

# Transportation Planning Policy & Procedure Manual

## Executive Summary

### **Purpose:**

Effective capture and use of resources warrants adaptation in a competitive and evolving transportation environment. This Manual serves as a platform to accomplish this task by formalizing NACOG’s planning methodologies using a modern framework inclusive of procedures, schedules, responsibilities, and policies.

### **Configuration:**

The Manual is a resource guide focusing on NACOG’s core planning and contractual deliverables. Each chapter includes a narrative overview supported by exhibits and recommended resources for staff and member agencies. The Manual is reflective of regional principles while also including best practices from multiple statewide agencies.

<i>Chapter 1</i>	<i>Introduction</i>
<i>Chapter 2</i>	<i>Statewide &amp; Regional Planning Overview</i>
<i>Chapter 3</i>	<i>Federal Aid Program</i>
<i>Chapter 4</i>	<i>Highway Performance Monitoring &amp; Reporting</i>
<i>Chapter 5</i>	<i>Data Collection</i>
<i>Chapter 6</i>	<i>Transit Planning</i>

### **Development:**

Staff conducted 7 public input sessions between Feb-Aug 2015 where an estimated 3-dozen comments/recommendations were documented for consideration. The Transportation Technical Subcommittee provided the latest review.

### **Procedures:**

At the request of member agencies, the Manual includes resources to assist in successful transportation planning. Examples include procedures and timelines to accomplish specific tasks (i.e. selecting a project, or submitting TIP amendment). These tools will further guide the agency in proactive planning, programming, and funds management.

### **Policies:**

The Manual establishes 7 policies. The intent of these policies is to formalize and document specific issues of significance, and to improve accountability. Below is a summary of all policies with brief description of intention:

Policy	Title	Description	Intent	Pg(s)
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1	Regional Council Authority	The Regional Council is granted authority through its powers and duties for approving and/or ratifying all regional Plans including but not limited to the Regional Transportation Improvement Program and Regional Coordination Plan.	Formalize approval/governance.	10, 14
2	Transportation Policy Advisory Committee Authority	Regional Council empowers the Transportation Policy Advisory Committee with decision-making authority for regional Plan modifications. All TPAC actions shall be ratified by Regional Council.	Enable agility in decisions impacting TIP or Plans when Regional Council unable to meet.	11, 14
3	Demonstrating Commitment	Project sponsors must demonstrate their commitment to TIP one year in advance of project initiation. The project will be deleted from the TIP if sponsor does not commit, and project funds will revert back to region for reprogramming.	Accountability measure to ensure sponsor/region maintains schedule to design project. Allows region to advance another project if sponsor exhibits non-committal.	24, 34
4	Sponsor Project Initiation	Project sponsors will submit project initiation letters to ADOT/NACOG no less than 6 months in advance of TIP schedule. Failure to adhere to this schedule will jeopardize project development and increase risk in forfeiting federal aid.	Accountability measure to ensure sponsor maintains schedule required to design project.	28, 34
5	Sponsor responsibilities	Sponsors are responsible submitting project status reports to NACOG in February, April, October, and December for inclusion into regional TIP development report. Status report will include completed milestones (15%, 30%, 60%, 95%, 100% plan review), delays, and budget status (design review, project cost estimate).	Modifying reporting requirements to allow staff to collaborate with committees regarding status of TIP health. Allows for more proactive decision making, actions.	29, 34
6	Project Phasing & Funds Usage	Federal Aid STP design projects shall be programmed in the TIP a minimum of three (3) years in advance of a federal aid construction phase. Federal Aid HSIP "system" design projects shall be programmed in the TIP a minimum of one (1) year in advance of a federal aid construction phase. Federal Aid HSIP "spot" design projects shall be programmed in the TIP a minimum of three (3) years in advance of a federal aid construction phase. Project sponsor determines preferred federal allocations for all project phases.	Present policy inhibits use of monies in design, which has created consternation with local sponsors.  Phasing further allows sufficient time for sponsors to complete design phase. Historically, the phasing has been too close together.	29, 34
7	Coordination	The <i>Regional Human Services and Public Transit</i>	Process will enable	45, 46,

	Planning Process	<p><i>Coordination Plan</i> assesses the transportation network, identifies gaps/needs, identifies potential projects meeting needs of specific populations, and prioritizes funding allocations. The Plan requires intensive management and planning activity by NACOG with the active participation of local stakeholders to evaluate impact and eligibility of all potential federally funded projects. This is referred to and the “<i>Coordination Planning Process</i>”. Agencies interested in participating in the annual Section 5310 Grant Program should follow the <i>NACOG Coordination Planning process</i> including, but not limited to, submitting vehicle inventory information and projects of interest to determine their eligibility and priority for funding support.</p>	<p>region to prioritize grant solicitations to ADOT.</p> <p>Allows region to understand potential impact of proposals, with education and adaptation as needed.</p>	54
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