to elect Alex Strawn as the Technical Committee Chair. (Charles), seconded. Passed unanimously.

Motion to elect Erich Schaal as Vice Chair (Schaal), seconded. Passed unanimously.

b. Metropolitan Transportation Plan Scope of Services (Action Item)

Donna Gardino provided a summary of the Metropolitan Transportation Plan Scope of Services.

Tom Adams: The borough received a safe streets contract. A lot of items in this scope are similar. Maybe we need to let you see what we are working on so we aren't duplicating efforts.

Adam Bradway: For the federally funded programs, they should be shown in the MPO TIP. For discretionary funds, let the MPO and the State know so it can be put in our plans.

Bob Charles: Tribes offering their authority for funding for projects.

Motion to recommend to the Policy Board the Metropolitan Transportation Plan Scope of Services (Charles), seconded. No objections. Passed unanimously.

c. Title VI Plan draft public comment release (Action Item)

The Title VI Plan draft is in the packet. Kim Sollien provided a summary of the Title VI Plan draft.

Motion to recommend to the Policy Board the Title VI Plan draft for public comment (Leidner), seconded. No objection. Approved.

9. Other Issues

10. Informational Items

a. Articles Of Incorporation/Non-Profit Organization paperwork updates

With legal counsel, the articles have been restructured. It will be submitted to the Policy Board for approval. No questions or comments.

b. Transit Update

Majja DiSalvo provided a transit update.

Donna Gardino: I am developing the program of projects. I would really like to understand what portion the railroad is receiving.

Adam Bradway: Brian may have better information.

Brian Lindamood: We have also been calling FTA to figure that out. We are estimating 15-20%.

MVP for Transportation Pre-MPO Steering Committee Meeting

Brian Winnestaffer: What is the precedence for railroad funding when they are not providing transit?

Brian Lindamood: We do stop in Wasilla. The railroad has been receiving funds for 20 years. The funding must be distributed through an MPO.

Brian Winnestaffer: Chickaloon cannot tap into funds for services between urban and rural. Does the railroad plan to connect Wasilla and Palmer or provide a commuter rail to Anchorage? Is there an FTA rule that the railroad can avoid that the rest of us can't?

Brian Lindamood: I am not familiar with the rule, the funding just comes to us.

11. Technical Committee Comments

Tom Adams: Thank you Alex Strawn for becoming Chair.

12. Adjournment

The meeting was adjourned at 3:43 pm.

Next Scheduled MPO Technical Committee Meeting – **June 11th, 2024, from 2:00pm-3:30pm** to be held via Microsoft TEAMS Meeting



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 Glenn 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
- Hosted the Technical Committee meeting on 5/14/2024
- 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
- 5/21/2024 hosted Policy Board meeting
- 5/22/2024 hosted a special Policy Board meeting and work session for the STIP
- 5/29/2024 attended the statewide MPO meeting to discuss the STIP amendment, funding, coordination and capacity.

Correspondence



Staff Report May 2024

- As a follow-up to MVP's special meeting, sent Ben White and Adam Bradway a long list of questions about the STIP process and our funding requesting clarification on carry over funds, STIP amendment timing, and MVP's improvement plan specifics.
- Worked with the city of Palmer and Wasilla to help them understand the preventative maintenance program and submit projects for review.
-

Filing

Organization

- Continue to work in the fiscal and social media policies, personnel policies
- Reviewed and approved the scope of work for the MTP
- Continued to update the Public Participation Plan
- Review and edit FY25 &26 UPWP
- Developed a draft FFY25 &26 annual budget
- Met with ADOT staff, MPO staff, FHWA and FTA to discuss ADOT's proposed corrective action to address better coordination with the MPO's on STIP development and Amendments.
- Met with MSB GIS team to talk about developing a viewer for MVP projects
- Reached out to Foraker Group for a quote to support the review of our fiscal policy and social media policy.

Public Outreach

Agency Relationships

- 5/2/2024 reached out to Net Conroy about 5307 funding and match waivers for tribes.
- 5/15/2024 Met with FTA and the MSB to discuss flexibility in the transit funding and better understand FTA's timelines for funding obligation

Requests from the Policy Board and Technical Committee directed to staff



Staff Report May 2024

- 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.
- The Policy Board requested additional information in the fiscal and social media policy. I reached out to Foraker Group to see if they had a consultant who could support us in providing professional review.

Strategic Planning

Short-Range and Tactical Planning

- Worked with RESPEC to draft a monthly TC and PC action items calendar- as requested by a Policy Board member

Funding

- Met with Ben White to discuss the STIP timeline and develop a plan that FHWA would accept for MVP projects selection
- Communicated with the TC and PB about the STIP timeline and suggested we work through our priorities at our upcoming TC and PB meeting
- Worked on the UPWP budget to include additional staff but we are awaiting final numbers from ADOT to confirm our allocations for FY25&26
- Requested ADOT send a match request to the MSB for the MTP, Travel Model and Household Travel Survey

Legislation

Training

- AMPO training May 6th-9th in Albuquerque NM
 - Attended sessions on
 - MPO 101 and Federal Regulations



Staff Report May 2024

- Economic development, GIS and Census data and transportation planning
- Federal Funding Opportunities
- Public Engagement and Best Practices for the Public Participation Plan
- Survey Tools and Tips

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**



Staff Report June 2024

Meetings

Correspondence

- Sent MSB the signed Memorandum of Understanding for the Operations of the MVP office and the approved membership and dues calculations

Filing

Organization

- Draft UPWP and FFY2025 and FFY2026 budget
- Review Draft Program of Projects for the STIP amendment
- Draft response to ADOT&PF on their 3C's policy document
- Delivered the amended Articles of Incorporation (AOI) for signatures

Public Outreach

Agency Relationships

Requests from the Policy Board and Technical Committee directed to staff

Strategic Planning

Short-Range and Tactical Planning

Funding

Legislation

Training



MatSu Valley Planning for Transportation

Unified Planning Work Program (UPWP)

Federal Fiscal Year

2 0 2 5 - 2 0 2 6

Draft June 2024

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Acronyms & Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

UA – Urban Area means a geographic area with a population of 50,000 or more, as designated by the Bureau of the Census.

Purpose of the UPWP

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

The 3C approach is defined as:

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

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

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

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

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

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

MPO Formation

All Urbanized Areas over 50,000 in population must have an MPO to carry out a 3C transportation planning process, as stipulated in the Federal Highway Act of 1962. On December 29, 2022, the U.S. Census Bureau published a notice in the Federal Register identifying the Wasilla, Knik-Fairview, North Lakes Urban Area. In anticipation of the Urban Area designation, the regional governments and transportation planning advocates within the Urban Area formed a Pre-MPO Steering Committee and Pre-Policy Board to guide the decision-making process in forming an MPO for the region before designation as an MPO. On December 19, 2024, MatSu Valley Planning for Transportation (MVP) was designated as the MPO for the region.

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

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

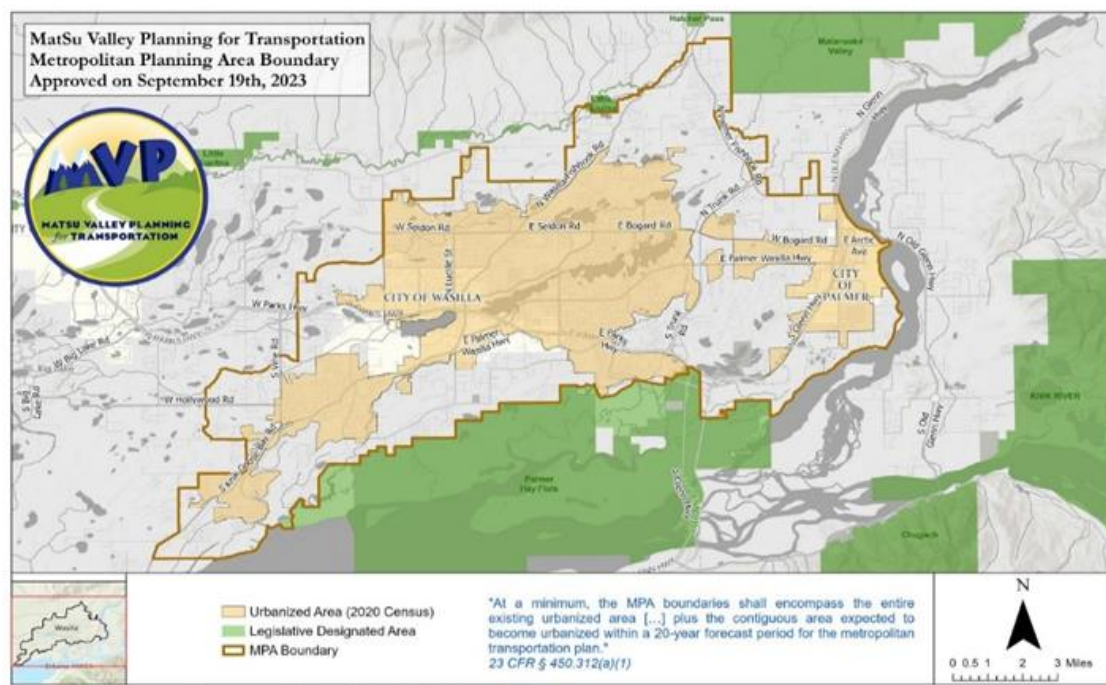


Exhibit 1

Prior to formation, MVP was managed as a project by the Matanuska-Susitna Planning Division with support from the Alaska DOT&PF. On October 17th, 2023, the Pre-MPO Policy Board approved hiring an independent coordinator to manage the development of the nonprofit corporation and to establish MVP as an independent organization. Through a collaborative agreement between FAST Planning, the MPO for the Fairbanks Urban Area, a coordinator for MVP was hired on April 1st of 2024. Once MVP is formally

established and a 501c (3) corporation and the Policy Board has approved the financial, personal, and operations policies for the organization, the coordinator will likely transition to staff of MVP. It is anticipated that this transition will occur in Federal Fiscal Year 2025. At that time MVP intends to hire additional staff and open an office within the urban area. The development of MVP as the MPO for the region has been supported by Alaska DOT&PF. We anticipate continued support from them and MVP will continue to share a portion of its allocation of Metropolitan Planning (PL) funds with them to support the respective planning activities.

MPO Structure

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

Operation of the MPO

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

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

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

- Metropolitan Transportation Plan (MTP) scope of work to include new requirements under the Infrastructure Investment and Jobs Act (IIJA) and develop the MTP
- Household Travel Survey
- Travel Demand Model

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

In accordance with the Bylaws and Intergovernmental Operating Agreement, MVP has a Technical Committee and Policy Board that hold regularly scheduled meetings each month to guide the MPO's transportation planning process and make decisions for plans, programs, and policies. The Technical Committee consists of representatives, such as engineers, planners, and other specialists from the cities of Palmer and Wasilla, the Matanuska-Susitna Borough, the Alaska Railroad, Matanuska-Susitna Borough School District, Alaska Department of Environmental Conservation, transit providers, local freight operators, and tribal entities. The Policy Board consists of elected/appointed officials including a designated representative of the Alaska DOT&PF Central Region, Matanuska-Susitna Borough Mayor and Manager, city of Palmer Mayor, city of Wasilla Mayor, and designated representatives of Knik Tribe and Chickaloon Native Village. The Technical Committee is an advisory body to the Policy Board, which is the decision-making body of MVP.

Federal and Regional Planning Priorities

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

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

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

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

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

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

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

Regional priorities identified in the MSB 2035 LRTP include:

- Improving Congestion
- Safety
- Accessibility
- Mobility

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

[illegible]

FFY 2025/2025 Unified Planning Work Program Elements

Required Plans and Programs

Task 100 (A) UPWP

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

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

Completion Date: Preparation and submittal the FFY2024 annual report (October 2024)

Responsible Party: MPO Staff and DOT&PF

Resulting Product: Preparation and submittal of FFY25-FFY26 monthly (MVP) and quarterly reports (ADOT&PF) (January, April, July, October). Preparation of the next FFY27-FFY28 UPWP will be presented to the TC and PB for review in April of 2026

Cost: The cost for managing the UPWP is outlined in TASK 100 (A)

Task 100(B) Metropolitan Transportation Plan

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



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

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

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

- **Dedicated funding to build out electric vehicle** charging systems and expand current programs eligibility to support climate mitigation activities and emphasize resiliency to natural disasters

- **Complete Streets standards and policies**
- Many competitive grant opportunities outside of the program funds such as grants to support **local initiatives to prevent deaths and serious injuries on roads**, demonstration projects focused on community technologies and systems to improve transportation efficiency and safety, and rail crossing elimination programs (list not inclusive)

Development of a Complete Streets Policy

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

Completion Date: July 31, 2026

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

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

Resulting Product: Metropolitan Transportation Plan a Complete Streets Policy, Updated Public Participation Plan, TIP Scoring Criteria

Cost: The estimated cost of the development of the MTP effort is \$600,000 and will be funded with unobligated planning funds carried over by ADOT&PF which will be managed through a supplemental grant agreement between Alaska DOT&PF and MVP. The Matanuska-Susitna Borough will be responsible for the non-federal share and will fund it through the \$1,000,000 appropriation of state funds received by the Borough in the Fiscal Year 2024 State of Alaska Capital Budget.

Task 100 (C) TransCad Modeling

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

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

Cost: The estimated cost of the TransCad Modeling effort is \$250,000 and will be funded with unobligated Planning Funds carried forward which will be managed through a supplemental grant agreement between Alaska DOT&PF and all Alaska MPOs. MVP will be responsible for the non-federal share and will fund it through the \$1,000,000 appropriation of state funds received by the Borough in the Fiscal Year 2024 capital budget.

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

Task 100 (D) Household Travel Survey

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

- Performing project administration and coordination
- Reviewing specifications, survey plan and survey design
- Coordinating public outreach, communications plan, and project website
- Conducting and analyzing the pilot survey
- Refining survey methods, instruments, and procedures for the main survey
- Conducting the survey
- Data weighting

- Preparing the final survey report and data files
- Training staff on how to use the data

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

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

Cost: The estimated cost of the Household Travel Survey effort is \$550,000 and will be funded with unobligated planning funds carried forward which will be managed through a supplemental grant agreement between Alaska DOT&PF and MVP. MVP will be responsible for the non-federal share and will fund it through the \$1,000,000 appropriation of state funds received by the Borough in the Fiscal Year 2024 State of Alaska Capital Budget.

Task 100 (E) Transportation Improvement Plan (TIP)

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

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

Development of a new TIP will begin concurrently with the development of the MTP, which is anticipated to be completed in July 2026. The initial effort will be consultant-led and will involve development of project scoring criteria and nomination forms, followed by a call for project nominations. Projects included in the TIP must be prioritized in the MTP. Example scoring criteria that may be used include safety, public support, maintenance and operations, system preservation, connectivity, environmental mitigation, project readiness and land use. Non-motorized projects have slightly different criteria such as how much of the population is impacted by the project, how the facility will be used, and if it provides more mobility for more users in a safer environment. The project nominations often, but are not all

required to, come from the short-range list of projects included in the updated MTP. A workshop will be held for local agencies and the public to learn about the nomination process, scoring criteria, and project selection process for funding. At the close of the nomination period, the Technical Committee members will score and rank the projects in order of priority for consideration of funding in the new TIP.

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

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

Completion Date: September 2026

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

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

- Prior to MVP's TIP, MVP has been allow to propose projects in the STIP for FFY 24/25/26. Monthly tracking of obligated funds will continue through FFY25 and FFY26.
- MVP's motorized and multi-modal project scoring criteria and nomination form will be published for the public and agency partners to nominate projects once the MTP consultant team has completed it (March 2026)
- Call for project nominations, project scoring and ranking, and SSE development (March - May 2026)
- Development of FFY27-30 TIP, interagency consultation, and released for 30-day public comment period (June 2026)
- Review and response to comments received during public comment period (August 2026)
- Presentation of final FFY27-30 TIP to MVP Technical Committee and Policy Board for consideration of adoption (September 2026)
- Transmittal of adopted TIP to FHWA and FTA for approval/ concurrence and Alaska DOT&PF for inclusion by reference into the STIP (September-October 2026)

Resulting Product: 2027 – 2030 Transportation Improvement Program

Cost: The staff cost is estimated to be \$30,000 for FFY25 & FFY26 as reflected in Table 4 of the budget. The MVP membership dues will be responsible for the non-federal share.

be covered by MVP member organizations.

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

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

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

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

Resulting Product: Updated and implemented PPP and Title VI Plan

Cost: The staff cost is estimated in Table 4, Task 100 (F)

Task 100(G) Support Services

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

- Development and management and operation of the MVP 501(c)(3) nonprofit Corporation (human resources, payroll, accounts payable/receivable, office space leasing, asset management, insurance coverages, audits, business licensing, and tax filings)
- All the necessary activities and items for the formation of the MPO office including the hiring and managing a Transportation Planner, and Office Manager
- Procurement of office space

- Host and attend weekly Staff meetings
- Host and attend weekly project management meetings with consultant team
- Supply or cause to arrange supplies, information technology, website development, social media presence, office administration, utilities, payroll, and benefits, and the like
- Procure professional services as necessary to bring the MPO office to an operational status based on the agreed-upon structure
- MVP budget preparation, tracking, and amendment
- Review of agreements and policies and procedures as needed
- Professional development for staff (online and in-person training and conferences)
- Attending and participating in local, regional, and State committee and commission meetings
- Providing guest presentations to committees, commissions, local organizations and chapters, and other interest groups
- Serving on the Statewide Transportation Innovation Council, Statewide Connected & Autonomous Team
- Attending project status meetings, open house events, stakeholder groups, and other Alaska DOT&PF, City and Borough planning meetings
- Procure, perform or manage GIS mapping of the transportation network, including preparation of areawide and project-specific maps
- Review and submit comments on local, state, and federal legislation and planning documents
- Monitor the Federal Highway Bill guidance and modify the development of the final MPO structure and documents in accordance with the latest planning assumptions
- Review the Federal Regulations for Metropolitan Transportation Planning and research and apply for other available grant opportunities
- Conduct general communication, correspondence, and presentations to members of the public, organizations, agencies, elected/appointed officials, and other interested parties
- Coordinate with ADOT&PF and other MPOs, as requested
- Coordinate with regional ADOT&PF staff including Planner and Planning Chef and Engineers on a weekly/monthly basis to track and manage projects
- Coordinate with the ADOT&PF commissioner office quarterly
- Coordinate with Knik and Chickaloon Traditional Councils no less that quarterly as plans and projects are being developed.
- Attend annual conferences and trainings such as Association for Metropolitan Planning Organizations Conference and Alaska American Planning Association Conference and other relevant trainings
- Manage and host monthly/special Technical Committee and Policy Board Meetings

Completion Date: September 30, 2026

Responsible Party: MPO Staff, new MPO Executive Director, DOT&PF, consultant staff

Resulting Product: Operations of the MPO

Cost: The staff cost is estimated in Table 4, Task 100 (G) and in TASK 300 (D) for the MVP Planning Office.

Task 200 Public Transit System Planning

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

Alaska DOT&PF will execute a Coordinated Planning Agreement with the MVP to conduct future transit plans in the urban area in collaboration with the Borough will be developed. Funds are apportioned to states by formula that includes each state's urbanized area population in proportion to the total urbanized area population for the nation, as well as other factors.

Funds available to MVP for transit planning activities must address:

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

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

- Coordinated Transportation Development Plan
- Short- and Long-Range Transit Plan
- Mobility Management Plan
- Public Transportation Agency Safety Plan



- Bus Stop Amenity & Design Development Plan
- ITS Improvement Plan
- Comprehensive Fixed Route Analysis & Improvement Plan
- Traffic Signal Prioritization Impact Study

Task 200 (A) Transit Development Plan

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

Completion Date: Fall 2026

Responsible Party: MVP, and Borough staff in partnership with a consultant and Valley Transit, Sunshine Transit Coalition, Chickaloon Area Transit (CAT), Borough Staff, Alaska DOT&PF

Resulting Product: Transit Development Plan

Cost: The estimated cost of the development of the Transit Development effort is \$500,000 and will be funded with supplemental Planning Funds which will be managed through a supplemental grant agreement between Alaska DOT&PF and MVP. The Matanuska-Susitna Borough will be responsible for the non-federal share and will fund it through the \$1,000,000 appropriation of state funds received by the Borough in the Fiscal Year 2024 State of Alaska Capital Budget

Task 200 (B) MSB Transit Planning Support

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

Responsible Party: MVP

Resulting Product: MVP staff will support the MSB in building their transit program

Cost: MVP 5303 planning allocation will be used and the MVP member organizations will pay the 9.03% match.

Task 300 Supplemental Plans Projects

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

Task 300(A) MVP Sign Management Plan

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

Completion Date: Fall FY2026

Responsible Party: MVP and MSB staff

Resulting Product: A sign management plan of all the signs within the MPA including the MSB, cities and the ADOT and a prioritized list of projects in needs of replacement and or installation.

Cost: The cost is estimated at \$200,000. The Matanuska-Susitna Borough will pay the 9.03% match.

Task 300 (B) Advanced Project Definition

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

Completion Date: TBD

Responsible Party: MVP and DOT&PF staff

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

Cost: The cost is estimated at \$200,000. The State of Alaska will pay the 9.03% match

Task 300 (C) MVP Streetlight and Intersection Management Plan

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

Completion Date: TBD

Responsible Party: MVP and MSB staff

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

Cost: The cost is estimated at \$200,000. The Matanuska-Susitna Borough will pay the 9.03% match

Task 300 (D) MVP Planning Office

Funding for the MVP Planning Office which supports delivery of the MVP's Unified Planning Work Program.

Completion Date: ongoing

Responsible Party: MVP staff

Resulting Product: MVP will be new MPO in good standing and have the capacity to complete all the required plans, projects and programs as outline in the UPWP.

Cost: The cost is estimated at \$200,000 in FFY25 and \$200,000 in FFY 26. MVP member organizations will provide the 9.03% match with their membership dues.

Budget

Table 2. Funding Sources for Metropolitan Planning Activities

Metropolitan Planning (PL) Funds		
Description	FFY2025	FFY2026
FFY2025 PL Distribution	\$ 446,606	
FFY2026 PL Distribution		\$ 460,004
PL Funds	\$ 446,606	\$ 460,004
9.03% Match	\$ 44,332	\$ 45,662
Subtotal	\$ 490,938	\$ 505,666
Less 6.35% ICAP	\$ (31,175)	\$ (32,110)
Subtotal	\$ 459,763	\$ 473,556
ADOT & PF Planning Support	\$ (66,000)	\$ (66,000)
Total	\$ 393,763	\$ 407,556
Supplemental STBG funds and Unobligated PL		
Description	FFY2025	FFY2026
MVP Planning Office STBG Funding	\$ 200,000	\$ 200,000
Metropolitan Transportation Plan unobligated PL	\$ 600,000	\$ -
TansCad Travel Model unobligated PL	\$ 250,000	\$ -
Household Travel Survey unobligated PL	\$ 550,000	\$ -
Transit Development Plan unobligated PL		\$ 500,000
MVP Sign Management Plan STBG	\$ 363,900	\$ -
MVP Streetlight Intersection Management Plan STBG	\$ 363,900	\$ -
MVP Advanced Project Definition STBG	\$ 181,940	\$ -
Supplemental Planning Funds	\$ 2,509,740	\$ 700,000
9.03% match	\$ 249,126	\$ 69,484
Subtotal	\$ 2,758,866	\$ 769,484
Less 6.35% ICAP	\$ (175,188)	\$ (48,862)
Total	\$ 2,583,678	\$ 720,622
Metropolitan Planning Total	\$ 3,043,441	\$ 1,194,178

Table 3. Funding Sources for Transit Planning Activities

Transit Planning (FTA 5303) Funds		
Description	FFY2025	FFY2026
FFY2024 Apportionment	\$ 92,715	\$ 95,497
FTA 5303 Funds	\$ 92,715	\$ 95,497
9.03% Match	\$ 9,203	\$ 9,479
Subtotal	\$ 101,918	\$ 104,976
Less 6.35% ICAP	\$ (6,472)	\$ (6,666)
TOTAL	\$ 95,446	\$ 98,310
Note: Until the organization is formed and has the proper fiscal policies in place, the non-federal share will be funded with legislative grant funds identified on page 9 of the UPWP. Once formed MVP membership dues will cover the PL match		
Match for the additional funding for the MVP office will be funded by membership dues		
Match for the streetlight intersection and sign management project will be paid for by the MSB		

*Includes MTP development, TransCad Model, Household Travel Survey, Complete Streets Plan, PPP and Title VI Plans

Table 5. Funding Source & Estimated Cost Comparison

	FFY2025	FFY2026
Metropolitan Planning (PL+STBG) Funds		
Available PL Funding (Table 2)	\$ 393,763	\$ 407,556
Estimated Costs (Table 4)		
Task 100 Required Plans & Programs	\$ 1,835,007	\$ 407,556
Task 300 Supplemental Plans and Projects	\$ 1,136,195	\$ 374,600
Total	\$ 2,971,202	\$ 782,156
Transit Planning (FTA 5303) Funds		
Available Funding (Table 3)	\$ 95,446	\$ 98,310
Estimated Costs (Table 4)		
Task 200(a) Transit Development Plan	\$ 95,446	\$ 98,310
Task 200(b) MSB Transit Planning Support		\$ 500,000
Total	95,446	\$ 613,040
Place Holder for the STBP Planning Projects		

Table 6. Metropolitan & Transit Planning Fund Distribution

	FFY2025	FFY2026
Metropolitan Planning (PL) Funds		
MVP for Transportation	\$ 446,606	\$ 460,004
9.03% Match ¹	\$ 44,332	\$ 45,662
Subtotal	\$ 490,938	\$ 505,666
Less 6.35% ICAP	\$ (31,175)	\$ (32,110)
subtotal of PL	\$ 459,763	\$ 473,556
Alaska DOT&PF Planning	\$ (66,000)	\$ (66,000)
TOTAL	\$ 393,763	\$ 407,556
Transit Planning (FTA 5303) Funds		
5303 PL MVP for Transportation	\$ 92,715	\$ 95,497
9.03% Match ²	\$ 9,203	\$ 9,479
Subtotal	\$ 101,918	\$ 104,976
Less 6.35% ICAP	\$ (6,472)	\$ (7,537)
TOTAL	\$ 95,446	\$ 97,439

Table 7. Proposed UPWP (FFY2025 & FFY2026) Annual Office Budget for MVP

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

Expenditures	Amount	FFY2025	FFY2026
Personnel		\$ 300,000	\$ 330,000
Fringe Benefits: health insurance and 401k		\$ 84,852	\$ 87,398
Payroll taxes		\$ 9,502	\$ 9,787
Office & Administrative		\$ 150,000	\$ 150,000
Information Technology		\$ 22,000	\$ 14,000
Meetings		\$ 5,000	\$ 5,000
Training		\$ 20,000	\$ 20,000
Membership fees AMPO/APA/ Foraker		\$ 5,000	\$ 5,000
Advertising		\$ 26,000	\$ 26,000
Supplies		\$ 30,000	\$ 15,000
	TOTAL	\$ 652,354	\$ 662,185
Revenue	Amount	FFY2025	FFY2026
PL Fund Distribution		\$ 446,606	\$ 460,004
9.03% Match		\$ 44,332	\$ 45,662
Supplemental Federal Planning STBG Funds for MVP office		\$ 181,940	\$ 181,940
9.03% Match		\$ 18,060	\$ 18,060
	Subtotal	\$ 690,938	\$ 705,666
	Less 6.35% ICAP	\$ (31,175)	\$ (32,110)
	TOTAL	\$ 659,763	\$ 673,556
Note: the MVP budget is based on three FTE with full benefits, a large office space in Palmer or Wasilla that can accommodate the full PB and TC. Additional funding was added for consulting services that may be required as MVP establishes all its systems and norms.			

MVP for Transportation
Draft Program of Projects

NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond
34531		MVP Advance Project Definition	STBG	Planning	\$ 181,940.00				
		Provide funding to the State and City to develop new estimates for TIP projects.	SM		\$ 18,060.00				
Project Total					\$ 200,000.00	\$ -	\$ -	\$ -	\$ -
34251		Inner and Outer Springer Loop Separated Path (TAP Award 2023)	TAP	Design		\$ 187,744.00			
		This project will construct a paved non-motorized pathway adjacent to one side of Inner Spring Road and Outer Springer Road extending from the Glenn Highway to Cope Industrial Way for a length of 6,000 feet. This project was selected in the 2023 DOT&PF Transportation Alternatives Program solicitation.	3PF			\$ 18,636.10			
			3PF	Right-of-Way					
			3PF	Utilities					
				Construction					
			3PF						
		Project Total					\$ -	\$ 206,380.10	\$ -
34342		Bogard Road Reconstruction: North Earl Drive to North Engstrom Road (Parent) (CTP Award	STBG	Design	\$ 2,274,250.00	\$ 727,760.00			
		This project will upgrade Bogard Road, between North Earl Drive and North Greentree Street to an arterial highway standard to address safety and capacity issues. The project will construct a pathway, provide widened shoulders, construct turn lanes, address access management issues, improve intersections, as necessary, provide an improved clear zone,, drainage and signage.	SM		\$ 225,750.00	\$ 72,240.00			
			3PF	Right-of-Way					
			3PF	Utilities					
				Construction					
			3PF						
		Project Total					\$ 2,500,000.00	\$ 800,000.00	\$ -

STBG: Surface Transp. Prog., SM: State Match, 3PF: 3rd Party Funding, CRP - Carbon Reduction Program, TAP - Transportation Alternative Program, CMAQ: Congestion Mitigation and Air Quality

MVP for Transportation
Draft Program of Projects

NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond	
34532		FFY24 - 26 MVP Improvement Program	STBG	Design	\$ 909,700.00					
		Perform gravel or asphalt surface maintenance and preservation activities on roads, sidewalks, and pathways. Work may also include new or upgraded illumination, signing, striping, storm drains, and intersection improvements including nonmotorized crossings, as well as ADA upgrades to sidewalks and curb ramps. State pays the design match and local governments pay construction match, per agreement.	SM		\$ 90,300.00					
		SM								
		STBG	Construction							
		3PF								
Project Total					\$ 1,000,000.00	\$ -	\$ -	\$ -		
6234		Palmer-Fishhook Separated Pathway: Trunk Road to Edgertonb Parks Road (TAP Award Construct a pedestrian/bike pathway from the Glenn Highway to Hatcher Pass (Mother Lode Area), a distance of 14 miles in conjunction with a highway upgrade.	STBG	Design	\$ 168,678.00	\$ 8,551.00				
			3PF		\$ 312,970.00	\$ 134,130.00				
			TAP		\$ 426,760.00	\$ 251,819.00				
			STBG	Right-of-Way						
			3PF							
			STBG	Utilities						
			3PF							
			STBG	Construction						
			3PF							
			Project Total					\$ 908,408.00	\$ 394,500.00	\$ -
34243		Seldon Road Reconstruction: Wasilla-Fishhook Road to Snowgoose Drive (Parent) (CTP Award 2023) This project will upgrade Seldon Road, between Wasilla-Fishhook and Snowgoose Drive, to an arterial highway with a separate pathway to address geometry, safety and capacity issues.	STBG	Design	\$ 2,871,000.00	\$ 1,230,750.00				
			3PF		\$ 319,000.00	\$ 136,750.00				
			STBG	Utilities						
			SM							
			STBG	Construction						
			SM							
			3PF							
Project Total					\$ 3,190,000.00	\$ 1,367,500.00	\$ -	\$ -	\$ -	
		MVP Planning Office	STBG	Planning		\$ 181,940.00				
		Funding for the MVP Planning Office which supports delivery of the MVP's Unified Planning Work Program.	3PF			\$ 18,060.00				
		Project Total				\$ 200,000.00	\$ -	\$ -	\$ -	

STBG: Surface Transp. Prog., SM: State Match, 3PF: 3rd Party Funding, CRP - Carbon Reduction Program, TAP - Transportation Alternative Program, CMAQ: Congestion Mitigation and Air Quality

MVP for Transportation
Draft Program of Projects

NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond
34533		MVP Sign Management Plan	STBG	Planning	\$ 363,900.00				
		Devise and implement a system to assess all traffic signs within the Metropolitan Area Boundary on a regular basis and ensure they are maintained and replaced as needed to improve visibility and increase road safety. Use the sign assessment to track sign data and to maintain a minimum retroreflectivity level of all signs to increase their visibility at night.	3PF		\$ 36,100.00				
Project Total					\$ 400,000.00	\$ -	\$ -	\$ -	
34534		MVP Streetlight Intersection Management Plan	STBG	Planning	\$ 363,900.00				
		Conduct an inventory of all the streetlights within the Metropolitan Planning Area boundary and develop a plan for converting the lights to LED. Examine each intersection to determine any additional lighting system work as required for electrical code compliance and proper operation of the LED fixtures. Additional work may include replacement of frayed wiring, grounding of light pole bases, repair of electrical connections, troubleshooting of lighting or load center circuitry and other repairs.	3PF		\$ 36,100.00				
Project Total					\$ 400,000.00	\$ -	\$ -	\$ -	
34302	CFHWY00622	Wasilla-Fishhook Road E Seldon to Tex-Al Drive	STBG	Construction		\$ 7,641,480.00			
		The proposed project will reclaim the existing pavement structure in place, overlay with new pavement, and apply pavement markings to the roadway. Guardrail,roadway shoulder repairs, drainage improvements, sign replacements, and grubbing will be included as necessary. The project is working to extend the service life of Wasilla Fishhook Road, reduce ongoing maintenance costs, and adjust ditch grading and culverts such that the roadway will have	SM			\$ 758,520.00			
Project Total					\$ -	\$ 8,400,000.00	\$ -	\$ -	\$ -

MVP for Transportation
Draft Program of Projects

NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond	
Funding (Revenue) Summary										
Surface Transportation Program Block Grant Program (includes CRP and CMAQ Flex) Transportation Alternative Program			STBG		\$ 8,711,812.00	\$ 10,551,611.00	\$ -	\$ -		
			TAP		\$ 426,760.00	\$ 439,563.00	\$ -	\$ -		
			Total		\$ 9,138,572.00	\$ 10,991,174.00	\$ -	\$ -		
			CRP funds transferred to STBG, \$775,163 and \$798,418 in FFY 24 and 25, respectively.					\$ -	\$ -	
			CMAQ Flex funds transferred to STBG, \$727,800 and \$749,634 in FFY 24 and 25, respectively.					\$ -	\$ -	
STBG funds \$7,208,849 and \$7,425,115 in FFY 24 and 25						\$ -	\$ -			
STBG funds of \$1578,444.00 carryover from FFY24 to FFY25				Match Total	\$ -	\$ -	\$ -	\$ -		
			Funding (Revenue) Total		\$ 9,138,572.00	\$ 10,991,174.00	\$ -	\$ -		
Projected Obligations Summary										
Fund Code Description			Fund Code		2024	2025	2026	2027		
Federal Summary										
Surface Transportation Program Block Grant Program (includes CRP and CMAQ Flex) Transportation Alternative Program			STBG		\$ 7,133,368.00	\$ 9,790,481.00	\$ -	\$ -		
			TAP		\$ 426,760.00	\$ 439,563.00	\$ -	\$ -		
					\$ -	\$ -	\$ -	\$ -		
					\$ -	\$ -	\$ -	\$ -		
			Federal Subtotal				\$ 7,560,128.00	\$ 10,230,044.00	\$ -	\$ -
Federal Match Summary										
State Match			SM		\$ 334,110.00	\$ 830,760.00	\$ -	\$ -		
Local Government Match (currently all MSB)			3PF		\$ 704,170.00	\$ 307,576.10	\$ -	\$ -		
			Match Subtotal		\$ 1,038,280.00	\$ 1,138,336.10	\$ -	\$ -		
Grand Total					\$ 8,598,408.00	\$ 11,368,380.10	\$ -	\$ -		

STBG: Surface Transp. Prog., SM: State Match, 3PF: 3rd Party Funding, CRP - Carbon Reduction Program, TAP - Transportation Alternative Program, CMAQ: Congestion Mitigation and Air Quality

MVP for Transportation
Draft Program of Projects

NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond
FTA Projects within MSB MPO Planning Boundary									
Need ID	Project Description		Fund Code	Fund Type	FFY24	FFY25	FFY26	FFY27	Beyond
	Urbanized Area Formula Grant - Valley Transit		FTA	5307	\$ 1,845,938.00	\$ 1,282,162.00			
	Transit operating assistance		Match		\$ 1,845,938.00	\$ 1,282,162.00			
Project Total					\$ 3,691,876.00	\$ 2,564,324.00	\$ -	\$ -	
	Urbanized Area Formula - ARRC		FTA	5307	\$ -	\$ -	\$ -	\$ -	
	State of Good Repair rehabilitation and replacement activities		Match	ARRC	\$ -	\$ -	\$ -	\$ -	
Project Total					\$ -	\$ -	\$ -	\$ -	
	Enhanced Mobility for Seniors & Individuals with Disabilities		FTA	5310	\$ 128,944.99	\$ 54,136.00			
			Match		\$ 128,944.99	\$ 54,136.00			
Project Total					\$ 257,889.99	\$ 108,272.00	\$ -	\$ -	
	State of Good Repair		FTA	5337	\$ 1,325,232.00	\$ 245,589.00			
	Provides capital assistance for maintenance, replacement and rehabilitation projects of high-intensity fixed guideway and motorbus systems to help transit agencies maintain assets in a state of good repair. Eligibile for Transit Asset Management Plans.		Match		\$ 1,325,232.00	\$ 245,589.00			
Project Total					\$ 2,650,464.00	\$ 491,178.00	\$ -	\$ -	
	Bus and Bus Facilities		FTA	5339	\$ 70,423.73	\$ 40,502.00			
	Provides funding to states and transit agencies through a statutory formula to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities.		Match		\$ 70,423.73	\$ 40,502.00			
Project Total					\$ 140,847.46	\$ 81,004.00	\$ -	\$ -	

MVP Improvement Program

1. The MVP Improvement Program projects will not be scored.
2. The scope of the MVP Improvement Program is to “Perform gravel or asphalt surface maintenance and preservation activities on roads, sidewalks, pathways. Work may also include new or upgraded illumination, signing, striping, storm drains, and intersection improvements including nonmotorized crossings, as well as ADA upgrades to sidewalks and curb ramps.
3. Projects nominated to the Program shall meet the following criteria:
 - a. Limited design effort in order for projects to be delivered for construction within a 1-2 timeframe;
 - b. No right-of-way impacts;
 - c. Limited/no utility impacts; and
 - d. All projects fall within the NEPA process under a Categorical Exclusion.
4. A subcommittee will meet annually to develop a list of projects to include in the following year’s program. The subcommittee will be made up of representatives of the Policy Board stakeholders responsible for maintaining transportation infrastructure or familiarity of the infrastructure needs within their jurisdiction.
5. ADOT&PF will develop estimates for the projects nominated based on the scope of work.
6. Efforts will be made to package similar projects in one bid document to achieve economies of scale and to simplify the construction management efforts.
7. After Scope, Schedule’s, and Estimate’s (SSE’s) are developed, the subcommittee will make recommendations as to the project priorities to the Technical Committee who will review the list and make the final recommended priorities to bring forth to the Policy Board for approval. All projects will be brought forth with priority recommendations clearly identified.

Federal Planning Finding Tier 2, 1a Corrective Action

The DOT&PF must develop and implement processes and procedures for a continuing, cooperative, and comprehensive planning process that meets the requirements of 23 CFR 450.208. These documented procedures should also include the DOT&PF's role and responsibility for oversight of MPOs, and procedures for air quality conformity, Unified Planning Work Program development, MPO Certifications, STIP development, and other joint planning processes.

DOT&PF Response

To ensure DOT&PF meets the requirements of 23 CFR 450.208 as it relates to continuing, cooperative, and comprehensive planning with the State's MPOs, the following procedures have been developed. The actions described for each planning process are based in the guidance provided by federal and state regulations which are noted throughout.

MPO Oversight

- For each MPO in Alaska, 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 MPOs, 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 planning documents are made throughout, and the procedures through which this collaboration occurs are described in the following sections.

MPO TMA Certification

- Transportation Management Area (TMA) 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 partners' field review process.~~
- The DOT&PF participates via Technical Committee (TC) and Policy Board (PB) committees, actively participating in the field review process, attending the certification meeting, and assisting with corrective actions and development of a plan of action.

MPO Self-Certification

- The MPO self-certification is done via the TIP submission and is addressed in the operating agreements. The DOT&PF is responsible for signing the self-certification after ensuring the requirements are met. This is done through participation in the TC and PB committees.

MPO Air Quality Conformity

- Two of Alaska's MPOs operate under Limited Maintenance Plans related to Alaska's Statewide Implementation Plan (SIP). 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 (if necessary). 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

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in ICTs and conformity demonstrations is an example of the cooperative process agreed to in the MPO operating agreements.

- One MPO operates under the Serious Non-Attainment Area designation related to the SIP. In addition to the requirements under Limited Maintenance Plans, the MPO must engage in project level conformity determinations through the ICT. The DOT&PF participates in the ICT process similar to the Limited Maintenance Plans. DOT&PF typically assists with travel demand modeling in support of air quality modeling.
- Details and specific roles of the DOT&PF in ICT are documented in the MPO operating agreements.

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MPO Metropolitan Transportation Plan, TIP, and Unified Planning Work Program

- MPOs are responsible for developing and managing develop and manage the MTP, TIP, and UPWP documents. DOT&PF's role in supporting the supports development of these work products is described in each MPO's operating agreement, and includes including development of project lists, providing financial data to ensure fiscal constraint, assisting in the application of scoring criteria, and other actions requested by the MPOs. These operating agreements incorporate development requirements outlined in 23 CFR 450.324 & 450.326.
 - Through the actions prescribed in the operating agreements and its membership in MPO committees, DOT&PF ensures that MPOs receive continuous support in creating and maintaining these fundamental documents.
- DOT&PF's role in the approval of MTPs, TIPs, and UPWPs differs for each MPO and is described in the operating agreements.
 - For MTPs, MPOs submit these directly to FHWA and FTA for approval. DOT&PF participates in the MTP development through the Technical and Policy Committees.
 - UPWP documents are routed through DOT&PF to FHWA and FTA to verify urban planning funding details per the state's responsibility under 23 USC § 104(d). UPWPs do not require DOT&PF approval.
 - Federal guidelines outline DOT&PF's role in approving TIPs and any associated modifications or amendments.
 - The following section describes DOT&PF's procedures for TIP and amendment approvals, annotated with the appropriate regulations.
 - 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...". The State is responsible for ensuring the sufficiency of the technical processes that MPOs utilize to execute the TIP revision elements described in 23 CFR 450.328(a). These elements are:
 - The MPO, FHWA, and FTA have made a conformity determination for a TIP amendment including any non-exempt projects, or for a replacement TIP (if necessary),
 - Fiscal constraint within the TIP has been sufficiently demonstrated, and,
 - In revising the TIP, the MPO has used public participation procedures consistent with 23 CFR 450.316(a).
 - When DOT&PF confirms that the three criteria have been met, the TIP will be forwarded to the Governor or their designee with a recommendation to approve the TIP. DOT&PF then informs the MPO of this action in writing. If any issues are found, or further information is needed to verify the TIP's adherence to federal regulations, DOT&PF will

contact the MPO in writing for clarification. In either case, DOT&PF will formally respond to the MPO in a timely manner within a reasonable time. In the event the Governor cannot approve an MPO's TIP, a letter outlining the cause will be sent to the MPO to ensure clarity and provide the MPO with direction to achieve approval.

Performance Based Planning Measures & Target Setting

- DOT&PF is committed to supporting MPO performance-based approaches to planning as required in 23 CFR 450.306(d) ~~and has a long-standing process to do so~~. DOT&PF and MPO coordination is documented in a Memorandum of Understanding for two of the MPO's at this time.
 - Coordination between DOT&PF and MPOs begins when DOT&PF initiates an internal process of setting statewide performance targets as required in 23 CFR 490.105.
 - Initial consultation meetings are held that include the MPOs, FHWA (and FTA when applicable), and other interested parties. During these meetings, DOT&PF provides an overview of the federal requirements, associated data, external factors, policy implications, and other critical information to inform the process. DOT&PF facilitates a discussion as to what appropriate targets would be and memorializes the process in notes, which are later distributed to all parties.
 - A second meeting is held to finalize the targets ~~as well~~.
 - After approval by the DOT&PF Commissioner, the performance measures are submitted to the MPOs for their consideration of inclusion in their planning documents as described in 23 CFR 450.306(d)(2) & (d)(4).

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STIP Development

The following section describes the DOT&PF's STIP Development process and delineates the Department's DOT&PF's procedures to satisfy the requirements for MPO cooperation as described in 23 CFR 450.218.

- **Data Collection and Initial Planning**
 - Establish criteria for prioritizing projects as needed.
 - ~~DOT&PF will solicit nominations of projects for inclusion into the STIP from MPOs in accordance with the direction given in 17 AAC 05.160. MPOs will be given 30 days to submit nominations and any comments regarding evaluation criteria.~~
 - Provide the MPOs with a list of DOT&PF prioritized projects within the MPO boundary.
 - 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**
 - Prioritize projects through a collaborative process involving DOT&PF, MPOs, and other stakeholders.
 - When a project evaluation board (PEB) meeting takes place, MPOs will be given notification at least 14 days prior to the meeting per 17 AAC 05.175(k).
- **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.
 - ~~the Commissioner will consult with MPOs regarding the level of federal financing allocated under the CTP and TRAAK Program to MPOs per 17 AAC 05.155(b).~~

~~DOT&PF will also provide a summary of existing/ongoing project funding obligations in the current STIP that will result in expenditures in the new STIP on a statewide basis, as well as projections for funding availability over the next four years in the new STIP on a statewide basis. When a determination of financing is made, the Commissioner will notify the MPOs of their allocation, along with an explanation of how the criteria described in 17 AAC 05.155(b) was used to reach the determination.~~

- **Revenue Forecast**

- ~~The Commissioner will consult with MPOs and then provide written determination regarding the level of federal financing allocated under available programs to MPOs per 17 AAC 05.160 and provide an explanation of how the criteria described in 17 AAC 05.155(b) was used to reach the determination. The target for this is within 30 days of an apportionment memo.~~
- ~~DOT&PF will also provide a summary of projections for funding availability over the next four years in the new STIP on a statewide basis.~~
- ~~The DOT&PF will engage with the MPOs annually to discuss revenue forecast.~~

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- **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.
 - DOT&PF staff will collaborate with MPOs to ensure all State-sponsored projects included in the Draft STIP are consistent with the MPO's MTP and TIP. Sufficient time will be provided to each MPO to consider amending their MTP and TIP to include any newly identified projects (not currently in MTP) selected by ~~the Project Evaluation Board~~DOT&PF for inclusion into the new STIP.
- The MPO's TIPs are incorporated by reference.

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- **Interagency and Public Review**

- During the 45-day public comment period, circulate the draft STIP among federal, state, and local agencies for technical review.
 - MPOs will be notified of all public meetings soliciting comments on the STIP as described in 17 AAC 05.160(e)&(g).
- 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.
- Revise the draft STIP accordingly, addressing concerns raised and improving the plan's alignment with community and stakeholder expectations.
 - The ~~final~~draft STIP will be presented to the MPOs, detailing relevant comment adjudications and changes from the original draft.

- **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.

- Within 10 days of USDOT approval of a final STIP, MPOs will be given notice of its adoption per 17 AAC 05.180(b).
- **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.
 - Follow the approved amendment and administrative modification process, including public and interagency review, for any significant changes to the projects listed in the STIP.
 - Notification of MPOs regarding the amendment of the State's STIP will occur as directed in 17 AAC 05.195(d). DOT&PF will provide notice of a proposed major amendment to the STIP to any MPO affected by the amendment of the STIP. In the notice, DOT&PF will describe the amendment and the impact of the amendment upon the STIP, will solicit comments regarding the amendment, and will provide for a comment period on the proposed amendment of the STIP of not less than 30 days after the publication of the notice.
 - Within five days of USDOT approval of a STIP amendment, MPOs will be given notice of its adoption per 17 AAC 05.195(e).

Other Joint Planning Efforts (e.g. LRTP)

- The actions delineated below serve as DOT&PF's procedure for MPO coordination as described in 23 CFR 450.216.
 - Before substantial efforts to update joint planning elements such as the LRTP occur, MPOs will receive a formal notice of DOT&PF's intent to update the plan as required under 17 AAC 05.135(a)(2) that includes an invitation to participate in a public review group as described in 17 AAC 05.140. This notice will include a request and provide a means for feedback in accordance with 17 AAC 05.135(c)(2).
 - MPOs will be notified of all public meetings soliciting comments on the plan as described in 17 AAC 05.140(d) and 17 AAC 05.145(b).
 - To meet the requirements of 17 AAC 05.145, MPOs will receive a notice of the public comment period along with a means to access the draft plan three days before the beginning of the 45-day public review and comment period.
 - Once the plan is officially adopted by the DOT&PF Commissioner, MPOs will receive a notice of the action within 15 days per 17 AAC 05.150(b).
 - All notifications described in this section will be instigated by the plan update project manager and routed through the appropriate DOT&PF MPO Coordinator.



MatSu Valley Planning for Transportation
Metropolitan Planning Organization

June 6, 2024

RE: MVP's response to the 3C's documented shared by ADOT&PF on the STIP Tier II planning findings from FHWA.

The purpose of MatSu Valley for Transportation Planning (MVP) is to coordinate transportation planning among regional governments within the urban area and to program annual federal funding in a way that best serves the community. Having ADOT staff serve on MVP's Policy Board and on the Technical Committee is part of the coordination. Having a full time ADOT Planner, and contributing to their salary, who is dedicated to supporting the MVP in all of our plans, programs, and projects, is also another way coordination between the MPO and ADOT is ensured.

As a new MPO, MVP is working through many of our initial plans, programs, and projects. Our Operating Agreement and Memorandum of Understanding for the Operations of the Office for MVP, signed by the Governor of Alaska and the Alaska DOT&PF Central Region Director, as well as the Matanuska-Susitna Borough, cities of Palmer and Wasilla, Knik Tribe, and Chickaloon Native Village, spell out and how we will collaboratively work together to manage the MVP office and our plans including the development and implementation of our UPWP.

Clarifying expectations for how MVP's Policy Board and the ADOT staff and leadership will work together in the development of the Statewide Transportation Improvement Program (STIP) is also important.

MVP requests the following coordination and commitment from Alaska DOT&PF to ensure transparency and accountability in new STIP development and future STIP amendments.

- 1) Prior to development of a new STIP, and prior to a STIP amendment if the Alaska ADOT&PF moves to a rolling STIP, MVP expects Alaska DOT&PF will present to the MVP's Technical Committee and Policy Board a formal summary of existing/ongoing project funding obligations in the current STIP within the MPA that will result in expenditures in the new STIP, as well as projections for funding availability over the next four years in the new STIP.**
 - 2) Ensuring that the STIP is consistent with the MPO's MTP and TIP, Alaska DOT&PF notify the MPO within a sufficient time window to allow the Policy Board to consider amending their MTP and TIP to include any newly identified projects (not currently in MTP). MTP and TIP Amendments require 30-day public comment periods and at minimum an additional 30 days to be reviewed and approved by MVP's Policy Board. Only after the MTP and TIP Amendments are approved by MVP's Policy Board, should Alaska DOT&PF include those new projects in the Draft STIP to be released for the STIP's public comment period.**
 - 3) On an annual basis, before June 1st, MVP expects the ADOT&PF to share a formal memo with the**
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Policy Board that outlines the upcoming FFY suballocation, the formula used to calculate suballocation, as well as information on project delays, cost changes, and any new project proposals within the MPA that are not already identified in MVP's MTP and TIP that may require an Amendment.

Though MVP does not have an MTP or TIP, MVP was eligible for FFY2024 funding. This round of coordination for the STIP did not meet MVP's needs. MVP's suballocations in the approved STIP are not valid and changed over several iterations. This required MVP to re-do our Program of Projects. The lack of accurate funding allocations and lack of clarity on how the Alaska ADOT&PF was proposing to use MVP's suballocations, led to confusion and frustration on part of MVP's Technical Committee and Policy Board. Situations like this can be prevented if MVP is involved in the STIP development and amendment process well before the draft is released for its public comment period and if MVP receives a formal annual memo from Alaska ADOT&PF documenting funding and projects needs and changes. Any additional change requests should be made as soon as they are known.

As MVP begins the development of our first Metropolitan Transportation Plan (MTP) we look forward to working closely with Alaska DOT&PF planning and preconstruction staff to ensure that the input into the MTP and projects listed in the TIP are accurate and reflect current priorities and needs of the region.

Sincerely,

Kim Sollien
MVP Coordinator

**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 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

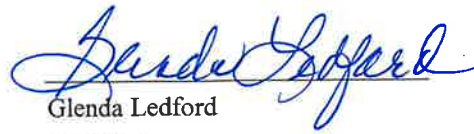
In accordance with the provisions of AS 10.20.151(d), no person serving as a director of the Corporation shall be personally liable for monetary damages for the breach of fiduciary duty as a director, excluding liability for (a) breach of a director's duty of loyalty to the corporation, (b) acts or omissions 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

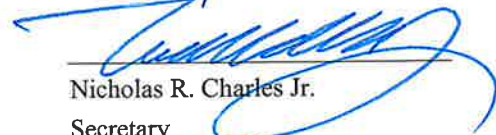
The Articles may be amended only by an affirmative vote of at least two-thirds of the Board of Directors at any regular board meeting or special board meeting called for that purpose, the notice of which specifies consideration of such action as to be made at the meeting. These Articles may not be amended 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: 5/28/24


Nicholas R. Charles Jr.

Secretary

Date: 6/6/2024



MatSu Valley Planning (MVP) for Transportation

Technical Committee Membership Application for a Seat

The purpose of the Technical Committee is to assist the Policy Board in fulfilling its oversight responsibilities by acting as an advisory body for transportation issues that are primarily technical in nature.

Name: Jennifer Busch

Address: 225 W Riley Ave, Wasilla AK 99654

Phone: 907-232-2226

Email: jbusch@valleytransitak.org

Seat of Interest: Select one of the following:

☐ **Trucking Industry Advocate** ☐ **Mobility Advocate** ☒ **Public Transit Provider**

1. Would you be able to attend a meeting on the second Tuesday of each month from 2:00 – 3:30 p.m.? Yes ☒ No ☐ beginning Septemeber
2. Would you be able to attend occasional other daytime meetings as required? Yes ☒ No ☐ Please elaborate. _____

3. What is your knowledge of the function of a Metropolitan Planning Organization? I am familiar

4. Please let us know why you are interested in becoming a member of the MVP for Transportation Technical Committee and describe your education/experience in planning, engineering, or any other technical field and how it relates to transportation planning. You may attach a **letter of interest** to this application.

I am the ED of Valley Transit. I have worked there for 13 years. I have an MPA providing a formal education dealing with planning, public finance and policy, etc. In addition I continue public transit education through conferences and trainings nation wide.

5. Please attach a copy of your **resume** to this application.

Thank you for your interest in becoming a member of MVP's Technical Committee!

JENNIFER BUSCH

(907)232-2226

jennifer.rae.busch@gmail.com

Experience

Executive Director • Valley Transit • April 2017 – Present

Duties: Overall responsible for Valley Transit's service, planning, budgeting, compliance, personnel, and capital.

Service: Valley Transit is a non-profit with a mission to provide accessible, sustainable, reliable, efficient, and quality public transportation. Based in the Mat-Su Valley, a geographical area the size of West Virginia with a local government that does not provide or support public transportation it is up to Valley Transit, and the Executive Director to fill that critical gap. Service area includes not only the area within the Mat-Su but to provide a connection to Anchorage, approximately 45 miles away where much of the Mat-Su's workforce commutes to.

Planning: The Executive Director is responsible for creation and implementation of both short and long term plans for Valley Transit including service, budgeting and finance, personnel, and capital.

Budgeting: Valley Transit is a non-profit with federal, state, and local governmental grant funding as well as partnerships with businesses, education institutions, and other nonprofits. The Executive Director is responsible for retaining and growing Valley Transit's funding sources and partnerships income as well as budgeting expenses to include yearly operations and long term capital maintenance and replacement.

Compliance: Valley Transit is subject to annual federal single audits as well as many federal and state compliance and laws. The Executive Director must ensure Valley Transit is compliant and following law at all times.

Personnel: The Executive Director is responsible for hiring, firing, human resource, and pay scale of staffing to meet the needs of Valley Transit.

Capital: The Executive Director is responsible for the capital maintenance and replacement for Valley Transit to include facilities, rolling stock, and equipment. This includes but is not limited to federal transit administration compliance of preventative maintenance is met as well funding compliance is met with the procurement of capital.

Interim Executive Director • Valley Transit • January 2017 – April 2017

Achievements:

- Consolidated Valley Mover & MASCOT
- Rebranding
- Cut overhead cost by more than 10% with financial and operational analysis.

Executive Director • Valley Mover • January 2015 – January 2017

Transit Manager • Valley Mover • July 2011 – January 2015

Achievements:

- First transit agency on Google Transit

Education

Master of Public Administration • 2016 • University of Alaska Southeast

Bachelor of Marketing and Management • 2012 • University of Alaska Anchorage