



**NOTICE OF MEETING OF THE  
CARSON AREA METROPOLITAN PLANNING  
ORGANIZATION (CAMPO)**

**Day:** Wednesday  
**Date:** May 13, 2020  
**Time:** Beginning at 4:30 pm  
**Location:** Community Center, Sierra Room, 851 East William Street, Carson City, Nevada

**AGENDA**

**NOTICE TO PUBLIC:** The State of Nevada and Carson City are currently in a declared State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak. In accordance with the Governor's Declaration of Emergency Directive 006, which has suspended the provisions of NRS 241.020 requiring the designation of a physical location for meetings of public bodies where members of the public are permitted to attend and participate, public meetings of Carson City will **NOT** have a physical location open to the public until such time this Directive is removed.

Members of the public who wish to participate during a public meeting may do so by providing public comment during the two designated public comment periods, indicated on the agenda, via videoconference or telephonic appearance. To videoconference, you must have access to an Internet connection and a computer equipped with a camera and microphone with which you can join a meeting at the following link: <https://carsoncity.webex.com/meet/sierraroom>. To join by telephone, you must dial the following number: +1-408-418-9388 (Meeting ID: 967 882 207). You may also provide public comment in advance of a meeting by written submission to the following e-mail address: [Comments@CarsonAreaMPO.com](mailto:Comments@CarsonAreaMPO.com). For inclusion or reference in the minutes of a meeting, your public comment must include your full name and be submitted via e-mail by not later than 3:00 p.m. the day before the date of the meeting.

AGENDA NOTES: The Carson Area Metropolitan Planning Organization (CAMPO) is pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting via video conference or telephonic appearance, or who wish to make written submissions to CAMPO. If special arrangements for the meeting are necessary, please notify CAMPO staff in writing at 3505 Butti Way, Carson City, Nevada, 89701, or [Comments@CarsonAreaMPO.com](mailto:Comments@CarsonAreaMPO.com), or call Lucia Maloney at (775) 887-2355 at least 24 hours in advance of the meeting.

For more information or for copies of the supporting material regarding any of the items listed on the agenda, please contact Lucia Maloney, Transportation Manager, at (775) 887-2355. Additionally, the agenda with all supporting material is posted on the CAMPO website at [www.carson.org/agendas](http://www.carson.org/agendas), or is available upon request at 3505 Butti Way, Carson City, Nevada, 89701.

**1. ROLL CALL AND DETERMINATION OF A QUORUM**

**2. AGENDA MANAGEMENT NOTICE:** The Chair may take items on the agenda out of order; combine two or more agenda items for consideration; and/or remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

**3. DISCLOSURES:** Any member of the CAMPO Board may inform the Chair of his or her intent to make a disclosure of a conflict of interest on any item appearing on the agenda or on any matter relating to the CAMPO's official business. Such disclosures must also be made at such time the specific agenda item is introduced.

**4. PUBLIC COMMENT\*\*:** The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body. Comments are limited to three minutes per person per topic. If your item requires extended discussion, please request the Chair to calendar the matter for a future CAMPO meeting. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an Agenda as an item upon which action may be taken.

**5. APPROVAL OF MINUTES:**

**5-A For Possible Action** – Discussion and possible approval of the April 8, 2020 draft minutes.

**6. PUBLIC MEETING ITEM(S):**

**6-A For Possible Action** – Discussion and possible action regarding a reallocation of Surface Transportation Program Block Grant (STBG) Funds between the three member agencies of the Carson Area Metropolitan Planning Organization (CAMPO).

**Staff Summary:** The proposed revision will reallocate STBG Funds between CAMPO's three member agencies.

**6-B For Possible Action** – Discussion and possible action regarding the Fiscal Year 2021 and Fiscal Year 2022 two-year Unified Planning Work Program (UPWP).

**Staff Summary:** Staff has developed a UPWP for Fiscal Years 2021 and 2022 (July 1, 2020 – June 30, 2022). The UPWP establishes the budget for proposed CAMPO activities and describes how federal Consolidated Planning Grant (CPG) funds will be administered.

**6-C For Possible Action** – Discussion and possible action to authorize the Transportation Manager to sign Agreement No. PR204-20-804 for commitment to complete the Fiscal Year (FY) 2021 Unified Planning Work Program (UPWP) activities, and to authorize the Transportation Manager to sign future amendments to this agreement regarding time extensions or a change in value of the funding up to 10% of the initial funding amount.

**Staff Summary:** The proposed agreement commits CAMPO to perform work tasks in the UPWP for the time period of July 1, 2020 through June 30, 2021, and to comply with the matching requirements for the expenditure of federal Consolidated Planning Grant (CPG) funds.

**7. BOARD COMMENTS: For Information Only** – Status reports and comments from the members of the CAMPO Board.

**8. The Next Meeting is Tentatively Scheduled** – 4:30 p.m., Wednesday, June 10, 2020, at the Sierra Room – Carson City Community Center, 851 East William Street.

**9. PUBLIC COMMENT\*\*:** The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda. Comments are limited to three minutes per person per topic. If your item requires extended discussion, please request the Chair to calendar the matter for a future CAMPO meeting. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an Agenda as an item upon which action may be taken.

**10. ADJOURNMENT: For Possible Action**

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**\*\*PUBLIC COMMENT LIMITATIONS - Although CAMPO often provides an opportunity for additional public comment during each specific item designated for possible action on the agenda, public comment will be temporarily limited to the beginning of the agenda before any action is taken and again at the end before adjournment. This policy will remain effective during the period of time the State of Nevada is under a State of Emergency as declared by the Governor due to the COVID-19 pandemic, and is intended to achieve the efficient conduct of meetings while facilitating public participation via videoconference and telephonic means.**

**NOTICE TO PUBLIC: In accordance with the Governor’s Emergency Declaration Directive 006 suspending state law provisions requiring the posting of public meeting agendas at physical locations, this agenda was posted electronically at the following Internet websites:**

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<http://notice.nv.gov>

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**CARSON AREA METROPOLITAN PLANNING ORGANIZATION**  
**Minutes of the April 8, 2020 Meeting**  
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**DRAFT**

A regular meeting of the Carson Area Metropolitan Planning Organization (CAMPO) was scheduled for 4:30 p.m. on Wednesday, April 8, 2020 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Mark Kimbrough (via WebEx)  
Vice Chairperson Greg Stedfield  
Member Lori Bagwell  
Member Brad Bonkowski  
Member Joh Erb (viewing online – not voting)  
Member Bob Hastings (via WebEx)  
Member Chas Macquarie (via WebEx)  
Ex-Officio Member Sondra Rosenberg (via WebEx)

**STAFF:** Lucia Maloney, Transportation Manager  
Dirk Goering, Senior Transportation Planner  
Todd Reese, Deputy District Attorney (via WebEx)  
Tamar Warren, Senior Public Meetings Clerk

**NOTE:** A recording of these proceedings, the CAMPO’s agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Clerk’s Office, during regular business hours.

**1. CALL TO ORDER AND DETERMINATION OF A QUORUM**

(4:30:29) – Vice Chair Stedfield called the meeting to order at 4:30 p.m. Roll was called, and a quorum was present.

**2. AGENDA MANAGEMENT NOTICE**

(4:31:12) – Ms. Maloney noted that there were no changes to the agenda.

**3. DISCLOSURES**

(4:31:20) – There were no disclosures from the members.

**4. PUBLIC COMMENT**

(4:31:30) – Vice Chair Stedfield entertained public comments; however, none were forthcoming.

**5. APPROVAL OF MINUTES**

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**Minutes of the April 8, 2020 Meeting**

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**DRAFT**

**5-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE APPROVAL OF THE March 11, 2020 DRAFT MINUTES.**

(4:31:48) – Vice Chair Stedfield introduced the item and entertained corrections, comments, or a motion.

**(4:31:56) – Member Bonkowski moved to approve the minutes of the CAMPO March 11, 2020 meeting as presented. The motion was seconded by Member Bagwell. Motion carried 6-0-0.**

**6. PUBLIC MEETING ITEM(S):**

**6-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A FORMAL AMENDMENT TO CAMPO’S FEDERAL FISCAL YEAR (FFY) 2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM TO ADD TWO PROJECTS.**

(4:32:15) – Vice Chair Stedfield introduced the item. Mr. Goering presented the Staff Report with supporting documentation and responded to clarifying questions. He also clarified for Member Bagwell that the referenced amendment number belonged to the Nevada Department of Transportation (NDOT); however, he offered to add that information as a note to the cover page of the Transportation Improvement Program (TIP) document in the future. There were no other member or public comments; therefore, Vice Chair Stedfield entertained a motion.

**(4:36:17) – Member Bagwell moved to approve the formal amendment as presented. The motion was seconded by Member Bonkowski and carried 6-0-0.**

**6-B FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING THE SUBMITTAL OF A REQUEST TO THE NEVADA DEPARTMENT OF TRANSPORTATION (NDOT) TO RECLASSIFY SOUTH LOMPA LANE, BETWEEN FAIRVIEW DRIVE AND SOUTH EDMONDS DRIVE, AS A MINOR COLLECTOR ROADWAY.**

(4:36:38) – Vice Chair Stedfield introduced the item. Mr. Goering presented the Staff Report, incorporated into the record, and responded to clarifying question. In response to a question by Member Bonkowski, Mr. Goering noted that the reclassification of South Lompa Lane had no curb, gutter, or sidewalk requirements. However, he added that the City’s decision on whether to keep the roadway rural or treat it as an urban roadway could be determined later. He also explained to Member Bagwell that this reclassification request was based on access, and that Lompa Lane was being used “as a way to convey traffic from one point to another” in the form of a shortcut. There were no public comments. Vice Chair Stedfield entertained a motion.

**(4:40:44) – Member Bonkowski moved to approve submitting the reclassification request to the Nevada Department of Transportation as presented. The motion was seconded by Member Bagwell and carried 6-0-0.**

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**DRAFT**

**6-C FOR INFORMATION ONLY – PRESENTATION AND DISCUSSION ON THE DEVELOPMENT OF CAMPO’S 2050 REGIONAL TRANSPORTATION PLAN (RTP).**

(4:41:07) – Vice Chair Stedfield introduced the item. Mr. Goering presented the Staff Report and summarized the plan, including the plan adoption timelines. Both Mr. Goering and Ms. Maloney responded to clarifying questions by the members. Discussion ensued regarding different fuel usages and autonomous vehicles and Mr. Goering explained that Staff would be monitoring those trends. Ex-Officio Member Rosenberg agreed with Mr. Goering on the monitoring and cited “planning community” sources that believed that demand would not be greatly altered. Mr. Goering informed Vice Chair Stedfield that the planned 2050 survey would be “high level” and similar to the 2040 survey in order to help identify trends, concerns, and priorities. Member Bagwell wished to ensure that the survey methodology contains “ranking” and not “leading” responses to see the high and low importance of the public’s answers. Mr. Goering clarified that the survey would “stay away from those absolute questions” and gave examples of questions. Member Bagwell also wished to ensure that the respondents represented a wide cross-section of residents and not just interested parties. Member Bonkowski recommended asking pertinent questions with usable answers and not ones the responses of which are dictated by regulations that must be followed.

(5:02:15) – Ms. Maloney noted that the survey questions would help prioritize projects for local jurisdictions and cited survey question examples such as residency and employment zip codes to determine the relevance of answers. In response to a question by Vice Chair Stedfield, Mr. Goering explained that the last survey had generated around 125 responses and noted that the survey would be deployed via Carson Now, Nevada Appeal, Facebook, Staff representatives of each county representing CAMPO, and many local businesses. Member Bonkowski recommended sending the survey to the users of Carson City Connect. Ex-Officio Member Rosenberg recommended sending the survey through all available channels and acknowledged that responses were hard to obtain. Chairperson Kimbrough advised making the Complete Streets Projects part of the survey and having it be interactive. There were no public comments and no action was required on this item.

**6-D FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING TWO TRANSPORTATION ALTERNATIVES PROGRAM (TAP) GRANT APPLICATIONS TO THE NEVADA DEPARTMENT OF TRANSPORTATION FOR DISCRETIONARY GRANT FUNDING FOR THE CARSON CITY MULTI-USE PATH REHABILITATION AND CONNECTION INFRASTRUCTURE PROJECT, FOR APPROXIMATELY \$1.64 MILLION, AND FOR THE WESTERN NEVADA SAFE ROUTES TO SCHOOLS NON-INFRASTRUCTURE PROJECT, FOR APPROXIMATELY \$885,925, AND AUTHORIZING THE CAMPO CHAIR TO SIGN A LETTER IN SUPPORT OF THE GRANT APPLICATIONS.**

(5:10:52) – Vice Chair Stedfield introduced the item. Ms. Maloney presented the Staff Report, incorporated into the record, and responded to clarifying questions. Member Macquarie recommended looking at extending the path east of Roop Street onto Little Lane which he believed was hazardous to bicycle traffic. He believed that crossing Roop Street at Evalyn Drive was also hazardous. Ms. Maloney acknowledged that there were additional needs for connectivity between Stewart and Roop Streets; however, the proposed project had been requested by CAMPO members and others for years. She also

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**DRAFT**

noted that the engineering staff was looking into the Evalyn Drive crossing; however, the project was unfunded at this time. Ms. Maloney clarified for Member Bagwell that the item was to approve a letter of support by CAMPO and that the match discussion would take place in the RTC meeting, immediately following this meeting. She also noted that once approved by NDOT, the item would return to RTC for approval of the grant, and that the match would be budgeted for FY 2021. Vice Chair Stedfield entertained public comment and when none were forthcoming, a motion.

**(5:19:17) – Member Bagwell moved to support the grant applications, and to authorize the Vice Chair to sign a letter of support as presented. Member Bonkowski seconded the motion which carried 6-0-0.**

**7. BOARD COMMENTS: FOR INFORMATION ONLY**

(5:19:52) – Vice Chair Stedfield entertained Board comments. Ex-Officio Member Rosenberg thanked Staff for making accommodations for remote participation. She also updated the board on the “One Nevada implementation” noting that a presentation could be available “in the next few months.”

**8. THE NEXT MEETING IS TENTATIVELY SCHEDULED – 4:30 P.M., WEDNESDAY, MAY 13, 2020, AT THE SIERRA ROOM – CARSON CITY COMMUNITY CENTER, 851 EAST WILLIAM STREET.**

(5:21:11) – Vice Chair Stedfield read the agenda item for the record.

**9. PUBLIC COMMENT**

(5:21:28) – There were no public comments.

**10. ADJOURNMENT: FOR POSSIBLE ACTION**

**(5:21:39) – Vice Chair Stedfield adjourned the meeting at 5:21 p.m.**

The Minutes of the April 8, 2020 Carson Area Metropolitan Planning Organization meeting are so approved this 13<sup>th</sup> day of May, 2020.



## STAFF REPORT

**Report To:** The Carson Area Metropolitan Planning Organization (CAMPO)

**Meeting Date:** May 13, 2020

**Staff Contact:** Lucia Maloney, Transportation Manager

**Agenda Title: For Possible Action** – Discussion and possible action regarding a reallocation of Surface Transportation Program Block Grant (STBG) Funds between the three member agencies of the Carson Area Metropolitan Planning Organization (CAMPO).

**Staff Summary:** The proposed revision will reallocate STBG Funds between CAMPO's three member agencies.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 5 minutes

### **Proposed Motion**

I move to approve the reallocation of Surface Transportation Program Block Grant (STBG) Funds between the three member agencies of the Carson Area Metropolitan Planning Organization (CAMPO) as presented.

### **Background/Issues & Analysis**

In December 2016, CAMPO entered into an interlocal agreement (NM696-16-804) with the Nevada Department of Transportation (NDOT) to set-aside \$4,463,000 in STBG funds for use within CAMPO's metropolitan planning area for capital transportation projects. Additionally, at the same meeting, the CAMPO Board agreed to a proportional distribution method for the annual STBG funding allocation based on each member agency's urban area population located within the CAMPO Boundary. Based on the 2010 Census, STBG funding was allocated to the member agencies at the following rate: Carson City 70.6%, Douglas County 13.5%, and Lyon County 15.9%.

To allow member agencies the flexibility to fund larger projects and to avoid smaller annual funding allocations, Douglas County received 100% of their four year share in 2019. Lyon County would have received 100% of their four year share in 2020 and Carson City had access to the remainder of the funding over the course of the agreement, as it became available. STBG funding becomes available at the start of each Federal Fiscal Year (FFY) on October 1<sup>st</sup>.

Funds can be used to preserve and improve the conditions and performance of a public road located on the Federal-aid highway system. The Federal-aid highway system includes arterial and collector roadways. Local roads are not eligible for STBG funds. Additionally, STBG funds can only be used within an urban area delineated by NDOT's Functional Classification Maps. As required with all federal funds passed through NDOT, projects must be programmed into CAMPO's Transportation Improvement Program (TIP) and the member agency must enter into an agreement with NDOT's Local Public Agency (LPA) Division.

To ensure STBG funding does not revert to NDOT, member agencies must identify eligible projects that are ready for design and construction well ahead of the deadline to be obligated. Due to the time required to add a project to the TIP, execute an LPA agreement with NDOT, and complete the design process, member agencies are strongly encouraged to program funds within the calendar year they become available. As required within CAMPO's agreement with NDOT, funds must be used within two years of becoming available.

Due to the stringent requirements that would be placed on Lyon County for use of the STBG Funds, Lyon County is releasing its share of STBG Funds to other CAMPO Member Agencies. CAMPO staff has solicited both Carson City and Douglas County to determine if an agency was ready and able to use STBG funding for a transportation project. Like Lyon County, Douglas County indicated that they would not have the resources to add a project and use the STBG funds at this time. Subsequently, Carson City confirmed their ability to bring a project forward.

CAMPO staff is recommending the allocation of Lyon County's FFY 2020 STBG funding apportionment, in the amount of \$709,617, be reallocated to Carson City. The total annual allocation of STBG funds is provided in the table below:

<b>STBG Funding by Member Agency / Project</b>					
<b>Federal Fiscal Year</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Totals</b>
<b>CAMPO Apportionment</b>	\$1,048,000	\$1,093,000	\$1,139,000	\$1,183,000	\$4,463,000
<b>Carson City Apportionment</b>	\$1,048,000	\$1,093,000	\$535,280	\$1,183,000	\$3,859,280
<b>Douglas County Apportionment</b>			\$603,720	-	\$603,720
<b>Lyon County Apportionment</b>				Allocation released to CAMPO	\$0
<b>Deadline to Obligate* Funds</b>	Sept. 30, 2018	Sept. 30, 2019	Sept. 30, 2020	Sept. 30, 2021	

\*Funds are obligated once a notice to proceed is authorized, notices to proceed are authorized by design/construction phase

**Applicable Statute, Code, Policy, Rule or Regulation**

-N/A

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, Fund Name, Account Name / Account Number: N/A

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: There is no fiscal impact to CAMPO’s budget associated with reallocating STBG funding apportionments. Member agencies will be responsible for a 5% local match if/when funding is utilized.

**Alternatives**

-Do not approve the reallocation and provide alternative direction to staff.

**Supporting Material**

-N/A

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

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(Vote Recorded By)

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## STAFF REPORT

**Report To:** The Carson Area Metropolitan Planning Organization (CAMPO)

**Meeting Date:** May 13, 2020

**Staff Contact:** Lucia Maloney, Transportation Manager

**Agenda Title: For Possible Action** – Discussion and possible action regarding the Fiscal Year 2021 and Fiscal Year 2022 two-year Unified Planning Work Program (UPWP).

**Staff Summary:** Staff has developed a UPWP for Fiscal Years 2021 and 2022 (July 1, 2020 – June 30, 2022). The UPWP establishes the budget for proposed CAMPO activities and describes how federal Consolidated Planning Grant (CPG) funds will be administered.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 10 minutes

### **Proposed Motion**

I move to approve the Fiscal Year 2021 and Fiscal Year 2022 two year Unified Planning Work Program as presented.

### **Background/Issues & Analysis**

CAMPO receives annual funding from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for regional transportation planning activities. The FHWA funding is from the metropolitan planning program and the FTA funds are allocated from Section 5303 metropolitan planning program (also referred to as 5305(d) from more recent federal legislation). These two funding sources are combined as Consolidated Planning Grant (CPG) funds, used to reimburse MPO staff at a rate of 95% for eligible activities consistent with an approved Unified Planning Work Program (UPWP). The CPG funds are allocated to CAMPO based on an agreed distribution formula between NDOT and Nevada's three other MPOs.

Although CAMPO may approve and submit a two-year document, it is not allowed to charge for tasks or be reimbursed for any Federal funding beyond what is obligated in a given fiscal year.

Prior to the beginning of each fiscal year, CAMPO must submit a UPWP to the Nevada Department of Transportation (NDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA), establishing the budget for proposed activities to be administered throughout the year. The draft two-year UPWP was provided to these agencies. A 30-day public comment period that met the requirements within CAMPO's Public Participation Plan was opened from March 26<sup>th</sup> through April 24<sup>th</sup>. No public comments were received and agency comments were provided by NDOT.

Minor updates were made to the Draft UPWP after the comment period concluded following receipt of NDOT comments. These updates are summarized in the table below.

Specific Comment/Item	Section	Specific Update
Review & Revise Budget Totals for Work Element 1.0	Work Element 1.0 – MPO Administration	Two-year budget total was corrected.
Correct rounding error in Fiscal Summary for Work Element 3	Work Element 3.0 – Multimodal Planning; Table 5.1 Cost/Funding Summary	Two-year budget totals were updated to correct for identified rounding error.
Non-substantive clerical revisions	Various	Formatting and Fiscal Year references were corrected.

**Applicable Statute, Code, Policy, Rule or Regulation**

-N/A

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, Fund Name, Account Name / Account Number: CAMPO fund, Unified Planning Work Program account / 2453028-501210. A Grant/Project number will be established once the Monetary Agreement (see Agenda Item 6-C) has been executed.

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: Approval of the two-year work program will allow staff to complete the activities described in Fiscal Year 2021 and Fiscal Year 2022 as provided within. The proposed UPWP budget for Fiscal Year 2021 is \$440,284, which requires a 5% local match. The local match is \$22,014, distributed across the member agencies based on population within CAMPO’s metropolitan planning area, as shown in the table below.

**FY 2021 Local Share**

County	Pct.	FY 2021 Local Share Draft
Carson City	66%	\$14,595
Douglas County	15%	\$3,390
Lyon County	18%	\$4,029
Total	100%	\$22,014

**Alternatives**

-Do not approve the Fiscal Years 2021 and 2022 UPWP Program and provide alternative direction to staff.

**Supporting Material**

-Exhibit-1: FY 2021 & FY 2022 2-Year Draft Unified Planning Work Program (UPWP)

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

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(Vote Recorded By)

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# Carson Area Metropolitan Planning Organization



## Fiscal Years 2021-2022: July 1, 2020 – June 30, 2021 UNIFIED PLANNING WORK PROGRAM

Approved: \_\_\_\_\_

Contact Information:

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Carson City, NV 89701

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*This report was funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation and member agencies, including Carson City, Douglas County, and Lyon County. The views and opinions of the Carson Area Metropolitan Planning Organization expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation. Carson Area Metropolitan Planning Organization fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. The Carson Area MPO does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. This document can be made available in alternative formats. For more information please contact the Carson Area MPO at (775) 887-2355 or [CarsonAreaMPO@Carson.com](mailto:CarsonAreaMPO@Carson.com).*

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**Carson Area Metropolitan Planning Organization  
 FY 2021 and FY 2022 CAMPO Unified Planning Work Program  
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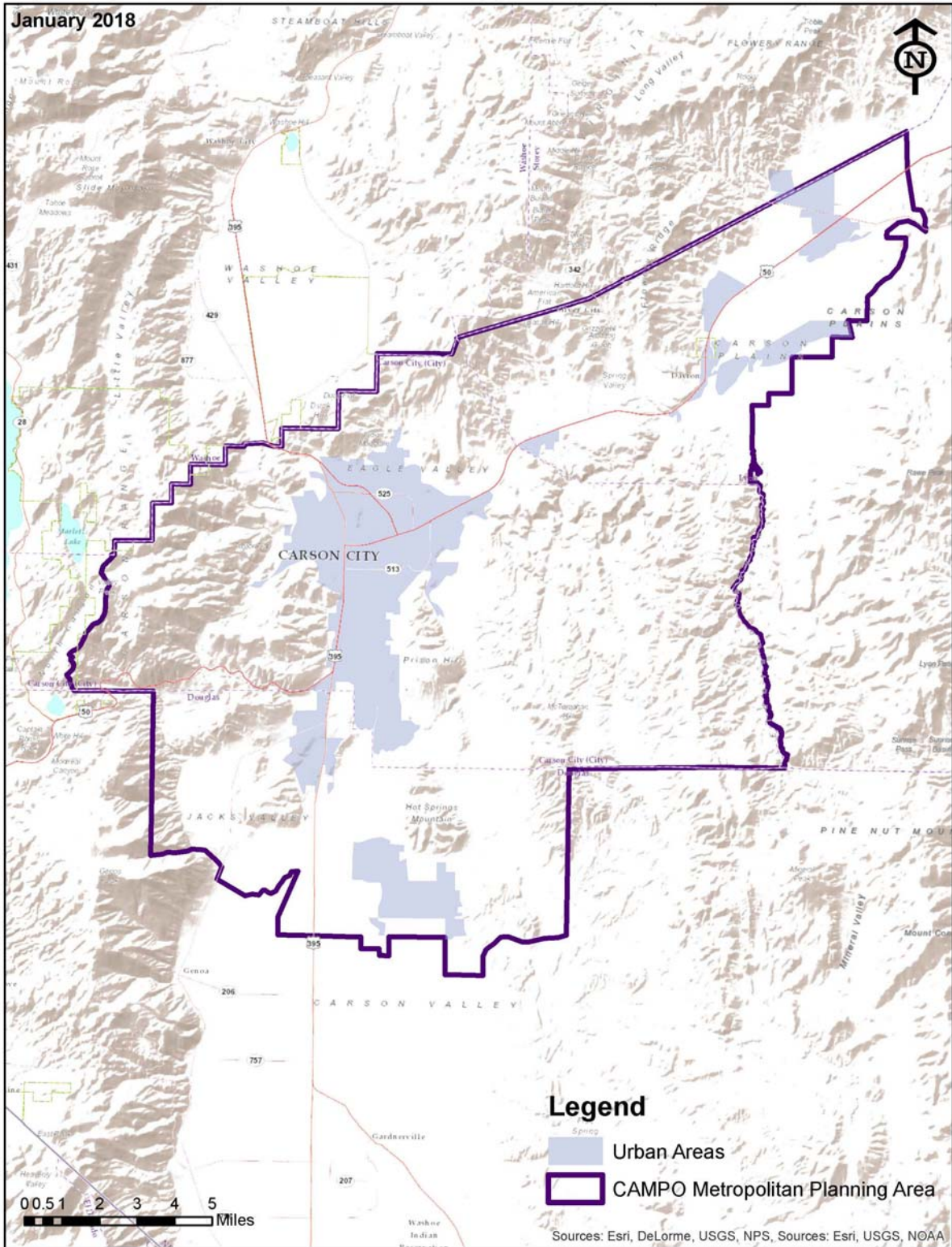
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## 1.0 Introduction

The Unified Planning Work Program defines the continuing, comprehensive, and cooperative regional transportation planning process for the Carson Area Metropolitan Planning Organization (CAMPO) planning area. It establishes regional planning objectives for Fiscal Years 2021/2022 covering the period of July 1, 2020 through June 30, 2021 and includes a corresponding budget to complete the work. This strategic management tool is organized by Work Elements that identify activities and products to be accomplished during the two-year period. These activities include core metropolitan planning functions, mandated metropolitan planning requirements, and other regional planning activities. As detailed in 23 CFR 450.308, each activity listed in the UPWP must indicate who will do the work, the schedule for completing the work, the resulting product, the proposed funding, and a summary of total amounts and sources of Federal and matching funds. Funding for metropolitan planning activities is made possible through the U.S. Department of Transportation – both the Federal Highway Administration and the Federal Transit Administration – and through the three local entities – Carson City, Douglas County, and Lyon County. Figure 1.1 depicts the CAMPO Metropolitan Planning Area.

Figure 1.1 CAMPO Metropolitan Planning Area



## **1.1 Organization Overview**

A Metropolitan Planning Organization is an organization of local governments in areas with a collective population of 50,000 or over, termed an Urbanized Area. As a condition for receiving Federal transportation dollars, MPOs must have a continuing, cooperative, and comprehensive transportation planning process in cooperation with the State. The MPOs are to cooperate with the State in developing transportation plans and programs for urbanized areas. This transportation planning process results in plans and programs consistent with the area's locally adopted comprehensive plans. On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law, reaffirming the role of MPOs. This is a five-year transportation bill which extends most of the provisions in the previous two-year bill, Moving Ahead for Progress in the 21st Century Act (MAP-21).

### **What is the Carson Area Metropolitan Planning Organization?**

In 2002, the US Census Bureau announced the release of the Carson City Urbanized Area geography (according to the 2000 Census), with a population that had surpassed the threshold of 50,000. The urbanized area consists of Carson City, as well as the adjacent, relatively densely inhabited portions of Douglas and Lyon Counties. As a result of surpassing the population criteria of 50,000, the area was required to form a Metropolitan Planning Organization for its transportation planning and programming activities. The Nevada Governor, in accordance with Federal regulations, designated the Carson Area Metropolitan Planning Organization (CAMPO) as a newly formed MPO in the State of Nevada. In 2012, the Census Bureau updated the urbanized area boundaries based on data collected during the 2010 Census, though changes were minor.

CAMPO carries out transportation planning activities within the Metropolitan Planning Area (MPA), shown on Figure 1.1. The MPA encompasses the urbanized area and a larger area that is likely to continue to urbanize within the next 20 years. Currently, there are two urban clusters, as defined by the US Census Bureau, within the MPA. They are the Johnson Lane area in Douglas County and Dayton in Lyon County.

Carson City Public Works staff serves as support staff to CAMPO. There are six staff members that carry out the daily operations and they include the Transportation Manager, Senior Transportation Planner, Transportation/Traffic Engineer, Transit Coordinator, and two (2) Transportation Planner/Analysts. In addition, CAMPO utilizes Geographic Information Systems (GIS) staff on occasion for geographic analyses, the production of various maps, and other related tasks.

Carson City operates a transit system within the CAMPO planning area. Additionally, through an agreement with RTC Washoe, Carson City provides partial funding for an intercity transportation service based in Reno that operates within the CAMPO planning area. The representation on the MPO Policy Board from Carson City also represents the interests of the transit system.

## 1.2 CAMPO Policy Board and Staff

CAMPO's Policy Board is comprised of seven (7) members including the five (5) members of the Regional Transportation Commission of Carson City as appointed by the Carson City Board of Supervisors, one representative from Douglas County appointed by the Douglas County Board of Commissioners, and one representative from Lyon County appointed by the Lyon County Board of Commissioners. A representative from the Nevada Department of Transportation also serves as an ex-officio, non-voting member.

**Table 1.1 CAMPO Policy Board**

<b>Member</b>	<b>Governmental Body Represented</b>
Mr. Mark Kimbrough, Chairperson	Carson City
Mr. Brad Bonkowski, Vice-Chairperson	Carson City
Mr. Jon Erb (alternate to Berry Penzel)	Douglas County
Mr. Chas Macquarie	Carson City
Mr. Bob Hastings	Lyon County
Mr. Greg Stedfield	Carson City
Ms. Lori Bagwell	Carson City
Ms. Sondra Rosenberg*	Nevada Department of Transportation

\*Non-Voting ex-officio member

Additionally, CAMPO staff works closely with the CAMPO Policy Board for development of the UPWP and to carry out related activities. All activities identified in the UPWP are undertaken by staff with periodic updates to the CAMPO Policy Board.

**Table 1.2 CAMPO Staff**

<b>Staff Member</b>	<b>Title</b>
Ms. Lucia Maloney, PMP	Transportation Manager
Mr. Dirk Goering, AICP	Senior Transportation Planner
Mr. Christopher Martinovich, PE	Transportation/Traffic Engineer
Mr. Dan H. Anderson	Transportation Planner/Analyst
Ms. Kelly Norman	Transportation Planner/Analyst
Mr. Alex Cruz	Transit Coordinator

## 1.3 Responsibilities and Priorities

The primary responsibility of CAMPO is the continued, cooperative, and comprehensive planning process; to provide for consideration and implementation of projects, strategies, and services that address the following factors:

- Increase the safety of the transportation system for motorized and non-motorized users
- Maintain a sustainable regional transportation system
- Increase the mobility and reliability of the transportation system for all users
- Maintain and develop a transportation system that supports economic vitality
- Provide an integrated transportation system

#### **1.4 Organizational Procedures and Documents**

The following list of documents includes organizational policies and procedures, programming documents, transportation planning studies, and other required documents, which are available on CAMPO's website: [www.CarsonAreaMPO.com](http://www.CarsonAreaMPO.com).

- CAMPO Policies & Procedures
- CAMPO Public Participation Plan
- CAMPO FFY 2018-2021 Transportation Improvement Program
- CAMPO Unified Planning Work Programs
- CAMPO Pedestrian Safety Guidelines
- Carson City Freeway Corridor Multi-Use Path Alignment Studies
- CAMPO Fare & Service Change Policy
- Notice of Protection Under Title VI
- CAMPO Disadvantaged Business Enterprise (DBE) Program
- CAMPO Disadvantaged Business Enterprise (DBE) FFY 2020-22 Goal
- CAMPO Complete Streets Performance Monitoring Program
- CAMPO 2019 Monitoring Report
- FFY 2019 Annual Obligation Report
- CAMPO Travel Demand Model Validation Report 2015
- CAMPO Bicycle Friendly Community Report Card 2014
- CAMPO 2040 Regional Transportation Plan

#### **1.5 Public Involvement**

Public involvement is a critical component of the MPO transportation planning process and the development of plans, programs, and policy. CAMPO's regional transportation planning program establishes an important forum for discussing and resolving regional transportation issues. Some examples of executing the continuing, comprehensive, and cooperative planning process include board meetings, public workshops, technical advisory committees, project- and issue-specific meetings, public hearings, and formal public document review periods. Specific policies and procedures for public involvement have been developed and are contained within CAMPO's [Public Participation Plan \(PPP\)](#) available on the [www.CarsonAreaMPO.com](http://www.CarsonAreaMPO.com) website. The PPP emphasizes efforts to coordinate with and involve all stakeholders and members of the public in the transportation planning process, including development of this Unified Planning Work Program.

The CAMPO region is also home to the Washoe Tribe of Nevada. CAMPO staff conducts government-to-government communication with the Washoe Tribe to consider tribal needs in the planning and programming process.

## 2.0 Summary of FY 2019 & FY 2020 Accomplishments and Work Efforts

In working with the U.S. Department of Transportation (U.S. DOT) and Nevada Department of Transportation (NDOT), it was determined that CAMPO would develop a two-year UPWP for the first time for FY 2017 and FY 2018, and has continued to do so ever since. This allows greater flexibility for CAMPO and its planning partners to complete more significant activities within a reasonable timeframe, and to better coordinate activities with the funding cycle. A two-year work program does not mean that two years' worth of funding is available in the first year. CAMPO executes a monetary agreement with the Nevada Department of Transport (NDOT) annually.

The following are the primary activities that were undertaken during FY 2019 and FY 2020:

- *Jump Around Carson (JAC) Transit Development and Coordinated Human Services Plan* – Staff partnered with LSC Transportation Consultants, Inc. and the Nevada Department of Transportation (NDOT) to develop this Plan, which will serve as a short-range (5 year), long range (20 year), and locally-developed Coordinated Human Services Plan for JAC transit.
- *Douglas County Pavement Survey* – CAMPO staff hired a consultant team to conduct a Pavement Survey of 134 lane miles of Douglas County roadway within CAMPO's Metropolitan Planning Area.
- *2018 Jump Around Carson (JAC) Transit Asset Management Plan* – Staff developed and received CAMPO and Carson City Regional Transportation Commission (RTC) approval of the Transit Asset Management Plan, as required by MAP-21 and the FAST Act. This plan will help achieve and maintain a state of good repair (SGR) for JAC's assets, including vehicles, facilities, equipment, and other infrastructure.
- *Completed the Federal Transit Administration's Triennial Review* – Every three years CAMPO's operations are reviewed for compliance by Federal Transit Administration (FTA) regulations in twenty administrative areas. Since FTA funds are distributed by CAMPO, CAMPO staff provides assistance to JAC transit as part of the Triennial Review process. While no repeat deficiencies from the FY 2015 Triennial Review were found, two deficiencies were identified within the Civil Rights area. Resolution of the deficiencies have been completed by staff.
- *Disadvantaged Business Enterprise (DBE) Program and 3-year Goal Update* – The DBE program was revised to meet current FTA regulations and the 2020-2022 3-year DBE goal was established.
- *2018 Jump Around Carson (JAC) Transit User Survey* – This survey was conducted to identify travel preferences and capture basic demographics of the portion of the public that do not to use JAC transit services. Survey results were compared to the JAC Transit User survey conducted in 2017 to understand opportunities to increase ridership and customer satisfaction.
- *Adoption of Federally-Required Performance Measures and Targets* – On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law. In partnership with State and Federal planning partners, as well as fellow MPOs, staff continued to develop

- federally-mandated performance measures and targets, including adoption of Transit Asset Management (TAM) and Safety performance measure targets.
- *Transportation Improvement Program (TIP) Activities* – The TIP includes a four-year list of projects and is consistent with all Federal planning regulations. All federally funded projects must be included in the TIP. CAMPO staff worked to update the TIP, resulting in adoption of the FFY 2018-2021 TIP. Regular maintenance of the document was required through formal and administrative amendments.
  - *Title VI Program for Jump Around Carson (JAC) 2020-2022* – Staff prepared an update to the Title VI program to ensure CAMPO’s programs, policies, and activities continue to comply with U.S. Department of Transportation’s (USDOT) Title VI regulations, affirming that “no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”
  - *Data Collection and Digitization of CAMPO’s ADA Inventory & the Comprehensive Sidewalks & Bicycle Facilities Inventory* – This activity was completed to support development of Carson City’s 2020 ADA Transition Plan, the Western Nevada Safe Routes to School’s 2019 Bicycle and Pedestrian School Review Study, and to support CAMPO’s need for a more robust understanding of the Bicycle and Pedestrian network within the Metropolitan Planning Area.
  - *Collection, analysis, and reporting of Bicycle and Pedestrian Monitoring Data* – CAMPO continued collection of bicycle and pedestrian monitoring data, used to evaluate and monitor the performance of Complete Streets measures, such as usage of CAMPO’s bicycle and pedestrian network.
  - *Ongoing MPO Activities* – These activities included general administration, MPO representation, public participation efforts, regional consistency review, training, UPWP development, and administration of the Surface Transportation Block Grant (STBG) program with partner jurisdictions.

### **3.0 Federal Planning Emphasis Areas/FAST Act Planning Factors**

The Federal Highway Administration (FHWA), in consultation with the Federal Transit Administration (FTA), develops Planning Emphasis Areas (PEAs) to promote policy, procedural, and technical topics that are to be considered by metropolitan planning organizations in preparation of work plans. The PEAs address a mix of planning issues and priority topics identified as requiring additional focus by MPOs. In addition to PEAs, the FAST Act expanded the scope of factors to consider in the transportation planning process. The sections below introduce PEAs and the FAST Act Planning factors and discuss how both are addressed across work elements in the UPWP.

#### **3.1 Federal Planning Emphasis Areas**

In 2014, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) issued a statement encouraging MPOs to give priority to certain planning emphasis areas when updating their unified planning work programs. The three planning emphasis areas described below are FAST Act Implementation, Regional Models of Cooperation, and Ladders of Opportunity.

*MAP-21/FAST Act Implementation* – Transition to Performance Based Planning and Programming. The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

*Models of Regional Planning Cooperation* – Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning. Coordination across MPO and across State boundaries includes the coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and State boundaries. It includes collaboration among State DOT(s), MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, and performance based planning.

*Ladders of Opportunity* – Access to essential services - as part of the transportation planning process identify transportation connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and State identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.

### **3.2 FAST Act Planning Factors**

The metropolitan transportation planning process specified by the FAST Act and the implementing regulations contained in Title 23 Part 450 of the Code of Federal Regulations (CFR) requires CAMPO to maintain a cooperative, continuous, and comprehensive framework for making transportation investment decisions in the metropolitan area.

The FAST Act carries forward and expands the performance-based transportation planning framework established under MAP-21. This UPWP includes data collection and analytical activities that will facilitate annual reporting about safety, travel delay, pavement condition, alternative mode share, and other performance metrics. This UPWP includes activities to continue evaluation of the transportation performance measures and performance targets established in the Regional Transportation Plan (RTP). It anticipates that these performance measures will be refined based on statewide MPO/NDOT coordination in the development of future RTPs.

Transportation legislation lists ten factors that must be considered as part of the transportation planning process for all metropolitan areas. The following factors shall be explicitly considered, analyzed as appropriate, and reflected in the planning process products (23 CFR Section 134 (h)):

- 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 accessibility and mobility of people and freight;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight;
- Emphasize the preservation of the existing transportation system;
- Promote efficient system management and operation;
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- Enhance travel and tourism.

### **3.3 Overview of FY 2021 and FY 2022 Work Efforts**

CAMPO developed its first two-year UPWP in FY 2017. In working with U.S. DOT and NDOT, it was agreed that CAMPO would continue to implement its UPWP in a two-year cycle, which allows greater flexibility for CAMPO and its planning partners to complete more significant work tasks within a reasonable timeframe and to better coordinate work activities with the funding cycle. A two-year work program does not mean that two years' worth of funding is available in the first year. CAMPO executes a monetary agreement with the Nevada Department of Transport (NDOT) annually.

The following are the primary activities to be undertaken during FY 2021 and FY 2022:

- Staff will develop a Final 2050 RTP for adoption by the CAMPO board in September 2020.
- Utilizing consultants, the Carson Area Transportation System Management Plan will be developed to identify and plan for long-term strategies for planning and implementing Coordinated Traffic Signal Systems within the CAMPO planning area.
- Staff will collect data, perform analyses, and produce an annual Monitoring Report for multimodal usage indicators, performance measures, and performance targets, as applicable within the CAMPO planning area.
- Working with local, regional, and statewide planning partners, staff will establish a CAMPO Coordination Coalition to advise staff on inter- and intra-regional transit challenges/needs.
- Carson City ADA Transition Plan was developed in Spring 2020. While the initial plan was developed in 2015, only a small portion of the City was inventoried due to budget constraints. It was anticipated that further inventory of the City would be done incrementally in the future. The 2020 Plan included a full inventory of sidewalks and curb ramps, including missing curb ramps. The ADA barriers inventory will be expanded to include narrowness barriers throughout the CAMPO planning area.
- Roadways within the Carson City portion of the CAMPO area will be inventoried, using a consultant, to reassess pavement conditions. This practice is performed every couple of years for Carson City and is due to be in order to maintain a strong database and establish historical benchmarks, thereby providing a more robust analysis of pavement maintenance needs. This process ensures the most informed and efficient decisions are being made to address pavement health.
- Implementation of a Pavement Management Plan to support ongoing planning and programming activities related to roadway infrastructure in Carson City.
- A Local Road Safety Plan will be developed for Carson City, supporting identification, analyses, and prioritization of safety improvements on Carson City's local and rural roads.
- CAMPO staff in conjunction with transit operations staff will establish a Transit Ambassador Pilot Program to aid individuals that have questions or are new to riding transit in our communities.
- Ongoing activities that include general administration, MPO representation, public participation efforts, regional consistency review, training, and UPWP development.
- Administer a survey of transit riders and non-riders (residents and visitors who do not ride the Jump Around Carson (JAC) transit system) to identify needs and opportunities to improve regional transit planning and operations. Feedback received will provide staff direction on what is working well with the system and where improvements can be made to better serve the community.
- On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law. The FAST Act is scheduled to expire on December 4, 2020. Staff will monitor applicable transportation legislation and respond to any potential requirements of the new bill. In addition, staff will use this task to work with our State and Federal planning partners,

as well as fellow MPOs, to continue to develop performance measures initially mandated by MAP-21.

### 3.4 Federal Planning Emphasis Areas/FAST Act Planning Considerations and UPWP Activities

Table 3.1 outlines FY 2021 & FY 2022 two-year UPWP Work Elements that address and support each Federal Planning Emphasis Area and FAST Act Planning Consideration.

**Table 3.1 FY 2021 & FY 2022 Two-Year UPWP Work Elements and Federal Planning Emphasis Areas (PEAs)/Planning Considerations**

		Work Elements			
		1.0	2.0	3.0	4.0
PEAs	MAP-21/FAST Act Implementation	X	X	X	X
	Models of Regional Planning Cooperation	X	X	X	X
	Ladders of Opportunity		X	X	X
FAST Act Planning Factors	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency		X	X	X
	Increase the safety of the transportation system for motorized and non-motorized users			X	X
	Increase the security of the transportation system for motorized and non-motorized users			X	X
	Increase accessibility and mobility of people and freight		X	X	X
	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	X	X	X	X
	Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight		X	X	X
	Promote efficient system management and operation	X	X	X	X
	Emphasize the preservation of the existing transportation system			X	X
	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation			X	X
	Enhance travel and tourism		X	X	

#### 4.0 FY 2021 & FY 2022 Unified Planning Work Program

CAMPO planning activities are divided into four work elements. Funding sources for CAMPO planning activities include a combination of federal transit and highway programs, as well as local funding used as the “match” for federal consolidated planning grant (CPG) funding. Table 4.1 lists the four work elements and total estimated cost for each. The following pages contain a detailed description of each of the work elements for the FY 2021 & FY 2022 two-year UPWP, including activities, milestones, estimated completion dates, and estimated costs. A detailed summary table containing estimated cost and funding sources for all work elements combined with all scheduled milestones by fiscal year is attached at the end of this document. Except where noted below for each activity, work will be completed by CAMPO staff.

**Table 4.1 Total Budgeted Amount by Work Element and Fiscal Year**

<b>Work Element</b>	<b>Description</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>Total Budgeted Amount</b>
1.0	MPO Administration	\$145,000	\$145,000	\$290,000
2.0	Outreach and Engagement	\$60,000	\$50,000	\$110,000
3.0	Multimodal Planning	\$115,284	\$115,284	\$230,568
4.0	Transportation Performance Management	\$120,000	\$130,000	\$250,000
<b>Total</b>		<b>\$440,284</b>	<b>\$440,284</b>	<b>\$880,568</b>

## WORK ELEMENT 1.0 – MPO Administration

The activities in this work element are related to the overall administration of CAMPO’s transportation regional planning program. All activities are annual or ongoing activities undertaken to maintain compliance with federal/state regulations, organize and manage MPO activities, and improve staff skills.

Work Element and Description		1.0 MPO Administration
FY 2021	CPG	\$137,750
	Local Match	\$7,250
	Total Cost	\$145,000
FY 2022	CPG	\$137,750
	Local Match	\$7,250
	Total Cost	\$145,000
Combined FY 2021 & FY 2022	CPG	\$275,500
	Local Match	\$14,500
	Total Cost	\$290,000

## ACTIVITIES

### 1.1 MPO Administration and Work Program Oversight

Description: This activity includes general administrative functions concerning the regional transportation planning program including preparation and administration of the Unified Planning Work Program (UPWP), preparation of administrative reports, analyses, budgets, goals and objectives, correspondence, documents, memos, etc.

Elements:

- Preparation of required MPO reports and memoranda supporting the activities of CAMPO.
- Management and administration of budgets and agreements.
- Preparation of quarterly and end-of-year task/activity summaries and reports.
- Preparation of billings and reimbursement requests and other related activities.
- Grant management and oversight of transportation planning grants.
- Application and management of Consolidated Planning Grant (CPG) funds for CAMPO operations.
- MPO Board Support, including: providing special reports, researching MPO issues, preparation of board/public meeting materials, and attendance at MPO regular and special meetings.

Milestones & Benchmarks:

Milestone	Est. Completion Date
Agenda and meeting materials for CAMPO board and other public meetings, as needed	Monthly, Ongoing
Miscellaneous reports, analyses, correspondence, task summaries and memoranda, and funding management, as needed	Ongoing
FY 2021/2022 UPWP Administration and Amendments, as needed	Ongoing
UPWP Quarterly Reporting and Invoicing	30 <sup>th</sup> of each month following the close of each Fiscal Year Quarter
Adoption of the FY 2023-2024 UPWP (Draft/Final)	April 2022 / May 2022
FY 2022 Monetary Agreement	May 2021
FY 2023 Monetary Agreement	May 2022

**1.2 Transportation Improvement Program (TIP) Administration**

Description: This activity supports the selection, funding, and implementation of transportation projects that meet State and federal regulations. The MAP-21/FAST Act compliant Federal Fiscal Year (FFY) 2018-2021 Transportation Improvement Program (TIP) was adopted by the Regional Transportation Commission (RTC) on August 9, 2017. Activities under this task include administration and maintenance of the current FFY 2018-2021 TIP, including processing of modifications and amendments as needed, and development of the FFY 2021-2024 TIP in cooperation with other local, regional, and statewide agencies. The TIP includes a current four-year listing of projects and will be consistent with all Federal planning regulations. The format of the TIP will reflect consistency with NDOT's eSTIP platform. This activity includes project tracking and financial tracking that is performance-based and consistent with the goals and objectives of MAP-21 and the FAST Act.

Elements:

- Determine that sufficient federal, State, and local revenue sources are available to fund projects programmed in the TIP.
- Coordinate administration and maintenance of the TIP within the Statewide TIP (STIP).
- Provide reasonable opportunity for public comment in accordance with the Public Participation Plan and federal regulations.
- Incorporate Environmental Justice and ADA considerations, as appropriate.
- Consider best available performance information, including performance measures and targets, in prioritization of transportation improvement projects that are expected to support achievement of adopted targets MAP-21/FAST Act performance measures.
- Prepare modifications and amendments to the TIP, as needed.

- Coordinate modifications and amendments of the TIP program with the STIP to ensure changes are incorporated into the STIP.
- Develop and prepare the FFY 2021-2024 TIP for adoption.
- Ongoing participation in Nevada’s Planning Executive Group (PEG) initiatives related to programming.
- Coordination with FHWA NV Division office, FTA, NDOT, and CAMPO partner agencies on project development and funding.
- Maintain annual list of obligated projects.
- Perform and document continuing, coordinated, and comprehensive processes that include traditionally underrepresented and underserved populations and their community leaders (e.g., elderly, disabled, low income, and minorities).

Milestones & Benchmarks:

Milestone	Est. Completion Date
FFY 2018-2021 TIP that is updated appropriately to include administrative modifications and amendments, as needed	Ongoing, through September 2020
Adopted FFY 2021-2024 TIP	September 2020
FFY 2021-2024 TIP that is updated appropriately to include administrative modifications and amendments, as needed	Ongoing
Annual Federal Obligations Report	December 30, 2020; December 30, 2021

### 1.3 Professional Development

Description: This activity focuses on professional development that enhances the capabilities of staff in exercising the responsibilities of the MPO, including training time and materials. This activity includes memberships in related professional organizations, subscriptions to related professional periodicals, and dues/fees required for obtaining and maintaining professional certifications.

Elements:

- Facilitation and/or attendance at training courses/seminars directly related to transportation planning as appropriate, including, but not limited to: TransCAD, GIS, planning best practices, State/federal grants administration, performance-based planning, asset management, professional services procurement, etc.
- Internal cross-training that promotes diverse staffing capabilities in regional transportation planning.
- Memberships in related professional organizations and subscriptions to related professional periodicals.
- Dues/fees required for obtaining and maintaining professional memberships/certifications.

Milestones & Benchmarks:

Milestone	Est. Completion Date
Enhanced staff capabilities	Ongoing

**WORK ELEMENT 2.0 – Outreach and Engagement**

Activities within this work element include MPO representation, public participation, regional coordination, and engagement activities necessary to carry out a continuing, comprehensive, and cooperative regional transportation planning activities. Activities are ongoing or recurring activities designed to continue public participation and engagement efforts related to planning for all modes with all stakeholders, and to meet the requirements set forth in CAMPO’s Public Participation Plan.

Work Element and Description		2.0 Outreach and Engagement
FY 2021	CPG	\$57,000
	Local Match	\$3,000
	Total Cost	\$60,000
FY 2022	CPG	\$47,500
	Local Match	\$2,500
	Total Cost	\$50,000
Combined FY 2021 & FY 2022	CPG	\$104,500
	Local Match	\$5,500
	Total Cost	\$110,000

**2.1 MPO Representation**

Description: Staff will represent the MPO at events and meetings not related to specific other UPWP activities. This activity includes coordination with other regional MPOs, NDOT, Carson City, Douglas County, Lyon County, and other agencies and organizations to ensure development of transportation related projects that serve the best interests of the region. This task includes participation in the statewide planning process, including attendance and participation in the TPAC, the development and coordination of the Statewide Transportation Improvement Program (STIP), project selection, and participation in other advisory committees, as appropriate.

Elements:

- Preparation and attendance at events and meetings not related to specific other UPWP activities.
- Ongoing coordination with other regional MPOs, NDOT, Carson City, Douglas County, Lyon County, and/or other agencies/organizations, as needed.
- Participation in statewide planning activities, as needed.

Milestones & Benchmarks:

Milestone	Est. Completion Date
A well-represented MPO with ongoing inter- and intra-regional coordination	Ongoing
Coordination with State planning processes and documents	Ongoing

## 2.2 Public Participation

Description: Ongoing public participation efforts will be conducted throughout the program period related to numerous work study activities including: necessary TIP or RTP amendments; development of corridor/specific studies; preparation of updates to regional planning documents and policies; development of the UPWP for the next fiscal years; public information campaigns to promote planning initiatives and programs; coordination with Tahoe MPO (TMPO) and Washoe County Regional Transportation Commission (Washoe RTC); and other related activities. This task includes publication of notices and maintenance of the CAMPO website, as the website is a useful tool for informing constituents of CAMPO's purpose and activities.

### Elements:

- Public noticing and stakeholder engagement for necessary TIP or RTP amendments.
- Activities necessary to host/coordinate public participation activities.
- Outreach resulting from development of corridor/specific studies or local development projects.
- Public outreach and noticing needed for development of the next UPWP, next TIP, and ongoing outreach for the 2050 RTP.
- Development of public information campaigns that promote planning initiatives and programs.
- Continuous maintenance of the CAMPO website.

### Milestones & Benchmarks:

Milestone	Est. Completion Date
Hosted/coordinated public participation activities	Ongoing
Published Notices	Ongoing
Operational website for distribution of current, accurate, and transparent public information	Ongoing

### 2.3 Regional Transit Coordination and Engagement

Description: There are five transit services operating within the CAMPO planning area (Eastern Sierra Transit Authority, BlueGo, Jump Around Carson (JAC), Douglas Area Rural Transit, and RTC Intercity) that are subsidized by member counties. This activity includes regional coordination of transit services by CAMPO staff, development and implementation of transit rider and non-rider surveys, and ongoing stakeholder engagement related to availability of transit services and implementation of the JAC Transit Development and Coordinated Human Services Plan.

Elements:

- Development and preparation of transit rider and non-rider survey materials and workforce, and implementation of distribution channels.
- Hosted/coordinated public participation activities related to transit planning and implementation.
- Participation in local and regional planning processes for public transportation projects in which the Carson area has a vested interest.
- Establishment of a CAMPO Coordination Coalition of individuals, agencies, and organizational partners that are committed to improving services available within the community to staff related to mobility challenges and needs, as contained within the JAC Transit Development and Coordinated Human Services Plan.
- Establishment of a Transit Ambassador Pilot Program to aid individuals that have questions or are new to riding transit in our communities.

Milestones & Benchmarks:

Milestone	Est. Completion Date
Coordination and communication among transit operators	Ongoing
Transit Rider Survey	June 2021
Transit Non-Rider Survey	June 2022
Establishment of CAMPO Coordination Coalition	January 2021
Establishment of a Transit Ambassador Pilot Program	September 2021

## 2.4 Regional Consistency Review

Description: Development or capital improvement projects proposed within the CAMPO boundaries will be reviewed by staff to determine consistency with the RTP and TIP. Reviews will examine the effectiveness of proposed projects as they relate to the ability to relieve/prevent congestion, consideration of likely impacts of transportation policy on land use and development decisions, preservation and efficient utilization of transportation facilities, and other matters as required by federal or State regulation. These activities do not duplicate routine reviews of proposed developments that are conducted by constituent units of government.

Elements:

- Provide input on proposed developments of regional significance with regard to the RTP and TIP.
- Annual growth management reviews.

Milestones & Benchmarks:

Milestone	Est. Completion Date
Periodic transportation system review and reports	Ongoing

**WORK ELEMENT 3.0 – Multimodal Planning**

The activities in this work element carry out and support the integration of federal, state, and local transportation planning processes; complete activities and products to satisfy core planning functions and State and federal metropolitan planning requirements; consider all modes of transportation in implementing regional transportation goals; support transportation policy development and analyses; support the incorporation of various modal and corridor/specific plans into the Regional Transportation Plan and Transportation Improvement Program; and support ongoing and strengthened partnerships with government partners, organizations and agencies, and the public to further our regional transportation goals.

Work Element and Description		3.0 Multimodal Planning
FY 2021	CPG	\$109,520
	Local Match	\$5,764
	Total Cost	\$115,284
FY 2022	CPG	\$109,520
	Local Match	\$5,764
	Total Cost	\$115,284
Combined FY 2021 & FY 2022	CPG	\$219,040
	Local Match	\$11,528
	Total Cost	\$230,568

**3.1 2040/2050 Regional Transportation Plan (RTP)**

Description: The 2040 RTP was adopted by CAMPO in August 2016. This activity includes maintenance of the 2040 RTP until the 2050 RTP is adopted, including any necessary administrative modifications or amendments. This activity also includes adoption of the 2050 RTP and subsequent maintenance of that Plan. Community outreach on the document will continue, as well as coordination with partner agencies and local governments.

Elements:

- Adopted 2050 RTP
- Administration of the 2040 and 2050 RTPs, including ongoing coordination with federal, State, and local partners to explore funding opportunities to implement the plan.
- Participation in public and interagency meetings as a transportation technical resource.
- Continued public outreach on RTP goals and concepts that promotes vibrant communities and improves public health.
- Processed RTP administrative modifications and/or amendments, as necessary.
- Project review that ensures consistency with established transportation plans and policies.
- Incorporation of federally required performance measures and/or targets as necessary.

Milestones & Benchmarks:

Milestone	Est. Completion Date
Final, Adopted 2050 RTP	September 2020
RTP Modifications and Amendments, as necessary	Ongoing
Continued community outreach and education on the 2050 RTP	Ongoing

**3.2 Transit Planning**

Description: This activity incorporates responsibilities required of CAMPO as the direct recipient of FTA Section 5307 funds. CAMPO must apply for and manage these funds, including compliance activities and participation in regular federal reviews and audits. This activity also includes development, maintenance, and administration of transit policies and procedures that support implementation of regional transit planning documents, including development of a JAC Fixed-Route Policy and a JAC ADA Paratransit Eligibility process. The public outreach and coordination activities within this task specifically relate to transit planning and do not duplicate public outreach and coordination that is conducted under other activities within this UPWP.

Elements:

- Community outreach.
- Coordination with partner agencies.
- Participation in public and interagency meetings.
- Development of a JAC ADA Paratransit Eligibility Process
- Development of a JAC Fixed-Route policy
- Implementation of the JAC Transit Development and Coordinated Human Services Plan.
- Title VI Program implementation, monitoring, and updates, as required.
- DBE Program implementation, monitoring, and updates, as required.
- Transit responsibilities as a direct recipient – CAMPO, in coordination with NDOT, works with transit operators in the region to identify projects and distribute FTA funds among eligible operators and projects. Efforts under this subtask include training, project identification, allocation of funding, and coordination with FTA, NDOT, and transit operators.

Milestones & Benchmarks:

Milestone	Est. Completion Date
Project identification and allocation of funds among regional transit operators to allow for implementation of FTA transit programs	Ongoing
JAC ADA Paratransit Eligibility Process	March 2021
JAC Fixed-Route Policy	July 2021

### 3.3 Intelligent Transportation Systems (ITS) Planning

Description: This activity involves identifying and planning for long-term strategies for planning and implementing Coordinated Traffic Signal Systems within the CAMPO planning area through development of a Carson Area Transportation System Management Plan. The Plan will be funded primarily through Federal infrastructure funding. It is anticipated that development of the Plan will span multiple years; consequently, no benchmarks are anticipated until FY 2021. Consultants will be used as needed to complete the Transportation System Management Plan

Elements:

- Staff time to initiate and manage the Carson Area Transportation System Management Plan.

Milestones & Benchmarks:

Milestone	Est. Completion Date
Staff coordination with partner jurisdictions and NDOT	Ongoing
Carson Area Transportation System Management Plan (Draft/Final)*	October 2021

*\*Consultant Involvement is Expected*

### 3.4 Active Transportation Planning

Description: This activity involves coordination with the Western Nevada Safe Routes to Schools program and regional bicycle and pedestrian non-profit organizations (e.g. Muscle Powered) to identify and plan for active transportation infrastructure challenges and needs throughout the Metropolitan Planning Area. This activity includes a review of local ordinances related to e-scooters/e-bicycles for consistency with Nevada Revised Statutes (NRS).

Elements:

- Community outreach.
- Coordination with partner agencies, Western Nevada Safe Routes to Schools program, and regional non-profit organizations.
- Participation in local planning processes for active transportation projects in which the Metropolitan Planning Area has a vested interest.

Milestones & Benchmarks:

Milestone	Est. Completion Date
Community outreach and agency coordination	Ongoing
Review of local ordinances related to e-scooters/e-bicycles	January 2021

### 3.5 Updates to Supporting Regional Planning Documents

Description: This activity includes development of a Local Road Safety Plan for Carson City, and a Corridor Plan for US 50 E/William Street connecting Lyon County to Carson City that builds upon Carson City’s Greening America’s Capitols Corridor Plan for this corridor. This activity includes any necessary updates to the existing planning documents, as required. Finally, this activity includes development, maintenance, and administration of transportation policies that support implementation of regional transportation planning documents. Consultants may be used to complete the Local Road Safety Plan and/or the US 50 E/William Street Corridor Plan, funding permitting.

Elements:

- Development of a Local Road Safety Plan for Carson City.
- Corridor Plan for US 50 /William Street

Milestones & Benchmarks:

Milestone	Est. Completion Date
Local Road Safety Plan for Carson City*	August 2021
US 50 E/William Street Corridor Study*	November 2021

*\*Consultant Involvement is Expected*

**WORK ELEMENT 4.0 – Transportation Performance Management**

The activities in this work element support and implement federal and State requirements for performance-based planning to inform decision-making, including: transportation data collection and management; travel demand modeling and forecasting; development of performance measures and targets; and various other information gathering, analyses, monitoring and reporting, as needed. This work element also supports multi-modal asset management throughout the CAMPO planning area using ongoing data collection, analyses, and reporting to inform decision-making that promotes: efficient system management and operation; improves the resiliency and reliability of the transportation system; and emphasizes preservation of the existing transportation system.

Work Element and Description		4.0 Transportation Performance Management
FY 2021	CPG	\$114,000
	Local Match	\$6,000
	Total Cost	\$120,000
FY 2022	CPG	\$123,500
	Local Match	\$6,500
	Total Cost	\$130,000
Combined FY 2021 & FY 2022	CPG	\$237,500
	Local Match	\$12,500
	Total Cost	\$250,000

**4.1 MAP-21/FAST Act Implementation and Performance Measures**

Description: Under this activity, staff will work to comply with MAP-21 and the FAST Act requirements as they continue to be communicated from the U.S. Department of Transportation (U.S. DOT), with an emphasis on developing performance measures and establishing performance targets.

Elements:

- Coordination of data collection across CAMPO partner jurisdictions, transit operators, NDOT and FHWA in response to established performance measure target-setting requirements.
- Technical analyses and model outputs that support development and implementation of MAP-21/Fast Act performance-based planning requirements.
- Preparation and development of documentation as required.
- Adopted performance measures targets, including: Safety Performance Measure Targets; Public Transit Agency Safety Targets; Transit Asset Management Targets; and, Monitoring and Supporting NDOT’s Congestion Management Air Quality (CMAQ) Targets for the CAMPO Metropolitan Planning Area, as applicable.

Milestones & Benchmarks:

Milestone	Est. Completion Date
Safety Performance Measure Targets	February 2021, February 2022
Public Transit Agency Safety Targets	February 2021, February 2022
Transit Asset Management Targets	October 2020, October 2021
Supporting NDOT's CMAQ Targets	October 2020, October 2021
Documentation as required	Ongoing
Ongoing participation in Nevada's Planning Executive Group (PEG) and PEG Performance Measures Working Group	Ongoing

**4.2 Maintain Travel Demand Model**

Description: Staff will work with a consultant to maintain the travel demand model to meet ongoing forecasting needs. The model will be maintained with the most recent traffic volume counts available (segments/intersections) as well as population and land use assumptions. There are periodic needs to provide information to other agencies both within and outside the CAMPO planning area that is derived from, or is an input to, the modeling process. Staff will continue to monitor inter- and intra-regional growth, updating the model as needed.

Elements:

- Ongoing travel demand modeling services through consultant service, including model maintenance activities to incorporate most current population and transportation network data.
- Using a contractor, produce requested model outputs for alternatives analysis, planning studies, or other regional activities as needed/requested.
- Using a contractor, update travel demand model and associated forecasting software and tools as necessary.
- Provision of information from the modeling process as needed/requested.

Milestones & Benchmarks:

Milestone	Est. Completion Date
Validated and maintained travel demand model*	Ongoing
Requested model outputs for alternatives analysis, planning studies, or other regional activities as needed/requested*	Ongoing

*\*Consultant involvement is expected*

### 4.3 Data Management, Collection, and Performance Measurement

Description: This activity builds from prior UPWP tasks and supports monitoring of transportation performance measures included in the 2050 RTP. Staff will continue to collect multimodal performance data within CAMPO’s planning area, recording any changes or trends, and providing recommendations that may be used to inform future transportation improvement projects or policies. This task includes development of annual Monitoring Reports and incorporation into the 2050 RTP and associated regional planning documents, as appropriate.

Elements:

- Ongoing data collection related to safety, regional bicycle and pedestrian counts, vehicular movements, and other transportation infrastructure data as needed.
- Analyses of collected data on auto, transit, bicycle, and pedestrian use.
- Annual preparation and dissemination of CAMPO’s Monitoring Report.
- Coordinate the dissemination and consideration of transportation-related performance data.
- Periodic recommendations and/or reports.

Milestones & Benchmarks:

Milestone	Est. Completion Date
Annual CAMPO Monitoring Report	September 2020, September 2021
Ongoing performance monitoring and multimodal data collection	Ongoing

### 4.4 Maintain Pavement Management System

Description: This activity involves regular updates and maintenance of the Pavement Management System following improvements or changes to the street network or land uses. A consultant will be hired to collect data on the Carson City roadway network, building upon the previous 2017 Pavement Survey. Staff will report on performance measures annually as they relate to pavement maintenance needs and project identification. Staff will continue to implement Carson City’s pavement management plan, expanding the plan to cover CAMPO’s Metropolitan Planning Area if/as requested by partner agencies.

Elements:

- Conduct regular updates and maintenance of the Pavement Management System.
- Using a contractor, collect pavement survey data for Carson City roadways.
- Annual performance reporting of pavement condition within the CAMPO planning area.

Milestones & Benchmarks:

Milestone	Est. Completion Date
Up-to-date pavement management system*	Ongoing
Completed pavement survey for Carson City *	June 2021
Annual performance reporting of pavement condition within the CAMPO planning area to support development of pavement maintenance projects by partner agencies	July 2020, July 2021
Implementation and Maintenance of Carson City's Pavement Management Plan	Ongoing

*\*Consultant involvement is expected*

**4.5 Non-Motorized Asset Management**

Description: Staff will continue to monitor and evaluate the existing bicycle and pedestrian network, work with member agencies and local advocates, and pursue grant opportunities to improve the accessibility and connectivity of the system. This activity includes expanding CAMPO's inventory of ADA barriers to include narrow access barriers that will be mapped using ArcGIS.

Elements:

- Funding permitting, conduct an inventory of narrow access barriers throughout the CAMPO planning area.
- Expanded ADA inventory of narrowness barriers.
- Conduct mapping activities that support integration of inventory data with CAMPO's web-based mapping platform.

Milestones & Benchmarks:

Milestone	Est. Completion Date
Expanded ADA inventory of narrowness barriers	June 2022
Improved access and connectivity of the bicycle and pedestrian network	Ongoing
Maps of non-motorized assets, including sidewalks, ramps, and bicycle facilities, integrated into CAMPO's web-based mapping platform	Ongoing

#### 4.6 Transit Asset Management

Description: These activities include ongoing maintenance of the Federal Fiscal Year (FFY) 2019-2022 JAC Transit Asset Management (TAM) Plan, including monitoring of performance targets.

Elements:

- Maintain the inventory and projection of transit assets, life expectancies, replacement costs, and maintenance activities and costs.
- Ongoing monitoring of TAM performance targets.

Milestones & Benchmarks:

Milestone	Est. Completion Date
Current and maintained JAC Transit Asset Management Plan, including modifications and amendments, as needed	Ongoing
Ongoing monitoring of TAM performance targets	Ongoing

## **5.0 FY 2021 & FY 2022 UPWP Budget & Combined Scheduled Milestones**

CAMPO receives an annual apportionment of Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funds that may be used for transportation planning activities. The FHWA funds are from the planning (PL) program and the FTA funds are allocated from the Section 5303 program. These two funding sources are combined as Consolidated Planning Grant (CPG) funds and may be used to reimburse up to 95% of eligible expenses. The CPG funds are allocated to CAMPO based on an agreed-upon distribution formula between NDOT and Nevada's three other MPOs. See the individual work elements and activities described earlier in this UPWP and the budget table, below, for additional budget and schedule information.

**Table 5.1 CAMPO FY 2021 and FY 2022 UPWP Cost/Funding Summary, Adopted \_\_\_\_\_, 2020**

Work Element	Activity				Funding Breakdown, Overall FY 21 & FY 22		
	#	Description	Milestones (Excludes Ongoing/Recurring Milestones)	Estimated Completion Date	CPG	Local Match	Total Cost
1.0 MPO Administration	1.1	MPO Administration and Work Program Oversight	Adoption of the FY 2023-2024 UPWP	May 2022	\$275,500	\$14,500	\$290,000
			Annual Monetary Agreement	May 2021; May 2022			
	1.2	Transportation Improvement Program (TIP) Administration	Adopted FFY 2020-2023 TIP	September 2020			
Annual Federal Obligations Report			December 30, 2020; December 30, 2021				
1.3	Professional Development						
2.0 Outreach and Engagement	2.1	MPO Representation			\$104,500	\$5,500	\$110,000
	2.2	Public Participation					
	2.3	Regional Transit Coordination and Engagement	Transit Rider Survey	June 2021			
			Transit Non-Rider Survey	June 2022			
			Establishment of a CAMPO Coordination Coalition	January 2021			
2.4	Regional Consistency Review	Establishment of a Transit Ambassador Pilot Program	September 2021				
3.0 Multimodal Planning	3.1	2040/2050 Regional Transportation Plan (RTP)	Final, Adopted 2050 RTP	September 2020	\$219,040	\$11,528	\$230,568
	3.2	Transit Planning	JAC ADA Paratransit Eligibility Process	March 2021			
			JAC Fixed-Route Policy	July 2021			
	3.3	ITS Planning*	Carson Area Transportation System Management Plan	October 2021			
	3.4	Active Transportation Planning	Review of local ordinances related to e-scooter/e-bicycles	January 2021			
	3.5	Updates to Supporting Regional Planning Documents and Policies*	Local Road Safety Plan for Carson City	August 2021			
US 50 E/William Street Corridor Study			November 2021				
4.0 Transportation Performance Management	4.1	MAP-21/FAST Act Implementation and Performance Measures	Safety Performance Measure Targets	February 2021; February 2022	\$237,500	\$12,500	\$250,000
			Public Transit Agency Safety Targets	February 2021; February 2022			
			Transit Asset Management Targets	October 2020; October 2021			
			Supporting NDOT's CMAQ Targets	October 2020; October 2021			
	4.2	Maintain Travel Demand Model*					
	4.3	Data Management, Collection, and Performance Measurement	Annual CAMPO Monitoring Report	September 2020; September 2021			
			Completed pavement survey for Carson City	June 2021			
	4.4	Maintain Pavement Management System*	Annual performance reporting of pavement condition within the CAMPO planning area	July 2020; July 2021			
			Expanded ADA inventory of narrowness barriers	June 2022			
	4.5	Non-Motorized Asset Management					
4.6	Transit Asset Management						
Total Funding					\$836,540	\$44,028	\$880,568

*\*Consultant involvement is expected*

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## STAFF REPORT

**Report To:** The Carson Area Metropolitan Planning Organization (CAMPO)

**Meeting Date:** May 13, 2020

**Staff Contact:** Lucia Maloney, Transportation Manager

**Agenda Title: For Possible Action** – Discussion and possible action to authorize the Transportation Manager to sign Agreement No. PR204-20-804 for commitment to complete the Fiscal Year (FY) 2021 Unified Planning Work Program (UPWP) activities, and to authorize the Transportation Manager to sign future amendments to this agreement regarding time extensions or a change in value of the funding up to 10% of the initial funding amount.

**Staff Summary:** The proposed agreement commits CAMPO to perform work tasks in the UPWP for the time period of July 1, 2020 through June 30, 2021, and to comply with the matching requirements for the expenditure of federal Consolidated Planning Grant (CPG) funds.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 5 minutes

### **Proposed Motion**

I move to authorize the Transportation Manager to sign Agreement No. PR204-20-804, as presented, and to authorize the Transportation Manager to sign future amendments to this agreement regarding time extensions or a change in value of the funding of up to 10% of the initial funding amount.

### **Background/Issues & Analysis**

The proposed agreement commits CAMPO to perform work tasks in the UPWP for the time period of July 1, 2020 through June 30, 2021 and to comply with the matching requirements for the expenditure of federal Consolidated Planning Grant (CPG) funds allocated to the UPWP. This agreement is updated annually.

### **Applicable Statute, Code, Policy, Rule or Regulation**

-N/A

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, Fund Name, Account Name / Account Number: CAMPO fund, Unified Planning Work Program account / 2453028-501210. A Grant/Project number will be established once the Monetary Agreement has been executed.

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: An estimated \$418,270 in Federal CPG funding is available to perform work tasks in the UPWP for the time period of July 1, 2020 through June 30, 2021. The FY 2021 UPWP budget is for \$440,284, which includes the available Federal CPG funding, plus a required 5% local match of \$22,014. The local match will be distributed across the member agencies based on population within CAMPO’s metropolitan planning area, as shown in the table below.

**FY 2021 Local Share**

County	Pct.	FY 2021 Local Share Draft
Carson City	66%	\$14,595
Douglas County	15%	\$3,390
Lyon County	18%	\$4,029
Total	100%	\$22,014

**Supporting Material**

-Exhibit-1: Proposed Cooperative Agreement No. PR204-20-804

**Alternatives**

-Do not approve the Monetary Agreement and provide alternative direction to staff.

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

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\_\_\_\_\_  
(Vote Recorded By)

COOPERATIVE AGREEMENT

This Agreement is made and entered into this \_\_\_ day of \_\_\_\_\_, 2020, by and between the STATE OF NEVADA, acting by and through its Department of Transportation, hereinafter called the DEPARTMENT, and the Carson Area Metropolitan Planning Organization, hereinafter called the MPO.

The undersigned signatory MPO hereby commits to complete during State Fiscal Year (FY) starting July 1, 2020, and ending June 30, 2021, the Unified Planning Work Program (UPWP) as approved and is incorporated herein by this reference and made an express part of this agreement.

All of the obligations, duties, terms and conditions set forth in the Cooperative Agreement NM111-16-804 between the MPO and the DEPARTMENT are incorporated herein by this reference as part of this UPWP Agreement for State Fiscal Year 2021.

The federal letter of approval from the Nevada Division of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) that approves the UPWP covering the time period July 1, 2020, through June 30, 2021, is incorporated herein by this reference and made an express part of this agreement.

The MPO agrees to comply with FHWA matching requirements for "Consolidated Planning Grant" funds obligated and encumbered against this UPWP. This UPWP obligates and encumbers only these following federal funds: FHWA – Metropolitan Planning (PL), 95/5 (federal/local). All local match funds are to be provided from non-federal sources.

Subject to availability of funds this FY, UPWP funds encumbered by the DEPARTMENT include, but may not exceed the following:

The estimated amount of federal funds for FY 2021 is Four Hundred Eighteen Thousand, Two Hundred and Seventy and 00/100 Dollars (\$418,270.00). Reimbursement of these funds will begin when the funds are made available to the DEPARTMENT. When federal funds become available the agreement will be amended. The estimated amount of local match to be paid by the MPO is Twenty-Two Thousand, Fourteen and 00/100 Dollars (\$22,014.00).

Should the MPO expend funds in excess of those federal funds actually encumbered for FY 2021 against this UPWP, those costs shall be borne solely by the MPO.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

Carson Areal Metropolitan Planning Organization

State of Nevada, acting by and through its DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_

\_\_\_\_\_  
Director

\_\_\_\_\_  
Name (Print)

Approved as to Legality & Form:

\_\_\_\_\_  
Title (Print)

\_\_\_\_\_  
Deputy Attorney General

Approved as to Form:

\_\_\_\_\_  
Attorney