



## STAFF REPORT

**Report To:** Carson Area Metropolitan Planning Organization    **Meeting Date:** June 11, 2025

**Staff Contact:** Chris Martinovich, Transportation Manager

**Agenda Title:** For Possible Action – Discussion and possible action regarding (1) Amendment No. 1 (“Amendment”) to Cooperative Agreement No. PR277-24-802 (“Agreement”) with the Nevada Department of Transportation (“NDOT”) extending the termination date of the Agreement to June 30, 2026, and modifying other clauses of the Agreement to allow the Carson Area Metropolitan Planning Organization ("CAMPO") to continue to seek reimbursement of Consolidated Planning Grant (“CPG”) funds that will be carried forward from Fiscal Year (“FY”) 2025 to FY 2026 up to the current Agreement not to exceed amount of \$726,172.03; and (2) authority for the Transportation Manager to sign the Amendment and future amendments that extend the time for performance or approve funding changes not to exceed 10 percent of the present Agreement amount.

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

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### **Proposed Motion**

I move to approve the Amendment, as presented, and to authorize the Transportation Manager to sign the Amendment as well as future amendments that extend the time for performance or approve funding changes not to exceed 10% of the present Agreement amount.

### **Board's Strategic Goal**

N/A

### **Previous Action**

April 10, 2024 (Item 5.B) – CAMPO approved the Agreement with NDOT for a total not to exceed amount of \$726,172.03 for FY 2025.

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

Each year, CAMPO and NDOT typically enter into a Cooperative Agreement for the distribution of CPG funds. CAMPO and NDOT executed the Agreement in April 2024 to fund FY 2025 Unified Planning Work Program ("UPWP") activities between July 1, 2024, to June 30, 2025. The total funding under the Agreement for UPWP activities is \$726,172.03, which comprises of \$132,816 in CPG funds not subject to local match, \$563,688.23 in CPG funds subject to a 5% local match of 29,667.80.

CPG funds come in the form of a reimbursement grant through NDOT from the Federal Highway

Administration (“FHWA”). CAMPO invoices NDOT on a quarterly basis for actual costs incurred during the previous quarter. NDOT reimburses CAMPO for invoiced costs. NDOT typically then submits an invoice to the FHWA for any costs NDOT incurred, which includes invoices from CAMPO and any other invoices from Nevada’s other metropolitan planning organizations, for reimbursement. NDOT cannot seek reimbursement from the FHWA until FHWA notifies NDOT that federal CPG funding has been authorized for use. Authorization by FHWA may occur in October or may be delayed depending on funding appropriated by the Federal Government.

The Agreement, UPWP, and NDOT each follow a FY that begins July 1; whereas FHWA follows the federal fiscal year (“FFY”) which begins October 1. During the first quarter of the FY (July – September), NDOT typically provides reimbursements to CAMPO using state funding until such time as it is approved to seek reimbursement by FHWA. NDOT recently advised CAMPO, and the other metropolitan planning organizations, that it will no longer be able to be reimburse UPWP invoices using state funds until such time that NDOT can be reimbursed by FHWA due to limited state funding. This means that costs incurred by CAMPO will not be reimbursed within the typical past timelines.

Each year, CAMPO has carryforward funding which comprises of previously authorized CPG funds that have not been spent during prior fiscal years. The carryforward from FY 2025 to FY 2026 is estimated to be approximately \$160,000. The Amendment extends the date of the Agreement to June 30, 2026, and allows CAMPO to drawdown these FY 2025 carryforward funds for activities in FY 2026 using FY 2025 funding. A second amendment will be executed later this year to increase funding of the Agreement to the full amount listed in the UPWP once FHWA approves the use of FFY 2026 federal funds. This may occur as early as October 1, 2025. The Amendment provides CAMPO the ability to continue to seek reimbursement up to the not to exceed amount of the Agreement regardless of FHWA authorizations.

If the Amendment is not approved, CAMPO will seek a new agreement from NDOT similar to those of past years. CAMPO will not be able seek reimbursement for costs incurred until federal funding is authorized.

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

NRS 277.110

**Financial Information**

**Is there a fiscal impact?** Yes

**If yes, account name/number:** CAMPO fund, Unified Planning Work Program account / 2453028-501210. Project # G302825001, Tasks 1.0 - 6.0.

**Is it currently budgeted?** Yes

**Explanation of Fiscal Impact:** The Amendment does not change the Agreement funding. The Agreement total of \$726,172.03 includes \$696,504.23 in federal CPG funding plus the required 5% local match of \$29,667.80 and was budgeted in FY 2025. CAMPO’s approved FY 2026 budget, which includes \$759,966 in federal CPG funding and \$28,062 in required local match and accounts for all carryforward funds and new FFY 2026 CPG funding.

**Alternatives**

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

**Attachment(s):**

[5A\\_CAMPO\\_Exhibit 1 - Amendment to PR277-24-802.pdf](#)

[5A\\_CAMPO\\_Exhibit 2 - P277-24-802 Executed.pdf](#)

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

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

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

Aye/Nay

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(Vote Recorded By)