



**FLAGSTAFF METROPOLITAN
PLANNING ORGANIZATION**

CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT ♦ NAIPTA

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**FISCAL YEAR 2020 and 2021
UNIFIED PLANNING WORK PROGRAM
AND BUDGET**

Prepared by

Flagstaff Metropolitan Planning Organization

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**Executive Board Adoption
APPROVED**

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City of Flagstaff / Coconino County

CFDA – FHWA: 20.205

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5310/5311/5316/5317 – 20.513

5303 – 20.505

- (1) Catalog of Federal Domestic Assistance (CFDA) Number – This is a data base of all federal programs available through State and Local government. If necessary, ADOT can provide this number;

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

2020-2021 EXECUTIVE BOARD

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City of Flagstaff
Engineer

Christopher Tressler
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Engineering Division Manager

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City of Flagstaff
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Planning Program Manager

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Member
Coconino County Director

STAFF

Jeff Meilbeck
Executive Director

Martin Ince
Multi-Modal Planner

David Wessel
MPO Manager

Sara Jansen
Administrative Specialist

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**FEDERAL CERTIFICATIONS
METROPOLITAN TRANSPORTATION PLANNING PROCESS
SELF-CERTIFICATION**

This document was prepared in cooperation with the U.S. Department of Transportation, the Federal Highway Administration, and the Arizona Department of Transportation.

The Flagstaff Metropolitan Planning Organization and the Arizona Department of Transportation hereby certify that the transportation planning process addresses the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

1. 23 USC 134 and 135 , 49 USC 5303 and 5304 and 23 CFR Part 450;
2. 23 CFR Part 230, regarding the implementation of an equal opportunity program on Federal and Federal-aid highway construction contracts;
3. Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 USC 7504, 7506(c) and (d)) and 40 CFR Part 93;
4. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR Part 21.
5. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
6. Section 1101(b) of the FAST Act (Publ. L. 114-94) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in U.S. DOT-funded projects;
7. The provisions of the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.) and 49 CFR Parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 USC 6101), prohibiting discrimination on the basis of age in programs or activities receiving financial assistance;
9. Section 324 of title 23 USC regarding the prohibition of discrimination based on gender;
10. Section 504 of the Rehabilitation Act of 1973 (20 USC 794) and 49 CFR Part 27 regarding discrimination against individuals with disabilities;
11. Anti-lobbying restrictions found in 49 USC Part 20. No appropriated funds may be expended by a recipient to influence or attempt to influence an officer or employee of any agency, or a member of Congress, in connection with the awarding of any federal contract.

Art Babbott, Chair
Flagstaff Metropolitan
Planning Organization

Date

Greg Byres, Director
Multimodal Planning Division
Arizona Department of Transportation

Date

Chapter I

INTRODUCTION TO THE UNIFIED PLANNING WORK PROGRAM AND BUDGET (UPWP)

Executive Summary

The FMPO FY 2020 program is \$1,638,130 including \$1,167,970 in federal funds and \$470,160 in local funds. The FMPO FY 2021 program is \$825,100 including \$751,940 in federal funds and \$73,160 in local funds. The majority of local funds are from exchanges of federal funds for local funds. The major activities for FY 2020 and 2021 are:

- o Adopt 2 Year UPWP for FY 20 and 21
 - o Complete an FMPO Website update
 - o Continue process of evaluating possible new identity for FMPO
 - o Establish MPO as a non-profit or political subdivision of the State
 - o Finalize operating procedures and determine how NAU and NAIPTA will serve on the Executive Board
 - o Review the effectiveness of the procedures and strategies contained in the Public Participation Plan.
 - o Establish the FMPO as an independent organization.
-
- Review the UPWP processes and documents and update as needed to improve communications and documentation
 - Review the TIP processes and documents and update as needed to improve communications and documentation.
 - Lone Tree Corridor Study and DCR
 - Regional Model Update
 - Grant-writing
 - o Lone Tree Corridor
 - o Fourth Street Corridor
 - Coordination efforts: Staff time
 - o ADOT: Milton Road and US 180 Corridor Master Plans, State Rail Plan
 - o City of Flagstaff: Lone Tree Corridor
 - o NAIPTA: Bus Rapid Transit plan
 - o Coordinated Public Transit- Human Services Transportation Plan

A brief definition of the UPWP

The purpose of the Unified Planning Work Program (UPWP) is to outline multimodal transportation planning activities within a financially constrained budget to be conducted in the Flagstaff MPO planning area for a one or two year period. Federal definition of a Unified Planning Work Program (UPWP) is *“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” (23CFR450.104).

A description of the metropolitan area

The area covered by the FMPO approximates 525 square miles from Bellemont on the west, Kachina Village and Mountainaire on the south, Winona on the east, and the San Francisco Peaks on the north (see Figure 1). Jurisdictions include the City of Flagstaff, Coconino County, the Arizona Department of Transportation, and the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA). Cooperation with Northern Arizona University is embedded in the governance structure of the FMPO

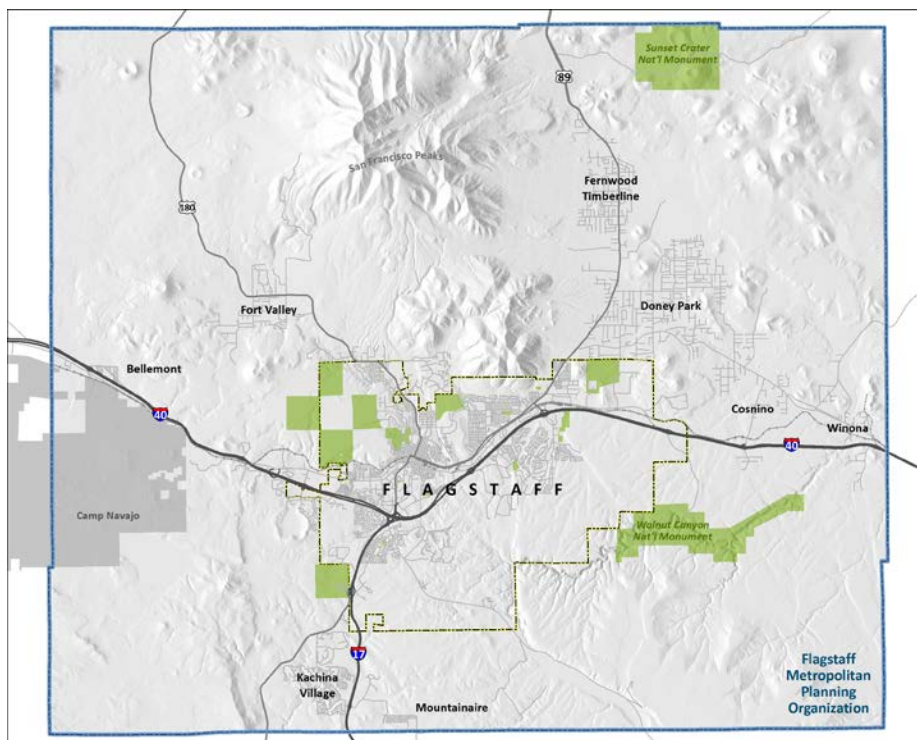


Figure 1. FMPO Planning Boundary

A current overview of the status of comprehensive transportation planning activities;

Comprehensive transportation planning is embodied primarily in the regional transportation plan, a mandated federal document. The *FMPO Blue Print 2040 Regional Transportation Plan* was adopted in May 2017. The City of Flagstaff and Coconino County update to the regional comprehensive plan, *Flagstaff Regional Plan 2030*, was adopted by the City and County governing bodies in State Fiscal Year 2014 and was approved by voters in May 2014. FMPO played a coordinating and cooperative role.

The role of the FMPO for planning priorities in the metropolitan area.

The role and responsibilities of the FMPO are outlined in 23 CFR 450.

- 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 options available to 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 development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
- Enhance travel and tourism

Additional Roles and Responsibilities

- **FAST Act Implementation: Transition to Performance-based Planning and Programming**
Blueprint 2040 is a regional transportation plan supported by more than a dozen performance measures. These are employed at the scenario level, the system monitoring level and the project prioritization and selection level. FMPO has adopted ADOT targets for safety.
- **Regional Models of Cooperation**
FMPO is working cooperatively with the Northern Arizona Council of Government and the Central Yavapai MPO on a regional strategic transportation safety plan. FMPO and NAIPTA jointly purchased regional transportation data. FMPO is collaborating with Northern Arizona University in the Pacific Region Southwest University Transportation Center.

Fiscal Constraint – Funding is limited and better information can lead to better decision making.

Air Quality and Attainment

The FMPO is currently in attainment for all regulated pollutants. The Environmental Protection Agency (EPA) released new ozone emissions standards lowering the acceptable level from 75 parts per billion (ppb) to 70 ppb. The FMPO region is on the fringe of non-attainment and is not being recommended to the EPA by ADOT for non-attainment status this year. An Air Quality Maintenance plan was developed by ADOT for Coconino County, in part due to haze at the Grand Canyon. The Environmental Protection Agency recently released requirements for power plants in the area to reduce their emissions, but these have been rolled back by the Trump administration. The FMPO will work closely with the City and County, both of whom are committed to sustainability, to incorporate recommended activities to protect air quality into the *Flagstaff Regional Plan 2030* and any related amendments to the FMPO RTP. FMPO will track developments with ozone regulations and will comply, if and when, they apply to the region.

Chapter II

ORGANIZATION AND MANAGEMENT

The Organization and Management section provides a narrative that discusses staffing roles and responsibilities of the MPO, employees of member agencies that assist the MPO, and the MPO's fiscal agent and legal counsel. It also identifies the cognizant agency (for audit purposes this means the Federal awarding agency that provides the predominant amount of direct funding to a recipient);

FMPO Staffing

- Executive Director: Oversees day-to-day operations, supervises staff, prepares policy and program materials for consideration by the Technical Advisory Committee and the Executive Board. Coordinates strategic direction with Executive Board
- Manager: Oversees technical and planning operations, supervises staff, prepares technical reports and capital program materials for consideration by the Technical Advisory Committee and the Executive Board.
- Multi-modal Transportation Planner: Liaison to City, County, ADOT and NAIPTA regarding pedestrian, bicycle and transit planning and programming issues. Assists with project delivery for related projects. Supports the Manager as needed.
- Administrative Specialist: Communications, financial reporting and tabulation, documentation and coordination, public outreach, website management, meeting logistics.
- Other City of Flagstaff, Coconino County, ADOT and NAIPTA staff as necessary: Beyond roles on the Technical Advisory and Management committees, ADOT, city, county and NAIPTA staff frequently join with FMPO staff to review large development projects, work out details for multimodal aspects of projects, coordinate on public outreach, and provide technical review of respective agency products. Staff most frequently involved from each agency include:
 - o City of Flagstaff: Traffic Engineer, Capital Improvements Engineer, Comprehensive Planning Manager and City Engineer
 - o Coconino County: Public Works Director, County Engineer, Transportation Planner, Community Development staff
 - o ADOT
 - Northcentral District: District Engineer, Traffic Engineer, Development Engineer
 - Multimodal Planning Division: Division Director, Program Planning Manager
 - o NAIPTA: Development Director, Capital Project Manager

Employees of member agencies will participate on FMPO working technical committees, subcommittees or task forces for data assemblage, summary, evaluation, and formulation of recommendations to be presented to the TAC, Management Committee and the EB.

The City of Flagstaff Finance Department currently serves as the fiscal agent for the FMPO, providing payroll, invoice payments, procurement and bookkeeping records for reconciling

FMPO revenue and expense reports. The FMPO maintains its own records on a daily basis to permit up-to-date billing and to document eligible reimbursements of state and federal funds. The FMPO is in the process of going out to bid for administrative and financial services and the City of Flagstaff may or may not continue to serve as the fiscal agent in FY 2020 and 2021. One of the core goals of the UPWP for the FMPO is to review and identify the best way for the FMPO to meet its financial and administrative management needs. The FMPO will enter into IGA and MOUs to update its agreements and make them current with all partners.

The City of Flagstaff City Attorney has historically served as legal counsel for the FMPO. However, based on an amended and restated IGA between the City and the County dated September 2018, the FMPO is in the process of reviewing our legal needs and how they can best be met. The City of Flagstaff may or may not continue to provide legal counsel in FY 2020 and 2021. One of the core goals of the UPWP for the FMPO is to review and identify the best way for the FMPO to meet its legal counsel needs.

FHWA, through ADOT, is the cognizant agency providing the predominant amount of funds. NAIPTA, the local public transit provider, is a designated recipient for FTA 5307 funds. FAA is the cognizant agency for the City of Flagstaff regarding the Indirect Cost Allocation Plan (ICAP).

Identification of committee structure, including an Organization Chart:

- **The FMPO Executive Board** consists of six elected or appointed officials, three from the Flagstaff City Council, two from the Coconino County Board of Supervisors, one member from the ADOT State Transportation Board (who is appointed to the State Transportation Board by the Governor of the State of Arizona). It is the function of the Executive Board to act as a policy body coordinating and directing transportation planning, implementation thereof (as authorized by the Executive Board), and related activities within the overall regional comprehensive planning process.
- **The FMPO Management Committee** consists of Managers or their designees from the City of Flagstaff, Coconino County, NAIPTA, NAU and the ADOT Director of the Multimodal Planning Division. This group meets on an as-needed basis.

The Management Committee has authority and responsibility to review the FMPO Board packet and provide input to the FMPO Board and FMPO Staff.

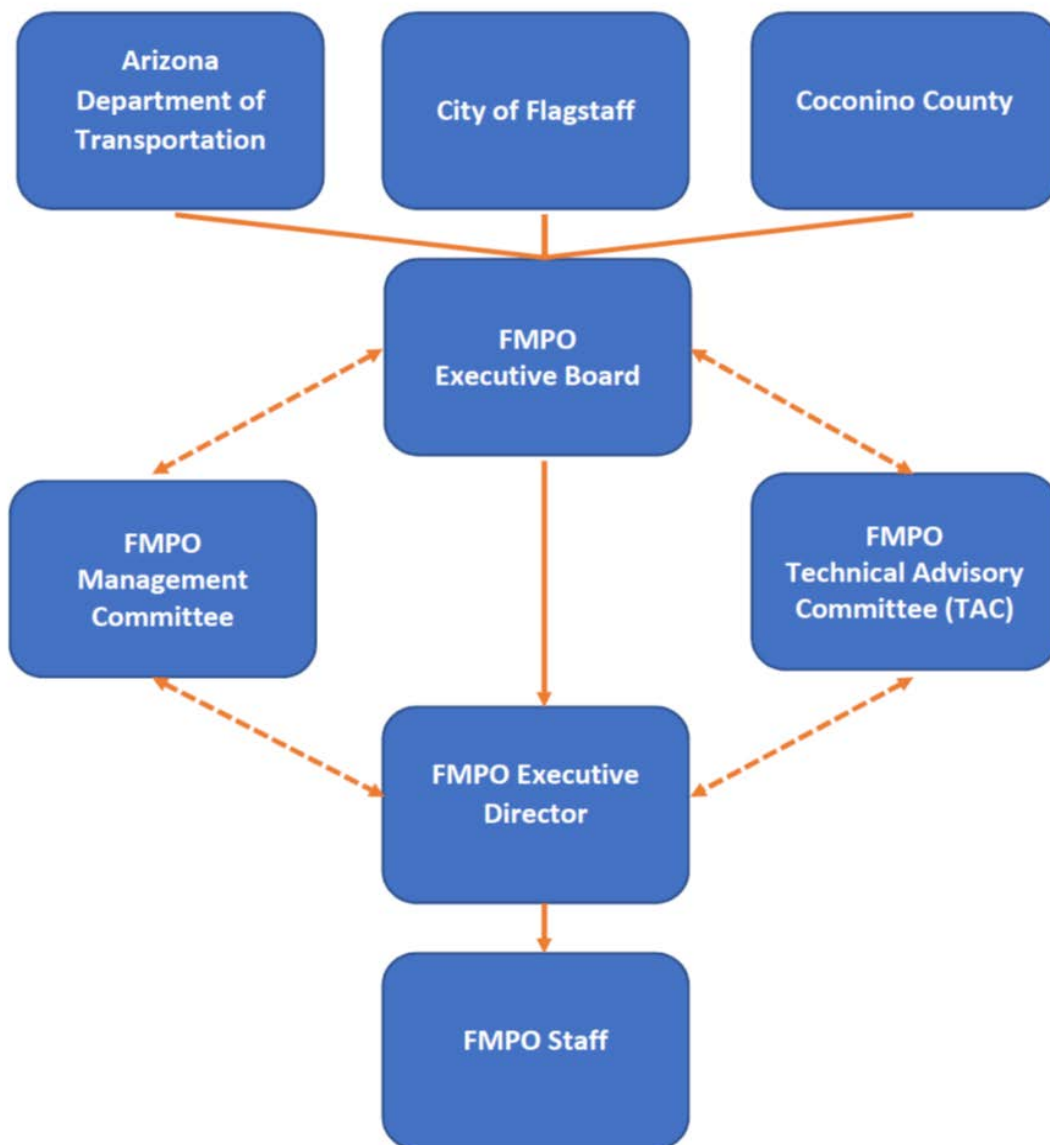
- **The FMPO Technical Advisory Committee (TAC)** is composed of technical and/or managerial staff representatives from each of the participating agencies. In addition, there may be one or more ex-officio non-voting representatives from the FHWA and FTA. Additional organizations may be added in the future by Executive Board directive for voting or ex-officio non-voting status. Each ex-officio non-voting member must be approved by her/his respective agency.

The TAC has authority and primary responsibility to conduct technical reviews and analyses regarding work activities of the UPWP, and related issues as specified by the FMPO's

Executive Board, and to so advise the Executive Board on appropriate actions to be taken. The TAC works closely with the FMPO staff, providing guidance and direction for development of the annual UPWP/Budget and work activities defined therein.

FMPO Organizational Chart

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)



Operating procedures

The FMPO Operating Procedures identify the roles and responsibilities of the Executive Board, Management Committee and Technical Advisory Committee. They further define officers, voting members, and quorum requirements.

Other Agreements

The FMPO is formed under the authority of the Governor of the State of Arizona and structured as an independent legal entity through an intergovernmental agreement between the City and County. The FMPO has entered into the following agreements in order to satisfy federal requirements and clearly define operational relationships:

- a) JPA GRT-19-0007314-T with the Arizona Department of Transportation
- b) Memorandum of Understanding with Northern Arizona Intergovernmental Public Transportation Authority regarding planning and programming of transit funds, March 2010. See the appendices.

Forms, certifications, and assurances

FMPO will comply with all federal, state and local laws. FMPO has an adopted Title VI policy, Limited English Proficiency Plan, Coordinated Public Transit/Human Services Transportation Plan, and works within the City of Flagstaff's Disadvantaged Business Enterprise Policy. FMPO uses these documents to meet certifications and assurances required by federal law.

Chapter III FUNDING DESCRIPTION & BUDGET SUMMARY

The Arizona Department of Transportation (ADOT) is the designated recipient of the Federal-aid Highway funds used for planning and research purposes. As the designated recipient of the planning funds ADOT has the responsibility and the authority under **49 CFR Part 18** (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) to oversee all activities funded under the Federal-aid Program by the subrecipients of these funds. ADOT's oversight responsibilities include but are not limited to overall work plan reviews, invoice billing review and approval, TIP certification, air quality reviews, and quality assurance and quality control of traffic data. WPs are funded primarily with PL funds; however, a MPO may use other eligible funds for their WP. This section describes the types of funding sources used for planning.

- (1) **Metropolitan Planning (PL) Funds:** Federal planning funds can be used for up to 94.3% of a project, with a required 5.7% match typically provided by local governments. The distribution of the PL Funds is accomplished through a formula developed by ADOT in consultation with the MPOs and must be approved by the FHWA.
- (2) **Statewide Planning and Research (SPR) Funds:** SPR funds are federal dollars from the State Planning and Research Program administered by the Arizona Department of Transportation. Some SPR funds may be allocated to the MPO to help plan for the non-urbanized portion of the MPO. A 20% match is required and must be provided by the local jurisdiction, depending on the project.
- (3) **Surface Transportation Block Grant (STBG) Funds:** STBG is a federal-aid highway flexible funding program that funds a broad range of surface transportation capital needs including roads, transit, airport access, vanpool, and bicycle and pedestrian facilities. Transit related planning, research, and development activities are also eligible uses of STP funds. STP apportionment may be shared by ADOT with other Council of Governments (COG) and all MPO's less than 200,000 population, though this action is discretionary and not required by current Transportation legislation. A 5.7% match is required.
- (4) **Federal Transit Administration Funding:** FTA funds are secured annually through the FTA Metropolitan Planning Program Section 5305. FTA funds are designated for transit planning and research activities. The funds require a 20% local match, which is typically provided by the local governments. In addition, other federal or state funding that is not specifically designed for planning activities can be allocated for planning purposes. In those cases, those funds such as FTA Section 5307 need to be shown in the budget tables.
- (5) **Matching Funds:** In order to secure federal funds, the state and/or local government must place matching funds on a project.

- (6) **In-kind (Soft Money) Contribution with Description:** The value of third party in-kind contributions may be accepted as the match for federal funds in accordance with the provisions of 49 CFR 18.24(a)(2) and may be applied on either a total planning work program basis or for specific line items.
- (7) **Highway Safety Improvement Program (HSIP) Funds:** These funds are available on a competitive basis only. HSIP is a federal funding source dedicated to systematic improvement of safety conditions on state and local roads. HSIP funds may be used for planning purposes provided such activities are identified in the work program and transportation improvement program. The funds require a 5.7% match.
- (8) **Carry-forward;** Carry-forward funds occur when an MPO does not obligate all available eligible funds in the current and/or prior fiscal years or if it has de-obligated funds that have been obligated previously.

BUDGET SUMMARY TABLES

The following budget tables identify agency participation and funding sources. The Flagstaff Metropolitan Planning Organization incurs both direct and indirect costs. The FMPO defines direct costs as those costs which can be specifically and readily identified with a specific cost objective or program. Indirect costs are defined as those costs necessary for the effective, efficient operation of FMPO programs and which cannot be readily identified to a specific cost objective or program without effort disproportionate to results achieved.

Indirect Cost Recovery: The FMPO recovers the costs of central administrative and support activities (central services) through the development and application of a citywide indirect cost rate. The FMPO annually develops a single fixed indirect cost rate that includes all allowable 2 CFR Part 200 central service costs. The rate is prepared in accordance with the “simplified method” as presented in 2 CFR Part 200. As required by 2 CFR Part 200, an indirect cost rate proposal is annually developed to document the indirect cost rate.

Revenue Summary: The table below provides a summary of all funding sources and revenues, including carry forward, anticipated by the Flagstaff MPO for FY 2020 and FY 2021. Pending update to actual PL and SPR allocations.

PL= Planning	OA = Amount of apportionment that may be spent
SPR = State Planning & Research	5305(d) = FTA Metropolitan Planning
STBG = Surface Transportation Block Grant	O&M = Operations & Maintenance

Flagstaff Metropolitan Planning Organization							
2020-2021 UPWP/B - Revenue Assumptions				DRAFT			
Revenue Source			FY 18 OA Carry Forward	FY 19 OA Carry Forward	FY20 Obligation Authority (OA)	FY 21 Obligation Authority (OA)	Total 2 Year Workplan
FHWA-PL					123,831	123,831	247,662
ADOT-SPR				75,000	125,000	125,000	325,000
FTA-5305					36,348	36,348	72,696
FHWA-STBG				416,030	466,761	466,761	1,349,552
Subtotal Federal Funds				491,030	751,940	751,940	1,994,910
City of Flagstaff - Transportation Tax					22,500	22,500	45,000
City of Flagstaff - Interdivisional funds					45,660	45,650	91,310
City of Flagstaff - Milton/Plaza repay					114,000		114,000
NAIPTA - tax exchange					283,000		283,000
In Kind					30,000	30,000	60,000
Coconino County					5,000	5,000	10,000
Subtotal Local Funds			-		500,160	103,150	603,310
Total funding			-	491,030	1,252,100	855,090	2,598,220

FMPO FY 20 OPERATING COSTS BY ELEMENT					
TASK	WORK ELEMENT	EXPENSES			TOTAL COSTS
		Salaries & Benefits	Direct Expenses	Indirect Costs	
100	ADMINISTRATION	\$434,296	\$23,675	\$37,004	\$494,975
200	DATA COLLECTION	\$0	\$113,124	\$0	\$113,124
300	TRANSPORTATION IMPROVEMENT PROGRAM	\$65,000	\$0	\$0	\$65,000
400	REGIONAL TRANSPORTATION PLAN	\$0	\$156,250	\$0	\$156,250
500	SPECIAL PROJECT PLANNING	\$0	\$913,781	\$0	\$913,781
600	ENVIRONMENTAL OVERVIEW	\$0	\$0	\$0	\$0
700	CAPITAL EXPENDITURES	\$0	\$0	\$0	\$0
TOTAL		\$499,296	\$1,206,830	\$37,004	\$1,743,130

FMPO FY 21 OPERATING COSTS BY ELEMENT					
TASK	WORK ELEMENT	EXPENSES			TOTAL COSTS
		Salaries & Benefits	Direct Expenses	Indirect Costs	
100	ADMINISTRATION	\$434,296	\$23,675	\$37,004	\$494,975
200	DATA COLLECTION	\$0	\$113,124	\$0	\$113,124
300	TRANSPORTATION IMPROVEMENT PROGRAM	\$65,000	\$0	\$0	\$65,000
400	REGIONAL TRANSPORTATION PLAN	\$0	\$156,250	\$0	\$156,250
500	SPECIAL PROJECT PLANNING	\$0	\$25,741	\$0	\$25,741
600	ENVIRONMENTAL OVERVIEW	\$0	\$0	\$0	\$0
700	CAPITAL EXPENDITURES	\$0	\$0	\$0	\$0
TOTAL		\$499,296	\$318,790	\$37,004	\$855,090

FMPO FY 2020 FUNDING BY WORK TASK AND FUNDING SOURCE												
		PL FUNDS	PL MATCH 5.70%	SPR Funds	SPR MATCH 20%	FTA FUNDS	FTA MATCH 20%	STBG FUNDS	STBG MATCH 5.70%	SPR/PL/FTA IN KIND	MEMBER CONTRI- BUTIONS	FY 2020 TOTAL
	Required Match Rate											
TASK	TITLE											
100	PROGRAM ADMINISTRATION	0	0	0	0	0		466,761	28,214	5,000	23,214	494,975
200	DATA COLLECTION	63,831	3,858			36,348	9,087			5,000	7,945	113,124
300	TRANSPORTATION IMPROVEMENT PROGRAM	60,000	3,627							5,000		65,000
400	REGIONAL TRANSPORTATION PLAN (RTP)	0	0	125,000	31,250				0	5,000	26,250	156,250
500	SPECIAL PROJECT PLANNING (FY2019 CF)		0	75,000	18,750			416,030	25,147	10,000	412,751	913,781
600	ENVIRONMENTAL OVERVIEW											0
700	CAPITAL EXPENDITURES											0
	TOTAL	123,831	7,485	200,000	50,000	36,348	9,087	882,791	53,361	30,000	470,160	1,743,130
	Total Match Required - All funds		119,933									
	Total Match Provided - All funds		470,160									

Note: Task 500 Special Project Planning amounts for SPR and STBG Funds are carry forward funds from FY 2019.

FMPO FY 2021 FUNDING BY WORK TASK AND FUNDING SOURCE												
		PL	PL	SPR	SPR	FTA	FTA	STBG	STBG	SPR/PL/FTA	MEMBER	FY 2021
		FUNDS	MATCH	Funds	MATCH	FUNDS	MATCH	FUNDS	MATCH	IN KIND	CONTRI-	TOTAL
	Required Match Rate		5.70%		20%		20%		5.70%		BUTIONS	
TASK	TITLE											
100	PROGRAM ADMINISTRATION	0	0	0	0	0		466,761	28,214	5,000	23,214	494,975
200	DATA COLLECTION	63,831	3,858			36,348	9,087			5,000	7,945	113,124
300	TRANSPORTATION IMPROVEMENT PROGRAM	60,000	3,627							5,000		65,000
400	REGIONAL TRANSPORTATION PLAN (RTP)	0	0	125,000	31,250				0	15,000	16,250	156,250
500	SPECIAL PROJECT PLANNING		0		0				0		25,741	25,741
600	ENVIRONMENTAL OVERVIEW											0
700	CAPITAL EXPENDITURES											0
	TOTAL	123,831	7,485	125,000	31,250	36,348	9,087	466,761	28,214	30,000	73,150	855,090
	Total Match Required - All funds		76,036									
	Total Match Provided - All funds		103,150									

Chapter IV

MPO WORK ELEMENTS

The MPO Work Elements Section consists of descriptions of the major work products and tasks the FMPO proposes to undertake.

Work Element 100: Administration

Description

The administration section describes task functions required to manage the transportation planning process on a continual basis including program administration, development, review and reporting, anticipated staff development and an annual audit as required by **23 CFR 420.121(c)**. The annual audit shall be performed in accordance with **49 CFR 18.26, and OMB 2 CFR 200**.

Purpose

Administer the MPO and its work program in a manner that:

1. Maintains the region's eligibility to receive federal transportation capital and operating assistance, and
2. Provides a continuous, cooperative, and comprehensive transportation planning process throughout the region.
3. Delivers on the FMPO Mission, Vision and Strategic Plan

FY 2019 Accomplishments

- Managed the implementation of tasks within the FY 2019 WP. (MPO)
- Prepared and reviewed requests for proposals, contracts, quarterly progress reports and invoices, maintain membership lists, prepared meeting agendas, maintained and update a website, and recorded meeting minutes. (MPO)
- Monitored best practices for transportation planning through industry associations such as TRB, AMPO, APTA, AASHTO, etc. (MPO)
- Participated in meetings, workshops and conferences in order to stay current on innovative planning techniques. (MPO, ADOT)
- Hosted or co-host/ sponsor symposiums or summits on current regional issues for outreach and/or education purposes. (MPO)
- Assisted member jurisdictions with MPO related activities, including orientation sessions. (MPO)
- Prepared the Fiscal Year 2020-21 Work Program, reviewed governing documents and funding strategies. (MPO)
- Worked with the MPO to establish administrative, contractual, technical and review procedures and agreements to fulfill the UPWP (ADOT)
- Reworked Operating Procedures and Intergovernmental Agreement
- Prepared annual Title VI Report for submission to ADOT.
- Disseminated relevant disadvantaged business enterprise and other information to targeted parties

- Began FMPO transition to a more independent organization
- Adopted a Strategic Workplan

FY 2020 and 2021 Goals and Objectives

- Manage the implementation of tasks within the FY 2020 and FY 2021 UPWP and submit quarterly reports
- Prepare and review requests for proposals, contracts, quarterly progress reports and invoices, maintain membership lists, prepare meeting agendas, maintain and update a website, and record meeting minutes.
- Monitor best practices for transportation planning through industry associations such as TRB, AMPO, APTA, AASHTO, etc.
- Participate in meetings, workshops and conferences in order to stay current on innovative planning and leadership techniques.
- Host or co-host/ sponsor symposiums or summits on current regional issues for outreach and/or education purposes.
- Assist member jurisdictions with MPO related activities, including orientation sessions.
- Make changes in the planning process as a result of changes to Transportation legislation that may occur during the fiscal year.
- Prepare the Fiscal Year 2021 and FY 2022 Work Program by May of each year.
- Establish administrative, contractual, technical and review procedures and agreements to fulfill the UPWP.
- Prepare annual Title VI Report for submission to ADOT by August of each year.
- Disseminate relevant disadvantaged business enterprise and other information to targeted parties as required.
- Complete an FMPO Website update by May 2020
- Continue process of evaluating possible new identity for FMPO by December 2020
- Establish MPO as a non-profit or political subdivision of the State by June 2020
- Finalize operating procedures and determine how NAU and NAIPTA will serve on the Executive Board by December 2020
- Review the effectiveness of the procedures and strategies contained in the Public Participation Plan by December 2021
- Review the UPWP processes and documents and update as needed to improve communications and documentation by May 2020

FY 2020 and FY 2021 Performance Measures and End Products

- Timely submission of quarterly progress reports.
- Develop agendas and documents minutes of Technical Advisory Committee, Management Committee (as needed) and Executive Board meetings (monthly).
- Submit quarterly invoices and progress reports
- Submit annual Title VI Report in August of each year
- Complete UPWP amendments as needed and updates annually
- Complete rebranding documents by December 2020

- Update Strategic Work Plan in December of each year

100 Administration Budget

100 Administration Budget 2020			
Description	Federal	Local	Total
STBG and Local	<u>466,761</u>	<u>28,214</u>	<u>494,975</u>
Total	\$ 466,761	\$ 28,214	\$ 494,975
100 Administration Budget 2021			
Description	Federal	Local	Total
STBG and Local	<u>466,761</u>	<u>28,214</u>	<u>494,975</u>
Total	\$ 466,761	\$ 28,214	\$ 494,975

Local Match Sources

- \$28,214 provided by the City of Flagstaff in FY 2020 and FY 2021
- Local funds will be used to pay for non-eligible expenses.

Technology Purchases: Approximately \$3,000 for new computers and \$2,000 for software.

Consultant Activities: \$20,000 for organization, hosting, or sponsoring regional symposiums/summits.

Work Element 200: Data Collection

Description

Maintain a current inventory of data to support transportation planning and facility/system design. Monitor congestion and changes in travel patterns in the region.

Purpose

Collect, analyze and report on data that

- 1) Meets federal and state mandates; and
- 2) Supports the approved work program

FY 2019 Accomplishments

- GIS advancements – developed web applications for displaying capital projects and transportation relationships to land use.
- 5305 Grant for Model Update underway
- Joint purchase with NAIPTA of Streetlight, Inc. data. Applications for Milton, 180 and BRT studies. Model update, etc.
- FMPO serves on the Pacific Southwest Region University Transportation Center Advisory Council.
- Completed Trip Diary Survey and Bicyclist and Pedestrian Count Strategy

FY 2020 and 2021 Goals and Objectives

- Collect the required data for all universe road and street section records in the Highway Performance Monitoring System (HPMS) database that are functionally classified above local by May of each year.
- Maintain a current inventory of the FMPO's functional classification of roadways and urban boundaries, according to federal regulations and state procedures.
- Update the transportation model and determine how MPO will collaborate with NAIPTA and ADOT on a data collection partnership, i.e. Streetlight or another vendor
- Improve model capacity to include transit and bicycle trip assignment and cross-classification data to trip generation
- Consider creation of web-based performance dashboard including associated data management for federal mandates and other needs.
- Monitor performance measures, including those related to greenhouse gases and other emissions
- Update demographic data annually

FY 2020 and FY 2021 Performance Measures and End Products

- General data collection (variable)
- Document completion of HPMS Data Entry in April of each year
- Provide an annual functional classification report in April of each year.

- Provide an annual Mobility Report Card in June of each year
- Provide a calibrated model with transit trip assignment by June 2020
- Document greenhouse gas emission reduction of Fourth Street Corridor by June 2020

FY 2020 and FY 2021 Data Collection Budget

200 Data Collection Budget 2020			
Description	Federal	Local	Total
PL and local match	\$ 63,831	\$ 12,945	\$ 76,776
FTA 5305	\$ 36,348		\$ 36,348
Total	\$ 100,179	\$ 12,945	\$ 113,124
200 Data Collection Budget 2021			
Description	Federal	Local	Total
PL and local match	\$ 63,831	\$ 12,945	\$ 76,776
FTA 5305	\$ 36,348		\$ 36,348
Total	\$ 100,179	\$ 12,945	\$ 113,124

Local Match

- \$12,945 local funds and in-kind will be used to match PL and 5305 funds.

Consultant Activities

- Contract is currently with Burgess Niples and contract may be extended, renewed or re-released.

Work Element 300: Transportation Improvement Program (TIP)

Description

In cooperation with the State and regional public transit operators prepare and update a TIP no less than once every four years. The TIP shall include all projects requiring FHWA and FTA approval; include a priority list of projects to be carried out in the first four (4) years; identify each project or phase; identify carry-forward funding, identifying funding source(s), and be financially constrained.

The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority final program of projects for section 5307 and 5339 funding under the Federal Transit Administration, unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects.

Purpose

To create a TIP that:

- 1) Provides a reasonable opportunity for public comment.
- 2) Supports the policies of the FMPO Regional Transportation Plan
- 3) Coordinates local capital programs

FY 2019 Accomplishments

- TIP submitted on schedule
- Coordination with FHWA, FTA, ADOT and members to achieve amendments related to safety, transit, and prospective economic recovery funding

FY 2020 and 2021 Goals and Objectives

- Use of the E-STIP for annual submittal and for amendments
- Release call for projects by March of each year
- Draft and Final TIP by April of each year
- Fiscal constraint review in April of each year
- Incorporation of TIP into STIP by May of each year

FY 2020 and FY 2021 Performance Measures and End Products

- Call for projects advertisement and posting in March
- Draft TIP in May
- Public Comment Period advertisement and posting in May
- TIP Adoption in June
- Use of E-STIP for each step

300 Transportation Improvement Program 2020			
Description	Federal	Local	Total
PL and local match	\$ 60,000	\$ 5,000	\$ 65,000
Total	\$ 60,000	\$ 5,000	\$ 65,000
300 Transportation Improvement Program 2021			
Description	Federal	Local	Total
PL and local match	\$ 60,000	\$ 5,000	\$ 65,000
Total	\$ 60,000	\$ 5,000	\$ 65,000

Local Match

\$5,000 local funds and in-kind will be used to match PL and 5305 funds

Technology Purchases: None

Consultant Activities: None

Work Element 400: Regional Transportation Plan (RTP)

Description

Update the Regional Transportation Plan (RTP) every 5 years in air quality attainment areas covering at least a 20-year planning horizon and including long-range and short-range strategies that lead to an integrated intermodal plan; a financial plan that compares estimated revenues with costs of construction, maintenance, capital purchases and operations; considering the planning factors, and providing an opportunity for public participation. Participate in relevant Statewide long range planning efforts such as transit, freight, etc.

Purpose

To provide the long-term vision and direction for short and mid-term actions and capital investments.

2019 Accomplishments

- Provided support to Flagstaff Citizens' Transportation Tax Commission and City of Flagstaff to support Regional Transportation Plan implementation
- Supported ADOT State Rail Plan

FY 2020 and 2021 Goals and Objectives

- Continue work on development of new RTP
- Submit FMPO RTP amendments as needed
- Support Statewide Rail Plan as needed

FY 2020 and FY 2021 Performance Measures and End Products

- Budget appropriate funds to remain prepared for RTP update and RTP amendments in April of each year
- Get an RTP consultant on contract by December 2021
- Submit RTP amendments as needed (none planned at this time)

Regional Transportation Plan Budget

400 Regional Transportation Plan 2020			
Description	Federal	Local	Total
SPR and local match	\$ 125,000	\$ 31,250	\$ 156,250
Total	\$ 125,000	\$ 31,250	\$ 156,250
400 Regional Transportation Plan 2021			
Description	Federal	Local	Total
SPR and local match	\$ 125,000	\$ 31,250	\$ 156,250
Total	\$ 125,000	\$ 31,250	\$ 156,250

Local Match

- \$31,250 in local funds and In-Kind will be used as match for SPR funds each year.

Technology Purchases

- None

Consultant Activities

- Pending

Work Element 500: Special Project Planning

Description

Produce various regional, corridor, and sub-area planning studies and special projects within the region in consultation with the state, local, and transit operators.

Purpose To integrate land use planning with MPO's transportation planning process to ensure the successful implementation of the MPO's Long-Range Transportation Plan and to provide or develop unique analysis or tools that will assist the FMPO and their member agencies in the resolution of existing transportation challenges or to advance regional planning.

FY 2019 Accomplishments

- Completed *Regional Strategic Transportation Safety Plan* including member staff training on safety analysis tools
- Monitored implementation of the *Streets Operations & Maintenance Efficiency Study* (City of Flagstaff – support by Coconino County, FMPO) consultant selected and turned over project management to the City.
- Supported close out of SLEDS street light research
- Secured grant for regional trails plan, initial draft regional trails master plan
- Worked with City to prepare and submit BUILD grant, round IX, for Fourth Street Bridges over I-40
- Supported High Occupancy Housing specific plan effort
- Supported Plan Review & Transportation Impact Analysis
- Supported Southside Neighborhood Plan (City, FMPO)
- Updated the *Safety Program Process Administration and Project Development* plan
- Brought Active Bicycle and Pedestrian Master Plan to 80% completion.
- Supported ADOT's Milton and US 180 Corridor Master Plans
- Supported City High Occupancy Housing Specific Plan
- Participated in development of City's Climate Action and Adaptation Plan
- Submitted 5310 Coordinated Plan update on schedule
- Held FMPO-City-NAIPTA-NAU Coordination meetings every other month
- Served as NAIPTA Transit Advisory Committee Member
- Supported NAIPTA 5305 studies on US 180, BRT, and first and last mile
- Secured grant for Strategic Investment Plan- 5305 Planning Funds- Awarded 1-31-19 from ADOT Transit Group

FY 2020 and 2021 Goals and Objectives

- Support Milton Corridor Master Plan
- Provide input on US 180 Corridor Master Plan
- Provide input on and support 5305 studies on US 180, BRT, and first and last mile
- Provide input on and support Transit plans and studies
- Provide input on and support 5310 Program Coordination
- Provide input on Neighborhood Planning efforts in region
- Provide input on J.W. Powell Boulevard Corridor Master Plan

- Provide support on Lone Tree Corridor Coordination
- Provide leadership on Lone Tree TI DCR Update
- Provide leadership and support in submitting grants and obtaining funding for Fourth Street – I-40 to 4th Street (FMPO)
- Complete Active Transportation (pedestrian & bicycle) Master Plan (FMPO)
- Update the *Safety Program Process Administration and Project Development* plan by May 2020
- Provide input and plan review of Transportation Impact Analysis
- Provide leadership on regional trail and bicycle facility plans, develop facility standards, oversee trail system capital budgeting and provide guidance during project delivery.
- Provide input on regional freight planning and economic development activities related to freight as needed
- Create and adopt Flagstaff Active Transportation Master Plan
- Provide input as needed and support Public Transportation Safety Management Plan as created by NAIPTA
- Participate in and support NAU transportation planning efforts

FY 2020 and FY 2021 Performance Measures and End Products

- Complete Lonetree TI DCR by May 2020
- Submit BUILD grant for Fourth Street Corridor by June 2020
- Adopt Active Transportation Master Plan by December 2020
- Adopt Lone Tree Corridor Charter (December 2019)

Special Project Planning Budget

500 Special Project Planning 2020			
Description	Federal	Local	Total
STBG FY 19 Carry Forward and Local	\$ 416,030	\$ 422,751	\$ 838,781
SPR FY 19 Carry Forward and Local	\$ 75,000	\$ -	\$ 75,000
Total	\$ 491,030	\$ 422,751	\$ 913,781
500 Special Project Planning 2021			
Description	Federal	Local	Total
STBG and Local	\$ -	\$ 25,741	\$ 25,741
Total	\$ -	\$ 25,741	\$ 25,741

Note:

- 1) All Special Project Planning Funds in FY 2020 are Carry Forward from FY 2019
- 2) All Special Project Planning funds are budgeted in 2020 and will be carried forward as needed into 2021

Local Match

- \$25,741 in local funds will be provided

Technology Purchases: None

Consultant Activities:

- Consultant will be hired to submit BUILD grant for Fourth Street Corridor for up to \$20,000
- Consultant will be hired to complete Lone tree TI DCR and related studies for up to \$300,000
- Consultant will be hired to provide project management on Lone tree corridor coordination for up to \$50,000
- Consultant will be hired to finalize active transportation management plan for up to \$50,000

Work Element 600: Environmental

Description

Environmental review and compliance related to the FMPO region being an attainment area will continue

FY 2020 and 2021 Goals and Objectives

- No Major activities expected
- Monitor compliance and be prepared to respond

FY 2020 and FY 2021 Performance Measures and End Products

None expected

Environmental Oversight Budget

600 Environmental Overview 2020

Description	Federal	Local	Total
Federal and Local	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -

600 Environmental Overview 2021

Description	Federal	Local	Total
Federal and Local	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -

Local Match

NA

Technology Purchases

NA

Consultant Activities

NA

Work Element 700: Capital Expenditures

Description

Purchase capital equipment and provide construction as needed to meet the responsibilities of the FMPO

FY 2020 and 2021 Goals and Objectives

No major activities expected.

FY 2020 and FY 2021 Performance Measures and End Products

No major activities expected

Capital Expenditures Budget

700 Capital Expenditures 2020			
Description	Federal	Local	Total
Federal and Local	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -
700 Capital Expenditures 2021			
Description	Federal	Local	Total
Federal and Local	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -

Local Match

NA

Technology Purchases:

None expected

Consultant Activities:

None expected

APPENDICES & REFERENCES

MPO WORK ELEMENTS

The MPO Work Elements Section consists of descriptions of the major work products and tasks the FMPO proposes to undertake

100. Administration

The administration section describes task functions required to manage the transportation planning process on a continual basis including program administration, development, review and reporting, anticipated staff development and an annual audit as required by **23 CFR 420.121(c)**. The annual audit shall be performed in accordance with **49 CFR 18.26, and OMB Circular 2 CFR 200**.

Administration also includes FMPO responsibilities for public participation processes. Federal legislation requires MPOs to include provisions in the planning process to ensure the involvement of the public in the development of transportation plans and programs including the 25-year Long-Range Transportation Plan, the 4-year Transportation Improvement Program, and the annual Work Program. Following that review period, at least one Public Hearing will be held prior to the adoption of the work program. The MPO will use local and regional newspapers to notify the public of the seven day review period and date, times, and location of the public hearing. Copies of the draft WP will be posted on the MPOs website.

200. Data Collection

Maintain a current inventory of data to support transportation planning and facility/system design. Monitor congestion and changes in travel patterns in the region. The following information should be part of the Task Sheet for Data Collection:

Highway Performance Monitoring System (HPMS) Data

Collect the following data for all universe road and street section records in the HPMS database that are functionally classified above local;

Name of road and beginning and ending termini;

Jurisdiction responsible for ownership;

Jurisdiction responsible for maintenance;

Facility type (one-way/two-way road or street);

Section length (mileage);

Number of through lanes;

Type of surface;

Raw 24 hour traffic counts, factored average annual daily traffic (AADT) volumes, or AADT volume estimates. Traffic counts should be collected on every section in a three year cycle. If reporting raw traffic figures the month and date should be reported to.

For each member agency, update the following data for all roads and street records in the HPMS database that are functionally classified as Local.

Aggregate length in miles;

AADT Volume Range;
Type of surface, Paved or Unpaved.

Collect supplementary data items to update all sample section records in the HPMS database annually, as specified by the ADOT Data Management and Analysis Section.

Ensure all HPMS data is input into the HPMS Internet System for ADOT review:
The HPMS Internet System is a web-based application that provides a venue for which statewide member agencies will update and submit their HPMS data to ADOT through each respective COG office.

Coordinate with the ADOT Data Management and Analysis Section to receive and present training on data collection for local jurisdictions, by January of each year.

Notify ADOT GIS Section when modifications are suggested or needed to universe or sample section records as a result of project completions or other capital improvements.

Submit all required data listed above to the ADOT Data Management and Analysis Section by March 15. Adhere to other data element deadlines as specified by the ADOT Data Management and Analysis.

Maintain the computer hardware and software necessary to carry out this Work Element, as approved by ADOT and FHWA.

Functional Classification:

Maintain a current inventory of the COG region's functional classification of roadways and urban boundaries, according to federal regulations and state procedures.

Create and/or maintain an inventory of basic centerline data for federally functionally classified roads (collector and above classifications) over a three-year cycle, and update the inventory annually. Submit all data to the ADOT Data Management and Analysis/GIS Section.

Process proposed changes in classification through the ADOT Regional Planner and ADOT Data Management and Analysis/GIS Section. Based on roadway classification, verify that projects identified for the TIP are eligible for federal funding.

Air Quality Standards:

Coordinate with ADOT Data Management and Analysis/Air Quality staff to comply with requirements regarding nonattainment areas that do not meet the National Ambient Air Quality Standards. All regionally significant projects with a classification of minor arterial and above and some transit projects may require an air quality conformity analysis.

ADOT staff will provide guidance on the appropriate methodology and processes.

Data for Population Projections and Estimates:

Ensure that population data from the MPO region is collected according to requirements of the Arizona Department of Commerce.

Actively participate in the Department of Commerce Council for Technical Solutions and Arizona Futures Commission.

Work with local jurisdictions to ensure that data required for the preparation of population estimates and projections are collected and submitted to the Department of Commerce by the prescribed due date.

300. Transportation Improvement Program (TIP)

Each MPO, in cooperation with the State and its public transit operators will prepare and update a TIP no less than once every four years. The TIP shall include all projects requiring FHWA and FTA approval; include a priority list of projects to be carried out in the first four (4) years; identify each project or phase; identify carry-forward funding, identifying funding source(s), and be financially constrained. FTA funded projects shall include the FTA line item identification. The TIP development process must provide a reasonable opportunity for public comment. Highway and transit projects must be selected in accordance with the specific funding programs.

400. Regional Transportation Plan

Title 23 CFR 450, Subpart C, addresses metropolitan planning requirements. Each MPO must update the Long-range Transportation Plan (LRTP) every 4 years in air quality non-attainment or maintenance areas, or every 5 years in air quality attainment areas. The LRTP must: cover at least a 20-year planning horizon, include long-range and short-range strategies that lead to an integrated intermodal plan; include a financial plan that compares estimated revenues with costs of construction, maintenance, capital purchases and operations; consider the planning factors, and provide an opportunity for public participation.

500. Special Project Planning

MPOs should undertake various regional, corridor, and sub-area planning studies within the region in consultation with the state, local, and transit operators in an effort to integrate land use planning with MPO's transportation planning process to ensure the successful implementation of the MPO's Long-Range Transportation Plan. This Work Element will cover all projects that do not fit into other elements including road, bike, pedestrian and transit planning.

The MPO will develop a transportation plan for its metropolitan planning area every 4 years (see work element 400) and will take into consideration projects and strategies that will:

- Support economic vitality;
- Increase the safety of the transportation system;
- Increase accessibility and mobility;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote local planned growth;
- Enhance the integration and connectivity of the transportation system;
- Promote efficient system management and operation;
- Emphasize the preservation of the exiting transportation system.

The MPO will provide increased emphasis on issues related to alternative modes and regional inter-modal connectivity including but not limited to:

- Local bus, express bus, and regional transit services;
- Pedestrian and bicyclist facilities/network;
- Commercial freight movers (truck, rail, and air);
- Connections between modes of travel;
- Maintaining the system in a state of good repair.

600. Environmental Overview

On June 16, 2009, EPA joined with the U.S. Department of Housing and Urban Development (HUD) and the U.S. Department of Transportation (DOT) to help improve access to affordable housing, more transportation options, and lower transportation costs while protecting the environment in communities nationwide. Through a set of guiding livability principles and a partnering agreement that will guide the agencies efforts, this partnership will coordinate federal housing, transportation, and other infrastructure investments to protect the environment, promote equitable development, and help to address the challenges of climate change.

Livability Principles:

- Provide more transportation choices.
- Promote equitable, affordable housing.
- Enhance economic competitiveness.
- Support existing communities.
- Coordinate and leverage federal policies and investment.
- Value communities and neighborhoods.

700. Capital Expenditures

FHWA will, on a case-by-case basis, allow MPOs to purchase equipment as a direct expense with PL funds. Equipment is defined as any tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of greater than \$5,000 or more per unit. Approval by the FHWA and ADOT is not required for equipment costs under \$5,000. However, these items should be programmed and itemized in the applicable WP tasks along with the associated local match. All proposed equipment purchases must comply with **49 CFR 18.32 and 18.33**, and the Federal Office of Management and Budget **Circular A-87**, Cost Principles for State, Local and Indian Tribal Governments. As well as, ADOT policy **FIN-11.08** Federal Property Management Standards.