

# Northern Arizona Council of Governments Annual Work Program Amendment 1

**State Fiscal Year 2017  
July 1, 2016 – June 30, 2017**

## 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 30<sup>th</sup>.

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

**The WP work elements are developed to meet the eight planning elements of MAP-21.**

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

8. Emphasize preservation of the existing transportation system.

## II. Work Elements - Roadways

### Work Element 1: Public Involvement

#### 1.1 Public Involvement Plan:

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

#### 1.2 Public Involvement Activities:

Public involvement activities will include the following:

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

#### 1.3 Consultation:

Consultation activities will include the following:

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

#### 1.4 Web Site:

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

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

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

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

### **2.1 HPMS Data Collection and Reporting**

#### *2.1.1 HPMS Module on TDMS data requirements*

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

- Name of road and termini;
- Jurisdiction responsible for ownership;
- Jurisdiction responsible for maintenance;
- Facility type (one-way/two-way roadway/structure);
- Section length (mileage);
- Number of through lanes;
- Type of surface (pavement surface type);
- Functional Classification;
- Raw traffic counts (including date collected), factored AADT volumes or AADT volume estimates (AADT = Average Annual Daily Traffic).

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

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

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

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

#### *2.1.2 TCDS Module on TDMS data requirements*

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

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

### *2.1.3 Administrative Support, Training and Compliance*

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

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

## **Work Element 3: Data Collection**

### **3.1 Functional Classification:**

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

### **3.2 Data for Population Projections and Estimates**

Ensure that population data from the COG region is collected according to requirements of the Arizona Department of Administration.

- Actively participate in the Department of Administration 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 Department of Administration by the prescribed due date.

## **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.

- Through ESTIP, 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 ESTIP;
- 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.
- To maintain access to ESTIP log in every 30 days.

### **4.2 Project Management & Administration:**

Provide management and administration services for transportation projects, studies, and plans of regional significance.

- Administer the *Regional Strategic Transportation Safety Plan* for NACOG and CYMPO
- Administer regional HSIP projects for multiple Local Public Agencies
- Development and implementation of Geographic Information Services program for project managing, scheduling, and planning
- Project scoping services

## **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.

### 5.4 [Regional Strategic Transportation Safety Plan \(RSTSP\):](#)

[Develop a formal plan to address appropriate planning steps and actions that will lead to the increased regional safety through a reduction of deaths and serious injuries to all transportation users. The RSTSP will provide practical implementation guidance allowing safety projects and programs to advance in northern Arizona.](#)

- [Utilize MAP-21 guidelines and technical analysis to identify Transportation Safety Strategies with emphasis areas to reduce or eliminate safety hazards](#)
- [Organize and facilitate committee meetings and outreach activities](#)
- [Develop an Implementation Plan to support the RSTSP](#)
  
- [Identification and prioritization of safety projects supporting specific strategy areas](#)
- [Develop Benefit to Cost Ratio Analysis](#)
- [Identification of funding sources \(federal/non-federal\) that support proposed projects](#)

## 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 preparation of Coordinated Mobility Program grant applications as needed. Provide technical support to applicants that need help in preparing accurate and complete applications, submitting invoices, and submitting routine quarterly reports.
- Conduct an annual application review to prioritize applications based on need in a manner consistent with the implementation strategies of the Regional Human Services & Public Transportation Coordination Plan and available funding.

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

- Convene a regional coordinating council that meets on at least a quarterly basis, or sub-regional councils in larger regions.
- Solicit participation in coordination planning from seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human services providers; and other members of the public.
- Maintain, update, and implement the Regional Human Services and Public Transportation Coordination plan using ADOT and FTA guidelines. Coordination planning efforts and strategies will be documented in this plan; implementation will be oriented to achieving the strategies and actions identified by the regional coordination council as priorities. In State FY 2016 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 inventory of passenger vehicles in the region used for public and human service agency transportation services. These inventories will include those funded by ADOT funds and other vehicles in the transportation providers' fleets. (In addition, please see 7.3 for Intercity requirements)
- Create, maintain, and update, on the MPO/COG website, an easy-to-find directory of available transportation services. This will include information on hours of service, eligibility, cost, and information on how to obtain more information about using the services.

**6.3 Build capacity among subrecipients to comply with federal requirements.**

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

- Support the provision of training to sub-recipients as needed.

#### **6.4 Collect Quarterly Report Data**

- Collect quarterly reports from all sub-recipients in the Coordinated Mobility Program grants, including all agencies with vehicles on lien.
- 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 validate source data to support the Quarterly Report Data.

### **Work Element 7: Section 5311, Rural Public Transportation Program**

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

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

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

#### **7.1 Grantee application assistance**

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

#### **7.2 Participate in the annual evaluation process**

- Upon request (which may occur bi-annually, as needed), 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.
- Update the Five Year Transit Plan. This may be included as an optional component to the Regional Human Services and Public Transportation Coordination Plan;



- Work with ADOT and the TAC to prioritize and recommend transit service and facility improvements in the region;
- Participate in planning or operational studies, as needed, when changes in service within the region are considered;
- Collaborate with sub-recipients to develop safety, security and emergency management plans;
- Collaborate with sub-recipients to develop capital improvements with other public, private and non-profit agencies/stakeholders in the region.

**7.4 Build capacity among subrecipients to comply with federal requirements.**

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

**Work Element 8: Section 5304, Regional Mobility Implementation Plan**

This work element is funded with planning funds from the FTA Section 5304 program. These funds may be used for:

- Rural Transit Planning
- Small Urban Transit planning as part of regional transit planning
- Regional Transit Planning

NACOG shall self-administer a Regional Mobility Implementation Plan for the purpose of performing a comprehensive inventory and evaluation of mobility conditions in Coconino, Apache and Navajo Counties. The Plan will result in strategic implementation steps identifying strategies and projects (and corresponding sponsors) meeting the region's transportation needs of the over the next five years. This Study will update the *Northern Arizona Regional Human Services Transportation & Public Transit Coordination Plan*, the tool used to identify and prioritize the allocation of funding services.

See project scope of work for detailed performance expectations and project timeline.

## 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.

### Northern Arizona Council of Governments (NACOG)



Digitally signed by Chris Fetzer  
DN: cn=Chris Fetzer, o=NACOG, ou=Administration,  
email=chris.fetzer@nacog.org, c=US  
Date: 2016.12.09 10:56:21 -07'00'

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**Chris Fetzer**  
NACOG Executive Director

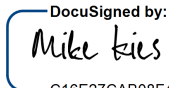
**Date**

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**NACOG Regional Council Chairperson**

**Date**

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

DocuSigned by:  


12/13/2016

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**Michael Kies**  
ADOT MPD Division Director

**Date**