



MEETING AGENDA

**Executive Board
Regular Meeting
Wednesday, June 26, 2024
1:00 PM**

**Yavapai County
Board of Supervisors Hearing Room
1015 Fair St, Prescott, AZ**

NOTICE OF PUBLIC MEETING & AGENDA

All items listed are potential action items unless otherwise noted. The order of items may be modified at the meeting. Note: one or more board members may attend telephonically or virtually. Board members attending telephonically or virtually will be announced at the meeting. Pursuant to A.R.S. §38-431.03(a)(3) the Executive Board may vote to go into executive session for the purpose of obtaining legal advice with respect to any item listed on the agenda.

PUBLIC VIEWING & PARTICIPATION

Citizens are encouraged to watch the meeting virtually [here](#). The public will have physical access to the meeting location fifteen (15) minutes prior to the meeting. Public input for this meeting may be made in-person, or comments may be emailed no fewer than 24-hours prior to the meeting to desi.zurcher@yavapaiaz.gov. All emails received by this deadline will be distributed to members of the Executive Board for their review and consideration but will not be read aloud at the meeting. In the email, please identify your name and your comment pertaining to the agenda item.

MEETING GUIDELINES

Members of the public desiring to address the Executive Board are subject to the following: The decision to allow a member or members of the public to speak is left to the discretion of the Chair, a person may only speak if called upon by the Chair; speakers' time may be limited at the discretion of the Chair; the Chair may limit the number of speakers; a speaker shall not be disruptive nor shall the speaker be disrespectful towards the Chair, the Committee or others; and, except during the call to the public, a speaker may only address the specific agenda item then being discussed. The Chair may terminate a person's speaking time for violation of any of the foregoing. Audience members shall not engage in disruptive behavior during a meeting, including speaking when it is not his/her time to speak. A person may be ejected from the meeting for violation of this guidance.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
Desi Zurcher, CYMPO Program Coordinator
4. **TITLE VI POLICY**
*Desi Zurcher, CYMPO Program Coordinator
(Task #100)*

5. **CALL TO THE PUBLIC:** This item is to provide an opportunity for presentation of comments by the public on any relevant issue within CYMPO's jurisdiction *not on the agenda*. Please complete a **Request for Public Input** card and submit to CYMPO staff prior to the beginning of the meeting. When recognized, use the podium/microphone, and state your name. Speakers' time may be limited at the discretion of the Chair. *Executive Board members shall not discuss or take action on matters raised during the call to the public. The Board may direct staff to study the matter or direct that matter be rescheduled for consideration at a later date.*

6. **CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE MAY 22, 2024 REGULAR MEETING MINUTES OF THE EXECUTIVE BOARD**

7. **EXECUTIVE DIRECTOR'S UPDATE**
*Vincent Gallegos, CYMPO Executive Director
(Task #100)*

8. **RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) REPORT**
Kevin Adam, RTAC

9. **REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE OF PROJECTS TO BE PRIORITIZED IN THE 2025 RTAC PURSUIT OF STATE LEGISLATIVE FUNDING**
*Vincent Gallegos, CYMPO Executive Director
(Task #200)*

10. **REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE THE MODIFICATION OF THE 2050 REGIONAL TRANSPORTATION PLAN (RTP) SCOPE OF WORK**
*Bryn Stotler, CYMPO Planner
(Task #200)*

11. **REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE AMENDMENT OF THE FY22-26 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP) AND AMEND THE FY24-25 UNIFIED PLANNING WORK PROGRAM (UPWP)**
*Allison McCarthy, CYMPO Administrative Assistant
(Task #100)*

12. **TITLE VI PRESENTATION AND TRAINING**
*Desi Zurcher, CYMPO Program Coordinator / Title VI Coordinator
(Task #100)*

13. **REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL OF THE FY2025 TITLE VI AND LIMITED ENGLISH PROFICIENCY PLAN, AND THE PUBLIC INVOLVEMENT PLAN**
*Desi Zurcher, CYMPO Program Coordinator / Title VI Coordinator
(Task #100)*

14. **TRANSIT UPDATE**
*Michael Lamar, CYMPO Regional Development Manager
(Task #402)*

15. PROJECT UPDATES

Bryn Stotler, CYMPO Planner

(Task #200)

- 25-year Regional Transportation Plan (RTP)
- SR69 Corridor Plan

16. ADOT NORTHWEST DISTRICT REPORT

Anthony Brozich, ADOT Northwest District Administrator

17. STATE TRANSPORTATION BOARD REPORT

Sam Elters, ADOT District 6 Representative

18. ADJOURNMENT

The agenda is available twenty-four (24) hours prior to the meeting at 1971 Commerce Center Circle, Suite E, Prescott, AZ 86301 or online at www.cympo.org.

TITLE VI

CYMPO complies with Title VI of the Civil Rights Act of 1964 and related Nondiscrimination statutes and regulations in all programs and activities. Members of the public may review the CYMPO Title VI Plan and submit a Self-Identification survey by accessing the CYMPO website.

CYMPO endeavors to make all public meetings accessible to persons in need of language assistance or with disabilities. Please call (928) 442-5730 or e-mail Desi.Zurcher@yavapaiaz.gov 72 hours prior to the meeting requesting reasonable accommodations.

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Item 6

May 22, 2024
Executive Board
Meeting Minutes

**CYMPO
REQUEST FOR ACTION
MAY 22, 2024**

**SUBJECT: CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE
MARCH 27, 2024 REGULAR MEETING MINUTES OF THE
EXECUTIVE BOARD**

SUBMITTED BY: Desi Zurcher, CYMPO Program Coordinator

PREPARED BY: Desi Zurcher, CYMPO Program Coordinator

AGENDA TYPE: CONSIDERATION/POSSIBLE ACTION

ATTACHMENTS:

March 27, 2024 Executive Board Regular Meeting Minutes

SUMMARY/BACKGROUND:

ACTION OPTION:

Motion to approve the March 27, 2024 Executive Board Regular Meeting Minutes.

OR

Motion to approve the March 27, 2024 Executive Board Regular Meeting Minutes, with noted changes.



MEETING MINUTES

**Executive Board
Regular Meeting
Wednesday, May 22, 2024
1:00 PM**

**Hybrid (In-Person and Virtual)
Yavapai County
Board of Supervisors Hearing Room
1015 Fair St, Prescott, AZ**

MINUTES OF THE CYMPO EXECUTIVE BOARD HELD ON MAY 22, 2024 AT 1:00PM.

1. CALL TO ORDER AND ROLL CALL

Chairman Brown called the meeting to order at 1:00PM.

2. PLEDGE OF ALLEGIANCE

Member Palguta led the Pledge of Allegiance.

3. ROLL CALL

Member Armstrong was absent. The State Transportation Board Member position is vacant. No members attended virtually. A quorum was met.

4. TITLE VI POLICY AND MEETING PROCEDURES

Ms. Zurcher read the Title VI Policy.

5. CALL TO THE PUBLIC

There were no comments.

6. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE MARCH 27, 2024 REGULAR MEETING MINUTES OF THE EXECUTIVE BOARD

MOTION

Chairman Brown made a motion to approve the March 27, 2024 Executive Board Regular Meeting Minutes. Vice Chair Hughes seconded the motion.

VOTE

The motion passed unanimously.

7. EXECUTIVE DIRECTOR’S UPDATE

*Vincent Gallegos, CYMPO Executive Director
(Task #100)*

Mr. Gallegos shared that he attended memorial services for Gary Knight, who served as the State Transportation Board representative on the CYMPO Executive Board for six years. Chairman Brown shared that Mr. Knight will be missed and led the Board in a moment of silence. Mr. Gallegos discussed that a new State Transportation Board representative has been appointed by the Governor, Sam Elters, and he is unable to attend the meeting today as his confirmation hearing before the State Senate was being conducted. Mr. Gallegos said that Mr. Elters will likely attend the June Executive Board meeting, pending his confirmation.

Mr. Gallegos provided updates regarding the Rural Transportation Summit to be held in October 2024.

8. RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) REPORT

Kevin Adam, RTAC

Kevin Adam provided an update on the State Transportation Board and noted the challenges of representation for the rural regions. He provided updates from RTAC and shared that the State budget needs to be in place by July 1, and is historically in place well before that time. He discussed the ADOT continuation legislation and added that we are a month away from the deadline for this legislation.

9. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE THE SUBMISSION OF THE CYMPO PLANNING BOUNDARY EXPANSION TO FEDERAL HIGHWAY ADMINISTRATION (FHWA) AND ADOT FOR APPROVAL

*Michael Lamar, CYMPO Regional Development Manager
(Task #100)*

Mr. Lamar discussed the approved updated boundary map, the supplemental map with the population figures, and the support letter from NACOG. Dan Cherry, Yavapai County Public Works Director, was invited to speak about pending projects in the new boundary area that were going to be funded by NACOG. Mr. Gallegos said that the boundary expansion will give the Executive Board authority over funds that were previously allocated to western Yavapai County. He noted that projects currently in motion are going to be honored, and new projects will be identified and brought forward in the future.

MOTION

Vice Chair Hughes made a motion to approve submission of the CYMPO Planning Boundary Expansion to the Federal Highway Administration and ADOT, as presented. Chairman Brown seconded the motion.

VOTE

The motion passed unanimously.

10. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL TO AMEND THE FY24-25 UNIFIED PLANNING WORK PROGRAM (UPWP) AND THE FY22-26 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP)

*Vincent Gallegos, CYMPO Executive Director
(Task #100)*

Mr. Gallegos discussed the amendments and highlighted some staff updates included in the amendments.

MOTION

Chairman Brown made a motion to approve amending the FY24-25 Unified Planning Work Program (UPWP) and FY22-26 Metropolitan Transportation Improvement Program (MTIP) as presented. Vice Chair Hughes seconded the motion.

VOTE

The motion passed unanimously.

11. ADOT NORTHWEST DISTRICT REPORT

Anthony Brozich, ADOT Northwest District Administrator

Andy Roth provided the ADOT Northwest District Report. The report details are attached.

12. TRANSIT UPDATE

Michael Lamar, CYMPO Regional Development Manager
Pedro Rodriguez, YavaLine
(Task #402)

Mr. Rodriguez provided an update on the phased transit plan. Chairman Brown invited Tom Stultz from Yavapai Regional Transit to also provide an update.

13. EXECUTIVE SESSION

Craig L. Brown, CYMPO Chair
(Task #100)

Pursuant to A.R.S. 38-481.03(A)(7), the Executive Board will convene into executive session, which will not be open to the public, to discuss such action as may be required regarding negotiations for the purchase, sale or lease of real property.

The Executive Board entered Executive Session at 2:35pm.

14. EXECUTIVE SESSION FOLLOW-UP ACTION

Craig L. Brown, CYMPO Chair
(Task #100)

The Executive Board resumed the public meeting at 2:47pm.

Chairman Brown noted that this item will also need to return to the Executive Board at the June 26 regular meeting and requested that comments be submitted for Executive Board consideration before that meeting.

MOTION

Chairman Brown made a motion to give Vinny Gallegos, CYMPO Executive Director, and CYMPO attorney, Tom Kack, the right to negotiate a lease agreement with Cryptantha, LLC., for the premises located at 202 N. Cortez Street, Prescott, Arizona in an amount not to exceed the financial terms outlined in the Commercial Lease Agreement. Member Palguta seconded the motion.

VOTE

The motion passed 3-4, with Secretary-Treasurer Goode opposing.

15. ADJOURNMENT 2:50PM

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DRAFT

CYMPO Executive Board
May 22, 2024
ADOT Northwest District Update

Information

1. ADOT Tentative 2025-2029 Five-Year Construction Plan released for public review and comment. Deadline is May 24, 2024 at 5 p.m.
2. ADOT's Strategic Highway Safety Plan and Active Transportation Safety Action Plan Public feedback deadline ended May 17, 2024

Projects in Construction / Maintenance

- | | |
|---|--|
| <ol style="list-style-type: none">1. F0294 I-17 at SR 169 TI UP<ol style="list-style-type: none">a. Deck Replacementb. Project work re-started week 05/20/242. F0519 SR 89 MP 339 to I-40 (Paulden to Ash Fork)<ol style="list-style-type: none">a. Centerline Rumble Stripsb. Final striping3. F0371 I-40 Ash Fork Creek Bridges<ol style="list-style-type: none">a. 2nd half of scour floor completeb. Working on inlet & outlet of Lewis Ave Box culvert structure4. H6800 I-17 Anthem Way to Sunset Pt<ol style="list-style-type: none">a. 3rd lane and Flex Lanesb. http://improvingi17.com | <ol style="list-style-type: none">5. F0512 SR 169 Grant Woods Pkway to I-17 Centerline Rumble Strips<ol style="list-style-type: none">a. Contract awarded 05/17/2024b. Hawk Contracting \$299,992.006. H8739 SR 69 Prescott Lakes Pkwy to Heather Heights<ol style="list-style-type: none">a. Contract awarded 05/17/2024b. Fann Contracting Inc. \$9,792,000.007. T0355 YYV Old Hwy 66 at Fort Rock Rd EB & WB Turn Lanes<ol style="list-style-type: none">a. Contract awarded 05/17/2024b. Asphalt Paving and Supply, Inc. \$1,191,574.75 |
|---|--|

Projects in Design

- | | |
|--|--|
| <ol style="list-style-type: none">1. F0565 SR 89 at Little Ranch Rd (LTL-HSIP)<ol style="list-style-type: none">a. PS&E Stage completeb. Antic. Bid Advertise: 4th Qtr FY 242. F0559 SR 89 MP 331 to 335<ol style="list-style-type: none">a. Centerline and Edge Line Rumble Stripsb. Antic. Bid Advertise: 4th Qtr FY 243. F0695 SS 89A (Fain Road: Robert Rd to Lynx Creek Bridge)<ol style="list-style-type: none">a. AC spot repairs and microsurface.b. Antic. Bid Advertise 4th Qtr FY 244. F0596 SR 89 at SR 89A TI On Ramp<ol style="list-style-type: none">a. Working on Stage IV (95%) designb. Anticipate completion of design and shelf ready 4th Qtr FY 24 | <ol style="list-style-type: none">5. F0288 SR 69 at SR 169 Roundabout<ol style="list-style-type: none">a. Working on Stage IV (95%) design6. F0515 I-17 Sunset Pt to I-40<ol style="list-style-type: none">a. Install Wrong Way Detection, CCTV cameras, DMS, RWISb. Antic. Bid Advertise: 2nd Qtr FY 257. F0633 SR 69<ol style="list-style-type: none">a. Third Lane Extension and Raised Medianb. Antic. Bid Advertise: 3rd Qtr FY 258. F0696 I-17 & I-40 Truck Parking<ol style="list-style-type: none">a. Multiple Rest Area sites: including I-17 Sunset Point Rest Areab. Design Build |
|--|--|

Item 9

RTAC Funding Priorities

**CYMPO
REQUEST FOR ACTION
JUNE 26, 2024**

**SUBJECT: REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE
OF PROJECTS TO BE PRIORITIZED IN THE 2025 RTAC
PURSUIT OF STATE LEGISLATIVE FUNDING**

SUBMITTED BY: Vinny Gallegos, CYMPO Executive Director

PREPARED BY: Vinny Gallegos, CYMPO Executive Director

AGENDA TYPE: CONSIDERATION/POSSIBLE ACTION

ATTACHMENTS:

SUMMARY/BACKGROUND:

Staff is seeking the Executive Board's review and approval of priority projects to include in the 2025 RTAC pursuit of legislative funding for transportation projects in Greater Arizona.

ACTION OPTIONS:

Motion to approve the 2025 CYMPO/RTAC priority projects as presented.

OR

Motion to approve the 2025 CYMPO/RTAC priority projects as presented, with noted changes.

Table 5

Central Yavapai Metropolitan Planning Organization 2022 - 2026 MTIP					
Potential Future Projects					
Project	PROJECT NAME	PROJECT DESCRIPTION	LOCATION AND SPONSOR	FUND	Total
1	SR89 Widening Road 3 North to Road 5 North Design Concept Report (DCR)	SR89 Widening Road 3 North to Road 5 North Design Concept Report (DCR)	State	Project Cost Estimate	\$ 300,000
				Local Contribution 10%	\$ 30,000
				State Legislative Request	\$ 270,000
2	SR89 Widening Road 3 North to Road 5 North Design and Construction	SR89 Widening Road 3 North to Road 5 North Design and Construction (2 Lanes to 4 Lanes)	State	Project Cost Estimate	\$ 14,305,500
				20% Inflation	\$ 2,861,100
				Subtotal	\$ 17,166,600
				Local Contribution 10% (Town of Chino Valley)	\$ 1,716,660
				State Legislative Request	\$ 15,449,940
3	SR89/SR89A On-Ramps Construction	SR89/SR89A On-Ramps Construction	State	Project Cost Estimate	\$ 5,400,000
				20% Inflation	\$ 1,080,000
				State Legislative Request	\$ 6,480,000
4	Regional Preservation	Preservation in CYMPO Region Based on Population Percentage of Member Agencies	State	Town of Prescott Valley	\$ 5,924,750.99
				City of Prescott	\$ 5,803,282.72
				Yavapai County	\$ 4,206,065.58
				Town of Chino Valley	\$ 1,647,980.00
				Town of Dewey-Humboldt	\$ 547,513.71
				State Legislative Request	\$ 18,129,593
Option A Total Request					\$ 40,329,533

Item 10

2050 Regional Transportation Plan (RTP) Scope of Work

**CYMPO
REQUEST FOR ACTION
JUNE 26, 2024**

**SUBJECT: REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE
THE MODIFICATION OF THE 2050 REGIONAL
TRANSPORTATION PLAN (RTP) SCOPE OF WORK**

SUBMITTED BY: Vinny Gallegos, CYMPO Executive Director

PREPARED BY: Bryn Stotler, CYMPO Planner

AGENDA TYPE: CONSIDERATION/POSSIBLE ACTION

ATTACHMENTS:

- CYMPO_2050 RTP_Amendment 1_Option 2_Scope_2024-05-23

SUMMARY/BACKGROUND:

Staff is seeking to update the RTP Scope of Work to reference the CYMPO Boundary Expansion

RECOMMENDED ACTION:

Motion to approve modifying the 2050 Regional Transportation Plan Scope of Work as presented.

OR

Motion to approve modifying the 2050 Regional Transportation Plan Scope of Work, with noted changes.

Attachment A – Amendment 1/Option 2 Scope of Work

This Scope of Work describes additional services to be performed as Amendment 1 by Kimley-Horn and Associates, Inc. for the Central Yavapai Metropolitan Planning Organization (CYMPO) 2050 Regional Transportation Plan (RTP). These services are to be performed in addition to the original contract Scope of Work, dated March 6, 2024.

TASK 1. PROJECT INITIATION AND MANAGEMENT

Task 1.1. Project Management Plan (PMP) and Kick-Off Meeting

The Consultant Team will update the PMP to reflect the expanded study area.

Task 1.2. Project Management

No anticipated changes to scope or fee.

Task 1.3. Public Involvement Plan

The Consultant Team will update the Public Involvement Plan as part of the PMP update.

TASK 2. PUBLIC ENGAGEMENT

Task 2.1. Project Website/Social Media

The Consultant Team will update the project website content to reflect the larger study area.

Task 2.2. Public Meetings

The Consultant Team will work with stakeholders in the MPO expansion area to promote and advertise the public engagement opportunities.

Task 2.3. Stakeholder Engagement

The Consultant Team will incorporate additional key stakeholders from the MPO expansion area to planned stakeholder engagement opportunities.

Task 2.4. Evaluate Existing Transportation Plans

The Consultant Team will review and document recommendations from recent planning efforts done by Yavapai County, ADOT, NACOG, or others in the MPO expansion area.

TASK 3. EVALUATE CURRENT SOCIOECONOMIC AND TRANSPORTATION CONDITIONS

Task 3.1. Collect Socioeconomic Data

The Consultant Team will collect and evaluate available socioeconomic data for the MPO expansion area and integrate it into the Equity Focus Area analysis.

Task 3.2. Development of Street Network

The Consultant Team will expand the base year 2023 model street network to include the entirety of the MPO expansion area, including roadway locations, number of lanes, speeds, functional

classification, area type, etc. Maps illustrating the roadway network in the MPO expansion area will be provided to Yavapai County and NACOG for review and comment.

Task 3.3. Analyze Title VI and Environmental Justice Population Segments

No anticipated changes to scope or fee.

Task 3.4. Analyze Existing Funding

The Consultant Team will add anticipated funding levels due to the MPO expansion into the financial analysis. The Consultant Team will also add transportation investment needs from previous planning efforts in the MPO expansion area into the funding gap analysis.

TASK 4. DEVELOP AND CALIBRATE UPDATED TRAFFIC FORECASTING MODEL

Task 4.1 Modify Transportation Analysis Zones (TAZ)

The current TAZ system and associated base year socioeconomic data will be updated to incorporate the entirety of the MPO expansion area.

Task 4.2 Update Base Year Network

The base year street network developed in Task 3.2 will be updated to include the latest Annual Average Daily Traffic (AADT) information for the MPO expansion area.

Task 4.3 Calibrate Model

Using readily available sources, such as Census Transportation Planning Products (CTPP) and Replica, the Consultant Team will determine origin-destination (OD) travel patterns within the MPO expansion area. The Consultant Team will then calibrate the model within the MPO expansion area to ensure that model's trip generation and distribution is reflective of the current OD travel patterns.

Task 4.4 Validate Model

Using the latest available AADT count data, the model will be validated within the MPO expansion area to ensure that the traffic assignment results are reflective of current traffic counts and travel patterns. The Consultant Team will generate appropriate validation statistics for the expanded model area confirming that the model results are within expected validation ranges for each metric.

Task 4.5 Coordinate with ADOT

No anticipated changes to scope or fee.

TASK 5. CONDUCT MULTIMODAL ASSESSMENT

The Consultant Team will supplement the multimodal network assessment for the MPO expansion area for the following items:

- Traffic volume data collected by ADOT or Yavapai County
- Roadway characteristics, such as laneage, intersection infrastructure, pavement condition, and intelligent transportation systems (ITS) infrastructure as available

- Active transportation facilities, such as sidewalks, trails, on-street bicycle facilities, and crosswalks
- Transit facilities
- Transit operation information for services in the MPO expansion area, including historical ridership, standard performance metrics, and vehicle conditions as available
- Socioeconomic and commuting data, including mode split data, commuting patterns, and average commute times
- Transit and active transportation propensity analyses
- Safety data for the most recent five years of available data
- Land use and activity center datasets to calculate accessibility by various modes

TASK 6. ASSESS FUTURE CONDITIONS

Task 6.1. Develop Future Socioeconomic Projections

The Consultant Team will disaggregate control total population data for the MPO expansion area to each model TAZ as appropriate based on planned developments in the study area and the Yavapai County Comprehensive Plan. The Consultant Team will work with Yavapai County to obtain future planned development details, such as location, size, type of land use, and phasing information. Planned development information will be compiled and incorporated into each TAZ in the MPO expansion area as appropriate.

Task 6.2. Update Regional Model for Future Transportation Networks

The Consultant Team will:

- Prepare the baseline no-build network (committed/ funded projects) in the MPO expansion area
- Group different project ideas into scenarios in the MPO expansion area

Task 6.3. Identify High Transit Propensity Areas for Mid-Year 2035 Horizon

The Consultant Team will update the transit and active transportation propensity analysis conducted as part of Task 5 using the 2035 forecasted demographics from Task 6.1 for the MPO expansion area.

Task 6.4. Model, Refine, and Prepare Future Analysis

The Consultant Team will perform the no-build and scenario model runs, which include the MPO expansion area, for each horizon year. After illustrating scenario results, the Consultant Team will identify a preferred set of improvements and an associated network for each horizon year. The Consultant Team will then perform preferred scenario runs and prepare maps/tables illustrating the results for each horizon year.

Task 6.5. Future Funding Needs

The Consultant Team will evaluate future funding needs based on the results of the 2035 and 2050 forecasting in Task 6.4 for the MPO expansion area and produce graphical representations of funding

needs. The Consultant Team will evaluate potential funding strategies for filling the gap between funding needs and limited funding availability.

TASK 7. ENVIRONMENTAL QUALITY

Task 7.1. Conduct Analysis on Environmental Conditions

The Consultant Team will develop an environmental review and mapping of available data from Yavapai County and other public sources for water resources (surface water, floodplains, and stormwater infrastructure), open space (parks, scenic/historic routes, conserved lands), and habitat resources (wildlife corridors and natural vegetation) for the MPO expansion area.

Task 7.2. Environmental Opportunities

The Consultant Team will review potential projects in the MPO expansion area to incorporate environmental best practices.

Task 7.3. Wildlife and Ecosystem Connectivity

Building on the analysis in Task 7.1, the Consultant Team will highlight the constraints and opportunities related to implementing transportation improvements in the MPO expansion area within or near major wildlife corridors or natural vegetation areas.

TASK 8. DEVELOP POLICY-DRIVEN RECOMMENDED INVESTMENT CHOICES

Task 8.1. Performance Measures

No anticipated changes to scope or fee.

Task 8.2. Project Prioritization

The Consultant Team will supplement the project prioritization process with the projects identified for the MPO expansion area and organize them into priority tiers and implementation.

TASK 9. PREPARE FINAL PLAN

Task 9.1. Prepare Transportation Plan

No anticipated changes to scope or fee.

Task 9.2. Prepare Implementation Plan

Funding forecasts and prioritized projects from the MPO expansion area will be incorporated into the Implementation Plan, including the priority, implementation timeframe, planning-level cost, and responsibilities for advancing the project for further study or design.

Task 9.3. Prepare Final Draft Plan

No anticipated changes to scope or fee.

Task 9.4. Present Final Draft Plan to CYMPO TAC and Executive Board

No anticipated changes to scope or fee.

Task 9.5. Present Final Plan to CYMPO TAC and Executive Board

No anticipated changes to scope or fee.

TASK 10. GRANT ASSISTANCE

No anticipated changes to scope or fee.

FEE AND EXPENSES

Kimley-Horn will perform the additional services in Tasks 1 - 7 on a labor fee plus expense basis with the maximum labor fee shown below.

Task 1 Project Initiation and Management	\$1,300.00
Task 2 Public Engagement	\$6,718.48
Task 3 Evaluate Current Socioeconomic and Transportation Conditions	\$4,040.00
Task 4 Develop and Calibrate Updated Traffic Forecasting Model	\$31,971.28
Task 5 Conduct Multimodal Assessment	\$10,556.00
Task 6 Assess Future Conditions	\$5,870.00
Task 7 Environmental Quality	\$6,500.00
Task 8 Develop Policy-Driven Recommended Investment Choices	\$1,960.00
Task 9 Prepare Final Plan	\$1,960.00
Task 10 Grant Assistance	\$0.00
Maximum Amendment 1 Labor Fee	\$70,875.76
<u>Original Contract Amount Labor Fee</u>	<u>\$274,954.36</u>
<i>Maximum Total Labor Fee (Original + Amendment 1)</i>	<i>\$345,830.12</i>

Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the Client. Individual task amounts are provided for budgeting purposes only. Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

Labor fee will be billed on an hourly basis according to our then-current rates. As to these tasks, direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at 1.15 times cost. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Administrative time related to

the project may be billed hourly. All permitting, application, and similar project fees will be paid directly by the Client. Should the Client request Kimley-Horn to advance any such project fees on the Client's behalf, a separate invoice for such fees, with a fifteen percent (15%) markup, will be immediately issued to and paid by the Client.

Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Item 11

Unified Work Planning
Program (UPWP) and
Metropolitan
Transportation
Improvement Program
(MTIP) Amendments

**CYMPO
REQUEST FOR ACTION
JUNE 26, 2024**

SUBJECT: REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL TO AMEND THE FY24-25 UNIFIED PLANNING WORK PROGRAM (UPWP) AND THE FY22-26 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP)

SUBMITTED BY: Vinny Gallegos, CYMPO Executive Director

PREPARED BY: Allison McCarthy, CYMPO Administrative Assistant

AGENDA TYPE: REVIEW, DISCUSSION, AND POSSIBLE ACTION

ATTACHMENTS:

FY24-25 UPWP and FY22-26 MTIP Listed Amendments

SUMMARY/BACKGROUND:

Staff is seeking to make changes to the FY24-25 Unified Planning Work Program (UPWP) and FY22-26 Metropolitan Transportation Improvement Program (MTIP)

RECOMMENDED ACTION:

Motion to approve amending the FY24-25 Unified Planning Work Program (UPWP) and FY22-26 Metropolitan Transportation Improvement Program (MTIP) as presented.

OR

Motion to approve amending the FY24-25 Unified Planning Work Program (UPWP) and FY22-26 Metropolitan Transportation Improvement Program (MTIP) as presented, with noted changes.

FY24-25 Unified Planning Work Program (UPWP)

Amendment #4

- 1) Page 8 – Update Organizational Chart
- 2) Pages 14, 15, 26, 27 – Update Budget Tables

FY22-26 Metropolitan Transportation Improvement Program

(MTIP) Amendment #12

FY2024:

- 1) Administrative/Operations (CY-MPO-20-02)
 - a. Increase STBG by \$22,430, local match \$1,355.79
- 2) Crash Data Analysis and Highway Safety Improvement Program (CY-MPO-21-09)
 - a. Decrease HSIP by \$49,980, local match \$3,021.06
 - b. Increase STBG by \$49,980, local match \$3,021.06
- 3) Roadway Safety Assessment – SR89A (CY-MPO-23-07)
 - a. Decrease HSIP by \$34,939, local match \$2,111.90
 - b. Increase STBG by \$34,939, local match \$2,111.90
- 4) 2050 CYMPO Regional Transportation Plan (CY-MPO-21-03)
 - a. Increase by \$4,015 PL-SATO, no local match
 - b. Decrease by \$4,015 STBG, \$242.68 local match
- 5) Unprogrammed Funds (CY-MPO-23-02)
 - a. Decrease STBG by \$22,430, local match \$1,355.79
 - b. Decrease by \$4,015 PL-SATO, no local match
 - c. Increase by \$4,015 STBG, \$242.68 local match
 - d. Transfer out to FY25 \$214,914 CRP funds, and \$12,990.56 local match to FY25
 - e. Transfer out to FY25 \$65,550 STBG funds, and \$3,962.19 local match to FY25

FY2025:

- 1) Administrative/Operations (CY-MPO-20-02)
 - a. Decrease by \$15,000 5310 funds, local match \$3,750
 - b. Increase by \$10,656 STBG funds, local match \$644.10
 - c. Increase by \$4,344 5305d/CPG funds, local match \$262.57
 - d. Increase by \$60,848 STBG funds, local match \$3,677.98

- 2) 2050 CYMPO Regional Transportation Plan (CY-MPO-21-03)
 - a. Increase by \$70,875.76 STBG, \$4,284.11 local match

- 3) Unprogrammed Funds (CY-MPO-23-02)
 - a. Decrease by \$60,848 STBG funds, local match \$3,677.98
 - b. Decrease by \$10,656 STBG funds, local match \$644.10
 - c. Transfer in from FY24 \$214,914 CRP funds, and \$12,990.56 local match to FY25
 - d. Transfer in from FY24 \$65,550 STBG funds, and \$3,962.19 local match to FY25
 - e. Decrease by \$70,875.76 STBG, \$4,284.11 local match

Transit:

- 1) CYMPO Mobility Management
 - a. Decrease by \$15,000 5310 funds, local match \$18,750

- 2) CYMPO Program Support Administration (CY-MPO-24-01)
 - a. Increase by \$150,000 5307 funds, local match \$37,500 (provided by 5307 Urbanized Area Apportioned Funds)

- 3) Include FY25 5310 and 5311 preliminary awards

Potential Future Projects:

- 1) Modify Option A to include:
 - a. Addition of SR89 Widening Road 3 North to Road 5 North Design Concept Report (DCR)
 - b. Cost of 20% inflation for projects #2 and #3



Central Yavapai Metropolitan Planning Organization

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FISCAL YEARS 2024 and 2025 UNIFIED PLANNING WORK PROGRAM and BUDGET

For a Comprehensive, Cooperative, and Continuing
Transportation Planning Process

Fiscal Year Terminology

State & CYMPO Fiscal Year '24 (FY 24)

July 1, 2023 – June 30, 2024

FHWA Federal Fiscal Year '24 (FFY 24)

October 1, 2023 – September 30, 2024

FTA Federal Fiscal Year '24 (FFY 24)

October 1, 2024 – September 30, 2025

**Approved on May 10, 2023, by the:
CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE**

**Approved on May 17, 2023, by the: CENTRAL YAVAPAI METROPOLITAN
PLANNING ORGANIZATION
EXECUTIVE BOARD**

This report was prepared in cooperation with Yavapai County, City of Prescott,
Towns of Prescott Valley, Chino Valley, and Dewey-Humboldt, Arizona Department of
Transportation, Federal Transit Administration, Federal Highway Administration, and USDA
Forest Service

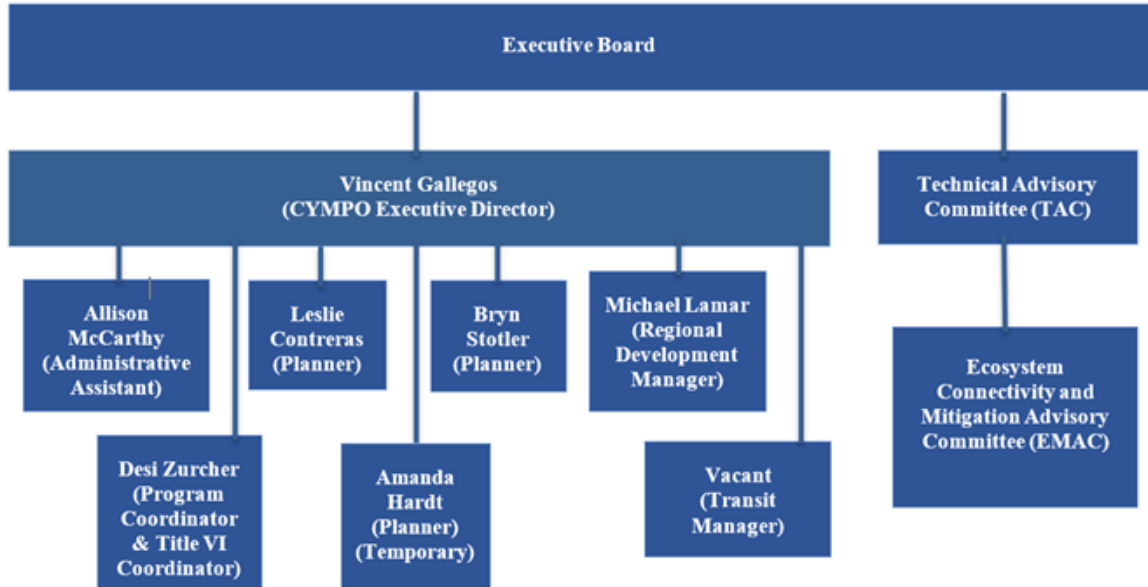
Tentatively to be Amended June 26, 2024

Assistance Listing FHWA: 20.205
Assistance Listing FTA: 20.513
Assistance Listing FTA 5305d: 20.505



Central Yavapai Metropolitan Planning Organization Organizational Chart

Figure 2



Committee Structures

The CYMPO Executive Board consists of six elected or appointed officials from the City of Prescott, the Towns of Chino Valley, Dewey-Humboldt and Prescott Valley, Yavapai County and ADOT. It is the function of the Executive Board to act as a policy body coordinating transportation planning and related implementation activities within the CYMPO planning region. The Board must approve all agreements and contracts and the Chair, or designee, must sign all appropriate documents related to contracts and agreements of CYMPO. The positions of Chair, Vice-Chair, and Secretary-Treasurer are elected on an annual basis.

The CYMPO Technical Advisory Committee (TAC) is composed of technical and/or managerial staff representatives of the Towns of Chino Valley, Prescott Valley, Dewey-Humboldt, the City of Prescott, and Yavapai County. In addition to the five jurisdictions, ADOT Northwest District Office and Multi-modal Planning Division are voting members of the TAC, as is the U.S. Forest Service. The positions of Chair and Vice-Chair are elected on an annual basis.

The TAC works in an advisory role to the Executive Board and its primary responsibility is to conduct technical reviews and analysis regarding project related activity of the Metropolitan Transportation Improvement Program (MTIP) and the Unified Planning Work Program (UPWP), as well as any related issues directed by CYMPO's Executive Board.



FY 2024

Table 1: CYMPO Funding by Work Element and Funding Source

Work Element/Task Number	100: Administration	101: LTAP	200: Regional Planning Projects	201: Crash Data Analysis and HSIP Applications	300: Public Engagement and Education	401: Coordinated Mobility Management	402: Multimodal Planning Activities	501: Environmental	Contributions to Construction Projects	Federal Total	Local Match Total	Total Costs
									SR89 Pavement Preservation - HURF Exchange			
FTA	5307 Federal						\$ 350,000			\$ 350,000		\$ 350,000
	5307 Match						\$ 87,500				\$ 87,500	\$ 87,500
	5310 Federal					\$ 90,000				\$ 90,000		\$ 90,000
	5310 Match					\$ 22,500					\$ 22,500	\$ 22,500
CPG	5305d Federal	\$ 92,994								\$ 92,994		\$ 92,994
	5305d Match	\$ 5,621									\$ 5,621	\$ 5,621
	PL Federal	\$ 156,611								\$ 156,611		\$ 156,611
	PL Match	\$ 9,466									\$ 9,466	\$ 9,466
FHWA	PL SATO Federal		\$ 4,015							\$ 4,015		\$ 4,015
	PL SATO Match										\$ -	\$ -
	SPR Federal	\$ 85,703								\$ 85,703		\$ 85,703
	SPR Match	\$ 21,426									\$ 21,426	\$ 21,426
	STBG Federal	\$ 262,319	\$ 5,000	\$ 665,904		\$ 46,000			\$ 206,000	\$ 1,185,223		\$ 1,185,223
	STBG Match	\$ 15,856		\$ 40,251		\$ 2,780					\$ 58,887	\$ 58,887
	CRP Federal							\$ -		\$ -		\$ -
	CRP Match							\$ -		\$ -		\$ -
	HSIP Federal									\$ -		\$ -
	HSIP Match				\$ -					\$ -		\$ -
Total Programmed	\$ 649,996	\$ 5,000	\$ 710,170	\$ -	\$ 48,780	\$ 112,500	\$ 437,500	\$ -	\$ 206,000	\$ 1,964,546	\$ 205,401	\$ 2,169,947

	2020 Census Population	Percentage of Total Population	Local Match Requirement Dollars
Yavapai County	33,224	23.20%	\$ 47,661.20
City of Prescott	45,827	32.01%	\$ 65,740.73
Town of Prescott Valley	46,785	32.68%	\$ 67,115.02
Town of Chino Valley	13,020	9.09%	\$ 18,677.73
Town of Dewey-Humboldt	4,326	3.02%	\$ 6,205.83
Total	143,182	100%	\$ 205,401

**CYMPO works with each member agency to collect in-kind match through contributed time and facilities to reduce the local match requirements. In addition, local match requirements will be lessened as partnership contributions are acquired, as outlined per Task 403 Regional Public Transit Coordination and Development.*



FY 2025

Table 2: CYMPO Funding by Work Element and Funding Source

Work Element/Task Number	100: Administration	101: LTAP	200: Regional Planning Projects	300: Public Engagement and Education	401: Coordinated Mobility Management	402: Multimodal Planning	403: Regional Public Transit Coordination and Development	500: Environmental	Federal Total	Local Match Total	Total Costs
FTA	5307 Federal						\$ 1,882,731		\$ 1,882,731		\$ 1,882,731
	5307 Match						\$ 789,646			\$ 789,646	\$ 789,646
	5310 Federal				\$ 75,000				\$ 75,000		\$ 75,000
	5310 Match				\$ 18,750					\$ 18,750	\$ 18,750
CPG	5305d Federal	\$ 97,338							\$ 97,338		\$ 97,338
	5305d Match	\$ 5,884								\$ 5,884	\$ 5,884
	PL Federal	\$ 153,540							\$ 153,540		\$ 153,540
	PL Match	\$ 9,281								\$ 9,281	\$ 9,281
	PL SATO Federal			\$ 3,937					\$ 3,937		\$ 3,937
	PL SATO Match									\$ -	\$ -
FHWA	SPR Federal	\$ 74,809							\$ 74,809		\$ 74,809
	SPR Match	\$ 18,702								\$ 18,702	\$ 18,702
	STBG Federal	\$ 224,702	\$ 5,000	\$ 475,702	\$ 46,000				\$ 751,404		\$ 751,404
	STBG Match	\$ 13,582		\$ 28,754	\$ 2,780					\$ 45,117	\$ 45,117
	CRP Federal							\$ 402,977	\$ 402,977		\$ 402,977
	CRP Match							\$ 24,358		\$ 24,358	\$ 24,358
Total Programmed	\$ 597,838	\$ 5,000	\$ 508,393	\$ 48,780	\$ 93,750	\$ -	\$ 2,672,377	\$ 427,335	\$ 3,441,736	\$ 911,737	\$ 4,353,473

	2020 Census Population	Percentage of Total Population	Local Match Requirement Dollars
Yavapai County	33,224	23.20%	\$ 211,559.87
City of Prescott	45,827	32.01%	\$ 291,811.76
Town of Prescott Valley	46,785	32.68%	\$ 297,912.00
Town of Chino Valley	13,020	9.09%	\$ 82,907.22
Town of Dewey-Humboldt	4,326	3.02%	\$ 27,546.59
Total	143,182	100%	\$ 911,737

**CYMPO works with each member agency to collect in-kind match through contributed time and facilities to reduce the local match requirements. In addition, local match requirements will be lessened as partnership contributions are acquired, as outlined per Task 403 Regional Public Transit Coordination and Development.*



Table 3: FY24 Operational Planning Activity Budget

CYMPO										
Fiscal Year 2024 Budget										
Anticipated Revenues										
Fund Source	Budget Amount	FTA				FHWA				
		5310	5307	CPG		SPR	STBG	CRP	HSIP	
				5305(d)	PL					
FY23 Federal Carry Forward	\$ 154,812									\$ 154,812
FY24 Federal Amount	\$ 1,726,923	\$ 90,000	\$ 350,000	\$ 92,994	\$ 156,611	\$ 125,000	\$ 685,854	\$ 226,464		
FY24 Swap HSIP for STBG	\$ 919						\$ 84,919			\$ (84,000)
PL SATO	\$ 4,015				\$ 4,015					
Congressionally Directed Spending	\$ 480,000						\$ 480,000			
Loan to FY25	\$ (280,464)						\$ (65,550)	\$ (214,914)		
Transfer Out to Williamson Valley Road & Stazenski Road (NB Left-Turn Lane)	\$ (32,646)									\$ (32,646)
FY24 Obligation Authority (OA Rate 94.9%)	\$ 1,964,546	\$ 90,000	\$ 350,000	\$ 92,994	\$ 160,626	\$ 85,703	\$ 1,185,223	\$ 0	\$ 0	\$ (0)
Local Match	\$ 205,401	\$ 22,500	\$ 87,500	\$ 5,621	\$ 9,466	\$ 21,426	\$ 58,887	\$ 0	\$ 0	
Required Match Percentage		20%	120%	5.7%	5.7%	20%	5.7%	20.0%		
Federal Awards Obligated	\$ 1,614,546	\$ 90,000		\$ 92,994	\$ 160,626	\$ 85,703	\$ 1,185,223	\$ 0	\$ 0	
TOTAL (Federal & Match)	\$ 1,732,447	\$ 112,500		\$ 98,615	\$ 170,092	\$ 107,129	\$ 1,244,110	\$ 0	\$ 0	
Anticipated Expenditures										
Personnel Services	\$ 737,395	\$ 90,000	\$ 150,000	\$ 92,994	\$ 83,809	\$ 85,703	\$ 234,889			
Operating Expenses	\$ 100,232				\$ 72,802		\$ 27,430			
Operating Subtotal	\$ 837,627	\$ 90,000	\$ 150,000	\$ 92,994	\$ 156,611	\$ 85,703	\$ 262,319	\$ -	\$ -	
Planning Studies										
LTAP Training	\$ 5,000						\$ 5,000			
Regional Safety Campaign	\$ 46,000						\$ 46,000			
Crash Data Analysis and Highway Safety Improvement Program Applications	\$ 49,980						\$ 49,980		\$ -	
Roadway Safety Assessment	\$ 34,939						\$ 34,939		\$ -	
SR89A Design Concept Report & Environmental Overview	\$ 480,000						\$ 480,000			
2050 Regional Transportation Plan	\$ 105,000				\$ 4,015		\$ 100,985			
Transit Implementation Plan Update	\$ 200,000		\$ 200,000							
Unprogrammed Funds	\$ -						\$ -	\$ -		
Plans Subtotal	\$ 920,919	\$ -	\$ 200,000	\$ -	\$ 4,015	\$ -	\$ 716,904	\$ -	\$ -	
Contributions to Construction Projects										
Payback to ADOT for SR89 Pavement Preservation - HURF	\$ 206,000						\$ 206,000			
Construction Projects Subtotal	\$ 206,000						\$ 206,000	\$ -	\$ -	
TOTAL	\$ 1,964,546	\$ 90,000	\$ 350,000	\$ 92,994	\$ 160,626	\$ 85,703	\$ 1,185,223	\$ -	\$ -	



Table 4: FY25 Operational Planning Activity Budget

CYMPO									
Fiscal Year 2025 Budget									
Anticipated Revenues									
		FTA			FHWA				
Fund Source	Budget Amount	5310	5307	CPG		SPR	STBG	CRP	
				5305(d)	PL				
FY24 Federal Carry Forward									
FY25 Federal Amount	\$ 3,217,633	\$ 75,000	\$ 1,882,731	\$ 97,338	\$ 153,540	\$ 125,000	\$ 685,854	\$ 198,170	
PL SATO					\$ 3,937				
Loan in from FY24							\$ 65,550	\$ 214,914	
FY25 Obligation Authority (OA Rate 94.9%)	\$ 3,441,736	\$ 75,000	\$ 1,882,731	\$ 97,338	\$ 157,477	\$ 74,809	\$ 751,404	\$ 402,977	
Local Match	\$ 988,124	\$ 18,750	\$ 789,646	\$ 5,884	\$ 9,281	\$ 18,702	\$ 45,117	\$ 100,744	
Required Match Percentage		20%	20% and 50%	5.7%	5.7%	20%	5.7%	20.0%	
Federal Awards Obligated	\$ 1,559,005	\$ 75,000		\$ 97,338	\$ 157,477	\$ 74,809	\$ 751,404	\$ 402,977	
TOTAL (Federal & Match)	\$ 1,757,483	\$ 93,750		\$ 103,222	\$ 166,758	\$ 93,511	\$ 796,521	\$ 503,722	
Operating									
Anticipated Expenditures									
Personnel Services	\$ 675,197	\$ 75,000	\$ 150,000	\$ 97,338	\$ 153,540	\$ 74,809	\$ 124,510		
Operating Expenses	\$ 115,848					\$ -	\$ 115,848		
Operating Subtotal	\$ 791,045	\$ 75,000	\$ 150,000	\$ 97,338	\$ 153,540	\$ 74,809	\$ 240,358	\$ -	
Plans									
Planning Studies									
LTAP Training	\$ 5,000						\$ 5,000		
Regional Safety Campaign	\$ 46,000						\$ 46,000		
2050 Regional Transportation Plan	\$ 70,876						\$ 70,876		
SR89 Corridor Master Plan	\$ 300,000						\$ 300,000		
Project - To be Determined	\$ 2,228,815		\$ 1,732,731		\$ 3,937		\$ 89,170	\$ 402,977	
Plans Subtotal	\$ 2,650,691	\$ -	\$ 1,732,731	\$ -	\$ 3,937	\$ -	\$ 511,046	\$ 402,977	
TOTAL	\$ 3,441,736	\$ 75,000	\$ 1,882,731	\$ 97,338	\$ 157,477	\$ 74,809	\$ 751,404	\$ 402,977	



Central Yavapai Metropolitan Planning Organization 2022 - 2026 MTIP												
Federal Funded Projects (FY Funding Amount listed in 1,000s)												
TIP ID #	PROJECT NAME	LOCATION AND	TYPE OF WORK	FUND	FY22	FY23	FY24	FY25	FY26	FEDERAL FUNDS	LOCAL MATCH	PROJECT TOTAL
CY-MPO-20-02	CYMPO Administration/ Operation	CYMPO	Planning	STBG	\$ 119					\$ 119	\$ 7	\$ 126
				CPG	\$ 119					\$ 119	\$ 7	\$ 126
				PL (FY21)	\$ 24					\$ 24	\$ 1	\$ 25
				SPR	\$ 97					\$ 97	\$ 24	\$ 121
				STBG		\$ 88				\$ 88	\$ 5	\$ 93
				STBG (FY21)		\$ 54				\$ 54	\$ 3	\$ 57
				CPG		\$ 153				\$ 153	\$ 9	\$ 162
				SPR		\$ 75				\$ 75	\$ 19	\$ 94
				STBG			\$ 262			\$ 262	\$ 16	\$ 277
				CPG			\$ 249			\$ 249	\$ 15	\$ 264
				SPR			\$ 86			\$ 86	\$ 22	\$ 108
				STBG				\$ 240		\$ 240	\$ 14	\$ 254
				CPG				\$ 251		\$ 251	\$ 15	\$ 266
				SPR				\$ 75		\$ 75	\$ 19	\$ 94
				STBG							\$ 173	\$ 10
CPG							\$ 246	\$ 15	\$ 261			
SPR							\$ 75	\$ 19	\$ 94			
Total Programmed Funding					\$ 359	\$ 370	\$ 597	\$ 566	\$ 494	\$ 2,385	\$ 222	\$ 2,607
CY-MPO-21-09	Crash Data Analysis and Highway Safety	CYMPO	Planning	STBG			\$ 49			\$ 49	\$ 3	\$ 52
									\$ 25	\$ 25	\$ 2	\$ 27
Total Programmed Funding					\$ -	\$ -	\$ 49	\$ -	\$ -	\$ 74	\$ 4	\$ 78
CY-MPO-23-07	Roadway Safety Assessment - SR89A (Intersection of SR89A/Robert Road to Forest Service Boundary)	CYMPO	Planning	STBG								
							\$ 35			\$ 35	\$ -	\$ 35
Total Programmed Funding					\$ -	\$ -	\$ 35	\$ -	\$ -	\$ 35	\$ -	\$ 35
CY-MPO-21-03	2050 CYMPO Regional Transportation Plan	CYMPO	Planning	CRP		\$ 58				\$ 58	\$ 4	\$ 62
				STBG		\$ 119				\$ 119	\$ 7	\$ 126
							\$ 101	\$ 71		\$ 172	\$ 6	\$ 178
				PL-SATO			\$ 4			\$ 4	\$ -	\$ 4
Total Programmed Funding					\$ -	\$ 177	\$ 105	\$ 71	\$ -	\$ 353	\$ 17	\$ 370
CY-MPO-23-02	Unprogrammed Funds	CYMPO	Planning	STBG		\$ 16				\$ 16	\$ 1	\$ 17
				HSIP						\$ -	\$ -	\$ -
				CRP			\$ -	\$ 214		\$ 214	\$ -	\$ 214
				STBG			\$ -	\$ 65		\$ 65	\$ -	\$ 65
				CRP				\$ 188		\$ 188	\$ 47	\$ 235
				STBG				\$ 24		\$ 24	\$ 1	\$ 25
				CPG				\$ 75		\$ 75	\$ 5	\$ 80
				CRP							\$ 184	\$ 46
STBG							\$ 436	\$ 26	\$ 462			
Total Programmed Funding					\$ -	\$ 16	\$ -	\$ 566	\$ 620	\$ 1,202	\$ 126	\$ 1,328

Central Yavapai Metropolitan Planning Organization 2022 - 2026 MTIP

Transit Projects (FY Funding Amount listed in 1,000's)						
TIP ID: CY-COG-22-01		County: Yavapai		Project Name: CYMPO Mobility Management		
Location and Sponsor: CYMPO						
Project Type: Administration/ Operating						
Description: Mobility Management Funds						
Phase	Funding Source	FY22	FY23	FY24	FY25	FY26
Administration	5310 (NACOG)	\$ 55				
Administration	5305.d (FY21)	\$ 21				
Administration	5310		\$ 90	\$ 80	\$ 75	\$ 90
Local Match	LM	\$ 19	\$ 23	\$ 20	\$ 19	\$ 23
Total Programmed Funding		\$ 95	\$ 113	\$ 100	\$ 94	\$ 113

TIP ID: CY-MPO-24-01		County: Yavapai		Project Name: CYMPO Program Support Administration		
Location and Sponsor: CYMPO						
Project Type: Planning						
Description: Transit Service Development						
Phase	Funding Source	FY22	FY23	FY24	FY25	FY26
PL	5307			\$ 150	\$ 150	
Local Match	LM			\$ 37	\$ 37	
Total Programmed Funding				\$ 187	\$ 187	

TIP ID: CY-YYV-25-TR1		County: Yavapai		Project Name: Adult Care Services: Cutawat with Lift 9		
Location and Sponsor: CYMPO		Passenger Replacement 7522				
Project Type: Vehicle Capital						
Description: Mobility Management Funds						
Phase	Funding Source	FY22	FY23	FY24	FY25	FY26
Administration	5310				\$ 119,762	
Local Match	LM				\$ 29,940	
Total Programmed Funding					\$ 149,702	

TIP ID: CY-YYV-21-TR3		County: Yavapai		Project Name: Arizona Board of Regents for and on behalf of Northern Arizona University - Door Through Door & More		
Location and Sponsor: CYMPO						
Project Type: Operating						
Description: Mobility Management Funds						
Phase	Funding Source	FY22	FY23	FY24	FY25	FY26
Administration	5310	\$ 13,842	\$ 15,755	\$ 15,000	\$ 5,125	
Local Match	LM	\$ 13,842	\$ 15,755	\$ 3,750	\$ 5,125	
Total Programmed Funding		\$ 27,684	\$ 31,510	\$ 18,750	\$ 10,249	

TIP ID: CY-YYV-19-TR6		County: Yavapai		Project Name: Central Yavapai Transit Foundation Travel Training Program		
Location and Sponsor: CYMPO						
Project Type: Other Mobility Management						
Description: Mobility Management Funds						
Phase	Funding Source	FY22	FY23	FY24	FY25	FY26
Administration	5310	\$ 13,600	\$ 10,600	\$ 8,500	\$ 3,000	
Local Match	LM	\$ 3,400	\$ 2,650	\$ 2,125	\$ 750	
Total Programmed Funding		\$ 17,000	\$ 13,250	\$ 10,625	\$ 3,750	

TIP ID: CY-YYV-24-04		County: Yavapai		Project Name: Helping Ourselves Pursue Enrichment Incorporated - Preventive Maintenance		
Location and Sponsor: CYMPO						
Project Type: Capital						
Description: Mobility Management Funds						
Phase	Funding Source	FY22	FY23	FY24	FY25	FY26
Administration	5310			\$ 4,130	\$ 4,336	
Local Match	LM			\$ 1,033	\$ 1,084	
Total Programmed Funding				\$ 5,163	\$ 5,420	

TIP ID: CY-YYV-24-05		County: Yavapai		Project Name: <i>Helping Ourselves Pursue Enrichment Incorporated - Operating 2023-2024</i>		
Location and Sponsor: CYMPO						
Project Type: Operating						
Description: <i>Mobility Management Funds</i>						
Phase	Funding Source	FY22	FY23	FY24	FY25	FY26
Administration	5310			\$ 23,084		
Local Match	LM			\$ 23,085		
Total Programmed Funding				\$ 46,169		

TIP ID: CY-YYV-24-06		County: Yavapai		Project Name: <i>Helping Ourselves Pursue Enrichment Incorporated - Vehicle Request 2023-2024</i>		
Location and Sponsor: CYMPO						
Project Type: Vehicle Capital						
Description: <i>Mobility Management Funds</i>						
Phase	Funding Source	FY22	FY23	FY24	FY25	FY26
Administration	5310			\$ 71,666		
Local Match	LM			\$ 17,916		
Total Programmed Funding				\$ 89,582		

TIP ID: CY-YYV-25-02		County: Yavapai		Project Name: <i>Hozhoni Foundation, Inc. - Cutaway with Lift 9 Passenger Replacement 5625</i>		
Location and Sponsor: CYMPO						
Project Type: Vehicle Capital						
Description: <i>Mobility Management Funds</i>						
Phase	Funding Source	FY22	FY23	FY24	FY25	FY26
Administration	5310				\$ 119,762	
Local Match	LM				\$ 29,940	
Total Programmed Funding					\$ 149,702	

TIP ID: CY-YYV-25-03		County: Yavapai		Project Name: Hozhoni Foundation, Inc. - Cutaway with Lift 9		
Location and Sponsor: CYMPO		Passenger Replacement 6058				
Project Type: Vehicle Capital						
Description: Mobility Management Funds						
Phase	Funding Source	FY22	FY23	FY24	FY25	FY26
Administration	5310				\$ 119,762	
Local Match	LM				\$ 29,940	
Total Programmed Funding					\$ 149,702	

TIP ID: CY-YYV-19-TR9		County: Yavapai		Project Name: New Horizons Disability Empowerment Center -		
Location and Sponsor: CYMPO		Minivan No Ramp Expansion				
Project Type: Vehicle Capital						
Description: Mobility Management Funds						
Phase	Funding Source	FY22	FY23	FY24	FY25	FY26
Administration	5310	\$ 24,800				
Local Match	LM	\$ 6,820				
Total Programmed Funding		\$ 31,620				

TIP ID: CY-YYV-19-TR10		County: Yavapai		Project Name: New Horizons Disability Empowerment Center -		
Location and Sponsor: CYMPO		Operating				
Project Type: Operating						
Description: Mobility Management Funds						
Phase	Funding Source	FY22	FY23	FY24	FY25	FY26
Administration	5310	\$ 38,773	\$ 62,524	\$ 64,000	\$ 40,000	
Local Match	LM	\$ 38,773	\$ 62,524	\$ 64,000	\$ 40,000	
Total Programmed Funding		\$ 77,546	\$ 125,048	\$ 128,000	\$ 80,000	

TIP ID: CY-YYV-19-TR12		County: Yavapai		Project Name: <i>New Horizons Disability Empowerment Center - Preventative Maintenance</i>		
Location and Sponsor: CYMPO						
Project Type: Capital						
Description: <i>Mobility Management Funds</i>						
Phase	Funding Source	FY22	FY23	FY24	FY25	FY26
Administration	5310	\$ 25,600	\$ 76,000	\$ 25,100	\$ 24,840	
Local Match	LM	\$ 6,400	\$ 19,000	\$ 6,275	\$ 6,210	
Total Programmed Funding		\$ 32,000	\$ 95,000	\$ 31,375	\$ 31,050	

TIP ID: CY-YYV-19-TR14		County: Yavapai		Project Name: <i>People Who Care - Operating</i>		
Location and Sponsor: CYMPO						
Project Type: Operating						
Description: <i>Mobility Management Funds</i>						
Phase	Funding Source	FY22	FY23	FY24	FY25	FY26
Administration	5310	\$ 38,773	\$ 64,689	\$ 111,196	\$ 80,000	
Local Match	LM	\$ 38,773	\$ 64,689	\$ 111,196	\$ 80,000	
Total Programmed Funding		\$ 77,546	\$ 129,378	\$ 222,392	\$ 160,000	

TIP ID: CY-YYV-22-TR18		County: Yavapai		Project Name: <i>West Yavapai Guidance Clinic - Addition of 4WD to Serve Rural Locations</i>		
Location and Sponsor: CYMPO						
Project Type: Vehicle Capital						
Description: <i>Mobility Management Funds</i>						
Phase	Funding Source	FY22	FY23	FY24	FY25	FY26
Administration	5310	\$ 44,494	\$ 29,680		\$ 52,206	
Local Match	LM	\$ 4,943	\$ 7,420		\$ 10,051	
Total Programmed Funding		\$ 49,437	\$ 37,100		\$ 62,257	

TIP ID: CY-YYV-22-TR21 County: Yavapai Project Name: <i>Yavapai Regional Transit - Operating</i>						
Location and Sponsor: Yavapai Regional Transit						
Project Type: Administration						
Description: Administration						
Phase	Funding Source	FY22	FY23	FY24	FY25	FY26
Administration	5311	\$ 36,000	\$ 270,200		\$ 203,000	
Local Match	LM	\$ 26,069	\$ 195,862		\$ 147,000	
Total Programmed Funding		\$ 62,069	\$ 466,062		\$ 350,000	

TIP ID: CY-YYV-22-TR22 County: Yavapai Project Name: <i>Yavapai Regional Transit - Preventive Maintenance</i>						
Location and Sponsor: Yavapai Regional Transit						
Project Type: Administration						
Description: Administration						
Phase	Funding Source	FY22	FY23	FY24	FY25	FY26
Administration	5311	\$ 12,000	\$ 56,000		\$ 64,000	
Local Match	LM	\$ 3,000	\$ 14,000		\$ 16,000	
Total Programmed Funding		\$ 15,000	\$ 70,000		\$ 80,000	

TIP ID: CY-YYV-23-TR01 County: Yavapai Project Name: <i>Yavapai Regional Transit - Administration</i>						
Location and Sponsor: Yavapai Regional Transit						
Project Type: Administration						
Description: Administration						
Phase	Funding Source	FY22	FY23	FY24	FY25	FY26
Administration	5311		\$ 132,000		\$ 140,000	
Local Match	LM		\$ 33,000		\$ 35,000	
Total Programmed Funding			\$ 165,000		\$ 175,000	

Table 5

Central Yavapai Metropolitan Planning Organization 2022 - 2026 MTIP					
Potential Future Projects					
Project	PROJECT NAME	PROJECT DESCRIPTION	LOCATION AND SPONSOR	FUND	Total
1	SR89 Widening Road 3 North to Road 5 North Design Concept Report (DCR)	SR89 Widening Road 3 North to Road 5 North Design Concept Report (DCR)	State	Project Cost Estimate	\$ 300,000
				Local Contribution 10%	\$ 30,000
				State Legislative Request	\$ 330,000
2	SR89 Widening Road 3 North to Road 5 North Design and Construction	SR89 Widening Road 3 North to Road 5 North Design and Construction (2 Lanes to 4 Lanes)	State	Project Cost Estimate	\$ 14,305,500
				20% Inflation	\$ 2,861,100
				Subtotal	\$ 17,166,600
				Local Contribution 10% (Town of Chino Valley)	\$ 1,560,600
				State Legislative Request	\$ 15,606,000
3	SR89/SR89A On-Ramps Construction	SR89/SR89A On-Ramps Construction	State	Project Cost Estimate	\$ 5,400,000
				20% Inflation	\$ 1,080,000
				State Legislative Request	\$ 6,480,000
4	Regional Preservation	Preservation in CYMPO Region Based on Population Percentage of Member Agencies	State	Town of Prescott Valley	\$ 5,854,142.58
				City of Prescott	\$ 5,734,121.91
				Yavapai County	\$ 4,155,939.66
				Town of Chino Valley	\$ 1,628,340.15
				Town of Dewey-Humboldt	\$ 540,988.70
				State Legislative Request	\$ 17,913,533
Option A Total Request					\$ 40,329,533

Item 12

Title VI Presentation /
Training

Title VI

Nondiscrimination plan



CYMPO
Central Yavapai Metropolitan
Planning Organization

Policy Statement

“CYMPO is committed to ensuring that no person is discriminated against on the grounds of race, color, national origin, or limited English proficiency”

As provided by:

- ❖ Title VI of the Civil Rights Act of 1964
- ❖ The Civil Rights Restoration Act of 1987
- ❖ Section 504 of the Rehabilitation Act of 1973
- ❖ Americans with Disabilities Act of 1990 (ADA)
- ❖ Executive Order 12898 (Environmental Justice)
- ❖ Executive Order 13166 (Limited Proficiency)
- ❖ Code of Federal Regulations 49 Part 21
- ❖ Code of Federal Regulations 23 part 200
- ❖ Code of Federal Regulations Part 303.

CYMPO's Commitment

- ❖ Provide meaningful and inclusive public involvement opportunities, regardless of race, color, or national origin
 - ❖ Make every effort to provide assistance to those with Limited English Proficiency
 - ❖ Continually look for ways to expand and improve public involvement methods
-
- ❖ **Formal complaints related to Title VI violations can be made in writing, or by submitting the Complaint Form available on the CYMPO website.**

Environmental Justice

"Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations."

- ❖ CYMPO will make every effort to ensure transportation investments do not disproportionately burden any population with adverse impacts
- ❖ CYMPO will make every effort to arrange for reasonable accessibility to public meetings for any wishing to participate in the transportation planning process

Limited English Proficiency (LEP)

Describes individuals who speak English “less than very well”

- ❖ According to the 2020 Census, 3.6% of the CYMPO population are Limited English Proficient
- ❖ CYMPO will make every effort to provide interpreters and document translation, where feasible, upon reasonable advance notice

Public Involvement

Provides opportunity for the public to be involved in all phases of the planning process by providing complete information, timely public notice, opportunities for making comments, full access to key decisions, and early and continuing involvement in developing transportation plans and programs.

Goals in Mind

- ❖ Creating shared responsibility and ownership for regional transportation/congestion problems and a shared sense of pride in the development of solutions to those problems
- ❖ Providing information and gathering input so that decision makers will be able to make informed decisions

Public Comments

- ❖ Call the CYMPO office at: 928-442-5730
- ❖ Drop a comment in the “Contact Us” section of the CYMPO website (www.cympo.org)
- ❖ Mail a written comment to the CYMPO office:

**1971 Commerce Center Circle, Suite E
Prescott, AZ 86301**



Item 13

Title VI and Limited English Proficiency Plan

Public Engagement Plan

**CYMPO
REQUEST FOR ACTION
JUNE 26, 2024**

SUBJECT: REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL OF THE FY2025 TITLE VI AND LIMITED ENGLISH PROFICIENCY PLAN, AND THE PUBLIC INVOLVEMENT PLAN

SUBMITTED BY: Vincent Gallegos, CYMPO Executive Director

PREPARED BY: Allison McCarthy, CYMPO Administrative Assistant

AGENDA TYPE: REVIEW/DISCUSSION/POSSIBLE ACTION

ATTACHMENTS:

- CYMPO FY25 Title VI and Limited English Proficiency (LEP) Plan
- Public Involvement Plan (PIP)

SUMMARY/BACKGROUND:

CYMPO performs an annual update of its Title VI Nondiscrimination Plan, Public Involvement Plan, and Limited English Proficiency Plan. The enclosed documents have been reviewed and tentatively approved by the ADOT Civil Rights office, pending CYMPO Executive Board approval.

ACTION OPTION:

Motion to approve the FY25 Title VI and Limited English Proficiency (LEP) Plan and Public Involvement Plan.

OR

Motion to approve the CYMPO FY25 Title VI and Limited English Proficiency (LEP) Plan and Public Involvement Plan, with noted changes.

Title VI Plan

Nondiscrimination in Federally Assisted Programs
Relating to
Transportation Planning and Transportation Improvements



**Fiscal Year 2025 Title VI Plan to be Endorsed and Approved by:
CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION
EXECUTIVE BOARD
On: June 26, 2024**

As prepared by the

Central Yavapai Metropolitan Planning Organization
(CYMPO)

Contact:

Vincent Gallegos, CYMPO Executive Director
1971 Commerce Center Circle, Suite E
Prescott, AZ 86301
Phone: 928-442-5730
Fax: 928-442-5736
Email: Vincent.Gallegos@yavapaiaz.gov
www.cympo.org

En Español:

Para mas informacion, a esta interesado en participar en el planeamiento del proceso de transporte en su comunidad y necesita asisencia con idioma, por favor comuniquese:

Señor Vincent Gallegos, Director Ejecutivo
Teléfono: 928-442-5730
Vincent.Gallegos@yavapaiaz.gov

Central Yavapai Metropolitan Planning Organization (CYMPO)

Table of Contents

I.	Introduction	4
II.	Policy Statement	5
III.	Environmental Justice Activity	6
IV.	Public Participation Process	7
V.	Assurances and Certifications	10
VI.	CYMPO Organizational & Program Administration	22
VII.	Population and Demographic Profile of the Central Yavapai Metropolitan Planning Region	27
VIII.	Data Collection/Reporting/Analysis	28
IX.	Limited English Proficiency (LEP)	28
X.	Program Areas	31
XI.	Lawsuits Alleging Discrimination	32
XII.	Program Compliance and Enforcement	32
XIII.	FTA Complaint Procedures	33
XIV.	FHWA Complaint Procedures	35

Attachments

- A- Limited English Proficiency (LEP) Plan
- B- Public Involvement Plan (PIP)
- C- ADA/Title VI Discrimination Complaint Form
- D- Approved Executive Board Meeting Minutes for
Adoption of Title VI Plan
- E- Demographic Maps of CYMPO Boundary

I. Introduction

The Central Yavapai Metropolitan Planning Organization (CYMPO), as a condition to receiving Federal financing assistance from the Federal Transit Administration (FTA), Federal Highways Administration (FHWA), and Arizona Department of Transportation (ADOT) agrees to comply with the Title VI of the Civil Rights Act of 1964 and the 1994 Presidential directive of 1994, Executive Order 12898.

II. Policy Statement

The Central Yavapai Metropolitan Planning Organization (CYMPO), is committed to ensuring that no person is discriminated against on the grounds of race, color, national origin, or limited English proficiency as provided by Title VI of the Civil Rights Act of 1964, The Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (ADA), Executive Order 12898 (Environmental Justice), Executive Order 13166 (Limited Proficiency), Code of Federal Regulations 49 Part 21, Code of Federal Regulations 23 part 200, and Code of Federal Regulations Part 303.

The Central Yavapai Metropolitan Planning Organization (CYMPO) strives to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. As a sub-recipient of federal funding, the Central Yavapai MPO is responsible for initiating and monitoring Title VI activities, preparing required reports, technical assistance and training. The Central Yavapai MPO's contractors/consultants must also comply with this policy.

By: _____
Vincent Gallegos, Executive Director
Central Yavapai Metropolitan Organization

Date: June 26, 2024

III. Environmental Justice Activity

In 1994, Executive Order (EO) 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, was issued. EO 12898 emphasizes the responsibility to make environmental justice a goal by identifying and addressing the effects of programs, policies and activities on minority and low-income populations. The Central Yavapai MPO accomplishes this by considering these populations in its transportation planning process to ensure equitable and safe projects within its community.

Title VI of the Civil Rights Act of 1964 requires outreach to underserved groups.

"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."

A further 1994 Presidential directive dictates, **"Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations."** *Executive Order 12898*

CYMPO will consider environmental justice through planning activity according to Federal legislation noted above. Furthermore, in order to involve and assist the underrepresented and underserved, the MPO will adhere to the Moving Ahead for Progress in the 21st Century Act or MAP-21, within the transportation planning process. The MPO will make every effort to hold public meetings in facilities that are Americans with Disabilities Act (ADA) compliant; and, arrange for reasonable accessibility and accommodation to persons with disabilities. Further, to provide equally effective communication, CYMPO will make due preparation, when appropriate, for persons requiring assistance, such as the hearing or visually impaired, upon request.

CYMPO will assist persons with limited English proficiency to participate in the transportation planning process. Staff will make every effort to provide interpreters and document translation, where feasible, upon request. Individuals who are unable to attend meetings may request information from the CYMPO office and have the requested materials delivered to their residence. CYMPO staff, coordinating availability, is willing to speak to groups in an effort to eliminate participation barriers and involve citizens in the transportation process.

In effort to identify and address any disparate impacts of CYMPO's transportation system investments, an update to the Transit Implementation Plan was completed in early 2020. As part of this plan, an inventory of the existing transit service providers within the CYMPO boundary were identified to be considered as future partners of the regional transportation network.

IV. Public Participation Process

The Central Yavapai Metropolitan Planning Organization recognizes the increasing importance of involving the public as they plan, organize and implement transportation projects. Engaging interested parties generally results in a more effective project overall. Taking time at the beginning to communicate with potentially affected interests, carefully explaining the proposal, and gathering input, can enhance the project and theoretically reduce the time and effort for implementation.

The goals of this public involvement are to ensure that:

- Residents are given the opportunity to participate in the transportation planning process.
- The issues and concerns of residents are given consideration in the selection of transportation investments.
- Transportation investments do not disproportionately burden any population with adverse impacts.

The Central Yavapai Metropolitan Planning Organization operates under a comprehensive Public Involvement Plan (PIP). The Plan explains the agency goals for public participation, governing structure, and composition of boards, procedures for board meetings, program areas, interagency coordination, and specific procedures for public participation in the planning process, public engagement and notification methods. The full plan is available at www.cympo.org

CYMPO has developed a Limited English Proficiency Plan (LEP) which is incorporated as Attachment A in this document.

IV-a Commitment to Public Involvement

The Public Involvement Plan (PIP) contains background material, guidelines, and commitments that CYMPO is undertaking to incorporate an effective public process into future plans, projects, and programs. Specifically, CYMPO is committed to:

- Inclusive and meaningful public involvement
- Open and honest communications with all individuals and entities
- Timely public notice
- Full public access to information and key decisions
- Shared responsibility and ownership for regional transportation/congestion problems and a shared sense of pride in the development of solutions to those problems
- Formation of partnerships between member entities, and the private and public sectors to plan and implement transportation/congestion solutions

- Establish policies and prioritize needs based on valid data and using objective, fair and consistent processes
- Provide information and gather input so that decision makers will be able to make informed decisions.

IV-b Dissemination of Title VI Information

In effort to inform and educate the public of their rights under CYMPO's Title VI program, CYMPO staff makes the following efforts to disseminate Title VI information:

- Announcement, provided by the Title VI Coordinator, at all public meetings of CYMPO's compliance with Title VI of the Civil Rights Act of 1964 and related Nondiscrimination statutes and regulations in all programs and activities
- Posts the Title VI "Notice to the Public" at the following locations:
 - CYMPO website
 - In-person public meetings
 - Main lobby of the CYMPO office

IV-c Public Meetings

CYMPO's Executive Board meets the 4th Wednesday of every month, the Technical Advisory Committee meets the 2nd Wednesday of the month, and the Ecosystem Connectivity Mitigation Advisory Committee meets on an as-needed basis, unless otherwise noted. The upcoming Annual Meeting Schedules are posted on the CYMPO website: www.cympo.org. Agendas for each meeting are posted at CYMPO's Administration office, 1971 East Commerce Center Circle, Suite E, Prescott, Arizona and on the CYMPO website a minimum of 24 hours in advance of each meeting.

The following statement is conveyed on each Meeting Schedule as well as on each agenda, *"CYMPO endeavors to make all public meetings accessible to persons in need of language assistance or with disabilities. Please call (928) 442-5730 or e-mail Desi.Zurcher@yavapaiaz.gov 72 hours prior to the meeting requesting reasonable accommodations."* To date, no request has been made.

The Title VI Coordinator announces CYMPO's compliance with Title VI policies at the beginning of every public meeting. Public participation is promoted at each meeting and our agendas give opportunity to call upon the public to make comment on any unrelated agenda topic as well as during discussion on an agenda topic, at the discretion of the Chair. CYMPO uses virtual meeting platforms to provide opportunity for members of the public to attend CYMPO meetings virtually or by call-in number.

In the event of a cancellation, notice will be posted on web site a minimum of 24 hours in advance as well as email notification sent to regular meeting participants.

IV-d Notice to the Public

The following "Notice to the Public" is posted in the CYMPO Administration Office and on the CYMPO website (www.cympo.org).

NOTICE TO THE PUBLIC

PUBLIC NOTICE

The Central Yavapai Metropolitan Planning Organization, (CYMPO), complies with Title VI of the Civil Rights Act of 1964 and related Nondiscrimination statutes and regulations in all programs and activities. CYMPO operates without regard to race, color, or national origin. CYMPO meetings are held in accessible locations, and materials are provided in accessible formats or in languages other than English upon request with a reasonable advance notice period.

Any person who believes they have been discriminated against by CYMPO, or any of its sub-recipients or contractors, may file a written complaint with CYMPO and/or the ADOT Civil Rights Office. If the complaint is filed against CYMPO, the CYMPO Title VI Coordinator is required to forward the complaint to the ADOT Civil Rights Office.

EL AVISO PUBLICO

La **Organización Metropolitana de Yavapai, (CYMPO)**, cumple con el título VI de la ley de derechos civiles de 1964 y estatutos y reglamentos relacionados en todos los programas y actividades. CYMPO funciona independientemente de raza, color, origen nacional, o aptitud con inglés. Las reuniones de CYMPO se ocurren en lugares de acceso y materiales se proporcionan en formatos accesibles o en idiomas distintos del inglés, si se reciben una petición antes de la reunión.

Cualquier persona que cree que han sido discriminados por CYMPO, o cualquiera de sus subreceptores o contratistas, puede presentar una queja por escrito a CYMPO o la oficina de derechos civiles de ADOT. Si la queja es contra CYMPO, el enlace de CYMPO para TÍTULO VI enviara la queja a la oficina de derechos civiles de ADOT.

CONTACT INFORMATION:

Central Yavapai Metropolitan Planning Organization
Desi Zurcher, CYMPO Title VI Coordinator
1971 Commerce Center Circle, Suite E
Prescott, AZ 86301
Phone: 928-442-5730
Fax: 928-442-5736
Email: Desi.Zurcher@yavapaiaz.gov
Website: www.cympo.org

V. Assurances and Certifications

Central Yavapai Metropolitan Planning Organization Title VI Assurances

The **Central Yavapai Metropolitan Planning Organization** (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through *Federal Highway Administration and Arizona Department of Transportation*, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation--Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda and/or guidance, the Recipient hereby gives assurances that it will promptly take any measures necessary to ensure 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 otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its *Federal Aid Highway Program*.

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all *Federal Aid Highway Program* and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*"The **Central Yavapai Metropolitan Planning Organization**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases,

licenses, permits, or similar instruments entered into by the Recipient with other parties:

- a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, **Central Yavapai Metropolitan Planning Organization** also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing *Federal Highway Administration* or *Arizona Department of Transportation* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the *Federal Highway Administration* or *Arizona Department of Transportation*. You must keep records, reports, and submit the material for review upon request to *Federal Highway Administration*, *Arizona Department of Transportation*, or its designee in a timely, complete,

and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Central Yavapai Metropolitan Planning Organization gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Federal Highway Administration* and *Arizona Department of Transportation*. This ASSURANCE is binding on Arizona, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the *Federal Aid Highway Program*. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

**Central Yavapai Metropolitan Planning
Organization**
Executive Director

by _____
Vincent Gallegos

DATED June 26, 2024

TITLE VI ASSURANCES

As a standard process for ensuring that FHWA Title VI Assurance language, including Appendices A and E are included in all FHWA-funded contracts, the Title VI Coordinator in conjunction with the CYMPO attorney, will review and log all forthcoming contracts to ensure FHWA Title VI Assurance language is included.

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, *Federal Highway Administration or the Arizona Department of Transportation*, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performance by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient, the *Federal Highway Administration or Arizona Department of Transportation* to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient, the *Federal Highway Administration, or Arizona Department of Transportation*, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the *Federal Highway Administration or Arizona Department of Transportation*, may determine to be appropriate, including, but not limited to:
- a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with request to any subcontract or procurement as the Recipient, the *Federal Highway Administration, or Arizona Department of Transportation* may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that **Central Yavapai Metropolitan Planning Organization** will accept title to the lands and maintain the project constructed thereon in accordance with *Title 23*, United States Code the Regulations for the Administration of *Federal Aid for Highways*, and the policies and procedures prescribed by the *Arizona Department of Transportation*, *Federal Highway Administration* and the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252;42 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the **Central Yavapai Metropolitan Planning Organization** all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto **Central Yavapai Metropolitan Planning Organization** and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the **Central Yavapai Metropolitan Planning Organization**, its successors and assigns.

The **Central Yavapai Metropolitan Planning Organization**, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [.] [and]* (2) that the **Central Yavapai Metropolitan Planning Organization** will use the lands and interests in lands and

interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the **Central Yavapai Metropolitan Planning Organization** pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities,
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, **Central Yavapai Metropolitan Planning Organization** will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, **Central Yavapai Metropolitan Planning Organization** will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the **Central Yavapai Metropolitan Planning Organization** and its assigns*.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by **Central Yavapai Metropolitan Planning Organization** pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, **Central Yavapai Metropolitan Planning Organization** will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, **Central Yavapai Metropolitan Planning Organization** will there upon revert to and vest in and become the absolute property of **Central Yavapai Metropolitan Planning Organization** and its assigns.*

*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin): and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination

includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1687 et seq).

V-b Federal Transit Administration Assurances

The ***Central Yavapai Metropolitan Planning Organization (CYMPO)*** HEREBY CERTIFIES THAT, AS A CONDITION OF RECEIVING Federal financial assistance under the Federal Transit Act of 1964, as amended, it will ensure that:

1. No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. The Central Yavapai Metropolitan Planning Organization will compile, maintain and submit in a timely manner Title VI information required by FTA Circular 47021B in compliance with the Department of Transportation's Title VI regulation, 46 CFR Part 21.9(b).
3. The Central Yavapai Metropolitan Planning Organization will make it known to the public that those person or persons alleging discrimination on the basis of race, color or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transportation Administration and/or the U. S. Department of Transportation.

V-c Certification

Central Yavapai Metropolitan Planning Organization (CYMPO) gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal Highway Administration and Arizona Department of Transportation. This ASSURANCE is binding on Arizona, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal Aid Highway Program the person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

BY: _____

Vincent Gallegos, Executive Director

DATED: June 26, 2024

VI. CYMPO Organizational & Program Administration

a. General Organization

CYMPO was established in 2003 with responsibility for transportation planning within the regional area generally encompassing the City of Prescott, the towns of Prescott Valley, Chino Valley and Dewey-Humboldt, Central Yavapai County and the state highway system within its boundaries. Federal regulations require that an MPO be designated to carry out a comprehensive, continuing, and coordinated transportation planning process for urbanized areas with a population of 50,000 or more. Yavapai County is the fiscal and administrative agent for CYMPO. The region covered by CYMPO is over 400 square miles and is shown on the map located on page 26. CYMPO intends to submit a planning boundary expansion in 2024.

b. CYMPO Title VI Coordination and Administration

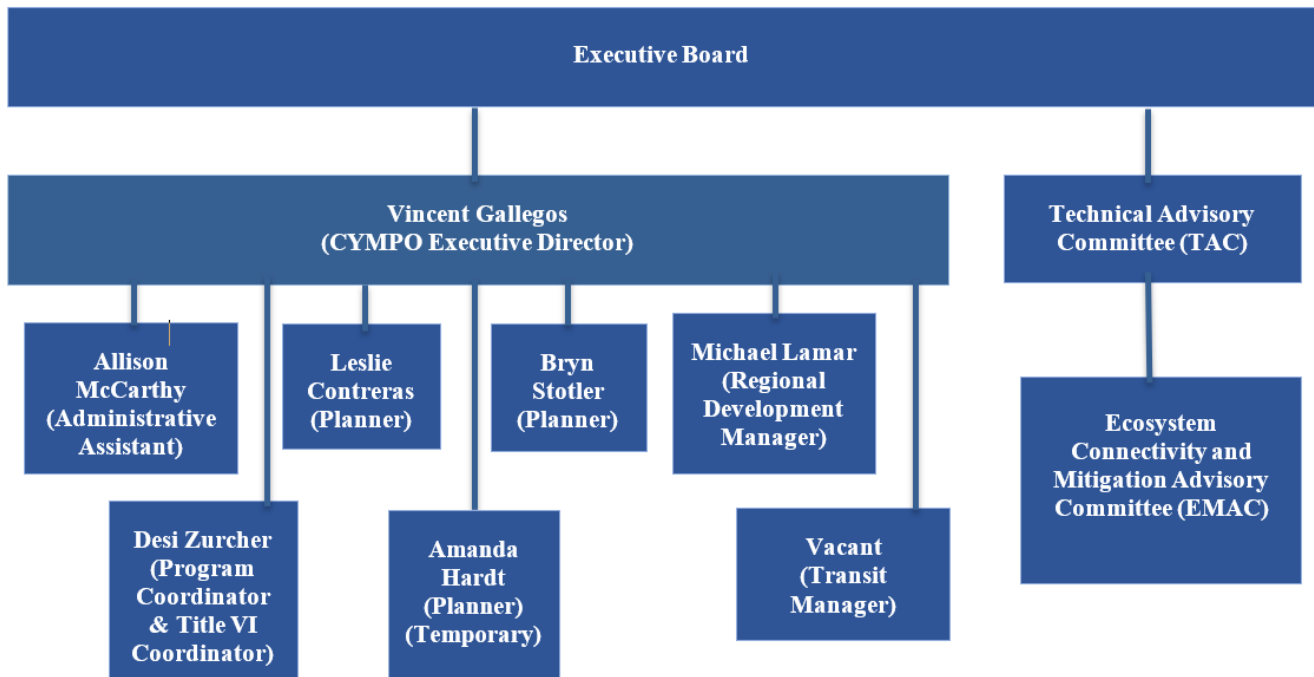
Compliance is ongoing and falls under duties for the Title VI Coordinator, Desi Zurcher and MPO Executive Director, Vincent Gallegos which includes, but is not limited to activity such as reporting, data collection, training and conduction program area and sub-recipient reviews. Title VI training will be provided to CYMPO staff throughout each year through coordination with ADOT, and Title VI training will be included as an item on CYMPO's Board and Committee agendas once per year. Training is documented through sign in sheets at the meetings where trainings take place.

Additionally, as the Title VI Coordinator, Ms. Zurcher is also responsible for developing the Title VI Plan and related reports and overseeing the implementation of the Plan. The CYMPO Executive Board will approve the completed Title VI Plan annually (see attachment D for Executive Board approved meeting minutes).

Ms. Zurcher may be contacted via telephone at 928-442-5730, e-mail at Desi.Zurcher@yavapaiaz.gov or in person at 1971 Commerce Center Circle, Suite E, Prescott, Arizona (an appointment is suggested).

Strategies to include disadvantaged populations (including individuals with Limited English Proficiency) in the transportation planning and grant awards processes are outlined in the CYMPO Public Involvement Plan which is included as Appendix "B" of this document.

Central Yavapai Metropolitan Planning Organization Organizational Chart



c. CYMPO Executive Board

The member agencies of the Central Yavapai Metropolitan Planning Organization are represented on the Executive Board by elected officials. Per the CYMPO bylaws and Intergovernmental Agreement (IGA), Executive Board members must be a duly elected official of the Participating Agency or is the Governor-appointed District 6 member, or their designee, or the Arizona State Transportation Board. The Executive Board consists of elected or appointed officials from the City of Prescott, the Towns of Prescott Valley, Chino Valley and Dewey-Humboldt, Yavapai County and one member from ADOT State Transportation Board (appointed by the Governor of the State of Arizona).

CYMPO Executive Board Representation

1. City of Prescott
2. Town of Prescott Valley
3. Town of Chino Valley
4. Town of Dewey-Humboldt
5. Yavapai County
6. Arizona State Transportation Board

It is the function of the Executive Board to act as a policy body coordinating transportation planning and related implementation activities within the metropolitan area. The Board must approve all agreements and contracts and the Chairman must sign all appropriate documents related to contracts and agreements.

d. CYMPO Technical Advisory Committee

The Technical Advisory Committee (TAC) is an advisory committee to the Executive Board. Per the CYMPO bylaws and Intergovernmental Agreement (IGA), the eight-member committee is comprised of appointed Public Works Directors (or other support staff) from the five member agencies, as well as appointed representatives from the Arizona Department of Transportation’s Northwest District Engineering Office and Transportation Multi-modal Planning Division, and the U.S.D.A. Forest Service. The committee has the authority and primary responsibility to conduct technical reviews and analysis regarding all work activities of the Work Program and to advise the Executive Board on appropriate actions to be taken.

- | |
|---|
| <p><u>CYMPO Technical Advisory Committee Representation</u></p> <ol style="list-style-type: none">1. City of Prescott2. Town of Prescott Valley3. Town of Chino Valley4. Town of Dewey-Humboldt5. Yavapai County6. Arizona Department of Transportation – Northwest District7. Arizona Department of Transportation - MPD8. U.S. Forest Service |
|---|

*The Technical Advisory Committee currently has one vacant position for the Prescott National Forest.

e. CYMPO Ecosystem Connectivity and Mitigation Advisory Committee

The mission of the Ecosystem Connectivity and Mitigation Advisory Committee (EMAC) is to study and advocate for the preservation of interconnected ecosystems in the CYMPO Region that will integrate land use and mitigation for natural resource protection, and wildlife habitats into the regional transportation planning and design program. The EMAC reports to the TAC on a regular basis, or as needed to the Executive Board.

The EMAC is composed of seven voting members; four of which are appointed members from ADOT NW District Environmental, AZ Game & Fish, City of Prescott Community Planning staff, Prescott National Forest, and three are private citizens who reside within the CYMPO planning

boundary. In the event that a position becomes available, CYMPO will use the following outreach methods to fill the position:

- Translate outreach materials based on a LEP Four-Factor analysis conducted on a project-by-project basis
- Advertise the open position in the local newspaper, CYMPO and local agency websites, and other high traffic locations frequented by the public
- Evaluate demographic research of potentially impacted communities for transportation-related study projects to determine the level and targeted outreach tools needed for public involvement based on LEP, EJ and Title VI Data collection
- Include Spanish text on CYMPO materials to the public notifying them of the opportunity to request language services, if needed

Ecosystem Connectivity and Mitigation Advisory Committee

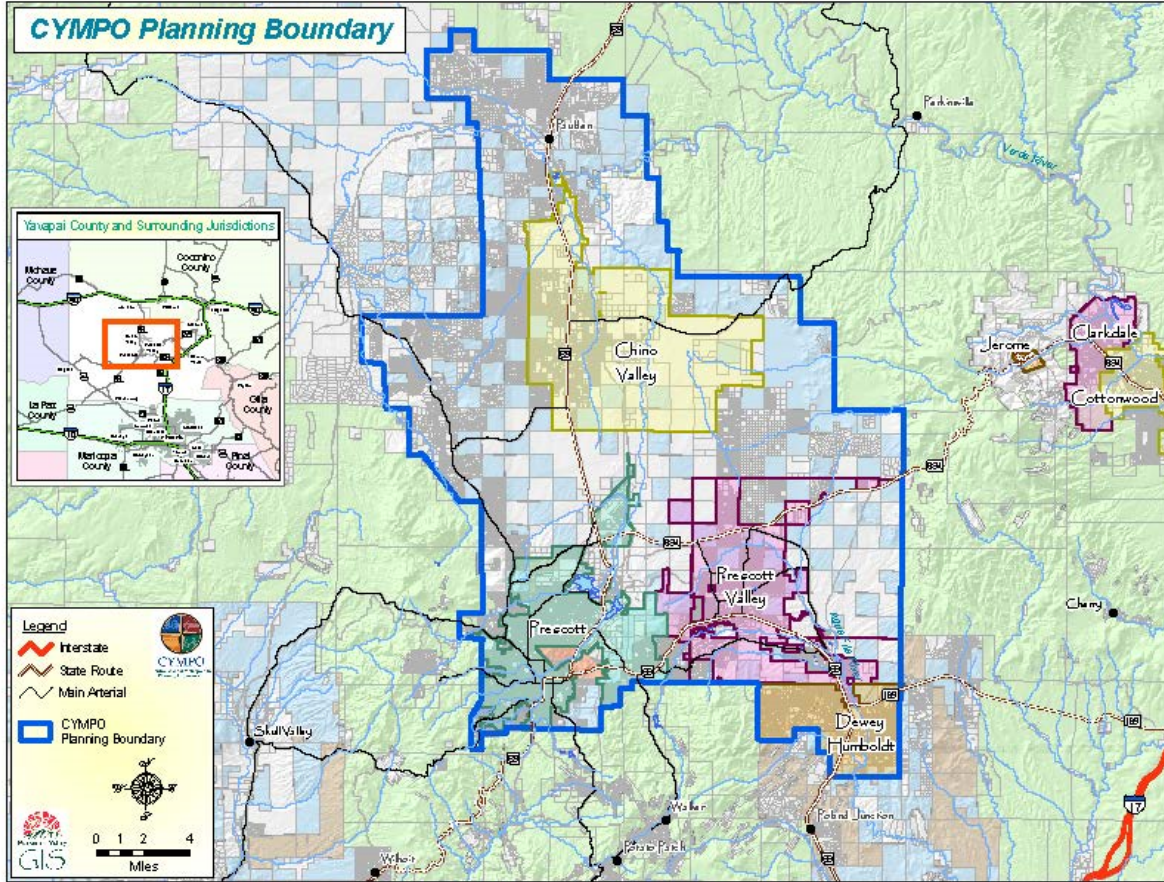
1. ADOT NW District Environmental
2. AZ Game & Fish
3. City of Prescott Community Planning Staff
4. Prescott National Forest
5. Private Citizen
6. Private Citizen
7. Private Citizen

*The Ecosystem Connectivity Mitigation and Advisory Committee currently has one Private Citizen vacant position.

f. CYMPO Committee Characteristics

CYMPO encourages all committee members to partake in completing a Self-Identification Survey. The data collected from the surveys is depicted below: (survey results pending – will be included in final draft)

CYMPO Planning Boundary



VII. Population and Demographic Profile of the Central Yavapai Metropolitan Area

Population			Census Block Groups			
Category	Total	Percent	Number of block groups >= Area Pct	% Block Groups	Affected Population	% of Affected Population Captured in Census Block Groups
Population	143,862	N/A	107	100.0 %	N/A	N/A
Minority	28,563	19.9 %	38	35.5 %	18,652	65.3 %
Age 65+	47,756	33.2 %	57	53.3 %	32,077	67.2 %
Below Poverty Level	15,082	10.7 %	48	44.9 %	10,980	72.8 %
Population with a Disability	25,662	17.9 %	58	54.2 %	15,692	61.1 %
Limited English Proficient Persons (LEP)	4,766	3.5 %	21	19.6 %	3,523	73.9 %

Sources: <https://geo.azmag.gov/maps/azdemographics/#>

The data is from 2022 ACS 5-Year estimates, Table B18101.

a) Minority includes total population less White (Non-Hispanic).

b) Percent of the population for whom poverty status is determined does not include institutionalized persons or persons under 5 years of age. Data from 2022 ACS 5-Year estimates, Table B17001.

c) Disability status is determined for the civilian noninstitutionalized population based on six types of difficulty: hearing, vision, cognitive, ambulatory, self-care, and independent living difficulty. Data from 2022 ACS 5-Year estimates, Table B18101. Disability data are allocated to Block Groups using a proportional distribution based on the Census 2020 population count.

d) The guidance for Limited English Proficiency (LEP) for DOT recipients refers to persons aged 5 years and over who speak English less than 'very well.' For Limited English Proficient (LEP) persons, the Federal guidance (Federal Transit Administration Circular 4702.1B) also notes that DOT has adopted the DOJ's Safe Harbor Provision. This Provision stipulates that the targeted minimum number of recipients regarding the translation of written materials for LEP populations is five percent or 1,000 persons, whichever is less, of the total population of persons eligible to be served. See <https://www.lep.gov/title-vi-guidance-for-recipients> Data from 2022 ACS 5-Year estimates, Table B16005.

e) Affected population is the total persons that fall into the specified category for all Census Block Groups that have greater than or equal to the percentage for the selected statistical area (as defined by the Census geography, see note f) or as designated for LEP populations (see note d).

f) The data used in this analysis are generated using an enhanced method of interpolation based on the ACS 2018-2022 block groups and using the 2020 Census block data. In order to approximate the population, housing and workforce data for these custom areas, the following enhanced method was used:

The counts are redistributed to a more detailed geography (Census Block Group data or Census Tracts), that better nests within the selected statistical area's boundaries.

The counts are proportionally redistributed to blocks based on the Census 2020 counts for population, households or housing units.

The blocks are then assigned to the statistical area containing their center, and summed by the statistical area, to obtain the final counts.

f) The data used in this analysis are generated using an enhanced method of interpolation based on the ACS 2017-2021 block groups and using the 2010 Census block data. In order to approximate the population, housing and workforce data for these custom areas, the following enhanced method was used:

The counts are redistributed to a more detailed geography (Census Block Group data or Census Tracts), that better nests within the MPO boundaries. The counts are proportionally redistributed to blocks based on the Census 2020 counts for population, households or housing units. The blocks are then assigned to the MPO containing their center, and summed by the MPO, to obtain the final counts.

Demographic Data obtained from the above referenced sources is analyzed by CYMPO staff and used to ensure minority, disabled and low-income populations are considered and encouraged to participate in the transportation planning process.

See Attachment E for demographic maps which show the impacts of the distribution of the State and Federal funds for public transportation in the CYMPO boundary.

VIII. Data Collection/Reporting/Analysis

In effort to collect and analyze Title VI data (race, sex) on an ongoing basis, CYMPO provides instruction for accessing the Self-Identification Survey at its public meetings and via the CYMPO website. The Title VI Coordinator oversees the collection, recording, and analysis of the data submitted via the Self-Identification Surveys that are provided at its public meetings for the purpose of determining each program area’s level of Title VI compliance and identifying opportunities for improved public outreach. The log below will be used to analyze the demographic data provided to CYMPO:

Demographic Data			
Date Received	Related Program Area	Race	Sex
1/10/2024	Strategic Planning Workshop – FY22-26 MTIP, FY24-25 UPWP	Asian/Pacific Islander, African American/Black	(Not provided)

CYMPO utilizes the ADOT UTRACS program to establish Disadvantaged Business Enterprise (DBE) involvement goals when advertising for planning projects and includes this information in its contracts. The results of the annual review of the selected program area can be found in the current fiscal year’s Goals and Accomplishments.

IX. Limited English Proficiency (LEP)

Limited English Proficiency (LEP) is a term used to describe individuals who are not proficient in the English language. Arizona's diverse population makes it critically important the Central Yavapai MPO be innovative and proactive in engaging individuals from different cultures, backgrounds and businesses in planning, project development and other program areas.

As a standard procedure, CYMPO will make meetings accessible to anyone in need of foreign language assistance. The following language is included on all agendas and public notices:

CYMPO endeavors to make all public meetings accessible to persons in need of language assistance or with disabilities. Please call (928) 442-5730 or e-mail Desi.Zurcher@yavapaiaz.gov 72 hours prior to the meeting requesting reasonable accommodations.

CYMPO se esfuerza por hacer que todas las reuniones públicas sean accesibles para las personas que necesitan asistencia con el idioma o con discapacidades. Llame al (928) 442-5730 o envíe un correo electrónico a Desi.Zurcher@yavapaiaz.gov 72 horas antes de la reunión para solicitar adaptaciones razonables.

Upon receiving a LEP request, CYMPO will make every effort to provide translation services for the request made.

On a project-by-project basis, CYMPO will evaluate minority demographics for the project area in effort to better anticipate outreach methods to LEP individuals. Such outreach methods may include, but are not limited to posting language identification cards or posting signs in public areas to provide information regarding LEP assistance.

As a recipient of federal funding, CYMPO has taken reasonable steps to ensure that all members of the community, regardless of their proficiency to understand English, have the opportunity for meaningful access to CYMPO's planning process. The U.S. Department of Transportation has provided guidance to conduct a four-factor analysis to determine what language assistance is appropriate.

Four-Factor Analysis

CYMPO has analyzed the four factors identified below:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee. There are 143,862 people in the Central Yavapai Planning Metropolitan area (Source: 2022 ACS 5-Year estimates, <https://geo.azmag.gov/maps/azdemographics/#>). The limited English proficiency population is 3.5% or 4,766 of the total population with Spanish being the predominate language.
2. The frequency with which LEP individuals come in contact with the program. Transportation planning, air, and water quality touch the lives of all persons in the CYMPO member area. CYMPO believes every effort should be made to provide those who speak English “less than very well” the opportunity to participate in the planning process. In 2019, CYMPO received and accommodated two requests for sign language interpretation. No additional requests have been received since then. Public Meeting notices provide information on obtaining translation and interpreter services.
3. The importance of the service provided by the program to people’s lives. CYMPO activities related to identifying and planning future funding for projects are vital and affect all persons living in communities under the jurisdiction of CYMPO.
4. The resources available and the overall cost to the MPO. CYMPO has limited staff and financial resources and has determined that the translation of large plan documents and maps are not warranted at this time. However, CYMPO does provide translation services upon request with advance notice.

Laws and Policy

Executive Order (EO) 13166 - *Improving Access to Services for Persons with Limited English Proficiency* is directed at implementing the protections afforded by Title VI of the Civil Rights Act of 1964 and related regulations. Accordingly, it prohibits recipients of Federal financial assistance from discriminating based on national origin by failing to provide meaningful access to services to individuals who are LEP. This protection requires that LEP persons be provided an equal opportunity to benefit from or have access to services that are normally provided in English.

The following matrix illustrates legal and policy considerations:

Title VI of the Civil Rights Act of 1964	Limited English Proficiency Executive Order 13166
Federal law	Federal policy
Enacted July 2, 1964	Signed August 11, 2000
Considers all persons	Considers eligible population
Contains monitoring and oversight compliance review requirements	Contains monitoring and oversight requirements
Factor criteria is required, no numerical or percentage thresholds	Factor criteria is required, no numerical or percentage thresholds
Provides protection on the basis of race, color, and national origin; focuses on eliminating discrimination in federally funded programs	Provides protection on the basis of national origin; focuses on providing LEP persons' federally funded programs with meaningful access to services using factor criteria
Annual Accomplishments and Upcoming Goals Report to FHWA	Annual Accomplishment and Upcoming Goals Report to FHWA
Provides protection on the basis of age, sex, and disability	Provides protection on the basis of age, sex, and disability

Program Responsibility

Executive Order (EO) 13166 directs recipients of Federal financial assistance to take reasonable steps to provide limited English proficient individuals with meaningful access to their programs, activities and services.

- *Notify LEP customers of the availability of language assistance services*
LEP persons have the right to language assistance at no cost to them in their spoken language. Language identification cards or posting signs in public areas are methods that can be used to provide notice of the service.
- *Translation of vital documents in languages other than English*
It is appropriate to have written materials that have been historically provided in English to applicants, customers and the general public translated into languages that are regularly encountered. The translation of vital documents into languages other than English is particularly important where a significant number or percentage of the customers served and/or eligible to be served have limited English proficiency. Written materials include electronic documents and websites. CYMPO will indicate on its website and newspaper publications that translation can be provided, with reasonable notice prior to when the services are needed.

Vital Documents are documents that convey information that critically affects the ability of the recipient/customer to make decisions about his/or her participation in the program or

activity. Examples of vital documents include, but are not limited to: applications, public notices, consent forms, letters containing important information regarding participation in a program, eligibility rules, notices pertaining to the reduction, denial or termination of services or benefits, right to appeal, notices advising of the availability of language assistance and outreach and community education materials. It is recommended that divisions/programs develop criteria for deciding which documents are vital thereby subject to translation.

Translating documents for LEP to a fourth (4th) grade literacy level ensures the targeted audience understands the information. Community based organizations or focus groups can assist with testing translations for language and literacy level appropriateness.

The Department of Transportation Policy Guidelines give recipients of federal funds substantial flexibility in determining what language assistance is appropriate based upon a local assessment. Due to current financial constraints, translation of large plan documents and maps are considered not warranted at this time. The CYMPO will provide translation services, if requested, with 10-days' notice prior to when the services are needed.

X. Program Areas

Transportation

- Regional Transportation Plan (RTP)
- Transportation Improvement Program (TIP)
- Public Involvement Plan (PIP)
- Coordinated Public Transit-Human Services Transportation Plan, also known as the Regional Mobility Management Implementation Plan (RMMIP)
- Unified Planning Work Program (UPWP)

All persons living, working, conducting business, and visiting the region are beneficiaries of the planning, coordination, and construction activities of the MPO. CYMPO does not construct projects; albeit, this activity is accorded to member agencies. The safe movement of goods and people is supported by providing and maintaining a transportation network and facilities.

The Title VI Coordinator will provide review of a minimum of one transportation-related program area annually to help ensure Title VI compliance in CYMPO's programs and activities. Additionally, the Title VI Coordinator reviews transportation-related contracts and other agreements to ensure the most current language and assurances are included. A log is maintained to record internal reviews on an ongoing basis.

Internal Title VI Review of Contracts				
	Description/Name	Date Mo./Day/Year	Status	Notes
1	2050 Regional Transportation Plan	11/17/2023	Complete	With the assistance of CYMPO's attorney, the assurances have been reviewed and updated

XI. Lawsuits Alleging Discrimination

No lawsuits or complaints have ever been filed regarding CYMPO since its inception in 2003.

Title VI Complaint Log Attached:

Title VI Complaints, Investigations and Lawsuits				
Description/Name	Date, Month, Day & Year	Summary (Basis of Complaint)*	Status	Actions / Final Findings
Complaints				
1)				
2)				
3)				
Investigations				
1)				
2)				
3)				
Lawsuits				
1)				
2)				
3)				

No complaints were filed in FY24.

XII. Program Compliance and Enforcement

A. Compliance

CYMPO operates under the Yavapai County Equal Opportunity, Unlawful Discrimination and Harassment Policy which states, “Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Yavapai County, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, or other protected characteristic as established by law”.

CYMPO is committed to Title VI and other nondiscrimination authorities and will make every effort to identify and address discrimination in its programs and activities, if found to exist. Examples of such efforts are providing additional training to CYMPO staff and/or scheduling a meeting to address discrimination with the employee’s supervisor.

Compliance is ongoing and falls under the direction of the Title VI Coordinator.

B. Sub-recipient Review Procedures

CYMPO sub-recipient review procedures include review of sub-recipient contracts, data collection and analysis efforts and staff interviews to help ensure compliance with Title VI and subsequent authorities. At this time, CYMPO does not have any subrecipients.

XIII. FTA Complaint Procedures

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 as they relate to any Federal Transit Administration funded program or activity administered by Central Yavapai Metropolitan Planning Organization (CYMPO), its sub-recipients, consultants and contractors. In addition to these procedures, complainants reserve the right to file formal complaints with other state or federal agencies or take legal action for complaints alleging discrimination.

A. Required Procedures for FTA Title VI/ADA Non-discrimination Complaints filed against CYMPO:

1. For FTA funded programs or activities; the complainant may file a discrimination related complaint directly with CYMPO or with ADOT or with the Federal Transit Administration by contacting the agencies at:

Desi Zurcher, Title VI Coordinator
 Central Yavapai Metropolitan Planning Organization
 1971 Commerce Center Circle, Suite E
 Prescott, AZ 86301
 928-442-5730
 928-442-5736 (FAX)
 Email: Desi.Zurcher@yavapaiaz.gov

And or:

ADOT Civil Rights Office 206 S. 17 th Ave., Mail Drop 155-A Phoenix, AZ 85007 602-712-8946 602-239-6257 (FAX) Email: Civilrightsoffice@azdot.gov	FTA Office of Civil Rights 1200 New Jersey Avenue SE Washington, DC 20590
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B. Required Procedures for FTA Title VI/ADA Non-discrimination Complaints filed against CYMPO’s sub-recipient, contractor, or consultant:

1. Any person, specific class of persons or entity that believes they have been subjected to discrimination on an FTA related activity or program as prohibited by the legal provisions of Title VI on the basis of race, color, or national origin, can file a formal complaint with CYMPO. A copy of the Complaint Form may be accessed electronically at: https://erbzkvbk6qw.exactdn.com/wp-content/uploads/2024/05/Complaint-Form_2024.pdf
2. The complaint must be filed within 180 days of the alleged discrimination, and include the date the alleged discrimination became known to the complainant or the last date of the incident.
3. Complaints should be in writing and signed; they may be filed by mail, fax, in person, or e-mail. However, the complainant may call CYMPO to provide the allegations by telephone (928-442-5730). CYMPO will transcribe the allegations of the complaint as

provided over the telephone and send a written complaint to the complainant for acknowledgement and signature.

4. A complaint should contain at least the following information:
 - A written explanation of what has happened
 - A way to contact the complainant
 - The basis of the complaint (e.g., race, color, national origin)
 - The identification of a specific person/people and the respondent (e.g., agency/organization) alleged to have discriminated
 - Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives FTA financial assistance; a consultant, contractor, or sub-recipient of CYMPO and
 - The date(s) of the alleged discriminatory act(s).
5. Upon receipt of a completed complaint, CYMPO will determine jurisdiction, acceptability or need for additional information. Once the determination has been made to accept the complaint for investigation, ADOT CRO will be notified within 72 hours. Title VI complaints against CYMPO's sub-recipient, contractors or consultants in FTA funded programs will be investigated by CYMPO.
6. CYMPO will maintain a confidential log of all accepted Title VI Complaints for four (4) years; the log will include:
 - Name of complainant(s)
 - Date the complaint was received
 - Date of the allegation
 - Description of the alleged discrimination
 - Other relevant information, as needed
 - Report date
 - Recommendations
 - Outcome/Disposition
7. Timeframes for Investigating Title VI complaints received directly by CYMPO must be completed within 60 days of receipt.
8. CYMPO will forward a copy of FTA Title VI complaints and preliminary findings reports to ADOT CRO within 60 days. Once ADOT CRO issues concurrence on preliminary report, CYMPO will notify all parties involved.

XIV. FHWA Complaint Procedures

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 as they relate to any Federal Highway Administration funded program or activity administered by Central Yavapai Metropolitan Planning Organization (CYMPO), its sub-recipients, consultants, and contractors. In addition to these procedures, complainants reserve the right to file formal complaints with other state or federal agencies or take legal action for complaints alleging discrimination.

A. Required procedures for FHWA Title VI Complaints filed against CYMPO, CYMPO's sub-recipients, contractors, or consultants:

1. Any person, specific class of persons or entity that believes they have been subjected to discrimination on an FHWA-related activity or program as prohibited by the legal provisions of Title VI on the basis of race, color, national origin, can file a formal complaint with CYMPO. A copy of the Complaint Form may be accessed electronically at: https://erbkvbk6gw.exactdn.com/wp-content/uploads/2024/05/Complaint-Form_2024.pdf
2. The complaint must be filed within 180 days of the alleged discrimination, and include the date the alleged discrimination became known to the complainant or the last date of the incident.
3. Complaints should be in writing, signed, and may be filed by mail, fax, in person, or e-mail. However, the complainant may call CYMPO and provide the allegations by telephone for transcription. Once transcribed, CYMPO will send the written complaint to the complainant for correction and signature.
4. A complaint should contain at least the following information:
 - A written explanation of what has happened
 - A way to contact the complainant
 - The basis of the complaint (e.g., race, color, national origin)
 - The identification of a specific person/people and the respondent (e.g., agency/organization) alleged to have discriminated
 - Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal Highway Administration financial assistance; and is a consultant, contractor or sub-recipient of CYMPO
 - The date(s) of the alleged discriminatory act(s)

5. Upon receipt of a completed complaint, CYMPO will forward all FHWA Title VI complaints to Arizona Department of Transportation (ADOT) Civil Rights Office (CRO) within 72 hours.
6. ADOT CRO will forward all FHWA Title VI complaints to the FHWA Division Office.
7. All Title VI complaints received by the FHWA Division Office will be forwarded to the FHWA Office of Civil Rights for processing and potential investigation.
8. If the FHWA Office of Civil Rights determines a Title VI complaint against a sub-recipient can be investigated by ADOT CRO, the FHWA Office of Civil Rights may delegate the task of investigating the complaint to ADOT CRO. ADOT CRO will conduct the investigation and forward the Report of Investigation to the FHWA Office of Civil Rights for review and final disposition.
9. The disposition of all Title VI complaints will be undertaken by the FHWA Office of Civil Rights, through either (1) informal resolution or (2) issuance of a Letter of Finding of compliance or noncompliance with Title VI. A copy of the Letter of Finding will be sent to the FHWA Division Office.
10. The complainant may also file a discrimination related complaint on an FHWA program or activity directly with ADOT or with the Federal Highway Administration by contacting the agencies at:

<p>ADOT Civil Rights Office 206 S. 17th Avenue, Mail Drop 155A Phoenix, AZ 85007 Email: civilrightsoffice@azdot.gov 602.712.8946 602.239.6257 FAX</p>	<p>Federal Highway Administration U.S. Department of Transportation Office of Civil Rights 1200 New Jersey Avenue, SE 8th Floor E81-105 Washington, DC 20590 Email: CivilRights.FHWA@dot.gov 202-366-0693 202-366-1599 FAX</p>
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Attachment A

“Public Involvement Plan (PIP)”

(Document Attached)

Title VI - Attachment A



Central Yavapai Metropolitan Planning Organization

1971 Commerce Center Circle, Suite E

Prescott, AZ 86301

Public Involvement Plan

A PUBLIC PROACTIVE INVOLVEMENT PROCESS FOR THE DEVELOPMENT OF

**Metropolitan Transportation Improvement Program (MTIP)
Regional Transportation Plan (RTP)
Coordinated Public Transit – Human Services Transportation
Plan
Unified Planning Work Program (UPWP)**

**To be Endorsed and Approved on June 26, 2024 by the Central Yavapai
Metropolitan Planning Organization Executive Board**

Table of Contents

- I. INTRODUCTION 3
- II. PURPOSE 4
- III. PUBLIC PARTICIPATION 5
- IV. PUBLIC INVOLVEMENT PROCESS 5
- V. PUBLIC NOTIFICATION METHODS 9
- VI. PUBLIC COMMENT METHODS 10
- VII. PUBLIC MEETINGS 10
- VIII. EVALUATING PUBLIC INVOLVEMENT ACTIVITIES 11
- IX. DEVELOPMENT, ADOPTION AND REVISIONS 11
- X. CYMPO COMMITMENT 12

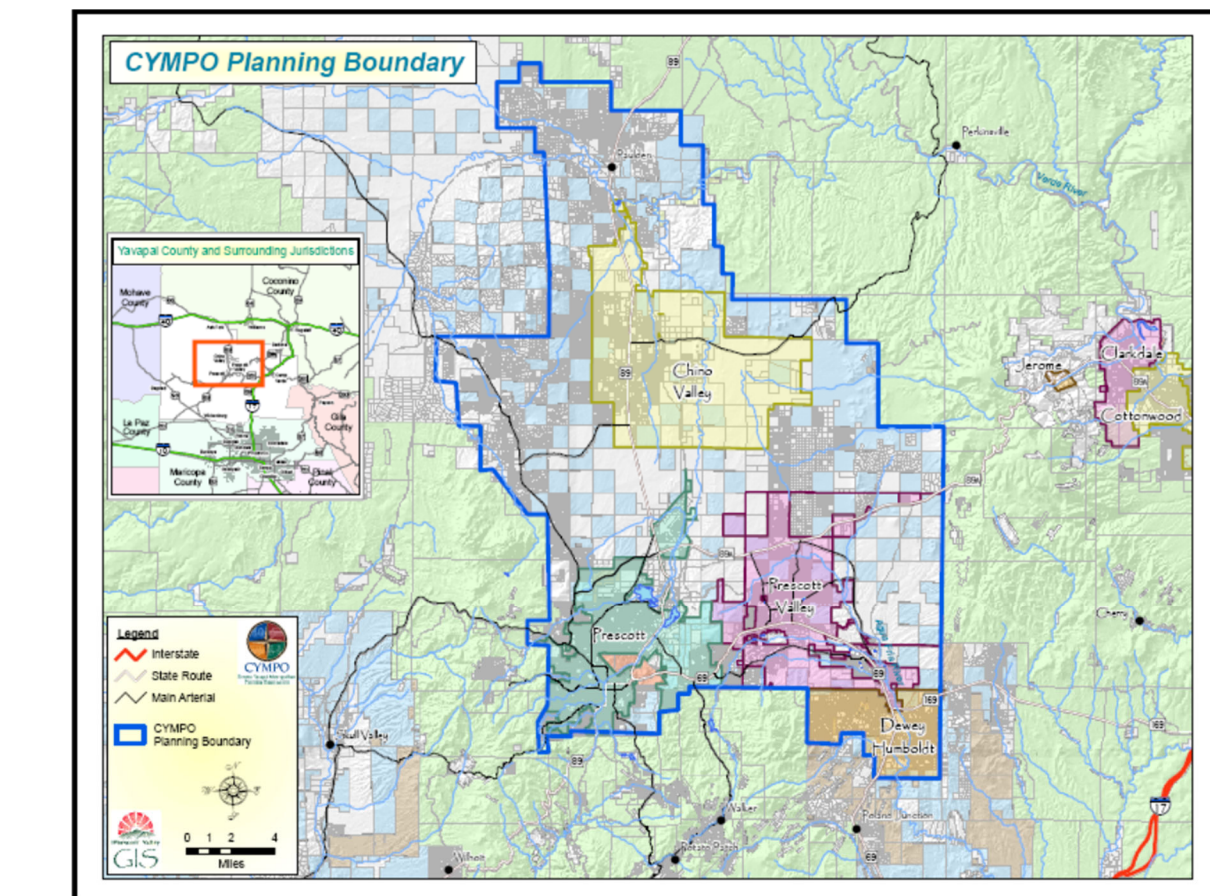
I. INTRODUCTION

Central Yavapai Metropolitan Planning Organization (CYMPO) is the Federal and State designated Regional Transportation Planning Organization for the urbanizing portions of greater Yavapai County. It was created in 2003 in response to a Federal mandate that requires an urbanized area with a Census-designated population of 50,000 or more residents to form such an organization in order to be eligible for Federal transportation funds. The urbanized area meeting this population level includes parts of the City of Prescott, the Town of Prescott Valley, and unincorporated Yavapai County.

CYMPO is comprised of six member governments (Yavapai County, City of Prescott, Town of Prescott Valley, Town of Chino Valley, Town of Dewey-Humboldt, and the State of Arizona Transportation Board). The planning boundary (see Figure 1.) covers over 400 square miles and includes approximately 143,862 central Yavapai County residents. CYMPO intends to submit a planning boundary expansion in 2024.

CYMPO's objective is to provide the long-range transportation planning needed for enhancing the region's transportation system. CYMPO engages in cooperative decision-making through working relationships and financial partnerships among the member governments, the Arizona Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.

Figure 1. CYMPO Planning Boundary



II. PURPOSE

Governmental agencies recognize the importance of involving the public as they plan, organize and implement transportation plans and programs. The purpose of a public involvement plan is to ensure a proactive public involvement procedure that allows the public to be involved in all phases of the planning process by providing complete information, timely public notice, opportunities for making comments, full access to key decisions, and early and continuing involvement in developing transportation plans and programs.

Within these programs, the following components are defined for establishing the proper participation protocols:

Regional Transportation Plan (RTP): This Regional Transportation Plan update will be prepared for the 25-year planning horizon. The 2045 RTP was approved by the CYMPO Executive Board in April 2020, and the 2050 RTP is anticipated to be complete in April 2025. This long-range plan developed under Federal Transportation Planning Guidelines provides for the continual development of a complete, dependable, efficient, safe, and economical regional transportation system.

Metropolitan Transportation Improvement Program (MTIP): Under federal guidelines, the MTIP is a sequential, five-year program with the first four years fiscally constrained. It programs the most immediate implementation priorities for transportation projects as outlined in the Regional Transportation Plan. It is the region's way of allocating its limited transportation resources among the various capital and operating needs of the area.

Coordinated Public Transit – Human Services Transportation Plan: This plan establishes goals, criteria, and strategies for delivering efficient, coordinated services to elderly, underemployed or otherwise financially disadvantaged persons and persons with disabilities.

Public Involvement Plan (PIP): The purpose of a public involvement plan is to ensure a proactive public involvement procedure that allows the public to be involved in the planning process.

Unified Planning Work Program (UPWP): The UPWP documents the transportation studies and tasks performed by CYMPO or a member agency along with the corresponding budget in each fiscal year.

The goals of this public involvement are to ensure that:

- Residents are given the opportunity to participate in the transportation planning process
- The issues and concerns of residents are given consideration in the selection of transportation investments
- Transportation investments do not disproportionately burden any population with adverse impacts

III. PUBLIC PARTICIPATION

To participate is to express oneself at the proper time and in the proper forum. Public participation means participation in planning by people (public) outside the Central Yavapai Metropolitan Planning Organization (CYMPO) and its member entities, by planning and engineering professionals, and by those who are not professional planners or government officials. It is a process of taking part in the transportation planning and decision-making that affect the community.

Public participation implies an open process. This means that anyone who is potentially affected, or interested in the process, is welcome to participate. Some of the reasons for encouraging this openness are:

- Project leaders may gain new information.
- Participants, who want a project to be completed, can provide additional resources in the form of assistance, goods, or services.
- Public participation can be a forum for dispute resolution.
- Progress can be made and implementation occur because the project itself will be better designed with public input.
- The community better understands what the project is.
- Input can be a warning mechanism for potential problems.
- Participant comments help the project leaders understand areas where additional people may have concerns or misunderstandings. This can be used to provide better information to others who are not participating.

IV. PUBLIC INVOLVEMENT PROCESS

To have a proactive public involvement process, CYMPO aims to provide time for public comment at each public meeting. The procedures (Table 1) will inform the public about how, when, and where they may participate.

The public involvement plan contains the following elements:

- Involvement Opportunities – Provide the opportunity for the public to be involved in all phases of the planning process.

- Communication – Establish mechanisms for maintaining communications between the public and local officials such as process like website notifications and displays; make efforts to reach out to environmental justice populations.
- Information – Assure that technical information is available and in simplified, understandable form.
- Response to Public Input – A description of the methods used to respond to comments from the public.
- Stakeholder Committees – The use of committees and the means of providing a cross-section of affected citizens on the stakeholder committees.

Table 1 – Summary of CYMPO Public Participation Procedures

Public Participation Component	Meetings	Public Comment Period	Typical Public Participation Techniques	Additional Comments
Federal Required Documents, Plans, and Programs				
Regional Transportation Plan (RTP)	Initial & Subsequent Public Meetings, TAC, Executive Board	30 days	Legal Notice Website	Updated Every 5 Years, Public Comments Included in Final RTP
Metropolitan Transportation Improvement Program	Initial & Subsequent Public Meetings, TAC, Executive Board	30 days	Legal Notice Website	Updated At Least Every 4 Years, Public Comments Provided to Executive Board
Coordinated Public Transit – Human Services Transportation Plan	TAC, Executive Board	30 days	Legal Notice Website	Full Update Every 3 Years
Public Involvement Plan	TAC, Executive Board	45 days	Legal Notice Website	Updated As Required Public Comments Provided to Executive Board
Unified Planning Work Program (UPWP)	TAC, Executive Board	N/A	Website	Biannually; Amended as Necessary; Developed in Cooperation with ADOT and Transit Operators

Open Public Meetings				
Executive Board Meetings	Every Fourth Wednesday of the Month (unless otherwise posted)	Public Comment Accepted at Meeting	Public Notice; Master Distribution List; Website	Held at 1:00pm; Yavapai County Board of Supervisors Board Room located at 1015 Fair Street in Prescott. Meetings may also be held virtually.
Technical Advisory Committee (TAC) Meetings	Every Second Wednesday of the Month (unless otherwise posted)	Public Comment Accepted at Meeting	Public Notice; Master Distribution List; Website	Held at 1:00pm; Yavapai County Public Works, Ready Room & Emergency Operations Center located at 1100 Commerce Drive in Prescott. Meeting may also be held virtually.
Ecosystem Connectivity Mitigation Advisory Committee (EMAC) Meetings	Meet on an as-needed basis in accordance with the meeting dissemination procedures outlined	Public Comment Accepted at Meeting	Public Notice; Master Distribution List; Website	To be determined, as meetings are scheduled

Title VI and Environmental Justice

Title VI of the Civil Rights Act of 1964 requires outreach to underserved groups. "No person in the United States shall, on the ground 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."

A further 1994 Presidential directive dictates, "Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations." Executive Order 12898

Public participation implies an open process. This means that anyone who is potentially affected, or is just interested in the process, is welcome to participate.

Just opening the process to the public is not enough. There are numerous populations that are not likely to get involved unless a special effort is made to reach out to them. In

this Plan, groups that need a more focused effort to get involved are referred to as “underserved populations”. These include, but are not limited to:

- Minority (Hispanic and/or non-white) community members
- Low-Income community members
- Physically and mentally challenged community members
- People who rely on alternative transportation
- People with limited English proficiency
- Aging populations

CYMPO will make every effort to hold public meetings in facilities that are compliant with the Americans with Disabilities Act (ADA); and arrange for reasonable accessibility and accommodation to persons with disabilities. Further, to provide equally effective communication, CYMPO will make due preparation, when appropriate, for persons requiring assistance, such as the hearing or visually impaired, upon request.

CYMPO endeavors to assist persons with limited English proficiency (LEP) to participate in the transportation planning process. Staff will make every effort to provide Spanish translators and document translation, where feasible, upon request. Individuals who are not able to attend meetings may make a request for the information at CYMPO office for delivery of materials to their homes. CYMPO staff, coordinating availability, is willing to speak to groups to eliminate participation barriers and involve citizens in the transportation process. By making a reasonable extra effort to include these populations, CYMPO hopes to ensure that the interests and input of all residents are given equal consideration.

Listed below are various outreach processes that may be used by CYMPO to ensure Title VI, Limited English Proficiency (LEP) persons, and Environmental Justice (EJ) populations have access to participate in CYMPO transportation decision-making process:

- Translate outreach materials based on a LEP Four-Factor analysis conducted on a project-by-project basis
- Advertise meetings, public notices, and other materials in the local newspaper, CYMPO and local agency websites, and other high traffic locations frequented by the public
- Advance demographic research of potentially impacted communities for transportation-related study projects to determine the level and targeted outreach tools needed for public involvement based on LEP, EJ and Title VI Data collection
- Include Spanish text on CYMPO materials to the public notifying them of the opportunity to request language services, if needed
- Forming partnerships between member entities, public and private sectors
- Consider the proximity to public transportation routes when selecting a meeting location

- Schedule public meetings at the appropriate time of day based on community assessments
- Use of Title VI Self-identification cards at meetings
- Use of various types of modes to communicate CYMPO meetings

V. PUBLIC NOTIFICATION METHODS

CYMPO will also utilize the following techniques to disseminate information:

- Meetings and events will be placed on the CYMPO website: www.cympo.org
- Interviews on radio, government cable, and television
- Articles and press releases for the newspaper
- Informal presentations at regional sites, open houses, or other community forums
- Formal presentations to various service clubs, civic and professional groups
- E-mailings to select individuals, groups of interests that have expressed concern or made comments at meetings
- Social media
- The use of any other creative methods to promote Public Participation will be considered, but not limited to any specific type of participation

NOTIFICATION AND PARTICIPATION TECHNIQUES	√ Planned	* Encouraged			
	MTIP	RTP	Coordination Plan	UPWP	PIP
Printed Notification	*	*	*	*	*
Newspaper Advertisements	*	*	*	*	*
CYMPO Website	√	√	√	√	√
Articles	*	*	*	*	*
Press Release	*	*	*	*	*
TV/Radio	*	*	*	*	*
Public Service Announcements	*	*	*	*	*
Interviews	*	*	*	*	*
Public Cable Channels	*	*	*	*	*
Community Forums	*	*	*	*	*
Public Information Meetings	*	√	*	*	*
Public Hearings	√	√	√	*	√
Group Presentations	*	*	*	*	*
Stakeholder Committee	√	√	√	√	√
Virtual Engagement	√	√	*	*	√
Legal Notice	√	√	√	*	√
Public Library	√	√	√	*	√

VI. PUBLIC COMMENT METHODS

Virtual Public Involvement

Virtual public involvement is an opportunity for information sharing and public involvement in the transportation planning, programming, and project development process. CYMPO will make every effort to provide a virtual option for its public meetings. Members of the public will have the opportunity to submit written and/or verbal comments either during or prior to the time of the public meeting.

Other Methods for Submitting Comments

Other methods for providing public comment include, but are not limited to:

- Call the CYMPO office at: 928-442-5730
- Email comments to the relevant email address provided for the meeting
- Mail a written comment to the CYMPO office:

CYMPO
1971 Commerce Center Circle, Suite E
Prescott, AZ 86301

Access to Information

CYMPO will provide the public with reasonable and timely access to technical and policy information relating to the data or content used in the development of transportation plans, programs and projects. Standard documents and copies of plans will be available on the CYMPO website www.cympo.org and at the CYMPO office located at 1971 Commerce Center Circle, Suite E, Prescott, Arizona by appointment only.

VII. PUBLIC MEETINGS

Typically, the CYMPO Executive Board meets the fourth Wednesday of each month at 1:00 PM, in the Yavapai County Board of Supervisors Board Room located at 1015 Fair Street in Prescott. The CYMPO Technical Advisory Committee typically meets the second Wednesday of each month at 1:00 PM in the Yavapai County Public Works Ready Room and Emergency Operations Center at 1100 Commerce Drive in Prescott. The Ecosystem Connectivity Mitigation Advisory Committee meets on an as-needed basis, with meetings posted in accordance with procedures outlined in this plan. The location of the meeting will be determined in advance of each meeting and posted with the meeting notice.

**Meeting dates and locations are subject to change. Notice of changes in meeting schedules will be posted on the CYMPO website and email notification will be provided to those included in the respective distribution lists.*

**The above meetings may be held virtually only, as needed. Virtual meetings will be made available to the public and notice will be published to the CYMPO website www.cympo.org.*

Notice of public hearings and informational meetings will be given in accordance with CYMPO's Public Involvement Plan. CYMPO endeavors to make all public meetings accessible to persons in need of foreign language assistance or with disabilities. Please e-mail Desi.Zurcher@yavapaiaz.gov, **72 hours** prior to the meeting to request a reasonable accommodation to participate in this meeting.

VIII. EVALUATING PUBLIC INVOLVEMENT ACTIVITIES

Responses to questions and comments from the public concerning the public participation process, draft transportation plans, programs, or public agency consultation process will be made as follows:

- Directly to the individual via e-mail or telephone call
- Specifically addressed at the next earliest possible public meeting

A summary analysis and report on disposition of comments will be made a part of the final plan.

A continuing focus on evaluation and enhancement of the public participation process should help to improve the outcome of each new CYMPO plan, project, or program. Evaluating public participation is a multi-dimensional task.

- First, there is the quantitative aspect which uses measurements such as the number of activities held, the number of notices sent, and/or the number of people who participated. While valid and important, these factors may not show the complete picture.
- Second, it is important to evaluate the qualitative aspects relating to perceptions, attitudes, and effectiveness. Did the people who participated feel they were heard? Were all the potentially affected interests (including the underserved) actually represented? Were the materials provided easy to understand? Were announcements received in a timely manner?
- Third, is the question of how the public input was used. This information needs to be recorded and made available. It also needs to be considered in the decision-making process.
- Fourth, is the need to evaluate the reason something happened. Understanding why there was good or poor participation is important to assessing effectiveness.

The ultimate point to consider in an evaluation is the existence of respect and trust. It is not possible to please everyone, but it should be possible to proceed forward with an atmosphere of respect and trust, and CYMPO intends to earn this by being fair and open with everyone at all times.

IX. DEVELOPMENT, ADOPTION AND REVISIONS

This Public Involvement Plan (PIP) has gone through several stages during its development. These are:

- Preparation of a preliminary draft plan

- Evaluation of this plan to ensure compliance with all Federal regulations including Title VI
- Review of the plan by CYMPO's Technical Advisory Committee and Executive Board
- Review of the plan by stakeholders including the general public, governmental entities, and transportation professionals/businesses, for 45 days
- Completion of a final draft plan
- Ongoing implementation of the plan by CYMPO

This Public Participation Plan will be officially reviewed a minimum of every 5 years. Other periodic revisions may occur, as new and better approaches are determined.

X. CYMPO COMMITMENT

This plan contains background material, guidelines, and commitments that CYMPO is undertaking to incorporate an effective public process into future plans, projects, and programs. Specifically, CYMPO is committed to:

- Inclusive and meaningful public involvement
- Open and honest communications with all individuals and entities
- Timely public notice
- Full public access to information and key decisions
- Creating a sense of shared responsibility and ownership for regional transportation and transit challenges and a shared sense of pride in the development of solutions to those challenges
- Helping form partnerships between member entities, and the private and public sectors to plan and implement transportation and transit solutions
- Establishing policies and prioritizing needs based on valid data and using objective, fair and consistent processes
- Providing information and gathering input so that decision makers will be able to make informed decisions

Contact:

Vincent Gallegos, CYMPO Executive Director
 1971 Commerce Center Circle, Suite E
 Prescott, AZ 86301
 Phone: (928) 442-5730
 Fax: (928) 442-5736
 Email: Vincent.Gallegos@yavapaiaz.gov
 www.cympo.org

En español:

Para mas informacion, a esta interesado en participar en el planeamiento del proceso de transporte en su comunidad y necesita asisencia con idioma, por favor comuniquese:

Señor Vincent Gallegos, Director Ejecutivo
 Teléfono: (928) 442-5730

APPENDIX A:

COMPLIANCE INFORMATION

This plan services a variety of federal requirements relating to public involvement on transportation projects. These requirements include:

- 1) The requirements found in the Code of Federal Regulations on Highways (23CFR) section 450.316(b) (1) titled: Metropolitan Transportation Planning Process: Elements b1. This section outlines ten specific requirements that have all been incorporated in the specifics of this plan.
- 2) Americans with Disabilities Act (ADA) requirements to provide equal access to people with disabilities.
- 3) Title VI of the 1964 Civil Rights Act prohibiting discrimination on the basis of race, color or national origin in programs and activities receiving federal financial assistance.
- 4) Transportation Equity Act for the 21st Century (TEA-21) Section 1203(h)(1)(B) & Section 1203(h)(4) requiring Metropolitan Planning Organizations to provide “Opportunity for Comment” and “Notice and Comment” when working on the Transportation Improvement Program.
- 5) Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994 which requires each federal agency to make achieving environmental justice part of its mission.
- 6) National Environmental Policy Act of 1969 (NEPA) which focuses on providing for “all Americans’ safe, healthful, productive and esthetically pleasing surroundings,” and developing a “systematic, interdisciplinary approach” in community environmental decision making.
- 7) U.S. DOT Order 5610.2: Order to Address Environmental Justice in Minority Populations and Low-Income Populations, April 1997 which summarizes and elaborates on the Executive Order 12898.
- 8) Limited English Proficiency (LEP) – DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons (December 14, 2005). Title VI and its implementing regulations require that FTA recipients take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their program and activities for individuals who are Limited English Proficient.

Attachment B

“ADA/Title VI Discrimination Complaint Form”

(Document Attached)



ADA/Title VI Discrimination Complaint Form

Note: *The following information is needed to assist in processing your complaint.*

Complainant's Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Home Phone Number: _____ Alternate Phone Number: _____

Person discriminated against (someone other than complainant):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Alternate Phone Number: _____

Which of the following best describes the reason you believe the discrimination took place?

Please be specific.

Race _____

National Origin _____

Color _____

Disability _____

On what date(s) did the alleged discrimination take place? _____

Where did the alleged discrimination take place? _____

What is the name and title of the person(s) who you believe discriminated against you (if known)?

Describe the alleged discrimination. Explain what happened and who you believe was responsible. (If additional space is needed, add a sheet of paper).

List names and contact information of persons who may have knowledge of the alleged discrimination.

If you have filed this complaint with any other federal, state, or local agency, or with any federal or state court, check all that apply.

Federal Agency Federal Court State Agency State Court Local Agency

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Alternate Phone Number: _____

Please sign below. You may attach any written materials or other information you think is relevant to your complaint.

_____ _____ Number of attachments: _____
Complainant Signature Date

Submit form and any additional information to:

Central Yavapai MPO
ATTN: Desi Zurcher, Title VI Program Coordinator
1971 Commerce Center Circle, Suite E
Prescott, AZ 86301
Phone: 928-442-5730
Email: desi.zurcher@yavapaiaz.gov

Additional documents may be attached to the email.

Attachment C

Approved Executive Board Meeting Minutes, June 26, 2024

(Document Attached)

Attachment D

Demographic Maps of CYMPO Boundary

(Documents Attached)