



**CARSON CITY CONSOLIDATED
MUNICIPALITY
NOTICE OF THE MEETING OF THE
CARSON AREA METROPOLITAN PLANNING
ORGANIZATION**

Day: Wednesday
Date: May 14, 2025
Time: Beginning at 4:30 pm
Location: Community Center, Robert 'Bob' Crowell Board Room
851 East William Street
Carson City, Nevada

AGENDA

NOTICE TO THE PUBLIC:

Members of the public who wish to view the meeting may watch the livestream of the Carson Area Metropolitan Planning Organization meeting at www.carson.org/granicus and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.

The public may provide public comment in advance of a meeting by written submission to the following email address: cmartinovich@carson.org. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting. Public comment during a meeting is limited to three minutes for each speaker.

1. Call to Order - Carson Area Metropolitan Planning Organization (CAMPO)

2. Roll Call

3. Public Comment:**

The public is invited at this time to provide comment on any topic that relates to a matter over which this public body has supervision, control, jurisdiction or advisory power, including any such matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised during this period for public comment.

4. For Possible Action: Approval of Minutes - April 9, 2025

4.A Minutes for April 9, 2025
[Click Here for Staff Report](#)

5. Special Presentations

- 5.A Presentation of a proclamation recognizing May 2025 as Bike Month
[Click Here for Staff Report](#)

6. Public Meeting Item(s):

- 6.A For Possible Action – Discussion and possible action regarding Amendment No 1 (“Amendment”) to the Carson Area Metropolitan Planning Organization's ("CAMPO") Unified Planning Work Program (“UPWP”) for Fiscal Year (“FY”) 2025 and FY 2026, which makes various revisions to the UPWP and its Work Elements and increases the FY 2026 budget by \$365,650 to account for the carryforward of unused FY 2025 funds to FY 2026, additional federal Consolidated Planning Grant (“CPG”) funds, and increase in other federal and local funds.
[Click Here for Staff Report](#)
- 6.B For Possible Action – Discussion and possible action regarding a recommendation to the Carson City Board of Supervisors ("Board") concerning the Fiscal Year (“FY”) 2026 Budget for the Carson Area Metropolitan Planning Organization (“CAMPO”) fund.
[Click Here for Staff Report](#)
- 6.C For Possible Action – Discussion and possible action regarding (1) an Interlocal Agreement (“Agreement”) with Lyon County for the Carson Area Metropolitan Planning Organization (“CAMPO”) to manage \$1,254,000 in Surface Transportation Block Grant (“STBG”) funding on behalf of Lyon County, subject to a 5 percent local match of \$66,000 to be paid by Lyon County, for a feasibility study (“Study”) for a future Dayton Valley / Chaves Road Bridge Project (“Project”), with CAMPO staff assuming primary administrative responsibilities for Study management and administering the STBG funds; and (2) authority for the Transportation Manager to sign the Agreement as well as future amendments extending the term of the Agreement.
[Click Here for Staff Report](#)
- 6.D For Possible Action – Discussion and possible action regarding revisions to the Carson Area Metropolitan Planning Organization (“CAMPO”) Policies and Procedures (“Policies”).
[Click Here for Staff Report](#)

7. Non-Action Items

- 7.A Transportation Manager's Report
[Click Here for Staff Report](#)
- 7.B Other comments and reports which may include future agenda items, status review of additional projects, internal communications and administrative matters, correspondence to CAMPO, project status reports, and comments or other reports from the CAMPO members or staff.
[Click Here for Staff Report](#)

8. Public Comment:**

The public is invited at this time to provide comment on any topic that relates to a matter over which this public body has supervision, control, jurisdiction or advisory power, including any such matter that

is not specifically included on the agenda as an action item. No action may be taken on a matter raised during this period for public comment.

9. For Possible Action: To Adjourn

****PUBLIC COMMENT LIMITATIONS** - The CAMPO will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. **Public comment will be limited to three minutes per speaker to facilitate the efficient conduct of a meeting and to provide reasonable opportunity for comment from all members of the public who wish to speak.** Testimony from a person who is directly involved with an item, such as City staff, an applicant or a party to an administrative hearing or appeal, is not considered public comment and would not be subject to a three-minute time limitation.

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, including copies of the supporting material regarding any of the items listed on the agenda, please contact Christopher Martinovich, Transportation Manager, in writing at 3505 Butti Way, Carson City, Nevada, 89701 or at cmartinovich@carson.org, or by phone at (775) 887-2355. You are encouraged to attend this meeting and participate by commenting on any agenda item.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify CAMPO staff in writing at 3505 Butti Way, Carson City, Nevada, 89701 or at cmartinovich@carson.org, or by calling Christopher Martinovich at (775) 887-2355 at least 24 hours in advance of the meeting.

This agenda and backup information are available on the City's website at www.carson.org/agendas and at the office for Carson City Public Works - 3505 Butti Way, Carson City, Nevada, 89701 (775) 887-2355.

This notice has been posted at the following locations:

Carson City Public Works, 3505 Butti Way
Community Center, 851 East William Street
City Hall, 201 North Carson Street
Carson City Library, 900 North Roop Street
Community Development Permit Center, 108 East Proctor Street
Douglas County Executive Offices, 1594 Esmeralda Avenue, Minden
Lyon County Manager's Office, 27 South Main Street, Yerington
Lyon County Utilities, 34 Lakes Blvd, Dayton
Nevada Department of Transportation, 1263 S. Stewart Street, Carson City
www.carson.org/agendas
notice.nv.gov



STAFF REPORT

Report To: _____ **Meeting Date:** May 14, 2025

Staff Contact: _____

Agenda Title: Minutes for April 9, 2025

Agenda Action: Formal Action / Motion **Time Requested:** _____

Proposed Motion

I move to approve the minutes, as presented.

Board's Strategic Goal

Previous Action

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Attachment(s):

[04-09-2025 Minutes \(CAMPO\).pdf](#)

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

CARSON AREA METROPOLITAN PLANNING ORGANIZATION

Minutes of the April 9, 2025 Meeting

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A regular meeting of the Carson Area Metropolitan Planning Organization (CAMPO) was scheduled for 4:30 p.m. on Wednesday, April 9, 2025, in the Community Center, Robert “Bob” Crowell Boardroom, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Gregory Novak
Vice Chairperson Lucia Maloney
Member Lori Bagwell
Member John Cassinelli
Member Robert “Jim” Dodson
Member Jon Erb
Member Lisa Schuette
Ex-Officio Member Rebecca Kapuler

STAFF: Darren Schulz, Public Works Director
Rick Cooley, Deputy Public Works Director
Chris Martinovich, Transportation Manager
Adam Tully, Deputy District Attorney
Kelly Norman, Senior Transportation Planner/Analyst
Casey Sylvester, Transportation/Traffic Engineer
Jared Cragun, Transportation Planner/Analyst
Rebecca Bustos, Grant Analyst
Scott Bohemier, Transportation Planner
Marcus Myers, Transit Coordinator
Tamar Warren, Senior Deputy Clerk

NOTE: A recording of these proceedings, the CAMPO’s agenda materials, and any written comments or documentation provided to the Clerk during the meeting are part of the public record. These materials are available for review in the Clerk’s Office during regular business hours. All approved minutes are posted on <https://www.carson.org/government/city-meetings>.

1. CALL TO ORDER – CARSON AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO)

(4:30:06) – Chairperson Novak called the meeting to order at 4:30 p.m.

2. ROLL CALL

(4:30:17) – Roll was called, and a quorum was present.

3. PUBLIC COMMENT

(4:30:39) – Chairperson Novak entertained public comments; however, none were forthcoming.

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4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – MARCH 12, 2025

(4:30:51) – Chairperson Novak introduced the item and entertained corrections and/or a motion.

(4:31:05) – Vice Chair Maloney moved to approve the minutes of the CAMPO March 12, 2025, meeting as presented. The motion was seconded by Member Bagwell and carried 7-0-0.

5. PUBLIC MEETING ITEM(S):

5-A FOR DISCUSSION ONLY – DISCUSSION AND PRESENTATION REGARDING THE RECENTLY COMPLETED CARSON AREA METROPOLITAN PLANNING ORGANIZATION (“CAMPO”) PAVEMENT MANAGEMENT SURVEY (“SURVEY”) AND THE CURRENT PAVEMENT CONDITION OF LOCAL AND REGIONAL ROADWAYS IN CARSON CITY AND DOUGLAS COUNTY.

(4:31:17) – Chairperson Novak introduced the item. Ms. Norman gave background and reviewed the November and December 2024 Carson City and Douglas County Pavement Survey PowerPoint presentation, incorporated into the record, and responded to clarifying questions. Chairperson Novak believed the report was “reasonable,” calling it money well spent. He also noted that the Nevada Department of Transportation (NDOT) had “the busiest [and] most important roads,” which are handled via an Asset Management Program on a statewide basis. Vice Chair Maloney inquired about the degradation of the new roads, such as Racetrack Road. Mr. Martinovich explained that it was due to raveling, and he suggested monitoring the new roads. Member Dodson called it “a good report” and noted the more aggressive deterioration shown by the model. He also wished to correct page 28 of the packet to note that the chart showed no failed roads, which was incorrect. He suggested removing that designation. Member Erb called the partnership with CAMPO “a great benefit for [Douglas] County.” He also explained that there are approximately 43 miles of unpaved roads that were not counted in the Pavement Condition Index (PCI) survey; therefore, he believed that the survey did not paint an exact picture. Member Schuette highlighted the importance of road maintenance and preservation. This item was not agendaized for action.

5.B FOR DISCUSSION ONLY – DISCUSSION AND PRESENTATION REGARDING ACTIVITIES RELATED TO THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION’S (“CAMPO”) REGIONAL TRANSPORTATION PLAN (“RTP”) AND THE JUMP AROUND CARSON (“JAC”) COORDINATED HUMAN SERVICES PLAN (“CHSP”) INCLUDING, BUT NOT LIMITED TO, THE SCHEDULE OF EVENTS, PLANNED PUBLIC OUTREACH ACTIVITIES, DRAFT TABLE OF CONTENTS, GOALS AND VISION, CAMPO LOGO, AND OTHER TOPICS RELATED TO UPDATING THE RTP AND CHSP.

(4:46:02) – Chairperson Novak introduced the item. Ms. Norman reviewed the agenda materials, which included a PowerPoint presentation and an Executive Summary. She also responded to clarifying questions. Chair Novak and Member Schuette called the report comprehensive. Member Bagwell preferred a more concise vision statement, such as “*a transportation system for all members of our community.*” Member Schuette suggested a change to the proposed goals to read: “*Adaptability: Invest*

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strategically in transportation trends and technologies that support the values needs of the region.” Member Bagwell did not recommend changing the logo, especially if it involved adding it to existing buses; however, she was open to changing the color to blue. Mr. Martinovich noted that the logos would be updated on new buses, not existing ones, and called the current logo “dated.” Ms. Norman explained that making the Project List part of the Appendix allowed for easier amendments in the future. Member Kapuler offered to share any changes due to executive orders via NDOT. Vice Chair Maloney highlighted the need for a bus stop on William Street (Highway 50) near Classy Seconds. Member Bagwell wished to see the bus stops evaluated to ensure they are the most effective stops. She also suggested additional survey questions to understand whether the community prioritized road maintenance over bus stops or ADA access. Member Dodson suggested questions on ways to increase ridership.

(5:15:50) – Member Bagwell suggested exploring partnerships with neighboring counties. Member Casinelli highlighted the need for senior transportation to medical services. Molly Walt, Chief Executive Officer · Nevada Rural Counties RSVP Program, Inc., noted that RSVP supplemented bus programs once per week for several counties. Ms. Norman noted that Staff were here to listen to their suggestions. She also reviewed the survey timeline, which is also incorporated into the record. Chair Novak suggested better coordination with private projects as well. Member Kapuler praised the CAMPO team’s public outreach and suggested receiving input from the Safe Routes to School participants who use public transportation. This item was not agendized for action.

6. NON-ACTION ITEMS

6.A TRANSPORTATION MANAGER’S REPORT

(5:25:38) – Mr. Martinovich announced that the Unified Planning Work Program (UPWP) was out for public comment. He also noted that the US [Highway] 50 Corridor Study survey had generated 560 responses, and an evening public meeting was scheduled for April 30, 2025, in the Carson City Community Center Bonanza Room to review draft concepts. Mr. Martinovich stated that Staff were in support of AB530. He also announced that updated policies and procedures for the Disadvantaged Business Enterprise (DBE) Program would be updated for a future review by this Board to accommodate federal changes.

6.B NEVADA DEPARTMENT OF TRANSPORTATION REPORT

(5:29:50) – Member Kapuler announced single lane closures on eastbound US Highway 50 in Dayton for maintenance on April 8-17, 2025. Additionally, she noted that traffic would be reduced to a single lane on eastbound US Highway 50 between SR 431 and Winters Parkway. Member Kapuler reminded everyone to slow down during the construction hours, adding that speed was the main contributor to fatalities. She also announced that the east shore of Highway 50 in Tahoe would undergo resurfacing in May and invited everyone to an open house for SR 28 on April 30, 2025, at the Incline Village Library. Member Kapuler offered to bring to a future meeting an update to the Strategic Highway Safety Plan.

6.C OTHER COMMENTS AND REPORTS

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(5:33:54) – Member Casinelli thanked Staff for the work done on the Complete Streets Survey on the Highway 50 Corridor.

7. PUBLIC COMMENT

(5:34:37) – Chairperson Novak entertained final public comments. Mark Costa addressed item 5.A, and suggested that the survey questions could be used for public outreach and to receive public input on prioritization. He was also pleased to see that the PCI Report had been completed, as it impacted the Transportation Plan. He wished to see the reversal of the deterioration that had been going on for the past 10 years. Director of The Rural Center for Independent Living Dee Dee Foremaster suggested “tapping into the medical transportation money” in Medicaid to be used to transport Lyon County residents. She also wished to see the new bus stops become more accessible for the visually impaired and for those who need benches to sit on. Ms. Foremaster offered to have the surveys filled out by the community she serves. Ms. Walt read a written statement regarding the Nevada Rural RSVP Program’s lead in establishing a collaboration group with stakeholders to address key transportation issues in the Quad-County region. She invited key stakeholders and participants to get in touch with her by emailing to mwalt@nvrsp.org.

8. FOR POSSIBLE ACTION: TO ADJOURN

(5:43:09) – Chairperson Novak adjourned the meeting at 5:43 p.m.

The Minutes of the April 9, 2025, Carson Area Metropolitan Planning Organization meeting are so approved on this 14th day of May, 2025.



STAFF REPORT

Report To: Carson Area Metropolitan Planning Organization **Meeting Date:** May 14, 2025

Staff Contact: Scott Bohemier, Safe Routes to School Coordinator / Transportation Planner

Agenda Title: Presentation of a proclamation recognizing May 2025 as Bike Month

Agenda Action: Other / Presentation **Time Requested:** 5 minutes

Proposed Motion

N/A

Board's Strategic Goal

N/A

Previous Action

Background/Issues & Analysis

May is National Bike Month as promoted by the League of American Bicyclists. The Carson Area Metropolitan Planning Organization ("CAMPO") is also recognizing May 2025 as Bike Month in the CAMPO region.

CAMPO and its member agencies of Carson City, Lyon County, Douglas County, and the Nevada Department of Transportation ("NDOT") have made strides in improving the bicycle network. In 2024, Carson City averaged about 300 daily bicycle riders along the major corridors of Carson Street through Downtown, S. Carson Street, N. Carson Street, and E. William Street. Carson City completed the 1.8 mile long Edmonds Multi-Use Path Project, and has started construction of the City-Wide Multi-Use Path Project. Both NDOT and Carson City are in design of other multi-use pathway projects including along US Highway 50 in east Carson City and the N. Lompa Lane Multi-Use Path Project.

Additionally, the Western Nevada Safe Routes to School Program continues to promote bicycle safety and hold events across our Western Nevada Region including a recent Bike Rodeo with the Dayton Boys and Girls Club, bike safety and maintenance assemblies at Yerington Elementary and Riverview Elementary School in Lyon County, and other bike activities at Heritage Park in Douglas County.

Other community organizations are also holding events and working to promote a community where walking and biking for transportation or recreation is a way of life. CAMPO supports the efforts of these organizations in our shared goals of fostering active lifestyles, reducing environmental impacts, and building a stronger, more connected community.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Attachment(s):

[5A_CAMPO_Proclamation.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

PROCLAMATION

BIKE MONTH

WHEREAS, BIKING IS AN ESSENTIAL FORM OF TRANSPORTATION, RECREATION, AND PHYSICAL ACTIVITY THAT PROMOTES HEALTH, SUSTAINABILITY, AND COMMUNITY VITALITY; AND

WHEREAS, THE CARSON AREA MPO RECOGNIZES THE IMPORTANCE OF BICYCLE TRANSPORTATION IN REDUCING TRAFFIC CONGESTION, IMPROVING AIR QUALITY, AND ENHANCING THE OVERALL QUALITY OF LIFE FOR ALL RESIDENTS; AND

WHEREAS, MAY IS RECOGNIZED NATIONALLY AS BIKE MONTH, AN OPPORTUNITY TO CELEBRATE THE MANY BENEFITS OF BICYCLING AND TO ENCOURAGE MORE PEOPLE TO GIVE BIKING A TRY; AND

WHEREAS, THE CARSON AREA MPO IS COMMITTED TO CREATING SAFE, ACCESSIBLE, AND ENJOYABLE CONDITIONS FOR BICYCLISTS OF ALL AGES AND ABILITIES THROUGH INFRASTRUCTURE IMPROVEMENTS, PUBLIC EDUCATION, AND COMMUNITY PROGRAMS; AND

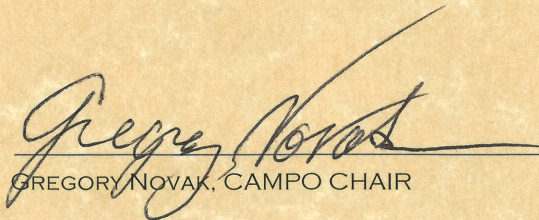
WHEREAS, COMMUNITY ORGANIZATIONS, SCHOOLS, PUBLIC AGENCIES, AND BUSINESSES THROUGHOUT CARSON CITY, LYON COUNTY, AND DOUGLAS COUNTY WILL HOST ACTIVITIES AND EVENTS THAT PROMOTE BIKE SAFETY, EDUCATION, AND THE JOY OF BICYCLING; AND

WHEREAS, BIKING SUPPORTS THE SHARED GOALS OF FOSTERING ACTIVE LIFESTYLES, REDUCING ENVIRONMENTAL IMPACTS, AND BUILDING A STRONGER, MORE CONNECTED COMMUNITY;

NOW, THEREFORE, I, GREG NOVAK, CHAIR OF THE CARSON AREA MPO, DO HEREBY PROCLAIM MAY 2025 AS "BIKE MONTH" IN THE CAMPO REGION, AND I ENCOURAGE ALL RESIDENTS TO RIDE THEIR BICYCLES, BE MINDFUL OF BICYCLIST SAFETY, AND PARTICIPATE IN THE BIKE MONTH ACTIVITIES THROUGHOUT OUR COMMUNITY.

CARSON AREA METROPOLITAN PLANNING ORGANIZATION OF
CARSON CITY, DOUGLAS COUNTY, AND LYON COUNTY.




GREGORY NOVAK, CAMPO CHAIR



STAFF REPORT

Report To: Carson Area Metropolitan Planning Organization **Meeting Date:** May 14, 2025

Staff Contact: Kelly Norman, Senior Transportation Planner

Agenda Title: For Possible Action – Discussion and possible action regarding Amendment No 1 (“Amendment”) to the Carson Area Metropolitan Planning Organization's ("CAMPO") Unified Planning Work Program (“UPWP”) for Fiscal Year (“FY”) 2025 and FY 2026, which makes various revisions to the UPWP and its Work Elements and increases the FY 2026 budget by \$365,650 to account for the carryforward of unused FY 2025 funds to FY 2026, additional federal Consolidated Planning Grant (“CPG”) funds, and increase in other federal and local funds.

Agenda Action: Formal Action / Motion **Time Requested:** 10 minutes

Proposed Motion

I move to approve the Amendment, as presented.

Board's Strategic Goal

N/A

Previous Action

April 10, 2024 (Item 5.A) – CAMPO approved the UPWP for FY 2025 and FY 2026.

Background/Issues & Analysis

CAMPO receives annual funding from the Federal Highway Administration (“FHWA”) and Federal Transit Administration (“FTA”) for regional transportation planning activities. These two funding sources are combined as CPG funds, which reimburse Metropolitan Planning Organizations (“MPO”), like CAMPO, at a rate of 95% for eligible expenditures consistent with an approved UPWP. The amount of CPG funds allocated to CAMPO is based on an agreed distribution formula between the Nevada Department of Transportation (“NDOT”) and Nevada’s three other MPOs.

The UPWP establishes the budget for proposed CAMPO work activities and describes how CPG funds will be administered. CAMPO approved a two-year UPWP for FY 2025 and FY 2026 on April 10, 2024 with an overall, two-year budget of \$1,367,778 which included \$1,138,609 in federal CPG funding, \$49,169 in required local match, and \$180,000 in additional/other funds to account for the US 50 East Carson Complete Streets Study.

The Amendment modifies funding distribution to carryforward unused FY 2025 funds to FY 2026 and incorporates final Federal Fiscal Year 2025 CPG funding. The overall amount of funding available for

the UPWP increased from \$1,367,778 to \$1,647,809, which consists of \$1,289,549 in CPG funding, \$53,260 in required local match, and \$305,000 in other federal/local funds.

The total budgeted amount for FY 2026 increased \$365,650 from \$547,378 to \$913,028 which includes \$236,378 in additional CPG funding, \$4,272 in required local match, and \$125,000 in additional/other funds for the N. Carson Street Feasibility Study.

In addition, CAMPO staff has updated general CAMPO information, Federal Planning Emphasis Areas, and UPWP milestones and/or completion dates across each of the six Work Elements.

CAMPO must submit a UPWP to NDOT, FHWA, and FTA, establishing the budget for proposed activities to be administered throughout the duration of the UPWP. A 30-day public comment period that meets the requirements within CAMPO's Public Participation Plan was opened from April 1, 2025 through May 1, 2025. No public comments were received.

Applicable Statute, Code, Policy, Rule or Regulation

23 CFR Part 450

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: CAMPO fund, Unified Planning Work Program account / 2453028-501210, Project # G302825001.

Is it currently budgeted? No

Explanation of Fiscal Impact: An estimated \$1,289,549 in federal CPG funding, \$305,000 in other federal/local funding, and \$53,260 in required local match funding is available to perform Work Elements 1.0 through 6.0 in the UPWP for the two-year time period of July 1, 2024 through June 30, 2026. The required local match is funded by CAMPO's three member agencies. The FY 2026 UPWP budget for Work Elements 1.0 through 6.0 totals \$913,028 and includes \$759,966 in CPG funding, \$125,000 in other federal/local funding, and \$28,062 in required local match.

The portion of the CPG funds that require a 5 percent local match is \$533,177. The local match of \$28,062 will be distributed across the member agencies based on population within CAMPO's metropolitan planning area, as shown in the list below. Any unused CPG funding and local match will carry forward to the next fiscal year.

FY 2026 Local Match summary prior to carryforward adjustments:

- Carson City:
66.3 percent of population. Total for FY 2026 = \$18,605.
- Douglas County:
15.4 percent of population. Total for FY 2026 = \$4,322.
- Lyon County:
18.3 percent of population. Total for FY 2026 = \$5,135.

Alternatives

Do not approve the Amendment and provide alternative direction to staff.

Attachment(s):

[6A_CAMPO_Exhibit 1 - FY 2025-2026 UPWP Amendment.pdf](#)

[6A_CAMPO_Exhibit 2 - FY 2025-2026 UPWP Budget Amendment Summary.pdf](#)

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

Note: Text edits are shown in **Red font**.

Carson Area Metropolitan Planning Organization



Fiscal Years 2025 / 2026: July 1, 2024 – June 30, 2026

UNIFIED PLANNING WORK PROGRAM

Approved: April 10, 2024

Amended: TBD

Contact Information:

Carson Area Metropolitan Planning Organization
3505 Butti Way
Carson City, NV 89701
Office: (775) 887-
2355

Email: Comments@CarsonAreaMPO.com
CarsonAreaMPO.com

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

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**Carson Area Metropolitan Planning Organization
FY 2025 and FY 2026 CAMPO Unified Planning Work Program
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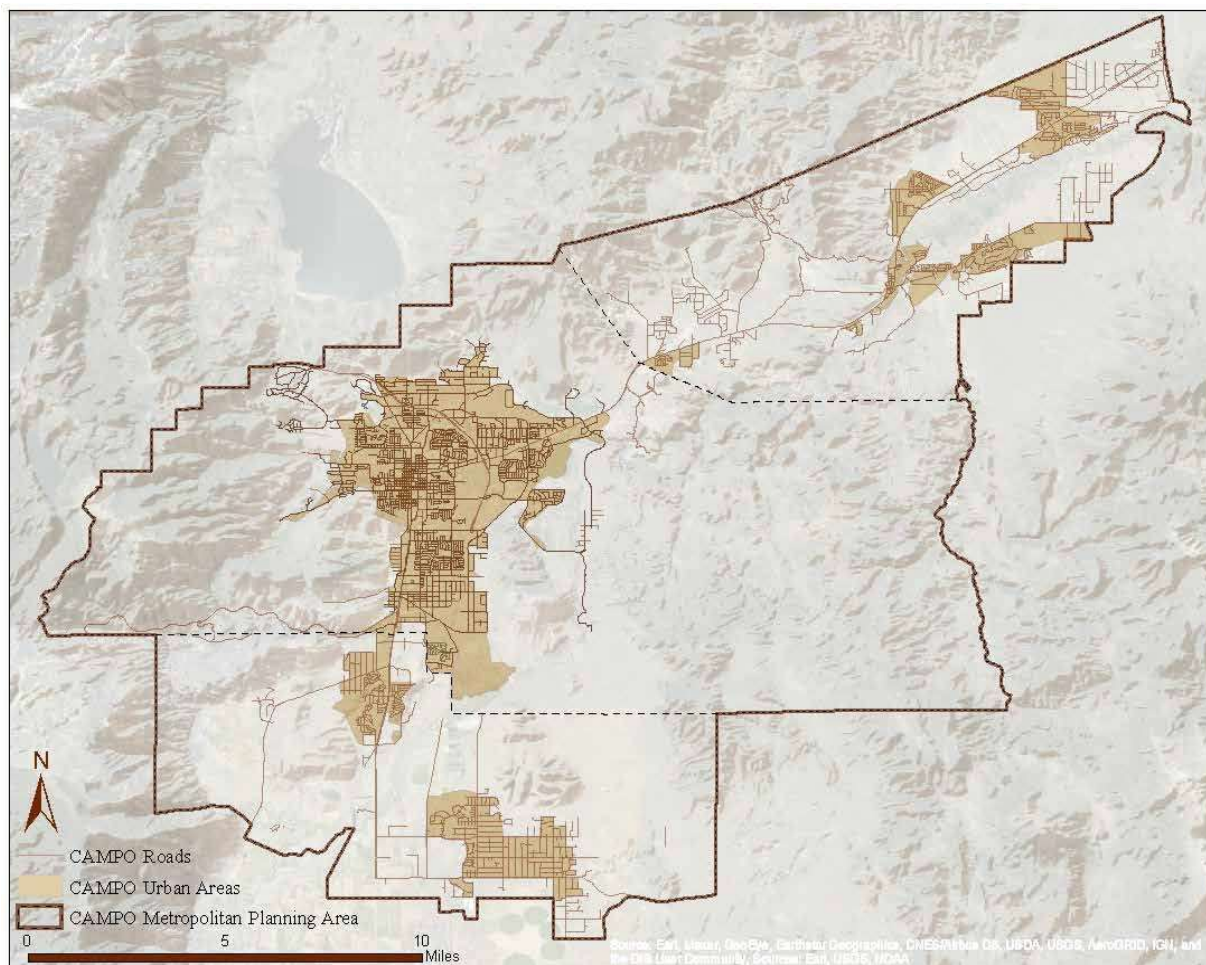
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1.0 Introduction

The Unified Planning Work Program (UPWP) defines the continuing, comprehensive, and cooperative regional transportation planning process for the Carson Area Metropolitan Planning Organization (CAMPO) planning area. It establishes regional planning objectives for Fiscal Years 2025/2026 covering the period of July 1, 2024 through June 30, 2026 and includes a corresponding budget to complete the work. This strategic management tool is organized by Work Elements that identify activities and products to be accomplished during the two-year period. These activities include core metropolitan planning functions, mandated metropolitan planning requirements, and other regional planning activities. As detailed in the Code of Federal Regulations (CFR) 23 CFR 450.308, each activity listed in the UPWP must indicate who will do the work, the schedule for completing the work, the resulting product, the proposed funding, and a summary of total amounts and sources of Federal and matching funds. Funding for metropolitan planning activities is made possible through the U.S. Department of Transportation – both the Federal Highway Administration and the Federal Transit Administration – and through the three local entities – Carson City, Douglas County, and Lyon County. Figure 1.1 depicts the CAMPO Metropolitan Planning Area.

Figure 1.1 CAMPO Metropolitan Planning Area



1.1 Organization Overview

A Metropolitan Planning Organization (MPO) is an organization of local governments in areas with a collective population of 50,000 or more, termed an Urbanized Area. As a condition for receiving Federal transportation dollars, MPOs must have a continuing, cooperative, and comprehensive transportation planning process in cooperation with the State. The MPOs are to cooperate with the State in developing transportation plans and programs for urbanized areas. This transportation planning process results in plans and programs consistent with the area's locally adopted comprehensive plans. On November 15, 2021, the Infrastructure Investment and Jobs Act (IIJA) was signed into law. This is a five-year transportation bill which continues core provisions in the two previous transportation bills (the Fixing America's Surface Transportation (FAST) Act and Moving Ahead for Progress in the 21st Century Act (MAP-21)) with an updated emphasis on safety and research, reconnecting communities, and the link between housing and transportation.

What is the Carson Area Metropolitan Planning Organization?

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

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

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

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

1.2 CAMPO Policy Board and Staff

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

Table 1.1 CAMPO Policy Board

Member	Governmental Body Represented
<u>Mr. Gregory Novak, Chairperson</u>	<u>Carson City</u>
<u>Ms. Lucia Maloney, Vice Chairperson</u>	Carson City
<u>Ms. Lori Bagwell</u>	Carson City
<u>Mr. John Cassinelli</u>	Lyon County
Mr. Jon Erb	Douglas County
Ms. Lisa Schuette	Carson City
Mr. Robert (Jim) Dodson	Carson City
Ms. <u>Rebecca Kapuler*</u>	Nevada Department of Transportation

**Non-Voting ex-officio member*

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

Table 1.2 CAMPO Support Staff

Staff Member	Title
Mr. Christopher Martinovich, PE	Transportation Manager
Ms. Kelly Norman, AICP	Senior Transportation Planner
Mr. Casey Sylvester, PE	Transportation/Traffic Engineer
Ms. Rebecca Bustos	Grant Analyst
Mr. Scott Bohemier	Transportation Planner/Analyst
Mr. Jared Cragun	Transportation Planner/ Analyst
<u>Mr. Marcus Myers</u>	Transit Coordinator

1.3 Responsibilities and Priorities

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

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

1.4 Organizational Procedures and Documents

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

- CAMPO Policies & Procedures
- CAMPO Public Participation Plan
- CAMPO FFY 202~~5~~⁸ Transportation Improvement Program
- CAMPO Unified Planning Work Programs
- CAMPO Fare & Service Change Policy
- CAMPO Disadvantaged Business Enterprise (DBE) Program and established DBE goals
- CAMPO Complete Streets Performance Monitoring Program
- CAMPO Travel Demand Model Validation Report 2015, 2020, 2024
- CAMPO Bicycle Friendly Community Report Card 2014, 2018, 2022
- CAMPO 2050 Regional Transportation Plan, Amendments, and updates
- CAMPO Local Road Safety Plan
- Carson Area Transportation System Management Plan
- Annual Transportation Network Monitoring Reports
- Annual Obligation Reports
- Carson City's 202~~4~~⁴ ADA Transition Plan for Pedestrian Facilities in the Public Right-of-Way
- Carson City Freeway Corridor Multi-Use Path Alignment Studies
- Notice of Protection Under Title VI

1.5 Public Involvement

CAMPO is committed to promoting meaningful community engagement in the regional transportation planning process. Robust public and stakeholder involvement from planning through implementation will result in investments that meet the needs of the traveling public. CAMPO's Public Participation Plan (PPP) identifies the goals, strategies, and tools to be used to encourage participation.

CAMPO is seeking opportunities to increase meaningful public participation in the transportation planning process. The USDOT defines meaningful public outreach as a process that proactively seeks full representation from the community, considers public comments and feedback, and incorporates that feedback into a project, program, or plan when possible. This includes outreach that begins early in the planning process and continues through design and construction, providing opportunities for input that will shape project outcomes, and tailoring outreach methods to the unique needs of each undertaking.

Robust community engagement results in transportation plans and strategies that address the concerns of area residents and businesses and facilitates successful project implementation. The outreach process places a priority on innovative approaches, outreach to underrepresented communities, and strengthening partnerships with other regional agencies. Specific policies and procedures for public involvement have been developed and are contained within CAMPO's *Public Participation Plan (PPP)* available on the www.CarsonAreaMPO.com website.

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

CAMPO's outreach goals seek to provide opportunities for meaningful community and stakeholder engagement throughout the transportation planning process. This means providing opportunities for the community to shape the vision and priorities of both regional plans and corridor-based improvements. The agency's outreach goals are summarized in the following graphic:

- 
- 1 Increase public engagement throughout the transportation planning and project development process
 - 2 Consider the concerns and priorities of residents in the selection of transportation investments
 - 3 Implement a fair and inclusive engagement process that bridges language, cultural, and economic differences
 - 4 Strengthen community partnerships throughout the region
 - 5 Provide reasonable accommodation to people with disabilities, so that all residents can easily participate in the regional planning process

2.0 Summary of FY 2023 & FY 2024 Accomplishments and Work Efforts

CAMPO developed a two-year UPWP for the first time for Fiscal Year* FY 2017 and FY 2018 and has continued to update in partnership with the U.S. Department of Transportation (U.S. DOT) and Nevada Department of Transportation (NDOT). A two-year UPWP, updated annually, allows greater flexibility for CAMPO and its planning partners to complete more significant activities within a reasonable timeframe, and to better coordinate activities with the funding cycle. A two-year work program does not mean that two years' worth of funding is available in the first year. CAMPO executes a monetary agreement with the NDOT annually.

The following are the primary accomplishments and activities that were undertaken during FY 2023 and FY 2024:

- *Disadvantaged Business Enterprise (DBE) Program and 3-year Goal Update* – The CAMPO DBE program was revised to meet current FTA regulations and the 2023-2025 3-year DBE goal was established and approved in September 2022.
- *2023-2026 Transit Asset Management Plan* was updated to monitor and manage public transportation assets in the delivery of service to improve safety and increase reliability and performance and establish performance measures as regulated in 49 CFR 625 and was approved in October 2022.
- *Transportation Improvement Program (TIP) Activities* – The TIP includes a four-year list of projects and is consistent with all Federal planning regulations. All federally funded projects must be included in the TIP. CAMPO adopted the FFY 2023-2026 TIP February 8, 2023. Regular maintenance of the document is required through formal and administrative amendments.
- *2024-2028 Pavement Management Plan*, approved May 2023, supports ongoing planning and programming activities related to roadway infrastructure in Carson City.
- *CAMPO's Public Participation Plan (PPP)* review and update was completed July 2023.
- *Carson Area Transportation System Management Plan* – Staff worked with Kimley Horn to identify and plan for long-term strategies for planning and implementing Coordinated Traffic Signal Systems in the rural Northern Nevada region including those agencies within the CAMPO planning area. This study began in the Fall of 2020 and was completed August 2023.
- *2022 & 2023 Annual Network Monitoring Reports* – Staff collects data, analyzes, and produces an annual Monitoring Report for multimodal usage indicators, performance measures, and performance targets, as applicable within the CAMPO planning area. CAMPO presents the Annual Network Monitoring Reports in October.
- *CAMPO Local Road Safety Plan (LRSP)* supports the identification, analysis, and prioritization of safety improvements on Carson City's local and rural roads in partnership with NDOT. CAMPO's LRSP was completed in April 2024.
- *Public Transportation Agency Safety Plan (PTASP)* – Staff updates the PTASP annually in December for safety performance measures as required by 49 CFR 673.

*Fiscal Year (FY) refers to a one-year period from July 1 to June 30. Federal Fiscal Year (FFY) refers to the federal government's fiscal year from October 1 to September 30.

- *2023-2025 Title VI Program for Jump Around Carson (JAC)* – Staff prepared an update to the Title VI program to ensure CAMPO’s programs, policies, and activities continue to comply with (U.S. DOT) Title VI regulations, affirming that “no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”
- *Ongoing MPO Activities* – These activities included general administration, MPO representation, public participation efforts, regional consistency review, training, UPWP development, and administration of the Surface Transportation Block Grant (STBG) program with partner jurisdictions.
- *Collection, analysis, and reporting of Bicycle and Pedestrian Monitoring Data* – CAMPO continued collection of bicycle and pedestrian monitoring data, used to evaluate, and monitor the performance of Complete Streets measures, such as usage of CAMPO’s bicycle and pedestrian network.
- *CAMPO/ Douglas County Travel Demand Model Update* – Using a consultant, update travel demand model and associated forecasting software and tools as necessary, which may include updated demographics data (i.e., 2020 Census), and/or acquisition/incorporation of passively-derived Origin-Destination data.
- *CAMPO US 50 East Carson Complete Streets Corridor Study_CS* – Using a consultant, The US50 East Carson Complete Streets Study (Study) will identify, evaluate, and recommend potential safety and multimodal (vehicular, transit, pedestrian, and bicycle) transportation improvements along US Highway 50 in east Carson City between Interstate 580 and Highlands Drive, to improve safety for all users of the corridor. The results of this Study will be used to identify and inform the design and construction of future corridor projects.

3.0 Federal Transportation Legislation/ Planning Emphasis Areas/ Planning Factors

In November 2021, the Infrastructure Investment and Jobs Act (IIJA) was signed into law. This legislation carries forward and expands the policies, programs, and initiatives established by preceding legislation (including the FAST Act and MAP-21) by introducing new policies and programs that address new and emerging issues that face the nation's transportation system. These issues include mitigating impacts to existing infrastructure due to [extreme weather events](#), developing and maintaining system resiliency, ensuring [fairness for different types of need](#), researching, and deploying new technologies, connecting housing and transportation, and improving safety for all users.

The metropolitan transportation planning process specified by the IIJA and the implementing regulations contained in 23 CFR 450 requires CAMPO to maintain a cooperative, continuous, and comprehensive framework for making transportation investment decisions in the metropolitan area. CAMPO has incorporated IIJA-related elements into the UPWP including an IIJA Implementation Program to proactively address rulemakings and guidance from the enactment of the IIJA.

In January 2023, the FHWA, and later approved by the FTA, issued a memorandum waiving the non-Federal match requirement for Metropolitan Planning (PL), and Metropolitan Planning Program (MPP) funds that support complete streets planning activities. For CAMPO, this waiver will apply to activities related to complete street policies and prioritization methods, and well as to plans and projects that integrate multi-modal transportation elements. Tasks that meet the requirements of this waiver have been noted in the UPWP work elements.

The IIJA requires each MPO to use at least 2.5% of its PL funds (and each State to use 2.5% of its State Planning and Research funding under 23 U.S.C. 505) on specified planning activities to increase [safety and provide](#) options for multiple travel modes for people of all ages and abilities. [§ 11206(b)]

- A State or MPO may opt out of the requirement, with the approval of the Secretary, if the State or MPO has Complete Streets standards and policies in place and has developed an up-to-date Complete Streets prioritization plan that identifies a specific list of Complete Streets projects to improve the safety, mobility, or [access to](#) a street. [§ 11206(c) and (e)]
- For this requirement, the term "Complete Streets standards or policies" means standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles. [§ 11206(a)]
- In April 2023, FHWA released a memorandum providing program guidance to clarify eligibility requirements for the use of SPR and PL funds on Complete Streets activities under the IIJA. Found here: [Increasing Safe and Accessible Transportation Options Implementation Guidance](#)
- More information can be found here: [Bipartisan Infrastructure Law - Metropolitan Planning Program \(MPP\) Fact Sheet | Federal Highway Administration \(dot.gov\)](#)

3.1 Federal Planning Emphasis Areas

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) jointly develop Planning Emphasis Areas (PEAs) to promote policy, procedural, and technical topics that are to be considered by metropolitan planning organizations in the preparation of work plans. The PEAs address a

mix of planning issues and priority topics identified as requiring additional focus by MPOs. In addition to PEAs, the IJIA includes housing factors for consideration in the transportation planning process. This section below introduces updated PEAs and discusses how they are addressed across work elements in the UPWP.

In 2014, the three planning emphasis areas included: MAP-21/ FAST Act Implementation, Regional Models of Cooperation, and Ladders of Opportunity. These planning emphasis areas encouraged MPOs to approach transportation planning through Performance Based Planning and Programming, assured a regional approach to MPO coordination, and encouraged MPOs to document transportation connectivity gaps to essential services including housing, employment, health care, schools/education, and recreation.

In 2021, eight planning emphasis were required for consideration in MPO planning activities.

Emission Reductions- FHWA and FTA work with the State Department of Transportation (State DOT) and MPOs to ensure that our transportation plans and infrastructure investments help reduce negative and harmful emissions, increase resilience to extreme weather events and other natural disasters, and plan for sustainable infrastructure systems that are adaptable to impacts of differing weather patterns.

Title VI Activities- FHWA and FTA work with State DOT and MPOs to encourage the uses of strategies that: (1) improve infrastructure for non-motorized travel, public transportation, and increased transportation services to promote economic development for all people; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor availability to essential services; and (6) consider sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of vulnerable populations.

Executive Order 13985 (Advancing Racial Equity and Support for Underserved Communities). As of January 20, 2025, Executive Order 13985 has been revoked; however, CAMPO will continue to strive for projects that result in the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to a variety of communities such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; persons of different sex; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or unfair practices.

Complete Streets- FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. To be considered complete, these arterial roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations.

Public Involvement- FHWA Division and FTA regional offices should encourage MPOs and State DOTs to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public

participation by individuals without access to computers and mobile devices.

Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination- FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from the DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. The DOD's facilities include military bases, ports, and depots, considered essential to national security.

Federal Land Management Agency (FLMA) Coordination- FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMA's on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. MPOs must appropriately involve FLMA's in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)).

Planning and Environment Linkages (PEL)- PELs consider environmental, community, and economic goals early in the transportation planning process, and use the information, analysis, and products developed during planning to inform the environmental review process.

Data in Transportation Planning- To encourage data sharing principles and data management to be used for a variety of issues, such as freight, bike and pedestrian planning, [economic development for vulnerable populations](#), managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision making at the State, MPO, regional, and local levels for all parties.

3.2 Federal Planning Factors

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

Transportation legislation lists ten factors (Table 3.1) that must be considered as part of the transportation planning process for all metropolitan areas. The most recent update with the IIJA includes housing in the fifth planning factor. The factors listed in Table 3.1 shall be explicitly considered, analyzed as appropriate, and reflected in the planning process products (23 USC 134 (h)). Table 3.1 outlines FY 2025 & FY 2026 two-year UPWP Work Elements that address and support each Federal Planning Emphasis Area and IIJA Planning Consideration, as updated with the Infrastructure Investment and Jobs Act of 2021.

**Table 3.1 FY 2025 & FY 2026 Two-Year UPWP Work Elements and Federal Planning
Emphasis Areas (PEAs)/Planning Considerations**

	<i>Work Elements</i>					
	1	2	3	4	5	6
Infrastructure Investment and Jobs Act (IIJA) Implementation Program	X	X	X	X	X	X
<i>PEA's</i>						
<u>Emission Reductions</u>		X	X	X	X	X
<u>Title VI Activities</u>	X	X	X	X	X	X
Complete Streets			X	X	X	X
Public Involvement	X	X	X		X	X
Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination				X		
Federal Land Management Agency (FLMA) Coordination	X	X	X			
Planning and Environment Linkages (PEL)					X	X
Data in Transportation Planning		X	X	X	X	X
<i>Federal Planning Factors</i>						
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency		X	X	X	X	X
Increase the safety of the transportation system for motorized and non- motorized users			X	X	X	X
Increase the security of the transportation system for motorized and non- motorized users			X	X	X	X
Increase mobility of people and freight		X	X	X	X	X
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth, housing, and economic development patterns	X	X	X	X	X	X
Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight		X	X	X	X	X
Promote efficient system management and operation	X	X	X	X	X	X
Emphasize the preservation of the existing transportation system			X	X	X	X
Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation			X	X	X	X
<i>Enhance travel and tourism</i>		X	X		X	X

3.3 Overview of FY 2025 and FY 2026 Work Efforts

CAMPO is continuing to implement its UPWP in a two-year cycle to allow for flexibility in programming, planning, and funding of projects. A two-year work program does not mean that two years' worth of funding is available in the first year. CAMPO executes a monetary agreement with NDOT annually. The following are the primary activities to be undertaken during FY 2025 and FY 2026:

- Staff will be implementing recommendations from the Local Road Safety Plan to continue to promote transportation safety. This includes the development of a dashboard for fatal and serious injury crash reporting.
- Staff will collect data, perform analyses, and produce an annual Network Monitoring Report for multimodal usage indicators, performance measures, and performance targets, as applicable within the CAMPO planning area.
- Working with local, regional, and statewide planning partners, staff will continue to regularly meet and consult with the Regional Transportation Stakeholder Coalition to advise staff on inter- and intra-regional transportation and transit challenges/needs. Information about the Regional Transportation Stakeholder Coalition can be found on CAMPO's website.
- The ADA barriers inventory will be expanded incrementally in the future.
- Roadways within the Carson City and Douglas County portions of the CAMPO area will be inventoried, using a consultant, to reassess pavement conditions. This practice is performed every couple of years for CAMPO, consistent with best industry practices, to maintain a strong database and establish historical benchmarks, thereby providing a more robust analysis of pavement maintenance needs. This process ensures the most informed and efficient decisions are being made to address pavement health.
- Resiliency will be incorporated into CAMPO's Asset Management, Multi-modal Planning, ITS, the Carson Area Transportation System Management Plan (CATSMP), and Infrastructure Sustainability. Resiliency is defined as the ability of a City, MPO, or other entity to prepare for and recover quickly from unexpected interruptions, hazards, or emergencies.
- Staff will administer a survey of transit riders who ride the Jump Around Carson (JAC) transit system) to identify needs and opportunities to improve regional transit planning and operations. This effort will also be supported through a refresh of the Coordinated Human Services Plan.
- The Complete Streets Policy will be enhanced and updated to begin to include design examples and Complete Street implementation guidance.
- CAMPO will continue working on the CAMPO US 50 East Carson Complete Streets Corridor Study_CS to be completed in March 2025.
- Coordination and development of the North Carson Complete Streets Feasibility Study.
- CAMPO is planning a 2050 RTP Amendment to update relevant changes.
- Update CAMPO bicycle route map including an evaluation of bicycle stress, or how stressful the ride is to the bicyclist.
- CAMPO will adopt a new FFY 2025-2028 TIP

4.0 FY 2025 & FY 2026 Unified Planning Work Program

CAMPO's major planning activities are divided into five Work Elements. Funding sources for CAMPO planning activities include a combination of federal transit and highway programs, as well as local funding used as the "match" for federal consolidated planning grant (CPG) funding. Table 4.1 lists the six Work Elements and the total estimated cost for each. The following pages contain a detailed description of each of the Work Elements for the FY 2025 & FY 2026 two-year UPWP, including activities, milestones, estimated completion dates, and estimated total costs. A detailed summary table containing estimated Work Element cost and funding sources for all Work Elements combined with all scheduled milestones by fiscal year is attached at the end of this document. Except where noted below for each activity, work will be completed by CAMPO staff.

Table 4.1 Total Budgeted Amount by Work Element and Fiscal Year
(All values rounded to the nearest dollar)

Work Element	Description	Total Work Element Budget	FY 2025	FY 2026
1.0	MPO Administration	<u>\$257,081</u>	<u>\$125,491</u>	<u>\$131,590</u>
2.0	Regional Transportation Planning	<u>\$230,324</u>	<u>\$77,546</u>	<u>\$152,778</u>
3.0	Outreach, Engagement & Representation	<u>\$112,054</u>	<u>\$37,699</u>	<u>\$74,355</u>
4.0	Multimodal Planning	<u>\$118,443</u>	<u>\$55,078</u>	<u>\$63,365</u>
5.0	Transportation Performance and Asset Management	<u>\$347,301</u>	<u>\$208,151</u>	<u>\$139,150</u>
6.0	Complete Streets_CS	<u>\$277,605</u>	<u>\$50,816</u>	<u>\$226,789</u>
Total UPWP CPG/Local		<u>\$1,342,809</u>	<u>\$554,781</u>	<u>\$788,028</u>
Total Other Federal/Local Funding*		<u>\$305,000</u>	\$180,000	<u>\$125,000</u>
Total 2-Year UPWP		<u>\$1,647,809</u>	<u>\$734,781</u>	<u>\$913,028</u>

*Other Funding Sources (US 50 East Carson Corridor Study, N. Carson Street Study)

WORK ELEMENT 1.0 – MPO Administration

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

Work Element and Description		1.0 MPO Administration
FY 2025	CPG	<u>\$ 119,216</u>
	Local Match	<u>\$ 6,275</u>
	Total Cost	<u>\$ 125,491</u>
FY 2026	CPG	<u>\$ 125,011</u>
	Local Match	<u>\$ 6,580</u>
	Total Cost	<u>\$ 131,590</u>
Combined FY 2025 & FY 2026	CPG	<u>\$ 244,231</u>
	Local Match	<u>\$ 12,855</u>
	Total Cost	<u>\$ 257,081</u>

ACTIVITIES

1.1 MPO Administration and Work Program Oversight

Description: This activity includes general administrative functions concerning the regional transportation planning program including preparation of administrative reports, analyses, budgets, goals and objectives, correspondence, documents, memos, etc.

Elements:

- Preparation of required MPO reports and memoranda supporting the activities of CAMPO.
- Management and oversight of transportation and planning grants.
- Preparation of monthly, quarterly, and end-of-year summaries and reports.
- Preparation of billings and reimbursement requests for projects and grant related funding activities for federally funded projects by CAMPO.
- Ongoing participation in Nevada's Planning Executive Group (PEG) initiatives related to MPO coordination and programming.
- MPO Board Support, including providing special reports, researching MPO issues, preparation of board/public meeting materials, and attendance at MPO regular and special meetings.

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion Date
Agenda and meeting materials for CAMPO board and other public meetings, as needed	CAMPO	Monthly, Ongoing
Miscellaneous reports, analyses, correspondence, task summaries and memoranda, and funding management, as needed	CAMPO	Ongoing
Preparation of monthly, quarterly, and end-of-year summaries and reports	CAMPO	Monthly, Ongoing
Participation in Nevada's Planning Executive Group (PEG) and initiatives related to MPO coordination and programming	CAMPO	Ongoing

1.2 Unified Planning Work Program Oversight and Development

Description: This activity includes preparation and administration of the Unified Planning Work Program (UPWP), quarterly activity summaries, reporting, invoicing UPWP amendments as needed, and annual monetary agreements.

Elements:

- Development, coordination, management, collaboration, and adoption of the FY 2027-2028 UPWP, including updated member agency population splits.
- UPWP management and administration of budgets and agreements.
- Preparation of quarterly, and end-of-year action/activity invoices, summaries, and reports.
- Application and management of Consolidated Planning Grant (CPG) funds for CAMPO operations.

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion Date
FY 2025/2026 UPWP Administration and Amendments, as needed	CAMPO	Ongoing
UPWP Quarterly Reporting and Invoicing	CAMPO	30 th of each month following the close of each Fiscal Year Quarter
FY 2026 Monetary Agreement	CAMPO	<u>June</u> 2025
FY 2027 Monetary Agreement	CAMPO	May 2026
Adoption of the FY 2027-2028 UPWP (Draft/ Final)	CAMPO	April 2026

1.3 Transportation Improvement Program (TIP) Administration

Description: This activity supports the selection, funding, and implementation of transportation projects that meet State and federal regulations. The MAP-21/FAST Act-compliant Federal Fiscal Year (FFY) 2023-2026 Transportation Improvement Program (TIP) was adopted by the Regional Transportation Commission (RTC) on February 8, 2023. Activities under this task include administration and maintenance of the current FFY 2023-2026 TIP, including the processing of modifications and amendments as needed, and development of the FFY 2025-2028 TIP in cooperation with other local, regional, and statewide agencies. The TIP includes a current four-year listing of projects and will be consistent with all Federal planning regulations, including supporting access and transportation needs of Federal Land Management Agencies (FLMA's) before projects are programmed in the TIP. The format of the TIP will reflect consistency with NDOT's eSTIP platform. This activity includes project tracking and financial tracking that is performance-based and consistent with the goals and objectives of the IJJA, MAP-21, and the FAST Act.

Elements:

- Determine those sufficient federal, State, and local revenue sources are available to fund projects programmed in the TIP.
- Coordinate administration and maintenance of the TIP within the Statewide TIP (STIP).
- Provide the reasonable opportunity for public comment in accordance with the Public Participation Plan and federal regulations.
- Incorporate [opportunities for vulnerable individuals of differing needs and](#) ADA considerations, as appropriate.
- Consider best available performance information, including performance measures and targets, in prioritization of transportation improvement projects that are expected to support achievement of adopted targets and the IJJA/MAP-21/FAST Act performance measures.
- Prepare modifications and amendments to the TIP, as needed.
- Coordinate modifications and amendments of the TIP program with the STIP to ensure changes are incorporated into the STIP.
- Develop and prepare the FFY 2025-2028 TIP for adoption.
- Coordination with FHWA NV Division office, FTA, NDOT, and CAMPO partner agencies on project development and funding.
- Maintain and report annual list of obligated projects.
- Perform and document continuing, coordinated, and comprehensive processes that include traditionally underrepresented populations and their community leaders (e.g., elderly, disabled, low income, and minorities).

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion Date
FFY 2023-2026 TIP administrative modifications and formal amendments, as needed	CAMPO	Ongoing through September 2024
Consider the best available performance information, including performance measures and targets, in prioritization of transportation improvement projects that are expected to support the achievement of adopted targets and the IJJA, MAP-21, and FAST Act performance measures	CAMPO	Ongoing
Adopted FFY 2025-2028 TIP	CAMPO	<u>December</u> 2024
FFY 2025-2028 TIP administrative modifications and formal amendments, as needed	CAMPO	Ongoing, <u>December</u> 2024-June 2026
Annual Federal Obligations Report	CAMPO	December 2024; December 2025

1.4 Professional Development

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

Elements:

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

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion Date
Enhanced staff capabilities	CAMPO	Ongoing

WORK ELEMENT 2.0 – Regional Transportation Planning

Activities within this work element include administration of the 2050 RTP, including ongoing coordination with federal, State, and local partners to explore funding opportunities to implement the plan. CAMPO will prioritize continued public outreach for RTP on goals and concepts that promote [transportation choice](#) and environmental sustainability and ensure access to public facilities for all users across all modes.

This Work Element also includes preparation of a formal update and adoption of the 2050 CAMPO Regional Transportation Plan, as required every 5-years, to included updates to both long-range and short-range strategies and actions that provide for the development of an integrated multimodal transportation system (including pedestrian walkways and bicycle transportation facilities) to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand. CAMPO will include public outreach and stakeholder coordination for administrative modifications and/or amendments to the RTP, including Virtual Public Involvement (VPI), as necessary in accordance with the PPP.

Work Element and Description		2.0 Regional Transportation Planning
FY 2025	CPG	<u>\$ 73,669</u>
	Local Match	<u>\$ 3,877</u>
	Total Cost	<u>\$ 77,546</u>
FY 2026	CPG	<u>\$ 145,131</u>
	Local Match	<u>\$ 7,638</u>
	Total Cost	<u>\$ 152,769</u>
<u>Total Work Element Cost</u>	CPG	<u>\$ 218,808</u>
	Local Match	<u>\$ 11,516</u>
FY 2025 & FY 2026	Total Cost	<u>\$ 230,324</u>

ACTIVITIES

2.1 Regional Transportation Plan (RTP)

Description: The 2050 RTP was adopted on January 13, 2021. This activity includes the formal update, re-adoption, and maintenance to the 2050 RTP. The formal update to the RTP will consider transportation emissions and clean energy initiatives appropriate for CAMPO including alternative fuel vehicles. It will consider infrastructure sustainability including planning for transportation hazards and resiliency, reviewing Planning and Environmental Linkages (PEL), and considering transportation-stormwater effects; a collaborative approach to transportation planning using information and analysis to consider environmental, community, and economic goals that inform the environmental review process. Early, effective, and continuous outreach on the document will continue, as well as coordination with partner agencies and local governments.

Elements:

- Administration of the 2050 RTP, including ongoing coordination with federal, State, and local partners to explore funding opportunities to implement the plan.
- Participation in public and interagency meetings as a transportation technical resource.
- Continued Public outreach for RTP on goals and concepts that promote freedom of transportation choice and environmental sustainability and ensure access to public facilities for all users across all modes.
- Process RTP administrative modifications and/or amendments, as necessary following completion of planning studies and projects.
- Public Outreach and stakeholder coordination for administrative modifications and/or amendments to the RTP, including VPI, as necessary.
- Development and re-adoption of the RTP including incorporation of federally required performance measures and/or targets, data management, public participation, stakeholder engagement and project prioritization/costing.
- Coordination with partner agencies, MPOs, and participation in interagency meetings.

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion
Continued community outreach and education on the 2050 RTP	CAMPO/ CONSULTANT	Ongoing
2050 RTP formal update and re-adoption	CAMPO / CONSULTANT	January 2026

WORK ELEMENT 3.0 – Outreach, Engagement, and Representation

Activities within this work element include MPO representation, early, effective, and continuous public participation, regional coordination, and engagement activities necessary to carry out continuing, comprehensive, and cooperative regional transportation planning activities. Activities are ongoing or recurring meaningful activities designed to continue public participation and engagement efforts, including incorporating VPI opportunities to reach greater numbers of people. Activities include planning for all modes with all stakeholders and meeting the requirements set forth in CAMPO's Public Participation Plan.

Work Element and Description		3.0 Outreach, Engagement & Representation
FY 2025	CPG	<u>\$ 35,814</u>
	Local Match	<u>\$ 1,885</u>
	Total Cost	<u>\$ 37,699</u>
FY 2026	CPG	<u>\$ 70,637</u>
	Local Match	<u>\$ 3,718</u>
	Total Cost	<u>\$ 74,355</u>
<u>Total Work Element Cost</u>	CPG	<u>\$ 106,451</u>
	Local Match	<u>\$ 5,603</u>
FY 2025 & FY 2026	Total Cost	<u>\$ 112,054</u>

ACTIVITIES

3.1 MPO Representation

Description: Staff will represent the MPO at events, conferences and meetings not related to specific UPWP activities. This activity includes coordination with other regional MPOs, NDOT, Carson City, Douglas County, Lyon County, and other agencies and organizations to ensure development of transportation related projects that serve the best interests of the region. CAMPO staff regularly communicate with the Washoe Tribe of Nevada and California to consider tribal needs in the transportation and transit planning and programming process. This task includes participation in the statewide planning process, including attendance and participation in the Nevada Advisory Committee on Traffic Safety (NVACTS), the Transportation Planning Advisory Committee (TPAC), the development and coordination of the Statewide Transportation Improvement Program (STIP), project selection, and participation in other advisory and legislative committees, as appropriate.

Elements:

- Preparation and attendance at events, conferences, and meetings not related to specific other UPWP activities.
- Ongoing coordination with other regional MPOs, NDOT, Carson City, Douglas County, Lyon County, and/or other agencies/organizations, as needed.
- Participation in statewide planning activities and corridor studies, as needed.
- Participation and support for NDOT corridor planning document and project designs for roads within CAMPO.
- Continuing management of The Regional Transportation Stakeholder Coalition (RTSC).

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion Date
A well-represented MPO with ongoing inter- and intra-regional coordination	CAMPO	Ongoing
Coordinate CAMPO documents with State planning processes and documents	CAMPO	Ongoing
Participation and support for NDOT corridor planning documents and design projects	CAMPO	Ongoing
Ongoing Meetings with the Regional Transportation Stakeholder Coalition	CAMPO	Triannual meetings

3.2 Public Participation

Description: Early, effective, continuous, and meaningful public participation efforts will be conducted throughout the program period related to numerous work-study activities; development of corridor/specific studies; preparation of updates to regional planning documents and policies; development of the UPWP for the next fiscal years; public information campaigns to promote planning initiatives and programs; coordination with Tahoe MPO (TMPO) and Washoe County Regional Transportation Commission (Washoe RTC); and other related activities. This task includes integrating Virtual Public Involvement (VPI) to increase access and meaningful participation in transportation planning activities. This task also includes the publication of notices and maintenance of the CAMPO website, as the website is a useful tool for informing constituents of CAMPO's purpose and activities.

Elements:

- Activities necessary to host/coordinate public participation activities for projects listed in the TIP, including VPI and language assistance.
- Outreach resulting from the development of corridor/specific studies or local development projects.
- Development of public information campaigns that promote safety and planning initiatives and programs.
- Continuous maintenance of the CAMPO website.

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion
Hosted/coordinated public participation activities, including VPI and language assistance	CAMPO/ CONSULTANT	Ongoing
Operational website for distribution of current, accurate, and transparent public information	CAMPO	Ongoing

3.3 Regional Transit Coordination and Engagement

Description: There are five transit services operating within the CAMPO planning area (Eastern Sierra Transit Authority, Tahoe Transportation District (TTD), Jump Around Carson (JAC), Douglas Area Rural Transit (DART), and RTC Intercity that are subsidized by member counties. This activity includes regional coordination of transit services by CAMPO staff, development and implementation of transit surveys, ongoing stakeholder engagement related to availability and support of transit services especially for low-income, seniors, and other vulnerable communities in accordance with the JAC Transit Development and Coordinated Human Services Plan.

Elements:

- Development, preparation, and outreach for rider survey materials including outreach to low-income and vulnerable communities.
- Coordinated community, stakeholder, and agency discussions regarding transit route planning.
- Participation in local and regional planning processes for public transportation projects in which the Carson area has a vested interest.

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion Date
Coordination and communication among transit operators	CAMPO	Ongoing
Transit Rider Survey	CAMPO/ CONSULTANT	June 2026

WORK ELEMENT 4.0 – Multimodal Planning

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

This Work Element includes short- and long-range transportation planning activities within the CAMPO Metropolitan Planning Area that may be conducted by Staff and/or Consultants to understand safety conditions, travel behavior, land use including housing and occupational locations, multi-modal needs, necessary safety and operational improvements, preliminary environmental linkages including transportation-stormwater effects, and alternatives analyses for various corridors within the planning area. Periodic reports related to analyses and findings will be produced.

Work Element and Description		4.0 Multimodal Planning
FY 2025	CPG	<u>\$ 52,324</u>
	Local Match	<u>\$ 2,754</u>
	Total Cost	<u>\$ 55,078</u>
FY 2026	CPG	<u>\$ 60,197</u>
	Local Match	<u>\$ 3,168</u>
	Total Cost	<u>\$ 63,365</u>
<u>Total Work Element Cost</u> FY 2025 & FY 2026	CPG	<u>\$ 112,521</u>
	Local Match	<u>\$ 5,922</u>
	Total Cost	<u>\$ 118,443</u>

ACTIVITIES

4.1 Transit Planning

Description: This activity incorporates responsibilities required of CAMPO as the designated recipient of FTA Section 5307 funds. CAMPO must apply for and manage these funds, including compliance activities and participation in regular federal reviews and audits. This activity also includes development of short- and long-range plans as well as maintenance and administration of transit policies and procedures that support implementation of regional transit planning documents, including maintenance of a JAC Fixed- Route Policy and a JAC ADA Paratransit Eligibility process. The task also includes coordination with local Native American tribal communities to seek ways to broaden transportation to poorly served areas. The public outreach and coordination activities within this task specifically relate to transit planning and do not duplicate public outreach and coordination that is conducted under other activities within this UPWP.

Elements:

- Early, effective, continuous, and meaningful public outreach and promotion of JAC availability and transit routes.
- Update to the JAC Transit Development and Coordinated Human Services Plan including a review of routes and operational adjustments that increase access to public transportation and considers micro-transit opportunities, as discussed and requested by Carson City Board of Supervisors and the Regional Transportation Commission.
- CAMPO/JAC Title VI Program update for FFY 2026-2028
- Title VI Program implementation, monitoring, and updates, as required.
- CAMPO Disadvantaged Business Enterprise (DBE) Program and oversight, and 3-year Goal for Federal Transit Administration Funds update covering FFY 2026-2028.
- Participation in public and interagency meetings to support transit planning activities.
- Maintenance of a JAC ADA Paratransit Eligibility Process and the JAC Fixed-Route policy.
- Collection and analysis of transit ridership data and development of the JAC Annual Monitoring Report.
- Transit responsibilities as a designated recipient – CAMPO, in coordination with NDOT works with transit operators in the region to identify projects and distribute FTA funds among eligible operators and projects. Efforts under this subtask include training, project identification, allocation of funding, and coordination with FTA, NDOT, and transit operators.

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion Date
Project identification and allocation of funds among regional transit operators to allow for implementation of FTA transit programs	CAMPO	Ongoing
Update to the JAC Transit Development and Coordinated Human Services Plan	CAMPO/ CONSULTANT	<u>January 2026</u>
Outreach and promotion of JAC Transit Services and routes through targeted outreach and advertising	CAMPO	Ongoing
JAC Title VI Program update	CAMPO	September 2025
CAMPO DBE Program Goal Update	CAMPO	September 2025
FY 2024 & 2025 JAC Monitoring Report	CAMPO	<u>July 2025; February 2026</u>

4.2 Intelligent Transportation Systems (ITS) and Alternative Fuels Planning

Description: This activity included two main elements. The first element is identifying and planning for long-term strategies for implementing Coordinated Traffic Signal Systems within the CAMPO planning area. The second element of this task includes planning for long-term strategies and coordination with partner agencies and the private sector related to emerging transportation technologies including connected and autonomous vehicles and the development of alternative fuels with an eye toward reducing transportation emissions.

Elements:

- Staff time to implement components of the Carson Area Transportation System Management Plan.
- Coordination with NDOT and other CAMPO agencies related to implementation of ITS concepts, traffic management, operations, and other related programs.
- Coordination with NDOT, partner agencies, and private sector businesses on the development of transportation electrification or other alternative fuels policy, programs, and infrastructure.
- Agency coordination with partner jurisdictions, transit agencies, utility providers, and other related planning activities for alternative fuel vehicles and the deployment of associated infrastructure for personal or agency owned fleets.

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion Date
Staff coordination with partner jurisdictions, utility companies, and NDOT	CAMPO	Ongoing

4.3 Active Transportation Planning

Description: This activity involves participation and management of regional bicycle, pedestrian, and other multi-modal activities including coordination with organizations such as the Western Nevada Safe Routes to Schools program and non-profit organizations (e.g. Muscle Powered) to identify and plan for active transportation infrastructure challenges and needs throughout the Metropolitan Planning Area.

Elements:

- Community outreach and coordination with partner agencies, Western Nevada Safe Routes to Schools program, and regional non-profit organizations.
- Participation in local planning processes for active transportation projects in which the Metropolitan Planning Area has a vested interest.
- Update CAMPO bicycle route map [information](#) in coordination with an update to the [Regional Transportation Plan](#).
- Interagency coordination with state, FLMA, and local agency partners (NDOT, FHWA, CFL, BLM, Carson City, Douglas County, Lyon County, Washoe Tribe of Nevada and California), regarding multi-modal access to public lands.

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion Date
Community outreach and agency coordination	CAMPO	Ongoing
Updated CAMPO Bicycle Route Map	CAMPO/ CONSULTANT	February 2026

4.4 Regional Consistency Review and Planning Updates

Description: Development of capital improvement projects within the CAMPO boundaries is critical to ensuring consistency with the RTP and TIP. Staff routinely review and examine the effectiveness of proposed projects as they relate to the ability to relieve/prevent congestion, to minimize transportation stormwater impacts, consider the likely impacts of transportation policy on housing, land use and development decisions, support access to and transportation needs of Federal Land Management Agencies (FLMA's), preservation and efficient utilization of transportation facilities, and other matters as required by federal or State regulation. These activities do not duplicate routine reviews of proposed developments that are conducted by constituent units of government.

This task also includes support and periodic updates, if required, to the existing planning documents based on changes resulting from local, state, or federal policies or regulations; as well as includes the development, maintenance, and administration of transportation policies that support the implementation of regional transportation planning documents.

Elements:

- Provide input on proposed developments of regional significance regarding the RTP and TIP.
- Assist local agencies with the development and administration of regionally significant projects in the CAMPO region.
- Annual growth management reviews.
- Incorporate Transportation Hazard and Resiliency Planning in identifying assets, needs, and vulnerabilities within the transportation network.
- Development, maintenance, and administration of transportation policies and documents, as required.

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion Date
Periodic review/reports on planning documents and policies	CAMPO/ CONSULTANT	Ongoing
Participate <u>with local agencies in development and review of various projects and plans, including hazard mitigation planning.</u>	CAMPO / <u>CONSULTANT</u>	Ongoing

WORK ELEMENT 5.0 – Transportation Performance and Asset Management

The activities in this work element support and implement federal and State requirements for performance-based planning to inform decision-making, including transportation data collection, management, needs identification and data sharing; travel demand modeling and forecasting; development of performance measures and targets; and various other information gathering, analyses, monitoring and reporting, as needed. This work element also supports multi-modal asset management throughout the CAMPO planning area using ongoing data collection, analyses, sharing and reporting to inform decision-making that promotes efficient system management and operation; improves the resiliency and reliability of the transportation system; and emphasizes preservation of the existing transportation system. Resiliency is defined as the ability of a City, MPO, or other entity to recover quickly from unexpected interruptions, hazards, or emergencies.

Work Element and Description		5.0 Transportation Performance and Asset Management
FY 2025	CPG	<u>\$ 197,743</u>
	Local Match	<u>\$ 10,407</u>
	Total Cost	<u>\$ 208,151</u>
FY 2026	CPG	<u>\$ 132,193</u>
	Local Match	<u>\$ 6,958</u>
	Total Cost	<u>\$ 139,150</u>
<u>Total Work Element Cost</u> FY 2025 & FY 2026	CPG	<u>\$ 329,936</u>
	Local Match	<u>\$ 17,365</u>
	Total Cost	<u>\$ 347,301</u>

ACTIVITIES

5.1 Performance Measure Implementation and Management

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

Elements:

- Coordination and advancement of data collection and sharing across CAMPO partner jurisdictions, transit operators, NDOT and FHWA in response to established performance measure target-setting requirements.
- Technical analyses and model outputs that support development and implementation of IIJA/MAP-21/Fast Act performance-based planning requirements.
- Preparation and development of documentation as required.
- Adopted performance measures targets, including Safety Performance Measure Targets; Public Transit Agency Safety Targets; Transit Asset Management Targets; and supporting NDOT's other performance measures including Congestion Management Air Quality (CMAQ), Infrastructure, and System Performance Targets for the CAMPO Metropolitan Planning Area, as applicable.
- Referencing 23 U.S.C. 175, the IIJA established the Carbon Reduction Program (CRP), providing funds for projects to reduce transportation emissions (CO2) from on-road highway sources. [CAMPO staff will monitor and follow program guidelines for using CRP funding as well as participate in Statewide emission reduction planning.](#)

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion Date
Safety Performance Measure Targets	CAMPO	February 2025; February 2026
Public Transit Agency Safety Targets	CAMPO	December 2024; December 2025
FTA Transit Asset Management Targets	CAMPO	October 2024; October 2025
Supporting Nevada's CMAQ, Infrastructure, and System Performance Targets	CAMPO	October 2024; October 2025
Documentation as required	CAMPO	Ongoing
Ongoing participation in Nevada's Performance Measures Working Group	CAMPO	Ongoing

5.2 Maintain Travel Demand Model

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

Elements:

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

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion Date
Requested model outputs for alternatives analysis, planning studies, or other regional activities as needed/requested	CAMPO/ CONSULTANT	Ongoing

5.3 Data Management, Collection, and Performance Measurement

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

Staff will continue to monitor and evaluate the existing bicycle and pedestrian network, work with member agencies and local advocates, and pursue grant opportunities to improve the [access to community destinations](#) and connectivity of the system to ensure safety and connectedness for all road users. This will include incremental improvements to the ADA Transition Plan through collection and analysis of bicycle and pedestrian asset data, including ADA access barriers by zones; school zones, the Redevelopment Authority Citizens Committee (RACC) Redevelopment Areas, Bus Routes, and "Last quarter mile" of bus stop analysis.

Staff plan on incorporating continual safety recommendations, based on data driven decisions and contributing crash factors in areas where fatalities occur. Staff will reference steps from the routine monitoring of safety on local roads from the Local Road Safety Plan.

Elements:

- Ongoing data collection and installation of devices related to safety, regional bicycle and pedestrian counts, vehicular movements, and other transportation infrastructure data as needed.
- Analyses of collected data on auto, transit, truck, bicycle, and pedestrian use.
- Annual preparation and dissemination of CAMPO's Monitoring Report.
- Coordinate the dissemination and consideration of transportation-related performance data.
- Maintain and continue to refine GIS network files related to transportation assets within the CAMPO region such as socioeconomic data, housing data, crash data, land use changes, and environmental data as well as ITS infrastructure, traffic analysis zones, and other GIS files necessary to support a variety of CAMPO planning needs.
- Periodic recommendations and/or reports.
- Coordinate the dissemination and consideration of transportation-related performance data.
- Funding permitting, conduct an inventory of narrowness barriers throughout the CAMPO planning area.
- Conduct mapping activities that support integration of inventory data with CAMPO's web-based mapping platform.

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion Date
Annual CAMPO Monitoring Report	CAMPO	October 2024; October 2025
Ongoing performance monitoring and multimodal data collection	CAMPO	Ongoing
Bicycle, pedestrian, truck, and automobile counts	CAMPO	Ongoing
Develop CAMPO Fatalities and Contributing Factors Dashboard	CAMPO	<u>June 2025</u>
Improved access <u>to</u> and connectivity of the bicycle and pedestrian network	CAMPO	Ongoing
Continuous updates to non-motorized assets, including sidewalks, ramps, and bicycle facilities, integrated into CAMPO's web-based mapping platform, including map production	CAMPO	Ongoing

5.4 Maintain Pavement Management System

Description: This activity involves regular updates and maintenance of the Pavement Management System following improvements or changes to the street network or land uses. A consultant will be hired to collect data on the CAMPO roadway network, building upon the previous pavement surveys. Staff will report on performance measures annually as they relate to pavement maintenance needs and project identification. Staff will continue to implement Carson City's pavement management plan.

Elements:

- Conduct regular updates and maintenance of the Pavement Management Plan and system.
- Using a contractor, collect pavement survey data for Carson City, Lyon County, and/or Douglas County roadways, funding and agency participation permitting.
- Annual performance reporting of pavement condition within the CAMPO planning area.

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion Date
Up-to-date pavement management system	CAMPO/ CONSULTANT	Ongoing
Complete pavement survey for participating agencies	CAMPO/ CONSULTANT	March 2025
Annual performance reporting of pavement condition within the CAMPO planning area to support development of pavement maintenance projects by partner agencies	CAMPO	September 2024; December 2025
Implementation and Maintenance of Carson City's Pavement Management Plan	CAMPO	Ongoing

5.5 Transit Asset Management

Description: These activities include ongoing maintenance of the Federal Fiscal Year (FFY) 2023-2026 JAC Transit Asset Management (TAM) Plan including monitoring of performance targets.

Elements:

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

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion Date
Current and maintained JAC Transit Asset Management Plan, including modifications and amendments, as needed	CAMPO	Ongoing

WORK ELEMENT 6.0 – Complete Streets_CS

The activities in this work element concentrate on Complete Streets and include developing a Complete Streets toolbox and corridor studies including continuing efforts on the US 50 East Carson Complete Streets study and beginning the North Carson Complete Streets Corridor Study. All Complete Streets Activities are exempt from local match according to the FTA and FHWA Waiver of Non-Federal Match for Complete Streets Planning, authorized by 49 U.S.C. § 49 5305. By removing non-federal match requirements, the waiver provides 100-percent federal funding for activities that improve safety and availability of the transportation system through activities described in the Bipartisan Infrastructure Law [section 11206 (c)].

The goal of Complete Streets planning is to provide a safe and approachable transportation network to allow freedom of transportation choice for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment, and increased economic development for businesses. Corridor projects identified in CAMPO's 2050 Regional Transportation Plan will be considered for study within this task in coordination with local partners and the NDOT

Work Element and Description		6.0 Complete Streets_CS
FY 2025	CPG	<u>\$ 50,816</u>
	Local Match	\$ 0
	Total Cost	<u>\$ 50,816</u>
FY 2026	CPG	<u>\$ 226,789</u>
	Local Match	\$ 0
	Total Cost	<u>\$ 226,789</u>
<u>Total Work Element Cost</u>	CPG	<u>\$277,610</u>
	Local Match	\$ 0
FY 2025 & FY 2026	Total Cost	<u>\$ 277,605</u>

ACTIVITIES

6.1 Complete Streets Design Guide & Toolbox_CS

Description: This activity includes enhancement of a standard guide for planners and engineers and the public to clarify Complete Streets policies and guidance through an update to the Complete Streets Design Guide and Toolbox. This task will be completed concurrently based on guidance and information received from ongoing corridor studies.

Elements:

- Enhancement and update to Complete Streets policies and guidance to help guide consistent implementation of Complete Streets Policies in Carson City.

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion
Complete Streets Design Guide and Toolbox_CS	CAMPO	June 202 <u>6</u>

6.2 Complete Streets Corridor Studies_CS

Description: This task includes short- and long-range transportation planning activities within the CAMPO Metropolitan Planning Area that may be conducted by Staff and/or Consultants to understand travel behavior, land use including housing and occupational locations, multi-modal needs, necessary safety and operational improvements, preliminary environmental linkages including transportation-stormwater effects, and alternatives analyses for various corridors within the planning area. Periodic reports related to analyses and findings will be produced. The goal of Complete Streets planning is to provide a safe and approachable transportation network for travelers of all ages and abilities, including those from low-income communities and vulnerable communities with different transportation needs who have faced challenges accessing transportation. Corridor projects identified in CAMPO's 2050 Regional Transportation Plan will be considered for study within this task in coordination with local partners and NDOT.

Elements:

- Coordination and development for the continuance of the US 50 East Carson Complete Streets Study.
- Coordination and development of the North Carson Complete Streets Feasibility Study.
- Consider Planning and Environmental Linkage (PEL) concepts and practices in corridor study planning reviews where appropriate.

Milestones & Benchmarks:

Milestone	Responsible Party	Est. Completion Date
US 50 East Carson Complete Streets Study_CS	CAMPO/ CONSULTANT	<u>September</u> 2025
N. Carson Complete Streets Feasibility Study_CS	CAMPO/ CONSULTANT	December 2026

5.0 FY 2025 & FY 2026 UPWP Budget & Combined Scheduled Milestones

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

Table 5.1 CAMPO FY 2025 and FY 2026 UPWP Cost/Funding Summary

Activity					Funding Breakdown, Overall FY 25 & FY 26		
Work Element	#	Description	Milestones (Excludes Ongoing/Recurring Milestones)	Estimated Completion Date	FY 2025	FY 2026	Total Work Element Cost
1.0 MPO Administration	1.1	MPO Administration and Work Program Oversight			\$125,491	\$131,590	\$257,081
	1.2	Unified Planning Work Program Oversight and Development	FY 2026 / FY 2027 Monetary Agreements	June 2025; May 2026			
			FY 2027-2028 UPWP (Draft/ Final)	April 2026			
	1.3	Transportation Improvement Program (TIP) Administration	FFY 2025-2028 TIP	December 2024			
			Annual Federal Obligations Report	December 2024; December 2025			
1.4	Professional Development						
2.0 RTP	2.1	Regional Transportation Plan (RTP)*	2050 RTP Update and Adoption*	January 2026	\$77,546	\$152,778	\$230,324
3.0 Outreach, Engagement, and Representation	3.1	MPO Representation	-	-	\$37,699	\$74,355	\$112,054
	3.2	Public Participation	-	-			
	3.3	Regional Transit Coordination & Engagement	Transit Rider Survey	June 2026			
4.0 Multimodal Planning		Transit Planning	Update to JAC Transit Coordinated Human Services Plan	January 2026	\$55,078	\$63,365	\$118,443
			JAC Title VI Program Update	September 2025			
			CAMPO DBE Program Goal Update	September 2025			
			FY 2024 & 2025 JAC Monitoring Report	July 2025; February 2026			
	4.2	ITS and Alternative Fuels Planning					
	4.3	Active Transportation Planning	Updated CAMPO Bicycle Map	February 2026			
	4.4	Regional Consistency Review & Planning Updates	-	-			
5.0 Transportation Performance & Asset Management	5.1	Performance Measure Implementation & Management	Safety Performance Measure Targets	February 2025; February 2026	\$208,151	\$139,150	\$347,301
			Public Transit Agency Safety Targets	December 2024; December 2025			
			FTA Transit Asset Management Targets	October 2024; October 2025			
			Supporting Nevada’s CMAQ Targets	October 2024; October 2025			
	5.2	Maintain Travel Demand Model	-	-			
	5.3	Data Management, Collection, and Performance Measurement	Annual CAMPO Monitoring Report	September 2024; September 2025			
			CAMP Crash Dashboard	June 2025			
	5.4	Maintain Pavement Management System	Complete pavement survey for participating agencies	March 2025			
			Annual performance reporting of pavement condition within the CAMPO planning area to support development of pavement maintenance projects by partner agencies	September 2024; December 2025			
5.5	Transit Asset Management	-	-				
6.0 Complete Streets CS	6.1	Complete Streets Design Guide & Toolbox CS	Complete Streets Design Guide and Toolbox CS	June 2026	\$50,816	\$226,789	\$277,605
	6.2	Complete Streets Corridor Studies CS	US 50 East Carson Complete Streets Study CS	September 2025			
			N. Carson Complete Streets Feasibility Study CS	December 2026			
Total UPWP CPG/Local					\$554,781	\$788,028	\$1,342,809
Total Other Federal/Local*					\$180,000	\$125,000	\$305,000
Total 2-Year UPWP					\$734,781	\$913,028	\$1,647,809

*Other Funding Sources (US 50 E. Carson Complete Streets Study, TAP; N. Carson Street Study, Carson City local)

UPWP FY 2025-2026 Funding Amendment Summary

	Original UPWP Total	Revised UPWP Total	Difference (Revised - Original)	FY 25 Revised	FY 25 Difference (Revised - Original)	FY 26 Revised	FY 26 Difference (Revised - Original)
FEDERAL CPG	\$ 1,138,609	\$ 1,289,548	\$ 150,939	\$ 529,583	\$ (85,438)	\$ 759,965	\$ 236,377
LOCAL MATCH	\$ 49,169	\$ 53,261	\$ 4,092	\$ 25,198	\$ (181)	\$ 28,062	\$ 4,273
OTHER / ADDITIONAL	\$ 180,000	\$ 305,000	\$ 125,000	\$ 180,000	\$ -	\$ 125,000	\$ 125,000
TOTALS	\$ 1,367,778	\$ 1,647,809	\$ 280,031	\$ 734,781	\$ (85,619)	\$ 913,028	\$ 365,650



STAFF REPORT

Report To: Carson Area Metropolitan Planning Organization **Meeting Date:** May 14, 2025

Staff Contact: Chris Martinovich, Transportation Manager

Agenda Title: For Possible Action – Discussion and possible action regarding a recommendation to the Carson City Board of Supervisors ("Board") concerning the Fiscal Year ("FY") 2026 Budget for the Carson Area Metropolitan Planning Organization ("CAMPO") fund.

Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

Proposed Motion

I move to recommend that the Board of Supervisors approve the Fiscal Year 2026 Budget for the CAMPO fund.

Board's Strategic Goal

N/A

Previous Action

N/A

Background/Issues & Analysis

CAMPO receives federal Consolidated Planning Grant ("CPG") funding through an annual monetary agreement with the Nevada Department of Transportation ("NDOT"). This use of this funding is outlined in CAMPO's Unified Planning Work Program. Total estimated funding for FY 2026 to be provided from NDOT is \$788,028, which comprises of \$759,966 in federal CPG funding and \$28,062 in required local match. These amounts have been incorporated into the FY 2026 CAMPO budget.

Under the Interlocal Cooperative Agreement between the Board, Regional Transportation Commission, and CAMPO, the Board has agreed to provided financial accounting services to CAMPO along with periodic financial reports on behalf of CAMPO. The Board is expected to take final action on the FY 2026 budget for the CAMPO fund in May 2025. The exhibit attached to this Staff Report contains budget preparation worksheets and fiscal summaries of the CAMPO fund.

Applicable Statute, Code, Policy, Rule or Regulation

June 18, 2020, Interlocal Cooperative Agreement between the Board, the Carson City Regional Transportation Commission, and CAMPO.

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: CAMPO Fund / 245

Is it currently budgeted? No

Explanation of Fiscal Impact: Staff provided the City-wide FY 2026 tentative budget to the Board on May 1, 2025, which included CAMPO funds as presented. Changes will be added as approved, and the Final Budget will be adopted on May 27, 2025.

Alternatives

Decline to recommend the FY 2026 CAMPO fund budget to the Board and provide direction to staff.

Attachment(s):

[6B_CAMPO_Exhibit 1 - 245 CAMPO Account Budget Worksheet.pdf](#)

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)		

Organization	Object	Project	Account Description	2023 Actuals	2024 Actuals	2025 Revised Budget	2025 Actuals	2025 RE-ESTIMATE	2026 BUDGET
2453081	431010	ITGOV	FEDERAL GRANTS	(\$473,771.70)	(\$546,062.95)	(\$696,504.00)	(\$75,983.28)	(\$696,504.00)	(\$759,966.00)
		Pending grant #	UPWP FY26						(\$759,966.00)
		G302825001 FED GRANT	UPWP FY25			(\$696,504.00)	(\$73,958.13)	(\$696,504.00)	
		G302823002 FED GRANT	US 50 E COMPLETE ST		(\$154,048.20)		(\$2,025.15)		
		G302823001 FED GRANT	UPWP FY23-24		(\$338,324.25)				
		G302820002 FED GRANT	Carson Area Trans System Mgmt		(\$53,690.50)				
2453081	437100	ITGOV	OTHER LOCAL GRANTS	\$0.00	(\$154,308.48)	(\$70,692.00)	\$0.00	(\$70,692.00)	\$0.00
2453081	437560	ITGOV	DOUGLAS COUNTY	(\$4,508.00)	(\$45,145.25)	(\$47,530.00)	(\$4,477.50)	(\$47,530.00)	(\$4,322.00)
2453081	437561	ITGOV	LYON COUNTY	(\$5,357.00)	(\$4,974.00)	(\$3,005.00)	(\$3,005.00)	(\$3,005.00)	(\$5,135.00)
		ITGOV Total		(\$483,636.70)	(\$750,490.68)	(\$817,731.00)	(\$83,465.78)	(\$817,731.00)	(\$769,423.00)
2450091	481150	XFER IN	REG. TRANSPORTATION FUND	(\$19,410.00)	(\$18,016.00)	(\$10,891.00)	\$0.00	(\$10,891.00)	(\$18,605.00)
		XFER IN Total		(\$19,410.00)	(\$18,016.00)	(\$10,891.00)	\$0.00	(\$10,891.00)	(\$18,605.00)
2450099	495000	BFB	BEGINNING FUND BALANCE	\$0.00	\$0.00	(\$89,171.00)	\$0.00	(\$89,171.00)	(\$30,012.00)
		BFB Total		\$0.00	\$0.00	(\$89,171.00)	\$0.00	(\$89,171.00)	(\$30,012.00)
				(\$503,046.70)	(\$768,506.68)	(\$917,793.00)	(\$83,465.78)	(\$917,793.00)	(\$818,040.00)
2453028	500101	S	SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		S Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2453028	500225	B	MEDICARE	\$0.00	\$0.00	\$0.00	\$1,122.00	\$0.00	\$0.00
2453028	500230	B	RETIREMENT	\$0.00	\$0.00	\$0.00	\$23,889.35	\$0.00	\$0.00
2453028	500240	B	GROUP INSURANCE	\$0.00	\$0.00	\$0.00	\$8,630.86	\$0.00	\$0.00
2453028	500241	B	CITY HSA CONTRIBUTION	\$0.00	\$0.00	\$0.00	\$2,089.47	\$0.00	\$0.00
2453028	500250	B	WORKERS' COMPENSATION	\$0.00	\$0.00	\$0.00	\$465.22	\$0.00	\$0.00
		B Total		\$0.00	\$0.00	\$0.00	\$36,196.90	\$0.00	\$0.00
2453028	501203	S&S	FTA 5307	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2453028	501210	S&S	CAMPO GRANTS	\$490,396.43	\$757,916.73	\$887,781.00	\$209,774.77	\$887,781.00	\$788,028.00
2453028	501225	S&S	GRANT - OPERATING SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2453028	502450	S&S	CASH SHORT/OVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		S&S Total		\$490,396.43	\$757,916.73	\$887,781.00	\$209,774.77	\$887,781.00	\$788,028.00
2453028	593000	Z-EFB	UNRESERVED FUND BALANCE	\$0.00	\$0.00	\$30,012.00	\$0.00	\$30,012.00	\$30,012.00
		Z-EFB Total		\$0.00	\$0.00	\$30,012.00	\$0.00	\$30,012.00	\$30,012.00
2453028 Total				\$490,396.43	\$757,916.73	\$917,793.00	\$245,971.67	\$917,793.00	\$818,040.00
TOTAL 245 FUND				\$490,396.43	\$757,916.73	\$917,793.00	\$245,971.67	\$917,793.00	\$818,040.00

FISCAL SUMMARY FOR SPECIAL REVENUE FUND

Department Name: CAMPO					
Department Number: 2453028					
	2023-24 Actual	2024-25 Estimated	2025-26 Proposed	% Change Budget	\$ Change Budget
REVENUE					
Intergovernmental	\$ 750,491	\$ 817,731	\$ 769,423	-5.91%	\$ (48,308)
Operating Transfers In	18,016	10,891	18,605	70.83%	7,714
Beginning Balance	78,581	89,171	30,012	-66.34%	(59,159)
TOTAL	\$ 847,088	\$ 917,793	\$ 818,040	-10.87%	\$ (99,753)
EXPENDITURE					
Service & Supplies	\$ 757,917	\$ 887,781	\$ 788,028	-11.24%	\$ (99,753)
Ending Fund Balance	89,171	30,012	30,012	0.00%	-
TOTAL	\$ 847,088	\$ 917,793	\$ 818,040	-10.87%	\$ (99,753)
FTE	0	0	0		



STAFF REPORT

Report To: Carson Area Metropolitan Planning Organization **Meeting Date:** May 14, 2025

Staff Contact: Chris Martinovich, Transportation Manager

Agenda Title: For Possible Action – Discussion and possible action regarding (1) an Interlocal Agreement (“Agreement”) with Lyon County for the Carson Area Metropolitan Planning Organization (“CAMPO”) to manage \$1,254,000 in Surface Transportation Block Grant (“STBG”) funding on behalf of Lyon County, subject to a 5 percent local match of \$66,000 to be paid by Lyon County, for a feasibility study (“Study”) for a future Dayton Valley / Chaves Road Bridge Project (“Project”), with CAMPO staff assuming primary administrative responsibilities for Study management and administering the STBG funds; and (2) authority for the Transportation Manager to sign the Agreement as well as future amendments extending the term of the Agreement.

Agenda Action: Formal Action / Motion **Time Requested:** 10 minutes

Proposed Motion

I move to approve the Agreement as presented and to authorize the Transportation Manager to execute the Agreement as well as future amendments extending the term of the Agreement.

Board's Strategic Goal

N/A

Previous Action

N/A

Background/Issues & Analysis

CAMPO receives STBG funding annually through NDOT and makes STBG funding available to partner agencies such as Lyon County. STBG funding can be used for a wide variety of activities including for the planning and construction of road and bridge projects. Lyon County has identified the Project as a priority for the region as documented in the 2050 Regional Transportation Plan and Transportation Improvement Program and plans the use STBG funding to begin the planning phase of the Project.

Lyon County has requested CAMPO’s support for management and administration of the Project including coordination with NDOT, management of the Project, issuance of a request for qualifications for professional services, and grant invoicing and accounting. CAMPO has been coordinating with NDOT on the Project scope to ensure scope activities fall within planning activities and considers comprehensive alternatives analysis.

The Agreement includes \$1,254,000 in STBG funding for the Project which requires a 5 percent local match. Lyon County will reimburse CAMPO in an amount not to exceed \$66,000 to cover the required local match. Agreement also allows CAMPO to seek reimbursement for all staff labor required to manage the Project along with other responsibilities as outlined in the Agreement. The term of the Agreement is through December 31, 2028. The Agreement was approved by the Lyon County Commission on April 17, 2025.

If the Agreement is approved, CAMPO will continue working with NDOT to execute a Local Public Agency ("LPA") agreement for the Project which will be presented to the CAMPO Board at a future meeting. Staff will also begin development of a request for qualifications to hire a professional services consultant to complete the Project.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 277.180

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: CAMPO revenue fund, Lyon County revenue 2453081-437561.

Is it currently budgeted? No

Explanation of Fiscal Impact: If approved, a project number will be established, and revenue and expense amounts will increase by \$66,000. Funding received by CAMPO through the Agreement will be applied to cover the required 5 percent local match.

Alternatives

Decline to approve the Agreement and provide alternative direction to staff. If the Agreement is not approved, Lyon County may enter into an LPA agreement directly with NDOT without CAMPO.

Attachment(s):

[6C_CAMPO_Exhibit 1 - Chaves Road Bridge STBG Cooperative Agreement.pdf](#)

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

INTERLOCAL AGREEMENT FOR SURFACE TRANSPORTATION BLOCK GRANT PROGRAM FUNDS

This AGREEMENT is dated this _____ day of _____, 2025, by and between LYON COUNTY, a political subdivision of the State of Nevada (hereinafter "COUNTY"), and the CARSON AREA METROPOLITAN PLANNING ORGANIZATION, a political subdivision of the State of Nevada (hereinafter "CAMPO"). COUNTY and CAMPO may be individually referred to as "Party" and collectively referred to as "Parties."

WITNESSETH:

WHEREAS, the Parties are public agencies under NRS 277.100; and

WHEREAS, NRS 277.180 provides that any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the contracting agencies is authorized by law to perform; and

WHEREAS, 23 U.S.C. § 133 provides Surface Transportation Block Grant ("STBG") program funding that may be used by States, Metropolitan Planning Organizations, and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge, and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals; and

WHEREAS, STBG program funding is sub-allocated on an annual basis to CAMPO through an interlocal agreement with the Nevada Department of Transportation ("NDOT"); and

WHEREAS, CAMPO has programmed STBG program funds to COUNTY to complete a feasibility study for the Dayton Valley / Chaves Road Bridge Project ("PROJECT"), as outlined in the scope attached hereto and incorporated herein as Attachment A, which will identify a future location for a new bridge across the Carson River and associated roadway network connections in the Dayton Valley area as described by CAMPO's 2050 Regional Transportation Plan; and

WHEREAS, COUNTY has requested that CAMPO manage the PROJECT on behalf of COUNTY; and

WHEREAS, projects funded with STBG program funds currently require a five percent (5%) local match; and

WHEREAS, the purpose of this Agreement is to set the terms for COUNTY and CAMPO to utilize the STBG program funding to complete the PROJECT, and to

manage PROJECT development and completion through the procurement of professional services; and

WHEREAS, the PROJECT will be to the benefit of both COUNTY and CAMPO and the people of the State of Nevada; and

NOW, THEREFORE, in consideration of the promises and conditions contained in this Agreement and other good and valuable consideration, the Parties do agree as follows:

Section 1. Term of Agreement: This Agreement is effective on the date that the last authorized signature is affixed hereto and will terminate on December 31, 2028, unless terminated earlier in accordance with Section 2 of this Agreement.

Section 2. Early Termination: Either Party may terminate this Agreement with or without cause by providing not less than 45 days' written notice to the other Party.

If terminated, CAMPO shall provide a copy of all PROJECT files not less than 15-days prior to termination.

Section 3. Responsibilities of CAMPO: CAMPO agrees to provide the following services relating to the PROJECT:

- A. Provide project management for the PROJECT through staff from CAMPO.
- B. Execute a Local Public Agency Agreement with NDOT ("NDOT Agreement") for the use of STBG program funds to complete the PROJECT. The STBG program funds for the PROJECT shall not exceed one million two hundred fifty four thousand and 00/100 dollars (\$1,254,000.00).
- C. Issue a Request for Qualifications ("RFQ") to procure consultant support for PROJECT development ("Consultant").
- D. Upon selection of a Consultant and identification of final total PROJECT costs, CAMPO shall invoice COUNTY for the required 5% local match.
- E. Select and contract with Consultant for PROJECT development.
- F. To be responsible for management of the Consultant and completion of the PROJECT, with continued collaboration and input from COUNTY,
- G. Provide a completed PROJECT report and associated PROJECT files to COUNTY prior to termination of this Agreement.

- H. Seek reimbursement from NDOT including for costs incurred by Consultant, CAMPO staff, and COUNTY staff, and to provide NDOT with budget tracking, invoicing, and reimbursement information concerning the PROJECT, as required by the NDOT Agreement.
- I. Ensure all terms and conditions associated with the NDOT Agreement are met.
- J. Provide COUNTY with a copy of each reimbursement request submitted to NDOT.
- K. Reimburse COUNTY for COUNTY staff labor invoiced to CAMPO as part of the PROJECT. CAMPO shall reimburse COUNTY within 45-days of payment from NDOT.

Section 4. Responsibilities of COUNTY: COUNTY agrees to perform the following:

- A. Select a project manager for COUNTY to server as the COUNTY representative to collaborate with the Consultant and CAMPO's project manager and to facilitate PROEJCT development.
- B. Participate in all PROJECT activities including but not limited to; project coordination meetings, data collection and distribution, review and input on PROJECT memos and documents, public outreach events, and presentations to boards and commissions, etc.
- C. Provide assistance to Consultant and CAMPO related to development of the PROJECT, including scheduling meetings, distribution of notifications, and general coordination with COUNTY entities and representatives including individual COUNTY departments, the COUNTY school district, boards and commissions, or any other COUNTY offices, departments, and agents.
- D. Provide any necessary permits, access, or permission for Consultant and CAMPO staff to complete the PROJECT.
- E. Pay CAMPO the required local match for the use of STBG program funds applied to the PROJECT upon receipt of an invoice from CAMPO. The local match for the PROJECT shall not exceed sixty six thousand and 00/100 dollars (\$66,000.00), unless COUNTY's project manager authorizes a higher not-to-exceed amount, in writing, to CAMPO's project manager. COUNTY shall pay CAMPO within 45-days of the invoice date.
- F. Provide CAMPO monthly invoices and associated documentation of COUNTY staff labor to be reimbursed under the NDOT Agreement. Such documentation shall include a summary of hours by staff name and date,

approved direct NDOT rates for each staff, timecards, and other information as requested by CAMPO and required by the NDOT Agreement. The COUNTY shall invoice on a time and materials basis with a not to exceed amount of twenty thousand and 00/100 (\$20,000).

- G. Reimburse CAMPO for any costs expended for the PROJECT that will not be, or were not, reimbursed through the NDOT Agreement.
- H. Any projects ~~thate~~ result from the completion of the PROJECT that COUNTY opts to implement will be implemented without further assistance ~~from~~ CAMPO under this Agreement.

Section 5. Supervision of Services: Subject to COUNTY's input, CAMPO will supervise Consultant. Any contract with Consultant will set a not-to-exceed amount to develop the PROJECT. CAMPO will not authorize Consultant to exceed that amount without written authorization from COUNTY's project manager.

Section 6. Total Amount: The total cost of the PROJECT shall not exceed one million three hundred twenty thousand and 00/100 dollars (\$1,320,000.00).

Section 7. Notices: All notices or other communications required or permitted to be given under this Agreement must be in writing and shall be deemed to have been duly given if delivered personally by hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other Party at the address set forth below:

FOR CAMPO:

Chris Martinovich, PE
Transportation Manager
3505 Butti Way
Carson City, Nevada 89701
Tel: (775) 887-2355
Fax: (775) 887-2112

FOR COUNTY:

~~XNAMEX~~Andrew Haskin
~~XTITLEX~~County Manager
~~XADDRESSX~~
~~XXX, Nevada 89XXX~~27 S. Main Street
Yerington, NV 89447
Tel: (775) ~~XXX-XXX~~463-6531

Either Party may from time to time, by notice in writing served upon the other as described above, designate a different mailing address to which or a different person to whose attention all such notices or demands are thereafter to be addressed.

Section 8. Entire Agreement: This Agreement constitutes the entire agreement of the Parties and as such is intended as the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Agreement specifically displays a mutual intent to amend a particular part of this Agreement, general conflicts in language between any such attachment and this Agreement must be construed consistent with the terms of this Agreement. Unless otherwise expressly authorized by the terms of this Agreement, no modification or amendment to this Agreement is binding upon the Parties unless the same is in writing and signed by the respective parties hereto.

Section 9. Limited Liability; Indemnification: COUNTY shall indemnify and hold harmless CAMPO, to the extent provided by law, from and against any and all liability arising out of the performance of services under this Agreement proximately caused by any act or omission of COUNTY's officers, agents, and employees. CAMPO shall indemnify and hold harmless COUNTY, to the extent provided by law, from and against any and all liability arising out of the performance of services under this Agreement proximately caused by any act or omission of CAMPO's officers, agents, and employees. COUNTY and CAMPO do not waive and intend to assert any and all available NRS chapter 41 immunity in all cases. Contract liability of the Parties does not include punitive damages.

Section 10. Severability: If any provision contained in this Agreement is held to be unenforceable by a court of law or equity, this Agreement will be construed as if the provision did not exist and the non-enforceability of that provision will not be held to render any other provision or provisions of this Agreement unenforceable.

Section 11. Nevada Law; Jurisdiction: The laws of the State of Nevada apply in interpreting and construing this Agreement. The Parties consent to the jurisdiction of, and agree that disputes will be resolved by the First Judicial District Court of the State of Nevada.

Section 12. Ownership of Property: All or any property presently owned by either Party will remain in such possession upon termination of this Agreement, and there will be no transfer of property or ownership interest between the Parties during the course of this Agreement.

Section 13. No Third-Party Beneficiary: It is specifically agreed between the Parties that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof a third-party beneficiary hereunder, or to authorize anyone not a Party to this Agreement any right to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.

Section 14. Records: Each Party agrees to keep and maintain under general accepted accounting principles full, true and complete records and documents pertaining to this Agreement and present, at any reasonable time, such information for inspection, examination, review, audit and copying at any office where such records and documentation is maintained.

Section 15. Public Records; Confidentiality: Pursuant to NRS 239.010, information or documents, including this Agreement, may be open to public inspection and copying. The Parties will have the duty to disclose, unless particular information or documents are made confidential by law or a common law balancing of interest. To the extent that information or documents are made confidential, the Parties shall keep such information or documents confidential. A Party may clearly label specific parts of an individual document as a "trade secret", "confidential", or similar in accordance with applicable law, provided that the labelling Party thereby agrees to indemnify and defend the other Party for honoring such a designation. The failure to so label any document shall constitute a complete waiver of any and all claims for damages caused by any release of the document.

Section 16. Separate Entities: The Parties are associated with each other only for the purposes and to the extent set forth in this Agreement. Each Party is and continues be a public agency separate and distinct from the other Party and, except as otherwise specifically provided herein, has the right to supervise, manage, operate, control and direct performance of the details incident to its duties under this Agreement.

Section 17. Assignment: Neither Party may assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of the other Party.

Section 18. Authority to Sign: The Parties hereto represent and warrant that the person executing this Agreement on behalf of its respective Party has full power and authority to enter into this Agreement and that the Parties are authorized by law to perform the services set forth herein.

Section 19. Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed to be an original but all of which, taken together, shall constitute one and the same Agreement.

Section 20. Breach: Failure of either Party to perform any obligation of this Agreement shall be deemed a breach. Except as otherwise provided for by law or this Agreement, the rights and remedies of the Parties are not exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages and reasonable attorneys' fees and costs. The Parties agree that, in the event a lawsuit is filed and a Party is awarded attorney's fees by the court, for any reason, the rate applied to recoverable attorney's fees shall not exceed the rate of \$125 per hour.

Section 21. Force Majeure: Neither Party shall be deemed to be in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, acts of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds or storms. In such an event the intervening cause must not be through the fault of the Party asserting such an excuse, and the excused Party is obligated to promptly perform in accordance with the terms of the Agreement after the intervening cause ceases.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of the _____ day of _____, 2025.

CARSON AREA METROPOLITAN
PLANNING ORGANIZATION

LYON COUNTY, NEVADA

Board of County Commissioners

By: _____
Transportation Manager

By: 
~~XXX~~ Scott Keller, Chairman

Attest:

Clerk-Recorder


County Clerk

Approved as to Legality and Form:

Approved as to Legality and Form:

CAMPO Deputy District Attorney


COUNTY ~~Deputy~~ District Attorney

The PROJECT scope includes the following tasks associated with the development of feasibility study for the Dayton Valley / Chaves Road Bridge Project which includes a new bridge across the Carson River and new roadway connections in the CAMPO portion of Lyon County.

Management and Outreach

- Project Management – Project management activities.
- Public Outreach and Information Sharing – Materials and activities related to public and stakeholder outreach for project activities and concepts.

Existing Conditions Data Collection

- Existing Studies – Review existing studies and planned projects.
- Aerial Survey / Right of Way Mapping – Aerial mapping and right-of-way support services for the project including reviewing existing ownership information.
- Traffic Data Collection and Circulation – Complete current and future regional traffic projections.
- Safety – Collect available crash statistics.
- Utility Identification – Identify utility coordination needs and constraints.
- Geotechnical Analysis – Perform a geotechnical analysis of the area including data collection to support bridge type selection.

Environmental Considerations

- Environmental Linkages – Conduct environmental and planning tasks to scope and streamline the future NEPA process. Includes alternative analysis.
- Hydraulic Analysis – Complete a hydraulic analysis for the Carson River which may include different types of modeling under different conditions.

Alternatives Analysis

- Conceptual Roadway Connection Alternatives – Develop conceptual roadway alignment alternatives to support decision-making for the river crossing locations and ensure alternatives are feasible and constructible based on the identified constraints.
- Bridge Type Evaluation – Complete an evaluation of bridge type including an analysis regarding foundation types, span length, bridge type options and associated structural appurtenances to support the alternatives process.
- Cost Analysis – Order of magnitude cost estimates for design and construction of each alternative will be completed. Also consider and evaluate funding options to complete design and construction of the project.
- Constructability – Complete a constructability review to identify risks, constraints and mitigation associated with the project.

Report and Plan Preparation

- Prepare a draft and final report of the findings along with conceptual design plan sheets.



STAFF REPORT

Report To: Carson Area Metropolitan Planning Organization **Meeting Date:** May 14, 2025

Staff Contact: Chris Martinovich, Transportation Manager

Agenda Title: For Possible Action – Discussion and possible action regarding revisions to the Carson Area Metropolitan Planning Organization (“CAMPO”) Policies and Procedures (“Policies”).

Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

Proposed Motion

I move to approve the revisions to the CAMPO’s Policies and Procedures, as presented.

Board's Strategic Goal

N/A

Previous Action

November 13, 2024 (Item 6.B) – CAMPO approved an amendment to the Policies to incorporate various revisions related to the addition of CAMPO member terms, election of the CAMPO Chairperson and Vice-Chairperson, the role of the Transportation Manager, and revisions to Federal Highway Administration and Federal Transit Administration (“FTA”) procurement processes.

December 8, 2021 (Item 5.B) – CAMPO approved an amendment to the Policies to incorporate new FTA procurement processes.

December 12, 2007 (Item F-1) – CAMPO approved the Policies.

Background/Issues & Analysis

The Policies have been effective since December 12, 2007, and cover various procedures for the management and operation of CAMPO. The proposed revisions are the result of new Disadvantaged Business Enterprises (“DBE”) regulations issued by the United States Department of Transportation (“USDOT”) under 49 CFR Parts 23 and 26. The regulations require changes to the FTA procurement processes for DBE and non-DBE firms. Staff are also proposing revisions to allow administrative amendments to the Policies' procurement appendices to reflect ongoing changes in federal regulations related to procurement. A full summary of the revisions is listed below.

Section 1.2: Allows for administrative amendments to Appendix B and Appendix C.

Section 5.1 and Appendix A: Includes a copy of the resolution designating the Transportation Manager as the authorized representative for CAMPO for certain FTA functions.

Appendix C: These revisions modify FTA procurement processes, procedures, and documents related to collection of data for DBE firms during procurement and bidding of a project. These revisions cover both construction projects and professional services projects.

Applicable Statute, Code, Policy, Rule or Regulation

23 CFR. Part 450, Subpart C; 49 CFR Part 23; and 49 CFR Part 26

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Do not approve the revisions and provide alternate direction to staff.

Attachment(s):

[6D_CAMPO_Exhibit 1 - CAMPO Policies and Procedures_Revisions.pdf](#)

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)



Carson City Public Works

CAMPO Policies and Procedures

Effective date: December 12, 2007

**Revised: ~~November 13~~ May 14,
2025, 2024**

CARSON AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO)

POLICIES AND PROCEDURES

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1 Policies and Procedures

1.1 Purpose

These policies and procedures are intended to provide policies and guidelines for the ongoing operation of the Carson Area Metropolitan Planning Organization (CAMPO). The unique nature of CAMPO and the derivation of authority found in Federal regulation, interlocal agreements and authority delegated by other agencies such as the Carson City Board of Supervisors, the Regional Transportation Commission or other governmental agencies, suggest that a set of procedures needs to be in place to guide the exercise of authority and operation of CAMPO.

The policies included in this document are intended to serve as flexible working guidelines to assist in the day-to-day operation of CAMPO and to assist the members of the governing body in administering the affairs of this special purpose organization.

Policies that may be approved by CAMPO are subordinate to Federal regulation, State law or City/County ordinance that may require specific approval process or action. Any Federal regulation related to public notice or involvement, process and approval, etc., will be considered primary and will not be reduced or in any way replaced or supplanted by these policies and procedures.

It is expected that the policies and procedures may be expanded or modified to include circumstances that arise from time to time and amendments of these policies may be necessary to reflect the activities of CAMPO. Amendments to these policies will only occur as defined in the approval process delineated below.

1.2 Approval and ~~A~~amendments

These policies are to be approved by CAMPO by majority vote as provided elsewhere in this document. Since the flexibility needed to operate an agency such as CAMPO will require timely action, the policies and procedures may be approved and amended in the normal course of business providing statutory agenda posting and required majority vote authorizing such change.

With continued changes in federal regulation and procurement procedures, Appendix B and Appendix C of these policies may be administratively amended by CAMPO staff. CAMPO staff will notify the CAMPO Board of any changes that result in an administrative amendment to these policies.

2 Composition of CAMPO

2.1 Authority for creation of CAMPO

Carson City has been identified by the United States Department of Commerce, Bureau of the Census as a qualifying urbanized area for Census 2000. The official determination was published in the Federal Register on May 1, 2002¹. Codified Federal Regulation (CFR) requires the designation of a Metropolitan Planning Organization (MPO)² for each urbanized area and implementation of a "...continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals."

The designation was confirmed by the Governor of the State of Nevada on February 26, 2003. A copy of the letter of designation is included in Appendix A.

An Interlocal Agreement has been executed by CAMPO, the Regional Transportation Commission (RTC) and the Carson City Board of Supervisors that further details the duties and responsibilities of the respective parties in the planning and implementation of transportation services.

2.2 Appointing authority and appointments

The CAMPO governing body will be composed of seven (7) members including the five (5) members of the Regional Transportation Commission of Carson City as appointed by the Carson City Board of Supervisors, one representative from Douglas County appointed by the Douglas County Commission, and one representative from Lyon County appointed by the Lyon County Board of Commissioners. A representative from the Nevada Department of Transportation also serves as an ex officio, non-voting member.

2.3 Term of members

Each member appointed by the respective appointing authority shall serve a term of two (2) years. Such term shall continue until the member is replaced by the appointing authority except that at the expiration of the two (2) year term or in the event of the resignation of a member, the appointing authority may renew the appointment for an additional two (2) year term or shall appoint a new member to complete the unexpired term of the member being replaced.

Except as otherwise provided by law or specifically authorized herein, no person shall serve on the CAMPO governing body for more than twelve (12) consecutive years, except for ex officio members. For a term of two (2) years or less, appointments of less than one (1) year made to fill an unexpired term shall not be considered as a full term. Appointments of one (1) year or more shall be considered a full term.

¹Federal Register/Volume 67, No. 84/Wednesday, May 1, 2002/Notices

²23 CFR 450.300 Metropolitan Transportation Planning and Programming

An incumbent who is made ineligible to serve a term by this provision may be reappointed for the term if no other qualified individual submits an application. This term limit shall go into effect for all current members upon approval of this policy dated November 13, 2024, retroactive to the start of their respective current terms.

2.4 Chairperson and Vice-Chairperson

Any voting member of the CAMPO governing body may serve as the Chairperson or Vice-Chairperson. The members of the governing body shall nominate and elect the Chairperson and Vice-Chairperson. The terms of the elected positions shall be one year and shall begin and end at the first regular meeting of each calendar year. There is no limit on the number of times a person may serve as Chairperson or Vice-Chairperson.

2.5 Attendance

In order to serve the best interests of CAMPO and to adequately carry out the responsibilities of CAMPO, members are expected to regularly attend meetings. If a voting member misses three consecutive meetings or four meetings in a six-month moving period, the member shall be considered non-responsive.

2.6 Member replacement

In the event a member fails to attend meetings as required in Section 2.5 of these policies and procedures, the sponsoring appointing authority will be notified in writing by the CAMPO Chairperson or the designated staff member and a request will be made for the appointment of a new member.

3 Meeting Requirements

3.1 Rules of Procedure

Roberts Rules of Procedure will be utilized as a basis for the orderly conduct of meetings of CAMPO. In the event of a dispute over procedural matters and where clarity in Roberts Rules of Order is not present, the dispute will be settled by a ruling of the chair.

3.2 Frequency

In order to conduct ongoing business affairs, CAMPO will meet on a monthly basis unless otherwise directed by the Chairperson or as otherwise may be provided in these policies and procedures.

3.3 Meeting agendas and matters for consideration

Any member of CAMPO may request inclusion of an item for discussion at any regularly scheduled meeting provided such request is made to the appropriate designated CAMPO staff person sufficiently in advance as to allow the incorporation of the item into the next regularly

scheduled meeting agenda and the proposed agenda item is approved by the Chairperson.

3.4 Publishing agendas and public notice requirements

The agenda, special hearings, and consideration of any and all matters that are covered or included in the Nevada Open Meeting Law will be published as provided by Nevada Revised Statute, Carson City Ordinance and the adopted policies and procedures of CAMPO.

3.5 Postponement and rescheduling

If the CAMPO Board finds such monthly meetings unnecessary or in conflict with other special events, holidays or at times when achieving and maintaining a quorum will be unproductive, such meetings may be postponed or rescheduled. If the normal monthly meeting is postponed, rescheduled or will not be rescheduled until a later date, a public notice of such postponement or rescheduling will be posted in accordance with the Nevada Open Meeting Law.

3.6 Meeting quorum

In order to conduct business of CAMPO a quorum must be present. A quorum is defined as at least four (4) members of the duly appointed CAMPO membership. If the minimum number of members are not present, CAMPO may agree to take testimony or entertain presentation of information but no formal action or indication of future possible action may be expressed by any individual member or the members in attendance.

3.7 Majority required to act

In order for action to be taken by CAMPO, a quorum must be present and a minimum of four (4) affirmative votes will be required. No differentiation will be made as to whether those representing the quorum or those in attendance represent a particular appointing authority.

4 Coordination and Interaction

4.1 Authority delegated by others to CAMPO

In addition to the regulatory authority vested in CAMPO by Federal regulation, CAMPO has been authorized to exercise approval over the expenditure of funds provided by the Carson City Board of Supervisors including exercise of authority in the execution of tasks and activities related to the implementation of work activities authorized or budgeted by Carson City Board of Supervisors or CAMPO and to exercise such responsibilities as may from time to time be explicitly assigned by others.

4.2 Coordination with Member Units of Local Government

The nature of the respective transportation responsibilities assigned to CAMPO will require careful coordination. CAMPO will be responsible for the timely consideration, approval, and if necessary,

submittal of the necessary grant documents that will be used to secure available grant financial support for the operation of public transit services by local government entities, provided required information is provided by the other parties in a timely manner.

4.3 Coordination with other agencies

It is the stated objective of CAMPO to coordinate all transportation related activities with other interested agencies and jurisdictions. To the extent necessary, CAMPO will execute cooperative agreements detailing the respective responsibilities and coordination that will be followed. Currently, agreements have been structured to better define the respective responsibilities of each of the agencies involved in the activities of CAMPO and include:

- 4.3.1 Interlocal agreement with Washoe County Regional Transportation Commission specifying the respective responsibilities of each party.
- 4.3.2 Interlocal agreement with the Tahoe Metropolitan Planning Organization specifying the respective responsibilities for each party.
- 4.3.3 Cooperative agreement with the Nevada Department of Transportation specifying the respective duties and responsibilities of each party in the preparation and processing of various planning documents and other related tasks and activities.
- 4.3.4 Cooperative agreement with the Carson City RTC and the Carson City Board of Supervisors detailing the assignment of responsibilities to RTC and CAMPO for transportation planning and implementation in the region.
- 4.3.5 Sub-recipient agreements with Douglas County and Lyon County detailing the planning and financial responsibilities between CAMPO and the two counties.

5 CAMPO Staffing

5.1 Staffing and support activities

Staff support for CAMPO will be provided by the Carson City Public Works Department by arrangements with others including consultants or other authorized personnel. The responsible staff person for CAMPO will be the Carson City Transportation Manager or their designee. The Transportation Manager serves as the director, and accountable executive for the purposes of FTA program oversight and assurance, award execution, and administration. The resolution is included in Appendix A.

5.2 CAMPO Advisory Workgroups

CAMPO Advisory Workgroups will be used on an as needed basis for significant updates to existing CAMPO documents or during the course of special planning studies. CAMPO staff will develop a recommended list of invitees relevant to a specific planning endeavor. The formation

of an Advisory Workgroup will be non-binding in nature, whose purpose will be to offer technical guidance during the development of CAMPO planning studies. Representatives will be asked to meet through the duration of the plan development, including a public comment period after a final draft is submitted for approval by the CAMPO Board, if applicable.

6 Procurement

6.1 Federal Highway Administration (FHWA) RFP and RFQ Consultant Procurement

CAMPO will follow all federal and local requirements during the procurement of engineering, planning, management, administrative, or other licensed professional service contracts for FHWA-funded projects. This shall apply regardless of if CAMPO chooses to use the NDOT LPA process or be a direct recipient of federal funds. For contracts between \$0 and \$49,999, CAMPO staff will develop a Request For Qualifications (RFQ) to be sent to a minimum of three (3) consultants in accordance with the latest version of the Carson City Public Works Policy “LPA Contracts \$50,000 and Under”. Contracts over \$50,000 require a formal competitive procurement method as outlined in the Carson City Public Works Policy “LPA Contracts (Professional Services) \$50,000 & Up Policy & Procedure Effective date: 3/20/2023” including an advertised, sealed, bid process; evaluation of the submitted proposals; and negotiation of a standard form Carson City contract in full compliance with the accepted policy for consultant selection.

CAMPO staff shall annually consult with NDOT Local Public Agency staff on revisions or updates to federal causes and federal attachments for procurements and shall amend the previously stated policies as required with any new documents. General requirements for FHWA funded procurements are found in Appendix B. This appendix may be revised administratively by CAMPO staff for any changes to clauses or NDOT/FHWA requirements. In case of any conflict between Appendix B and some other provision of CAMPO’s policies and procedures, including but not limited to Sections 6.2 and 6.3, Appendix B shall govern for all FHWA funded projects, unless the provision conflicting with Appendix B sets forth more restrictive procurement procedures, in which case the more restrictive procurement procedures shall govern. Similarly, if Appendix B conflicts with some other Carson City policy, Appendix B shall govern for all FHWA funded projects, unless the provision conflicting with Appendix B sets forth more restrictive procurement procedures, in which case the more restrictive procurement procedures shall govern.

6.2 Federal Transit Administration (FTA) Procurement

The requirements for procurements on FTA-funded projects are found in Appendix C. In case of any conflict between Appendix C and some other provision of CAMPO’s policies and procedures, including but not limited to Sections 6.1 and 6.3, Appendix C shall govern for all FTA funded projects, unless the provision conflicting with Appendix C sets forth more restrictive procurement procedures, in which case the more restrictive procurement procedures shall govern. Similarly, if Appendix C conflicts with some other Carson City policy, Appendix C shall govern for all FTA funded projects, unless the provision conflicting with Appendix C sets forth more restrictive procurement procedures, in which case the more restrictive procurement procedures shall govern. In cases where both FHWA and FTA are used, CAMPO staff shall review procurement

attachments and include the more restrictive processes, clauses, and forms. In some cases, both sets of procurement documents may be required.

CAMPO staff shall annually review the *FTA Master Agreement*, 2 CFR §200, and the latest *Comprehensive Review Contractors' Manual* to confirm the inclusion of all FTA-required third-party contract clauses through the use of a clause checklist or other mechanism. Standard FTA federal clauses and associated forms (incorporated into this policy by reference in Appendix C) shall be revised accordingly. Appendix C includes a clause matrix listing the current required clauses. This matrix may be revised administratively by CAMPO staff for any changes to clauses resulting from changes in federal regulation.

6.3 Exemptions from consultant selection procedures

Any contract: requiring a specialized expertise or product that is not readily available in the regional area, that cannot be delayed by a competitive solicitation due to public emergency, or resulting in the determination of inadequate competition after solicitation of a number of sources may be subject to a sole source selection and assignment provided sole source selection and assignment is approved in advance by the funding agency or the agency's representative. Any contract selection estimated to have a value of less than \$25,000 may be subject to a sole source evaluation and assignment provided sole source selection and assignment is approved in advance by the funding agency. Prior to requesting such approval, a Request for Qualification must be issued to the identified source and the Statement of Qualifications must be included in the request for sole source assignment.

7 Plan Development Procedures

Any amendments or updates to the documents listed below will be subject to the CAMPO Public Participation Plan.

7.1 Unified Planning Work Program

As detailed in 23 CFR §450.308, CAMPO shall develop an annual Unified Planning Work Program (UPWP) that includes a discussion of the planning priorities of the metropolitan planning area. The UPWP shall identify work proposed for the next one-year period by major activity and task. Each activity listed in the UPWP must indicate who will do the work, the schedule for completing the work, the resulting product, the proposed funding, and a summary of total amounts and sources of Federal and matching funds. CAMPO will follow the fiscal year beginning July 1 and ending June 30.

7.2 Regional Transportation Plan

The Regional Transportation Plan (RTP) must be approved by CAMPO and will include at least a twenty-year (20-year) planning horizon and both long- and short-range strategies/actions that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods. The plan will be updated a minimum every five (5) years to insure

consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period. In addition, the plan shall include all components and elements included in 23 CFR §450.322.

7.3 Transportation Improvement Program

A Transportation Improvement Program (TIP) must be approved by CAMPO and will be updated at minimum every four (4) years as detailed in 23 CFR §450.324. Amendments or administrative modifications may be made as necessary to the TIP.

7.4 Public Participation Plan

CAMPO will develop a Public Participation Plan (PPP) which will be used as a model for soliciting public participation during the update of the UPWP, RTP, TIP or special planning studies. The PPP will be reviewed annually and updated as warranted.

GLOSSARY

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

Amendment means a revision to a long-range metropolitan transportation plan or TIP that involves a major change to a project included in a long-range metropolitan transportation plan or TIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope. Changes to projects that are included for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment or redemonstration of fiscal constraint.

Metropolitan planning area means the geographic area in which the metropolitan transportation planning process required by 23 U.S.C. 134 and section 8 of the Federal Transit Act must be carried out.

Metropolitan Planning Organization (MPO) means the forum for cooperative transportation decision making for the metropolitan planning area.

Regional Transportation Plan (RTP) means the long-range transportation plan for the region composed of a series of transportation elements conforming to the requirements of State and Federal regulations and sometimes referred to as the Metropolitan Transportation Plan. Per Federal requirements, the RTP must have a 20-year planning horizon and be updated at minimum every five (5) years.

State Implementation Plan (SIP) means the portion (or portions) of an applicable implementation plan approved or promulgated, or the most recent revision thereof, under applicable sections of the Clean Air Act. (Note: Carson City is not currently subject to these requirements but the definition is provided to draw a distinction between the SIP and the Statewide Transportation Improvement Program sometimes referred to as the STIP)

Statewide Transportation Improvement Program (STIP) means a staged multi-year, statewide intermodal program of transportation projects which is consistent with the Statewide Transportation Plan and planning processes and metropolitan plans, TIPs and processes. The Nevada Department of Transportation (NDOT) is required to include, without change, all projects listed in the Metropolitan Planning Organization's (MPO) approved Regional Transportation Improvement Program (RTIP).

Statewide Transportation Plan (STP) means the official statewide, intermodal transportation plan that is developed through the statewide transportation planning process.

Transportation Improvement Program (TIP) means a staged, multiyear, intermodal program of transportation projects which is consistent with the metropolitan transportation plan. The TIP must

be updated at a minimum of every four (4) years.

Simplified Statement means a plan to accomplish transportation planning activities by the MPO that clearly defines who will be responsible for the planning work and what is to be accomplished. The Simplified Statement takes the place of the Unified Planning Work Program that is required of areas over 200,000 in population.

Unified Planning Work Program (UPWP) documents planning activities that are planned to be accomplished during a program year with funds provided under title 23 U.S.C. and the Federal Transit Act.

APPENDIX A

Designation of CAMPO and Resolution of Authority



KENNY C. GUINN
Governor

OFFICE OF THE GOVERNOR

February 26, 2003

Mr. Bill Kappus
Acting Division Administrator
Federal Highway Administration
705 North Plaza Street, Suite 220
Carson City, NV 89701

Dear Mr. Kappus:

In accordance with the provisions of Title 23, Section 134 of the United States Code, the State of Nevada does hereby appoint and designate the Carson Area Metropolitan Planning Organization as the metropolitan planning organization for the Carson City urbanized area. Your acknowledgement of the agency's status is hereby requested.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kenny C. Guinn".

KENNY C. GUINN
Governor

JF/lf

Cc: Jeff Fontaine, Interim Director, NDOT

CARSON AREA METROPOLITAN PLANNING ORGANIZATION

RESOLUTION TO AUTHORIZE FILING OF APPLICATIONS WITH
THE FEDERAL TRANSIT ADMINISTRATION

Resolution authorizing the filing of applications by the Carson City Transportation Manager or his/her designee with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for Federal transportation assistance authorized by 49 U.S.C. chapter 53, title 23 United States Code, and other Federal statutes administered by the Federal Transit Administration.

WHEREAS, the Federal Transportation Administrator has been delegated authority to award Federal financial assistance for a transportation project;

WHEREAS, the Carson Area Metropolitan Planning Organization may wish to submit an application for the award of Federal Transit Administration financial assistance for eligible transit-related expenses within the area of authority of the Carson Area Metropolitan Planning Organization;

WHEREAS, the policy and procedures adopted by the Federal Transportation Authority require the Carson Area Metropolitan Planning Organization to authorize an individual to execute and file applications for Federal financial assistance on behalf of the Carson Area Metropolitan Planning Organization;

WHEREAS, a grant or cooperative agreement for Federal financial assistance awarded by the Federal Transit Administrator may impose certain obligations upon the Carson Area Metropolitan Planning Organization, and may require the Carson Area Metropolitan Planning Organization to provide the local share of the project cost;

WHEREAS, as the recipient of Federal Transit Administration funding, the Carson Area Metropolitan Planning Organization may be required to provide all annual certifications and assurances to the Federal Transit Administration required for the project; and

WHEREAS, the policy and procedures adopted by the Federal Transportation Authority require the Carson Area Metropolitan Planning Organization to authorize an individual to file annual certifications and assurances to the Federal Transit Administration required for a transportation project and to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the Carson Area Metropolitan Planning Organization;

NOW, THEREFORE, BE IT RESOLVED BY CARSON AREA METROPOLITAN PLANNING ORGANIZATION;

1. That the Transportation Manager, or his/her designee, is authorized to execute and file an application on behalf of the Carson Area Metropolitan Planning Organization with the Federal Transit Administration for Federal assistance authorized by 49 U.S.C. chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration. The Carson Area Metropolitan Planning Organization is a Direct Recipient authorized to apply for Urbanized Area Formula Program assistance.
2. That the Transportation Manager, or his/her designee, is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement.
3. That the Transportation Manager, or his/her designee, is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the Carson Area Metropolitan Planning Organization.

CERTIFICATION

The undersigned duly qualified the Chairman of the Board, acting on behalf of the Carson Area Metropolitan Planning Organization, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Carson Area Metropolitan Planning Organization held on June 10, 2015.

CARSON AREA METROPOLITAN PLANNING ORGANIZATION

Chairman

Attest:

B. Warren, Deputy Clerk for
Carson City Clerk, *Susan Merrin* ~~the~~

APPENDIX B – FHWA Procurement Processes

The following Appendix summarizes the required attachments, clauses, and forms associated with FHWA/NDOT LPA funded projects with FHWA funding of any type (STBG, CPG, TAP, etc.), as required, and in compliance with 2 CFR 200.318 through 200.326. CAMPO staff will use the following clauses and contract provision matrix to identify the necessary documents to include in the procurement file. This is applicable to professional services projects for CAMPO and RTC. CAMPO uses Carson City’s Procurement and Grant’s policy to supplement procurement activities. This appendix may be administratively amended to ensure compliance with the latest FHWA requirements. Please refer to the following two policies for procedures associated with LPA professional services contracts.

- Carson City Public Works Policy - LPA Contracts \$50,000 and Under, Effective date: 10/17/2017 (for procurement with an estimated cost of \$0 to \$49,999)
- Carson City Public Works Policy - LPA Contracts (Professional Services) \$50,000 & Up Policy & Procedure, Effective date: 3/20/2023 (for procurements with an estimated cost of \$50,000 and greater)

Professional Services Required Clauses and Contract Provisions for NDOT/FHWA Funded Projects

Attachment	Provision	Less than \$50,000	Greater than or Equal to \$50,000
A	Contract Template	Yes	Yes
B	General Clauses: <ul style="list-style-type: none"> - Obligation of Performance - Access to Information - Agreement to Sign Forms - Records Retention - Payment to Subcontractors - Conflict of Interest - Surplus Property - Value Engineering - DBE - EEO - Right to Inventions - Clear Air Act - Solid Waste Disposal Act - Prohibition on Telecommunications - Telecommunication Costs 	Yes	Yes
B	Byrd Anti-Lobbying		Yes
B	Required LPA Contract Provisions	Yes	Yes
B	Title VI Assurances: <ul style="list-style-type: none"> - Appendix A - Appendix E 	Yes	Yes

B	Certification for Debarment and Suspension	Yes	Yes
B	Delinquent Tax Liability clauses and form		Yes
B	Safe Operation of a Motor Vehicle: - Texting while driving - Seat belt use	Yes	Yes
B	Other grant specific clauses	TBD	TBD
D	DBE / SBE Requirements and forms		Yes – If DBE Goal

Professional Services Required Forms (Attachment C) for NDOT/FHWA Funded Projects

Attachment	Form Title	Less than \$50,000	Greater than or Equal to \$50,000
C	UEI	Yes	Yes
C	Restrictions on Lobbying	Yes	Yes
C	Suspension or Debarment	Yes	Yes
C	Conflict of Interest Disclosure	Yes	Yes
C	Statement of Non-Collusion	Yes	Yes
C	Disclosure of Interests	Yes	Yes
C	Federal Tax Delinquency		Yes

APPENDIX C – FTA Procurement Processes

The following Appendix includes requirements, clauses, forms, and associated procedures to be used for all FTA procurements, as needed, in compliance with 2 CFR 200.318 through 200.326. CAMPO staff will use the Procurement Checklist and Contract Clause Matrix to identify the necessary documents to include in the procurement file.

CAMPO uses Carson City's Procurement and Grant's policy to supplement procurement activities. Templates have been established for RFPs, RFQs, micro purchases, small purchases, and formal bids meeting federal requirements. All procurements must include a clear and accurate description of the technical requirements for the material, product, or service to be procured. This must be outlined in the scope of work and associated proposal or bid documents. Furthermore, all procurements must identify all requirements which the offerors (consultants or contractors) must fulfill and all other factors to be used in evaluating bids or proposals. As an example, this includes requirements related to evaluation criteria and scoring on procurements for professional services, or the award to a low bidder on construction contracts.

Definition of Terms

Project Manager:

The Project Manager is the person responsible for the day-to-day management and oversight of a project. They are in responsible charge of the project.

Contract Administrator:

The Contract Administrator is the person responsible for the distribution, management, and collection of formal bids and procurement solicitations.

Document Controller:

The Document Controller is the person responsible for the management, compilation, review, and distribution of project files and documents. They are responsible for ensuring documents are tracked and saved into the project record.

Senior Manager:

The Senior Manager is the person responsible for the program of projects. The Senior Manager may be the Public Works Director, Deputy Public Works Director, CAMPO/City Transportation Manager, or City Engineer depending on the approvals required.

Micro-Purchase Procedures:

The current Micro-purchase Threshold is \$10,000. Purchases under this threshold do not require solicitation of price quotes or RFP/RFQ/IFB. If a change order increases the purchase/contract above \$10,000, the procurement steps consistent with the appropriate purchasing threshold must be followed (Cost Analysis/ICE, etc.) for those additional costs above \$10,000

Simplified Acquisition:

Current threshold is \$150,000 as of 9/23/2021. Any purchases/contracts below \$150,000 DO NOT require an RFP/RFQ/IFB, but DO require Carson City to solicit price quotes from "an adequate number" of (typically three) qualified sources. If a change order pushes the purchase/contract above \$150,000, the contract must be updated with all necessary clauses (Buy America,

debarment/suspension, etc.).

Rolling Stock Procurements – Joint Procurements and “Piggybacking”:

Any procurements that “piggyback” off of a larger procurement (state-schedule purchases, etc.) will still need to include proper documentation including original cost analysis/ICE performed by original Procurement agency as well as cost analysis/ICE performed by CAMPO. Additional reference information can be found in the FTA’s *Best Practices Procurement & Lessons Learned Manual*.

1. Documentation of Procurement History and Checklist

The following procedure and associated checklist have been established in order for CAMPO to keep adequate records related to each and every FTA procurement.

Procedures:

The Procurement History/Checklist is a living document intended to be used and updated throughout the duration of project procurement activities and to guide the project team with compliance with the Federal Codes and Regulations. Multiple copies should be saved in the project folder as the project progresses. The following bullets summarize the typical actions and steps associated with documenting a project's procurement history and completing the checklist.

- A blank checklist shall be placed in each project folder upon establishment of a project number by the Document Controller.
- The Project Manager, who is responsible for development of the procurement documents, shall be responsible for the initiation and completion of the checklist.
- The project checklist shall be reviewed and updated at each phase of the procurement. At a minimum, the checklist shall be reviewed:
 - o Upon creation of the procurement documents
 - o Prior to bidding/solicitation
 - o Upon receipt of the procurement documents from the consultant/contractor
 - o At award/execution of the contract
 - o At project closeout
- At project closeout, the Document Controller shall sign and save the Procurement History/Checklist in the project file alongside all other procurement documents.

Procurement History/Checklist

1. Solicitation Type (BID/RFP/RFQ/IFB/Informal Quotes [2 CFR 200.320]) _____
 2. ☐ Independent Cost Estimate (ICE) completed (as applicable)
 3. ☐ Sole Source Justification (if applicable)
 4. Solicitation Documents
 - ☐ Instruction to Bidders or RFQ Solicitation ☐ Title VI Language
 - ☐ Min Insurance Requirements ☐ UEI # Form ☐ Sample Contract/Purchase Order
 - ☐ Protest Policy Attachment
 - ☐ Bid Submission Forms (if applicable) ☐ Scope of Work ☐ Other: _____
 5. Required Forms and Clauses – FTA Procurement Clauses (as applicable by procurement type)
 - ☐ FTA Attachments and Matrix Checklist ☐ Carson City Non-Collusion
 - ☐ Lobbying Form ☐ Debarment Clause / Forms ☐ Buy America Forms
 - ☐ Conflict of Interest/Non-Disclosure ☐ SAM.gov (print out results)
 - ☐ Public Records Requests ☐ DBE Forms / Goal (if applicable) (2 CFR 200.321)
 6. ☐ **Verify** that FTA Attachments have been reviewed within past 12-months (see Matrix)
 7. ☐ Advertisement Notices (3-Week min) Date Posted: _____
 8. ☐ Pre-Proposal Meeting Documents (if applicable)
 9. ☐ Bid Opening (Date) _____ ☐ Sign in for paper bids/construction
 10. ☐ Price Analysis and Reasonableness (2 CFR 200.323)
 11. ☐ Evaluations
 12. ☐ Determination of Responsiveness - *Check if determined to be responsive and do form*
 13. ☐ Unsuccessful Proposals
 14. ☐ Rejection Letters
 15. ☐ Negotiations
 16. ☐ Awarded Bid/Proposal ☐ Bonds (2 CFR 200.325)
 17. ☐ Board Staff Reports (Approvals and Awards): Board or Commission _____
 18. ☐ Executed Contract ☐ Notice to Proceed (Date) _____
 19. ☐ Kick-off or Pre-Construction Meeting. Date: _____
 20. ☐ Contractual Correspondence (Pre and Post award)
 21. ☐ Purchase Order(s) / Invoices / Releases / Certified Payrolls
 22. ☐ Change Orders/Options/Amendments (if applicable)
 23. ☐ Final Job Walk (sign-in sheets)
 24. ☐ Closeout Forms and Letters
 25. ☐ Miscellaneous (Describe) _____
 26. ☐ Completed Procurement History/Checklist – *Check when checklist is complete*
- Form completed and reviewed by:

Project Manager_____
Document Controller_____
Date_____
Date

Note: This checklist shall be saved in the project file alongside the executed contract.

2. Contract Clause Matrix

The Contract Clause Matrix below provides a summary of the required forms by FTA funded procurement type and value threshold. Different types of FTA procurements require different sets of clauses. CAMPO/RTC has created different procurement attachments for FTA projects, collectively titled and referred to as Procurement Attachments for FTA Projects (“FTA Attachments”) and incorporated into this policy by reference. Refer to 2 CFR 200.326 for additional background. Specific clauses for each of the provisions in the matrix below must be included with each procurement. FTA Attachments have been developed for the following procurement types:

- Contract Operator
- Rolling Stock greater than \$100k
- Contracted services greater than \$100k
- Contracted services between \$10k than \$100k
- Contracted services less than \$10k

The latest versions are stored on the Transportation Share Drive, in the Admin folder. Staff shall consult the [FTA Master Agreement](#), [2 CFR §200](#), and the latest [Comprehensive Review Contractors' Manual](#) to confirm the inclusion of all FTA-required third- party contract clauses in the FTA Attachments. The below matrix may be modified administratively to ensure inclusion of FTA's current requirements.

PROVISIONS, CERTIFICATIONS, REPORTS, FORMS, AND OTHER—MATRICES
AS MODIFIED BY CAMPO

APPLICABILITY OF THIRD PARTY CONTRACT PROVISIONS

(excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

TYPE OF PROCUREMENT					
PROVISION	Professional Services/A&E	Operations/ Management Clause ()	Rolling Stock Purchase	Construction	Materials & Supplies
No Federal Government Obligations to Third Parties (by Use of a Disclaimer)	All	All (I)	All	All	All
False Statements or Claims Civil and Criminal Fraud	All	All (II)	All	All	All
US DOT Inspector General – False Claims Act, 31 USC 3729	All	All (II)	All	All	All
Access to Third Party Contract Records	All	All (III)	All	All	All
Changes to Federal Requirements	All	All (IV)	All	All	All
Termination	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies. (V)	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies.
Civil Rights (Title VI, ADA, EEO except Special DOL EEO clause for construction projects)	All	All (VI)	All>\$10,000	All	All
Special DOL EEO clause for construction projects				>\$10,000	
Disadvantaged Business Enterprises (DBEs)	All	All (VII)	All	All	All
Incorporation of FTA Terms	All	All (VIII)	All	All	All
Prohibition on Certain Telecommunications and Video Surveillance Services	All	All (IX)	All	All	All
Energy Conservation	All	All (XVI)	All	All	All
Debarment and Suspension	>\$25,000	>\$25,000 (X)	>\$25,000	>\$25,000	>\$25,000
Buy America and BABA			>\$100,000 As of Feb. 2011, FTA has not adopted the FAR 2.101 \$150,000 standard.	>\$100,000 As of Feb. 2011, FTA has not adopted the FAR 2.101 \$150,000 standard.	>\$100,000 As of Feb. 2011, FTA has not adopted the FAR 2.101 \$150,000 standard.
Resolution of Disputes, Breaches, or Other Litigation	>\$100,000	>\$100,000 (XII)	>\$100,000	>\$100,000	>\$100,000
Lobbying	>\$100,000	>\$100,000 (XIII)	>\$100,000	>\$100,000	>\$100,000
Clean Air	>\$100,000	>\$100,000 (XIV)	>\$100,000	>\$100,000	>\$100,000

THIRD PARTY CONTRACT PROVISIONS (Continued)

(excluding micro-purchases, except Davis-Bacon requirements apply to construction contracts exceeding \$2,000)

TYPE OF PROCUREMENT					
PROVISION	Professional Services/A&E	Operations/ Management	Rolling Stock Purchase	Construction	Materials & Supplies
Clean Water	>\$100,000	>\$100,000 (XV)	>\$100,000	>\$100,000	>\$100,000
Cargo Preference			Transport by ocean vessel.	Transport by ocean vessel.	Transport by ocean vessel.
Fly America	Foreign air transp. /travel.	Foreign air transp. /travel.	Foreign air transp. /travel.	Foreign air transp. /travel.	Foreign air transp. /travel.
Davis-Bacon Act				>\$2,000 (also ferries).	
Contract Work Hours and Safety Standards Act		>\$100,000 (XVII)	>\$100,000	>\$100,000 (also ferries).	
Copeland Anti-Kickback Act Section 1 Section 2				All > \$2,000 (also ferries).	
Bonding				\$100,000	
Seismic Safety	A&E for new buildings & additions.			New buildings & additions.	
Transit Employee Protective Arrangements		Operations (XVIII)			
Charter Service Operations		All (XIX)			
School Bus Operations		All (XX)			
Drug Use and Testing		Operations (XXI)			
Alcohol Misuse and Testing		Operations (XXI)			
Patent Rights	R & D				
Rights in Data and Copyrights	R & D				
Procurement of Recovered / Recycled Products		EPA-selected items \$10,000 or more annually. (XXII)		EPA-selected items \$10,000 or more annually.	EPA-selected items \$10,000 or more annually.
Conformance with ITS National Architecture	ITS projects.	ITS projects.	ITS projects.	ITS projects.	ITS projects.
ADA Access	A&E	All (XXIII)	All	All	All
Veterans Employment	All	All (XXIV)	All	All	All
Safe Operations of Motor Vehicle	All	All (XXV)	All	All	All

THIRD PARTY CONTRACT PROVISIONS (Continued)

(excluding micro-purchases, except Davis-Bacon requirements apply to construction contracts exceeding \$2,000)

TYPE OF PROCUREMENT					
PROVISION	Professional Services/A&E	Operations/ Management	Rolling Stock Purchase	Construction	Materials & Supplies
Notification of Federal Participation for States	Limited to States.	Limited to States.	Limited to States.	Limited to States.	Limited to States.
CAMPO/RTC Privacy Clause		All (XXVI)			
Right to Protect Notice	All	All (XXVII)	All	All	All

3. Independent Cost Estimate Procedures

Before issuing a solicitation of any type, except for micro-purchases, CAMPO must develop an independent cost estimate (ICE) of the proper price and cost levels for the products or services to be purchased. Independent means costs obtained from a party other than the selected vendor or contractor. The Engineer's Estimate may serve as the Independent Cost Estimate and can be attached to this form. If multiple items are being procured, one form is need for each procurement item.

Independent Cost Estimate

(To be used for all procurements except micro-purchases)

Need one form for each item being procured as required by Federal Transit Administration Circular FTA C 4220.1F Third Party Contracting Guidance, Rev. 4, March 18, 2013, and all subsequent editions, as available on FTA's website, www.fta.dot.gov

ITEM BEING PROCURED _____

PROJECT AUTHORIZATION _____

COST ESTIMATE _____

Estimate was obtained using the following process:

☐

Published price list (e.g., catalogs).

☐

Past pricing (include previous purchase date for similar item): _____

☐

Engineering or technical estimate.

☐

Item is a standard commercial item sold in the open marketplace.

☐

Analysis of price components against current published standards, such as labor rate, cost per unit, etc.

☐

For buses only, State or other cooperative vehicle purchasing program

☐

Other (please describe) _____

SIGNATURE

TITLE

DATE

5. Sole Source Justification Procedures

This section pertains to the justification of Sole Source Procurements. CAMPO Staff must justify and document circumstances where sole source procurements are needed (FTA Circular 4220.1F, Chapter VI, Section 3). The justification needed is simply a memorandum, saved in the project file, that explains the rationale for the procurement falling into one of the listed circumstances. The memo should be signed by the Project Manager and the CAMPO Manager who can certify to the relevant facts. Other applicable approval signatures should appear on the memo or be attached. The memorandum shall be completed prior to award of the procurement contract.

FTA permits use of Federal funds for sole source procurements if at least one of the following circumstances is present:

- The item is available only from a single source. Unique capability or availability must be definitively established.
- Single bid or single proposal. After solicitation of a number of sources, competition is determined inadequate. If the recipient is satisfied about the bidding environment and the reasons why it only received one bid, it can negotiate a sole source contract to arrive at a reasonably priced contract.
- The public exigency or emergency for the procurement will not permit a delay resulting from competitive solicitation. Health and safety issues may be an adequate basis for a public exigency or emergency.
- When the agency's need for the supplies or services is of such an unusual or compelling urgency that the agency would be seriously injured unless sole source procurements were utilized.
- Authorized by FTA or the pass-through entity, in response to a written request by the recipient. In cases where the FTA has authorized the non-competitive procurement, the request for FTA approval, and FTA's response, should be saved together in the project file.

Procedures:

- In cases where sole source procurements may be considered, the Project Manager shall complete the Sole Source Justification Memorandum and provide appropriate documentation as required, including preparation of a cost analysis verifying the proposed cost data, the projections of the data, and the evaluation of the material or item costs.
- The Project Manager will submit the form and all backup documentation to the Senior Manager for review and approval.
- Upon approval, the Project Manager will save the form in the project file.
- The Document Controller will ensure that the form has been completed and saved in the project file prior to award and will utilize the checklist to verify and document its completion.

Sole Source Justification Memorandum

Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:

Check one:

_____ The item is available only from a single source (sole source justification is attached).

_____ After solicitation of a number of sources, competition is determined inadequate (record of source contacts is attached).

_____ The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency condition is attached).

_____ The need for the supplies or services is of such an unusual or compelling urgency (documentation of usual circumstances and urgency is attached).

_____ The item is an associated capital maintenance grant item as defined in 49 U.S.C. §5307(a)(1) that is procured directly from the original manufacturer or supplier of the time to be replaced. (price certification attached)

_____ FTA authorizes noncompetitive negotiations (letter of authorization is attached).

Comments:

_____ Independent Estimate and Cost Analysis are attached.

Project Manager

Senior Manager

Date

Date

6. FTA DBE Data Collection and Race Neutral Goal Information Forms

Project Managers will need to include the following three forms in the initial ~~bid~~ documents for both advertised bids and professional services RFPs. DBE clauses have been included in the FTA Attachments, but the DBE goal must be reviewed to ensure current goal is listed (goal changes every three years). Since CAMPO has adopted a Race Neutral goal, contracts are not required to use of DBE firms, but the use of DBEs is encouraged. Project Managers must coordinate with Transportation staff to encourage DBE firm use within the initial bid documents and at pre-bid conferences. ~~This includes announcing CAMPO's current DBE goal of 1.43%. For additional details related to the management of DBE procedures following procurement, refer to the Jump Around Carson Disadvantaged Business Enterprise Program Goal for Federal Transit Administration Funds Plan ("DBE Plan").~~ -Payment to DBE subcontractors / subconsultants must be monitored through the life of the contract.

Under the Race Neutral DBE goal format, CAMPO is not able to require a contract specific DBE goal. This means bidders are not required to submit Good Faith Effort documentation. However, if CAMPO is unsuccessful in meeting the Race Neutral goal, Federal regulations require completion of a disparity study and adoption of a Race Conscious goal, which requires contract specific goals for each project. Therefore, it is in everyone's best interest to strongly encourage the use of DBE firms and to require completion of this form to track DBE goal attainment.

Form 1 – LIST OF SUBCONTRACTORS / SUBCONSULTANTS & SUPPLIERS FORM

The DBE Plan requires collection of certain data in accordance with USDOT regulations. All contractors and consultants who submit bids or proposals on a project must complete and submit the "List of Subcontractor / Sub Consultants & Suppliers" form at the time of submission regardless of whether the firm is a DBE or is using DBE vendors as subcontractors or subconsultants. This form must be included in all advertisements.

Form 2 – BIDDER DISADVANTAGED BUSINESS ENTERPRISE (DBE) INFORMATION FORM (Note: There are different forms for Construction or Professional Services projects)

~~If the prime contractor or consultant firm is a DBE, or the prime is using DBE firms as subcontractors or subconsultants, staff need to ensure the form "FTA – Bidder DBE Information Form" is completed to measure DBE goal attainment. There are separate forms for construction and professional service procurements. "City Use Only" areas may be used. This form may be used for determining compliance responsiveness and as a monitoring form for staff to monitor DBE firm participation once the project is underway. This form has "office use only" areas and will be used to document site visit observations. If DBE Goals are consistently not met, the use of DBEs and this form may be required.~~

~~Use of this form is superseded when other organizations have more stringent DBE requirements. Examples would be a NDOT LPA project or other federal and state program agreements, or the Costeo Intertie project, which used the State Revolving Fund Loans that stem from the Environmental Protection Agency. In both cases, NDOT and EPA have more stringent DBE requirements, and therefore CAMPO's DBE Program would no longer apply. Hence, the form~~

~~and monitoring efforts described in this policy are not required.~~

Form 3 – Regular Dealer/Distributor Affirmation Form

~~Under the Race Neutral DBE goal format, CAMPO is not able to require a contract specific DBE goal. This means bidders are not required to submit Good Faith Effort documentation. However, if CAMPO is unsuccessful in meeting the Race Neutral goal, Federal regulations require completion of a disparity study and adoption of a Race Conscious goal, which requires contract specific goals for each project. Therefore, it is in everyone's best interest to strongly encourage the use of DBE firms and to require completion of this form to track DBE goal attainment.~~ This form is required on all construction projects using DBE suppliers or distributors. The form is to be completed by the contractor and submitted at the time of bid. The form provides a determination on if the prime gets 60% or 40% credit toward meeting their stated DBE goal.

Form 4 – Example Professional Services Payment Tracking Form

This example form may be used to track payments made between the prime consultant and any DBE subconsultants.

LIST OF SUBCONTRACTORS / SUBCONSULTANTS & SUPPLIERS

Prime Contractor / Consultant	Phone	NV Contractor License No (If Applicable)	License Limit (If Applicable)	DBE or non-DBE	Majority Owner Race
Address	NAICS Code for each scope of project work			Age of DBE Firm	Majority Owner Sex

List all Subcontractors, Subconsultants, and Suppliers providing bids to you for this contract:

Name	Phone	NV Contractor License No (If Applicable)	License Limit (If Applicable)	DBE or non-DBE	Majority Owner Race
Address	Subcontractor or Supplier	NAICS Code for scope of project work		Age of Firm	Majority Owner Sex

Name	Phone	NV Contractor License No (If Applicable)	License Limit (If Applicable)	DBE or non-DBE	Majority Owner Race
Address	Subcontractor or Supplier	NAICS Code for scope of project work		Age of DBE Firm	Majority Owner Sex

Name	Phone	NV Contractor License No (If Applicable)	License Limit (If Applicable)	DBE or non-DBE	Majority Owner Race
Address	Subcontractor or Supplier	NAICS Code for scope of project work		Age of DBE Firm	Majority Owner Sex

Name	Phone	NV Contractor License No (If Applicable)	License Limit (If Applicable)	DBE or non-DBE	Majority Owner Race
Address	Subcontractor or Supplier	NAICS Code for scope of project work		Age of DBE Firm	Majority Owner Sex

Name	Phone	NV Contractor License No (If Applicable)	License Limit (If Applicable)	DBE or non-DBE	Majority Owner Race
Address	Subcontractor or Supplier	NAICS Code for scope of project work		Age of DBE Firm	Majority Owner Sex

Use additional sheets as necessary.

**** This form is due at the time of bid. ****

FTA CONSTRUCTION - BIDDER DISADVANTAGED BUSINESS ENTERPRISE (DBE) INFORMATION FORM

Contract No.: _____

Contractor: _____

Project Title.: _____

Address: _____

Total Bid Amount \$ _____ Contract DBE Goal: _____ %.

CAMPO's current FTA DBE Race Neutral Goal is **1.43%**. Contractors are not required to meet the stated goal unless required by the Special Provision, but contractors are encouraged to use DBE firms during the course of the project. This information must be submitted with the bid proposal. Please list all subcontractors used to fulfill any DBE commitments for this contract. Total DBE participation is subject to verification. Please fill out the form completely. Use additional forms if necessary.

DBE SUBCONTRACTORS:

DBE/SBE NAME AND ADDRESS	DBE PHONE NO.	Applicable NAICS CODE	PROPOSAL ITEM NO(S).	100% DBE SUB BID AMOUNT	DBE CERTIFICATION NO.*	DESCRIPTION OF WORK OR SERVICES TO BE CONTRACTED OR SUPPLIES TO BE SUPPLIED
A. TOTAL OF SUBCONTRACTOR DBE BID AMOUNT:				\$		

DBE SUPPLIERS:

DBE NAME AND ADDRESS	DBE PHONE NO.	PROPOSAL ITEM NO(S).	100% DBE SUPPLIER BID AMOUNT	60% DBE SUPPLIER BID AMOUNT (PARTICIPATION)	DBE CERTIFICATION NO.*	DESCRIPTION OF WORK OR SERVICES TO BE CONTRACTED OR SUPPLIES TO BE SUPPLIED
				\$		
				\$		
				\$		
B. TOTAL OF SUPPLIER DBE PARTICIPATION AMOUNT:				\$		

C. Total Dollar Value of DBE Participation (Add Totals from Lines A & B):** \$ _____**D. Total Percent of DBE Participation** (Divide Line C by Total Bid Amount) _____ %_____
Contractor's Signature_____
Date

*DBEs must be certified by the Nevada Unified Certification Program.

**DBE Participation amount is 100% of the subcontractor's bid amount and 60% of the supplier's bid amount.

**FTA Professional Services
PROPOSER DBE INFORMATION FORM**

CAMPO's current FTA DBE Race Neutral Goal is **1.43%**. Proposers are not required to meet the stated goal unless required by the Request for Qualifications, but contractors are encouraged to use DBE firms during the course of the project. This information must be submitted with the proposal. Please list all DBE used to fulfill any DBE commitments for this contract. Total DBE participation is subject to verification.

Project Title: _____ RFP Number: _____ Project DBE Participation Goal: _____%

This form, a commitment letter on the DBE's letterhead, and the DBE's certification must be submitted for each firm listed with each Proposal.

Name and Address of Certified DBE/ SBE Firm(s)	DBE Phone No.	NAICS Codes	DBE Certification	Scope of Work Detailed Description	% of Total Agreement

Total DBE/ SBE Commitment % _____

I certify that these identified services and percentages were quoted by the DBE/ SBE firm(s). If awarded this Agreement, our firm _____ Phone No. _____ intends to enter into subcontract Agreements with the DBE/ SBE firm(s) listed for the services specified. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement or misrepresentation could result in appropriate sanctions under applicable Local, State or Federal laws.

Signature of Authorized Representative

Print/Type Name of Authorized Representative

Date

*Use additional forms as needed.

**City shall review prior to award and shall monitor process of firms using the following page.

-----CITY USE ONLY-----

CITY DETERMINATION

Firm Name: _____ Contract / RFP No: _____

☐ APPROVED ☐ DENIED

If denied, please explain in the space provided.

Signature: _____

Name: _____

Date: _____

Comments:

Site and DBE Monitor**Site Monitor:** _____ **Review Date (s):** _____**DBE Certification Verified:** Yes or No

1. Does it appear the DBE firm is performing the work specified? Yes No _____

2. Does it appear the DBE contractor is managing their portion of the project & using their employees? Yes _____ No _

3. Does it appear the DBE contractor is providing the equipment for their items of work? Yes ____ No _____



NDOT Regular Dealer/ Distributor Affirmation Form

Bidder Name:

Contract Name/Number:

Sections 26.53(c)(1) of Title 49 Code of Federal Regulations requires recipients to make a preliminary counting determination for each DBE listed as a regular dealer or distributor to assess its eligibility for 60 or 40 percent credit, respectively, of the cost of materials and supplies based on its demonstrated capacity and intent to perform as a regular dealer or distributor, as defined in section 26.55(e)(2)(iv)(A),(B),(C), and (3) under the contract at issue. The regulation requires the recipient's preliminary determination to be made based on the DBE's written responses to relevant questions and its affirmation that its subsequent performance of a commercially useful function will be consistent with the preliminary counting of such participation. The U.S. Department of Transportation is providing this form as a tool for recipients, prime contractors, regular dealers, and distributors to use to carry out their respective responsibilities under this regulation. The form may be used by each DBE supplier whose participation is submitted by a bidder for regular dealer or distributor credit on a federally-assisted contract with a DBE participation goal. The form may also be used by prime contractors in connection with DBE regular dealer or distributor participation submitted after a contract has been awarded provided such participation is subject to the recipient's prior evaluation and approval. If this form is used, it should be accompanied by the bidder's commitment, contract, or purchase order showing the materials the DBE regular dealer or distributor is supplying. Use of this tool is not mandatory. If a recipient chooses a different method for complying with Section 26.53(c)(1), it must include that method in its DBE Program Plan.

NOTE: This form is to be used on all NDOT projects using DBE (for federally funded projects) or SBE (for state funded projects) suppliers or distributors regardless of their credit status. Failure to submit the completed form may result in rejection of bid.

DBE Name:

Total Subcontract/Purchase Order Amount:

Authorized DBE Representative (Name and Title):

NAICS Code(s) Related to the Items to be Sold/Leased:

1. Will all items sold or leased be provided from the on-hand inventory at your establishment? ☐ YES ☐ NO

(If "YES," you have indicated that your performance will satisfy the regular dealer requirements and may be counted at 60%. **STOP here. Read and sign the affirmation below.** If "NO" Continue.)

- a) Are you selling bulk items (e.g., petroleum products, steel, concrete, concrete products, sand, gravel, asphalt, etc.) or items not typically stocked due to their unique characteristics (aka specialty items)? ☐ YES ☐ NO (If "YES," Go to Question 2. If "NO" Continue.)
- b) Will at least 51% of the items you are selling be provided from the inventory maintained at your establishment, and will the minor quantities of items delivered from and by other sources be of the general character as those provided from your inventory? ☐ YES ☐ NO* (If "YES," you have indicated that your performance will satisfy the regular dealer requirements and may be counted at 60%. **STOP here. Read and sign the affirmation below.**

*If 1., 1.a), and 1. b) above are "NO," your performance on the whole will not satisfy the regular dealer requirements; therefore, only the value of items to be sold or leased from inventory can be counted at 60%. (Go to Question 3. to determine if the items delivered from and by other sources are eligible for Distributor credit.)

2. Will you deliver all bulk or specialty items using distribution equipment you own (or under a long-term lease) and operate? ☐ YES ☐ NO¹

(If "YES," you have indicated that your performance will satisfy the requirements for a regular dealer of bulk items and may be counted at 60%. **STOP here. Read and sign the affirmation below.**)

¹ If "NO," your performance will not satisfy the requirements for a regular dealer of bulk items; the value of items to be sold or leased cannot be counted at 60%. (Go to Question 3.)

3. Will the written terms of your purchase order or bill of lading from a third party transfer responsibility, including risk for loss or damage, to your company at the point of origin (e.g. a manufacturer's facility)? ☐ YES² ☐ NO³

- a) Will you be using sources other than the manufacturer (or other seller) to deliver or arrange delivery of the items sold or leased? ☐ YES² ☐ NO³

² If your responses to 3 and 3.a) are "YES," you have indicated that your performance will satisfy the requirements of a distributor; therefore, the value of items sold or leased may be counted at 40%.

³ If you responded "NO" to either 3 or 3.a), counting of your participation is limited to the reasonable cost of fees or commissions charged, including transportation charges for the delivery of materials or supplies; the cost of materials or supplies may not be counted.

I affirm that the information that I provided above is true and correct and that my company's subsequent performance of a commercially useful function will be consistent with the above responses. I further affirm that my company will independently negotiate price, order specified quantities, and pay for the items listed in the bidder's commitment. This includes my company's responsibility for the quality of such items in terms of necessary repairs, exchanges, or processing of any warranty claims for damaged or defective materials.

Printed Name and Signature of DBE Owner/Authorized Representative:

The bidder acknowledges its responsibility for verifying the information provided by the DBE named above and ensuring that the counting of the DBE's participation is accurate. Any shortfall caused by errors in counting are the responsibility of the bidder.

Printed Name and Signature of Bidder's Authorized Representative:

(52) FHWA NDOT DBE
Regular Dealer Distributor
Affirmation Form

CARSON CITY / CAMPO - MONTHLY REPORT OF PAYMENTS TO DBE SUBCONSULTANTS

Carson City and CAMPO require each prime Contractor/Consultant to submit to Carson City a monthly report of payments to its DBE subcontractors/subconsultants. This applies to all tiers of subcontracting. Monthly updates are to be submitted on this form and submitted as part of the monthly invoice for payments made to DBE subcontractors/subconsultants the prior month.

Business name and address of the contractor making payment:

PRIME'S CONTRACT
NUMBER:

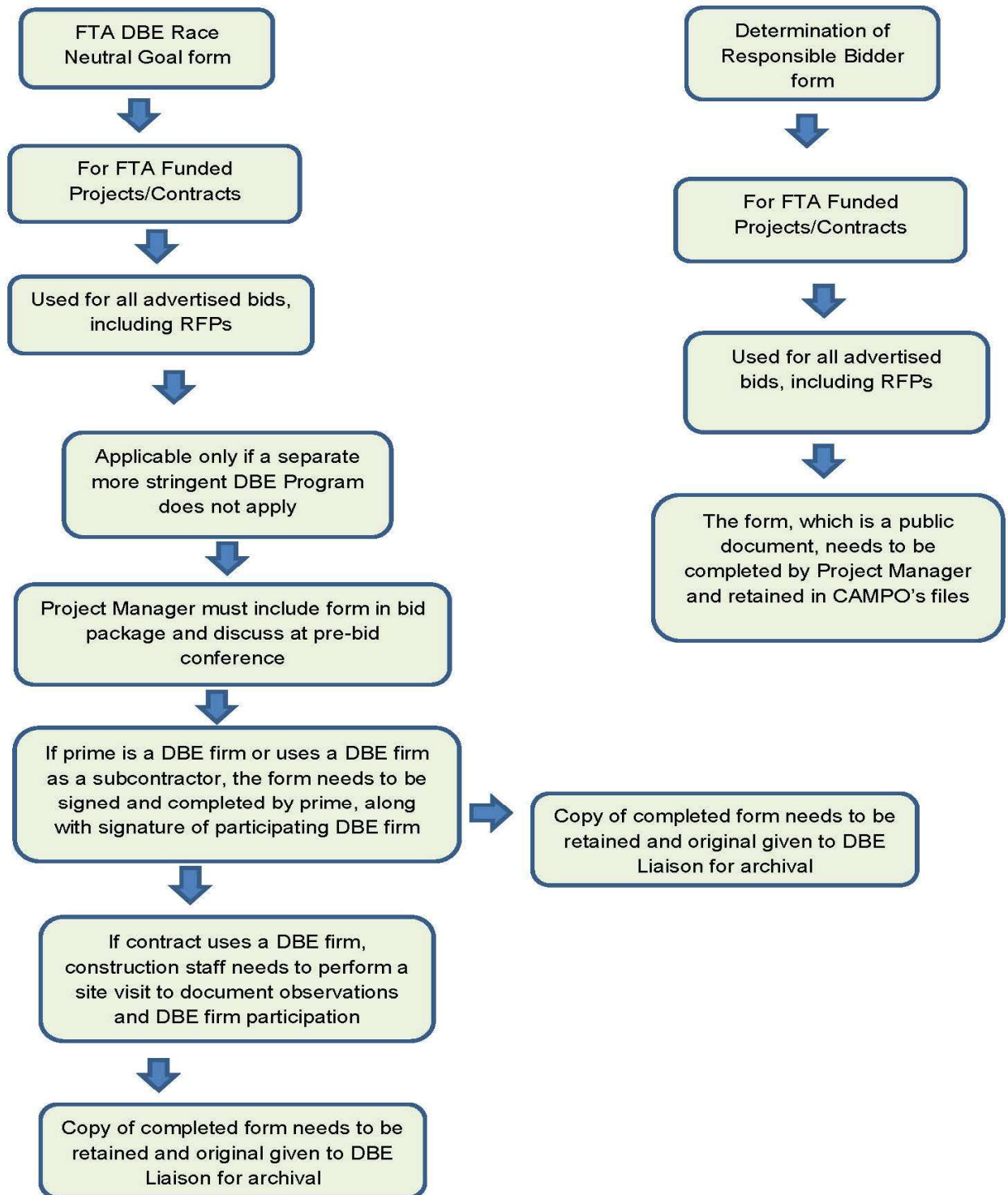
COMMITTED DBE
PROJECT GOAL:

INVOICE No.:

INVOICE Date:

	Date Invoiced by Sub.	Amount Invoiced by Sub.	Date Sub. was Paid	Amount Paid to Sub.	Total Paid to Sub to date	% of DBE Goal to date
Subcontractor / Subconsultant name:						
Total subcontract amount: \$						
Subcontractor / Subconsultant name:						
Total subcontract amount: \$						
Subcontractor / Subconsultant name:						
Total subcontract amount: \$						
Subcontractor / Subconsultant name:						
Total subcontract amount: \$						
Subcontractor / Subconsultant name:						
Total subcontract amount: \$						
Subcontractor / Subconsultant name:						
Total subcontract amount: \$						
Signature and Printed Name of authorized representative of the Contractor/Consultant:						
			Title of person signing:		Date Submitted:	
The contractor attests that the information provided is accurate.						

DBE Flow Chart for Reference



6. Lobbying Procedures

Lobbying requirements apply to Construction/Architectural and Engineering/Acquisition of Rolling Stock/Professional Service Contract/Operational Service Contract/Turnkey contracts. The Lobbying requirements mandate the maximum flow down, pursuant to Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352(b)(5) and 2 CFR Part 200 Appendix II (I). These procedures and forms are required for contracts over \$100,000.

Procedures:

- Language related to Lobbying shall be included in the bid/RFQ attachments for all contacts over \$100,000. The language has been incorporated into the FTA Attachments.
- The Lobbying Form shall be used for all bids, procurements and purchases over \$100,000 and must be included in the procurement package.
- The Project Manager will include this form with the final procurement package and mark the box in the checklist as completed once added.
- The Document Controller will review the final procurement package checking for this form.
- Upon receive of the bid and procurement documents, the Contract Administrator verifies that the form has been included.
- A contract will not be awarded without completion of this form.

Lobbying Form
For contracts over \$100,000
31 U.S.C. 1352
2 CFR Part 200 Appendix II (I) 49 CFR Part 20

The Lobbying requirements apply to Construction/Architectural and Engineering/Acquisition of Rolling Stock/Professional Service Contract/Operational Service Contract/Turnkey contracts.

The Lobbying requirements mandate the maximum flow down, pursuant to Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352(b)(5) and 2 CFR Part 200 Appendix II (I)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Date

Print Name of Authorized Official

Title

Signature of Authorized Official

Company Name

Company Address

7. Debarment, Suspension, Ineligibility, and Voluntary Exclusion Procedures

The language and associated form for Debarment, Suspension, Ineligibility, and Voluntary Exclusion in the following document is required for all procurements greater than \$25,000 and has been incorporated into the FTA Attachments To be deemed responsible, a prospective contractor must be neither debarred nor suspended from Federal programs under DOT regulations, “Non-procurement Suspension and Debarment”, 2 CFR parts 180 and 1200, or under the FAR at 48 CFR part 9, subpart 9.4. CAMPO must possess or obtain information sufficient to satisfy itself that a prospective contractor meets the applicable standards and requirements for responsibility either through self-investigation or certification by the contractor

Procedures:

- The Project Manager and Document Control Manager ensure Debarment, Suspension, Ineligibility, and Voluntary Exclusion Requirement clauses and associated form is added to the procurement package.
- The Document Controller will review the final procurement package checking for these clauses and form.
- Upon receiving the procurement documents, the Project Manager and Contract Administrator verifies that the contractor (and sub-contractors) meets the applicable standards of responsibility, has submitted the form, and marks the box in the checklist as completed.
- A contract will not be awarded to non-responsible contractors.

**Certification Regarding Debarment, Suspension, and Other Responsibility
Matters Form
(Contracts over \$25,000)**

The contractor certifies, that neither it nor its "principals" as defined in 2 CFR 180.995, or affiliates, as defined at 2 CFR 180.905, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any governmental department or agency.

Date

Print Name of Authorized Official

Title

Signature of Authorized Official

Company Name

Company Address

8. Right to Protest Clause

The following Clause shall be included in all procurement documents either as part of the FTA Attachments or as a separate attachment:

Attachment **XX** **Protest Procedures for FTA-Assisted Procurements**

In the event a Proposer believes certain actions or inactions on the part of City have been prejudicial to its position relative to the proposal, a protest may be filed. According to FTA Circular 4220.1F (Chapter VII), "The Common Grant Rules assign responsibility to the recipient for resolving all contractual and administrative issues arising out of their third party procurements, including source evaluation and selection, and protests of awards, disputes, and claims, using good administrative practices and sound business judgment. In general, FTA will not substitute its judgment for that of the recipient or subrecipient unless the matter is primarily a Federal concern."

In all instances, City shall disclose information regarding protests to FTA via memorandum.

Proposers can lodge written protests as a remedy to correct a perceived wrong that may have occurred during the procurement process. City will accept and review the protest with the understanding that the integrity of the procurement process may be at stake. A notice of protest filed under these provisions operates as a stay of action in relation to the awarding of any contract until a determination is made by the City's Regional Transportation Commission (RTC) or Carson Area Metropolitan Planning Organization (CAMPO), as applicable, on the protest. City will use the following procedures to resolve disputes in the attempt to avoid FTA involvement or litigation:

All protests lodged by potential or actual bidders must be made in writing and contain the following information:

- Name, address, and telephone number of the protester.
- Identification of the solicitation or contract number and title.
- A detailed statement of the protest's legal and factual grounds, including copies of relevant documents.
- Identification of the issue(s) to be resolved and statement of what relief is requested.
- Argument and authorities in support of the protest.
- A statement that copies of the protest have been mailed or delivered to all interested parties in the Request for Proposal process. In the case of Requests for Proposals, the Transit Coordinator shall direct the protester to mail or deliver the protest to relevant parties.

Mail or hand-deliver the protest to:

Carol Akers, Purchasing and Contracts Administrator
City Hall – Purchasing and Contracts
201 N. Carson Street, Suite 2
Carson City, NV 89701

Faxed or e-mailed protests will not be accepted.

City will respond, in written detail, with counterclaims to each substantive issue raised in the protest. City will also perform the following analysis:

- Price Analysis or Cost Analysis for each claim.
- Technical Analysis to determine the validity of the claim(s) and determine the appropriate response(s).
- Legal Analysis to consider all the factors available after the price, cost and technical analyses have been conducted to determine the legal positions of the contractor, City, and FTA.

City has the authority to render the final determination regarding the protest. Any determination rendered by City will be final. The Federal Transit Administration will entertain appeals only in cases stated below in "Appeals."

Pre-Solicitation Phase Protest - A Pre-Solicitation Phase Protest must be received in writing by City a minimum of five (5) full working days prior to the proposal due date. If the written protest is not received in the time specified, the award may be made following normal procedures, unless the City, upon investigation, determines that remedial action is required on the grounds of fraud, gross abuse of the procurement process, or otherwise indicates substantial prejudice to the integrity of the procurement system, and said action should be taken. Within three (3) working days from the time the protest is received, City will notify all that a protest has been lodged and the nature of the protest. City will respond to the protest in writing within five (5) working days from the time the protest was received. If City decides to withhold the award pending the resolution of the protest, City may request a time extension for award acceptance from those whose proposal might become eligible for award. This extension for award acceptance must be with the consent of sureties, if any, in order to avoid the need to re-advertise.

City will not make an award prior to five (5) working days after the protest is resolved, or if the protest has been filed with FTA during the protest negotiation period, unless City determines that:

- The items or services to be procured are urgently required;
- Delivery or performance will be unduly delayed by failure to make the award promptly; or
- Failure to make the award will otherwise cause undue harm to City or the Federal Government.

City will document this action and give written notice of the decision to proceed with the award to the Protester, and to other parties where deemed necessary.

Pre-Award Protest – Protests may be lodged after the Close of Request for Proposal deadline and prior to Notice of Award. Within three (3) working days from the time the protest is received, City will notify all Proposers that a protest has been lodged and the nature of the protest. City will respond to the protest in writing within five (5) working days from the time the protest was received. If City decides to withhold the award pending the resolution of the protest, City may request a time extension for award acceptance from those Proposers whose proposals might become eligible for award. This extension for award acceptance must be with the consent of sureties, if any, in order to avoid the need to re-advertise.

City will not make an award prior to five (5) working days after the protest is resolved, or if the protest has been filed with FTA during the protest negotiation process, unless City determines that:

- The items or services to be procured are urgently required;
- Delivery or performance will be unduly delayed by failure to make the award promptly; or
- Failure to make the award will otherwise cause undue harm to City or the Federal Government.

City will document this action and give written notice of the decision to proceed with the award to the Protester, and to other parties where deemed necessary.

Post-Award Protest – City will receive protests in writing within three (3) working days after the Notice of Award and letters of notification should have been received by Proposers. Upon receipt of a protest, City shall notify the Proposer awarded the contract. City will render a determination to proceed with the contract

or suspend the project until the protest is resolved. City will respond to the protest in writing within five (5) working days after receipt of the protest.

Appeals - City has the authority to settle any dispute and resolve the protest. City may solicit written responses regarding the protest from other parties. If this course of action does not result in a satisfactory resolution, the Protester may appeal in writing to the RTC or the CAMPO, as applicable, within three (3) working days after City issues a final decision. The RTC/CAMPO Chairperson will issue a decision within five (5) working days after receipt of the appeal. City may elect to involve legal counsel or arbitration and mediation consultants to resolve the issue(s). The Protester has the right to appeal in writing to FTA if:

- The Protester has exhausted all administrative remedies with City, and
- City has failed to follow its protest procedures or failed to review a complaint or protest.

The Protester's appeal must be received by the FTA Region IX Office within five (5) working days of the date the Protester knew or should have known of the violation.

Office of Program Management and Oversight
Federal Transit Administration Region IX
201 Mission Street, Suite 1650
San Francisco, CA 94105-1839

When the Protester sends an appeal to FTA, the Protester must also send a copy of the appeal to City within the same timeframe. In the event of a protest, City will contact FTA to check whether or not an appeal has been made.

Violations of Federal law or regulation will be handled by the complaint process stated within that law or regulation. Violations of State or local law or regulations will be under the jurisdiction of state or local authorities.

In the event that data becomes available that was not previously known, or there has been an error of law or regulation, City will grant an allowance for request for reconsideration.

Neither the City's Board of Supervisors, Regional Transportation Commission, CAMPO, nor any authorized representative of the City or such public body is liable for any costs, expenses, attorney's fees, loss of income or other damages sustained by a person who makes a proposal, whether or not the person files a notice of protest pursuant hereto.

9. Buy America Procedure and Requirements

This section pertains to Buy America requirements of 49 USC 5323(j) and the applicable regulations in 49 CFR part 661. Buy America Certifications shall be used for the procurement of steel, iron, or manufactured products and be included on Rolling Stock procurements \$150,000 and above only. The required Buy America clauses have been incorporated into the FTA Attachments.

Procedures:

- The Buy America Clause and Certification form shall be included for all bids and procurements except for micro-purchase procurements.
- The Project Manager will include the clause and form with the final procurement package and mark the box in the checklist as completed once added.
- The Document Controller will review the final procurement package checking for the clause and certification form.
- Upon receive of the bid and procurement documents, the Contract Administrator verifies that the form has been received.

Buy America Certification

FOR PROCUREMENT OF STEEL, IRON, AND MANUFACTURED PRODUCTS (INCLUDING ROLLING STOCK) OVER \$150,000

If this contract or purchase order is valued in excess of \$150,000 and involves the procurement of steel, iron, or manufactured products, the bidder or offeror hereby certifies that it:

- ☐ Will meet the requirements of 49 USC 5323(j)(1) and the applicable regulations in 49 CFR part 661.5.
- ☐ Cannot meet the requirements of 49 USC 5323(j)(1) and 49 CFR part 661.5, but it may qualify for an exception pursuant to 49 USC 5323(j)(2)(A), 5323(j)(2)(B), or USC 5323(j)(2)(D), and 49 CFR part 661.7.

If this contract or purchase order is valued in excess of \$150,000 and involves the procurement of buses, other rolling stock and associated equipment, the bidder or offeror hereby certifies that it:

- ☐ Will comply with the requirements of 49 USC 5323(j)(2)(C) and the regulations at 49 CFR part 661.11.
- ☐ Cannot comply with the requirements of 49 USC 5323(j)(2)(C) and 49 CFR part 661.11, but it may qualify for an exception pursuant to 49 USC 5323(j)(2)(A), 5323(j)(2)(B), or USC 5323(j)(2)(D), and 49 CFR part 661.7.

☐ This contract or purchase order is valued greater than \$100,000, but less than \$150,000.

Date

Print Name of Authorized Official

Title

Signature of Authorized Official

Company Name

Company Address

Note: This Buy America certification must be submitted to Carson City, if applicable, with all bids or offers on FTA-funded contracts involving construction or the acquisition of goods or rolling stock, except those subject to a general waiver. General waivers are listed in 49 CFR 661.7, and include final assembly in the United States for microcomputer equipment, software, and small purchases (currently less than \$150,000) made with capital, operating or planning funds.

10. Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable based on the estimated project cost and contract clause matrix. Current versions of these have been incorporated into the FTA Attachments. (Refer to FTA Attachments) Below is an example of required provisions.

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the

Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection

with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

(K) Prohibition on certain telecommunications and video surveillance services or equipment.

(a) Recipients and sub recipients are prohibited from obligating or expending loan or grant funds to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(L) Domestic preferences for procurements (Buy America / Build America).

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(M) Procurement of Recovered Materials, per 6002 of The Solid Waste Disposal Act, 2 CFR 200.323 Appendix II to Part 200.

(N) Notice to FTA and U.S. DOT Inspector General of information related to fraud, waste, abuse, or other legal matters.

(O) Seat Belt Use, per FTA Master Agreement Section 34 (a).

(P) Distracted Driving, per FTA Master Agreement Section 34 (b).

11. Responsibility Determination Procedures

This section pertains to Awards made to Responsible Contractors per the requirements of 49 USC 5325(j). CAMPO Staff must make adequate responsibility determinations prior to award of a contract over the micro-purchase threshold.

Procedures:

- The Responsibility Determination Form shall be used for all bids, procurements and purchases over the micro-purchase threshold, but is not included in the procurement package.
- Prior to making an award, the Contract Administrator, in consultation with the Project Manager, will complete this form as described for all submitted bids or proposals, the lowest, the highest, and all in between.
- The Project Manager will save the form in the project file.
- The Document Controller will ensure that the form has been completed and saved in the project file and will utilize the checklist to verify and document its completion.

Responsibility Determination Form

Bid/RFP No: _____

Supplier: _____

Date: _____

For each of the areas described below, check that the appropriate research has been accomplished and provide a short description of the research and the results.

	Acceptable	Comment
1. Appropriate financial, equipment, facility, and personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
2. Ability to meet the delivery Schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
3. Satisfactory history of performance, facility, and personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
4. Satisfactory record of integrity, not on debarred or suspended listings.	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
5. Receipt of all necessary data from Supplier, including license(s) per public Policy.	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____ _____

12. Price Analysis

A price analysis is needed to determine if the offers you received are fair and reasonable. The steps needed to complete a price analysis are included on the following form.

Price Analysis Form

ITEM BEING PROCURED _____

A price analysis is needed to determine if the offers you received are fair and reasonable. The most common way to make this determination is to compare the offers to your Independent Cost Estimate (ICE). You may need to conduct additional analysis if your ICE is not consistent with the offers received.

Step 1: Determine if the offered prices received are Fair and Reasonable by comparing to your Independent Cost Estimate (ICE).

Fill in the following matrix: (Use the ICE from your ICE form)

Independent Cost Estimate	Vender A Offered Price	Vendor B Offered Price	Vendor C Offered Price	Vendor D Offered Price

(Attach additional sheets if necessary)

If your ICE is consistent with the offered prices, proceed to Step 3. If not, complete Step 2 and Step 3. Sign and date this form and include in the project's procurement file.

Step 2: Determine if offer is fair and reasonable (complete either a or b below)

- a. Explain how the above numbers show that the price is fair and reasonable

- b. If you cannot use your ICE to determine if the price is fair and reasonable, additional explanation is required. Please indicate how you determined the price is fair and reasonable. Some accepted forms of price analysis techniques discussed in the *Pricing Guide for FTA Grantees* are:

1. Prices set by law or regulation (e.g., utility rates);
2. Established catalog prices;
3. Comparison to previous purchases;
4. Current published standards;
5. Established market prices.

Please indicate your technique:

_____ Prices are set by law or regulation. These are considered fair and reasonable. Grantees should acquire a copy of the rate schedules set by the applicable law or regulation to provide with the file. Once these schedules are obtained, verify that they apply to your situation and that you are being charged the correct price. For utility contracts, this policy applies only to prices prescribed by an effective, independent regulatory body.

_____ Comparison with competing suppliers' prices or catalog pricing for the same item. (Provide documentation such as copies of the catalog pages, website screenshots, etc.) Established catalog prices require the following conditions:

- Established catalog prices exist.
- The items are commercial in nature.
- They are sold in substantial quantities.
- They are sold to the general public.

- _____ Comparison of proposed pricing with historical pricing from previous purchases of the same item. Changes in quantity, quality, delivery schedules, the economy, and inclusion of non-recurring costs such as design, capital equipment, etc. can cause price variations. Each differing situation must be analyzed. Also ensure that the previous price was fair and reasonable. (Provide a copy of the previous purchase invoices or quotes.)
- _____ Analysis of price components against current published standards, such as labor rates, dollars per pound, etc. to justify the price reasonableness of the whole. (Attach analysis to support conclusions drawn.)
- _____ Established market prices are based on the same principle as catalog prices except there is no catalog. A market price is a current price established in the usual or ordinary course of business between buyers and sellers free to bargain. These prices must be verified by buyers and sellers who are independent of the offeror. If one cannot determine other commercial buyers and sellers, one may obtain this information from the offeror. (Provide documentation such as advertisements, catalog pages or invoices from other buyers and sellers.)
- _____ Other (provide explanation):

Step 3: Negotiation – Required for A & E procurements and may be appropriate for other RFP procurements

For RFP procurements – were negotiations conducted with the selected vendor?

☐

Yes

☐

No, If No, why not?

For all A & E and other RFP procurements that conducted negotiations, describe the negotiations that occurred.

NAME

SIGNATURE

TITLE

DATE



STAFF REPORT

Report To: Carson Area Metropolitan Planning Organization **Meeting Date:** May 14, 2025

Staff Contact: Chris Martinovich, Transportation Manager

Agenda Title: Transportation Manager's Report

Agenda Action: Other / Presentation **Time Requested:** 5 minutes

Proposed Motion

N/A

Board's Strategic Goal

N/A

Previous Action

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Attachment(s):

[7A_CAMPO_Exhibit 1 - CAMPO 2025 updated Logos.pdf](#)

Motion: _____

- 1) _____
2) _____

Aye/Nay

(Vote Recorded By)

CAMPO 2025 updated Logos

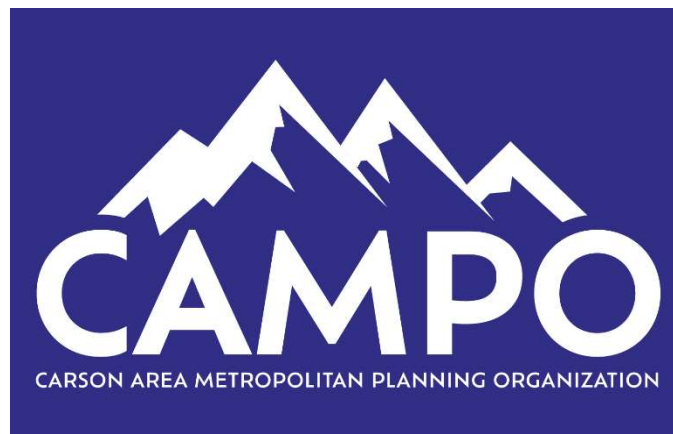
CAMPO Main Logo:



CAMPO Alternate Logo:



CAMPO Reversed Logo:





STAFF REPORT

Report To: Carson Area Metropolitan Planning Organization **Meeting Date:** May 14, 2025

Staff Contact: Chris Martinovich, Transportation Manager

Agenda Title: Other comments and reports which may include future agenda items, status review of additional projects, internal communications and administrative matters, correspondence to CAMPO, project status reports, and comments or other reports from the CAMPO members or staff.

Agenda Action: Other / Presentation **Time Requested:** 5 minutes

Proposed Motion

N/A

Board's Strategic Goal

N/A

Previous Action

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)