



ADMINISTRATIVE/EXECUTIVE COMMITTEE MEETING PACKET

MEMO TO: JOINT ADMINISTRATIVE/EXECUTIVE COMMITTEE MEETING

FROM: CHRIS VERTREES, EXECUTIVE DIRECTOR

DATE: MARCH 26, 2025

SUBJECT: APRIL 3, 2025 – JOINT ADMINISTRATIVE AND EXECUTIVE COMMITTEES' 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 to participate and provide their input; however, only the officers may make motions and vote.

THURSDAY, APRIL 3, 2025 - 9:00 AM

SEAGO

1403 W. Highway 92
Bisbee, Arizona

If you have any questions, please call me or at (520) 432-5301. You can also send an e-mail to cvertrees@seago.org.

AGENDA

PAGE

- | | | |
|---|-------------|---|
| 1. Call to Order/Introductions | | |
| 2. Call to the Public | | |
| 3. Discussion and possible approval of the SEAGO Region 2026-2030 Transportation Improvement Program (TIP). | C. Vertrees | 1 |
| 4. Discussion and possible approval SEAGO Annual Work Program and Budget (FY26-27) | C. Vertrees | 4 |
| 5. Adjournment | | |

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

Call-in information: Dial 1-800-326-0013

Conference ID No.: 5682213

Press *6 to mute your phone line

Press *7 to unmute your phone line



ADMINISTRATIVE AND EXECUTIVE COMMITTEE

MEMO TO: ADMINISTRATIVE & EXECUTIVE COMMITTEES
FROM: CHRIS VERTREES, EXECUTIVE DIRECTOR
DATE: MARCH 24, 2025
SUBJECT: SEAGO FY26-30 DRAFT TIP FOR PUBLIC COMMENT

On March 20, 2024, the SEAGO TAC approved the SEAGO Region 2026-2030 Transportation Improvement Program (TIP). The SEAGO Region 2026-2030 TIP needs be submitted to ADOT by July 1, 2025. Due to the forty-five (45) day public participation process, the 2026-2030 Draft TIP needs to be approved at this meeting for submission to ADOT by July 1, 2025.

The following adjustments to the 2024-2028 TIP were made in the drafting of the 2026-2030 TIP:

- All FY 2025 projects that are expected to obligate by June 30, 2025, have been moved to the Obligated in 2025 section of the TIP.
- All ADOT Transit Awards in FY25 have been removed from the TIP.
- **SEAGO needs to ensure that the TIP is fiscally constrained over a consecutive 4-year period.** This means that the funds used to pay for the improvements cannot exceed the amount of available funding per funding source. Programmed funding can only include funds that can be reasonably expected to be made available during the year the project is programmed. We have \$1.8 million in STBG commitments over the next 4 years and have \$2,150,858 available in STBG funds. All other TIP projects have a dedicated funding source. The current TIP submitted for your approval is fiscally constrained.

Attachments: Draft 2026-2030 TIP for Public Comment

Action Requested: ☐ Information Only ☒ Action Requested Below:

A motion to approve SEAGO's FY26-30 Draft TIP (For Public Comment)

SEAGO REGION
2026- 2030 TIP (For Public Comment)
Approved By: TAC - Administrative Committee- Executive Committee -

TIP YEAR Project ID	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FUNDING TYPE	FEDERAL FUNDS	HURF EXCHANGE	LOCAL MATCH	OTHER FUNDS	TOTAL COST
2026														
SCC 22-01	Santa Cruz County	Ruby Road Bridge Over Potrero Creek and the UPRR	Ruby Road- 1500 feet east of I19	.27 miles	Bridge Replacement - Construction	Minor Arterial	2	2	AZ Smart Fund			\$2,851,710		\$2,851,710
DGS 24-01	Douglas	Commercial Port of Entry Connector Road	City of Douglas from new Commercial POE to SR80	1.5 miles	Construction	N/A	0	2	AZ SB 1722				\$5,770,000	\$5,770,000
DGS 25-02	City of Douglas	City of Douglas Safety Action Plan & Complete Streets Study	City Wide-Various Streets	N/A	Study	Various	2	2	SS4A	\$440,000		\$110,000		\$550,000
SCC 22-01	Santa Cruz County	Ruby Road Bridge Over Potrero Creek and the UPRR	Ruby Road- 1500 feet east of I19	.27 miles	Bridge Replacement - Construction	Minor Arterial	2	2	AZ HB 2558				\$2,980,000	\$2,980,000
SCC 22-01	Santa Cruz County	Ruby Road Bridge Over Potrero Creek and the UPRR	Ruby Road- 1500 feet east of I19	.27 miles	Bridge Replacement - Construction	Minor Arterial	2	2	Local-SCC				\$341,225	\$341,225
DGS 25-03	City of Douglas	Douglas Commercial Transportation Infrastructure Enhancement Project	City of Douglas (9-streets): 10th Street, Pan American, 16th Street, Washington Ave, 3rd Street, Chino Road, G Avenue, F Avenue , 1st street	7.8 miles	ADOT Review/PDA Fees	Various	2	2	RAISE	\$150,000		\$0		\$150,000
DGS 25-03	City of Douglas	Transportation Infrastructure Enhancement Project	Street, Pan American, 16th Street, Washington Ave, 3rd Street, Chino	7.8 miles	Design	Various	2	2	RAISE	\$2,700,000		\$0		\$2,700,000
SCC 22-01	Santa Cruz County	Ruby Road Bridge Over Potrero Creek and the UPRR	Ruby Road- 1500 feet east of I19	.27 miles	Bridge Replacement - Construction	Minor Arterial	2	2	RCN	\$5,703,290				\$5,703,290
BIS 24-03	City of Bisbee	City of Bisbee SUP West Segment	SR 80 MP 341.45 to MP 341.53	425 feet	Construction	Urban Principal Arterial	4	3	CDS	\$3,393,000		\$205,091		\$3,598,091
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR80	.85 miles	Realign Chino Road: Construction	Urban Minor Arterial		2	CDS	\$2,732,798		\$165,185	\$103	\$2,898,086
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR80	.85 miles	Realign Chino Road: Construction	Urban Minor Arterial	2	2	STP	\$1,800,000		\$108,802		\$1,908,802
LTAP									STP	\$10,000		\$0		\$10,000
										\$16,929,088		\$3,440,788	\$9,091,328	\$29,461,204
2027														
DGS 25-03	City of Douglas	Douglas Commercial Transportation Infrastructure Enhancement Project	City of Douglas (9-streets): 10th Street, Pan American, 16th Street, Washington Ave, 3rd Street, Chino Road, G Avenue, F Avenue , 1st street	7.8 miles	Construction	Various	2	2	RAISE	\$20,668,381		\$0		\$20,668,381
LTAP									STP	\$10,000		\$0		\$10,000
										\$20,678,381		\$0		\$20,678,381
2028														
LTAP									STP	\$10,000		\$0		\$10,000
										\$10,000		\$0		\$10,000
2029														
LTAP									STP	\$10,000		\$0		\$10,000
										\$10,000		\$0		\$10,000
2030														
LTAP									STP	\$10,000		\$0		\$10,000
										\$10,000		\$0		\$10,000
										\$37,637,469		\$3,440,788		\$41,078,257
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR80	.85 miles	Realign Chino Road: Design	Urban Minor Arterial	2	2	CDS	\$238,912		\$14,441		\$253,353
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR80	.85 miles	Realign Chino Road: ADOT Review/PDA Fees	Urban Minor Arterial	2	2	CDS	\$28,290		\$1,710		\$30,000
CCH 23-01	Cochise County	Davis Road Rehabilitation, MP 5 & 13	Davis Road MP 5 & 13	1.61 miles	Construction	Rural Major Collector	2	2	CDS	\$2,893,000		\$174,869		\$3,067,869
CCH 23-01	Cochise County	Davis Road Rehabilitation, MP 5 & 13	Davis Road MP 5 & 13	1.61 miles	Design	Rural Major Collector	2	2	N/A	\$0		\$0	\$100,000	\$100,000
GEH-BR-07	Greenlee County	Soapbox Canyon Bridge Replacement	Soapbox Canyon Bridge (Structure 8149)	.10 miles	Bridge Replacement: Design	Major Collector	2	2	CDS	\$288,000		\$47,410		\$335,410
DGS 24-01	Douglas	Commercial Port of Entry Connector Road	City of Douglas from new Commercial POE to SR80	1.5 miles	Design	N/A	0	2	AZ SB 1722				\$400,000	\$400,000
DGS 24-01	Douglas	Commercial Port of Entry Connector Road	City of Douglas from new Commercial POE to SR80	1.5 miles	Design	N/A	0	2	Local				\$100,000	\$100,000
DGS 24-01	Cochise County	Commercial Port of Entry Connector Road	City of Douglas from new Commercial POE to SR80	1.5 miles	Design	N/A	0	2	AZ Smart Fund			\$100,000	\$4,400,000	\$4,500,000
GGH 24-01	Graham County	Norton Road & Reay Lane Intersection Reconstruction	Graham County - Norton Road & Reay Lane Intersection	300 feet	Construction	Rural Major Collector	2	2	N/A				\$500,000	\$500,000
GGH 24-02	Graham County	Safford Bryce Road - Talley Creek Crossing Improvements	Graham County - Safford Bryce Road at Talley Creek Crossing	400 feet	Construction	Rural Major Collector	2	2	N/A				\$1,781,500	\$1,781,500
THR 24-01	Town of Thatcher	8th Street Improvements	8th Street between 1st Avenue and 20th Avenue		Construction	Rural Major Collector	2	2	N/A				\$4,526,400	\$4,526,400
BEN 24-01	City of Benson	Replacement Route Bus 0687	Benson	N/A	Capital	N/A	N/A	N/A	FTA Section 5339	\$194,472		\$34,319		\$228,791
BEN 24-02	City of Benson	Replacement Route Bus 0695	Benson	N/A	Capital	N/A	N/A	N/A	FTA Section 5339	\$194,472		\$34,319		\$228,791
BEN 24-03	City of Benson	Dispatching Software and Tablets	Benson	N/A	Capital	N/A	N/A	N/A	FTA Section 5339	\$17,600		\$4,400		\$22,000
DGS 24-02	City of Douglas	New 32 Passenger Transit Bus	Douglas	N/A	Capital	N/A	N/A	N/A	FTA Section 5339	\$312,626		\$55,169		\$367,795
GGH 24-03	Graham County	Gila River Linear Park and Trail	Linear Park along Gila River between Safford and Thatcher in Graham County	4.5 miles	Design	N/A	N/A	N/A	TAP	\$498,166		\$30,112		\$528,278
BIS 24-02	Bisbee Bikeways	Bisbee Community Connections Feisibility Study	Bisbee - Various	N/A	Design	N/A	N/A	N	TAP	\$601,560		\$36,361		\$637,921
NOG 21-01	City of Nogales	Patagonia Highway (SR 82): Morley Ave - Royal Rd	Patagonia Highway (SR82) from Morley Avenue to Royal Road	1.4 miles	Sidewalk Improvements Construction	N/A	N/A	N/A	CMAQ	\$1,090,546		\$65,919		\$1,156,465
THR 24-01	Town of Thatcher	1st Avenue Widening -Quail ridge Drive to Eagle Drive	1st Avenue from Quail ridge drive to Eagle Drive	1.26 miles	Design	Rural Major Collector	2	3	TAP	\$623,619		\$37,695		\$661,314
THR 24-02	Town of Thatcher	Union Canal Multi Use Path	Union Canal from N Stadium Avenue to 8th street	1.8 miles	Design	N/A	N/A	N/A	TAP	\$149,449		\$9,034		\$158,483

SEAGO REGION
2026-2030 TIP (For Public Comment)
Approved By: TAC - Administrative Committee- Executive Committee -

DGS 24-03	Douglas	Douglas Downtown Revitalization Streetscape Project	City of Douglas - G Avenue from 2nd Street to 14th Street.	1 mile	Design	Major Collector	2	2	AZ Smart Fund				\$214,000	\$214,000
CCH-24-02	Cochise County	Cochise EV Infrastructure Improvements	Various (Bisbee, Sierra Vista, Willcox)	N/A	Installation	N/A	N/A	N/A	Charging & Fueling Infrastructure Grant	\$500,000		\$125,000		\$625,000
SCC 24-01	Santa Cruz County	I-19 Interchange Improvements at Rio Rico Drive & Ruby Road	Interchange on I 19 at Rio Rico Dr and Ruby Rd	0.93	Design/Engineering Services	Rural Major Collector	2	2	AZ Smart Fund				\$3,200,000	\$3,200,000
SCC 24-01	Santa Cruz County	I-19 Interchange Improvements at Rio Rico Drive & Ruby Road	Interchange on I 19 at Rio Rico Dr and Ruby Rd	0.93	Grant Development & Submission (GDS)	Rural Major Collector	2	2	AZ Smart Fund				\$50,000	\$50,000
SCC 24-01	Santa Cruz County	I-19 Interchange Improvements at Rio Rico Drive & Ruby Road	Santa Cruz County at Rio Rico Drive and Ruby Road	.93 miles	Construction	Rural Major Collector	2	2	N/A				\$8,600,000	\$8,600,000
	LTAP								STP	\$10,000				\$10,000
	TOTAL FOR 2024									\$7,640,712		\$770,758	\$23,871,900	\$32,283,370
	FUNDING OBLIGATED IN 2025													
BIS 23-01	City of Bisbee	City of Bisbee Shared Use Path	SR80 from Downtown Bisbee to Erie Street	1.43 miles	Construction	Urban Principal Arterial	4	3	EDA	\$3,375,000		\$36,899		\$3,411,899
BIS 24-03	City of Bisbee	City of Bisbee SUP West Segment	SR 80 MP 341.45 to MP 341.53	425 feet	Design	Urban Principal Arterial	4	3	CDS	\$447,000		\$27,019		\$474,019
CCH 24-04	Cochise County	Davis Road Planning Project	Davis Road -SR191 to SR80	22.3 miles	PE/Design	Rural Major Collector	2	2	RAISE	\$2,057,500				\$2,057,500
SEA 22-01	SEAGO	SEAGO Regional Road Pavement Assessment Project Extension	Region-wide	2,000	Planning	N/A	N/A	N/A	STBG	\$94,375		\$5,705		\$100,080
BIS 24-03	City of Bisbee	City of Bisbee SUP West Segment	SR 80 MP 341.45 to MP 341.53	425 feet	ROW	Urban Principal Arterial	4	3	CDS	\$160,000		\$9,671		\$169,671
DGS 24-01	Douglas	City of Douglas from new Commercial POE to SR80	City of Douglas - G Avenue from 2nd Street to 14th Street	1.5 miles	Design	N/A	0	2	AZ SB 1722				\$2,000,000	\$2,000,000
DGS 24-03	Douglas	Douglas Downtown Revitalization Streetscape Project	City of Douglas - G Avenue from 2nd Street to 14th Street	1 mile	Construction	Major Collector	2	2	CDS/HUD	\$2,900,000		\$175,292		\$3,075,292
CCH 24-03	Cochise County	Whitewater Draw Bridge, Str #08109	Rucker Canyon Rd; MP15.7- MP15.8	.1 mile	Bridge Replacement Scoping/Admin Costs	Local	1	2	OSB	\$127,305		\$7,695		\$135,000
SCC 24-02	Santa Cruz County	Babocomari Creek Bridge Replacement	Elgin Canelo Road to Upper Elgin Road	64 feet	Design	Rural Minor Collector	2	2	OSB	\$595,000		\$0		\$595,000
SCC 22-01	Santa Cruz County	Ruby Road Bridge Over Potrero Creek and the UPRR	Ruby Road- 1500 feet east of I19	27 miles	Bridge Replacement Design	Minor Arterial	2	2	RCN	\$866,710				\$866,710
SCC 22-01	Santa Cruz County	Ruby Road Bridge Over Potrero Creek and the UPRR	Ruby Road- 1500 feet east of I19	27 miles	Bridge Replacement Design	Minor Arterial	2	2	AZ SMART			\$433,290		\$433,290
SCC 22-01	Santa Cruz County	Ruby Road Bridge Over Potrero Creek and the UPRR	Ruby Road- 1500 feet east of I19	27 miles	Bridge Replacement ADOT Review/PDA Fees	Minor Arterial	2	2	RCN	\$30,000				\$30,000
SCC 22-01	Santa Cruz County	Ruby Road Bridge Over Potrero Creek and the UPRR	Ruby Road- 1500 feet east of I19	27 miles	Bridge Replacement ADOT Review/PDA Fees	Minor Arterial	2	2	AZ SMART			\$15,000		\$15,000
SCC 22-01	Santa Cruz County	Ruby Road Bridge Over Potrero Creek and the UPRR	Ruby Road- 1500 feet east of I19	27 miles	Bridge Replacement - ROW	Minor Arterial	2	2	AZ HB 2558				\$20,000	\$20,000
BIS-24-01	City of Bisbee	Moon Canyon Bridge Rehabilitation	Moon Canyon at Tombstone Canyon Road	.10mile	Construction	Local	2	2	OSB	\$750,000		\$0		\$750,000
	LTAP								STP	\$10,000		\$0		\$10,000
	TOTAL FOR 2025									\$11,412,890		\$710,571	\$0	\$14,143,461
	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	TBD	\$924,560		\$55,885		\$980,445
PMA 24-02	Town of Pima	New High School Access Road	New High School at Intersection of 2005 and US70	400 feet	Construction	N/A	2	2	HUD	\$2,389,594		\$144,440		\$2,534,034
WLX 23-01	Willcox	Capital - Minin-Van with Lift	Willcox/Pearce/Bowie	N/A	Capital	N/A	N/A	N/A	TBD	\$65,000				\$78,000
CCH 22-01	Cochise County	Davis Road -Central Highway to SR80 Roadway Improvements	Davis Road -Central Highway to SR80	22.3 miles	PE/Design	Rural Major Collector	2	2	TBD	\$6,320,641		\$382,054		\$6,702,695
DGS 23-01	Douglas	Bicycle and Pedestrian Shared Use Path	City of Douglas	N/A	Feasibility/Design	N/A	N/A	N/A	TBD	\$1,000,000		\$60,445		\$1,060,445
DGS 24-03	Douglas	Douglas Downtown Revitalization Streetscape Project	City of Douglas - G Avenue from 2nd Street to 14th Street.	1 mile	Construction	Major Collector	2	2	TBD	\$8,148,676				\$8,148,676
DGS 24-04	City of Douglas	Bus Storage Facility	TBD	N/A	Construction	N/A	N/A	N/A	TBD	\$3,500,000		\$700,000		\$4,200,000
CCH 25-01	Cochise County	Davis Road -Central Highway to SR80 Roadway Improvements	Davis Road -Central Highway to SR80 from MP22 to MP24.3	2.3	Construction	Rural Major Collector	2	2	TBD	\$8,597,174		\$519,660		\$9,116,834
SCC 23-01	Santa Cruz County	West Frontage Road at Camino Ramanote Roudabout	Santa Cruz County-West Frontage Road at Camino Ramanote Roudabout	25 miles	Construction	Rural Arterial/Rural Major Collector	2	2	TBD	\$1,200,000		\$72,534		\$1,272,534
THR 24-03	Thatcher	20th Avenue Safety Improvements	20th Avenue - 8th Street to US 70	.30 miles	Design	Major Collector	4	4	HSIP	\$195,762		\$11,832		\$207,594
THR 24-03	Thatcher	20th Avenue Safety Improvements	20th Avenue - 8th Street to US 70	.30 miles	Construction	Major Collector	4	4	HSIP	\$1,301,132		\$78,648		\$1,379,780
GEH 24-01	Greenlee County	Ward Canyon Road at Mares Bluff Realignment	WardCanyon Road 1,400 feet east of US Highway 191.	835 feet	Design	Major Collector	2	2	TBD	\$328,164		\$19,836		\$348,000
GEH 24-01	Greenlee County	Ward Canyon Road at Loma Linda Wash Realignment	Ward canyon Road from Skyline View Road on the southeast and US Highway 191	1,400 feet	Design	Major Collector	2	2	TBD	\$612,950		\$37,050		\$650,000
SCC 24-03	Santa Cruz County	West Frontage Road & Yavapai Drive Traffic Control Improvements	West Frontage Road & Yavapai Drive Intersection at I-19	TBD	Design/Construction	Major Collectors	2	2	TBD	\$3,750,000		\$213,750		\$3,963,750
DUN 24-01	Duncan	High and Main Street Improvements	High & Main streets at US 70	4,060 feet	Construction	Major Collectors	2	2	TBD	\$2,263,142		\$128,569		\$2,391,711
CCH15-01	Cochise County	Davis Rd. Improvements	Davis Road MP 5	0.61 miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	TBD	\$1,045,000		\$63,165		\$1,108,165



ADMINISTRATIVE AND EXECUTIVE COMMITTEE

MEMO TO: ADMINISTRATIVE & EXECUTIVE COMMITTEES
FROM: CHRIS VERTREES, EXECUTIVE DIRECTOR
DATE: MARCH 24, 2025
SUBJECT: SEAGO ANNUAL WORK PROGRAM AND BUDGET (FY26-27)

SEAGO's Annual Work Program is due to ADOT on May 1, 2025. The following are changes to the FY 26/27 Work Program in comparison to our FY24/25 Work Program:

Work Element 1: Public Involvement

- No changes

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

- **Certified Public Miles** requirements were added to the Work Program. SEAGO is now required to coordinate with our public agencies to verify and update public road ownership information and mileage totals using the Functional Classification change request tool set (<https://arcg.is/1L4rDD0>) provided by ADOT.
- **Model Inventory of Roadways Elements (MIRE) Considerations** were added to our Work Program. States must collect MIRE data on all public roadways to support safety analysis of **all roads in the State**. For traffic counting efforts specifically, ADOT encourages counting and sharing data on select Local, Minor & Major Collectors in order to estimate Annual Average Daily Traffic (AADT) on lower functionally classified roadways.

Work Element 3: Data Collection

- No changes

Work Element 4: Transportation Improvement Program

- No changes

Work Element 5: Regional Planning Coordination

- No Changes

Work Element 6: Section 5311, Rural Public Transportation Program

- No Changes

Work Element 8:

- No changes

SEAGO Annual Work Program Budget

- No changes

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

Attachments:

- SEAGO FY 26/27 Annual Work Program

Action Requested:

☐ Information Only

☒ Action Requested Below:

A motion to approve SEAGO's FY26/27 Annual Work Program and Budget

Southeastern Arizona Governments Organization (SEAGO)

Two-Year Work Program

State Fiscal Years 2026 - 2027

July 1, 2025 – June 30, 2027

I. Work Program Purpose

Biennially 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 in accordance with the Work Program Agreement terms and conditions. The WP Agreement requires each COG to comply with all applicable Federal and State requirements. This WP describes transportation planning activities to be conducted by the COG between July 1, 2025 and June 30, 2027.

II. Work Program Approval Schedule

ACTIVITY/EVENT	DATE	RESPONSIBILITY
Begin Working on Draft WP	March	COG & ADOT
ADOT Provides First WP Draft to COG	March 7	ADOT
WP Comments to ADOT Regional Planner	April 11	COG
Regional Council Approval of WP (Optional)	May 23	COG
Final WP Due to Regional Planner	May 23	COG
SPR / STBG Funding Authorization Request Letters to MPDAuthorization@azdot.gov	May 23	COG
Final Invoice for WP ending June 30	July 30	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 providing a reasonable opportunity to comment by the public) during the development of 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: <https://azdot.gov/sites/default/files/2019/05/tcro-policy-update.pdf>.
- For areas that do not meet the National Ambient Air Quality Standards, coordinate with ADOT Air Quality staff to comply with interagency consultation requirements.
- The COG must exercise the State's tribal consultation and coordination protocol. The purpose for this provision is to ensure compliance with the [ADOT Department-Wide Native Nation/Tribal Government Consultation policy](https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/41/02051.htm) and Arizona Revised Statute Section 41-2051, Subsection C - Responsibilities of state agencies located at: <https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/41/02051.htm>. An ADOT Tribal Transportation Consultation Online Training Course and Handbook are available on the Arizona Tribal Transportation website at: <https://aztribaltransportation.org/training>.

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 by stakeholder agencies.

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

2.1 HPMS Traffic Data Collection and Reporting

The Highway Performance Monitoring System (HPMS) is a national level requirement of all states to provide data on all federally functionally classified roadways. The requirements include data on the extent, condition, performance, use and operating characteristics of the nation's roads and highways. The HPMS contains administrative and extent of system information on all public roads, while information on other characteristics is represented in HPMS as a mix of universe and sample data for arterial and collector functional systems. (<https://www.fhwa.dot.gov/policyinformation/hpms.cfm>)

Logical Groups	Minimum Count Cycle ¹	Volume Only vs. Classification Counts ²
Principal Arterial & NHS Connectors ³	3-year	Classification Counts Needed on all NHS
Minor Arterial, most Collectors, & Ramps	6-year	Volume Counts Only (except on Sample Panels)
Local and Rural Minor Collectors	Unstated ⁴	Volume Counts Only
Sample Panels ⁵	According to functional system	Volume and Classification

Source: HPMS Field Manual, December 2016, Chapter 4, Item 21-27 (pages 4-51 through 4-60).

Notes:

¹ Collecting traffic counts more frequently than the above stated minimum count cycle requirements is permissible and particularly encouraged in high growth and other select areas.

² Vehicle Classification counts provide more detailed distribution of total traffic volumes into vehicle type categories. Classification Counts for HPMS should be grouped into FHWA's 13 vehicle classification categories.

³ In Arizona, all Principal Arterials are on the National Highways System (NHS). NHS Connectors can exist off the Principal 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.

⁴ Page 5-7 of the HPMS Field Manual, under the Count Cycle heading, implies a 6-year cycle for rural minor collectors and non-functionally classified roads. Pages 5-3 and 4-52 fail to specifically state a cycle. Other traffic estimation methods are expected on these roads in supplementing field counts to comply with new MIRE data reporting requirements, which call for yearly AADT estimations on all paved roads starting in 2026.

⁵ HPMS 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. Full bidirectional 15-minute bin vehicle classification traffic counts are required at Sample Panel locations which then facilitates reporting of additional traffic statistics (peak hour and directional factors, as well as truck traffic). Volume only counts, required on all functionally classified roads, inform annual changes to the selection of Sample Panels. A listing or map of Sample Panel locations can be provided upon request to ADOT.

ADOT acknowledges and accepts the responsibility for data accuracy and timely reporting of Highway Performance Monitoring System (HPMS) data under State Statute and Federal Regulations and Policy. This does not limit the necessary COG participation in either the data collection process or meeting reporting requirements requested by the State. Consistent with 23 USC 134 and 23 CFR 450 et seq., participation is needed in the interest of potentially increasing the distribution of FHWA funding to the State, promoting consistency between transportation improvements and State and local planned growth, meeting traffic safety reporting requirements, and enhancing the integration of connectivity of the transportation system across and between modes, providing successful, cohesive, long-range transportation plans.

1. **Traffic Data:** ADOT requests the COG and its member agencies to conduct traffic data collection to supplement the State's needs. ADOT heavily relies on local and regional participation to ensure federal HPMS compliance, particularly on roadways functionally classified above local such as Minor Arterials, Major Collectors, and Urban Minor Collectors. Locally managed data collection efforts are not only preferred, but highly encouraged in promoting the importance of data management and data quality by the road owner/maintainer. However, where member agencies are not positioned to collect traffic data, counts should be collected at the COG's level to supplement member agencies' efforts. In addition to these three categories, ADOT requests that all collected traffic count data be submitted for all other roadways, regardless of the functional classification or the federal aid eligibility. Local road information is used to provide more accurate traffic data estimates for the Model Inventory of Roadway Elements (MIRE) data reporting, statewide VMT calculations and modeling services to regional planning partners, ADOT groups, and the Federal Highway Administration.

The COG shall coordinate with ADOT to facilitate the collection of traffic count data as described on the ADOT Multimodal Planning Division Traffic Monitoring Section website: <https://azdot.gov/planning/transportation-analysis/traffic-monitoring>.

To facilitate meeting the federal reporting deadlines, available data should be reported in the MS2 Transportation Count Data System (TCDS) on at least a monthly basis in the form of raw data from traffic counting devices. Submission of the raw traffic count data is needed by February 1st of each calendar year for inclusion in that year's HPMS submission. Reporting shall be a collaborative effort among ADOT, COGs, MPOs, TMAs, and member local public agencies. To facilitate this requirement, ADOT shall:

- schedule training sessions,
- assist with integrating data from continuous counters to TCDS and Traffic Movement Count (TMC) modules,
- offer assistance in the form of short term counts and possible permanent counter installation, and
- provide ad-hoc support and system enhancements as needed (aztrafficdata@azdot.gov).

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. **Certified Public Miles (CPM):** Another important piece to the data supply chain for federal reporting is the total number of public road miles within the state, or the Certified Public Miles (CPM) (<https://arcg.is/fD9vG>). As per 23 CFR § 460.3, the Governor of **each** state is required to annually certify and submit CPM. In Arizona, the governor has delegated this responsibility to the director of ADOT. ADOT Multimodal Planning Division (MPD) will compile the updated information into a single report that is submitted to FHWA by June 15 of each year. To meet this annual requirement, public agencies are requested to verify and update public road ownership information and mileage totals using the Functional Classification change request tool set (<https://arcg.is/1L4rDD0>) provided by ADOT. The CPM mileage statistic is one of the contributing factors to the state apportionment for federal funding and is based on the All Roads Network of Linear Referenced Data (ARNOLD) (<https://arcg.is/1KuzzO1>), which ADOT MPD Data Analytics Section maintains, manages and reports to the Federal Highway Administration for the annual HPMS.

3. **Model Inventory of Roadways Elements (MIRE) Considerations:** At the federal level, HSIP and Safety Performance Management Measures Final Rules Overview 23 CFR Part 924 establishes 37 fundamental data elements (FDE) that are a subset of the Model Inventory of Roadway Elements (MIRE) (<https://arcg.is/54CyD0>) that states must collect on all public roadways (ARNOLD network mentioned above) to support safety analysis. The MIRE FDE's expand on the extent of reporting for specific data elements on the HPMS ARNOLD network, because of this, ADOT will need to expand the data collection efforts to functionally classified Minor Collectors and Local roads. Where COG's are already collecting or maintaining this data, ADOT encourages data sharing efforts. For traffic counting efforts specifically, ADOT encourages counting and sharing data on select Minor & Major Collectors in order to estimate Annual Average Daily Traffic (AADT) on lower functionally classified roadways.

- Note: There are no requirements for COGs to collect MIRE FDE as part of their planning process, however if COGs apply for HSIP funding, in order for ADOT to rank and approve applications for HSIP funds, the application must demonstrate they are compliant with 23 U.S.C. 148 and 23 CFR 924 via project location, countermeasure identification, cost/benefit, and FDE, etc.

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:

- Traffic data collected by or for COG member agencies must be loaded to the web based MS2 TCDS application where it can be reviewed, processed, and analyzed by ADOT.

- Where a contractor is used to collect traffic count data (rather than public agency staff), contracts should specify that counts be delivered/uploaded by the contractor to the MS2 TCDS. Sample contract language is available from ADOT, that includes the following requirement to the contractor:
- All traffic count data must be uploaded into the MS2 Traffic Count Data System (TCDS) repository in a format that is compatible with that system. Traffic count locations (blue squares) must exist on the MS2 TCDS prior to loading traffic counts. Traffic data files uploaded to the MS2 TCDS must be named with the Location ID corresponding to respective count stations on the MS2 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 should be uploaded no later than by February 1st of the next year. For example: by February 1st, 2025, all the traffic data collected within the COG in the calendar year 2024 should be uploaded onto TCDS and be available to ADOT for processing to the HPMS data report.
- If permanent/continuous count data is being collected on non-state system roadways, the LPA and/or COG should work with ADOT to link count stations to the MS2 TCDS module where continuous counts can be leveraged in understanding traffic distributions and in developing updated seasonal and annual growth factors.
- All collected traffic count data is needed irrespective of the functional classification or the federal aid eligibility of the roadway segment and, therefore, should be shared/loaded to the MS2 TCDS.
- Customizable quality control parameters (built into the TCDS system) should be reviewed to facilitate data quality.
- COG, LPA, and private contractor users of the MS2 TCDS should coordinate with the ADOT Data and Information Group (aztrafficdata@azdot.gov) regarding administration of the MS2 TCDS and best practices regarding things like site naming convention and upload procedures. Training may be provided by ADOT staff and/or its contractor as needed.

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.

Work Element 3: Functional Classification and Data Reporting

3.1 Federal Functional Classification:

- If a functional classification change is needed, the COG or LPA agrees to submit the change to the ADOT We Love Your Input online application.
- As of March 2025, the current application is available at <https://arcg.is/0KGbu90>. An upgraded version of this application is expected to be released by late 2025. The new URL will be distributed to the COGs and LPAs once available.
- Work with [ADOT MPD Data Analytics staff](#) with any follow-up questions or requests for documentation to support the change request.
- Note: for any FC changes:
 - A valid traffic count is preferred in order to be considered. If a new facility is being classified, then the surrounding roads will need a valid traffic count.

- Submittals should include as much detail justifying the functional class change, including whether the road meets any or all of the typical characteristics and qualitative descriptions outlined in the [Highway Functional Classification: Concepts, Criteria, and Procedures document](#), tables 3-5 and 3-6.

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: § 93.109 - Criteria and procedures for determining conformity of transportation plans, programs, and projects, §93.110 - Criteria and procedures: Latest planning assumptions, § 93.111 - Criteria and procedures: Latest emissions model, § 93.112 - Criteria and procedures: Consultation, § 93.116 - CO, PM10, PM2.5 hot-spots, and § 93.118 and/or § 93.119 - Emissions budget and/or Interim emissions.

- 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 regional and/or project level conformity analysis for the nonattainment areas.

Timely implementation of Transportation Control Measures, §93.113(d), § 93.117 PM10 and PM2.5 control measures.

- 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 as requested. 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.

- 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):

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 projects and 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 ADOT Financial Management Services regarding Obligation Authority and expiring funds.
- 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) composed 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 COG 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;
- Coordinate with stakeholders to encourage participation in ADOT planning studies relevant to the region; and
- Approve projects for submission to the AZ SMART Fund and other ADOT programs as applicable.

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 Administrator(s) with a prioritized list of recommended improvements within their specified timeframe; and
- Provide input to ADOT District Administrator(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.

IV. Work Elements – Public Transportation / Transit

Work Element 6: 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.

6.1 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);

6.2 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.

6.3 Planning and Coordination

- Include an analysis of Intercity Travel needs for the region.
- 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.

6.4 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 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.

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

Work Element 7: Travel, Training, and Direct Expenses

- Pursuant to 2 CFR 200.475, all travel for the COG and its Contractors funded through the WP Projects must comply with the COGs policies for Travel. In the absence of an established written policy regarding travel costs, the rates and amounts established under 5 U.S.C. 5701-11 ("Travel and Subsistence Expenses; Mileage Allowances"), by the Administrator of General Services, or by the President (or their designee) pursuant to any provisions of such subchapter must apply to travel under Federal awards (48 CFR 31.205-46(a)). Travel costs paid to contractors or other non-ADOT-employees must always be supported by appropriate documentation. The COG is responsible for assuring its travel

policies and any costs submitted for reimbursement do not exceed the rates designated by the U.S. General Services Administration (GSA). A per diem lookup printout should be included with the submission of receipts; the lookup tool is available at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Additionally, the GSA bulletins are available at: <https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation/fttr-and-related-files#TravelPerDiemBulletins>.

- 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 for the following special circumstances:
 - Out of state travel and/or
 - Single-occurrence travel for an individual or event of \$5,000 or more.
- For the mentioned travel circumstances, the WP or email should clearly identify the activity and describe how the activity ties to the delivery of the transportation planning process.
- Itemized receipts for travel-related expenses, except for meals and incidentals, will be required for all reimbursement requests. Receipts for meals and incidentals are required to be retained for 5 years by the requesting agency for audit purposes. When in travel status, only actual expenses are reimbursable, within reimbursement limits as described and established by the rates for travel in the COG Travel Policy, but cannot exceed federal GSA-established rates. Failure of COG staff or their TAC/Board/Council representatives to follow the COG Travel Policy may result in a reimbursement request being rejected.
- ADOT and FHWA have the right to decline travel/conference activities if the activity does not seem “necessary and reasonable” to carry out the transportation planning process.
- Capital expenditures for the purchase of equipment are allowable as direct costs, provided that items with a unit cost of \$10,000 or more have the prior written approval of FHWA or ADOT.
- Please refer to the U.S. General Services Administration website for a list of travel-related expenses that are incidentals, the reimbursement of which will reduce the amount available for meals, and other travel related expenses, the reimbursement of which does not reduce the amount available for meals.
- Lodging reimbursements related to non-state events (i.e. conferences, conventions, and meetings) may not exceed the least federal reimbursement rates for lodging.

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.

Planned / Anticipated COG Out of State Travel Schedule			
Anticipated Dates	Location	Event Description	Total Estimated Cost

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DRAFT

Projects to be Procured

The WP shall include either a separate table or an identifier for each project in the budget to clearly indicate whether that project is expected to be a new procurement for contractors/consultants to perform the project or to purchase items. This is separate from projects to be distributed to previously-awarded on-call contract(s) already assessed for a DBE Goal. The table or project information in the case of an identifier must include the work element and a project title.

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 (SEAGO)

Executive Director

Date

Regional Council Chairperson (Optional)

Date

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

ADOT MPD Director

Date