



JOINT ADMINISTRATIVE AND EXECUTIVE COMMITTEES' PACKET

MEMO TO: ADMINISTRATIVE AND EXECUTIVE COMMITTEES
ADMINISTRATIVE COUNCIL AND EXECUTIVE BOARD

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: MARCH 23, 2017

SUBJECT: MARCH 30, 2017 CONFERENCE CALL

Please see the details below for the conference call which has been scheduled for action items that need to be approved in between the regularly scheduled meetings. ***All members are invited and welcome to participate and provide their input; however, only the officers may make motions and vote.*** The call-in information is located at the bottom of the agenda.

March 30, 2017 at 9 a.m.
SEAGO Main Office
1403 W. Highway 92
Bisbee, Arizona

If you have any questions, please contact me at (520) 432-5301 or send an e-mail to rheiss@seago.org.

AGENDA

1. Call to Order/Introductions
2. Call to the Public
3. *Discussion and possible approval of the SEAGO Region Draft 2018-2022 TIP - Chris Vertrees
4. *Discussion and possible approval of the SEAGO Annual Work Program and Budget – Chris Vertrees
5. Adjournment

* Indicates Action Item

Attachments: Draft 2018-2022 TIP;
Draft FY18 COG Annual Work Program;
FY18 Annual Work Program Budget

Direction may be given to SEAGO staff on any item on the agenda.

Call-in information: Dial 1-800-326-0013
Conference ID No.: 5682213

Press *6 to mute your phone line; Press *7 to un-mute your phone line



ADMINISTRATIVE AND EXECUTIVE COMMITTEE

MEMO TO: ADMINISTRATIVE & EXECUTIVE COMMITTEES
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: MARCH 22, 2017
SUBJECT: SEAGO REGION DRAFT 2018-2022 TIP

On March 16, 2017, the SEAGO TAC approved the SEAGO Region 2018-2022 Transportation Improvement Program (TIP). **The following changes to the 2016-2020 TIP were made in the drafting of the 2018-2022 TIP:**

- All projects listed as Obligated in 2016 section of the TIP have been removed from the TIP.
- All FY 2017 projects that are expected to obligate by June 30, 2017, have been moved to the Obligated in 2017 section of the TIP.
- **THR12-13 – Town of Thatcher – (Church Street Widening):** The project has been advanced from Future Construction Projects section of the TIP and tentatively programmed for FY 2022.
- FY 2017 Transit Projects have been removed from the Draft 2018-2022 TIP.

The Final 2018-2022 TIP must be submitted to ADOT by July 1, 2017. The Draft 2018 – 2022 TIP is required to undergo a 45 day public review period. The review period will begin on April 3, 2017. If no substantive public comment is received, the TIP will be submitted to ADOT on July 1, 2017, for placement in the STIP. If substantive comment is received, the TIP will be resubmitted to the TAC in May for consideration of public comments and approval of any changes resulting from public comments. The TAC approved final TIP would then be resubmitted to SEAGO's Administrative Council and Executive Board for approval.

Please feel free to contact me should you have any questions.

Attachments: Draft SEAGO Region 2018-2022 TIP

Action Requested: Information Only Action Requested Below:

A motion to approve the Draft SEAGO Region 2018-2022 TIP.

SEAGO REGION
 Draft 2018- 2022 TIP (Public Comment)
 Approved By: TAC - 3/16/17 Administrative Council- Executive Board -

TIP YEAR Project ID	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	LOCAL MATCH	OTHER FUNDS	TOTAL COST
2018													
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection		Construction	Rural Major Collector	2	2	HPP	\$1,377,000			\$1,377,000
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection		Construction	Rural Major Collector	2	2	HRRRP	\$2,300,000			\$2,300,000
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles	Construction	Urban Minor Arterial	2	2	STP	\$2,357,500	\$142,500		\$2,500,000
CCH18-01	Cochise County	Davis Road Project Assessment and DCR	Davis Road from Hwy 191 to N. Central Highway	1.6 miles	ROW	Rural Major Collector	2	2	STP	\$250,920	\$16,143		\$267,063
NOG 19-01	City of Nogales	Valle Verde/Paseo Verde Paving Project	Valle Verde Dr. and Paseo Verde Drive between Grand Ave. and W. Mesa Verde Dr.	1150 Feet	Construction	Urban Local	2	2	CMAQ	\$471,675	\$26,885		\$498,560
CLF16-01	Town of Clifton	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Construction	Rural Local	2	2	Off-System Bridge	\$729,896	\$44,118		\$774,014
		LTAP							STP	\$10,000			\$10,000
TOTAL FOR 2017										\$7,496,991	\$229,646		\$7,726,637
2019													
SCC12-12	Santa Cruz County	River Road and Pendleton Drive Safety Improvements	River Road and Pendleton Drive	Varies	Construction	Rural Major Collector	2	2	HRRRP	\$534,354	\$30,486		\$564,840
SCC 18-01	Santa Cruz County	I-19/Ruby Road TI-Improvements	I-19/Ruby Road TI		Design	Rural Major Collector	2	2	CMAQ	\$984,256	\$59,494		\$1,043,750
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection		Construction	Rural Major Collector			HRRRP	\$754,400	\$45,600		\$800,000
		LTAP							STP	\$10,000			\$10,000
TOTAL FOR 2018										\$2,283,010	\$135,580		\$2,418,590
2020													
SAF12-02	City of Safford	20th Ave, Phase II	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$2,000,000	\$120,891		\$2,120,891
		LTAP							STP	\$10,000			\$10,000
TOTAL FOR 2019										\$2,010,000	\$120,891	\$0	\$2,130,891
2021													
		LTAP							STP	\$10,000			\$10,000
TOTAL FOR 2019										\$10,000	\$0		\$10,000
2022													
THR12-13	Town of Thatcher	Church Street Widening	US 70 to Stadium Avenue	5,400 feet	Construction	Urban Major Collector	2	3	STP	\$3,017,600	\$182,400		\$3,200,000
		LTAP							STP	\$10,000			\$10,000
TOTAL FOR 2020										\$3,027,600	\$182,400	\$0	\$3,210,000
BRIDGE PROJECTS													
GGH-BR-02	Graham County	Ft. Thomas River Structure No. 8131	Ft. Thomas River	1000 feet	Environmental ROW, and Construction	Rural Local	2	2	Off System Bridge	\$1,000,000	\$60,445		\$1,060,445
GEH-BR-07	Greenlee County	Soap Box Canyon Bridge Replacement Structure 8149: Phase 2	Wards Canyon Road, 3.39 miles E Jct US 191	31 feet	Replacement	Rural Local	2	2	Off System Bridge	\$424,350	\$25,650		\$450,000
TOTAL BRIDGE PROJECTS										\$1,424,350	\$86,095		\$1,510,445
TOTAL FOR FIVE YEAR PROGRAM										\$16,251,951	\$754,612		\$17,006,563
FUNDING OBLIGATED IN 2017													
DGS13-05	City of Douglas	Joe Carlson Safe Routes to School	Douglas		Construction	Sidewalks, Crosswalks, Striping & ADA Ramps			SRTS	\$250,000			\$250,000
DGS13-05	City of Douglas	Joe Carlson Safe Routes to School	Douglas		Construction	Sidewalks, Crosswalks, Striping & ADA Ramps			STP	\$66,010	\$3,990		\$70,000
ST-TE-15	State	Sidewalks: Hwy 92: MP353-353.4, Naco Hwy: Naco Hwy-Collins Rd, Bisbee	Hwy 92:MP353-353.4, Naco Hwy: Naco Hwy-Collins Rd, Bisbee		Construction/Sidewalks				TE18	\$706,987	\$42,734		\$749,721
GEH-BR-08	Greenlee County	Campbell Blue Bridge Replacement	Blue River Road (FR 281), 8.8 South of E Jct US 180	61 feet	Design	Rural Local	2	2	STP	\$200,000	\$12,089		\$212,089
GGH12-03	Graham County	Reay Lane/Safford Bryce Road	Intersection		Construction	Rural Major Collector	2	2	HRRRP	\$424,350	\$25,650		\$450,000

SEAGO REGION
Draft 2018 - 2022 TIP Amendment (Public Comment)
Approved By: TAC - Administrative Council - Executive Board-

GGH12-03	Graham County	Reay Lane/Safford Bryce Road	Intersection		Construction	Rural Major Collector	2	2	HSIP	\$66,010	\$3,990		\$70,000
SEA15-02	SEAGO/SVMPO Region	Regional Strategic Highway Safety Plan	Various Locations	N/A	Planning Study	Varies	N/A	N/A	HSIP	\$50,000	\$3,022		\$53,022
SCC12-12	Santa Cruz County	River Road and Pendleton Drive Safety Improvements	River Road and Pendleton Drive	Varies	Design	Rural Major Collector	2	2	HSIP	\$56,580	\$3,420		\$60,000
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection		Design	Rural Major Collector			HSIP	\$70,725	\$4,275		\$75,000
ST-TE-21	State	Town of Pima US 70 Pedestrian Bridge Extension	US 70, Town of Pima		Construction: Pedestrian Bridge				TE17	\$561,792	\$33,958		\$595,750
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection		Design	Rural Major Collector	2	2	HPP	\$700,000			\$700,000
GGH-13-04	Graham County	Reay Lane Irrigation Canal Ditch Relocation	Reay Lane Between US70 & Safford Bryce Road in Safford	.2 miles	ROW	Rural Minor Collector	2	2	HRRRP	\$68,000	\$4,110		\$72,110
GGH-13-04	Graham County	Reay Lane Irrigation Canal Ditch Relocation	Reay Lane Between US70 & Safford Bryce Road in Safford	.2 miles	Construction	Rural Minor Collector	2	2	HRRRP	\$184,200	\$11,134		\$195,334
	LTAP								STP	\$10,000			\$10,000
	TOTAL FOR 2016									\$3,414,654	\$148,373		\$3,563,027

Future Construction Projects													
CCH12-10	Cochise County	Davis Rd. Improvements	Davis Road MP 13	1 mile	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$924,560	\$55,885		\$980,445
CCH15-01	Cochise County	Davis Rd. Improvements	Davis Road MP 5	0.61 miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$1,045,000	\$63,165		\$1,108,165
SAF12-02	City of Safford	20th Ave, Phase 3	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$1,337,000	\$80,815		\$1,417,815



ADMINISTRATIVE AND EXECUTIVE COMMITTEE

MEMO TO: ADMINISTRATIVE & EXECUTIVE COMMITTEES
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: MARCH 22, 2017
SUBJECT: SEAGO ANNUAL WORK PROGRAM AND BUDGET

SEAGO's Annual Work Program is due to ADOT on April 30, 2017. The following are changes to the FY 2018 Work Program in comparison to our FY 2017 Work Program.

Work Element 1: Public Involvement

- No changes

Work Element 2: Highway Performance Monitoring System (HPMS) Data

- Work Task 2.2.1 reflects the requirement to input traffic count data into the SEAGO Traffic Data Management System (TDMS). HPMS traffic count data is now being directly populated from our TDMS system. In previous years, HPMS traffic counts were entered manually into the HPMS system.
- Work Task 2.2.4 reflects the development of an internal traffic count program that supports the strategic goal identified during our 2017 strategic planning process.

Work Element 3: Data Collection

- Work Task 3.2 reflects the name change of the Office of Employment & Population Statistics to the Arizona Office of Economic Opportunity.
- Work Task 3.3 (Air Quality Standards) was added to last year's Work Program. This year's program provides additional clarification involving our duties involving air quality planning participation. In brief, this element requires us to assist in the development of a locally maintained road inventory if requested by ADEQ or ADOT, participate in interagency consultation meetings, coordinate air quality control method data collection for ADOT, and to participate in project ranking process for the Nogales nonattainment area.

Work Element 4: Transportation Improvement Program

- Work Task 4.1 was amended to reflect that the new E-STIP is anticipated to be brought on line on or before July 1, 2017. SEAGO will be required to be required to process TIP amendments through the new E-STIP program.

Work Element 5: Regional Planning Coordination

- No changes

Work Element 6: Coordinated Mobility Program, Section 5310

- Work Task 6.1 requires SEAGO to conduct capital and operating needs assessment prior to the application submission process. It also requires us to maintain a current list of agency contacts for contracts and vehicle issues and a current inventory of passenger vehicles in the region used for public and human service agency transportation services. SEAGO already does this during the annual update of our Regional Transportation Coordination Plan.

Work Element 7: Section 5311, Rural Public Transportation Program

- No changes

SEAGO Annual Work Program Budget

- Our FTA Section 5310 and 5311 were unchanged from last year.
- Our HPMS budget was increased by \$7,500 from \$5,000 last year to \$12,500 this year to support the development of our internal traffic count program. As a result, our TIP budget was reduced by \$5,000 and our RPC budget was reduced by \$2,500. The total budget remains the same as previous years.

I will be glad to answer any questions that you may have involving our Annual work Program and/or Budget.

Attachments:

- SEAGO FY 18 Annual Work Program (ADOT changes are highlighted in yellow and SEAGO changes are highlighted in green).
- SEAGO Annual Work Program Budget (FY 2018)

Action Requested:

Information Only

Action Requested Below:

A motion to approve SEAGO's FY2018 Annual Work Program and Budget

SouthEastern Arizona Governments Organization Annual Work Program

**State Fiscal Year 2018
July 1, 2017 – June 30, 2018**

I. Work Program Purpose

Each year the Arizona Department of Transportation Multimodal Planning Division (ADOT MPD) prepares a Work Program (WP) for each Council of Government (COG) including goals, objectives, and required elements to be undertaken with federal funds distributed by ADOT. The WP requires each COG to comply with all applicable federal and State requirements and describes transportation planning activities to be conducted by the COG during the fiscal year. The WP is prepared for a period of one fiscal year beginning July 1st, and applies to the entire fiscal year ending June 30th.

ACTIVITY/EVENT	DATE	RESPONSIBILITY
Begin Working on Draft WP	December-January	COG & ADOT
ADOT Provides First WP Draft to COG	March 1	ADOT
COG Submits WP Comments to ADOT	April 1	COG
Regional Council Approval of WP	Apr 30	COG
Final WP Due to Regional Planner	Apr 30	COG
Execute Amendment to Extend Agreement	Prior to June 30	ADOT
Final Invoice for WP ending June 30	July 31	ADOT

The WP work elements are developed to meet the eight planning elements of the **FAST Act**.

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 operation.

8. Emphasize preservation of the existing transportation system.

II. Work Elements - Roadways

Work Element 1: Public Involvement

1.1 Public Involvement Plan:

The COG will develop a public involvement plan that will guide outreach activities to stakeholders including agency staff, elected officials, the public, transportation providers and human service agencies, and other interested parties. In compliance with Federal and State regulations, the public involvement plan will address outreach for COG activities that occur throughout the fiscal year. Activities include development and amendment of the COG TIP and ADOT STIP, participation in ADOT planning studies such as the statewide long-range plan, and transportation coordination planning activities, including support for regional coordination councils that meet the FTA requirements.

1.2 Public Involvement Activities:

Public involvement activities will include the following:

- Conduct public involvement activities, as defined by the public involvement plan, as appropriate and feasible based on the development of the Plan;
- Demonstrate compliance with public involvement activities, such as the required minimum 45-day review period for the Transportation Improvement Program (TIP)

1.3 Consultation:

Consultation activities will include the following:

- Activities will include consultation with non-metropolitan elected officials and appointed officials with responsibility for transportation, public meetings, appropriate notification, and other elements;
- Follow guidelines set forth in ADOT policy document Consultation with Non – Metropolitan Local Officials found at: <http://www.azdot.gov/mpd/TCROpolicy.asp>;
- For areas that do not meet the National Ambient Air Quality Standards, coordinate with ADOT Air Quality staff to comply with interagency consultation requirements.

1.4 Web Site:

Maintain the COG Web site with current and accurate data. The Web site will include, at a minimum, the following:

- Organizational chart;
- Name, title, and contact information for each staff member;
- Membership lists for the Technical Advisory Committee, Regional Council/Executive Board, and any other COG committees. The lists will include the name, title, and contact information for each member;
- Dates, locations, agendas, and minutes for the meetings of each committee. Agendas shall be posted a minimum of 24 hours before the scheduled meeting Minutes shall be posted within 5 days of approval;

- Transportation Improvement Program, to include all subsequent amendments. Within 30 days of approval TIP amendments must be posted in compliance with federal regulations (23 CFR 450);
- Transportation coordination planning activities to include meeting schedules, agendas and minutes, provider information and current plans;
- Public involvement activities;
- Files or links to relevant planning studies conducted by the COG, ADOT, or member agencies; and
- Ensure that accurate data on public transit and human service agency transportation programs and services, whether operated by public, private for-profit, or private non-profit entities, is collected, maintained, and posted for use of stakeholder agencies.

Work Element 2: Highway Performance Monitoring System (HPMS) Data

2.1 HPMS Data Collection and Reporting

2.1.1 HPMS Module on TDMS data requirements

Using the HPMS module web application perform reviews and updates to the following data items for all road and street section records in HPMS database that are functionally classified above Local.

- Name of road and termini;
- Jurisdiction responsible for ownership;
- Jurisdiction responsible for maintenance;
- Facility type (one-way/two-way roadway/structure);
- Section length (mileage);
- Number of through lanes;
- Type of surface (pavement surface type);
- Functional Classification;
- Raw traffic counts (including date collected), factored AADT volumes or AADT volume estimates (AADT = Average Annual Daily Traffic). **When using the HPMS module the traffic data should be populated from previously loaded raw counts using the TDMS traffic data functions.**

Using the web application, perform reviews and updates to the following basic information about the extent of member agency road or street mileage registered in the HPMS database that is functionally classified as Local. This mileage will be reported by the following criteria:

- Rural/Urban Classification;
- Pavement Type (paved/unpaved);
- Average Annual Daily Traffic (AADT) Volume Range (AADT<50, AADT 50-199 etc).

Using the tools in the application, report other information specified by transportation analysis section (ADOT) or communicate the need to modify segment information. Examples are as follows:

- Collection of supplementary data items to update a member agency's sample section records in the HPMS database annually, as may be specified by the ADOT's Transportation Analysis Section;
- Notify Transportation analysis section when modifications are suggested or needed to any records in HPMS database as a result of project completions or other capital improvement.

2.1.2 TCDS Module on TDMS data requirements

Using the tools in the application, perform the following tasks related to the reporting of a member agency's traffic count data.

- Upload the results from a member agency's raw traffic volume and classification counts for review, display, processing and inclusion to the HPMS database;
- To satisfy HPMS requirements, traffic counts must be of 48-hour duration and will be automatically converted to AADT volumes by the application;
- Provide ADOT staff or its contractors with meta data about the collected traffic counts such as GPS coordinates, reference numbers or other comments to ensure proper registry to the TDMS application.

2.1.3 Administrative Support, Training and Compliance

To facilitate the objectives of this Work Element, each COG will agree to perform the following tasks

- Ensure the data items required for reporting through the HPMS Module have been reviewed and updated as necessary by each of its member agencies for ADOT review and assembly into the state HPMS database;
- Ensure that traffic data collected by or for its member agencies is completely and successfully posted to the web-based TDMS application so that it can be reviewed by ADOT and incorporated into the state HPMS database;
- Coordinate with the ADOT Transportation Analysis Section to receive and present training on HPMS data collection/reporting activities for local jurisdictions, by January of each year. The training will be provided by ADOT staff and/or its contractor through internet webinars;
- Submit all required data listed above to the ADOT Transportation Analysis Section by April 1. Adhere to other data element deadlines as specified by the ADOT Transportation Analysis Section.

2.1.4 Internal Traffic Count Program

- SEAGO will develop an internal traffic count program. The purpose is to build internal capacity that will eliminate the costs associated with contracting with a consulting firm to gather this data and would reduce agency data collection costs during the annual Highway Performance Monitoring System (HPMS) reporting period.
- SEAGO will purchase the counting equipment to implement the program in compliance with SEAGO and ADOT equipment procurement requirements.
- SEAGO will ensure staff utilizing the equipment is appropriately trained by the vendor.
- SEAGO will ensure internally collected traffic counts are uploaded into the TDMS system.

Work Element 3: Data Collection

3.1 Functional Classification:

- If a functional classification change is needed, submit a completed reclassification worksheet to ADOT MPD. The worksheet is available on the ADOT MPD website at <http://azdot.gov/maps/functional-classification-maps>. The request submitted to the Transportation Analysis Section must include a signed official memo indicating the reclassification request and a map of the area indicating the route reclassification requested;

- Based on roadway classification, verify that projects identified for the TIP are eligible for federal funding.

3.2 Data for Population Projections and Estimates

Ensure that population data from the COG region is collected according to requirements of the Arizona Office of Economic Opportunity.

- Actively participate in the Arizona Office of Economic Opportunity Council for Technical Solutions; and
- Work with local jurisdictions to ensure that data required for the preparation of population estimates and projections are collected and submitted to the Arizona Office of Economic Opportunity by the prescribed due date.

3.3 Air Quality Standards

23 U.S. Code § 135 - Statewide and nonmetropolitan transportation planning, section (b) (2) states that a State shall - develop the transportation portion of the State Implementation Plan as required by the Clean Air Act (42 U.S.C. 7401 et seq.) This requires the need to collect information from nonattainment areas (Nogales, Douglas/Paul Spur, Bullhead City, Payson) as follows, when requested by ADEQ or ADOT:

- Listing of public roads maintained by local governments, including paved roads, unpaved roads and maintenance activities and travel that occur on those facilities. Including: Total lane miles are paved (or will be paved, by year), total lane miles of unpaved roads (any dust palliatives, stabilization/watering, chip sealing activities on road, by year), total daily traffic (VMT) on all roads, by year, planned construction or improvement activity on all roads, by year, disclosure of known regionally significant private road ways built or planned, by year (Note: All regionally significant projects must be included in the TIP, regardless of funding source).

40 CFR PART 93—Determining conformity of Federal Actions to State or Federal Implementation Plans – §93.105 Consultation, §93.110 Criteria and procedures: Latest planning assumptions, §93.111 Criteria and procedures: Latest emissions model:

- Coordinate with ADOT Air Quality staff to participate on interagency consultation conference calls or meetings involving ADOT, ADEQ, EPA, FHWA and FTA to review all input planning assumptions, methodologies, and analysis years during a required conformity analysis for the nonattainment areas.

Timely implementation of Transportation Control Measures, §93.113:

- Coordinate with ADOT Air Quality Staff to annually submit by April 1 a report for the committed control measures by the jurisdictions in the Rural PM10/PM2.5 nonattainment areas. Activities to report may include application of a dust palliative (magnesium chloride), street sweeping and the paving/chip sealing of dirt roads and shoulders, will vary by nonattainment area.

Congestion Mitigation and Air Quality Improvement Program (CMAQ), 23 U.S. Code § 149:

- When requested, assist ADOT staff with the review and scoring of Congestion Mitigation and Air Quality project funding applications for the Nogales PM 2.5/10 nonattainment area.

Work Element 4: Transportation Improvement Program

4.1 Transportation Improvement Program (TIP):

Identify and prioritize transportation improvement projects that are to be completed over a four-to-five-year period on local and regional roads, using regionally-accepted policies and plans. Projects that meet federal requirements are eligible. The transportation planning process shall be carried out in coordination, continuing, and comprehensive planning effort that facilitates the efficient, economic movement of people and goods in all areas of the State including those areas subject to the requirements of Title 23 U.S.C. 134.

- **The new E-STIP is anticipated to be brought on line on or before July 1, 2017.** Through E-STIP, submit to ADOT MPD a four-to-five-year TIP of prioritized projects, approved by the COG Regional Council, by July 1 each year;
- All TIP Amendments must be entered into E-STIP;
- Provide guidance to local jurisdictions regarding their role in TIP development;
- Review and refine programming evaluation criteria in coordination with the COG's TIP cycle;
- Document the complete decision-making process employed in producing the TIP;
- Monitor approved projects through completion by providing technical assistance to local jurisdictions, and working cooperatively with ADOT Local Government staff and District Engineer(s);
- Conduct a public involvement process in accordance with Work Element 1; and
- Follow guidelines set forth by the Finance Management Section regarding Obligation Authority and expiring funds.

Work Element 5: Regional Planning Coordination

5.1 Transportation Technical Advisory Committee:

Maintain a Transportation Technical Advisory Committee (TAC) comprised of representatives of local jurisdictions and Tribal Nations for the purpose of carrying out regional planning activities. Conduct regular meetings; provide ADOT with all agendas and documentation of discussions and decisions. A member of the ADOT Planning staff will serve as a voting member of the TAC.

5.2 Technical Support:

- Represent the COG region at ADOT meetings on issues related to State System roadways and public transit within the region;
- Serve on Technical Advisory Committees for state, regional, tribal, and local transportation studies within the region;
- Provide technical input on local, regional, and tribal issues; review local, regional, and tribal plans and provide comment;
- Communicate regularly with the ADOT MPD Regional Planner and District Engineer(s) in regards to planning activities; and
- Coordinate with stakeholders to encourage participation in ADOT planning studies relevant to the region.

5.3 ADOT Five-Year Facilities Construction Program:

Work with ADOT and the TAC to prioritize and recommend improvements to roadways on the State Highway System to be considered for inclusion in the ADOT Five-Year Facilities Construction Program.

- Provide ADOT District Engineer(s) with a prioritized list of recommended improvements within their specified timeframe; and
- Provide input to ADOT District Engineer(s) on issues related to the connections between local roads and the State Highway System.
- COG staff shall participate in the ADOT Planning to Programming Project Nomination process “Engineering District Workshops” to assist with regional prioritization of State System projects. The workshops are designed to provide COG, MPO, District, ADOT Technical Group and local elected official input regarding project nominations for the Tentative 5-Year Construction Program updated yearly.

III. Work Elements – Public Transportation / Transit

Work Element 6: Coordinated Mobility Program, Sections 5310.

For a more detailed Mobility Management scope of work description, please refer to your most current ADOT 5310 Grant Contract Exhibit A: Scope of Work.

This work element is funded with administrative funds from the FTA Section 5310 program. Allowable administrative costs include salaries, overhead expenses, supplies, and office equipment used to administer the program and to accomplish the following activities:

- Plan for future transportation needs, and work to integrate and coordinate diverse transportation modes and providers, including those assisted by other federal departments and agencies;
- Liaise between sub-recipients and ADOT in order to identify grant needs and training needs; and
- Assist ADOT by communicating available training opportunities and guidance materials to sub-recipients.

Allowable technical assistance costs may include program planning, program development, development of vehicle and equipment specifications, management development, and coordination of public transportation programs (public and private for-profit and non-profit).

6.1 Organize, coordinate, and assist in regional application process:

- Participate in Coordinated Mobility Program trainings that are available to sub-recipients. Assist agencies in preparation of Coordinated Mobility Program grant applications as needed. Provide technical support to applicants that need help in preparing accurate and complete applications, submitting invoices, and submitting routine quarterly reports.
- Conduct an annual capital and operating needs assessment prior to the application submission process. Review and prioritize applications based on need in a manner consistent with the implementation strategies of the Regional Human Services & Public Transportation Coordination Plan and available funding.

6.2 Lead the coordination planning process for the region, with the goal of helping local agencies make the best use of resources for specialized transportation. This includes:

- Convene a regional coordinating council that meets on at least a quarterly basis, or sub-regional councils in larger regions.

- Solicit participation in coordination planning from seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human services providers; and other members of the public.
- Maintain, update, and implement the Regional Human Services and Public Transportation Coordination plan using ADOT and FTA guidelines. Coordination planning efforts and strategies will be documented in this plan; implementation will be oriented to achieving the strategies and actions identified by the regional coordination council as priorities. In State FY 2018 ADOT only requires the plan be updated to include a current project list and to update any data that was incomplete or not up-to-date in the last approved plan. **Maintain a current list of agency contacts for contracts and vehicle issues and a current inventory of passenger vehicles in the region used for public and human service agency transportation services.** These inventories will include those funded by ADOT funds and other vehicles in the transportation providers' fleets. (In addition, please see 7.3 for Intercity requirements)
- Create, maintain, and update, on the MPO/COG website, an easy-to-find directory of available transportation services. This will include information on hours of service, eligibility, cost, and information on how to obtain more information about using the services.

6.3 Build capacity among subrecipients to comply with federal requirements.

- Maintain knowledge of current federal requirements, through attending in person and webinar trainings, following changes through the FTA website, and participating in activities such as site visits.
- Participate in procurement activities (such as sitting on an evaluation committee) as requested.
- Provide technical support to sub-recipients based on requests for assistance and to assist with data and reports to ensure accuracy and usefulness.
- Support the provision of training to sub-recipients as needed.

6.4 Collect Quarterly Report Data

- Collect quarterly reports from all sub-recipients in the Coordinated Mobility Program grants, **including all agencies with operating awards and/or vehicles on or off lien that were ADOT procured.**
- Data collected should include ridership figures, vehicle mileage, fleet maintenance, and other relevant data.
- Verify the grantee has a system to collect data and notify ADOT of any concerns you might have regarding the accuracy of data submitted.
- Compile information into the ADOT quarterly report format and submit both the quarterly data and forms to ADOT within 60 days after the end of each quarter.
- Report non-compliance of Quarterly Data Reports to ADOT.
- Only upon the request of ADOT, the MPO/COG may be asked to liaise with the sub-recipient in order to collect source data to support the Quarterly Report Data.

Work Element 7: Section 5311, Rural Public Transportation Program

This work element is funded with administrative funds from the FTA Section 5311 program. These funds may be used to:

- Plan for future transportation needs, and develop integration and coordination among diverse transportation modes and providers;
- Assist sub-recipients with complying with federal requirements;
- Develop applications in coordination with grant applicants; and
- Monitor local project activities relating to what areas are being served, budget

management, capital projects, ridership, and other relevant program activities.

Allowable administrative costs include salaries, overhead expenses, supplies, and office equipment used to administer the program. Allowable technical assistance costs may include program planning, program development, development of vehicle and equipment specifications, management development, and coordination of public transportation programs (public and private for-profit and nonprofit).

7.1 Grantee application assistance

- Provide technical assistance, as needed; to applicants for the development of applications (i.e. provide socioeconomic data, census data and assist with identifying partners for consolidation and/or potential expansion of service within a region);

7.2 Participate in the annual evaluation process

- Upon request, COGs will participate in the evaluation process, which includes ranking the applicants according to the evaluation criteria contained in the Section 5311 Guidebook.

7.3 Planning and Coordination

- Include an analysis of Intercity Travel needs for the region particularly for Seniors and Persons with Disabilities in the Coordination Plan.
- Develop a Five Year Transit Plan (which would replace the existing Five Year Transit Plan) component, to be included in the Regional Human Services and Public Transportation Coordination Plan;
- Work with ADOT and the TAC to prioritize and recommend transit service and facility improvements in the region;
- Participate in planning or operational studies, as needed, when changes in service within the region are considered;
- Collaborate with sub-recipients to develop safety, security and emergency management plans;
- Collaborate with sub-recipients to develop capital improvements with other public, private and non-profit agencies/stakeholders in the region.

7.4 Build capacity among subrecipients to comply with federal requirements.

- Maintain knowledge of current federal requirements, through attending in person and webinar trainings, following changes through the FTA website, and participating in activities such as site visits.
- Monitor local project activity through participating on advisory boards, reviewing quarterly reports, reviewing notices and printed material for clarity and compliance with FTA requirements, and routine communication with subrecipients.
- Assist sub-recipients with complying with federal requirements.
- Support the provision of training to sub-recipients as needed.

Work Program and Budget Approval

In accordance with JPA 11-014, Section 3.0, the COG shall submit the Work Program and Budget to the Regional Council for approval. The COG may not incur any costs for work outlined in the WP or any subsequent amendments prior to receiving written approval from ADOT, FHWA, and FTA.

SouthEastern Arizona Governments Organization

Randy Heiss SEAGO Executive Director	Date
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SEAGO Regional Council Chairperson	Date
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**Arizona Department of Transportation, Multimodal Planning Division
(ADOT MPD)**

ADOT MPD Director	Date
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SEAGO Annual Work Program Budget State Fiscal Year 2018: July 1, 2017 - June 30, 2018
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WORK ELEMENT NUMBER and TITLE	Match Ratio		FHWA	FHWA	FHWA	FTA	Match: \$ or In-kind	TOTALS
	Federal	Local	HSIP	SPR	STP			
1 Public Involvement	80%	20%	N/A	\$10,000	N/A	N/A	\$2,500	\$12,500
2 Highway Performance Monitoring System Data (HPMS)	80%	20%	N/A	\$12,500	N/A	N/A	\$3,125	\$15,625
3 Data Collection	80%	20%	N/A	\$10,000	N/A	N/A	\$2,500	\$12,500
4 Transportation Improvement Program	80%	20%	N/A	\$20,000	N/A	N/A	\$5,000	\$25,000
5 Regional Planning Coordination	80%	20%	N/A	\$72,500	N/A	N/A	\$18,125	\$90,625
6 Section 5310, Coordinated Mobility Program	100%		N/A	N/A	N/A	\$20,000	N/A	\$20,000
7 Section 5311 Rural Public Transportation Program	100%		N/A	N/A	N/A	\$20,000	N/A	\$20,000
TOTALS			\$0	\$125,000	\$0	\$ 40,000.00	\$31,250	\$196,250