



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

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

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: MARCH 28, 2019

SUBJECT: APRIL 10, 2019 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.

Wednesday, April 10, 2019 at 8:30 a.m.

SEAGO Main Office
1403 W. Highway 92
Bisbee, Arizona

If you have any questions, please contact me at (520) 432-5301 x 202 or send an e-mail to rheiss@seago.org.

| | AGENDA | <u>PAGE</u> |
|---|---------------|--------------------|
| 1. Call to Order/Introductions | | |
| 2. Call to the Public | | 1 |
| 3. *Discussion and possible approval of the SEAGO Region Draft (Public Comment) 2020-2024 TIP – Chris Vertrees | | 2 |
| 4. *Discussion and possible approval of the SEAGO FY20/21 Annual Work Program and Budget – Chris Vertrees | | 5 |
| 5. Adjournment | | |

* Indicates Action Item

Attachments: SEAGO Region Draft (Public Comment) 2020-2024 TIP, SEAGO FY20/21 Annual Work Program and 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 27, 2019
SUBJECT: SEAGO REGION DRAFT 2020-2024 TIP

On March 21, 2019, the SEAGO TAC approved the SEAGO Region 2020-2024 Transportation Improvement Program. The SEAGO Region 2020-2024 TIP needs be submitted to ADOT by **July 1, 2019**. Due to the the forty-five (45) day public participation process, the 2020-2024 Draft TIP needs to be approved at this meeting for submission to ADOT by July 1, 2019.

The following adjustments to the 2019-2023 TIP were made in the drafting of the 2020-2024 TIP:

- All projects listed as Obligated in 2018 section of the TIP have been removed.
- All FY 2019 projects that are expected to obligate by June 30, 2019, have been moved to the Obligated in 2019 section of the TIP.
- SAF 12-02 – City of Safford – (20th Avenue Phase III): The 20th Avenue Phase II project is on the TIP for FY2021. Phase III is scheduled to move from future projects onto our 2020 TIP. As discussed at previous meetings, we have the borrowing capacity to potentially allow these projects to be combined for construction. To allow these projects to track together for a possible single construction bid, I have placed 20th Avenue Phase III in FY2021.
- THR 12-13 – Town of Thatcher (Church Street Widening): Due to continual rises in construction estimates, the Town of Thatcher has decided to pursue HURF Exchange for this project. The town will administer the project. SEAGO has \$2,669,475 in Federal STBG programmed for this project. The ADOT HURF Exchange rate is 90% of Federal STBG prograded dollars. The TIP has been amended to include a HURF Exchange column. The state funding available through an exchange is \$2,402,528. That funding is reflected in the **HURF Exchange** column. An updated construction estimate developed on March 26, 2019, is \$2,646,509. Thatcher is responsible for the additional \$243,981 necessary to fund the project. That funding is reflected in the **Other Funds** column of the TIP.
- GEH-BR-07 – Greenlee County (Soap Box Canyon Bridge Replacement Structure 8149): Greenlee County has indicated that it will no longer pursue this project. This project has been removed from the TIP.

Attachments: Draft 2020-2024 TIP for Public Comment

Action Requested: Information Only Action Requested Below:

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

SEAGO REGION
 Draft 2020- 2024 TIP (Public Comment)
 Approved By: TAC - 3/21/19 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 | HURF EXCHANGE | LOCAL MATCH | OTHER FUNDS | TOTAL COST |
|-------------------------------|-----------------------|--|---|------------|--|-------------------------------|-----------------|----------------|-------------------|------------------|--------------------|------------------|----------------|--------------------|
| 2020 | | | | | | | | | | | | | | |
| NOG 20-02 | City of Nogales | Pathway Project, Baffert Dr to Nogales High School | East side of Grand Avenue from Baffert Drive to Country Club Drive. Intersects with Grand Avenue path on south side of Frank Reed Road to Nogales High School | 3 miles | Design | N/A | N/A | N/A | CMAQ | \$121,162 | | \$7,324 | | \$128,486 |
| NOG 19-02 | City of Nogales | Bankerd Ave. Paving Project | Bankerd Avenue from East Doe Street Intersection | 510 Feet | Construction | Urban Local | 2 | 2 | CMAQ | \$214,462 | | \$12,964 | | \$227,426 |
| CCH 19-01 | Cochise County | Cochise County Rumble Strips and Other Countermeasures | Charleston Road from County Line to 4 miles north of Brunckow Road | 4 miles | Construction | Major Collector | 2 | 2 | HSIP | \$501,000 | | \$0 | | \$501,000 |
| SCC12-03 | Santa Cruz County | Rio Rico and Pendleton Drive Intersection Improvements | Intersection | | Construction | Rural Major Collector | | | HRRRP | \$984,555 | | \$50,445 | | \$1,035,000 |
| | LTAP | | | | | | | | STP | \$10,000 | | | | \$10,000 |
| | TOTAL FOR 2020 | | | | | | | | | | \$1,831,179 | \$70,733 | | \$1,901,912 |
| 2021 | | | | | | | | | | | | | | |
| 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 |
| SAF12-02 | City of Safford | 20th Ave, Phase III | Relation St to Golf Course Rd | .63 Miles | Construction | Urban Minor Arterial | 3 | 5 | STP | \$1,337,000 | | \$80,815 | | \$1,417,815 |
| CCH 21-01 | Cochise County | Charleston, Double Adobe, Barataria Rds - E & C Rumble Strips | to 4.8 miles south of Tombstone; Double Adobe Road from SR 80 to Frontier Road; Barataria Boulevard from Moson Road to | 10.7 miles | Design | Major Collector | 2 | 2 | HSIP | \$264,000 | | \$0 | | \$264,000 |
| SCC 21-01 | Santa Cruz County | Pendleton Drive - Roadway Dip Elimination | Pendleton Drive Dip at Sonoita Creek Wash | .25 miles | Design | Major Collector | 2 | 2 | HSIP | \$241,408 | | \$14,592 | | \$256,000 |
| GGH 21-01 | Graham County | Golf Course Road, Cottonwood Wash Road - Shoulders and Rumble Strips | Golf Course Road from Hoopes Avenue to just west of 20th Avenue; Cottonwood Wash Road from Cottonwood Wash Loop to 1200 South. | 5.1 miles | Design | Major Collector | 2 | 2 | HSIP | \$212,603 | | \$12,851 | | \$225,454 |
| NOG 20-02 | City of Nogales | Pathway Project, Baffert Dr to Nogales High School | East side of Grand Avenue from Baffert Drive to Country Club Drive. Intersects with Grand Avenue path on south side of Frank Reed Road to Nogales High School | 3 miles | Construction | N/A | N/A | N/A | CMAQ | \$637,780 | | \$38,551 | | \$676,331 |
| | LTAP | | | | | | | | STP | \$10,000 | | | | \$10,000 |
| | TOTAL FOR 2021 | | | | | | | | | | \$4,702,791 | \$267,700 | | \$4,970,491 |
| 2022 | | | | | | | | | | | | | | |
| CCH 21-01 | Cochise County | Charleston, Double Adobe, Barataria Rds - E & C Rumble Strips | Charleston Road from Tombstone to 4.8 miles south of Tombstone; Double Adobe Road from SR 80 to Frontier Road; Barataria Boulevard from Moson Road to Ranch Road. | 10.7 miles | Construction | Major Collector | 2 | 2 | HSIP | \$383,940 | | | \$0 | \$383,940 |
| SCC 21-01 | Santa Cruz County | Pendleton Drive - Roadway Dip Elimination | Pendleton Drive Dip at Sonoita Creek Wash | .25 miles | Construction | Major Collector | 2 | 2 | HSIP | \$424,350 | | \$25,650 | | \$450,000 |
| GGH 21-01 | Graham County | Cottonwood Wash Road - | Avenue to just west of 20th | 5.1 miles | Construction | Major Collector | 2 | 2 | HSIP | \$1,991,490 | | \$120,376 | | \$2,111,866 |
| | LTAP | | | | | | | | STP | \$10,000 | | | | \$10,000 |
| | TOTAL FOR 2022 | | | | | | | | | | \$2,809,780 | \$146,026 | | \$2,955,806 |
| 2023 (Place Holder) | | | | | | | | | | | | | | |
| 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 | \$2,829,000 | | \$171,000 | | \$3,000,000 |
| DGS17-01 | City of Douglas | Chino Road Extension Phase 2 | Chino Road: 9th Street to SR90 | .85 miles | Design | Urban Minor Arterial | 2 | 2 | STP | \$75,440 | | \$4,560 | | \$80,000 |
| | LTAP | | | | | | | | STP | \$10,000 | | | | \$10,000 |
| | TOTAL FOR 2023 | | | | | | | | | | \$2,914,440 | \$175,560 | \$0 | \$3,090,000 |
| 2024 | | | | | | | | | | | | | | |
| | LTAP | | | | | | | | STP | \$10,000 | | | | \$10,000 |
| | TOTAL FOR 2024 | | | | | | | | | | \$10,000 | | | \$10,000 |
| GGH-BR-02 | Graham County | Ft. Thomas River Structure No. 8131 | Ft. Thomas River | 1000 feet | Scoping, Design, Environmental ROW, and Construction | Rural Local | 2 | 2 | Off System Bridge | \$1,000,000 | | \$60,445 | | \$1,060,445 |

SEAGO REGION
 Draft 2020- 2024 TIP (Public Comment)
 Approved By: TAC - 3/21/19 Administrative Council- Executive Board -

| | | | | | | | | | | | | | | |
|----------------------------------|------------------------------------|--|---|------------|--------------|-----------------------|---|---|-------------------|---------------------|--------------------|------------------|---------------------|--------------------|
| 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 | \$0 | \$1,510,445 | |
| | TOTAL FOR FIVE YEAR PROGRAM | | | | | | | | | \$13,692,540 | \$716,142 | \$0 | \$14,408,682 | |
| FUNDING OBLIGATED IN 2019 | | | | | | | | | | | | | | |
| THR12-13 | Town of Thatcher | Church Street Widening | US 70 to Stadium Avenue | 5,400 feet | Construction | Urban Major Collector | 2 | 3 | STP | \$2,402,528 | \$243,981 | \$2,646,509 | | |
| GGH12-04 | Graham County | 8th Ave & Airport Rd Intersection | Intersection | | Construction | Rural Major Collector | 2 | 2 | HPP | \$996,375 | \$60,226 | \$1,056,601 | | |
| GGH12-04 | Graham County | 8th Ave & Airport Rd Intersection | Intersection | | Construction | Rural Major Collector | 2 | 2 | HRRRP | \$2,300,000 | | \$2,300,000 | | |
| 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 | \$537,510 | \$32,490 | \$570,000 | | |
| SCC12-12 | Santa Cruz County | River Road and Pendleton Drive Safety Improvements | Pendleton Drive, Via Caliente to Circulo Cerro & Pendleton Drive/Ruby Road Intersection | Varies | Construction | Rural Major Collector | 2 | 2 | CMAQ | \$672,213 | \$40,632 | \$712,845 | | |
| CCH 19-01 | Cochise County | Cochise County Rumble Strips and Other Countermeasures | Charleston Road from County Line to 4 miles north of Brunckow Road | 4 miles | Design | Major Collector | 2 | 2 | HSIP | \$123,156 | \$0 | \$123,156 | | |
| 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 | | |
| 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 | STP | \$200,000 | \$12,089 | \$212,089 | | |
| NOG 19-02 | City of Nogales | Bankerd Ave. Paving Project | Bankerd Avenue from East Doe Street Intersection | 510 Feet | Design | Urban Local | 2 | 2 | CMAQ | \$69,103 | \$4,178 | \$73,281 | | |
| | LTAP | | | | | | | | STP | \$10,000 | | \$10,000 | | |
| | TOTAL FOR 2019 | | | | | | | | | \$5,892,613 | \$2,402,528 | \$209,109 | \$243,981 | \$6,101,722 |

| 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 |
| TBD | City of Safford | 14th Avenue Improvement | 14th Ave from Relation Street to 8th Street | 1 mile | Construction | Rural Major Collector | 2 | 3 | TBD | \$11,771,300 | \$711,521 | \$12,482,821 |



ADMINISTRATIVE AND EXECUTIVE COMMITTEE

MEMO TO: ADMINISTRATIVE & EXECUTIVE COMMITTEES
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: MARCH 28, 2019
SUBJECT: SEAGO ANNUAL WORK PROGRAM AND BUDGET (FY20/21)

SEAGO's Annual Work Program is due to ADOT on May 1, 2019. The following are changes to the FY 20/21 Work Program in comparison to our FY 2019 Work Program.

Work Program General Changes

- The time period of our Work Program (WP) has changed from one fiscal year in length to two years in length. This WP will cover FY2020 and FY2021.
- Section V (Work Element 8) requires that direct expenses associated with travel and training (including conferences) must have prior written approval via an approved WP. Travel expected for Work Element has been added to the WP.

Work Element 1: Public Involvement

- No changes

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

- ADOT eliminated the COG/MPO requirement to participate in the HPMS data collection and verification process. The state will handle all data collection and verification associated with HPMS.
- ADOT eliminated the COG/MPO requirement to participate in traffic count data collection. However, the WP encourages all COGs and MPOs to continue traffic data collection for their own purposes and to supplement the State's needs on a voluntary basis.
- Work Task 2.1.1 identifies the procedures to be followed in the collection and uploading of traffic count data into our TDMS system.
- Work Task 2.2 reflects the continued development of an internal traffic count program that supports the strategic goal identified during our 2017 strategic planning process.
- Work Task 2.3 reflects the continued development of our Geographic Information System (GIS) program that supports the strategic goal identified during our 2017 strategic planning process.

Work Element 3: Data Collection

- There is a change to Work Task 3.1 (Functional Classification). ADOT has developed a web-based application that uses online maps and web forms. This simplifies and expedites functional classification change requests. The Work Task provides direction on the use of the new system.

Work Element 4: Transportation Improvement Program

- No changes

Work Element 5: Regional Planning Coordination

- Work Task 5.4 (Cochise County Public Transportation Consolidation Feasibility Study): This element includes the Scope of Work for the proposed Cochise County Public Transportation Consolidation Feasibility Study that was awarded by ADOT on February 1, 2019.
- Work Task 5.5 (Santa Cruz County Regional Transportation Authority Feasibility Study Phase1): This element includes the Scope of Work for a proposed Santa Cruz RTA Feasibility Study.

Work Element 6: Coordinated Mobility Program, Section 5310

- No changes

Work Element 7: Section 5311, Rural Public Transportation Program

- No changes

Work Element 8:

- As discussed earlier, the new Work Element requires that direct expenses associated with travel and training (including conferences) must have prior written approval via an approved WP.

SEAGO Annual Work Program Budget

- We now have a two year budget. Year 1 is more detailed. Year 2 reflects base programs that are expected to continue. Year 2 will be reviewed and updated next March to include any carry-over funding and new grants awards.
- Our FTA Section 5310 and 5311 were unchanged from last year.
- ADOT has indicated that it will end Section 5310, Coordinated Mobility Program funding next fiscal year.
- The HPMS, Data Collection, Transportation Improvement Program, and Regional Planning Coordination budget line items were unchanged from last year.
- The Willcox Transit Feasibility Study line item has been removed. The project will be completed by June 30, 2017.
- The Greenlee County Road Ownership Study line item has been removed. The project will be completed by June 30, 2017.
- The Cochise County Public Transportation Consolidation Feasibility Study has been added as a line item in the Work Program Budget.
- The Santa Cruz County Regional Transportation Authority Feasibility Study Phase1): has been added as a line item in the Work Program Budget.

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

Attachments:

- SEAGO FY 20/21 Annual Work Program
- SEAGO Annual Work Program Budget (FY 20/21)

Action Requested: Information Only Action Requested Below:

A motion to approve SEAGO's FY20/21 Annual Work Program and Budget

Southeastern Arizona Governments Organization Annual Work Program

**State Fiscal Year 2019
July 1, 2018 – June 30, 2019**

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 ten planning elements of the FAST Act.

1. Support the economic vitality of the nonmetropolitan 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.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
10. Enhance travel and tourism.

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 Traffic Reporting Using the TCDS Module on MS2

Using the Traffic Count Database System (TCDS) web application, upload the raw traffic data onto the MS2 website. Raw traffic count data will be processed on the TCDS application to derive and/or apply seasonal factors to compute annualized ADTs, vehicle class, and other traffic statistics. If permanent/continuous count station data is available on non-state system roadways within the MPO/COG, ADOT will work with the local agency to connect the permanent/continuous count station data to the TCDS module to assist in developing additional seasonal factors. Collected traffic data shall be reported irrespective of the functional classification of the roadway segment.

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

- Update and maintain the locations of the blue squares that reflect traffic count stations employed by the agency.
- Upload the member agency's raw traffic volumes and classification counts using the Multi-file Upload tool of the TCDS module. Use the Count Group Assign List interface for quality control, review, processing, display to the public through the internet, and annual inclusion to the HPMS database.
- To satisfy HPMS requirements, short-term traffic counts must be at least 48-hour duration and will be automatically calculated to annualized ADT volumes by the TCDS application at year-end processing time;
- If needed, provide ADOT staff, or its contractors, with metadata about the collected traffic counts

2.1.2 Administrative Support, Training and Compliance

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

- Ensure that traffic data collected by or for its member agencies is completely and successfully posted to the web-based TCDS application in its raw format ONLY so that it can be reviewed, processed, and analyzed by ADOT and incorporated into the state HPMS database and used for Statewide traffic analysis and planning;

- Coordinate with the ADOT Transportation Analysis Section and Data Management Section to receive training on traffic data collection and data loading onto the TCDS web application for local jurisdictions throughout the year. The training workshops will be provided by ADOT staff and/or its contractor in person or through internet webinars as needed;
- Load all short-term raw traffic counts continuously throughout the calendar year as the counts are done. If this is not possible the previous calendar year's traffic collection efforts shall be uploaded no later than by February 1st of the next year. For example: by February 1st, 2019, all the traffic data collected within the MPO/COG in the calendar year 2018 shall be uploaded onto TCDS and be available for ADOT to process into the HPMS Submittal.

2.1.3 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 conduct traffic counts in support of local and regional planning efforts.
- SEAGO will ensure internally collected traffic counts are uploaded into the TDMS system.

Work Element 3: Road Change Requests and Data Reporting

3.1 Federal Functional Classification:

- If a functional classification change is needed, submit a completed reclassification worksheet to ADOT MPD. The PDF 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;
 - Please note that this process is being reviewed and changed as part of a current process improvement. The changes will come in the form of a web application that simplifies and clarifies all functional classification change requests using online maps and web forms.

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.

- Maintain an E-STIP account and 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.
- Based on roadway federal functional classification, verify that projects identified for the TIP are eligible for federal funding.
- Based on roadway federal functional classification, verify that projects identified for the TIP are eligible for federal funding.

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.

Work Element 5A: Greenlee County Road Ownership Study

- Budget for the Greenlee County Road Ownership Study is \$175,000
Federal Share: \$140,000

- Local Match: \$35,000 (In Kind: Expected time contributions from Greenlee, Clifton, Duncan, BLM, Freeport, and Santa Cruz County staff)
- Scope of Work: (Phase 1 of this study will be limited to the roads currently listed on the County developed listing of HURF Roads)
 - Review Santa Cruz County Road Ownership Process/Receive Training from Santa Cruz County Project Lead
 - Review and Verify Greenlee County Road Inventory (HURF Road listing, Centerline Inventory, Freeport McMoRan Inventory, Clifton/ Duncan Road Inventories)
 - Develop a Greenlee County Master Road inventory
 - Collect Immediately Available Historical Roadway Maps/Photography dating from 1909 (Greenlee County's Inception)including:
 - USGS Maps
 - Government Land Office/BLM Plats
 - Homestead Entry Surveys
 - Published tourism maps
 - Greenlee County maps and records from 1909 forward
 - State maps
 - ADOT and Arizona Highway Department right of way maps and construction plans
 - Aerial Photographs
 - Digitize historical maps/aerial photos for GIS system incorporation
 - Develop a Draft Master Road Ownership Inventory
 - Develop a priority list of roads in need of ownership verification
 - Research and document ownership of selected roads
 - Incorporate ownership data into the County's GIS system
 - Develop a road ownership report for the Greenlee County Board of Supervisors and Clifton/Duncan City Councils

 - Project timeline:
 - November 1, 2017 – Project Kickoff
 - November 1 through November 30, 2017 – Project Staff Training with Santa Cruz County
 - December 1 through March 31, 2018 - Historical Data Collection/Draft Master Road Inventory Completed/Develop Research Priorities
 - April 1 through September 30, 2018 – Complete Ownership Research
 - October 1 through December 31, 2018 – Incorporate Ownership Data into Greenlee GIS System and Develop Ownership Report.

 - SEAGO expects to keep a majority of the work in-house. Santa Cruz County just completed a similar project and has offered to train our staff involving their process. We just hired a part-time planner for the CDBG program that has done ROW and land ownership research for Cochise County. He has mid-level GIS experience. He will be moved to full-time as the project lead. I plan on using interns from the U of A South to support our research and GIS efforts. A consultant may be used if we find activities in which we lack internal capability. We will follow SEAGO/ADOT procurement procedures if a consultant is needed.

Work Element 5B: Willcox Area Transit Feasibility Study

- The Willcox Area Transit Feasibility Study will evaluate the feasibility of a FTA Section 5311 bus system that would serve Willcox and the unincorporated communities of northeast Cochise County. The study will be completed in two phases:

- The first phase will be an identification of needs and opportunities for developing a FTA Section 5311 transit program for the Willcox area. This will include inventorying existing services and identifying demand for service. Phase 1 will evaluate various service options and development of a short list of feasible alternatives. This will also include a detailed analysis of each feasible service option including total operating cost, benefits and projected performance measures.
- Pursuant to successful identification of a preferred service alternative, Phase 2 will be the identification of a preferred service option and implementation plan, should a positive feasibility finding be determined.

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 nonprofit).

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 preparing accurate and complete Coordinated Mobility Program grant applications as needed.
- 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.
- Participate when invited, in the 5310 panel review ranking of applications.

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, by attending in person and webinar trainings, staying informed of FTA policy 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.
- Provide technical support to sub-recipients that need help in preparing accurate and complete applications, submitting invoices, and submitting routine quarterly reports.
- 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). Travel costs are eligible and will be reimbursed in accordance with State travel policies.

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.
- 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, such as 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.
- Collaborate with and/or share with ADOT Program Managers regarding needs 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 **Date**
Executive Director

Regional Council Chairperson **Date**

**Arizona Department of Transportation, Multimodal Planning Division
(ADOT MPD)**

ADOT MPD Director **Date**

SEAGO Annual Work Program Budget
 State Fiscal Year 2019: July 1, 2018 - June 30, 2019

| 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 | |
| 5A Greenlee County Road Ownership Study | 80% | 20% | N/A | \$128,000 | N/A | N/A | \$32,000 | \$160,000 | |
| 5B Willcox Area Transit Feasibility Study | 80% | 20% | N/A | N/A | N/A | \$ 56,000.00 | \$14,000 | \$ 70,000.00 | |
| 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 | \$253,000 | \$0 | \$ 96,000.00 | \$77,250 | \$426,250 |

Southeastern Arizona Governments Organization
Two-Year Work Program
State Fiscal Years 2020 - 2021
July 1, 2019 – June 30, 2021

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 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. This WP represents planned work to occur between July 1, 2009 and June 30, 2021.

II. Work Program Approval Schedule

| ACTIVITY/EVENT | DATE | RESPONSIBILITY |
|--|------------------|----------------|
| Begin Working on Draft WP | December-January | COG & ADOT |
| ADOT Provides First WP Draft to COG | March 1 | ADOT |
| WP Comments to ADOT Regional Planner | March 31 | COG |
| Regional Council Approval of WP (Optional) | May 1 | COG |
| Final WP Due to Regional Planner | May 1 | COG |
| SPR / STBG Funding Authorization Request Letters to MPDAuthorization@azdot.gov | May 1 | COG |
| Final Invoice for WP ending June 30 | July 15 | COG |

III. Work Elements – Transportation Planning

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.

1.5 Travel

- Expected travel under this work element includes:
 - Travel to Executive Board and Administrative Council Meetings for review and approval of the annual updates to our Title VI Public Involvement Plan.
 - Travel to Executive Board and Administrative Council Meetings for review and approval of our FY21 Draft TIP for Public Comment.
 - Travel to City Councils and County Board of Supervisors meetings to support planning activities.
 - Travel to non-profit Executive Board, Chamber of Commerce, College/University Programs, other community service agencies to support SEAGO public outreach efforts.
 - Travel to ADOT, FHWA, FTA, and locally sponsored ADA, Civil Rights, EEOC, DBE, Title VI Training.

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

2.1 HPMS Traffic Data Collection and Reporting

2.1.1 Minimum Traffic Count Data Collection and Update Cycle Requirements

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

| Functional System | Current Minimum Count Cycle ¹ | Volume ² Counts? | Vehicle Classification ³ Count? |
|-----------------------|--|-----------------------------|--|
| Interstates and Other | 3-year | Yes | Yes |

| | | | |
|----------------------------------|--|--------------|---|
| Freeways/Expressways | | | |
| 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 ⁴ 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 ⁵ | Based on roadway functional classification | Yes | Yes |

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

Notes:

¹Performing Volume and Classification counts more frequently than the above stated minimum count cycle requirements is permissible and even encouraged—particularly in high growth areas.

²Volume Counts are performed to count the total number of vehicles, and often do not identify vehicle classification types. Total volumes are used by ADOT to develop Annual Average Daily Traffic (AADT) estimates.

³Vehicle Classification Counts for HPMS are traffic counts grouped into FHWA’s 13 vehicle classification categories. Vehicle classification counts are volume counts but provide more detail by distributing total traffic volumes into vehicle type categories. Note that FHWA and ADOT encourage collection of the more detailed vehicle classification counts wherever possible.

⁴In Arizona, all Principle Arterials are on the National Highways System (NHS). NHS *Connectors* can exist off the Principle Arterial network to connect the primary NHS to other nationally significant intermodal facilities. A listing or map of NHS Connector locations can be provided upon request to ADOT.

⁵HPMS Sample Panels are a representative selection of road sections from the total network of functionally classified roads where more detailed data reporting is required for HPMS. Total traffic volume counts are required on all functionally classified roads and inform annual changes/additions to the selection of Sample Panels. Full bidirectional 15-minute bin vehicle classification traffic counts are required at Sample Panel locations which then facilitates reporting of peak hour and directional factors, as well as truck traffic statistics. A listing or map of Sample Panel locations can be provided upon request to ADOT.

ADOT is responsible for HPMS and traffic count collection data. COGs are not responsible for HPMS and traffic count collection data. However, ADOT encourages all COGs and LPAs to continue traffic data collection for their own purposes and to supplement the State’s needs on a voluntary basis.

Any COG or LPA-collected traffic data for purposes of uploading to our Traffic Count Data System (TCDS) database, must meet the following requirements:

- Traffic volumes should be collected directionally and aggregated to 15-minute bins that allow for calculation of peak hour and directional factors.
- All short-term traffic counts must be at least 48-hour duration. Traffic counts must also be collected on days that are representative of typical traffic volumes so counts can effectively be calculated to an accurate estimate of annualized ADT volumes during the year-end traffic data processing and HPMS assembly.
- A comprehensive set of updated traffic count data shall be collected at a frequency no less than the minimum count cycle stated in the above table (i.e., a 3-year cycle for principal arterials and a 6-year cycle for minor arterials and collectors).
- ADOT shall coordinate with local agencies wherever and whenever there are sample panel counts taken on non-state owned HPMS sample panel sections. The COG and member agencies shall participate and cooperate in coordinating with ADOT (or their contractor) on these sample panel section counting efforts and in securing any local agency required permits.
- Local traffic counting programs already in existence at the COG or local level are urged to continue. Where updated traffic count results are already available or planned to be available, this provision strongly encourages the COG to share that data so ADOT can minimize the potential for redundant costs/efforts.

- COGs shall encourage LPAs to submit traffic count field notes or other information about the collected traffic counts and shall be maintained and provided to ADOT staff or its contractors when requested by ADOT or its contractors.

2.1.2 Traffic Reporting Requirements Using the MS2 TCDS Module

Since 2010, ADOT has provided each COG with a publicly viewable web-based Traffic Count Data System (TCDS) module to support improved data sharing and management of HPMS traffic data items. The ADOT TCDS portal is viewable at <https://adot.ms2soft.com>. Corresponding local agency sites are viewable from a similar web address where “adot” is replaced with the abbreviated COG name (i.e., <https://nacog.ms2soft.com>). Raw traffic counts are processed by ADOT inside the TCDS application to derive and/or apply seasonal factors to compute annualized ADTs, vehicle class distribution, and other traffic statistics. Traffic information is used for the annual HPMS submittal by ADOT to FHWA, as well as for statewide traffic analysis and planning.

If a COG or LPA collects traffic data for use by ADOT, the COG and/or LPA will agree to perform the following tasks related to reporting of traffic count data using the respective COG TCDS module:

- Ensure that traffic data collected by or for its member agencies is completely and successfully posted to the web-based TCDS application where it can be reviewed, processed, and analyzed by ADOT.
- Tools inside the TCDS application shall be used to update and maintain traffic count station locations and site identifiers employed by the agency.
- Member agency raw traffic counts and vehicle classification counts shall be uploaded using the Multi-file Upload tool in the TCDS module. The Count Group Assign List interface shall be used following upload for review and quality control.
- Traffic counts should be uploaded in directional raw 15-minute bins where possible.
- All collected traffic data is strongly encouraged to be reported to TCDS.
- Short-term traffic counts should be loaded continuously throughout the calendar year as the counts are collected. The previous calendar year’s traffic collection efforts shall be uploaded no later than by February 1st of the next year. For example: by February 1st, 2020, all the traffic data collected within the COG in the calendar year 2019 shall be uploaded onto TCDS and be available for ADOT to process into the HPMS Submittal.
- If permanent/continuous count station data is available on non-state system roadways within the COG, the local agency will work with ADOT to connect the permanent/continuous count station data to the TCDS module where it can assist in development of localized seasonal factors.

Where helpful to agencies, COGs may coordinate with the ADOT Transportation Analysis Group to receive training on traffic data collection and application of the TCDS web tools. Training workshops may be provided by ADOT staff and/or its contractor in person or through internet webinars as needed.

2.2 Internal Traffic Count Program

- SEAGO will continue the development of its internal traffic count program. The purpose of the program is to collect data to our member agencies that lack traffic counting resources. The program will generate demand response data that will assist SEAGO and our member agencies in decision making by local and state officials.
- 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 conduct traffic counts in support of local and regional planning efforts.
- SEAGO will comply with Work Element 2.1.2 (using the TCDS Module) when collecting and uploading data into TCDS.

2.3 Geographic Information System (GIS) Program

- SEAGO will continue the development of its Geographic Information System (GIS) program. The purpose of the program is to provide GIS services to our member agencies that lack GIS resources. The program will generate GIS mapping for SEAGO planning studies, regional crash data, transit route/service locations, asset management inventories, and road/ROW ownership, and road maintenance management data.
- SEAGO will renew annual ESRI licensing fees through this element.

2.5 Travel

- Expected travel under this work element includes:
 - Travel to ADOT, LTAP, or regional traffic count data training.
 - Travel to ADOT and/or MS2 TCDS Training.
 - Travel to traffic count collection locations to set and recover traffic count equipment.
 - Travel to ADOT, COG, MPO, Local GIS workshops and meetings.
 - Travel to Executive Board and Administrative Council Meetings for review and approval of traffic count and GIS planning activities.
 - Travel to local agencies to provide GIS technical assistance.

Work Element 3: Road Change Requests and Data Reporting

3.1 Federal Functional Classification:

- If a functional classification change is needed, the COG or LPA agrees to log into the AZGeo web portal and establish an AZGeo user account if one does not yet exist. The URL for registration is: <https://azgeo.az.gov/azgeo/user/register>.
- After logging in, use this URL (<https://azgeo.az.gov/adot/FunctionalClassification.aspx>) to bring up the map. Use the zoom controls to zoom-in to the record(s) of interest. Use the slider bar to distinguish the existing functional classification against the proposed change(s), if any.
- On the left-hand-side, a link titled “Suggested Re-classification” exists. Upon first encounter, collaborate with ADOT GIS personnel to get a guided tour of the web mechanism for initiating a federal functional classification change request.
- Click this map link and a web form will appear with another link to web help form which includes a PDF help document.
- Proceed to fill out the 4-step questionnaire concerning the desired functional classification change request. Relevant parties to the request will form a group dialog that becomes informed via e-mail messages.
- Continue to check back to the administrative link (provided in e-mail updates) and correspond through the 4-step web form as necessary to push the request through the system.
- Please note that this process is being finalized as part of a current process improvement. The full implementation is paperless, although the request (and corresponding approval/disapproval) can always be printed out and filed.

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.

3.4 Travel

Expected travel under this work element includes:

- Travel to local agencies to collect building permit, annexation, and group quarter data.
- Travel to U.S. Census, and regional Census planning and outreach meetings.
- Travel to ADOT and regional meetings to support CMAQ planning efforts.
- Travel to ADOT, COG, and MPO workshops and meetings involving Functional Classification.
- Travel to Executive Board, Administrative Council, City Council, County Board of Supervisor or Planning Commission meetings for review and approval of CMAQ and Functional Classification planning activities.
- Travel to local agencies to provide functional classification change planning technical support.

Work Element 4: Transportation Improvement Program

4.1 Transportation Improvement Program (TIP):

The COG shall establish and maintain a TIP in accordance with the requirements of Title 23 USC 134 and 23 CFR 450.324 and the below requirements from ADOT:

- The TIP shall cover a period of no less than four years, be updated (a new TIP prepared and submitted to ADOT) at least every four years, approved by the COG Regional Council, and submitted to ADOT MPD by July 1st of the year the TIP is being updated;
 - If the TIP covers more than four years, ADOT, FHWA, and FTA will consider the projects (beyond four years) as informational;
 - The TIP may be updated—and is encouraged to be submitted to ADOT—more frequently than every four years, but the cycle of the TIP must be compatible with STIP development and approval process;
- Maintain an E-STIP account;
- 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.
- Based on roadway federal functional classification, verify that projects identified for the TIP are eligible for federal funding.

4.2 Travel

Expected travel under this work element includes:

- Travel to Executive Board and Administrative Council Meetings for review and approval of requested TIP amendments.
- Travel to Executive Board and Administrative Council Meetings for review and approval of our FY21 and FY22 Draft TIP for Public Comment.
- Travel to City Councils and County Board of Supervisors meetings to support project planning activities.
- Travel to ADOT sponsored TIP and E-STIP Training.
- Travel to local agencies to provide project planning/application development technical assistance.

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, District, ADOT Technical Group and local elected official input regarding project nominations for the Tentative 5-Year Construction Program updated yearly.

5.4 Cochise County Public Transportation Consolidation Feasibility Study

It is anticipated that the Feasibility Study will consist nine tasks. SEAGO staff will perform the study work. The following is the Scope of Work that is listed in priority order of expected completion:

5.4.1 Public Involvement

- Develop and implement a Public Involvement Plan (PIP) including public meetings, creation of a Technical Advisory Committee, and promotional activities. The PIP will guide public involvement throughout the project;
- Develop and maintain a project page with updates, documents, frequently asked questions and comment tab on the SEAGO web site;
- Coordinate outreach efforts, which will include two series of public meetings. The first series of meetings will solicit community input regarding the consolidation of rural transportation services. The second will present consolidation strategies for public review.

5.4.2 Financial Analysis

- Review past year and current budgets for assessing overall financial condition of each system. This includes examining measures to describe the relative efficiency of the current system (i.e., cost per revenue hour, cost per revenue mile, and cost per passenger trip);
- Review all revenue sources for both capital and operating expenses. Specifically, a review of transit dedicated fund sources;
- Evaluate five-year financial projections from each transit provider based on current levels of service (if service changes are anticipated, incorporate those in projections) and non-binding financial resources;
- Summarize the financial condition and sustainability of each transit provider based on the current level of service and the implications of any nonbinding financial resources;

5.4.3 Capital Asset Analysis

- Perform on-site visits with each transit provider to review all current physical assets in order to assess how these assets can be used for transit support and/or operations, including identifying which assets would not be available for transit consolidation and the reason(s) why;
- Identify current capital opportunities, resources and plans that could be used in support of potential transit consolidation options.

5.4.4 Labor Force Analysis

- Request current organization charts and job descriptions from each operation;
- Review the current staffing levels of each operation by cost, full time equivalent (FTE), fund source and function;
- Identify the functional roles, responsibilities and associated staffing levels of each service provider;
- Identify possible issues or deficiencies with the current personnel structures with each transit provider.

5.4.5 Service Evaluation

- Review current levels of service, productivity and accessibility offered with those services;
- Identify the potential benefits, disadvantages and obstacles – including significant impacts on service quality and costs that consolidation would have on each entity;

- Review and evaluate Short Range Transit Plans (SRTP), Long Range Strategic Plans, etc.... in order to identify possible service plan changes projected by each transit provider.

5.4.6 Paratransit, Dial-A-Ride, and Demand Response Systems Evaluation

- Rider and trip eligibility including services offered beyond the required ADA mandated levels of service;
- Geographic service areas;
- Reservations systems;
- Fares and trip policies;
- Cost and efficiencies per vehicle trip and vehicle revenue mile;

5.4.7 Development and Evaluation of Proposed Consolidation Options

Financial Comparison

- Develop conceptual budgets for each option using all pertinent transit cost centers;
- Identify how each option would affect all revenue sources used for both capital and operating expenses anticipated for each option;
- Project five-year fiscal impacts and benefits for each option based on current levels of service;
- Summarize financial implications and forecasts for each option based on current and proposed levels of service;
- Compare each option to the status quo.

Capital Asset Comparison

- Determine the required physical assets needed to support each option(s);
- Identify potential of sharing physical assets currently in use that may be used in the proposed option(s);
- Project capital needs of a consolidated operation for the next 5 years based on current and projected levels of service;
- Compare each option to the status quo.

Labor Force Comparison

- Forecast staffing levels of each option by cost, FTE, fund source and function;
- Identify the functional responsibilities of each staff person;
- Develop proposed organization structures, job descriptions and financial summary of each of the proposed options;
- Evaluate the costs and coverage of each of the consolidation options to the status quo.

Service Comparison

- Review service and productivity levels for each option(s), and what common service policies and efficiency and effectiveness metrics should be assumed for each option;
- Identify potential service enhancements and cost savings gained through possible route optimization (such as route interlining, reduced deadhead hours, vehicle assignments and improved service contracts) for each of the consolidation options;
- Compare each option to the status quo.

5.4.8 Summary Report of Comparisons

- A comprehensive analysis of merger/consolidation issues, financial status, service quality and operational efficiencies;
- Evaluate public comments to the strengths and weaknesses identified by local agencies and other community stakeholders and determine how or when to address as part of this study.

5.4.9 Develop a Consolidation Assessment Plan

- Prepare a detailed explanation of the proposed organizational structure from the preferred option(s);
- Prepare informational materials about the preferred recommendation(s);
- Incorporate a verbatim record of the public comments;
- Prepare a strategic plan of action to achieve the preferred option(s) with a reasonable timeframe.

5.5 Santa Cruz County Regional Transportation Authority (RTA) Feasibility Study (Phase 1)

Phase 1 of this project will focus on data collection and the development of List of Preliminary Projects. It is anticipated that Phase 1 of this Feasibility Study will consist five tasks. SEAGO staff will perform the study work. The following is the Scope of Work that is listed in priority order of expected completion:

- SEAGO will collect all Santa Cruz County transportation/transit related studies completed at the state or local level during the last 15 years.
- Conduct extensive review to quantitatively determine which aspects of each plan are still valid in today's economic, demographic, and transportation climate.
- Consult with local subject matter experts to identify potential issues/projects not identified in Study Review.
- Conduct a technical analysis of current and projected data to assess the impact of population, employment, major destinations and other traffic congestion on the regional transportation system.
- Develop a List of Preliminary Projects that would serve as the baseline for future RTA discussions and public outreach efforts. The List of Preliminary Projects shall include the following:
 - Project Name
 - Project Location
 - Project History
 - Project Scope
 - Project Cost Estimate
 - Project Benefits

5.6 Travel

Expected travel under this work element includes:

- Travel to Executive Board and Administrative Council Meetings for review and approval of study planning documents.
- Travel for SEAGO TAC Meetings.
- Travel to COG/MPO Planners and Directors meetings.
- Travel to RTAC meetings.
- Travel to State Transportation Board Meetings.
- Travel for study data collection and public outreach.
- Travel to City Councils and County Board of Supervisors meetings to support project planning activities.
- Travel to conferences and ADOT training

IV. 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 nonprofit).

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 preparing accurate and complete Coordinated Mobility Program grant applications as needed.
- 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.
- Participate when invited, in the 5310 panel review ranking of applications.

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 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, by attending in person and webinar trainings, staying informed of FTA policy 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.
- Provide technical support to sub-recipients that need help in preparing accurate and complete applications, submitting invoices, and submitting routine quarterly reports.
- 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 COG may be asked to liaise with the sub-recipient in order to collect source data to support the Quarterly Report Data.

6.5 Travel

Expected travel under this work element includes:

- Travel to Executive Board and Administrative Council Meetings for review and approval of study planning documents.
- Travel for SEAGO Transit Coordination meetings.
- Travel to COG/MPO Mobility Managers meetings.
- Travel to ADOT Mobility Management and Section 5310 training and meetings.
- Travel for SEAGO hosted 5310 Training Program Workshops.
- Travel for 5310 program data collection and public outreach activities.
- Travel to City Councils, County Board of Supervisors, 5310 Program Executive Boards to support grant applications and regional planning activities.
- Travel to conferences and ADOT training.
- Travel to local agencies to provide project planning/application development technical assistance.

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). Travel costs are eligible and will be reimbursed in accordance with State travel policies.

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.
- 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, such as 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.
- Collaborate with and/or share with ADOT Program Managers regarding needs 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.

7.5 Travel

Expected travel under this work element includes:

- Travel to Executive Board and Administrative Council Meetings for review and approval of study planning documents.
- Travel for public transportation technical advisory committees.
- Travel to ADOT Section 5311 training and meetings.
- Travel for 5311 program public outreach activities.
- Travel to City Councils, County Board of Supervisors, and Advisory Committees to support grant applications and regional planning activities.
- Travel to conferences and ADOT training.
- Travel to local agencies to provide project planning/application development technical assistance.

V. Work Elements – Travel, Training, and Direct Expenses

Work Element 8: Travel, Training, and Direct Expenses

- Direct expenses associated with travel and training (including conferences) must have prior written approval via an approved WP, WP Amendment or email approval from ADOT and FHWA.
- The WP or email should clearly identify the activity and describe how the activity ties to the delivery of the transportation planning process.
- The most recently-approved version of the State of Arizona Accounting Manual (SAAM) must be followed. Itemized receipts of such travel and travel-related expenses will be required for all reimbursement requests. Failure for COG staff or their TAC/Board/Council representatives to follow the SAAM may result in an invoice being rejected. The SAAM does not allow *Per Diem*.
- ADOT and FHWA have the right to decline travel/conference activities if the activity does not seem “necessary and reasonable” to carrying out the transportation planning process

VI. Budget Table

Insert one Budget Table for each Fiscal Year. A Budget Table template may be provided upon request from ADOT.

Any “carryforward” PL, SPR, and STBG balances (unspent and/or unobligated funds) must be identified within the WP and WP Budget Table, or such funds may be reallocated at ADOT’s discretion.

Work Program and Budget 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. By signing this document the COG agrees to carry out the work described in this Work Program in accordance with their Work Program Agreement. Any revisions to the Work Program shall be completed according to Section 2.0 of the Work Program Agreement.

SouthEastern Arizona Governments Organization

Executive Director **Date**

Regional Council Chairperson (Optional) **Date**

Arizona Department of Transportation, Multimodal Planning Division (ADOT MPD)

ADOT MPD Director **Date**