

Unified Planning Work Program Federal Fiscal Years 2026/2027

Bullhead City Metropolitan Planning Organization
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Prepared by:

The Bullhead City Metropolitan Planning Organization, in cooperation with Bullhead City, Mohave County, the Fort Mojave Indian Tribe, Arizona Department of Transportation, the Federal Transit Administration, and the Federal Highway Administration.

Approved by:

The Bullhead City MPO Technical Advisory Committee on April 7, 2025.

The Bullhead City MPO Executive Board on April 23, 2025.

Assistance Listing Number	Agency	Grant Program	Title
20.205	FHWA	All	Highway Planning and Construction
20.505	FTA/FHWA	5304/5305/CPG	Metropolitan Transportation Planning

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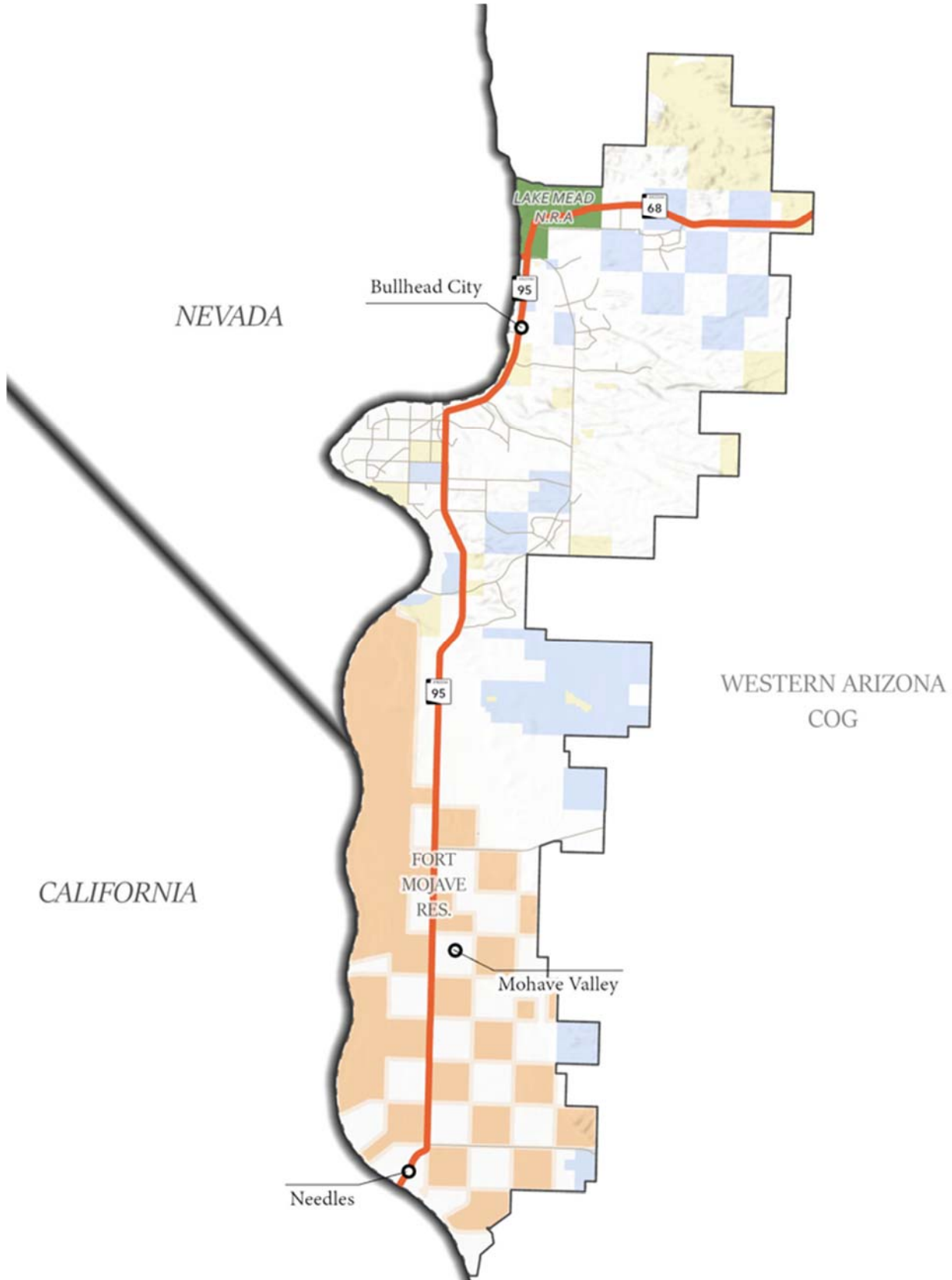
Introduction

In the 2020 United States Census publication, the City of Bullhead City, along with portions of Mohave Valley and Laughlin, Nevada were designated as an Urbanized Area (UZA) of 50,000 or more persons. As a result of the new designation, the City of Bullhead City was required to form an MPO, and certain organizational arrangements and planning requirements had to be undertaken to continue receiving and using 5307 Federal Highway Administration (FHWA) funds for Bullhead City transit activities (Title 23 U.S.C. Section 134 and Title 49 U.S.C. Chapter 53). The formation of an MPO allows for enhanced long-range roads and transportation planning, thus creating a systematic interconnected local government approach to roads and transit development in the identified Metropolitan Planning Area.

A key part of the MPO formation process was establishing the Metropolitan Planning Area (MPA). To establish the MPA, in which the MPO would focus on and work within, the City of Bullhead City carried out a heavily collaborative and iterative process. Representatives from the City's Public Works Department, Development Services Department, Utilities Department, and Executive Office met to discuss and determine the MPA. In addition, input from the Mohave County leadership and technical staff, along with the Fort Mojave tribe, and an ADOT liaison was included in shaping and finalizing the MPA. Thorough consideration was placed on land ownership, existing and projected infrastructure, and potential population expansion, in determining the appropriate MPA boundaries. In conducting the process, City leadership, Clark County (Nevada) leadership, and a broad swath of stakeholders all collaborated in evaluating the inclusion of segments of Laughlin in the MPO, as identified in the U.S. Census UZA (e.g. RTC Southern Nevada, Nevada Highway Administration, Silver Rider Transportation, and others). After multiple thorough and in-depth discussions, the Clark County leadership determined that it would be most appropriate for the entire Laughlin area to remain a part of the Regional Transportation Commission of Southern Nevada. As such, the Laughlin areas identified in the UZA were excluded from the final Bullhead City MPO and associated MPA. The exclusion does not preclude future collaboration between the two organizations.

After completing the initial organizational planning aspects, a request to officially establish The BHCMPO was submitted for review and approval by the required elected leaders and organizational authorities at the associated levels. On September 12, 2023, The Bullhead City Council approved Resolution 2023R-43 "Authorizing the Establishment of a Metropolitan Planning Organization, as provided in the Provisions of Title 23 United States Code Section 134 and Title 49 United States Code Chapter 43." Soon after the City Council approval, the Arizona Department of Transportation Director (ADOT) Jennifer Toth, submitted a letter to the Arizona Governor's Office, expressing support for the creation of the BHCMPO and requesting the Governor's authorization to establish the entity. The Director's request was received and approved by Governor Katie Hobbs on December 4, 2023, authorizing the creation of the BHCMPO. This authorization was later confirmed by the Federal Highway Administration.

BHCMPO Planning Boundary Map



Unified Planning Work Program and Budget Development

This is the first Unified Planning Work Program (UPWP) of the BHCMPO. The purpose of the UPWP is to:

- 1) Provide a detailed description of all transportation-related planning and work activities anticipated by the BHCMPO within the metropolitan planning area during the next two fiscal years. These work activities include a Long-Range Transportation Plan (LRTP) with a minimum 20-year horizon, Transportation Improvement Program (TIP) with a 5-year horizon, and this Unified Planning Work Program (UPWP). As this will be the first LRTP for the BHCMPO, development of the plan will take up the majority of the next two fiscal years.
- 2) Provide detailed work activities and budget information including local, state and federal funding shares, to allow the state to document the requirements for transportation grants distributed through the Federal Government.

Drafts of this work program are submitted to ADOT and the Technical Advisory Committee for review, and then to the Executive Board for review and approval. The work program will be refined through feedback from the public, ADOT, the TAC, and the Executive Board. Final documents will be submitted to ADOT, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

Federal Planning Factors and Performance Measures

There are several federal planning factors and performance measures that go into guiding the MPO's performance and measuring resulting levels of success. Each is an essential element of the MPO's planning process. The following is a list of factors that will be incorporated into the MPO's planning process and further utilized by the Executive Board to evaluate overall performance and success in reaching the established performance measures.

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

9) Enhance travel and tourism.

10) Emphasize the preservation of the existing transportation system.

In addition to the planning factors, Moving Ahead for Progress in the 21st Century (MAP-21) required that state departments of transportation and MPOs conduct performance-based planning by tracking performance and setting data-driven targets to improve those measures. Performance-based planning ensures the efficient investment of federal transportation funds by increasing accountability of local agencies receiving the funds, prioritizing transparency to the public, and providing insight for better investment decisions that focus on key outcomes which relate to the seven national goals of:

- 1) Improving safety
- 2) Maintaining infrastructure condition
- 3) Reducing traffic congestion
- 4) Improving system reliability
- 5) Improving freight movement and supporting regional economic development
- 6) Protecting the environment
- 7) Reducing delays in project delivery

As previously stated, the aforementioned planning factors and performance measures will be a critical aspect of the BHCMPO's success. While each of these items will inherently be a major component of the planning and work execution process, the BHCMPO will also work with ADOT staff to ensure that all required performance targets and measures are effectively used to shape approaches to all planned tasks and assignments. Collaboration with ADOT will also be key in evaluating outcomes and reassessing actions for continual improvement and goal attainment.

Staff Roles and Responsibilities

The BHCMPO's staff consists of a Municipal Planning Manager/MPO Director and a Transportation Planner/Grant Administrator. The Municipal Planning Manager is a city employee that will provide temporary Executive Director level support for the MPO. It is anticipated that efforts to recruit a permanent Executive Director will continue during the term of this UPWP. The Transportation Planner/Grant Administrator is a contract employee. MPO staff is necessary and required to accomplish the tasks outlined in this work program. The Municipal Planning Manager manages the day-to-day operations of the BHCMPO and reports to the BHCMPO Executive Board. The Transportation Planner/Grant Administrator supports and reports to the Municipal Planning Manager/Director.

The MPO is governed by a seven (7) member Executive Board, made up of the following:

- Bullhead City Mayor (Chair)
- Bullhead City Vice Mayor (Vice Chair)
- Mohave County Dist. 2 Supervisor
- Mohave County Dist. 5 Supervisor
- Bullhead City Council Member

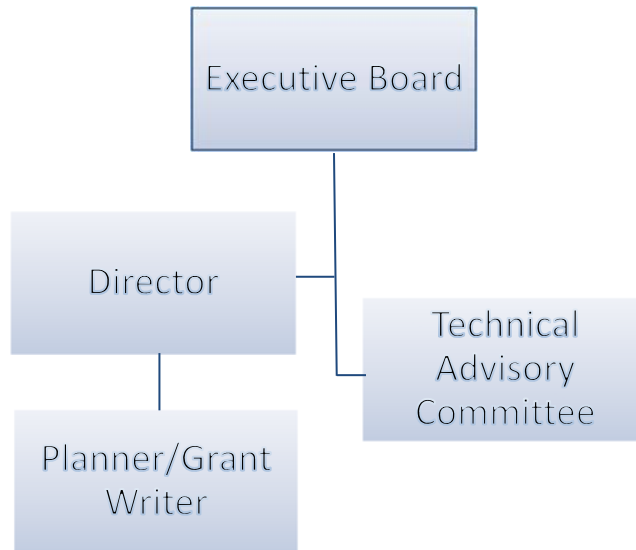
- Fort Mojave Tribe Chairman
- Arizona State Transportation Board Dist. 6 Member
- ADOT Northwest District representative

The Executive Board meets the fourth Wednesday, every other month (subject to change).

The Executive Board is advised by the Technical Advisory Committee (TAC). Those members include:

- Bullhead City Assistant City Manager (Chair)
- Bullhead City Human Services Director (Vice Chair)
- Mohave County Public Works Director
- Mohave County Planning Supervisor
- Bullhead City Public Works Director
- Bullhead Area Transit System representative
- Fort Mojave Tribal representative
- ADOT (Arizona Department of Transportation) Representative
- ADOT Northwest Assistant District Engineer
- WACOG (Western Arizona Council of Governments) Planning Manager

BHCMPO Organizational Chart



Policies and Procedures

The City of Bullhead City will provide support services for the BHCMPPO. Bullhead City will provide human resources, finance/accounting, procurement, legal, information technologies, vehicle maintenance, and other support services. All BHCMPPO expenses are processed by Bullhead City as incurred and will be reimbursed by ADOT. Bullhead City will provide limited legal support services by and through the City Attorney’s Office to the extent it does not cause a conflict of interest or ethical violation. The BHCMPPO will utilize contracted legal services when desired or necessary.

The Executive Board acts as the policy body coordinating transportation planning and related activities within the BHCMPO area. The Board must approve all agreements, budgets, and contracts and the Chair, or designee, must sign all appropriate documents related to contracts and agreements on behalf of the BHCMPO.

The BHCMPO will operate in accordance with Arizona Open Meeting Laws and BHCMPO By-Laws adopted on October 30, 2024.

Contracts and Capital Expenditures

When the value of the procurement for property or professional services under a Federal award does not exceed the Simplified Acquisition Threshold (SAT) of \$250,000, as defined in **2 CFR 200.1 and 200.320**, or a lower threshold established by a non-Federal entity (BHCMPO), formal procurement methods are not required. The BHCMPO may use informal procurement methods (three quote method) to expedite the completion of its transactions and minimize the associated administrative burden and cost (**2 CFR §200.320 (a)**).

All proposed equipment purchases must comply with 49 CFR 18.32 and 18.33, and the Federal Office of Management and Budget under 2 CFR 200 et seq, Cost Principles for State, Local and Indian Tribal Governments, as well as, ADOT policy FIN-11.08 Federal Property Management Standards Pg. 8 Under Contracts and Capital Expenditures.

The proposed procurement of capital equipment, property, or professional services greater than \$10,000 will be included in this UPWP under the “Proposed Activities” of the appropriate Work Element category and included in the annual budget tables.

MPO Work Program Elements and Activities

As a newly formed MPO, the BHCMPO’s activities and accomplishments have been limited to this point. Activities have included the formation of the required non-profit organization, attendance to MPO/COG meetings in Phoenix, hiring of the Municipal Planning Manager/Interim MPO Director and Transportation Planner/Grant Writer, meetings and coordination with ADOT staff, and lease of office space.

Activities for the remainder of the fiscal year will include continued attendance to MPO/COG meetings and educational conferences/seminars, commencing regularly scheduled Executive Board and TAC meetings, completion of the UPWP, development of the required Public Involvement and Title VI plans, development of the BHCMPO website, and continued coordination with local transit system staff. The remainder of this document will list the proposed tasks for FY26-27 along with corresponding budget estimates.

Work Element 100 – Administration

Purpose

Administration tasks will include administering day-to-day operations of the MPO and its adopted UPWP, with the goal of maintaining eligibility to receive federal transportation funds, and providing the basis for comprehensive transportation planning within the designated area. The work described in this section will include program administration, development, review, budgeting and reporting, procurement activities, and an annual audit as required by **23 CFR 420.121(c)**. The annual audit shall be performed in accordance with **49 CFR 18.26**, and **2 CFR 200**.

Proposed Activities

- Develop, present, amend as necessary and submit compliance documents as required, to include the UPWP, LRTP, TIP, Public Involvement Plan, Title VI Plan, and any other required documents.
- Maintain all required registrations and insurance coverage.
- Provide staffing support to the Executive Board and TAC, including meeting notifications, preparation of agendas, and completion of meeting minutes.
- Prepare the MPO's budget, prepare and submit reimbursement requests, and track cash and in-kind contributions.
- Maintain all financial records as required, and submit financial and contract compliance information as needed.
- Maintain and enhance the BHCMPO website, including the posting of reports, meeting information, etc.
- Capital expenditures – Purchase of a vehicle for MPO use is expected during FY26/27.
- Maintain annual memberships as required for RTAC (Rural Transportation Advisory Council), AMPO (Association of Metropolitan Planning Organizations), and AzTA (Arizona Transit Association).
- Maintain BHCMPO office space, including monthly lease, utilities, etc.

Work Element 200 – Travel and Training

Purpose

All travel and training for the BHCMPO funded through the UPWP will comply with the most recently-approved Federal guidelines. The Bullhead City MPO will develop a travel policy in accordance with these requirements.

BHCMPO staff, Executive Board, and TAC members will ensure lawful and justifiable travel requests submitted by the BHCMPO's staff when such travel furthers the interests of the MPO. For the newly-formed BHCMPO, taking advantage of educational and training opportunities for staff will be a priority. As such, the UPWP budget will include funds for such opportunities both in and out of state.

Proposed Activities

- Provide opportunities for BHCMPO staff, Executive Board and TAC members to attend meetings, training and education sessions, and conferences, both in and out of state, to allow for networking with partner jurisdictions and agencies, increase the knowledge and skill sets of staff, and to stay current on best practices for transportation planning. These opportunities may include, but are not limited to, travel for attendance to the following:
 - AMPO Annual Conference (out of state)
 - American Planning Association – Arizona Chapter conference
 - Arizona Conference on Roads and Streets
 - Rural Summit hosted by COGs and MPOs on a rotating basis
 - AzTA Annual Conference
 - National Association of Development Organizations (NADO) conference
 - MPO, COG, and ADOT meetings throughout the state

Work Element 300 – Regional Planning and Coordination

Purpose

Regional planning and coordination tasks will include collecting, analyzing and reporting on data that meets Federal and AZ requirements and supports the UPWP, selection of a consultant to develop the BHCMPO's first long-range transportation plan (LRTP), the development of a transportation improvement program (TIP) based on the findings of the LRTP, development of the required Public Involvement Plan, and ensuring Title VI compliance.

Proposed Activities – Regional Planning and Coordination

- Ensure planning studies and special projects are consistent with the performance-based planning requirements of the BIL, FAST Act, and Map-21; and aligns with the adopted ADOT's performance measures targets, and goals.
- Provide data and reports to the TAC, Executive Board, and public as necessary.
- Monitor federal, state and local legislation and policy activities.
- Communicate regularly with ADOT Regional Planner and District Engineer(s).
- Coordinate with stakeholders to incite participation in regional and local transportation studies.
- Provide input to ADOT District Engineer(s) on issues related to the connections between local roads and the State Highway System.
- Work with ADOT and the TAC to recommend improvements to roadways on the State Highway System to be considered for inclusion in the ADOT Five-Year Facilities Construction Program, and participate in ADOT's Planning to Programming process.
- Collaborate with ADOT on other statewide initiatives, including the Arizona State Freight Plan.

Proposed Activities – Transportation Systems Data and Monitoring

- Coordinate with local jurisdictions and ADOT on the ongoing effort to gather, report and upload traffic and multi-modal counts into ms2soft.com.
- Post collected local traffic data to the web-based Traffic Count Data System (TCDS) database annually where it can be reviewed, processed and analyzed by ADOT. Data to meet duration and formatting required by ADOT.
- Coordinate with local agencies to identify locations in need of updated traffic data.
- Coordinate with ADOT to receive training on traffic data collection.
- Maintain and monitor the current inventory of the region's functional classification of roadways and urban boundaries, and coordinate with ADOT on any necessary changes.
- Use AZGeo ArcGIS Web Portal to review and request functional classification changes.
- Coordinate with ADOT GIS to receive and present training on functional classification, as needed.

The annual provision of traffic data is a cooperative effort between the Arizona State Department of Transportation (ADOT), local governments, and the BHCMPO working in partnership to collect, assemble, and report data to support transportation planning activities, to include; Highway Performance Monitoring System (HPMS), Functional Classification of roads, Air Quality Standards, updated traffic counts, and updated traffic count maps (ADOT is responsible for HPMS and traffic count collection data).

The ADOT HPMS program requires updated traffic counts at minimum cycles as follows:

Functional System	Minimum Count Cycle	Volume Counts	Vehicle Classification Count
Interstates and Other Freeways/Expressways	3-year	Yes	Yes
Ramps (on and off ramps)	6-year	Yes	Not required
Other Principal Arterials	3-year	Yes	Yes
Minor Arterials	6-year	Yes	Needed on NHS Connectors and Sample Panels
Major Collectors	6-year	Yes	Needed on NHS Connectors and Sample Panels
Urban Minor Collectors	6-year	Yes	Needed on NHS Connectors and Sample Panels
Local and Rural Minor Collectors	Not required	Not required	Not required
Sample Panels	Based on classification	Yes	Yes

Source: This table has been developed from ADOT traffic monitoring policy/guidance in the HPMS Field Manual. December 2016

Proposed Activities – Long Range Transportation Plan

In compliance with **Title 23 CFR 450, Subpart C** metropolitan planning requirements, the BHCMPO will create a Long Range Transportation Plan (LRTP), and then update the plan every 5 years (located in air quality attainment area). The LRTP will cover at least a 20-year planning horizon; include long-range and short-range strategies that lead to an integrated intermodal plan; include a financial plan that compares estimated revenues with costs of construction, maintenance, capital purchases and operations; be fiscally constrained; consider the planning factors; identify performance measures (including ADOT Transit Asset Management (TAM) and performance measures created by the BHCMPO), target setting, and performance reporting; and provide an opportunity for public participation.

- Develop a scope of work and solicit a professional consultant to assist in the creation of the MPO’s first LRTP.
- Develop the agreement for the proposed scope of work with consultant, and receive approval from the Executive Board.
- Coordinate with the TAC, Executive Board, and ADOT throughout the duration of the study.
- Provide ample opportunities for public participation during the creation of the LRTP in accordance with Public Involvement Plan and Title VI.
- Work with TAC and Executive Board to identify and prioritize projects
- LRTP to comply with the following:
 - Consistent with the performance-based requirements of the BIL, FAST Act, and Map-21
 - Technically based on the latest available data on land use, population, demographics, and travel patterns;
 - Philosophically based on regional goals and values;

- Financially based on predictable, reliable funding sources;
- Includes transit coordination and investments for the region;
- Includes all regionally significant projects;
- Follows the National Planning Emphasis Areas (PEA's).
- Includes Multi-Modal assessment and recommendations
- Obtain Executive Board approval of LRTP.

Proposed Activities – Transportation Improvement Plan

The BHCMPO will establish and maintain a Transportation Improvement Program (TIP) in accordance with the requirements of **Title 23 USC 134** and **23 CFR 450.324**.

- Develop the TIP based on the findings and feedback received during the LRTP process. The TIP will cover a period of no less than four years. This Development of the TIP will begin in FY26.
- Coordinate with the TAC, Executive Board, and ADOT during the creation of the TIP.
- Coordinate with ADOT Regional Planner regarding inclusion of projects into the TIP and follow administrative or amendment processes.
- Document the complete decision-making process employed in producing the TIP through TAC and Executive Board final approval.
- Identify projects and/or phases of the project (Planning/Study, Design, Construction).
- Identify federal, regional or local funding sources for projects.
- Verify that proposed projects are eligible for federal funding.
- Monitor approved projects through completion by providing technical assistance to local agencies, and working cooperatively with ADOT Local Government staff and District Engineer(s).
- Follow guidelines set forth by ADOT Finance Management Section (FMS) regarding Obligation Authority (OA) and expiring/lapsing funds (i.e. the annual loan process). Ensure proposed expenses remain within OA.
- Maintain and update the internal fiscal constraint report/ledger highlighting regional apportionments and expenditures of federal funds.
- Maintain and update records to demonstrate that local match in-kind contributions are being properly tracked and credited.
- Provide ample opportunities for public participation during the creation of the TIP in accordance with Public Involvement Plan and Title VI requirements.

Proposed Activities –Public Involvement Plan and Title VI Compliance

- Develop and complete the Public Involvement Plan (PIP) to ensure public involvement during development of the LRTP, TIP, and any other planning study.
- Develop and complete the Title VI Plan and Limited English Proficiency (LEP) policy.
- Maintain and amend the PIP, Title VI Plan, and LEP Policy as necessary to comply with state and federal requirements.
- Post Title VI notices at in-person and virtual meetings.
- Post public notices, meeting schedules, agendas, meeting minutes, etc. on normal media channels (newspaper and website) as well as social media channels.
- Provide required public comment periods for planning studies, PIP, Title VI Plan, and LEP policy.

Work Element 400 – Public Transit and Mobility Management

Purpose

The Bullhead City MPO, ADOT, and providers of public transportation utilizing FTA section 5300 grant funds (i.e. 5310, 5311, & 5307 programs) will cooperatively work together in developing and sharing information related to data, performance targets, and reporting for the BHCMPO region. This effort will provide a continuous, cooperative, and comprehensive transportation planning process throughout the region.

Rather than the BHCMPO hiring a Mobility Manager for the minimal participation in the BHCMPO area, the WACOG Mobility Manager manages the functions of this Work Element. The WACOG Mobility Manager compiles and prepares the Human Services Coordinated Plan which is presented to the BHCMPO Technical Advisory Committee & Executive Board for approval.

The BHCMPO will provide increased emphasis on issues related to alternative modes and regional intermodal connectivity including but not limited to: Local bus, express bus, regional transit services, pedestrian and bicyclist facilities/network, commercial freight movers (truck, rail, and air), connections between modes of travel, and maintaining the system in a state of good repair.

The BHCMPO will provide program and project support for public transit, human service transportation programs, and all other modes of transportation by enhancing a higher quality of life for area residents by:

- Supporting economic vitality and growth through public/private transportation.
- Increasing the safety of the transportation system.
- Increasing accessibility and mobility.
- Protecting and enhancing the environment, promoting energy conservation, improving quality of life, and promoting local planned growth.
- Enhancing the integration and connectivity of the transportation system.
- Emphasizing the preservation of the exiting transportation system.
- Promoting multi-modal activities within the region.

The Bullhead Area Transit System has been working collaboratively with the Regional Transportation Commission of Southern Nevada over the years, including coordination when service crosses between jurisdictions, reciprocal acceptance of transit day passes, connections of service, etc. No written agreement exists between the two organizations. The BHCMPO has initiated meetings with the RTC and discussed the development of a written agreement between the two entities and the states of Arizona and Nevada. The BHCMPO will also initiate discussions with Caltrans on any potential coordination opportunities along the southern boundary of the MPO that terminates at the Arizona-California border.

Proposed Activities –Public Transportation

BHCMPO Staff in coordination with the WACOG Mobility Manager, Bullhead Area Transit, BHCMPO TAC, and Executive Board, will work to:

- Provide program and project support for public transit, bike, pedestrian and mobility services.
- Continue participation in the WACOG Regional Human Services Transportation Coordination Planning process.
- Participate in Bullhead Area Transit and WACOG transit related studies.
- Coordinate with ADOT, WACOG, and service providers in matters pertaining to FTA Section 5300 programs in the BHCMPO region including, but not limited to, transportation planning, public transit, ridesharing, transportation systems management, announcing and publishing FTA program related application workshops, panel interviews, safety notices, and reporting requirements.
- Monitor federal, state and local legislation and policy activities.
- Ensure the BHCMPO and rural regions are represented statewide through participation in state planning activities.
- Amend/update the BHCMPO TIP to include all WACOG and Bullhead City Transit 5300 grant applications, awards, and projects (as needed).
- Coordinate with Bullhead Area Transit on performance measures, targets, and goals.
- Solicit a consultant to create a short range transit plan that includes the entire urbanized area, utilizing the 5305(e) grant that the MPO was awarded by ADOT. Anticipated completion of the SRTTP to be December 2026.

Work Element 500 – Environmental Overview

Purpose

It is Bullhead City MPO's goal to comply with guidelines set forth by the Partnership for Sustainable Communities created between the EPA, the U.S. Department of Housing and Urban Development (HUD), and the U.S. Department of Transportation (DOT).

Proposed Activities – Environmental Overview

BHCMPO Staff in coordination with the BCHMPO TAC and Executive Board, will work to:

- Support communities by attending council meetings or community events where transportation issues are discussed.
- Coordinate with developers, communities, and others to help develop an economic development plan (within the LRTP) which will identify ways to sustain growth in the region.
- Coordinate with the transit providers and encourage all member communities to support a regional system.
- Seek funding for transportation alternatives projects.
- Lower transportation costs while protecting the environment in communities within the region.
- Provide more transportation choices.
- Program projects utilizing the newly apportioned Carbon Reduction Program (CRP) funds into the future BCHMPO TIP that support the reduction of transportation emissions and meet the goals and objectives of the LRTP.
- Collaborate with ADEQ and the EPA to monitor air quality as the region continues to grow and industrial freight traffic increases.

Funding Sources and Revenues

The Arizona Department of Transportation (ADOT) is the designated recipient of the Federal-aid Highway funds used for planning and research purposes. As the designated recipient of the planning funds ADOT has the responsibility and the authority under **49 CFR Part 18** (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) to oversee all activities funded under the Federal-aid Program by the sub recipients of these funds. ADOT's oversight responsibilities include, but are not limited to overall work plan reviews, invoice billing review and approval, TIP certification, and quality assurance and quality control of traffic data. The BHCMPO is funded primarily with Planning (PL) Funds, State Planning and Research (SPR) Funds, and Federal Transit Administration (FTA) Funds.

- **Metropolitan Planning (PL) Funds** – Federal metropolitan planning funds can be used for up to 94.3% of a project, with a required 5.7% match, typically provided by local governments. The distribution of the PL Funds is accomplished through a formula developed by ADOT with the MPOs and approved by the FHWA.
- **Federal Transit Administration (FTA) 5305(d) Funds** – FTA funds are secured annually through the FTA Metropolitan Planning Program Section 5305. FTA funds are designated for transit and regional transportation planning as well as research activities. FTA planning funds are blended with FHWA funds and require a 5.7% local match.
- **Consolidated Planning Grant Award (CPG) Funds** – The Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) offer States the option of participating in the CPG program. The CPG program allows the States and Metropolitan Planning Organizations (MPOs) to merge funds from the FTA Metropolitan Planning Program (MPP) and State Planning and Research Program (SPRP) with FHWA Planning (PL) and SPRP 5305(d) funds into a single consolidated planning grant. States have the option to transfer planning funds to either FTA or FHWA to be awarded and administered for metropolitan or metropolitan and statewide planning purposes. This CPG program fosters a cooperative effort between the Federal agencies and the participating States and MPOs to streamline the delivery of their planning programs to provide flexibility in the use of planning funds. A 5.7% Match is typically provided through the use of in-kind / hard dollars by the MPO member agencies.
- **Statewide Planning and Research (SPR) Funds** – SPR funds are federal dollars from the State Planning and Research Program administered by the Arizona Department of Transportation. The SPR funds are a discretionary state funding source that may be used for regional transportation planning activities. A 20% local match is required.
- **Carry Forward** – Carry forward funds occur when an MPO does not expend all authorized funds in the current fiscal year. Carry forward funds are combined with the annual allocation for the new fiscal year to determine the available fund balance for the upcoming year.
- **Matching Funds** – In order to secure federal funds, the local government(s) must place matching funds on a project. A detailed table of the state and local funds should be included in the budget section of the UPWP and must also reflect the required percentages of matching amounts, which varies according to the Federal fund type. The BHCMPO receives funds or in-kind match from member agencies, Bullhead City, Mohave County, and the Fort Mojave Indian Tribe to leverage federal funds for all expenses.

- **In-kind Contribution** –The value of third-party in-kind contributions may be accepted as the match for federal funds, in accordance with the provisions of 49 CFR 18.24(a)(2), and may be applied on either a total planning work program basis or for specific line items. ADOT requires that in-kind contributions must be disclosed by line item. The FHWA Regional Office has requested that in-kind contributions be identified in the Work Program and be accompanied by a narrative explaining who is providing the service and what service is being provided.
- **Surface Transportation Block Grant (STBG) Funds** – STBG provides flexible funding that may be used by States 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. These funds can also be used for surface transportation planning activities or for project design, right-of-way and construction. These funds are programmed in the Transportation Improvement Plan (TIP). These funds require a 5.7% match.
- **Highway Safety Improvement Program (HSIP) Funds** –The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned roads and roads on tribal land. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads with a focus on performance.
- **Carbon Reduction Program (CRP)** – The CRP funding is a federal-aid highway funding program that funds projects designed to reduce transportation emissions, defined as carbon dioxide (CO₂) emissions from on-road highway sources. Eligible projects included, but not limited to, the construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation. In addition, advanced transportation and congestion management technologies such as; Deployment of infrastructure-based intelligent transportation systems, capital improvements and the installation of vehicle-to-infrastructure communications equipment; replacing street lighting and traffic control devices with energy-efficient alternatives; projects to establish or operate a traffic monitoring, management, and control facility or program. A 5.7% Match is typically provided through the use of in-kind / hard dollars by the MPO member agencies.
- **Planning Funds (PL) Set-Aside – Safe and Accessible Transportation Options Set Aside (SATO)** – The FHWA requires that MPOs allocate 2.5% of our standard Planning (PL) funds to be used for planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. The required allocation or set-aside is referred to as PL-SATO. A 5.7% match typically provided through the use of in-kind / hard dollars by the MPO member agencies.
- **Highway User Revenue Exchange Funds Program (HURF)** – The HURF Exchange program enables local governments to exchange federal transportation funding with ADOT for state-generated HURF revenue. HURF Exchange funding can be used on eligible design and construction projects.
- **Transportation Alternatives (TA) Funds** – The Transportation Alternatives (TA) Program is a State competitive grant program that provides funding for a variety of generally smaller-scale transportation projects such as; pedestrian and bicycle facilities, construction of turnouts, overlooks and viewing areas, community improvements such as historic preservation and vegetation management, environmental mitigation related to stormwater and habitat connectivity. A 5.7% Match is typically provided through the use of in-kind / hard dollars by the MPO member agencies.

Budget Summaries - FY 26 & FY 27

BHC METROPOLITAN PLANNING ORGANIZATION (MPO) - FY26-27 Work Program Budget Summary

ADOT Contract #: GRT-25-0011015-T		Fiscal Year 2026				OA Rate: 0.949
Description	Funding Sources					
	PL & PL-SATO	5305 (d)	SPR	STBG	CRP	
Bullhead City Project #:	TBD	TBD	TBD	TBD	TBD	
Federal Contract #:	BHC-P-026		BHC-S-026	BHC-T-026	BHC-C-026	
ADOT Project/GAE #:	PBH26 02P & S2P		PBH2601P	PBH2603P	PBH2605P	
In-Kind Match Rate	5.7%	5.7%	20.0%	5.7%	5.7%	
FY26 Revenue						
FY26 Federal Apportionments	\$ 167,116	\$ 69,912	\$ 125,000	\$ 345,748	\$ 120,167.22	
Obligation Authority (OA)	\$ 167,116	\$ 69,912	\$ 125,000	\$ 345,748	\$ 81,507.62	
Amount Authorized by BHCMPPO	\$ 167,116	\$ 69,912	\$ 125,000	\$ 345,748	\$ 81,507.62	
FY 25 Carry Forward	PL	\$ 196,204.35				
FY 25 Carry Forward	5305 (d)		\$ 69,912.00			
FY 25 Carry Forward	SPR		\$ 250,000.00			
FY 25 Carry Forward	STBG			\$ 345,748.00		
FY 25 Carry Forward	CRP				\$ 174,481.48	
FY26 Operating Budget - OA	PL	5305 (d)	SPR	STBG	CRP	
	\$ 363,320.35	\$ 139,824.00	\$ 375,000.00	\$ 691,496.00	\$ 255,989.10	
FY 26 Local Match (In-Kind) Required	\$ 21,961.04	\$ 8,451.72	\$ 93,750.00	\$ 41,797.74	\$ 15,473.36	
Total FY26 Budget (OA):					\$ 1,825,629.45	
Total In-Kind Match:					\$ 181,433.86	
Total w/Match					\$ 2,007,063.31	

BHC METROPOLITAN PLANNING ORGANIZATION (MPO) - FY26 Work Program - Projected Expenditure Summary

FY26 Operating Budget - OA		Funding Sources				
		PL & PL-SATO	5305 (d)	SPR	STBG	CRP
		TBD	TBD	TBD	TBD	TBD
		\$ 363,320.35	\$ 139,824.00	\$ 375,000.00	\$ 691,496.00	\$ 255,989.10
FY 26 Local Match (In-Kind) Required		\$ 21,961.04	\$ 8,451.72	\$ 93,750.00	\$ 41,797.74	\$ 15,473.36
FY 26 - Expenditures						TOTALS
01-SALARIES AND WAGES						
REGULAR SALARY/WAGES-BHCMPO Interim Director	TBD	30,000	85,000			\$ 115,000.00
REGULAR SALARY/WAGES-Transportation Planner	TBD	30,000	42,800	-		\$ 72,800.00
01-SALARIES AND WAGES TOTAL		60,000	127,800	-	-	\$ 187,800.00
02-BENEFITS						
MEDICAL/DENTAL INSURANCE	TBD	29000				\$ 29,000.00
LONG TERM DISABILITY	TBD	500				\$ 500.00
LIFE INSURANCE	TBD	2500				\$ 2,500.00
SHORT TERM DISABILITY	TBD	600				\$ 600.00
RETIREMENT	TBD	18500				\$ 18,500.00
02-BENEFITS TOTAL		51,100	-	-	-	\$ 51,100.00
GRAND TOTAL OF SALARY & BENEFITS		111,100	127,800	-	-	\$ 238,900.00

03-SERVICES & SUPPLIES							
UTILITY SERVICES / TELEPHONE	TBD	1,500					\$ 1,500.00
Cell phones, office space internet							
PROFESSIONAL / CONTRACTED LEGAL	TBD	5,000					\$ 5,000.00
Outside legal services for review of MPO documents when City Attorney has conflict. Any Funds not used will be transferred to Planning Studies							
OFFICE SPACE RENTAL	TBD	10,000					\$ 10,000.00
Includes utilities (excludes internet service)							
PROFESSIONAL ENGINEERING / CONSULTING	TBD						\$ 295,000.00
<i>Long Range Transportation Plan</i>							
		-		245,000			
<i>2.5% PL-SATO requirement - Safe & Accessible portion of LRTP</i>							
		5,000					
<i>Traffic data software - Speed, congestion, volume</i>							
		-		45,000			
PROFESSIONAL OTHER / OUTSIDE SERVICES	TBD	500					\$ 500.00
Enhancement to Facebook/Translation Services							
MACHINERY & EQUIPMENT	TBD	500					\$ 500.00
For repair of any equipment not done by IT							
INTERNET/VERIZON	TBD	1,500					\$ 1,500.00
Internet charges for two (2) Tablets							
VEHICLES	TBD	40,000					\$ 40,000.00
Purchase of MPO vehicle, service, fuel							
INSURANCE	TBD	3,000					\$ 3,000.00
MPO Liability (Fire & Theft) & Auto insurance							
INSURANCE PROFESSIONAL LIABILITY	TBD	3,000					\$ 3,000.00
Professional Liability							
MEETINGS/TRAINING/TRAVEL	TBD	15,000					\$ 15,000.00
Meetings with FHWA & ADOT, State Transportation Board meetings, Ex. Board & TAC Travel for ADOT/FHWA meetings, AzTA Conference, Rural Transportation Summit, AMPO Conference, Roads & Streets Conference, staff classes. Meals, lodging, etc.							
ADVERTISING/LEGAL NOTICES	TBD	1,500					\$ 1,500.00
Federal required public notices - Public participation notices							
PRINTING & FORMS	TBD	1,500					\$ 1,500.00
Printing of required documents as public requests and public notices for public meetings. Excess to Planning Studies							
POSTAGE & MAILING	TBD	150					\$ 150.00
Registered mail, FedEx or UPS for mailing to ADOT, FHWA and large documents to general public							
DUES/SBSCRIPTNS/MMBRSHPS	TBD	5,000					\$ 5,000.00
Membership fees for Web site; AMPO; AzTA; NARC; and, other related publications necessary for the job.							
OFFICE & COMPUTER SPLYS	TBD	5,000					\$ 5,000.00
but not limited to pens, copy paper, files, notebooks and color printer ink							
FURN/EQUIP-(UNDER \$10,000)	TBD	5,000					\$ 5,000.00
For purchases over \$100; less than \$5,000 if needed							
OTHER O&M SUPPLIES	TBD	500					\$ 500.00
IT EQUIPMENT	TBD	3,000					\$ 3,000.00
Replacement/Purchase of Monitors, Printers & IT Equipment, Microsoft Surface Tablet							
IT LEASE	TBD	500					\$ 500.00
Lease of Monitors, Printers, Scanners & IT Equipment.							
SOFTWARE/WEBSITE	TBD	1,000					\$ 1,000.00
As needed for extra Software Updates Website Software							
MISCELLANEOUS SUPPLIES	TBD	200.00					\$ 200.00
	TBD	-					\$ -
SPECIAL PROJECT SERVICES	TBD	-					\$ -
		-					\$ -
03-SERVICES & SUPPLIES TOTAL		108,350.00		290,000.00			\$ 398,350.00
TOTAL FY 26 EXPENDITURES		219,450.00	127,800.00	290,000.00			\$ 637,250.00
FY26 Remaining Balance		\$ 143,870.35	\$ 12,024.00	\$ 85,000.00	\$ 691,496.00	\$ 255,989.10	\$ 1,188,379.45

Any funds not used or excess in a category will be applied to Transportation Planning, or other fund shortage

BHC METROPOLITAN PLANNING ORGANIZATION (MPO) - FY26-27 Work Program Budget Summary

ADOT Contract #: GRT-25-0011015-T		Fiscal Year 2027				OA Rate: 0.949
Description	Funding Sources					
	PL & PL-SATO	5305 (d)	SPR	STBG	CRP	
Bullhead City Project #:	TBD	TBD	TBD	TBD	TBD	
Federal Contract #:	BHC-P-026		BHC-S-026	BHC-T-026	BHC-C-026	
ADOT Project/GAE #:	PBH26 02P & S2P		PBH2601P	PBH2603P	PBH2605P	
In-Kind Match Rate	5.7%	5.7%	20.0%	5.7%	5.7%	
FY26 Revenue						
FY27 Federal Apportionments	\$ 167,116	\$ 69,912	\$ 125,000	\$ 345,748.00	\$ 120,167.22	
Obligation Authority (OA)	\$ 167,116	\$ 69,912	\$ 125,000	\$ 345,748.00	\$ 81,507.62	
Amount Authorized by BHCMPPO	\$ 167,116	\$ 69,912	\$ 125,000	\$ 345,748.00	\$ 81,507.62	
FY 26 Carry Forward	PL	\$ 143,870.35				
FY 26 Carry Forward	5305 (d)		\$ 12,024.00			
FY 26 Carry Forward	SPR		\$ 85,000.00			
FY 26 Carry Forward	STBG			\$ 691,496.00		
FY 25 Carry Forward	CRP				\$ 255,989.10	
FY27 Operating Budget - OA						
	PL	5305 (d)	SPR	STBG	CRP	
	\$ 310,986.35	\$ 81,936.00	\$ 210,000.00	\$ 1,037,244.00	\$ 337,496.72	
FY 27 Local Match (In-Kind) Required						
	\$ 18,797.69	\$ 4,952.65	\$ 52,500.00	\$ 62,696.62	\$ 20,400.12	
Total FY27 Budget (OA):					\$ 1,977,663.07	
Total In-Kind Match:					\$ 159,347.08	
Total w/Match					\$ 2,137,010.15	

BHC METROPOLITAN PLANNING ORGANIZATION (MPO) - FY27 Work Program - Projected Expenditure Summary

FY27 Operating Budget - OA		Funding Sources				
		PL & PL-SATO	5305 (d)	SPR	STBG	CRP
		TBD	TBD	TBD	TBD	TBD
FY 27 Local Match (In-Kind) Required		\$ 18,797.69	\$ 4,952.65	\$ 52,500.00	\$ 62,696.62	\$ 20,400.12
FY 27 - Expenditures						TOTALS
01-SALARIES AND WAGES						
REGULAR SALARY/WAGES-BHCMPO Interim Director	TBD	75,000	40,000			\$ 115,000.00
REGULAR SALARY/WAGES-Transportation Planner	TBD	35,000	40,000			\$ 75,000.00
01-SALARIES AND WAGES TOTAL		110,000	80,000	-	-	\$ 190,000.00
02-BENEFITS						
MEDICAL/DENTAL INSURANCE	TBD	30000				\$ 30,000.00
LONG TERM DISABILITY	TBD	500				\$ 500.00
LIFE INSURANCE	TBD	2500				\$ 2,500.00
SHORT TERM DISABILITY	TBD	600				\$ 600.00
RETIREMENT	TBD	20000				\$ 20,000.00
02-BENEFITS TOTAL		53,600	-	-	-	\$ 53,600.00
GRAND TOTAL OF SALARY & BENEFITS		163,600	80,000	-	-	\$ 243,600.00

03-SERVICES & SUPPLIES							
UTILITY SERVICES / TELEPHONE	TBD	1,500	-	-	-	-	\$ 1,500.00
Cell phones, office space utilities							
PROFESSIONAL / CONTRACTED LEGAL	TBD	5,000	-	-	-	-	\$ 5,000.00
Outside legal services for review of MPO documents when City Attorney has conflict. Any Funds not used will be transferred to Planning Studies							
OFFICE SPACE RENTAL	TBD	10,000	-	-	-	-	\$ 10,000.00
Includes utilities (excludes internet service)							
PROFESSIONAL ENGINEERING / CONSULTING	TBD	-	-	95,000	-	-	\$ 100,000.00
<i>Long Range Transportation Plan</i>							
2.5% PL-SATO requirement - Safe & Accessible portion of LRTP		5,000	-	-	-	-	
PROFESSIONAL OTHER / OUTSIDE SERVICES	TBD	500	-	-	-	-	\$ 500.00
Enhancement to Facebook/Translation Services							
MACHINERY & EQUIPMENT	TBD	500	-	-	-	-	\$ 500.00
For repair of any equipment not done by IT							
INTERNET/VERIZON	TBD	1,500	-	-	-	-	\$ 1,500.00
Internet charges for two (2) Tablets							
VEHICLES	TBD	1,500	-	-	-	-	\$ 1,500.00
MPO vehicle service, fuel							
INSURANCE	TBD	3,000	-	-	-	-	\$ 3,000.00
MPO Liability (Fire & Theft) & Auto insurance							
INSURANCE PROFESSIONAL LIABILITY	TBD	3,000	-	-	-	-	\$ 3,000.00
Professional Liability							
MEETINGS/TRAINING/TRAVEL	TBD	15,000	-	-	-	-	\$ 15,000.00
Meetings with FHWA & ADOT, State Transportation Board meetings, Ex. Board & TAC Travel for ADOT/FHWA meetings, AzTA Conference, Rural Transportation Summit, AMPO Conference, Roads & Streets Conference, staff classes. Meals, lodging, etc.							
ADVERTISING/LEGAL NOTICES	TBD	1,500	-	-	-	-	\$ 1,500.00
Federal required public notices - Public participation notices							
PRINTING & FORMS	TBD	1,500	-	-	-	-	\$ 1,500.00
public notices for public meetings. Excess to Planning Studies							
POSTAGE & MAILING	TBD	150	-	-	-	-	\$ 150.00
Registered mail, FedEx or UPS for mailing to ADOT, FHWA and large documents to general public							
DUES/SBSCRPTNS/MMBRSHPS	TBD	5,000	-	-	-	-	\$ 5,000.00
Membership fees for Web site; AMPO; AzTA; NARC; and, other related publications necessary for the job.							
OFFICE & COMPUTER SPLYS	TBD	5,000	-	-	-	-	\$ 5,000.00
but not limited to pens, copy paper, files, notebooks and color printer ink							
FURN/EQUIP-(UNDER \$10,000)	TBD	1,500	-	-	-	-	\$ 1,500.00
For purchases over \$100; less than \$5,000 if needed							
OTHER O&M SUPPLIES	TBD	500	-	-	-	-	\$ 500.00
IT EQUIPMENT	TBD	500	-	-	-	-	\$ 500.00
Replacement/Purchase of Monitors, Printers & IT Equipment.							
IT LEASE	TBD	400	-	-	-	-	\$ 400.00
Lease of Monitors, Printers, Scanners & IT Equipment.							
SOFTWARE/WEBSITE	TBD	1,000	-	-	-	-	\$ 1,000.00
As needed for extra Software Updates Website Software							
MISCELLANEOUS SUPPLIES	TBD	200.00	-	-	-	-	\$ 200.00
	TBD	-	-	-	-	-	\$ -
SPECIAL PROJECT SERVICES	TBD	-	-	-	-	-	\$ -
03-SERVICES & SUPPLIES TOTAL		63,750.00	-	95,000.00	-	-	\$ 158,750.00
TOTAL FY 27 EXPENDITURES		227,350.00	80,000.00	95,000.00	-	-	\$ 402,350.00
FY27 Remaining Balance		\$ 83,636.35	\$ 1,936.00	\$115,000.00	\$ 1,037,244.00	\$ 337,496.72	\$ 1,575,313.07
Any funds not used or excess in a category will be applied to Transportation Planning, or other fund shortage							

Self Certification

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

1. 23 USC 134, 49 USC 5303, and this subpart;
2. In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR Part 21;
4. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of the IIJA (Publ. L. 117-58) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in U.S. DOT-funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.) and 49 CFR Parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 USC 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23 USC regarding the prohibition of discrimination based on gender;
10. Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and 49 CFR Part 27 regarding discrimination against individuals with disabilities.

Matt Moul, Director Multimodal Planning Division
ARIZONA DEPARTMENT OF TRANSPORTATION

DATE


Juan Loera, Interim MPO Director
BULLHEAD CITY METROPOLITAN PLANNING ORGANIZATION

5/20/25
DATE

UPWP and Budget Approvals

In accordance with **GRT-24-0009620-T**, the Bullhead City MPO shall submit the Unified Planning Work Program and Budget to the Executive Board for approval. The Bullhead City MPO may not incur any costs for work outlined in the UPWP or any subsequent amendments prior to receiving written approval from ADOT, FHWA, and FTA.

Bullhead City Metropolitan Planning Organization (MPO)



 _____ 5/20/25
 Juan Loera, Interim Director Date
 Bullhead City MPO


 _____ 5-21-25
 Steve D'Amico, Chair Date
 Bullhead City MPO

Arizona Department of Transportation (ADOT), Multimodal Planning Division

DocuSigned by:

 _____ 5/22/2025
 Matt Moul, Director Date
 ADOT MPD

DocuSigned by:

 _____ 5/22/2025
 Will Randolph, Regional Transportation Planner Date
 ADOT MPD