

Fiscal Year 2012

Transportation Programming Guidebook



Maricopa Association of Governments

November 2011



INFORMATION



SCHEDULE



CONTACT



RESOURCES

TABLE OF CONTENTS

	Section 1: Introduction	1
	a. FY 2012 Transportation Programming Focus Areas	2
	b. MAG Committe Structure	3
	Section 2. Regional Transportation Programming	4
	a. MAG Regional Transportation Plan & Transportation Improvement Program (TIP)	4
	b. Changes to Programmed Transportation Projects	5
	c. Transportation Modeling and System Analysis	9
	d. Public Involvement	10
	e. Air Quality Conformity Analysis	11
	Section 3. Available Transportation Funds.....	12
	a. MAG Half Cent Sales Tax Funds	12
	b. State & Local Funds	13
	c. MAG Federal Transportation Funds.....	13
	Section 4. MAG Regional Funding Allocations and Projections	21
	Section 5. Transportation Project Categories and Contacts	24
	a. Freeway/Highway	24
	b. Transit.....	25
	c. Arterials	30
	d. Arterial Life Cycle Program	30
	e. Bicycle & Pedestrian	33
	f. ITS	34
	g. PM-10 Certified Street Sweepers & Pave Unpaved Road.....	35
	h. Bridge Replacement and Rehabilitation	37
	i. Highway Safety Improvement	38
	j. Railroad Crossings	39
	k. Transportation Enhancements	42
	Section 6. MAG Federal Fund Program	44
	a. Transit Project Prioritization Process.....	44
	b. Competitive Project Selection Process for MAG CMAQ Funds	45
	i. Applications	46
	ii. Competitive Project Selection Process.....	46
	Section 7. Local Sponsored Federal Fund Project Development.....	49
	a. Outline of Federally Funded Local Government Projects	51
	Appendix A - TIP Project Change Request Form	55
	Appendix B – CMAQ Improvement Program Fact Sheet	56
	Appendix C - Bridge Tables	62
	Appendix D – MAG Federal Fund Programming Guidelines and Procedures.....	63

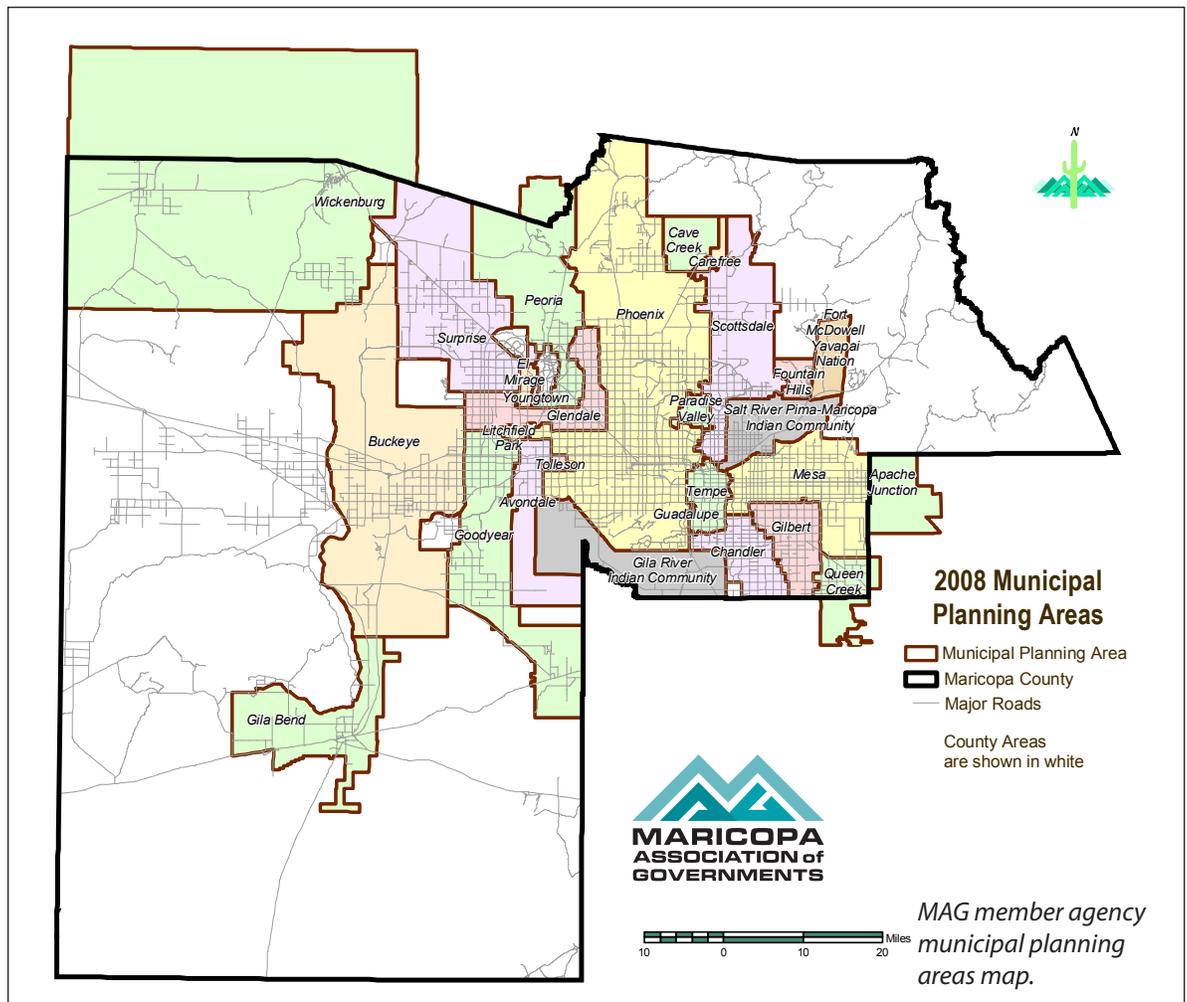
ACRONYMS

ADOT	Arizona Department of Transportation
ALCP	Arterial Life Cycle Program
AQCA	Air Quality Conformity Analysis
AQTAC	Air Quality Technical Advisory Committee
CMAQ	Congestion Mitigation and Air Quality
CTOC	Citizens Transportation Oversight Committee
EPA	Environmental Protection Agency
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
HOV	High Occupancy Vehicle
HURF	Highway User Revenue Funds
ITS	Intelligent Transportation Systems
MAG	Maricopa Association of Governments
MAG-STP	MAG Surface Transportation Program
OA	Obligation Authority
PTF	Public Transit Funds
RARF	Regional Area Road Funds
RC	Regional Council
RPTA	Regional Public Transportation Authority
RTP	Regional Transportation Plan
RTPFP	Regional Transportation Plan Freeway Program
SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act— A Legacy for Users
STAN	Statewide Transportation Acceleration Needs
STIP	State Transportation Improvement Program
STP-HES	Surface Transportation Program—Hazard Elimination and Safety
STP-RR	Surface Transportation Program—Rail Road Crossing
STP-TEA	Surface Transportation Program—Transportation Enhancements
TAC	Technical Advisory Committee
TCM	Transportation Control Measures
TERC	Transportation Enhancement Review Committee
TIP	Transportation Improvement Program
TLCP	Transit Life Cycle Program
TPC	Transportation Policy Committee
TRC	Transportation Review Committee

INTRODUCTION

The Maricopa Association of Governments (MAG) Transportation Division is responsible for the region's Transportation Improvement Program (TIP); the long range Regional Transportation Plan (RTP); facilitating the selection of projects to be programmed with Federal Funds; modeling roadway conditions, vehicle models, and congestion; long range transportation planning; and working with our member agencies through the MAG Committee Process for direction.

The purpose of the *Transportation Programming Guidebook* is to provide MAG member agencies information, instructions, and deadlines on the different transportation programs. This publication does not duplicate the information in the RTP or the TIP Report, but is a compilation of resources available to member agencies on how transportation projects are programmed in the MAG Region. The handbook explains the available transportation funds, funding allocations, and projections as they relate to programming transportation projects. This guide is also a source to find the different requirements, resources, policies, processes, schedules, and contact information organized by types of transportation projects.



FY 2012 Transportation Programming Focus Areas

In FY2012, MAG will not be preparing a new TIP or RTP; the FY2011-2015 MAG TIP and RTP 2010 Update that were approved by MAG Regional Council on July 28, 2010 will continue to be the documents that guide transportation development in the region. In FY2012, MAG will focus on:

1. Programming federal funds for street sweepers, safety projects, transportation enhancement projects,
2. Programming the 2012 Transit Program of Projects,
3. Making Project Changes to the FY2011-2015 MAG TIP and RTP 2010 Update, and
4. Normal processes like updating the regional lifecycles for freeways, arterials, and transit; and the Closeout of the federal fund program.

Project Changes will be an integral part of the FY 2012, as it is MAG's goal to ensure projects are accurately reported in the TIP.

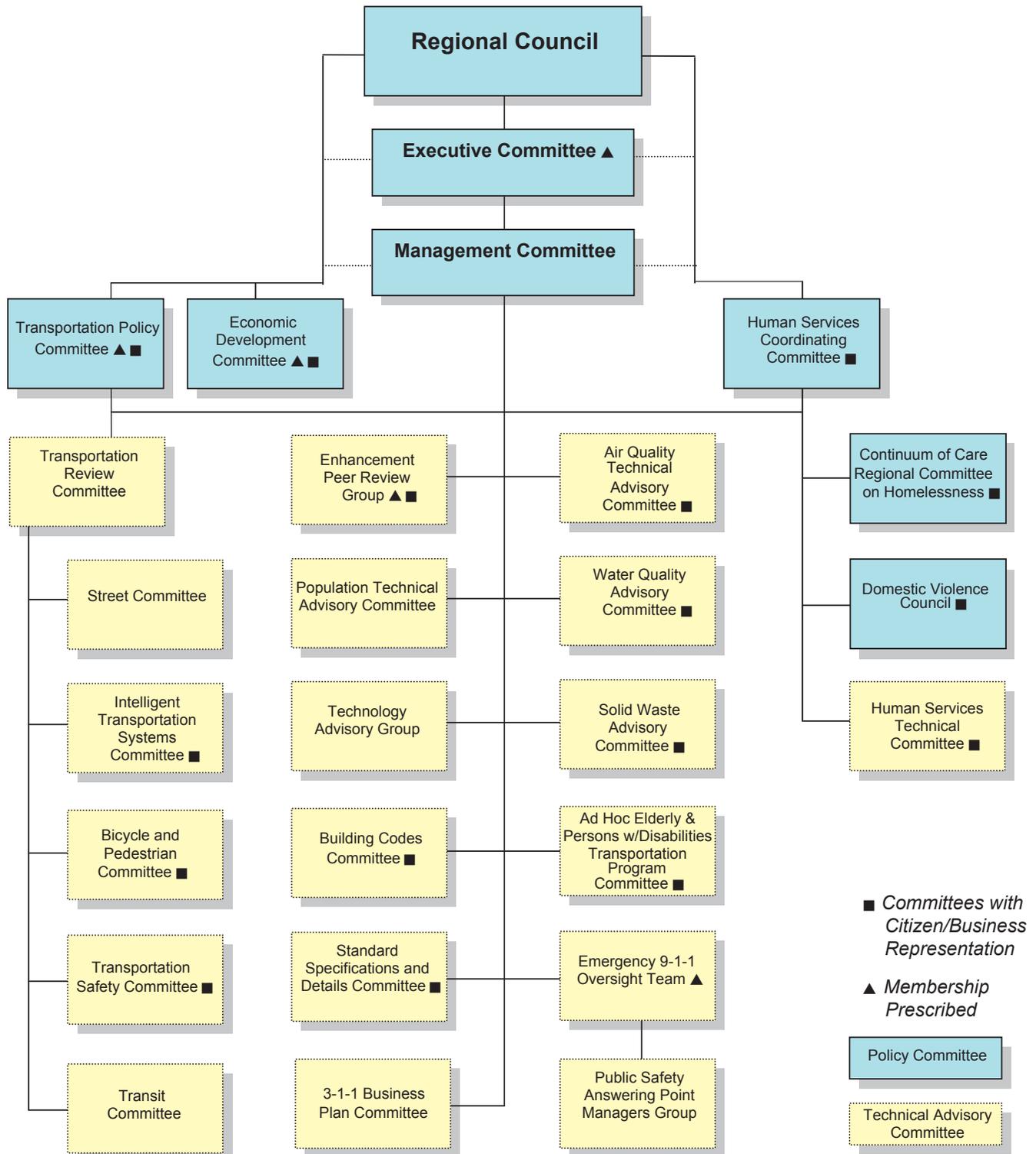
There will not be a competitive federal CMAQ project selection process for arterial ITS, bicycle, pedestrian, and PM-10 pave dirt road projects in FY 2012. All federal CMAQ funds directed to arterial ITS, bicycle and pedestrian projects in 2012-2014 are fully programmed in the FY 2011-2015 MAG TIP. Due to a possible significant reduction in federal funds for transportation, MAG will not move forward in programming CMAQ funds for specific projects in FY2015 at this time. Once Congress has approved a bill, MAG will work with the region to adjust programming and policies as needed.

The MAG regional transportation programming, planning, and modeling process have been designed to respond to Federal and State mandates directed at the metropolitan transportation planning processes, including the requirements of the Federal Safe, Accountable, Flexible, and Efficient Transportation Equity Act – A Legacy for Users (SAFE-TEA-LU) and Arizona State statutes related to House Bill 2292 and House Bill 2456. MAG member agencies play a critical role supporting information for transportation projects.

The MAG Committee Process is an integral part of the transportation programming process and is responsible for reviewing and approving the multiple stages of programming the TIP and the RTP.

If there are any significant changes to schedules in the Guidebook, a new version will be printed and MAG member agencies will be notified.

MAG Committee Structure



REGIONAL TRANSPORTATION PROGRAMMING



Regional Transportation Plan 2010 Update & 2011-2015 MAG Transportation Improvement Program

The Regional Transportation Plan (RTP) 2010 Update and the FY2011-2015 MAG Transportation Improvement Program (TIP) were approved by MAG Regional Council on July 28, 2010. It is planned that a new MAG TIP will begin development in FY 2013.

For more information about the RTP 2010 Update, please see the RTP itself at:

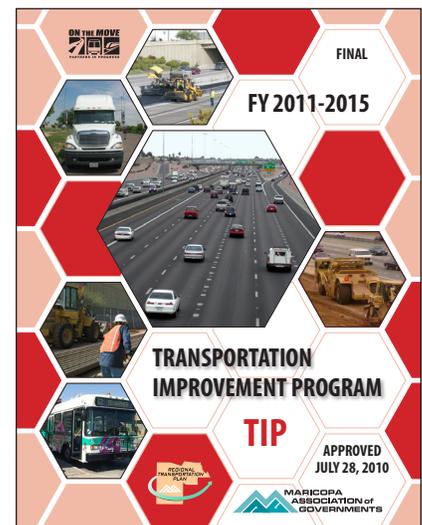
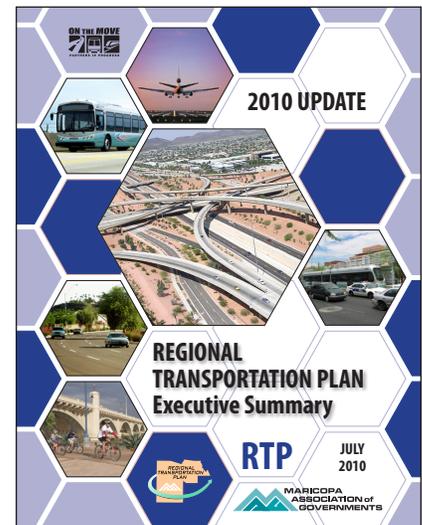
www.azmag.gov/Projects/Project.asp?CMSID2=1126&MID=Transportation.

The FY 2011-2015 MAG TIP is an element of the MAG Regional Transportation Plan (RTP), which is the region's long range transportation plan. Projects included in the FY 2011-2015 MAG TIP are drawn from projects defined in the RTP and major elements of the RTP, such as the life-cycles for transit, arterial streets and freeways and the MAG Federal Fund Program

The Federal funded and regionally significant projects come from three major elements of the region's long range plan—the RTP:

1. Proposition 400 projects in the three life cycle programs: Freeway, Arterial, and Transit;
2. The MAG Federal fund program; and
3. Local sponsored projects.

The 2011-2015 Transportation Improvement Program (TIP) is a listing/program of transportation projects covering a 5 year period. To meet federal requirements, the 2011-2015 TIP reports on all projects programmed with federal funds identified in Title 23 and Title 49 of the US Code and on all regionally significant projects that are funded with Federal and non-federal funds. The TIP also reports on projects that have obligated with federal funds in the most recent previous federal fiscal year.



RESOURCES

MAG defines a regionally significant project as:

A transportation project that is on a facility which serves regional transportation needs (i.e., urban freeways, other urban or rural principal arterials; and the one-mile grid street network and extensions thereof), and would normally be included in the modeling of the transportation network.

Projects that are greater than one-half mile in length, impacts freeways or freeway interchanges, or alters the number of striped through-lanes for motor vehicle use, are reflected in the transportation network used by MAG for regional transportation modeling purposes.

In addition, fixed guideway transit facilities (e.g., trackage for light rail service, or dedicated busways) that serve regional transportation needs also meet the definition of a regionally significant project.

The government agency with jurisdiction for approving the project has the responsibility of determining whether or not a transportation project is regionally significant and for providing information on the regionally significant projects through the interagency consultation process to MAG.

For more information about the FY 2011-2015 MAG TIP, please go to:

<http://www.azmag.gov/Projects/Project.asp?CMSID=1140&MID=Transportation>.

The TIP is listed as a PDF, and additionally, excel tables for transit and highway projects are available for download for ease of project information. Any time there are approved project changes, the TIP webpage and excel project tables will be updated.

Changes to Transportation Projects

Project Changes will be an integral part of the FY 2012. It is MAG's goal to ensure projects are accurately reported in the FY 2011-2015 MAG TIP.

Member agencies should contact the MAG Transportation Division if a project change concerns either a federally funded or regionally significant project that is listed in the current FY 2011-2015 MAG TIP or needs to be added. Projects that are federally funded must appear in a TIP, and changes/additions of regionally significant projects affect the compliance of the region with air quality plans, regulations, and laws. Examples of project changes or additions: member agency reprioritization of transportation projects, a shift in project schedule that affects the current year, addition/deletion of a project due to availability of funds, administrative corrections, project cost increases/decreases, etc.

To better serve member agency needs in this area, it is requested that members complete a Project Change Request Form as identified in Appendix A. This form is available for agencies to download at:

<http://www.azmag.gov/Projects/Project.asp?CMSID=1140&MID=Transportation>.



This Excel sheet is designed to facilitate and standardize MAG member agency requests to changes to projects in the adopted MAG Transportation Improvement Program (TIP).

Once the Project Change Request Form is completed and submitted, MAG will make necessary amendments, administrative modifications to the currently programmed TIP, RTP, and ALCP. MAG staff will determine if the project change request is an administrative modification or an amendment to the TIP and RTP.

Project change requests to the TIP and RTP will be approved through the MAG committee process and depending on the type of administrative modification, it will either go through the committee process or will be handled by MAG staff. As defined by FHWA, administrative modifications to the TIP include:

- Revise a project description without changing the project scope or conflicting with the environmental document,
- Revise funding for project phases. Additional funding is limited to the lesser of 25% of the total project cost or \$ 5million,
- Cost decreases,
- Change sources of funds,
- Change a project lead agency,
- Program federal funds for advance construction conversion,
- Change program year of funds within the 4-year FTIP/STIP – provided Expedited Project Selection Procedures are in place,
- Split or combine individually listed projects, provided cost, schedule and scope remain unchanged,
- Change required information for grouped or lump sum project listings,
- Administrative modifications may be used for programming FTA projects from the previous FTIP. Prior year funding must be differentiated from the current year funding by including narrative in the project description or in the MPO Comment area, and
- Make minor changes to the FTA funded grouped project listings. Minor changes include changing the # of transit vehicles purchased by 20% or less and changes to the fuel type of transit vehicles.

There are 4 types of administrative modifications that MAG Regional Council approved for MAG staff to complete and not go through the MAG committee process:

- Revise a project description without changing the project scope or conflicting with the environmental document,
- Cost decreases
- Change sources of funds
- Split or combine individually listed projects, provided cost, schedule and scope remain unchanged,

All approved project change requests and MAG staff administrative modifications will be submitted to ADOT, FHWA, and FTA for modification in the MAG TIP and State TIP (STIP).

These will be approved through the MAG Committee Process on a quarterly basis, as noted in the following table.

Please note: MAG Project changes receive final approval to be included in the Statewide TIP (STIP) by ADOT, then FHWA and FTA. The approved FHWA and FTA amendments have a different amendment/administrative modification approval numbers than the MAG approval numbers.

MAG's approved project changes, and excel spreadsheets of project listings are posted on the TIP webpage:

<http://www.azmag.gov/Projects/Project.asp?CMSID=1140&MID=Transportation>,

and the FHWA and FTA approved amendments can be found at ADOT's website:

http://www.azdot.gov/MPD/priority_Programming/pdf/stip/amendments/amendments.htm.



SCHEDULE

Project Changes - Fiscal Year 2012	
2011	
September	DUE DATE: Please submit Project Change requests to MAG by September 9, 2011
	Transportation Review Committee (TRC) review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP*
October	Managers, Transportation Policy Committee (TPC), and Regional Council (RC) review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP*
November	DUE DATE: Please submit Project Change requests to MAG by November 23, 2011
December	9th: TRC review/recommend/approve project changes to amend/administratively modify the current TIP, RTP, and ALCP*
2012	
January	Managers & Executive Committee review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP*
March	DUE DATE: Please submit Project Change requests to MAG by March 16, 2012
	TRC review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP*
April	Managers, TPC and RC review/recommend/approve project changes to amend/administratively modify the current TIP, RTP, and ALCP*
June	DUE DATE: Please submit Project Change requests to MAG by June 15, 2012
	TRC review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP*
July	Managers, TPC and RC review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP*

*Project changes are completed as needed.

Programming Transportation Projects

In FY 2012 MAG will be focusing on programming federal funds for street sweepers, safety, and transportation enhancement. The normal processes like updating the regional lifecycles for freeways, arterials, and transit; and the Closeout of the federal fund program will also continue. A new process, the Transit 2011 Program of Projects will be administered as well. Please see **Section 5** and **Section 6** for more information that is presented by transportation project categories that includes schedules, guidance, and evaluations.

Transportation Modeling and System Analysis

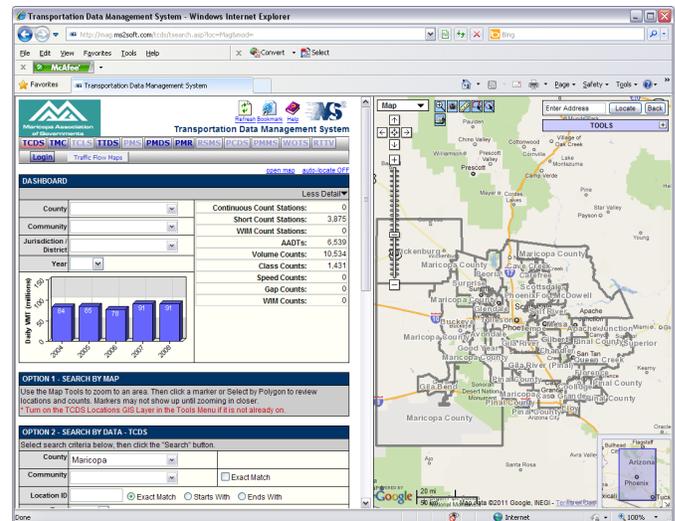


INFORMATION

After the MAG Staff works with member agencies on data collection for the RTP and the current TIP, the information is used for the transportation system analysis, transportation modeling and travel forecasting. The regional transportation planning process requires analysis and forecasting of travel demand and level of service provided by the regional transportation system. This information is fundamental for timely recognition of the future transportation challenges and development of appropriate planning solutions. It is important to perform these functions on a system-wide regional level, so that system wide effects and interrelationships between different elements of the transportation system can be properly reflected.

This component of the regional transportation programming involves task of collecting, maintaining, analyzing, forecasting and delivering information relevant to the regional transportation infrastructure and travel planning. The information is utilized by MAG, its member agencies and by the consulting community working on local and regional planning and design projects. Travel simulations produced by the program serve as a major input for local highway and transit planning and design efforts as well as for regional transportation planning and air quality analysis.

Major activities scheduled for the 2012 fiscal year include updates and recalibration of the MAG travel demand forecasting model; development of new modeling tools and approaches that are required in order to address emerging planning challenges; data collection and data management activities required for the development and maintenance of the regional travel forecasting tools and analysis of regional travel and traffic trends. MAG is finalizing implementation of the GIS Transportation system that will be utilized in the future RTP processes for the purposes of modeling networks development, editing and tracking of RTP information.



CONTACT

MAG - Transportation Division

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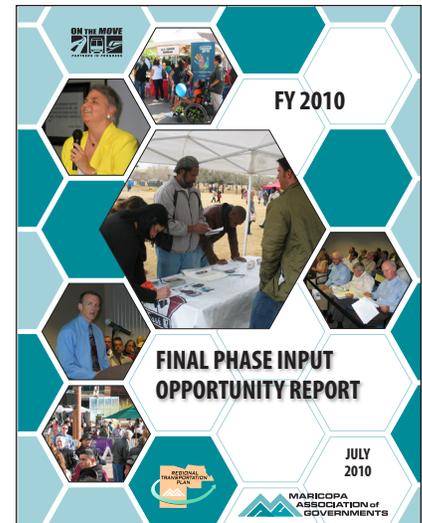
e-mail: vlivshits@azmag.gov

Public Involvement



INFORMATION

MAG's Public Participation Plan is a response to requirements included in federal legislation and is divided into four phases: Early Phase, Mid-Phase, Final Phase, and Continuous Involvement. The Early Phase meetings ensure early involvement of the public in the development of the transportation plans and programs. The Mid-Phase process provides for input on initial plan analysis for the Draft RTP and the Draft TIP, and includes a public hearing on regional transportation issues. The Final Phase provides an opportunity for final comment on the Draft RTP, Draft TIP, and Draft Air Quality Conformity Analysis, prior to final approval, and also includes a public hearing. In addition, continuous outreach is conducted throughout the annual update process.



It is important to note that MAG's public involvement process parallels the TIP and RTP update cycles. Due to a variety of factors, MAG is exploring possible improvements to the composition of the transportation programming, planning and public involvement processes. Any improvements or changes will be made available to MAG member agencies as soon as possible. To learn more about ongoing public involvement opportunities and communications, please see the Communications web page:

<http://www.azmag.gov/Projects/Project.asp?CMSID=1118>.



RESOURCES

MAG – Communications Division

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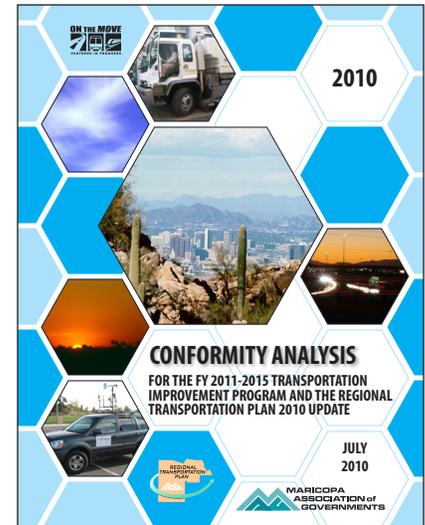
CONTACT

Air Quality Conformity Analysis



INFORMATION

The Clean Air Act links transportation and air quality. Portions of Maricopa County are designated as a nonattainment for particulate matter (PM-10) and eight-hour ozone, and as a maintenance area for carbon monoxide. According to Environmental Protection Agency (EPA) regulations, transportation conformity requirements apply to all nonattainment or maintenance areas. Transportation plans, programs, and projects for the nonattainment or maintenance areas in the Maricopa County area must comply with requirements of the federal transportation conformity rule. The final determination of conformity on the Transportation Improvement Programs and Regional Transportation Plans, and any major plan revisions, is the responsibility of the Federal Highway Administration and the Federal Transit Administration.



All regionally significant projects proposed to be funded with federal funds and non-federal funds must be included in the TIP. The federal transportation conformity rule defines a regionally significant project as “a transportation project (other than an exempt project) that is on a facility which serves regional transportation needs (such as access to and from the area outside of the region, major activity centers in the region, major planned developments such as new retail malls, sports complexes, etc., or transportation terminals as well as most terminals themselves) and would normally be included in the modeling of a metropolitan area’s transportation network, including at a minimum all principal arterial highways and all fixed guideway transit facilities that offer an alternative to regional highway travel.”



CONTACT

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RESOURCES

MAG conformity analysis page:

<http://www.azmag.gov/Projects/Project.asp?CMSID2=1080&MID=Environmental%20Programs>

AVAILABLE REGIONAL TRANSPORTATION FUNDS

As shown in **Chart 1**, the major regional funding sources that are available in the region for transportation projects include:

- Half-Cent Sales Tax
- Local Funds
- Arizona Department of Transportation (ADOT) Funds
- MAG Area Federal Transportation Funds

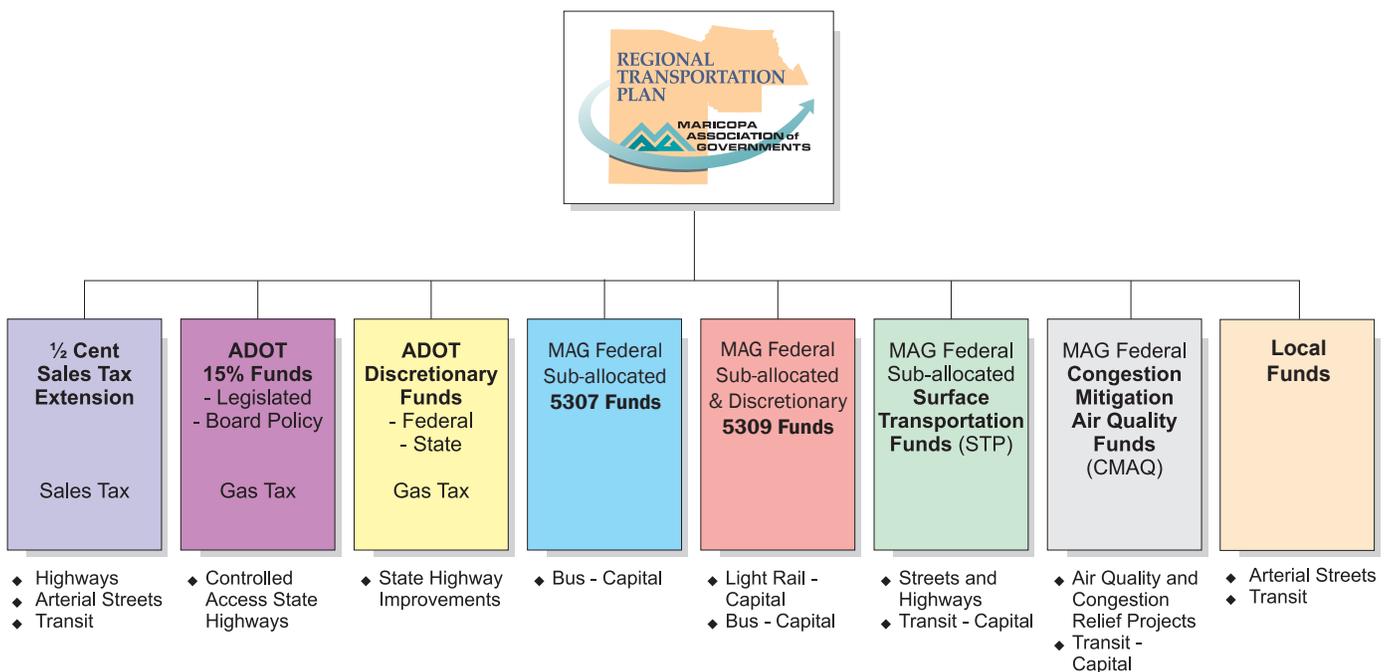


Chart 1: Major Regional Transportation Funding Revenue Sources

Half-Cent Sales Tax

The current half-cent sales tax extension approved through Proposition 400 went into affect on January 1, 2006. The revenues collected from the half-cent sales tax are deposited into the Regional Area Road Fund (RARF), and allocated between the Regional Transportation Plan Freeway Program (RTPFP) and the Arterial Life Cycle Program (ALCP); and into the Public Transportation Fund (PTF) for the Transit Life Cycle Program (TLCP). As specified in ARS 42-6105.E, 56.2 percent of all sales tax collections will be distributed to freeways and highways (RARF); 10.5 percent will be distributed to arterial street improvements (RARF); and 33.3 percent of all collections will be distributed to transit (PTF). The prioritization and project selection for these funds happens within each life cycle program. Please see **Section 5** for more details.



Local Funds

Local resources: taxes, bonds, general fund, Highway User Revenue Fund (HURF), state funds, and impact fees, allow member agencies to locally fund transportation projects, operations and maintenance, pavement preservation, and meet various match requirements for capital projects.



Arizona Department Of Transportation Funds

ADOT relies on funding from two primary sources: the HURF and Federal transportation funds. The HURF is comprised of funds from the gasoline and use fuel taxes, a portion of the vehicle license tax, registration fees and other miscellaneous sources.

MAG Federal Transportation Funds



In addition to the half-cent sales tax revenues, local funds, and ADOT funding, a number of Federal transportation funding sources are programmed in the current 2011-2015 MAG TIP.

For more detailed explanation about the Federal Transit funds, please see the Grant Programs webpage: http://www.fta.dot.gov/funding/grants_financing_263.html.

For more detailed explanation about the Federal Highway funds, please see FHWA's Fact Sheets on Highway Provisions: <http://www.fhwa.dot.gov/safetealu/factsheets.htm>.

Federal Transit 5307

Available to large urban areas to fund bus purchases, transit capital projects, preventative maintenance, and ADA/Para-transit operations (up to 10% of the sub-allocation). At least 1 percent of the funding apportioned to each area must be used for transit enhancement activities such as historic preservation, landscaping, public art, pedestrian access, and enhanced access for persons with disabilities. Purchases made under this program must include a 20 percent local match. These funds are programmed through a coordinated process between the development of the Transit Life Cycle Program (TLCP) and the MAG Committee Process, beginning with the MAG Transit Committee.

Federal Transit 5309 – New Starts

Available through discretionary grants from the FTA, and applications are on a competitive basis. They include grants for light rail, rapid/heavy rail, commuter rail, monorail, automated fixed guideway system (like a people mover), busway/high occupancy vehicle (HOV) facility, or an extension of any of these. To become a candidate for this program, candidates have to be successful completing the appropriate steps in the federal required major project development process. These funds are programmed through a

collaborative process between MAG and Valley Metro Rail/METRO. The METRO Light Rail starter line received these funds. The statutory match for New Starts funding is 80 percent Federal, 20 percent local, yet FTA encourages applicants to request federal funding at the highest rate possible.

Federal Transit 5309 – Rail and Fixed Guideway Modernization

These funds are allocated by a federal statutory formula to urbanized areas with rail systems that have been in operation for at least seven years. A 'fixed guideway' includes: heavy rail, commuter rail, light rail, monorail, trolleybus, aerial tramway, inclined plan, cable car, automated guideway transit, ferryboats, and high-occupancy vehicles (HOV) lanes.

These funds can be used for capital projects aimed at improving the existing facility including purchase and rehabilitation of rolling stock, track, line equipment, structures, signals and communications, power equipment and substations, passenger stations and terminals, security equipment and systems, maintenance facilities and equipment, operations support equipment including computer hardware and software, system extensions, and preventative maintenance.

These funds are programmed through a collaborative process through the Transit Life Cycle Program (TLCP) and the MAG Committee Process. The statutory match for New Starts funding is 80 percent Federal, 20 percent local.

Federal Transit 5309, 5318 – Bus and Bus Facilities - Discretionary

Funding can be used for the purchasing of buses for fleet and service expansion, bus maintenance and administrative facilities, transfer facilities, bus malls, transportation centers, intermodal terminals, park-and-ride stations, acquisition of replacement vehicles, bus rebuilds, bus preventative maintenance, passenger amenities such as passenger shelters and bus stop signs, accessory and miscellaneous equipment such as mobile radio units, supervisory vehicles, fare boxes, computers and shop and garage equipment.

Section 5318 is the Bus Testing Facility program. Under this program, one facility is used for testing a new bus model for maintainability, reliability, safety, performance (including braking performance), structural integrity, fuel economy, emissions, and noise. The program is administered under the Section 5309 Bus and Bus Related Facilities program. These discretionary funds can be allocated to projects via a competitive grant process or a Congressional earmark. If funding is received, the funds are programmed through MAG.

Federal Transit 5310 – Transportation for Elderly Person and Persons with Disabilities

This program provides formula funding to the state for the purpose of assisting private nonprofit groups in meeting the transportation needs of the elderly and persons with disabilities. These funds provide capital assistance through the State to organizations that provide specialized transportation services to elderly persons and persons with

disabilities. Eligible subrecipients are private non-profit organizations, governmental authorities where no non-profit organizations are available to provide service and governmental authorities approve to coordinate service. The federal match is 80 percent.

These funds are currently programmed annually through the Arizona Department of Transportation (ADOT) with a regional coordination effort lead by MAG and the MAG Elderly & Persons with Disabilities Transportation Committee. This committee consists of representatives from MAG member agencies and regional transportation agencies. The committee develops recommendations for ADOT regarding the prioritization of applicants to receive FTA Section 5310 capital assistance awards in the form of vehicles and related equipment to transport elderly individuals and persons with disabilities.

Please see **Section 5** of the Guidebook for more information.

Federal Transit 5311 – Rural and Small Urban Areas

The Rural and Small Urban Area program, is one that provides funds for capital and operating expenses in non-urbanized (rural) areas. The area eligible for these funds in the MAG Region are those found in the Avondale UZA, and outside the Phoenix UZA, for example, Wickenburg and Gila Bend. The federal match varies, depending on the use of funds; operating assistance is 50 percent of the net operating costs, projects meeting the requirements of ADA, the Clean Air Act or bicycle access projects may be funded at 90 percent.

These funds are programmed annually through the Arizona Department of Transportation (ADOT).

Federal Transit 5316 – Job Access and Reverse Commute (JARC) Program

The purpose of the JARC grant program is to assist states and localities in developing new or expanded transportation services that connect welfare recipients and other low income persons to jobs and other employment related services. Job Access projects are targeted at developing new or expanded transportation services such as shuttles, van-pools, new bus routes, connector services to mass transit, and guaranteed ride home programs for welfare recipients and low income persons who are unemployed or under-employed. These grants are designed to serve persons at or below 150% of the federally-defined poverty level. Reverse Commute projects are generally not constrained by end-user income level and provide transportation services to suburban employment centers from urban, rural and other suburban locations for all populations.

States and public bodies are eligible designated recipients; subrecipients can be private non-profit organizations, state or local governments, and operators of public transportation services. Capital planning and operating expenses are eligible expenses.

These funds are programmed on an annual basis at a federal 80 percent match for capi-

tal expenses and at a 50/50 match for operations. As designated by the Governor of the State of Arizona, the City of Phoenix Public Transit Department (PTD) administers JARC/NF program funds for large urbanized areas (population greater than 200,000) within the Maricopa County region of the state which currently consists of the Phoenix/Mesa Urbanized Area. The PTD's goals and objectives for the JARC/NF programs will directly reflect the purpose of the grants and the goals and strategies outlined in the regional Maricopa Association of Governments (MAG) Human Services Coordination Transportation Plan (HSCTP).¹

Federal Transit 5317 – New Freedom Program

The purpose of the New Freedom grant program is to provide funds to support the capital and operating costs of “new” (post August 2005 initiated) public transportation service focused on persons with disabilities, and to encourage public transportation alternatives which provide services and facility improvements to address needs that go beyond those required by the Americans with Disabilities Act (ADA). New Freedom projects may include activities permitting a transit operation to extend service beyond the ADA “complementary paratransit” service requirement of “1/4 mile either side of a fixed route” – or other constraints that many public transportation systems historically have had to adhere to or were otherwise financially constrained to improve upon.²

States and public bodies are eligible designated recipients; subrecipients can be private non-profit organizations, state or local governments, and operators of public transportation services. Capital and operating expenses for new public transportation services and new public transportation alternatives beyond those required by the American with Disabilities Act of 1990 (ADA), that are designed to assist individuals with disabilities

These funds are programmed on an annual basis at a federal 80 percent match for capital expenses and at a 50/50 match for operations. As designated by the Governor of the State of Arizona, the City of Phoenix Public Transit Department (PTD) administers JARC/NF program funds for large urbanized areas (population greater than 200,000) within the Maricopa County region of the state which currently consists of the Phoenix/Mesa Urbanized Area. The PTD's goals and objectives for the JARC/NF programs will directly reflect the purpose of the grants and the goals and strategies outlined in the regional Maricopa Association of Governments (MAG) Human Services Coordination Transportation Plan (HSCTP).³

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1. Program Management Plan, Sections 5316 & 5317 Job Access Reverse Commute and New Freedom Grant Programs, City of Phoenix Public Transit Department.
 2. Program Management Plan, Sections 5316 & 5317 Job Access Reverse Commute and New Freedom Grant Programs, City of Phoenix Public Transit Department.
 3. Program Management Plan, Sections 5316 & 5317 Job Access Reverse Commute and New Freedom Grant Programs, City of Phoenix Public Transit Department.

Federal Highway – MAG Surface Transportation Program (STP)

The most flexible Federal transportation funds and may be used for highways, transit or streets. Currently, all of the MAG STP funds are allocated to the ALCP and the FLCP as noted in **Table 1**. Through FY 2014, MAG has committed \$34.1 million per year in MAG Federal funds for completion of regional freeway system and the retirement of federal grant anticipation notes associated with this system. This commitment is to be met by first using STP-MAG funding and then by using CMAQ funding if there is not enough STP-MAG available. In addition, MAG has committed up to \$3 million per year for regional transportation planning and air quality studies and contingencies. Currently, all of the MAG STP funds are allocated and programmed through the ALCP and the FLCP as noted in **Table 1**.

Federal Interstate Maintenance (IM)

The Interstate Maintenance (IM) program provides funding for resurfacing, restoring, rehabilitating and reconstructing most routes on the Interstate System. These funds are programmed through ADOT on the highway system.

Federal National Highway System (NHS)

The program provides funding for improvements to rural and urban roads that are part of the NHS, including the Interstate System and designated connections to major intermodal terminals. Under certain circumstances, NHS funds may also be used to fund transit improvements in NHS corridors. These funds are programmed through ADOT on the highway system.

Federal Safe Routes to School (SRTS) Program



The program was established to enable and encourage children, including those with disabilities, to walk and bicycle to school; to make walking and bicycling to school safe and more appealing; and to facilitate the planning, development and implementation of projects that will improve safety, and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

Each year after deducting \$3 million for the administrative expenses of the program, the Transportation Secretary shall apportion the funds to States based on their relative shares of total enrollment in primary and middle schools (kindergarten through eighth grade), but no State will receive less than \$1 million.

Funds are to be administered by State departments of transportation to provide financial assistance to State, local, and regional agencies, including non-profit organizations that demonstrate the ability to meet the requirements of the program.

For infrastructure related projects, eligible activities are the planning, design, and construction of projects that will substantially improve the ability of students to walk and

bicycle to school. These include sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bike parking, and traffic diversion improvements in the vicinity of schools (within approximately 2 miles). Such projects may be carried out on any public road or any bicycle or pedestrian pathway or trail in the vicinity of schools.

Each State must set aside from its Safe Routes to School apportionment not less than 10 percent and not more than 30 percent of the funds for non-infrastructure related activities to encourage walking and bicycling to school. These include public awareness campaigns and outreach to press and community leaders, traffic education and enforcement in the vicinity of schools, student sessions on bicycle and pedestrian safety, health, and environment, and training, volunteers, and managers of safe routes to school programs. Please see **Section 5** for more information.

Federal Bridge Funding – BR

The Highway Bridge Replacement and Rehabilitation Program provides funds to assist the States in their programs to replace or rehabilitate deficient highway bridges and to seismic retrofit bridges located on any public road. These funds are administered through ADOT on a first come, first serve basis. There is a funding limitation of \$500,000 per project. Please see **Section 5** and **Appendix C** for more information. Eligible activities for this funding include:

- The total replacement of a structurally deficient or functionally obsolete highway bridge on any public road with a new facility in the same general traffic corridor;
- The rehabilitation that is required to restore the structural integrity of a bridge on any public road, as well as the rehabilitation work necessary to correct major safety (functional) defects; and
- Bridge painting, seismic retrofitting, calcium magnesium acetate applications, sodium acetate/formate, or other environmentally acceptable, minimally corrosive anti-icing and de-icing compositions or installing scour countermeasures.

Federal Highway – Congestion Mitigation Air Quality (CMAQ)

Congestion Mitigation Air Quality (CMAQ) funds are available for transportation projects or programs that will contribute to nonattainment or maintenance of the federal air quality standards. Projects may include a wide variety of highway, transit and alternate mode projects that contribute to improved air quality. While they are allocated to the state, Arizona's funds have been dedicated entirely to the MAG Region, due to the high congestion levels and major air quality issues in the region.

The MAG CMAQ funds are allocated to different modal categories and are noted in **Table 1**. The arterial/ITS, bicycle, pedestrian, and air quality make up part of the MAG federal funded program and each mode has an established competitive project selection process that

occurs when adding a new year to the MAG TIP. The federal match is 94.3%, unless noted otherwise. The MAG RTP adopted a minimum local cost share of 30% for CMAQ funded arterial ITS and bicycle and pedestrian projects, implying that the federal share is not greater than 70%.

MAG prepares a CMAQ assessment that includes the estimated emission reduction benefits and cost-effectiveness of the projects submitted by member agencies. This assessment is used by the Transportation Review Committee and modal committees in evaluating and prioritizing projects. MAG is currently in the process of developing its Congestion Management Process (CMP) that will be integrated into the CMAQ competitive process. The CMP will be complete by the summer 2010. MAG relies on a competitive application process to program CMAQ funds. For more detailed information, a fact sheet is provided in **Appendix B**.

The following activities are generally eligible for CMAQ:

- transportation activities in an approved State Implementation Plan;
 - transportation control measures to assist areas designated as nonattainment under the Clean Air Act Amendments of 1990;
 - pedestrian/bicycle off-road or on-road facilities;
 - traffic management/monitoring/congestion relief strategies;
 - transit projects, including the purchase of transit vehicles;
 - alternative fuel projects;
 - intermodal freight;
 - alternative fuel projects (including vehicle refueling infrastructure);
 - alternative fuels (including clean fuel fleet programs and conversions);
 - telecommunications;
 - travel demand management;
 - rideshare programs;
 - inspection and maintenance programs, with some notable restrictions;
 - public education and outreach activities;
 - project development activities for new services and programs with air quality benefits;
 - establishing/contracting with transportation management associations;
 - fare/fee subsidy programs;
 - experimental pilot projects/innovative financing; and
 - other transportation projects with air quality benefits.
- Transportation projects and programs that reduce transportation related particulate matter emissions such as: paving dirt roads and PM-10 certified street sweeping equipment. Also, paving unpaved shoulders and alleys are CMAQ eligible.

Federal Railroad Crossing – STP – Railroad (RR)

A share of STP is also set aside for address railroad crossing safety problems. These funds are administered by ADOT on a first come, first serve basis. The federal match is usually 94.3 percent. For local projects, ADOT has set a \$500,000 federal fund cap. Please see **Section 5** for more information.

Federal Hazard Elimination and Safety – STP-Hazard Elimination Safety (HES)

The purpose of HSIP is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads through the implementation of infrastructure-related highway safety improvements. ADOT is responsible for administering the state program with oversight from FHWA. ADOT's Highway Safety Section is responsible for the development of guidelines related to process and project eligibility. Twenty (20) percent of federal HSIP funds the state receives each year is sub-allocated to be programmed by the MPOs and COGs in the state, for safety improvement projects. A further 10 percent of HSIP is being directed by ADOT to safety improvement emphasis areas identified in the state's Strategic Highway Safety Plan. The balance 70 percent of HSIP will be available for safety improvements on all public roads in the state. The procedures for applying this portion of the federal HSIP funds for safety improvements are expected to be developed by ADOT in starting Fall 2010. It is anticipated that these new ADOT HSIP procedures will be applicable mainly for larger safety improvement projects in FY 2014 and beyond. The federal match is generally 94.3 percent, but can be as much as 100 percent in certain circumstances. Please see **Section 5** for more information.

Federal Transportation Enhancements – STP-Transportation Enhancements (TEA)

Derived from a ten percent set-aside of the STP funds apportioned to each State. Transportation enhancements are transportation-related activities that are designed to strengthen the cultural, aesthetic, and environmental aspects of the Nation's intermodal transportation system. The local match is 5.7%. Please see **Section 5** for more information. Eligible activities for this funding type include:

- Provision of facilities for pedestrians and bicycles (off-road or on-road facilities, including modification of existing public sidewalks to comply with the requirements of the Americans with Disabilities Act);
- Provision of safety and educational activities for pedestrian and bicyclists;
- Acquisition of scenic easements and scenic or historical sites (including the provision of tourist and welcome center facilities);
- Landscaping and other scenic beautification;
- Historic preservation;
- Rehabilitation and operation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals);
- Preservation of abandoned railroad corridors (including the conversion and use of pedestrian or bicycle trails);
- Control and removal of outdoor advertising;
- Archaeological planning and research;
- Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity, and
- Establishment of transportation museums.

MAG REGIONAL FUNDING ALLOCATIONS AND PROJECTIONS

The distribution of regional revenues takes into account Federal and State restrictions on how individual funding sources may be applied to specific program areas. The Regional Transportation Plan (RTP) allocated the available regional funds to the different multi-modal categories. **Table 1** displays the allocation of regional revenues in terms of percentages applied to each program area by funding source.

TABLE 1								
PERCENTAGE DISTRIBUTION OF REGIONAL REVENUES: FY 2010-2015								
(Percentage of Funding Source Total)								
Life Cycle Program	Modes	1/2 Cent	ADOT Funds	FTA (5307)	FTA (5309)	MAG-STP	CMAQ	Total Regional Funding
FLCP	Freeway	56.2%	100.0%			20.4%	19.1%	58.8%
ALCP	Arterial & ITS	10.5%				79.6%	13.4%	9.6%
TLCP	Bus Transit	18.9%		100.0%	17.0%		3.0%	17.0%
	Light Rail Transit	14.4%			83.0%		32.9%	13.4%
	Bicycle/ Ped.						17.0%	0.7%
	Air Quality						14.6%	0.6%
	Total	100%	100%	100%	100%	100%	100%	100%

These funding allocations are critical to the Transportation Programming Process as they determine the amount of funding designated per modal program/category. In addition, each modal program/category has different programming requirements, deadlines, and processes which are explained in **Section 5**.

The STP-MAG funds are committed to the ALCP and the RTPFP. The other major category of MAG federal fund program comprises funds from the Congestion Mitigation and Air

Quality Improvement Program (CMAQ). These funds are split between six major categories. Freeways will receive approximately 19 percent (for high occupancy vehicle lane expansion and freeway management system projects). The Arterial Street program will receive 13.4 percent of the funds, primarily for regional intelligent transportation system (ITS) solutions. The extension of the light rail transit system is scheduled to receive the largest share of CMAQ funds, almost 33 percent and bus transit receives 3 percent. Bicycle and pedestrian projects are targeted to receive 17 percent and the remaining funds, 14.6 percent, are allocated for air quality projects.

MAG Federal Fund Projections

As of July 2011, the Federal government has not reached agreement on the future funding levels for transportation for FY2012. FY2011 Federal funding was approved as Continuing Resolutions (CR) from the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

The annual appropriated Federal funds that are sub-allocated to the MAG region are Highway Surface Transportation Program (STP-MAG), Congestion Mitigation and Air Quality (CMAQ), Transit 5307 – Urbanized Area Formula Program, and 5309 – Rail and Fixed Guideway Modernization. These revenue sources are discussed below and summarized in Table 2 and Table 3. The 5307 and 5309-FGM projections have been revised based on actual apportionments from 2011. It is projected that a total of \$ 855 million (YOE \$'s) will be available from these federal sources for the implementation of projects in the MAG Region between FY 2012 and FY 2015.

Table 2 lists the projected apportionments for Federal Transit 5307 (Phoenix/Mesa and Avondale UZAs), 5309 – Fixed Rail & Guideway Modernization (FGM), and 5309 – Discretionary. Each Year in the FY 2011-2015 MAG TIP has been programmed with projects to meet the anticipated funds. The region will need to adjust programmed projects depending on actual allocations of fund to develop the FY2012 Program of Projects. Please see **Section 5 Transit** for more information.

Table 2					
MAG FEDERAL TRANSPORTATION FUNDS: FY 2012-2015					
(Year of Expenditure Dollars in Millions)					
	Transit				
Fiscal Year	5307 (PHX/MES)	530 (AVN)	5309-FGM	5309-Disc.	Total
2011 - Actual	52.6	1.0	3.6	6.0	63.2
2012	53.7	1.0	3.7	37.6	95.9
2013	54.7	1.0	3.7	54.6	114.1
2014	55.8		3.8	45.2	104.8
2015	56.9		3.9	53.8	114.6
Total 2012-15	221.1	2.1	15.1	191.2	429.5

Table 3 lists the projected obligation authority (OA) estimates of MAG CMAQ and STP for the FY2012-2015. As the region continues to work under CR's from SAFETEA-LU, the expected availability of federal funds for FY 2012-2015 are based on straight-line extrapolations. The MAG-STP is programmed through the Arterial Life Cycle Program (ALCP) and the Freeway Life Cycle Program. The programs have fully programmed projects in the FY 2011-2015 MAG TIP for the available funds.

Competitive CMAQ Program

The CMAQ funds are distributed based on the percent allocations as noted in **Table 1**. CMAQ Funds that are available to be programmed during FY 2012 are for PM-10 Certified Street Sweepers in 2012. All other modes are programmed through 2014. The distributions shown in **Table 3** are based off of the percent allocations in **Table 1**. Please refer to these specific modal categories in **Section 5** for more information and **Section 6** for programming processes.

Table 3									
MAG FEDERAL TRANSPORTATION FUNDS: FY 2012-2015									
(Year of Expenditure Dollars in Millions)									
	MAG STP			MAG CMAQ					
Fiscal Year	Fwy/Hwy	Arterial	Total	Fwy/Hwy	Arterial	Transit	Bk/Ped	AQ	Total
2011 - ACTUAL	\$ 34.1	\$ 25.0	\$ 59.1	10.3	7.2	19.4	9.2	7.9	54.1
2012	\$ 34.1	\$ 20.3	\$ 54.4	9.5	6.7	17.9	8.5	7.3	49.8
2013	\$ 34.1	\$ 21.2	\$ 55.3	9.7	6.8	18.2	8.6	7.4	50.6
2014	\$ 34.1	\$ 22.1	\$ 56.2	9.8	6.9	18.4	8.7	7.5	51.4
2015	\$ 34.1	\$ 23.0	\$ 57.1	10.0	7.0	18.7	8.9	7.6	52.2
Total 2012- 2015	136.4	86.7	223.1	38.9	27.3	73.2	34.7	29.8	203.9

*Obligation Authority is estimated at 90.6%

TRANSPORTATION PROJECT CATEGORIES AND CONTACTS



This section of the programming handbook contains detailed information that is organized by the type of transportation project/program. Each area will also include contact information, programming tools, and deadlines.

Freeways



INFORMATION

MAG cooperatively develops the Regional Transportation Plan Freeway Program (RTPFP) with ADOT. With the shortfall of revenues that the region has experienced in regional, state and local funds, MAG will work heavily with through the committee process for policy programming priorities. These decisions help guide the development of the RTPFP Life Cycle and the Five-Year MAG Regional Highway Construction Program. MAG collects information from ADOT to program the TIP and the RTP from these two sources. Biannual Life Cycle Certification Reports are produced at the end of January and July of each year. The Five-Year Construction Program is usually approved each June by the State Transportation Board. Once these are approved, they are incorporated into the TIP during the normal update schedule.



SCHEDULE

Regional Freeway Program - Fiscal Year 2012	
2012	
January - February	Life Cycle Certification of the Regional Transp. Plan Freeway Program Report Completed
June	AZ State Transportation Board approves Five Year Transportation Construction Program
July - August	Life Cycle Certification of the Regional Transportation Plan Freeway Program Report Completed

For member agencies or private developer's who have questions about freeway projects, please contact:



CONTACT

Arizona Department of Transportation

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<http://www.azdot.gov/Highways/RFS/index.asp>



RESOURCES

Life Cycle Certification: <http://www.azdot.gov/Highways/RFS/Certifications.asp>

Transit



INFORMATION

Through the MAG Committee process starting at the MAG Transit Committee, MAG programs transit projects to be funded with federal funds while working cooperatively with MAG member agencies, the designated grant recipient (City of Phoenix), and the transit operators in the region: City of Phoenix, Regional Public Transportation Authority (RPTA), Valley Metro Rail (METRO), City of Surprise, City of Glendale, City of Tempe, City of Scottsdale, and the City of Peoria.



FY 2012 will continue to be a transition year for transit programming in the MAG region focusing on:

- Developing regional transit programming guidelines for federal funds
- Integrating TLCPC material changes through the MAG Committee process
- Information gathering on operations, maintenance, and ADA budgets
- Finalizing the FY 2012 Transit Program of Projects
- Submitting federal grants to Federal Transit Administration (FTA)
- Updating transit project development status as needed
- Coordinating applications for 5310, 5316, and 5317 funds

Transit Program of Projects

What is the Transit Program of Projects? The Transit Program of Projects is a list of transit projects for a fiscal year, in this case FY 2012 that is reconciled with the actual Federal apportionments and allocations that are approved by Congress. The schedule of when MAG moves forward with the FY 2012 Transit Program of Projects is dependent on Congressional action, but in general, Congress usually approves the apportionments and allocations in the Spring, and then the reconciliation of funds can begin. The 2011-2015 MAG TIP has programmed projects with federal 5307, 5309, CMAQ-Flex funds, and STP-Flex funds in each of the five years to meet projected federal apportionments. Once apportionments are approved by Congress and made available to the public by FTA, MAG will then move forward to reconciling the projects programmed in 2012 with the available funds. The schedule is outlined on the following page; please note that months may vary depending on when Congress apportions the federal funds.





Transit Projects - Fiscal Year 2012	
2011	
August	MAG Transit Committee*
September	MAG Transit Committee*
October	MAG Transit Committee*
November	MAG Transit Committee*
December	MAG Transit Committee*
2012	
January	MAG Transit Committee*
February	MAG Transit Committee* Transit Stakeholder meeting to discuss projects for Federal Transit Discretionary grants
March	Transit Committee & TRC: Develop Draft FY2012 Transit Program of Projects & review, and recommend DRAFT List of Projects for Federal Transit Discretionary grants**
April	MC, TPC, RC: Approve FY2012 Transit Program of Projects and recommend List of Projects for Federal Transit Discretionary grants**
May	MAG Transit Committee*
June	MAG Transit Committee*
July	MAG Transit Committee*

* If needed

** Dependent of Federal reauthorization and timing of FY2012 apportionment



MAG – Transportation Division

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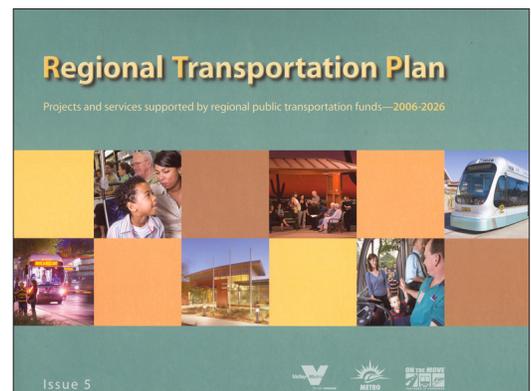
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Regional Transportation Plan Transit Brochure



Transit – 5310: Transportation for Elderly Person and Persons with Disabilities, 5316: Job Access and Reverse Commute (JARC) Program, 5317: New Freedom Program



INFORMATION

These three federal programs are programmed in the MAG Region on an annual basis through a competitive application process. 5310, 5316, & 5317.

Applications are available at:

<http://www.azmag.gov/Committees/Committee.asp?CMSID=1047&MID=Human%20Services>,
<http://www.phoenix.gov/PUBLICTRANSIT/>- (5316 & 5317 only), and
http://www.azdot.gov/mpd/Community_Grant_Services/ProgGuide.asp.

5310 – Transportation for Elderly & Persons w/ Disabilities

These funds are currently programmed annually through the Arizona Department of Transportation (ADOT) with a regional coordination effort lead by MAG and the MAG Elderly & Persons with Disabilities Transportation Committee. This committee consists of representatives from MAG member agencies and regional transportation agencies. The committee develops recommendations for ADOT regarding the prioritization of applicants to receive FTA Section 5310 capital assistance awards in the form of vehicles and related equipment to transport elderly individuals and persons with disabilities.

Please see the schedule below and contact DeDe Gaisthea with any questions.

5316 - JARC & 5317 – New Freedom

These funds are currently programmed annually through the City of Phoenix Public Transit Department with a regional coordination effort in collaboration with MAG, the Human Services Coordination Transportation Plan. The City of Phoenix has put together a Program Management Plan that outlines the Program Goals & Objectives, Roles and Responsibilities, Eligibility, Funding Requirements, Project Selection Process, Program Management and Monitoring, Fiscal Management, and Project Selection Criteria

Please see the schedule below and contact Wendy Miller for the Program Management Plan and for any questions.



SCHEDULE

5310 - Transportation for Elderly Person and Persons with Disabilities	
2012	
January	Public notice of funding available is submitted for publication, applications and support materials available
February	Proposal Assistance Workshop - MAG Office
March	Application Due (usually 6-8 weeks after workshop)
	EPDT-Application Training - MAG Office
	Public notice of applicants is submitted for publication
	Initial Scores & Question to MAG
	Applicant Presentations and EPDT-Priority listing
April	Draft priority listing forwarded to Management Committee
	Draft priority listing to ADOT
	Draft priority listing forwarded to Regional Council
	Final Priority Listing to ADOT
May	ADOT develops a statewide list
	Notification to applicants regarding recommended priority listing
June	ADOT to submit application to FTA
July - August	FTA evaluation and award
September	Award Notification
5316 - JARC & 5317 - New Freedom	
2012	
January	Applications and Support Material available to applicants - Week of January 25th
February	Proposal Assistance Workshop
March	Applications Due
	Published List of applicants for public comment
	Regional Selection Committee received applications, public comment and instructions for evaluation and ranking process
April	Applicant Interviews with Regional Selection Committee
	Regional Selection Committee provides final funding recommendations to City of Phoenix Public Transit Department
May	Phoenix Public Transit Department notification to applicants re: project selection
June	Appeal Deadline
	MAG TIP Amendment
July - October	FTA Application Process



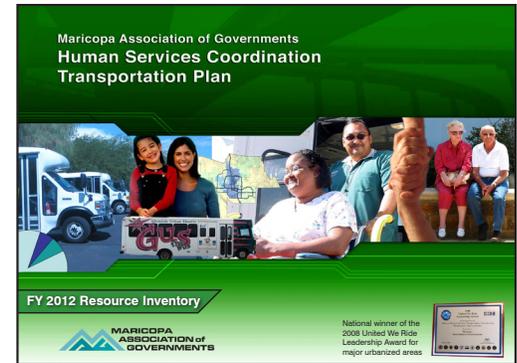
CONTACT

5310

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5316 & 5317

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RESOURCES

Elderly & Persons w/ Disabilities Transportation Committee website:

<http://www.azmag.gov/Committees/Committee.asp?CMSID=1047&MID=Human%20Services>

Arterials



INFORMATION

The arterial projects that are reported in the 2011-2015 TIP and RTP are programmed from two sources: (1) the Arterial Life Cycle Program (ALCP) and (2) member agency's local sponsored projects. Member agencies transmit project information through the TIP Data Entry System. For more information about the ALCP, please see below.



If there are changes to arterial projects listed in the FY 2011-2015 TIP, please go through the Project Change process, outlined in **Section 2**, to make modifications.



CONTACT

MAG – Transportation Division

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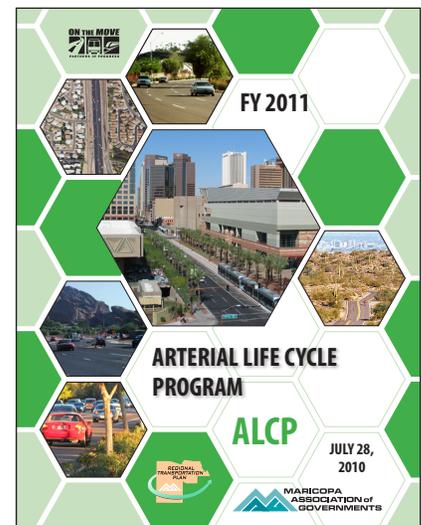
RESOURCES

MAG TIP FY 2008-2012 MAG TIP Data Entry System

Arterial Life Cycle Program

In 2004, MAG initiated development of the Arterial Life Cycle Program (ALCP) to provide management and oversight for the arterial projects contained in the Regional Transportation Plan (RTP). The ALCP is a key safeguard of Proposition 400 and represents almost \$1.7 billion of investment over a 20-year period.

The Arterial Life Cycle Program (ALCP) provides information for each project spanning the 20-year life cycle, including location, regional funding, year of work, type of work, status of project and the lead agency. The ALCP is updated on an annual basis each fiscal year (FY). However, updates may occur quarterly, as needed.



All project information is due to MAG by January 5, 2012. MAG Staff will assist Lead Agencies with the update process, including the appropriate schedule to follow for projects programmed in the ALCP. The ALCP project information is detailed in an excel workbook by each Lead Agency, which allows for members to update project status, work phases, and schedules. Information pertaining to the ALCP can be found at this webpage: <http://www.azmag.gov/Projects/Project.asp?CMSID2=1065&MID=Transportation>.



SCHEDULE

Arterial Life Cycle Program - Fiscal Year 2012	
2011	
August	TRC review/recommend/approve Draft FY 2012 ALCP
September	Management Committee (MC), Transportation Policy Committee (TPC), and Regional Council (RC) review/recommend/approve Draft FY 2012 ALCP
November	22nd: DUE DATE: Please submit Project Change requests for the current ALCP to MAG Staff
	28th: FY 2012 ALCP Update System available to Lead Agencies
December	8th: TRC review/recommend/approve project changes to amend/administratively modify the current TIP/RTP/ALCP*
2012	
January	5th: DUE DATE: Lead Agencies to submit FY2012/2013 ALCP Annual Update Project Data
	MC, TPC, and RC review/recommend/approve project changes to amend/administratively modify the current TIP/RTP/ALCP*
February	1st: DUE DATE: Lead Agencies requesting substitute projects or changes in scope to submit required materials for Street Committee Agenda Packet
	2nd: MAG Staff will provide Member Agencies with the first draft of the FY 2013 ALCP
	14th: First opportunity for Lead Agencies to present to the MAG Street Committee on proposed substitute projects and changes in scope for inclusion in the Draft FY 2013 ALCP
	17th: DUE DATE: Lead Agencies' comments/revisions on the Draft FY2013 ALCP due to MAG Staff
	29th: DUE DATE: Lead Agencies requesting substitute projects or changes in scope to submit required materials for Street Committee Agenda Packet
March	13th: First opportunity for Lead Agencies to present to the MAG Street Committee on proposed substitute projects and changes in scope for inclusion in the Draft FY 2013 ALCP
	15th: DUE DATE: Final date to make project schedule changes to the Draft FY2013 ALCP
	30th: MAG Staff will provide Member Agencies with a revised draft of the FY 2013 ALCP

Continued on next page.

2012 (continued)	
April	1st: DUE DATE: Lead Agencies to notify MAG Staff of FY 2012 RARF Closeout Project Eligibility
	12th: DUE DATE: Lead Agencies' comments/revisions on the Draft FY 2013 ALCP due to MAG Staff
	12th: DUE DATE: Please submit Project Change requests for the current ALCP to MAG
	16th: MAG Staff will determine the availability of RARF Closeout Funds and Eligible Projects
	26th: TRC review/recommend/approve project changes to amend/administratively modify the current TIP/RTP/ALCP* and the FY 2012 RARF Closeout ALCP Project recommendations
May	MC, TPC, and RC review/recommend/approve project changes to amend/administratively modify the current TIP/RTP/ALCP* and the FY 2012 RARF Closeout ALCP Project recommendations
	24th: TRC review/recommend/approve Draft FY 2012 ALCP
	30th: DUE DATE: Projects funded with FY 2012 RARF Closeout submit final versions of all ALCP Project Requirements
	31st: DUE DATE & TIME: Lead Agencies submit Project Reimbursement Requests for FY 2012 funding by 5:00 p.m. <i>Late Project Reimbursement Requests will not be accepted.</i>
June	7th: DUE DATE & TIME: Lead Agencies to submit final Project Reimbursement Requests for FY 2011 funding to be accepted as complete by MAG Staff by 5:00 p.m. <i>Late final Project Reimbursement Requests will not be accepted.</i>
	MC, TPC, and RC review/recommend/approve Draft FY 2013 Arterial Life Cycle Program



CONTACT

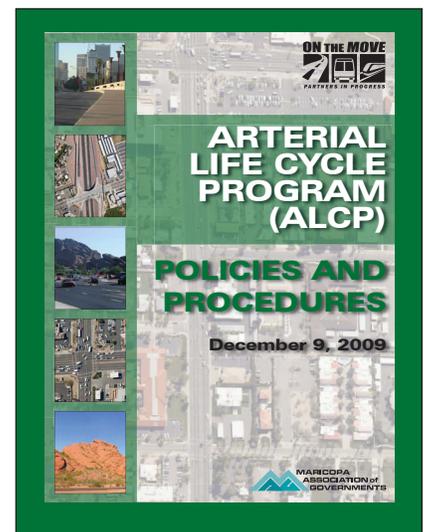
MAG – Transportation Division

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RESOURCES

**ALCP Policies & Procedures
 FY11 ALCP**



Bicycle and Pedestrian



INFORMATION

The bicycle and pedestrian projects that will be listed in the 2011-2015 TIP are programmed from the MAG Federal Fund Program.

The Regional Transportation Plan dedicates 17% of MAG CMAQ funding for bicycle and pedestrian project costs at a maximum 70% federal funding rate with a 30% local contribution. There is an established competitive project selection process to program projects with CMAQ funds that is explained in **Section 6**.

There will not be a competitive federal CMAQ project selection process for bicycle and pedestrian projects in FY 2012. All federal CMAQ funds directed to bicycle and pedestrian projects in 2012-2014 are fully programmed in the FY 2011-2015 MAG TIP. Due to a possible significant reduction in federal funds for transportation, MAG will not move forward in programming CMAQ funds for specific projects in FY2015 at this time. Once Congress has approved a bill, MAG will work with the region to adjust programming and policies as needed.

The Bicycle and Pedestrian Committee meets the third Tuesday of each month at 1:30 p.m. Please contact Maureen DeCindis with questions.



SCHEDULE

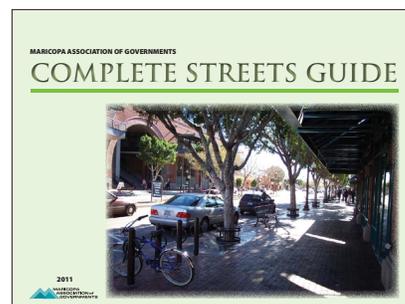
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CONTACT

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Intelligent Transportation Systems (ITS)



INFORMATION

The ITS projects that will be listed in the 2011-2015 TIP are programmed from the MAG Federal Fund Program.

MAG ITS Projects include: (i) Freeway ITS projects, and (ii) Arterial ITS projects. Funds for all Freeway ITS projects, through FY 2026, have been identified in the Regional Transportation Plan. These projects will support the expansion of the Freeway Management System.

There will not be a competitive federal CMAQ project selection process for ITS projects in FY 2012. All federal CMAQ funds directed to ITS projects in 2012-2014 are fully programmed in the FY 2011-2015 MAG TIP. Due to a possible significant reduction in federal funds for transportation, MAG will not move forward in programming CMAQ funds for specific projects in FY2015 at this time. Once Congress has approved a bill, MAG will work with the region to adjust programming and policies as needed.

The Intelligent Transportation Systems (ITS) Committee meets the first Wednesday of each month at 10:00 a.m. Please contact Sarath Joshua with questions.

MAG – Transportation Division

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Intelligent Transportation Systems

MAG ITS STRATEGIC PLAN UPDATE



APRIL 2001

MARICOPA ASSOCIATION of GOVERNMENTS



SCHEDULE



CONTACT

<http://www.azmag.gov/Committees/Committee.asp?CMSID=1050&MID=Transportation>

PM-10 Certified Street Sweeper and Pave Unpaved Road



The Maricopa County nonattainment area is classified as a Serious Area for PM-10 particulate pollution. PM-10 Certified Street Sweeper and Pave Unpaved Road projects support PM-10 measures in the regional air quality plans to reduce particulate emissions.

The FY 2011-2015 TIP provides funding for PM-10 Certified Street Sweeper and for Pave Unpaved Road projects. MAG is soliciting PM-10 Certified Street Sweeper Projects in the Maricopa County PM-10 Nonattainment Area from member agencies for federal fiscal year (FFY) 2012 Congestion Mitigation and Air Quality Improvement (CMAQ) funding. A minimum local cash match of 5.7 percent on the CMAQ eligible portion of the project is required. Following MAG Regional Council authorization of funding for the prioritized list of proposed PM-10 Certified Street Sweepers, MAG will send a letter to the agencies receiving CMAQ funds as notification to proceed. **It is important to note that the Federal Highway Administration (FHWA) has advised MAG that the procurement of CMAQ funded street sweepers should proceed after funding has been authorized by the MAG Regional Council.**

In the approved FY 2011-2015 MAG TIP, PM-10 Pave Unpaved Road projects have been programmed through FY 2014. There will not be a competitive project selection process for Pave Dirt Road Projects this year. It is anticipated that the next competitive application and programming process for Pave Dirt Road Projects will be for FY 2015 CMAQ funding in August 2012.



SCHEDULE

PM-10 Certified Street Sweepers - Competitive Federal Fund Programming Process	
2011	
August	1st: Federal Fund Project Applications available for PM-10 Certified Street Sweepers - FY2012 4th: Meeting: Street Sweeper Applications, 11:00 a.m. - 12:00/noon Valley Metro Offices, Suite 1300, Room 13A-C 101 North First Avenue, Phoenix
September	Thursday 15th: 12:00 p.m./noon - Due Date and Time, signed Project Applications due to MAG. Late Applications will not be accepted.
October	Street Committee reviews PM-10 Certified Street Sweepers - FY2012
November	Street Committee - second review (if needed) of project applications for PM-10 Certified Street Sweepers - FY 2012*
	AQTAC review and recommends CMAQ evaluations for PM-10 Certified Street Sweepers - FY 2012
2012	
January	Management and RC review/recommend/approve PM-10 Certified Street Sweepers - FY2012



CONTACT

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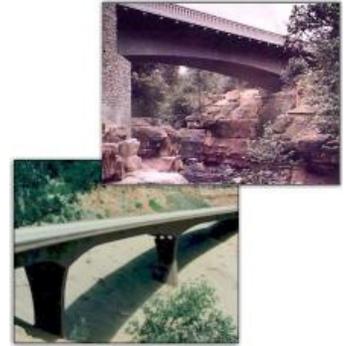
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Federal Fund Bridge Replacement and Rehabilitation Program



INFORMATION

The Federal Fund Bridge Replacement and Rehabilitation Program provides funds (BR) to assist the States to replace or rehabilitate deficient highway bridges located on any public road. To be eligible for this funding, a bridge must be over a waterway, other topographical barriers, other highways or railroads, and the bridge must be significantly important and unsafe because of structural deficiencies, physical deterioration or functional obsolescence. In general, bridges in the MAG region are in excellent shape compared with other regions and, especially compared to other States.

ADOT is the lead agency for the development and implementation of a Bridge Management System (BMS). The BMS that has been developed includes a computer database of bridge information, a software system for providing the analytical capabilities suggested by federal regulations and an on-going process for inspecting and collecting information on bridges throughout Arizona. In the MAG area, ADOT, the City of Phoenix and Maricopa County are involved in the inspection of bridges and the collection of bridge data.

Based on the information in the BMS, bridges are assigned a sufficiency rating. This rating takes into account: structural adequacy and safety, serviceability and functional obsolescence, and importance for public use. To qualify for funds, a bridge must be included in the ADOT Statewide Inventory of Bridges and be inspected on a regular interval either by ADOT or the local jurisdiction. Bridges with a sufficiency rating below 50 and structurally deficient or functionally obsolete are considered for replacement funds. Bridges with a sufficiency rating between 50 and 80 are eligible for rehabilitation funds. Replacement of bridges rated greater than 50 may be eligible if rehabilitation alternatives are not feasible and/or rehabilitation would not remove all the deficiencies. This federal funding is available to all MAG member agencies that have bridges listed in **Appendix C**, and is administered by ADOT.

Appendix C lists bridges that are classified as either structurally deficient or functionally obsolete and that have a sufficiency rating below 80.

The federal match for this program is 94.3% and the ADOT bridge program averages around \$4 million per year statewide. The funds are available on a first-come, first-serve basis. ADOT has set a \$500,000 federal funding cap on local sponsored projects.



CONTACT

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Highway Safety Improvement Program



INFORMATION

The Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) established the Highway Safety Improvement Program (HSIP) as a core Federal-aid program. The purpose of HSIP is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads through the implementation of infrastructure-related highway safety improvements. ADOT is responsible for administering the state program with oversight from FHWA. ADOT's Highway Safety Section is responsible for the development of guidelines related to process and project eligibility. Twenty (20) percent of federal HSIP funds the state receives each year is sub-allocated to be programmed by the MPOs and COGs in the state, for safety improvement projects. The annual HSIP sub-allocation to the MAG region (referred to as MAG-HSIP), starting in FY 2010, is \$1,000,000. A further 10 percent of federal HSIP (referred to as ADOT Discretionary-HSIP) is being directed by ADOT to safety improvement emphasis areas that are identified in the state's Strategic Highway Safety Plan. The balance 70 percent of HSIP (referred to as statewide-HSIP) is programmed by ADOT and is available for larger road safety improvement projects on any public road statewide.

The next opportunity for programming MAG HSIP funds will be for projects in FY 2012 through FY 2014. In August 2011, MAG will be announcing a call to identify projects for both MAG-HSIP and Statewide-HSIP funds available in the identified years.

Programming Process for MAG-HSIP Funds

MAG-HSIP funds are programmed based on a call for projects and a recommendation from the MAG Transportation Safety Committee. These projects must meet eligibility requirements for federal safety funds. Based on guidance from ADOT, MAG-HSIP funds are applied primarily for making systematic road safety improvements that would also qualify as Categorical Exclusion Type 1 – requiring minimal clearance requirements.

Programming Process for ADOT Discretionary-HSIP

These funds are programmed by ADOT.

Programming Process for Statewide-HSIP Funds

A formal multi-year project programming process for this portion of the federal HSIP funds (statewide-HSIP) does not exist at this time, and is expected to be developed by ADOT in the future. At present, project applications are received and reviewed by the ADOT Traffic Safety Section on a continuing basis. Qualifying projects are selected, further refined in consultation with local agency staff and programmed in an appropriate fiscal year, based on the availability of funds. Projects that seek statewide HSIP funds are in com-

petition with similar projects submitted to ADOT from statewide local agencies. Guidelines have been prepared by MAG to help prepare better HSIP project applications from the MAG region. These guidelines have incorporated FHWA requirements for qualifying HSIP projects as well as qualifying criteria stipulated in the ADOT HSIP Manual.



SCHEDULE

Highway Safety Improvement Program - FY 2012	
2011	
August	Call for MAG-HSIP and Statewide-HSIP projects in 2012, 2013 and 2014
September	27th - Transportation Safety Committee recommends a list of projects for each funding stream
October	TRC review/recommend
November	MC and RC recommend/approval
December	Submit MAG HSIP recommendation to ADOT



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Railroad Crossings

A share of STP, STP-RR is also set aside for address railroad crossing safety problems. The federal match is usually 94.3 percent. These funds are also administered by ADOT; there is a \$500,000 federal funding cap on local sponsored projects.



INFORMATION



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Safe Routes to School



INFORMATION

The Safe Routes to Schools Program is a Federal-Aid program of the U.S. Department of Transportation's Federal Highway Administration (FHWA). The Program was created by Section 1404 of the Safe, Accountable, Flexible, And Efficient Transportation Equity Act: A Legacy for Users Act (SAFETEA-LU). The SRTS Program is to be administered by Arizona Department of Transportation (ADOT).

The Program provides funds to the State to substantially improve the ability of primary and middle school students to walk and bicycle to school safely. The purposes of the program are:

1. to enable and encourage children, including those with disabilities, to walk and bicycle to school
2. to make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and
3. to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity (approximately 2 miles) of primary and middle schools (Grades K-8).



SCHEDULE

Approximately \$4 million in federal Safe Routes to School funding will be available for the next cycle of SRTS grants statewide. Each year, in late September, ADOT announces a call for SRTS project applications in several different categories. Project applications are due to ADOT on or before Noon on December 31st. Copies of project applications from entities in the MAG region are also due to MAG by the same deadline.

The project categories and amount of funds available as listed in the current cycle of SRTS grants are:

1. **Materials and Regional Support** – total available \$50,000; maximum grant - \$30,000
2. **Infrastructure Projects** – total \$ available TBD by ADOT; maximum grant request - \$300,000
3. **Non-Infrastructure Projects** – total \$ available TBD by ADOT; maximum grant request \$ 45,000
4. **Planning Assistance Program** – ADOT provides consultant assistance for small or resource-poor elementary, middle schools, school districts or non-profit organizations and communities

All SRTS grants are provided on a cost reimbursement basis. Unlike most Federal funded projects, the projects that receive Federal SRTS funds do not require a local match requirement.

The MAG Transportation Safety Committee reviews and ranks all the SRTS project applications are submitted to ADOT from the MAG Region. The ranked list of SRTS projects is

recommended by MAG to ADOT. The MAG project ranking is considered by the Arizona Safe Routes to School Advisory Committee in their review of statewide SRTS applications. The Advisory Committee recommends a list of projects to the State Transportation Board and the list of funded projects is announced in April.



CONTACT

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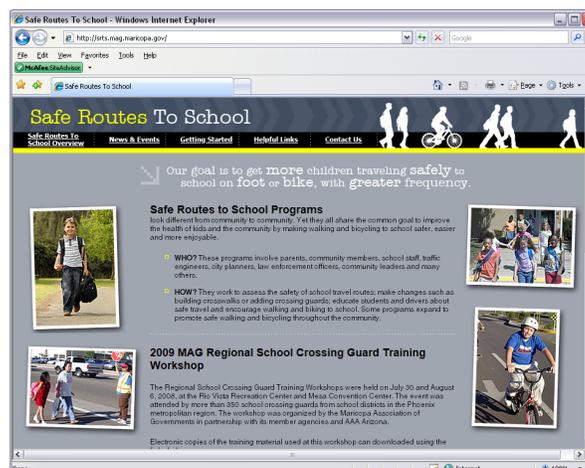
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<http://www.saferoutesinfo.org>



RESOURCES



Transportation Enhancements



INFORMATION

This funding source comes from a set-aside of the STP, STP-TEA funds apportioned to each State. Transportation Enhancements are transportation-related activities that are designed to strengthen the cultural, aesthetic, and environmental aspects of the Nation's intermodal transportation system. Eligible activities include:



- Provision of facilities for pedestrians and bicycles (off-road or on-road facilities, including modification of existing public sidewalks to comply with the requirements of the Americans with Disabilities Act);
- Provision of safety and educational activities for pedestrian and bicyclists;
- Acquisition of scenic easements and scenic or historical sites (including the provision of tourist and welcome center facilities);
- Landscaping and other scenic beautification;
- Historic preservation;
- Rehabilitation and operation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals);
- Preservation of abandoned railroad corridors (including the conversion and use of pedestrian or bicycle trails);
- Control and removal of outdoor advertising;
- Archaeological planning and research;
- Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity, and
- Establishment of transportation museums.

Approximately half of the available funds are used statewide for projects on the state highway system and the remaining funds are made available for eligible projects submitted by local governments statewide. The federal participation is capped at 94.3 percent, with a minimum local cash match requirement of 5.7%. The ADOT Transportation Enhancement Review Committee (TERC) has established a cap of \$750,000 for federal funded local sponsored projects. This can include scoping, environmental costs, design and construction.

For local agency sponsored projects, MAG coordinates and ranks submitted projects and submits a prioritized list to the ADOT Transportation Enhancement Review Committee (TERC). Local agencies may also contact the ADOT Phoenix Construction District Engineer regarding enhancement funding for projects on the state highway system.

Each year, MAG requests projects and hosts an information workshop based on the ADOT schedule. All updates are available on the Bicycle and Pedestrian Committee webpage. Applications are reviewed and ranked by the MAG Enhancement Funds Peer Review Group (EPRG). The EPRG recommended project list is reviewed by the MAG Management Committee and the MAG Regional Council. Final applications are submitted

to ADOT and ranked by the TERC. The TERC list is submitted to the State Transportation Board for final action.



Transportation Enhancements - Fiscal Year 2012, Round 19	
2011	
November	Round 19 Enhancement application will be on the MAG and ADOT website
2012	
January	Applications due to the MAG for review and evaluation by the Enhancement Peer Review Committee. Submitted to ADOT by MAG Staff.
	Applications due to the Arizona Dept. of Transportation (ADOT) for review and evaluation by the Transportation Enhancement Review Committee. Submitted to ADOT by MAG Staff.
October	3-day TERC meeting in Tucson
November	Tentative Approval of TERC recommendations by the State Transportation Board

*Member agencies will be notified of any modifications to schedule.



MAG – Transportation Division

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Transportation Enhancement Program Handbook

Transportation Program Guidebook: Supplemental Information for Projects in the MAG Region

MAG FEDERAL FUND PROGRAM



The MAG Federal Fund Program consists of both highway and transit projects programmed with federal funds in the MAG region. As noted in earlier sections of this guidebook, the STP funds are programmed through the Freeway and Arterial Life Cycle Programs. For the most part, 5307 and 5309 federal funds for transit projects in the MAG region are programmed through the Transit Life Cycle Program (TLCP). In the event that there are not enough projects in the TLCP to meet the revenue projections of 5307 and 5309 funds, transit funds are then programmed through the Transit Project Prioritization Process. Please see the Transit Project Prioritization Process section below for further details. During FY 2011, MAG will begin policy and evaluation criteria discussion on programming transit project with federal funds. Please see **Section 5** under Transit for more information. For CMAQ funds that need to be programmed in outer years of the TIP, MAG relies on a competitive project selection process that is explained in detail below.



Transit Project Prioritization Process

The current regional transit capital project prioritization guidelines were established in 1994 by RPTA as shown below.

- 1. Provide Services and Improvements Required by Law.**
 - 1.1 Purchase dial-a-ride fleet for service expansion required by ADA
 - 1.2 Upgrade facilities to comply with environmental laws.
- 2. Provide Replacement Equipment and Facilities for Existing Service.**
 - 2.1 Purchase replacement revenue fleet or parts.
 - 2.2 Provide essential service support.
 - 2.3 Maintain existing operating and passenger facilities.
 - 2.4 Purchase revenue fleet to replace contractor owned vehicles.
 - 2.5 Capitalize cost of contracting for existing service.
 - 2.6 Support service costs.
- 3. Expand Service.**
 - 3.1 Purchase revenue fleet for regional service expansion.
 - 3.2 Purchase revenue fleet for local service expansion.
 - 3.3 Provide essential service support
 - 3.4 Construct regional park-and-rides.



4. Passenger Enhancements

- 4.1 Provide bus stop improvements.
- 4.2 Construct transit centers.

5. Other Desired Support Services.

- 5.1 Capitalize cost of contracting for service expansion.
- 5.2 Other support purchases.

Competitive Project Selection Process for MAG CMAQ Funds



INFORMATION

The Regional Transportation Plan allocates the available regional highway federal funds to different multi-modal categories as shown in Table 1. The CMAQ funds targeted for bike/pedestrian, air quality, and the arterial ITS program in the ALCP have not been allocated to specific projects. To select arterial ITS, Bicycle and Pedestrian, and Air Quality Projects to receive CMAQ funds, a competitive application and selection process is established. Beginning in 2015, all projects are to be programmed at the maximum federal share 94.3% and a minimum local match of 5.7% is required.

The FY 2011-2015 MAG TIP and future Transportation Improvement Programs program specific CMAQ funded projects in the first four years of the TIP and the fifth year will be programmed with CMAQ funds dedicated to the ITS Program, Bicycle and Pedestrian Program, Air Quality Program, and Transit Programs.

There will not be a competitive federal CMAQ project selection process for arterial ITS, bicycle, pedestrian, and PM-10 pave dirt road projects in FY 2012. All federal CMAQ funds directed to arterial ITS, bicycle and pedestrian projects in 2012-2014 are fully programmed in the FY 2011-2015 MAG TIP. Due to a possible significant reduction in federal funds for transportation, MAG will not move forward in programming CMAQ funds for specific projects in FY2015 at this time. Once Congress has approved a bill, MAG will work with the region to adjust programming and policies as needed.

The 2011-2015 MAG Federal Fund Program has CMAQ funds available to be competitively programmed for:

- PM-10 Certified Street sweepers in 2012 - \$900,000 of CMAQ funds available

In FY2012, the MAG Committee Process will rely on the Draft MAG Federal Fund Programming Principles to guide the application and programming process for PM-10 Certified Street Sweepers.

The MAG Federal Fund Programming Guidelines can be found in Appendix D.

All documents listed in the Appendix can be found online at:

<http://www.azmag.gov/Transportation/default.asp>.

Please note the MAG Federal Fund Programming Guidelines were approved by Regional Council on October 26, 2011. The Programming Guidelines restructure the programming process for MAG federally funded projects that are included in the TIP, requiring significantly more information from agency sponsors and proof of maintenance of effort to complete projects by the programming deadline identified in the TIP.

As these are major new requirements, it is not feasible for most federally funded projects programmed in FFY 2012 through FFY 2014 to comply with these Guidelines. Accordingly a transition period to allow member agencies to come into compliance with the new programming guidelines is needed. Member agencies are requested to review the information below and the overall transition schedule for projects programmed for obligation in 2012, 2013, and 2014.

The transition memorandum and schedule are found in Appendix D as well.

Applications

Each type of project has a unique application and a competitive selection process that will begin in August 2011. These processes require member agencies to submit appropriate applications to MAG to be analyzed and considered for inclusion in the MAG Federal fund program.



The application for PM-10 Certified Street Sweepers will be available on August 1, 2011 and will be posted on our website at:

<http://www.azmag.gov/Projects/Project.asp?CMSID=1140&MID=Transportation>.

Member agencies that have questions or need help with the PM-10 Certified Street Sweeper application, please contact us directly. There will not be workshops or working groups since it is the only application.

Applications must be submitted before or on the due date and time per the Programming Guidelines. Late applications will not be accepted. Please see the schedule below for dates of the application due date.

Competitive Project Selection Process

The Technical Advisory Committee's (TAC) role is to develop and administer a project evaluation process that involves a technical evaluation, project criteria analysis, and a qualitative assessment that is guided by the goals and objectives of the MAG Regional Transportation Plan (RTP), and Federal guidelines. The technical advisory committee (TAC) is responsible to implement its project evaluation process and produce a ranked order list of project applications to be considered for Federal funding. The rank ordered list is then forwarded to the Transportation Review Committee.

The transportation project types and responsible TACs are:

1. Bicycle & Pedestrian Projects will be presented, reviewed, and ranked at the Pedestrian Working Group and The Regional Bicycle Task Force
2. Intelligent Transportation System (ITS) Projects will be presented, reviewed, and ranked at the ITS Committee.
3. Paving Unpaved Road Projects will be presented and reviewed at the Street Committee and ranked at the Air Quality TAC.
4. PM-10 Certified Street Sweeper Projects will be reviewed at the Street Committee and ranked at the Air Quality TAC. The Air Quality TAC recommended ranking for sweepers will be presented to the MAG Management Committee.

Bicycle and Pedestrian Project Evaluation

The project evaluation process for bicycle and pedestrian projects was revised in FY2009 and implemented in the FY 2010 application ranking process. Please see **Appendix D** of the Programming Guidelines which include the Bike and Pedestrian Evaluation matrix.

All funds directed toward bicycle and pedestrian projects are fully programmed at this time; there are no funds to be programmed in FY 2012.

ITS Project Evaluation

The MAG ITS Committee has established a systematic project review and ranking process for programming ITS projects with CMAQ funds, <http://www.mag.maricopa.gov/committee.cms?item=78>.

In their review of a project's application, the MAG ITS Committee members consider various aspects of a proposed project's linkages and compatibility with the region's ITS Strategic Plan and ITS Architecture. At a special committee meeting, each proposed ITS project is presented by the proposing agency or group of agencies (in the case of multi-jurisdictional projects). The final ITS project prioritization or ranking is based on a summation of individual subjective project rankings generated by committee members, considering the following factors:

- How the project complies with the current MAG ITS Strategic Plan
- How the project conforms to the current MAG Regional ITS Architecture
- If the project is supported by the local agency with necessary staff and operating costs
- If the estimated project schedule seems realistic
- MAG emissions analysis

The current ITS Strategic Plan for the MAG region, developed in 2001, provides a list of new ITS projects identified for the region as the short, medium, and long-term ITS implementation plans. To the extent feasible, the ITS Committee utilizes the Plan to guide future regional investments in ITS.

All funds directed toward ITS projects are fully programmed at this time; there are no funds to be programmed in FY 2012.

Paving Unpaved Roads and PM-10 Certified Street Sweepers Project Evaluation

The evaluation process for Paving Projects and PM-10 Certified Street Sweeper projects occurs at two committees. Paving Unpaved Road Projects will be presented and reviewed at the Street Committee and ranked at the Air Quality TAC. PM-10 Certified Street Sweeper Projects will be reviewed at the Street Committee and ranked at the Air Quality TAC.

Following the Street Committee review of applications, MAG staff will complete an evaluation of the project's expected emission reduction benefits for consideration by the Air Quality TAC. The Air Quality TAC may use cost-effectiveness, also referred to as the CMAQ Score, in ranking proposed paving and sweeper projects for CMAQ funding. Cost-effectiveness is based on the annualized CMAQ dollars requested for the project per metric ton of PM-10 reduced. The Air Quality TAC has also considered other criteria for ranking projects including PM-10 emission reductions and proximity to the PM-10 monitors.

The evaluation for Pave Unpaved Road Projects will result in a rank ordered list of project applications that is forwarded to the Transportation Review Committee (TRC) for project selection. For PM-10 Certified Street Sweepers, the rank ordered list of project applications is forwarded directly to the MAG Management Committee for project selection.

The Transportation Review Committee's (TRC) role is to review the evaluation and analysis completed by the TACs, and select projects to be programmed with Federal funds based on guidelines established for project selection.

All funds directed toward Paving Unpaved Road projects are fully programmed at this time; there are no funds to be programmed in FY 2012.



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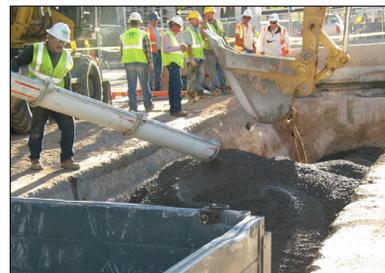
LOCAL SPONSORED FEDERAL FUND PROJECT DEVELOPMENT



INFORMATION

Local Sponsored projects that are programmed to receive federal funds have to work with the ADOT Local Government Section to meet the federal requirements.

ADOT – Local Government Section



The ADOT – Local Government Section function is to provide services to local governments in the area of programming, technical planning, scheduling, engineering expertise, Intergovernmental Agreement (IGA) initiation, project documents reviews/approvals, construction plans review/approvals, coordination with FHWA and appropriate ADOT services, and providing project processing manuals and guidelines. As of July 2011, an update to the Local Public Agency Projects Manual (also known as the Local Government Manual) is well underway with anticipated availability in late 2011.

The Local Government Section reviews and processes or approves all project documents and reports submitted by local governments via ADOT Technical Groups. This Section also reviews and gives ADOT approval to Design Concept Reports, Design Memorandums, Drainage Reports and other engineering-related documents as may be appropriate via ADOT Technical Groups. The project required environmental analysis is reviewed by the Local Government Team Environmental Planner and approval is obtained from the Environmental Planning Group.

Local agencies are required to follow the ADOT project development process in the development and design of local government projects. The typical project will take 18 to 24 months to proceed through the process from the submittal of a design concept report to bid advertisement. The environmental determination can greatly impact the project schedule. Typical environmental determinations take 10 to 12 months from initial submittal to environmental clearance. Contact the Local Government Section for information regarding the project model and the scheduling process for various types of construction projects. Currently, local agencies are submitting data to ADOT through the Schedule Update Request Form (SURF), an online, active projects scheduling tool. Future tracking of projects will be utilizing the Project Tracking Database that is under development.

The Local Government project model was designed using a typical eighteen to twenty-four month project development duration. Please Refer to **Table 5** for the milestones, and the minimum amount of time required for each milestone.

All projects are required to follow the ADOT clearance process including environmental, utilities, and right-of-way processing requirements. As such, the project development will

be a minimum 10 to 12 months, or as long as it takes to receive an environmental clearance.

Please Refer to **Table 5** for the milestones, and the minimum amount of time required for each milestone.



Table 5
Required Milestones and Schedule -
Federal Funded Local Sponsored Project

The following project milestones are based on a typical project procurement process. Some projects may follow abbreviated process.

Standard Milestones	Months
Apply for ADOT project number	0
Receipt of ADOT project number	1
Initial DCR	4
Final DCR	5
30% Preliminary Plans, Cost Estimate and Report	7
60% Preliminary Plans, Cost Estimate and Report	9
Final Preliminary Plans, Cost Estimate and Report	11
Environmental Clearance	10
Utility Clearance	10
Right-of-Way Clearance	10
PS&E Approval	15
Bid opening	18
Final Deployment	24

Each Metropolitan Planning Organization (MPO) and Council of Governments (COG) submits their Local Government Federal-aid Multi-Year Highway Construction Program to ADOT's Transportation Planning Division for inclusion in the Statewide Transportation Improvement Program (STIP). The goal of the STIP is for projects to be planned, programmed, and developed in accordance with federal-aid procedures and ADOT's Project Management and Scheduling process; federal-aid obligated; the project advertised for bid; and construction started in the fiscal year that the project is programmed. Therefore, it is important to program the design in year one and construction in year three; this allows appropriate time for the development of the project. In order to accomplish this, the following tasks must be completed by the project sponsor.

Outline of Federally Funded Local Government Projects



The following steps summarize the procedure to be used for processing federally funded local government STP, CMAQ, BR, RR, and HES projects. ADOT's role is to assist the local agencies through the project development process and insure compliance with ADOT/FHWA policies, regulations, and guidelines. ADOT will also administer the construction phase of most local government projects. The typical project will take 18-24 months from inception to advertisement. The timeline is shown in **Table 5**.

- 1) Project sponsor contacts their local Council of Government/Metropolitan Planning Organization (COG/MPO) to include the project in the appropriate five year transportation improvement program (TIP)
 - Project must be in the TIP/STIP to qualify for Federal funding and the local government process.
 - Federal-aid projects are to meet functional classifications.
- 2) Project sponsor submits a letter to the ADOT Local Government Engineer requesting project number and providing brief detail of project scope, location, cost estimate including construction administration (15%) and contingency (5%), funding source, functional classification, schedule, and COG/MPO TIP identification number.
- 3) If Safety or Bridge Rehabilitation/Replacement funded, appropriate project eligibility report must be prepared and submitted to ADOT for approval of funding.
- 4) A Local Government Section project manager is assigned the project, requests project and TRACS numbers from ADOT, and notifies local agency.
- 5) Local agency deposits ADOT review fee (typically \$10,000.00) to ADOT.
- 6) Local agency arranges a kick-off meeting with sponsor, design consultants, ADOT (project manager, environmental, right-of-way, utilities staff) and COG/MPO.
- 7) If Federal funds are being used for design, follow ADOT/FHWA consultant procurement guidelines or use the ADOT ON-CALL Contract.
- 8) Budget 15% construction engineering and 5% contingency funds if ADOT is performing construction administration of the project.
- 9) Local agency submits Initial Design Concept Report (DCR) to ADOT Local Government Section (LGS). The DCR should include a realistic scope, bid date, and cost estimate.
- 10) ADOT reviews DCR and sends comments to Sponsor.
- 11) Sponsor submits final DCR to ADOT Local Government Section.
- 12) Local Government Section approves DCR and notifies Sponsor.

- 13) Sponsor submits Initial Environmental Report to ADOT Local Government Section.
 - Pigmy owl situation clearance takes at least 12 to 18 months.
 - 404 and 401 permits from US Army Corps take at least 12 months. Have a definite window for construction activities.
- 14) ADOT Local Government Section Environmental Planner reviews environmental determination report and provides comments to Sponsor.
- 15) Local agency submits Final Environmental Determination Report to ADOT Local Government Section.
- 16) Environmental clearance is obtained from ADOT or FHWA through the Local Government Section Environmental Planner. NEPA and FHWA guidelines must be satisfied.
- 17) Sponsor submits Preliminary Plans (30% stage), preliminary cost estimate, and reports to ADOT Local Government Section. Required reports depend on the project type and may include drainage report, geotechnical report, pavement design summary, materials memo, structure selection report, etc. **Do not proceed beyond 30% design without an environmental clearance if Federal funds are used for design.**
- 18) ADOT 30% review comments are transmitted to the sponsor who should resolve at an early stage.
 - Any design exceptions? If so, get approval, but try to avoid design exceptions.
- 19) Sponsor submits 60% plans, specifications, and estimate to ADOT Local Government Section.
- 20) Sponsor submits initial/final materials memo, geotechnical report, pavement design summary, drainage report, and bridge selection report.
- 21) If necessary, arrange a field review meeting with ADOT district staff, local agency, and design team to resolve ADOT review comments.
- 22) Sponsor Initiates the Utility clearance letters.
- 23) Sponsor initiates the Right of Way clearance letters.
- 24) ADOT Local Government Section project manager initiates an IGA (Intergovernmental Agreement) between ADOT & local sponsor. Allow 6 months to obtain signatures from all parties and process the paperwork. The IGA has to be executed to request federal authorization from ADOT Finance. (If using federal funds for DESIGN, the IGA will be initiated earlier in the project development process.)
- 25) Sponsor submits 95% PS&E package to ADOT. ADOT conducts final review.
 - All ADOT review comments to be resolved before submitting 95% PS&E and all final reports to be approved by ADOT
 - Include in the PS&E package landscaping plans, seed specs, and NPDES requirements if necessary.
- 26) Sponsor submits Final Plans (100% complete), final cost estimate, and bidding schedule to ADOT.

- 27) Verify Earthwork calculations (quantity check) to avoid change orders in the field.
- 28) Need local funds from sponsor based on final cost estimate. Include 5% surcharge (contingency) if construction administered by ADOT for change orders. Local matching funds have to be on deposit with ADOT prior to bid advertisement.
- 29) If federal funds are not adequate to meet the final cost estimate based on project scope, revise the scope to fit the budget or sponsor to pay the balance to ADOT.
- 30) Final PS&E approval from sponsor.
- 31) ADOT obtains obligation authority of Federal funds from FHWA subsequent to final PS&E and clearances. Allow ADOT Contracts & Specifications Section at least 2 months to advertise the project. DBE requirements, Davis Bacon wages, training, etc. must be satisfied.
- 32) Sponsor to submit all original drawings when requested from ADOT.
- 33) Bid Opening (allow 22 working days from the date job advertised).
- 34) ADOT Board to award a contract to a qualified low bidder (next available Board date after bid opening).
- 35) See prospective contractor within 2-4 weeks.
- 36) ADOT arranges a partnering workshop if ADOT is administering construction.
- 37) Construction begins. (Expected construction date is typically 2 ½ months after bid advertisement date.)

ADOT - Local Governments Section

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ADOT Engineering Consultant Services – 602.712.8965



RESOURCES

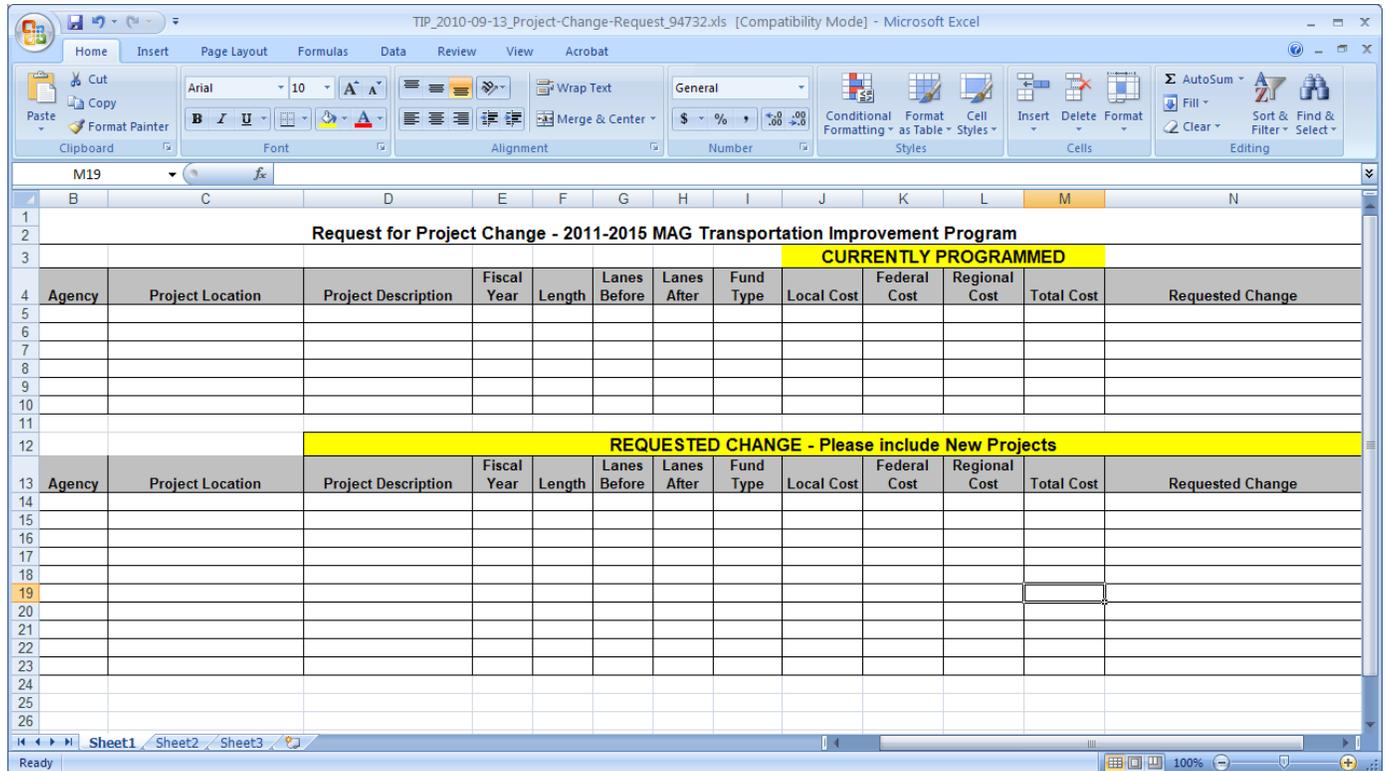
ADOT Local Government webpage: <http://www.azdot.gov/highways/Localgov/index.asp>
(Manual update currently underway; website to be updated with manual delivery late 2011.)

TIP PROJECT CHANGE REQUEST FORM

This form is available for agencies to download at:

<http://www.azmag.gov/Projects/Project.asp?CMSID=1140&MID=Transportation>.

This Excel spreadsheet is designed to facilitate and standardize MAG member agency requests to change projects in the adopted MAG Transportation Improvement Program (TIP).



CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT PROGRAM FACT SHEET

According to the final Congestion Mitigation and Air Quality Improvement (CMAQ) Program Guidance, effective October 31, 2006, the purpose of the CMAQ program is to fund transportation projects or programs that will contribute to attainment or maintenance of the national ambient air quality standards for ozone, carbon monoxide, and particulate matter. **This Guidance can be accessed online at: <http://www.fhwa.dot.gov/environment/cmaq06gd.pdf>, and copies are also available at MAG.** Eligible and ineligible CMAQ Activities are listed below.

The SAFETEA-LU directs States and MPOs to give priority to two categories of funding. First, to diesel retrofits, particularly where necessary to facilitate contract compliance, and other cost-effective emission reduction activities, taking into consideration air quality and health effects. Second, priority is to be given to cost-effective congestion mitigation activities that provide air quality benefits.

The development of a CMAQ-eligible project may occur through a public-private partnership. Private entity proposals that benefit the general public by clearly reducing emissions require a legal written agreement between the public agency and private or nonprofit entity specifying the use of funds, roles and responsibilities of participating entities, cost sharing arrangements for capital investments and/or operating expenses, and how the disposition of land, facilities, and equipment should original terms of the agreement be changed. Eligible costs under this section may not include costs to fund an obligation imposed on private sector or nonprofit entities under the CAA or any other federal law except where the incremental portion of a project that exceeds the obligation under Federal law.

Eligible CMAQ Activities and Projects

1) Transportation control measures (TCMs) found in 42 U.S.C. §7408(f)(1)

- programs for improved public transit
- restriction of certain roads or lanes to, or construction of such roads or lanes for use by, passenger buses or high occupancy vehicles
- employer-based transportation management plans, including incentives
- trip-reduction ordinances
- traffic flow improvement programs that achieve emission reductions
- fringe and transportation corridor parking facilities serving multiple-occupancy vehicle programs or transit service
- programs to limit or restrict vehicle use in downtown areas or other areas of emission concentration particularly during periods of peak use
- programs for the provision of all forms of high-occupancy, shared ride services
- programs to limit portions of road surfaces or certain sections of the metropolitan area to the use of non-motorized vehicles or pedestrian use, both as to time and place

- programs for secure bicycle storage facilities and other facilities, including bicycle lanes, for the convenience and protection of bicyclists, in both public and private areas
- programs to control extended idling of vehicles
- programs to reduce motor vehicle emissions from extreme cold-start conditions
- employer-sponsored programs to permit flexible work schedules
- programs and ordinances to facilitate non-automobile travel, provision and utilization of mass transit, and to generally reduce the need for single-occupant vehicle travel, as part of transportation planning and development efforts of a locality, including programs and ordinances applicable to new shopping centers, special events, and other centers of vehicle activity
- programs for new construction and major reconstructions of paths, tracks or areas solely for the use by pedestrian or other non-motorized means of transportation when economically feasible and in the public interest

2) Extreme Low-Temperature Cold Start Programs

- retrofitting vehicles and fleets with water and oil heaters
- installing electrical outlets and equipment in publicly-owned garages or fleet storage facilities

3) Alternative Fuels and Vehicles

- establishment of publicly-owned fueling facilities and other infrastructure needed to fuel alternative-fuel vehicles, unless privately-owned fueling stations are in place and reasonably accessible
- support the conversion of private fueling facility to support alternative fuels through a public-private partnership
- purchase of publicly-owned non-transit alternative fuel vehicles, including passenger vehicles, refuse trucks, street cleaners, and others
- costs associated with converting fleets to run on alternative fuels
- for private vehicles, the cost difference between alternative fuel vehicles and comparable conventional fuel vehicles
- hybrid vehicles that have lower emission rates than their non-hybrid counterparts
- hybrid passenger vehicles that meet EPA low emission and energy efficiency requirements for certification under the HOV exception provisions of SAFETEA-LU
- projects involving heavier vehicles, including refuse haulers and delivery trucks may be eligible based on a comparison of the emissions projections of these larger candidate vehicles and other comparable models

4) Congestion Reduction & Traffic Flow Improvements

- traditional traffic flow improvements, such as the construction of roundabouts, HOV lanes, left-turn or other managed lanes are eligible provided they demonstrate net emissions benefits
- Intelligent Transportation Systems (ITS) projects such as traffic signal synchronization projects, traffic management projects, and regional multimodal traveler information systems, traffic signal control systems, freeway management systems, electronic toll-collection systems, transit management systems, and incident management programs
- Value/Congestion Pricing projects that generate an emissions reduction, including, but not limited to: tolling infrastructure, such as transponders and other electronic toll or fare payment systems; small roadway modifications to enable tolling; marketing, public outreach efforts to expand and encourage the use of eligible pricing measures; and support services, such as transit in a newly tolled corridor

- innovative pricing approaches supported through the Value Pricing Pilot Program
- operating expenses for traffic flow improvements for a period not to exceed three years if shown to produce air quality benefits, if the expenses are incurred from new or additional services, and if previous funding mechanisms, such as fares or fees for services, are not displaced
- projects or programs that involve the purchase of integrated, interoperable emergency communications equipment

5) Transit Improvements

- new transit facilities (e.g., lines, stations, terminals, transfer facilities) are eligible if they are associated with new or enhanced mass transit service
- rehabilitation of a facility may be eligible if the vast majority of the project involves physical improvements that will increase capacity and results in an increase in transit ridership;
- new transit vehicles (bus, rail, or van) to expand fleet or replace existing vehicles
- diesel engine retrofits, such as replacement engines and exhaust after-treatment devices, are eligible if certified or verified by the EPA or CARB
- other transit equipment may be eligible if it represents a major system-wide upgrade that will significantly improve speed or reliability of transit service, such as advanced signal and communications systems
- fuel, whether conventional or alternative fuel, is an eligible expense only as part of a project providing operating assistance for new or expanded transit service, including fuel and fuel additives considered diesel retrofit technologies by EPA or CARB
- operating assistance, including labor, fuel, maintenance, and related expenses, to introduce new transit service or expand existing transit service is eligible for a maximum of 3 years
- regular transit fares may be subsidized as part of a comprehensive area-wide program to prevent exceedances of NAAQS during periods of high pollutant levels; must be combined with a marketing program to inform SOV drivers of other transportation options

6) Bicycle and Pedestrian Facilities and Programs

- construction of bicycle and pedestrian facilities (paths, bike racks, support facilities, etc.) that are not exclusively recreational and reduce vehicle trips
- non-construction outreach projects related to safe bicycle use
- establishment and funding of State bicycle/pedestrian coordinator positions for promoting and facilitating nonmotorized transportation modes through public education, safety programs, etc.

7) Travel Demand Management

- activities explicitly aimed at reducing SOV travel and associated emissions including fringe parking, traveler information services, shuttle services, guaranteed ride home programs, market research and planning in support Transportation Demand Management implementation, carpools, van-pools, traffic calming measures, parking pricing, variable road pricing, telecommuting, and employer-based commuter choice programs
- capital expenses and up to 3 years of operating assistance to administer and manage new or expanded TDM programs
- marketing and outreach efforts to expand use of TDM measures may be funded indefinitely, but only if broken out as distinct line items
- telecommuting activities including planning, preparing technical and feasibility studies, and training

8) Public Education and Outreach Activities

- a wide range of public education and outreach activities, including activities that promote new or existing transportation services, developing messages and advertising materials (including market research, focus groups, and creative), placing messages and materials, evaluating message and material dissemination and public awareness, technical assistance, programs that promote the Tax Code provision related to commute benefits, transit “store” operations, and any other activities that help forward less-polluting transportation options

9) Transportation Management Associations

- TMA start-up costs and up to 3 years of operating assistance

10) Carpooling and Vanpooling

- carpools and vanpools marketing covers existing, expanded, and new activities to increase the use of carpools and vanpools and includes the purchase and use of computerized matching software and outreach to employers and guaranteed ride home programs
- vanpool vehicle capital costs include purchasing or leasing vans that do not directly compete with or impede private sector initiatives; vanpool operating expenses are limited to 3 years and include empty-seat subsidies, maintenance, insurance, administration, and other related expenses

11) Freight/Intermodal

- projects and programs (e.g. new diesel engine technology or retrofits of vehicles or engines, non-road mobile freight projects) that provide a transportation function and target freight capital costs including rolling stock or ground infrastructure are eligible provided that air quality benefits can be demonstrated

12) Diesel Engine Retrofits & Other Advanced Truck Technologies

- applicable to onroad motor vehicles and nonroad construction equipment, project types in the diesel retrofit area include: diesel engine replacement, full engine rebuilding and reconditioning, the purchase and installation of after-treatment hardware including particulate matter traps and oxidation catalysts, and other technologies, and support for heavy-duty vehicle retirements programs
- purchase and installation of emission control equipment on school buses
- refueling projects (e.g., ultra-low sulfur diesel), but only if required to support the installation of emissions control equipment, repowering, rebuilding, or other retrofits of nonroad engines and only until the standards are effective and the fuel becomes commonly available through the regional supply and logistics chain. Eligible costs are limited to the difference between standard nonroad diesel fuel and ULSD
- outreach activities that provide information exchange and technical assistance to diesel owners and operators on retrofit options
- under a public-private partnership, projects for upgrading long-haul heavy-duty diesel trucks with advanced technologies, such as idle reduction devices, cab and trailer aerodynamic fixtures, and single-wide or other efficient tires are eligible

13) Idle Reduction

- capital costs of off-board projects (e.g., truck stop electrification projects) that reduce emissions and are located within, or in proximity to and primarily benefitting a nonattainment or maintenance area
- capital costs of on-board projects (e.g., auxiliary power units, direct fired heaters, etc.) the heavy-duty vehicle must travel within, or in proximity to and primarily benefitting a nonattainment or maintenance area

14) Training

- funds to support training and educational development for the transportation workforce must be directly related to implementing air quality improvements and be approved in advance by the FHWA Division Office

15) Inspection/Maintenance (I/M) Programs

- for publicly or privately owned I/M facilities that constitute new or additional efforts eligible activities include construction of facilities, purchase of equipment, I/M program development, and one-time start-up activities, such as updating quality assurance software or developing a mechanic training curriculum
- operating expenses are eligible for a maximum of three years
- State or local I/M program related administrative costs are eligible in States that rely on privately owned I/M facilities
- privately-owned I/M facilities such as service stations, that own the equipment and conduct emission test-and-repair services, requires a public-private partnership
- establishment of "portable" I/M programs, including remote sensing providing that they are public services, reduce emissions, and meet relevant regulations

16) Experimental Pilot Projects

- an "experimental" project or program must be defined as a transportation project and be expected to reduce emissions by decreasing vehicle miles traveled (VMT), fuel consumption, congestion, or by other factors

17) In particulate matter nonattainment or maintenance areas, examples of eligible projects and programs include:

- paving dirt roads
- street sweeping equipment

Ineligible CMAQ Activities and Projects

- 1) Projects outside of the nonattainment or maintenance area boundaries, except in cases where the project is located in close proximity to the nonattainment or maintenance area and the benefits will be realized primarily within the nonattainment or maintenance area
- 2) light-duty vehicle scrappage programs
- 3) Projects that add new capacity for single-occupancy vehicle (SOV) are ineligible for CMAQ funding unless construction is limited to high occupancy vehicle (HOV) lanes
- 4) Routine maintenance and rehabilitation projects (e.g., replacement-in-kind of track or other equipment, reconstruction of bridges, stations, and other facilities, and repaving or repairing roads) are ineligible for CMAQ funding as they only maintain existing levels of highway and transit service, and therefore do not reduce emissions
- 5) Administrative costs of the CMAQ program may not be defrayed with program funds
- 6) Projects that do not meet the specific eligibility requirements under United States Code titles 23 or 49
- 7) Stand-alone projects to purchase fuel, except in certain states
- 8) Routine preventive maintenance for vehicles is not eligible as it only returns the vehicles to baseline conditions
- 9) Operating assistance for truck stop electrification projects is not an eligible activity since these projects generate their own revenue stream and can therefore recover all operating expenses;

Owner Agency*	Structure Number	Roadway Carried	Facility Under	Deficiency Classification**	Sufficiency Rating ***
ELIGIBLE FOR REPLACEMENT FUNDING					
Scottsdale	9648	64th St Driveway	Drain Channel	F	37.55
Scottsdale	9647	64th St Driveway	Drain Channel	F	37.56
Gila Bend	10677	County road	Paloma Irrigation Canal	S	42.52
Gilbert	8041	Queen Creek Rd	E. Maricopa Floodway	S	49.72
ELIGIBLE FOR BRIDGE REHABILITATION FUNDING					
Scottsdale	9362	68th Street	Arizona Canal	S	53.72
Mesa	7940	Main St -Old 60	Eastern Canal	F	59.14
Mesa	7939	Main St-Old US 60	Consolidated Canal	F	60.96
Scottsdale	10482	McDowell Rd	Indian Bend Wash	F	61.84
Apache Jct	7905	Old W Hwy - EB	Weekes Wash	S	63.68
Goodyear	9432	Rainbow Valley Rd	Waterman Wash	F	65.29
Tempe	9954	Mill Avenue SB	Salt River, Rio Salado P	F	66.19
Glendale	9906	Union Hills drive	New River Bridge	F	66.74
Queen Creek	10089	Ocotillo Road	Queen Creek	S	67.95
Scottsdale	9364	Thomas Rd & 64 St	Ariz Crosscut Canal	F	69.40
Scottsdale	9640	Indian School Rd	Indian Bend Wash	F	71.45
Mesa	8861	Signal Butte Road	CAP Canal	S	72.94
Tempe	7875	Priest Drive	Salt River	F	73.04
Tempe	7874	Priest Drive	Salt River	F	73.04
Tempe	7872	Priest Drive	Grand Canal & SPRR	F	73.04
Scottsdale	9358	McDowell Road EB	Indian Bend Wash	F	73.55
Scottsdale	9353	IRR Pima Road	Arizona Canal	F	75.53
Scottsdale	7528	Pima Rd	Drain Channel	F	75.81
Scottsdale	7527	Pima Rd	Drain Channel	F	75.81
Scottsdale	7776	Goldwater Blvd	No-Name Street	F	75.84
Scottsdale	10481	McDonald Drive	Indian Bend Wash	F	76.00
Scottsdale	9356	McDonald Drive	Indian Bend Wash	F	76.00
Scottsdale	8794	Doubletree Road EB	Doubletree Golf Course	F	76.21
Scottsdale	10472	Doubletree Road WB	Doubletree Golf Course	F	76.21
Mesa	10117	Sossaman Rd SB	Powerline Fldwy Channel	F	76.55
Scottsdale	10468	McKellips Road	Indian Bend Wash	F	76.60
Scottsdale	9357	McKellips Road EB	Indian Bend Wash	F	76.60
Scottsdale	10211	Thompson Peak Pkwy	Wash & Golf Path	F	76.78
Mesa	10118	Sossaman Rd NB	Powerline Fldwy Channel	F	77.10
Scottsdale	10210	Thompson Peak Pkwy	Wash & Golf Path	F	77.13
Scottsdale	9655	Via De Venture	Drainage Waterway	F	77.42
Scottsdale	10078	105th Street	Wash	F	79.03

* Phoenix and Maricopa County are not included in the list since they maintain their own bridge data.

** Deficiency Classification: F = Functionally Obsolete SD = Structurally Deficient

***Sufficiency ratings are calculated by the FHWA based on bridge inspection data maintained by the ADOT Bridge Group.

MAG FEDERAL FUND PROGRAMMING GUIDELINES & PROCEDURES

Competitive Project Selection Process for MAG CMAQ Federal Funds

Approved October 26, 2011

100. Guiding Principles

1. The MAG Federal Fund Programming Principles for the Region shall comply with federal laws. The Principles will be reviewed and updated for compliance as new state, and federal laws are adopted.
2. The MAG Federal Fund Programming Principles will incorporate policy direction, as appropriate from Regional Council approved MAG Transportation Plans.
3. The MAG Federal Fund Programming Principles and changes to the Principles will be approved through the MAG Committee Process including the Transportation Review Committee, the Management Committee, the Transportation Policy Committee, and the Regional Council. Please see *Figure D-1 (page 80)* for the MAG Committee Structure chart.
4. The MAG Federal Fund Programming Principles are applicable to Congestion Mitigation Air Quality (CMAQ) funded projects that are competitively selected and programmed through the MAG process. These projects compose part of the MAG Federal Fund Program.
5. The sliding scale for federal funding in Arizona sets the maximum share for federal highway funding at 94.3 percent of the total programmed cost of the project. Notwithstanding the current continuing resolution for the surface transportation act, all CMAQ funded projects programmed for FY 2015 or later will be programmed at a 94.3 percent federal match, with a local contribution of 5.7 percent. ITS, Bike and Pedestrian projects programmed in 2012-2014, were programmed at a 70% federal and a 30% local match, while paving projects programmed 2012-2014 were programmed at 94.3% federal and a 5.7% local match. Due to a shift in the economy, all projects programmed beginning in 2015 with CMAQ funds will be programmed at the maximum federal match level of 94.3% federal with a 5.7% local contribution as the costs are explained in the application.
6. The MAG Federal Fund Status Report will report on projects funded with Surface Transportation Program (STP), transportation enhancement funds (STP-TEA), CMAQ, Highway Safety Improvement Program (HSIP), and Safe Routes to School, however, the Federal Fund Programming Principles are only applicable to CMAQ funded projects.
7. Federal Obligation Authority (OA) is the total amount of federal funds that may be obligated in a given fiscal year. It expires at the end of each federal fiscal year. MAG attempts to utilize all OA, made available to the region to avoid the loss of federal funding and to ensure the competitiveness of the region in obtaining federal funding from statewide sources.

8. The development of federal funded projects will be monitored and reported on to ensure that OA is fully used, to increase prospects of receiving a share of redistributed obligation authority received by Arizona, to improve the timely completion of federal projects, and to provide feedback to MAG member agencies on implementation and the programming process.

Recipients of federal funding will be expected to provide MAG with updated project scope, schedule and budget documents twice a year. The Project Status Reports serve as the basis for programming decisions concerning the project, including obligation, deferment, advancement, deletion, and de-obligation.

9. A commitment will be made to use CMAQ funds at the same rate as Surface Transportation Program (STP) funds. STP funds will not be obligated at a higher rate than CMAQ funds, which means the obligation authority percentage for CMAQ funds will be approximately the rate for STP funds.
10. *The Transportation Programming Guidebook (Guidebook)* will be published annually, prior to the start of the application process. The *Guidebook* will describe and provide the programming schedule and deadlines for the MAG Federal Fund Program, application forms, federal fund estimates, programming process information per modal type, and contact information.
11. In accordance with the Clean Air Act, projects that are committed measures in the MAG air quality plans are legally binding for implementation. Examples include: Paving Unpaved Road Projects, PM-10 Certified Street Sweepers, and Paving Unpaved Road Shoulders. In addition, these types of projects are essential for demonstrating air quality conformity for the Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP).

200. Project Sponsor Responsibilities & Typical Timeline

Please review *Table D-1 (page 66)* and *Table D-2 (page 67)* for Typical Timelines for construction and non-construction/ procurement projects.

200.1: Project Sponsor Responsibilities

1. The project sponsor is responsible for all aspects of the federal project development process including:
 - a. the MAG Competitive application process,
 - b. Engineering and design of the project to the federal standards, and completion of federal required clearances. This review process is administered by the Arizona Department of Transportation (ADOT) or a certification acceptance (CA) agency,
 - c. If federal funding is not programmed for design, engineering, and clearance work, the project sponsor is responsible for the costs.
 - d. The required local match and additional funds that are needed to complete the project, including any project cost increases. The amount of MAG federal funds available for a project is the programmed amount listed in an approved TIP.
2. A typical timeline for federal projects, from the application process to federal obligation/ authorization, is outlined below. This generally takes 5 years. Please note this does not include construction or procurement which occurs after federal obligation/authorization.

- **Please see Table D-1 (page 66) and Table D-2 (page 67) for typical timelines for federal projects. There are two tables, one for construction projects, and one for non-construction/procurement projects.**
 - a. **Step 1: Project Application Process** - 5 months
 - b. **Step 2: TIP Approval Process** - 6 months
 - c. **Step 3: Local Project Commitment Period** - 11 months for construction projects, and 23 months for non-construction/procurement projects
 - d. **Step 4: Project Information Update & Commitment** - 6 months
 - e. **Step 5: Federal Project Development Process** - 31 months for construction projects, and 13 months for non-construction/procurement projects. Upon completion, the project can be authorized by the Federal Highway Administration (FHWA).
3. Normally, MAG opens the competitive application process four years prior to the year that funds are available.
 - a. If the competitive application process is following an abnormal schedule, ex: the competitive application process is open two or three years prior to available funds, Step 3: Local Project Commitment Period is reduced in order to allow enough time for Federal Development Process.
 4. The project and local funds for the work phases of the project must be documented in an approved local Capital Improvement Program (CIP)/budget document.
 - a. Once MAG Regional Council approves a construction project to be included in the MAG TIP, the sponsor agency normally has 11-17 months prior to project kick off to secure local funding for the project and have it included in an approved local Capital Improvement Program (CIP)/budget document.
 - b. Once MAG Regional Council approves a procurement/non-construction project to be included in the MAG TIP, the sponsor agency normally has 30 months prior to project kick off to secure local funding for the project and have it included in an approved local Capital Improvement Program (CIP)/budget document.
 5. Once project kick off has occurred, the project sponsor must show continuous progress towards obligation and completion of the project. Failure to work continuously on project development will result in deferral or deletion of the project.
 6. During the project development, the project sponsor is responsible to submit to MAG twice a year, the status of the project development milestones, requests for projects changes, and any major technical conflicts.

TABLE D-1: Typical Time Line for Obligation of Projects that Require Construction or Right-of-Way Acquisition¹

Process	Action	Initiated	Completed	Period	Cummulative	Notes	
Project Selection (11 Months)	Step 1: Project Application Process	9/1/09	1/30/10	5	5	By 1/30 Projects Selected for Federal Funding	
	Step 2: TIP Approval Process	1/30/10	7/30/10	6	11	By 7/30 Selected Projects included in an Approved TIP	
	Step 3: Local Project Commitment Period	7/30/10	7/1/11	11	22	Member agency develops the project for inclusion in agency CIP or operating budget, verifies that the cost of the project and other issues are acceptable to the agency, and potentially begins early development to allow project advancement.	
	Step 4: Project Information Update & Commitment	7/1/11	1/1/12	6	28	On 7/1 MAG notifies agency, by 1/1 agency provides required information	
	Project Development (51 months, including lag period)	Step 5: Kick off, Environmental, ROW & 60% Plans	1/1/12	7/30/13	19	48	MAG makes programming decision to continue or delete the project in January Starting January, Agency should kickoff project, select consultant if needed, and begin environmental, ROW and plans; By the end of July of the following year, Agency should have submitted environmental docs for clearances, completed ROW appraisals and offers and have 60% plans.
		Step 5: Federal Project Development Process	7/30/13	7/30/14	12	60	MAG makes programming decision to continue, defer or delete project at end of July Agency finalizes clearances, plans and JPA by July 30 of the following year Project is authorized by FHWA by the end of September
		Step 5: Clearances, 100% Plans, & JPA	7/30/14				

Start Date → **D** Step in Process **N** Months to Complete ***** Key MAG Programming Decision

Date = Required deadline to be identified in Transportation Programming Guidebook

Footnotes:

1. The following is offered for illustration purposes with the scaling on the gantt chart is only approximate. Also many of the steps on this chart may be carried out in parallel and begun at earlier points than is shown.

TABLE D-2: Typical Time Line for Obligation of Design and Procurement Projects¹

Process	Action	Initiated	Completed	Period (months)	Cumulative (months)	Notes
Project Selection (11 Months)	Step 1: Project Application Process	9/1/09	1/30/10	5	5	By 1/30 Projects Selected for Federal Funding
	Step 2: TIP Approval Process	1/30/10	7/30/10	6	11	By 7/30 Selected Projects included in an Approved TIP
Project Development (51 months, including lag period)	Step 3: Local Project Commitment Period	7/30/10	7/1/12	23	34	Member agency develops the project for inclusion in agency CIP or operating budget, verifies that the cost of the project and other issues are acceptable to the agency, and potentially begins early development to allow project advancement.
	Step 4: Project Information Update & Commitment	7/1/12	1/1/13	6	41	On 7/1 MAG notifies agency, by 1/1 agency provides required information
	Step 5: Kick off, Envir, ROW & 60% Plans		7/30/13	7	48	MAG makes programming decision to continue or delete the project in January Starting January, Agency should kickoff project, select consultant if needed, and begin environmental, ROW and plans;
	Step 5: Federal Project Development Process	1/1/13	7/30/14	12	60	By the end of July, Agency should have submitted environmental and ROW documents
	Step 5: Clearances, 100% Plans, & JPA	7/30/13				MAG makes programming decision to continue, defer or delete project at end of July
						Agency finalizes clearances, plans and JPA by July 30 of the following year
						Project is authorized by FHWA by the end of September

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
9/1	1/30	7/30	7/1	7/30	7/30
Step 1: Project Application Process 5	Step 2: TIP Approval Process 6	Step 3: Local Project Commitment Period 23	Step 4: Project Information Update 6	Step 5: Kick off, Envir, ROW & 60% Plans 7	Step 5: Clearances, 100% Plans, & JPA 12

Start Date	Step in Process	Months to Complete	Key MAG Programming Decision
9/1	D	N	*

Date = Required deadline to be identified in Transportation Programming Guidebook

Footnotes:
1. The following is offered for illustration purposes only. Scaling on the gantt chart is only approximate. Many items may be done earlier than listed and in parallel.

300. Regional Project Selection: Step 1 - 2

300.1 - Step 1: Application Process:

1. MAG will request member agencies to submit new project applications for consideration in the MAG Federal Fund Program dependent on the needs established by the *Guidebook*.
 - a. Project applications submitted from prior years will not be retained or used.
2. A general schedule for the competitive application process is shown in *Table D-3 (page 81)*.
3. A pre-application workshop/meeting will be held for MAG member agencies to review available funding, applications, schedules, and due dates for the competitive project selection process for MAG Federal funds.
4. A project can be sponsored and funded by one agency; be a joint project with multiple funding partners; or be considered a regional project.
 - a. A Joint Project has more than one agency financially contributing to the project. It is required that the application:
 - i. Be submitted by the sponsoring agency that will be responsible for implementing the project and reporting to MAG;
 - ii. List the main contacts for all agencies involved;
 - iii. Document how the local cost component will be shared between the partnering agencies; and
 - iv. Include signatures from each jurisdiction's Manager(s)/Administrator(s) or designated representative.
 - b. A Regional Project is a transportation project that is sponsored and funded by one or more MAG member agencies that impacts other jurisdictions besides those sponsoring the project and the project concept is consistent with an approved MAG Plan.
5. The application forms will annotate and define the required information.
 - a. Each application will have a checklist of application components to be completed by the sponsoring agency. The information that is required will be identified on the checklist.
 - b. Each application will be signed by the Manager/Administrator of the jurisdiction or designated representative.
6. It is required that completed applications are submitted before or on the due date and time identified on the application form. Late applications will not be accepted.
 - a. Completed applications will be printed, signed by the jurisdiction Manager/Administrator or designated representative, and submitted via at least one of the following means: fax, e-mail (scan of signed application), mail, or in person.
 - b. If a completed application is faxed or e-mailed with the required signature, it is accepted at that time, but it is required that within one week of the application due date, the original signed copy will follow either in the mail or be delivered in person.
 - c. Upon receiving the application, MAG staff will review the submitted application for required information. MAG staff will complete an application receipt indicating the date and time it was received, and whether the application was complete or incomplete.

- i. If the application is incomplete, the application receipt will note the incomplete fields.
 - ii. The sponsoring agency will have two working days to complete the incomplete fields. The due date and time to submit incomplete field information will be noted on the application receipt.
 - iii. If the sponsoring agency fails to provide the incomplete information and to re-submit the application by the due date and time, the application will be rejected.
 - d. The application will also be submitted electronically for ease of data entry.
7. MAG staff will review the application to verify the eligibility of the project, and project components in the context of the current federal regulations following the receipt of the project applications.
- a. MAG staff will work with the Federal Highway Administration (FHWA) to determine eligibility for the requested project.
 - b. The current federal guidelines related to the CMAQ funding, which is available from, 'The Congestion Mitigation and Air Quality Improvement Program (CMAQ) under the SAFETEA-LU Interim Program Guidance' can be accessed online at: <http://www.fhwa.dot.gov/environment/cmaq06gd.pdf>. Copies are also available at MAG.
 - c. If a project is not eligible under the current federal regulations, a notification will be sent to the project contact within two weeks.
 - d. If certain project components are not eligible under the current federal regulations, MAG staff will work with the jurisdiction to modify the project budget components for eligibility purposes. MAG staff and the sponsoring agency representatives will present and explain the original and modified application at the appropriate technical advisory committee.

300.2 - Step 2: Project Selection & Inclusion in TIP Process:

1. MAG has an established project application, programming schedule, project evaluation process, and project selection process that are explained and published in *The Transportation Programming Guidebook*.
2. Complete and eligible project applications submitted for consideration in the MAG Federal Fund Program are processed through the MAG Committee Process for project evaluation and selection. This process includes an evaluation of the expected emissions reductions and cost effectiveness, a project evaluation process at the Technical Advisory Committees (TAC), and project selection through the MAG Committee Process: Transportation Review Committee (TRC), Management Committee, and Transportation Policy Committee (TPC) for review and recommendation, and then Regional Council for approval.
3. In accordance with federal CMAQ guidance, an evaluation of the expected emissions reductions and cost effectiveness is conducted for all proposed CMAQ funded projects by MAG staff for consideration by the Air Quality Technical Advisory Committee (AQTAC). The role of the AQTAC is to forward the evaluation of proposed CMAQ funded projects to the Transportation Review Committee (TRC) and the Technical Advisory Committees for use in prioritizing projects.

4. A Congestion Management Process (CMP) analysis will be conducted, as appropriate, during the project evaluation process. MAG has developed a CMP evaluation tool that will be integrated into the ranking process for Bicycle, Pedestrian, and Intelligent Transportation System (ITS) Projects.
5. The transportation project types and responsible technical advisory committees (TAC) are:
 - a. Bicycle & Pedestrian Projects will be presented, reviewed, ranked at the Bicycle and Pedestrian Committee, and then forwarded to the TRC.
 - b. Intelligent Transportation System (ITS) Projects will be presented, reviewed, and ranked at the ITS Committee, and then forwarded to the TRC.
 - c. Paving Unpaved Road Projects will be presented, reviewed, and ranked at the Street Committee, ranked at the Air Quality TAC, and then forwarded to the TRC.
 - d. PM-10 Certified Street Sweeper Projects will be reviewed at the Street Committee, ranked at the Air Quality TAC, and then forwarded to the MAG Management Committee.
 - e. In addition, the AQTAC will forward a ranking of Air Quality Projects to the Transportation Review Committee.
6. The TAC's role is to develop and administer a project evaluation process that involves a technical evaluation, project criteria analysis, and a qualitative assessment that is guided by the goals and objectives of the MAG Regional Transportation Plan (RTP), and Federal guidelines.
 - a. Each modal TAC will assess the application data provided to determine its reasonableness and accuracy for use in air quality effectiveness analysis.
 - b. The TAC is responsible to implement its project evaluation process and produce a ranked order list of project applications to be considered for Federal funding. The rank ordered list is then forwarded to the TRC.
 - c. Technical Advisory Committees can not change the project scope, schedule, budget, or requested federal funds during the evaluation process. The TAC's purpose is to rank order projects as submitted in the application through a project evaluation process.
7. Project information from the complete applications will be sent to the technical advisory committee (TAC) for a tiered review process. Please see *Figures D-2 through D-6 (pages 82-86)* for flow charts.
 - a. At the first TAC meeting, the sponsoring agency will present the project and the TAC will review the application information.
 - b. If the committee would like further clarification on project information contained in the application, the project sponsor can answer clarification questions at the first meeting, and the project sponsor also has the opportunity to clarify information on the application for the second TAC meeting. The Committee can not change scope, schedule, nor budget for requested funds.
 - The MAG Staff person for that TAC will provide the date for revised application information to be submitted to MAG in preparation for the second TAC meeting.
 - c. The expected emissions reductions and cost effectiveness for all proposed CMAQ funded projects are evaluated by MAG staff for consideration by the AQTAC. A congestion management analysis will be conducted, as appropriate, during the project evaluation process.

- d. At the second TAC meeting, any clarified project information is presented, and the project ranking can move forward based on the TAC approved process including the technical evaluation, project criteria analysis, and the qualitative assessment.
 - e. The ranked list of projects and evaluation summary is then forwarded from the TAC to the Transportation Review Committee for project selection, and then continues through the MAG Committee Process.
 - f. The PM-10 Certified Street Sweeper ranked list of projects and evaluation summary is forwarded directly from the AQTAC to the Management Committee for project selection, and then to the MAG Regional Council.
8. The Transportation Review Committee's (TRC) role is to review the evaluation and analysis completed by the TACs, and recommend projects to be selected and programmed with federal funds based on guidelines established for project selection.
 - a. The TRC can make recommendations to change the project scope, schedule, or budget during the project selection process.
 - b. If the amount of federal funds for a project is recommended to be lower than initially requested in the project application, or the scope of the project is recommended to be changed, the project application with the proposed changes will be sent back to the Manager/Administrator of the jurisdiction or designated representative for acceptance of new funding amounts or scope change.
 - At the same time, MAG staff will determine if the CMAQ evaluation is affected.
 - The programming process is delayed accordingly.
 - c. The recommended projects selected for federal funds and a summary of the TRC selection process will then be forwarded to the MAG Management Committee, TPC, and Regional Council for approval.
 9. Step 2: Projects selected and approved by MAG Regional Council to be programmed with federal funds will be included in the MAG Transportation Improvement Program (TIP).
 - a. Title 23 of the U.S. Code, Section 134 (j) specifies that the TIP shall include projects only if full funding can be reasonably anticipated to be available within the time period contemplated for completion of the project. In nonattainment and maintenance areas, projects included in the first two years of the TIP shall be limited to those for which funds are available and committed.
 - b. This requirement is for all funding sources including the local match funds for projects programmed with federal funds.
 10. For construction projects that are selected to be programmed with federal funds into the MAG Transportation Improvement Program (TIP), a design/clearance phase will be programmed based on the initial project application and the project development schedule.
 - a. The amount of MAG federal funds available for a project is the programmed amount listed in an approved TIP. Member agencies are responsible for any project cost increases.
 - b. The application will allow members to ask for federal funding for all phases of the project. Yet, if funding is approved only for construction, the project sponsor must use local funds for the project development – design, clearances, right of way – in the years prior to construction. This will be reflected in the project phases as programmed in the TIP.

400. Step 3: Local Project Commitment Period

1. Once the project is in a TIP, the next step is for the project sponsor to move forward in securing local funding, setting up the project management staff/team, and any other local resources for the development of the federal project.
2. The project sponsor has 11 months for construction projects, and 23 months for non-construction/procurement projects to secure the funding, and project development schedule.
3. After the Local Project Commitment Period, MAG will move forward with Step 4.
4. Advancing Projects: Member agencies can take advantage of this period of time and advance this project by completing Step 3 and Step 4 earlier than normal, and moving forward with Step 5 ahead of schedule.
5. It is required that member agencies contact MAG to initiate this process. Any needed changes to the TIP report will happen during the Dynamic TIP process.

500. Step 4-5: Project Commitment, Development, Status Report, and Dynamic TIP Process

500.1 – Step 4: Project Information Update & Commitment

1. In July of each year, six months prior to project kick off, MAG will send the Sponsor Agency notification of the due date for obligation, and by December, the project sponsor must provide MAG with the following information:
 - a. An updated project development schedule as found in *Table D-4 (page 87)*.
 - b. An updated scope for the project compatible with the programming of the project.
 - c. An updated project budget for the project including any costs not listed in the TIP such as design and right-of-way costs borne by the agency.
 - d. A commitment letter signed by the Manager/Designated Representative that local funds, staff time, and resources are committed to develop, obligate, implement, and complete the project as noted in the project development schedule.
 - e. A copy of an approved local Capital Improvement Program (CIP)/budget document that documents the project work phases and local funds committed to complete the project.
2. This information will be presented in the December – January Status Report.
3. The project will be deleted from the TIP if the project sponsor does not commit to the project and submit the required information for Step 4.
 - a. Funds from deleted projects will go back to the region to be reprogrammed.

500.2 - Project Development Schedule & Status Report

1. The project development schedule is the basis of the project tracking system and the dynamic TIP process. Please see *Table D-4 (page 87)* for the project development milestone schedule.

2. ADOT has set a deadline for both certified accepted (CA) agencies and local governments to submit authorization/obligation requests by July 30th of the year they are programmed in the MAG TIP. This Dynamic TIP Process is based on meeting the July 30th obligation deadline of each year.
3. The project development schedule will be:
 - a. Initially developed in the project application;
 - b. Revised and committed to during Step 3-4, which happens prior to project kick-off, (30 months prior to scheduled obligation for construction projects or 18 months prior to scheduled obligation for non-construction projects); and
 - c. Reported on every six months during project development to obligation.
4. Every December - January and May - July, a status report based on the project development milestone schedule will be submitted through the MAG Committee Process for review and action. This report will serve as the basis for necessary actions for the dynamic TIP programming process related to moving, adding, or deleting projects in Tier 1, Tier 2 and Tier 3.
 - a. Due dates for project sponsor to provide project status information are December 1st and May 1st of each year.
 - b. Each year, MAG will provide a schedule when information is due, which will be published in the MAG Transportation Programming Report.
 - c. Please see Appendix E for a general schedule of due dates and process related to the dynamic TIP Process.
5. The December - January status report will focus on projects in 3rd year meeting Step 4: Information Update & Project Commitment and tracking progress on project development.
6. The May - July status report will focus on projects to be programmed in the upcoming fiscal year, and progress on project development.

500.3 - Step 5: Federal Project Development Process & Dynamic TIP Process

The MAG TIP is required to be fiscally constrained each year and for the overall program. FHWA has made this a focus area when programming the initial TIP, and showing fiscal constraint for all amendments and administrative modifications to the TIP. MAG cannot simply add a new project or increase funding for a project as it is required to show a deletion or a decrease of funding from another project to demonstrate fiscal constraint.

Engaging in a dynamic process will allow MAG to make timely programming decisions to balance cost increases (e.g. new and expanded projects) against cost decreases (e.g. project cost decreases and deletions) and project deferrals against project advancements.

Once a project development schedule has been finalized, the project sponsor has to show continuous progress towards obligation and completion of the project. Depending on the maintenance of effort in the development of projects, projects will move into the TIP, between years in the TIP, and out of the TIP depending on the status report, the project development schedule, and Regional Council action.

1. During the dynamic TIP process, the deferred projects and non-obligated federal funds will be considered within each mode as determined by the Regional Transportation Plan (RTP).

To make the dynamic process work, MAG will establish three tiers of projects based on project development schedules and regional policies as follows:

- **Tier 1** – CMAQ projects programmed and anticipated to obligate in the upcoming fiscal year. These projects will have the highest priority for obligation.
 - a. For all construction projects to be programmed in Tier 1 for the upcoming fiscal year, it is required that three milestones are met:
 - i. Environmental clearance approved if the design is federally funded, otherwise the environmental clearance must have been submitted.
 - ii. Completed 60% Design/Engineering plans
 - b. For right of way purchases, properties are inventoried and appraisals are complete. For procurement projects to be programmed in Tier 1 for the upcoming fiscal year, it is required that the environmental, right-of-way and project scoping documents needed to obtain the related clearance have been submitted.
 - c. The project sponsor is required to submit a letter signed by the sponsor agency engineer of record for construction projects that design plans are at 60%, the date that the environmental clearance was approved or submitted depending on the funding used to design the project and a letter that certifies that the right of way (if applicable) is underway with properties inventoried and appraisals completed. For procurement projects the certified letter is to identify the dates that submittals were made for the scoping document, the environmental clearance document and the right-of-way clearances document. This information is due to MAG by May 1 – 10th for the May TRC meeting.
 - d. There will be a two step TRC review process for Tier 1 projects.
 - i. At the May TRC meeting, project milestone information will be presented, discussed, and reviewed. If the committee would like further clarification on the information, the project sponsor can answer clarification questions at the first meeting, and the project sponsor also has the opportunity to clarify information for the second TRC meeting
 1. MAG Staff will provide the date for clarified information to be submitted to MAG in preparation for the second TRC meeting.
 - ii. At the June TRC meeting any revised information presented and action on projects for Tier 1 in the upcoming federal fiscal year of the TIP is recommended.
 - iii. Recommendations from TRC move forward to Management Committee and Regional Council in July
- **Tier 2** – CMAQ projects programmed in the TIP that are not in the upcoming fiscal year but could be advanced to obligate in the upcoming fiscal year. Projects in this category have second priority overall. Priority in the category will be based on completed milestones.
 - a. For Tier 2 construction projects to be advanced into the upcoming fiscal year, it is required that three milestones are met

- i. Environmental clearance approved if the project is federally funded, otherwise the environmental clearance have been submitted.
 - ii. Completed 60% Design/Engineering plans
 - iii. For right of way purchases, properties are inventoried and appraisals are completed
- b. For procurement projects to be included in Tier 2, it is required that the environmental, right-of-way and project scoping documents needed to obtain the related clearance have been submitted.
- c. The project sponsor is required to submit a letter signed by the sponsor agency engineer for construction projects that design plans are at 60%, the date that the environmental clearance was approved or submitted depending on the funding used to design the project, and a letter that certifies that the right of way (if applicable) is underway with properties inventoried and appraisals completed. For procurement projects the certified letter is to identify the dates that submittals were made for the scoping document, the environmental clearance document and the right-of-way clearances document. This information is due to MAG by August 1 – 10th for the August TRC meeting.
 - i. At the August TRC meeting, project milestone information will be presented, discussed, and recommendation to move Tier 2 projects into the upcoming federal fiscal year of the TIP.
 - ii. Recommendations from TRC move forward to Management Committee and Regional Council in September
- **Tier 3** – Increased funding and projects is dependent on unprogrammed, deleted, available funds in the upcoming federal fiscal year. Policy will be set prior to any action related to specific projects.
 - a. Tier 3 priorities will be determined during the June and July committee process, beginning at TRC. Tier 3 projects are dependent on unprogrammed, deleted, available funds in the upcoming federal fiscal year. Tier 3 priorities can be, but are not limited to the following options:
 - i. Increase in federal funds to projects due to obligate in the upcoming FFY
 - ii. Establish a list of projects to be funded with CMAQ. These projects have to be CMAQ eligible and ready to obligate in the upcoming FFY.
 - i. Design projects, procurement, advance constructed or designed local projects, etc.
 - ii. If there is a new construction project, it has to meet the milestone completion timelines identified in Tier 1 and Tier 2
 - iii. Work with the Arizona Department of Transportation (ADOT) to advance ADOT projects and allow carry forward of MAG CMAQ funds in order to protect project funding and alleviate the need to delete projects.
 - b. Once the priority is decided, the projects related to the Tier 3 priorities will be advanced through the committee process in the August and September committee process.
 - c. Any related project information related to the Tier 3 priority is due to MAG by August 1 – 10th for August TRC, which will be forwarded to Management Committee and Regional Council in September for action.

600: Project Deferrals and Deletions

1. Federal funds that are deleted from projects are returned to the region to be programmed in the appropriate modal category.
2. The project will be deleted from the TIP if the project sponsor does not commit to the project and submit the required information for Step 4.
3. Once the project is committed to and moves into Step 5, Project Development, it must show continuous progress toward project obligation.
4. If an agency does not show continuous progress on project development and it is in their control the project sponsor has a one-time deferral option. It is required that:
 - a. Demonstration of financial commitment (e.g. staff time, funds) by the agency to develop the project prior to the deferment decision,
 - b. Identification and explanation of specific problems or issues that have caused the delay (e.g. the actions of outside actors) or failure to achieve a required milestone, and
 - c. A revised schedule and plan that addresses the specific issues identified.
5. If an agency does not show continuous progress for a second time on project development and it is in their control, the project is deleted.
6. Project development actions that are 'in an agency's control', refers to actions for which a project sponsor has decision making authority, such as the allocation of funding and staff time, project management, scheduling decisions, and the coordination of the project with other projects in the agency's boundaries such as developer or other agency projects.
7. If there is not continuous progress on the project due to external factors that are not within a project sponsor's control, the decision to continue, reschedule, or delete a project will be based on the following factors:
 - a. Identification and explanation of specific problems or issues beyond the control of the agency other than financial issues that have caused the delay (e.g. the actions of outside actors) or failure to achieve a required milestone.
 - b. Demonstration of financial commitment (e.g. staff time, funds) by the agency to develop the project prior to the rescheduling or deletion decision.
 - c. The previous MAG status reports show that the agency has initiated development of the project and has worked continuously to develop the project for obligation.
 - d. A revised schedule and plan that addresses the specific issues identified.
 - e. If a project has been previously deferred, demonstration that the previous cause of delay has been addressed and/or explanation of why the revised approach will address the problem causing the delay.
8. Actions 'not in the control of an agency' include the actions of third parties such as utility companies, railroads, property owners, the courts, other governmental agencies and reviewing agencies who may fail to provide timely reviews/approvals. Actions also not under the control of a sponsor include issues that could not have been reasonably anticipated when the project was initiated such as the discovery archaeological artifacts, hazardous materials, or impacts to endangered or threatened species in areas where none of these issues had been encountered or known to exist previously.

700. Advancing Projects

1. If a member agency would like to advance their project, it is their responsibility to initiate the MAG notification and federal development process earlier.
2. Member agencies can take advantage of Step 3: the Local Commitment Period and advance this project by completing Step 3 and Step 4 earlier than normal, and moving forward with Step 5 ahead of schedule.
3. The member agencies must contact MAG to initiate this process. Any needed changes to the TIP report will happen during the Dynamic TIP process.

800. Project Changes

1. Project sponsor's can make requests for a project change twice a year when the project sponsor reports on the status of the project development milestones to MAG as required for the Status Report. This will occur in December – January and May – July.
2. As related to these Programming Guidelines and Procedures, project changes are those prior to obligation.
3. Types of project changes allowed:
 - a. Segmenting or combining contiguous projects for ease of project development and implementation,
 - b. Changing Lead Agencies, as long as scope or location is not altered,
 - c. Administrative modifications: example: change in technical description of project, change in amount of local funds
 - d. Changing project schedules (advancing, deferring) are allowed following the rules of the dynamic TIP Programming Process, procedures, and requirements of Section 400 through 700.
 - e. A linear location change request that extends or decreases the project limit by 0.25 miles or less.
 - f. A minor scope change that doesn't deviate from the original project application request.
 - g. These project change requests will go through the committee process, beginning at the appropriate technical advisory committee that originally programmed/ prioritized them. These project change requests will follow the schedule of the status reports.
4. Types of project changes that are not allowed to occur through a project change request:
 - a. Location or scope change:
 - i. A linear location change request that is greater than .25 miles.
 - ii. A change in a point location (intersection).
 - iii. A change in an area location.
 - iv. A change in scope that changes the project from its original intent as outlined in the project application request.

5. If a project is requesting a change that is not allowed, the project sponsor can complete a project application for the new project, and compete for the regional funds.
 - a. The federal funds will be deleted from the project, and the funds are returned to the region.
 - b. The competitive application process will be open for those funds. This will occur during the annual cycle of the competitive project application.
 - c. Any member agency can compete for the available funds by following the rules, process and requirements outlined in Section 200-300.
6. MAG staff will review the eligibility of the project change request to determine if it meets federal guidelines.
7. MAG staff will review the impact of the project change request on conformance with the TIP and RTP.
8. MAG staff will also review, analyze, and summarize how the project change request will impact the CMAQ evaluation and other criteria the TAC has established.
9. Once a project change request has been approved through the MAG Committee Process, the TIP is amended/modified, and the changes are sent forward to ADOT and FHWA to amend/modify the STIP.

900. Appeals Process

1. Action to delete or defer projects pursuant to these Guidelines will be initiated at the Transportation Review Committee, proceed to the MAG Management Committee, and final action by the Regional Council.
2. Should a project sponsor want to appeal a recommendation to delete or defer a project, they may request a separate agenda item to be heard before the Regional Council on the project.
3. Upon receipt of such a request:
 - a. An agenda item will be scheduled for Regional Council action to hear the project sponsor appeal.
 - b. Staff from MAG and the project sponsor will work together to prepare written material to be sent to Regional Council prior to the meeting. At a minimum, this material will respond in detail to all items identified in 500 and 600 of these Guidelines.
4. At the meeting, project sponsor staff will, at a minimum, address in detail all items identified in 600 of these Guidelines.
5. The Regional Council will take action to delete, defer or continue the project as currently programmed.

1000. Post Obligation Policies

1. All local sponsored federally funded projects that have obligated (e.g. received FHWA authorization) need to show financial activity within 6 months of obligation and on a routine basis until the completion of the project. If for a 12 month consecutive period, an obligated project has not show financial actively, it may in some cases be deemed by FHWA as inactive and may be subject to deobligation by the Federal Highway Administration.
2. Once a project is obligated, member agencies must provide the following information to MAG in September, February and May for inclusion in the MAG project development status report:
 - a. Date of Obligation from FHWA
 - b. Date of anticipated/Actual bid of the project
 - c. Date of anticipated/Actual award of the contract for the project
 - d. Amount billed to ADOT for reimbursement to the date of the report
 - e. Date of anticipated/actual close-out/final voucher of the project through FHWA/ADOT
3. If on three consecutive status reports, no financial activity is shown, the sponsoring agency will submit a written explanation of why no financial activity has occurred on the project and may be required to provide a presentation to the TRC on the issue.
4. If a federal fund project does not use the full amount of its programmed and obligated federal funds, the remaining balance of unused federal funds, will be returned to the region to be reprogrammed if the obligation authority is still available.
 - a. The member agency shall notify MAG of the amount of unused federal funds once construction and invoicing is completed with ADOT.
 - b. MAG will also verify, and report on any funds returned to the region as reported by the ADOT federal fund ledgers.

Figure D-1: MAG Committee Structure

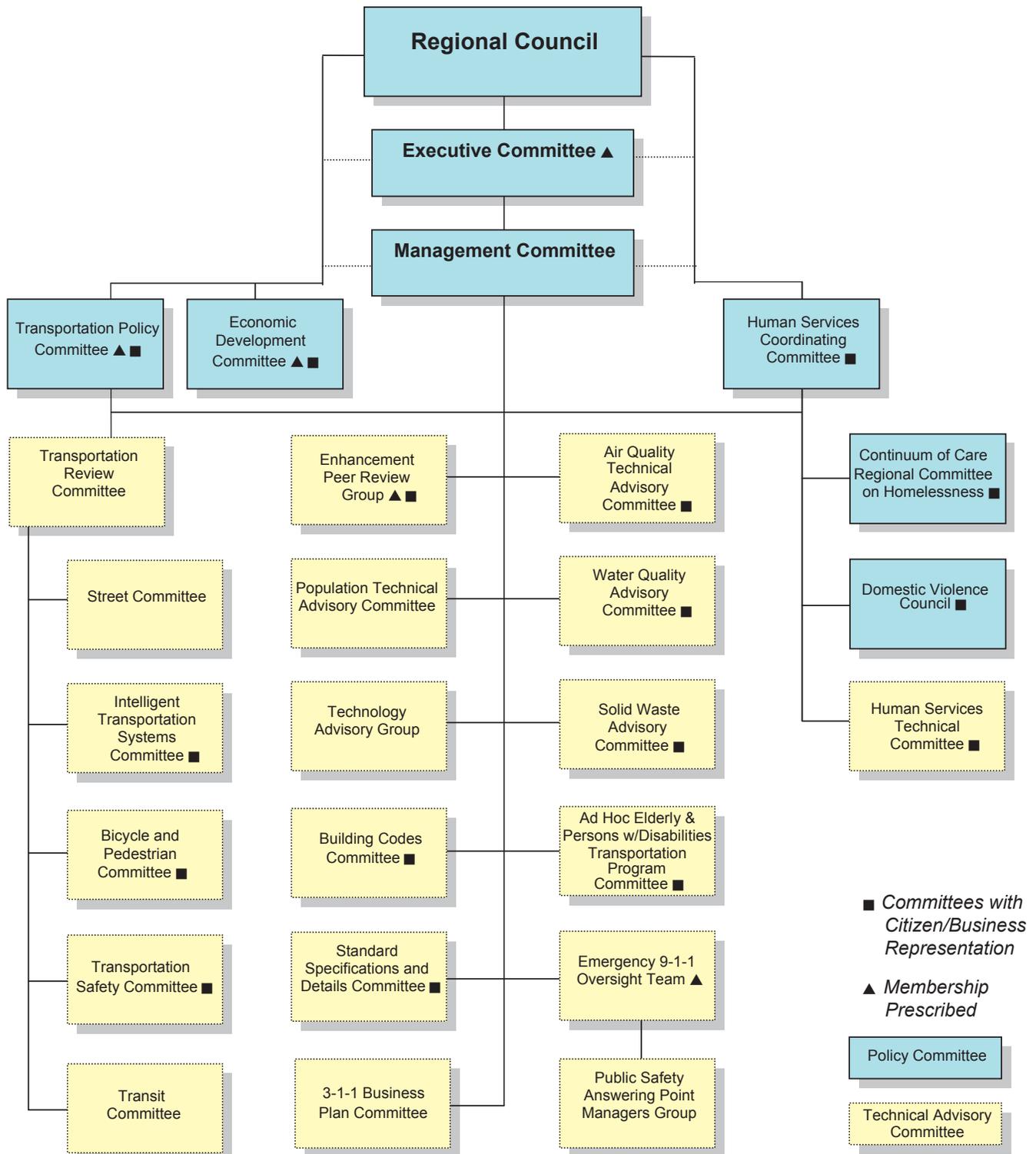
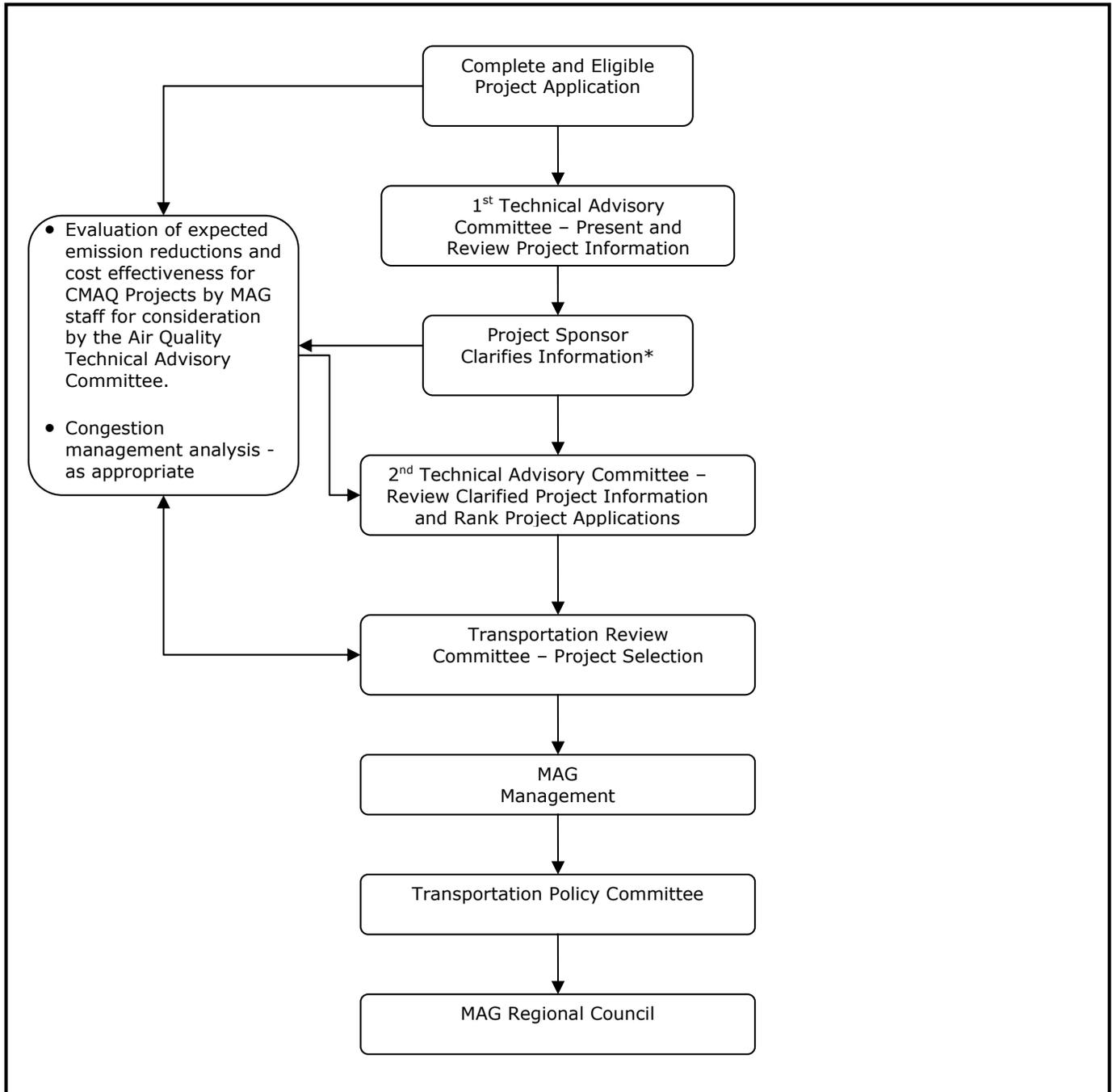


Table D-3: General Schedule for Competitive Application Process

General Schedule for Competitive Application Process*	
July	Transportation Guidebook is published documenting funds available per mode in future years, schedules, evaluation criteria, etc.
August	1st - 2nd week: Federal Fund Project Applications available
	Mid - Month: Workshop on MAG Transportation Programming and Federal Fund Project Applications
	End of month: Open Working Group - Federal Fund Project Applications
September	Early - Mid Month: Open Working Group - Federal Fund Project Applications
	Mid month: Due Date and Time, signed Project Applications due to MAG. Late Applications will not be accepted.
October	Technical Committees review and Lead Agencies present project applications for Projects Submitted
	AQTAC review and recommends CMAQ evaluations for project submitted
November	2nd Technical Committee Meeting: second review and ranking of project applications
December	TRC review/recommend/approve funding for projects
January	Managers review/recommend/approve funding for projects
	TPC review/recommend/approve funding for projects
	RC review/recommend/approve funding for projects
February	Projects are incorporated in DRAFT TIP or current approved TIP
* PM-10 Paving Dirt Road projects and PM-10 Street Sweeper projects have two technical advisory committees involved in their review process.	

Figure D-2

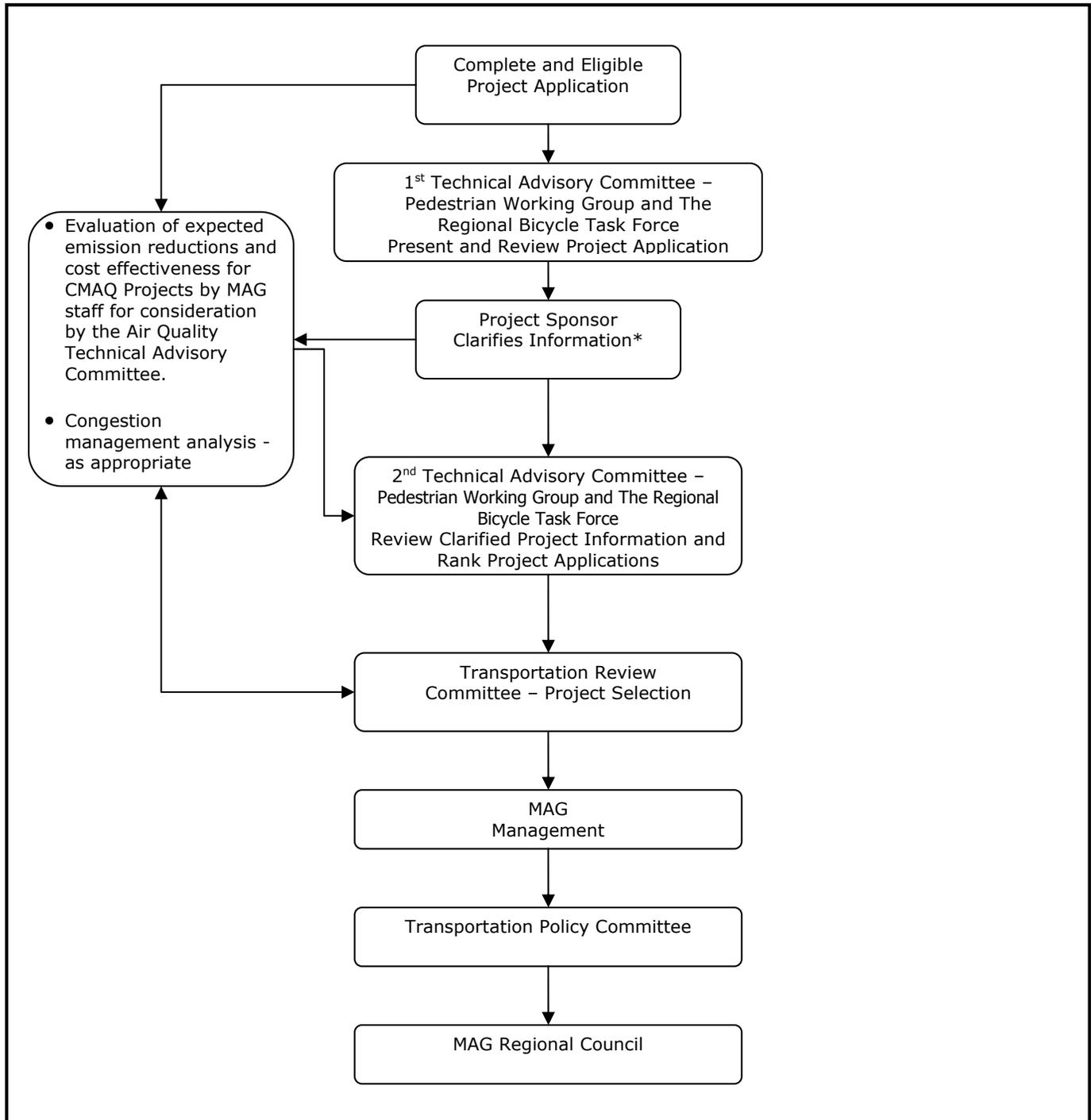
Flowchart – Competitive Project Selection Process for MAG Federal Funds



*If needed

Figure D-3

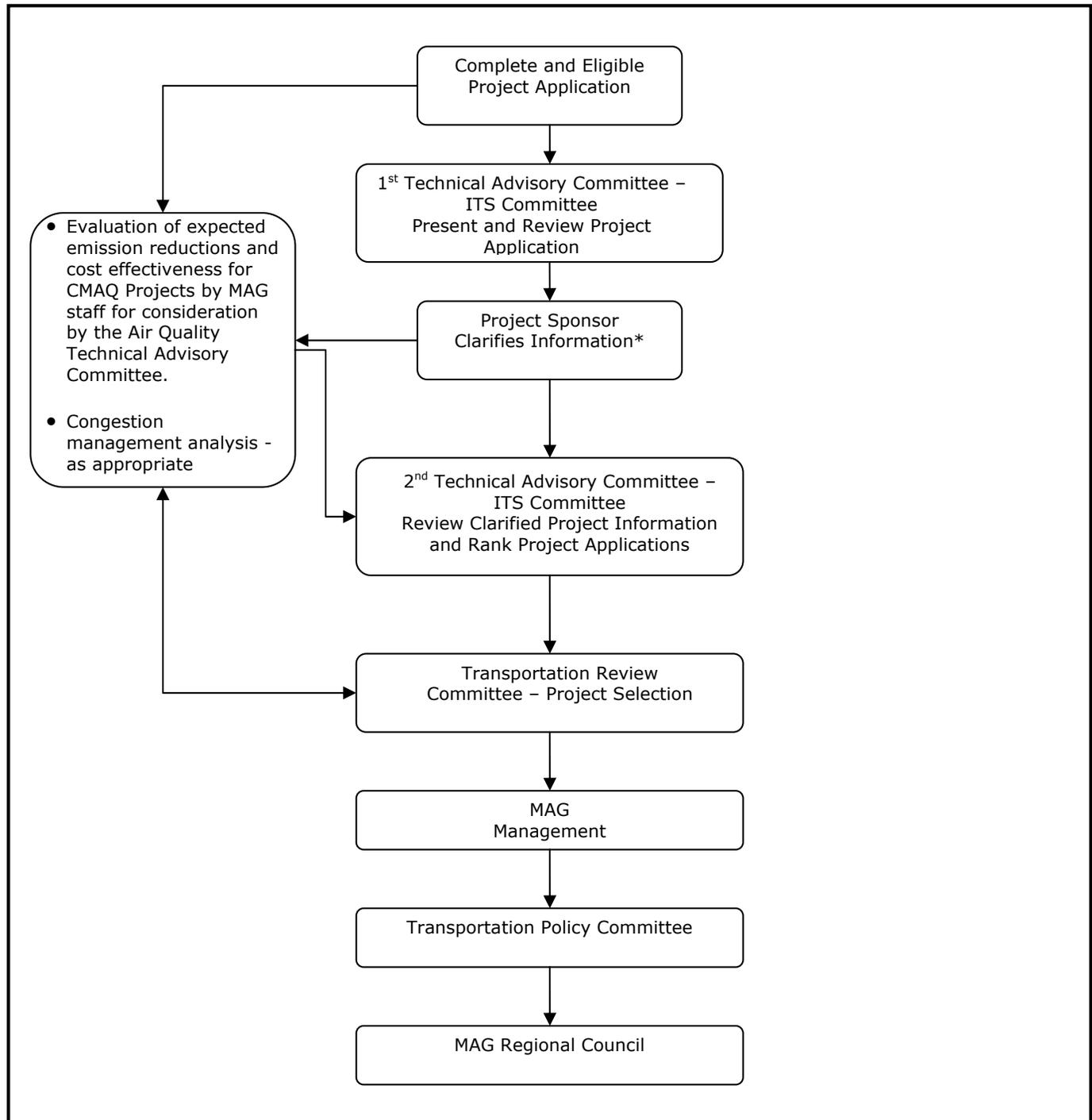
Flowchart – Competitive Project Selection Process for MAG BICYCLE AND PEDESTRIAN PROJECTS



*If needed

Figure D-4

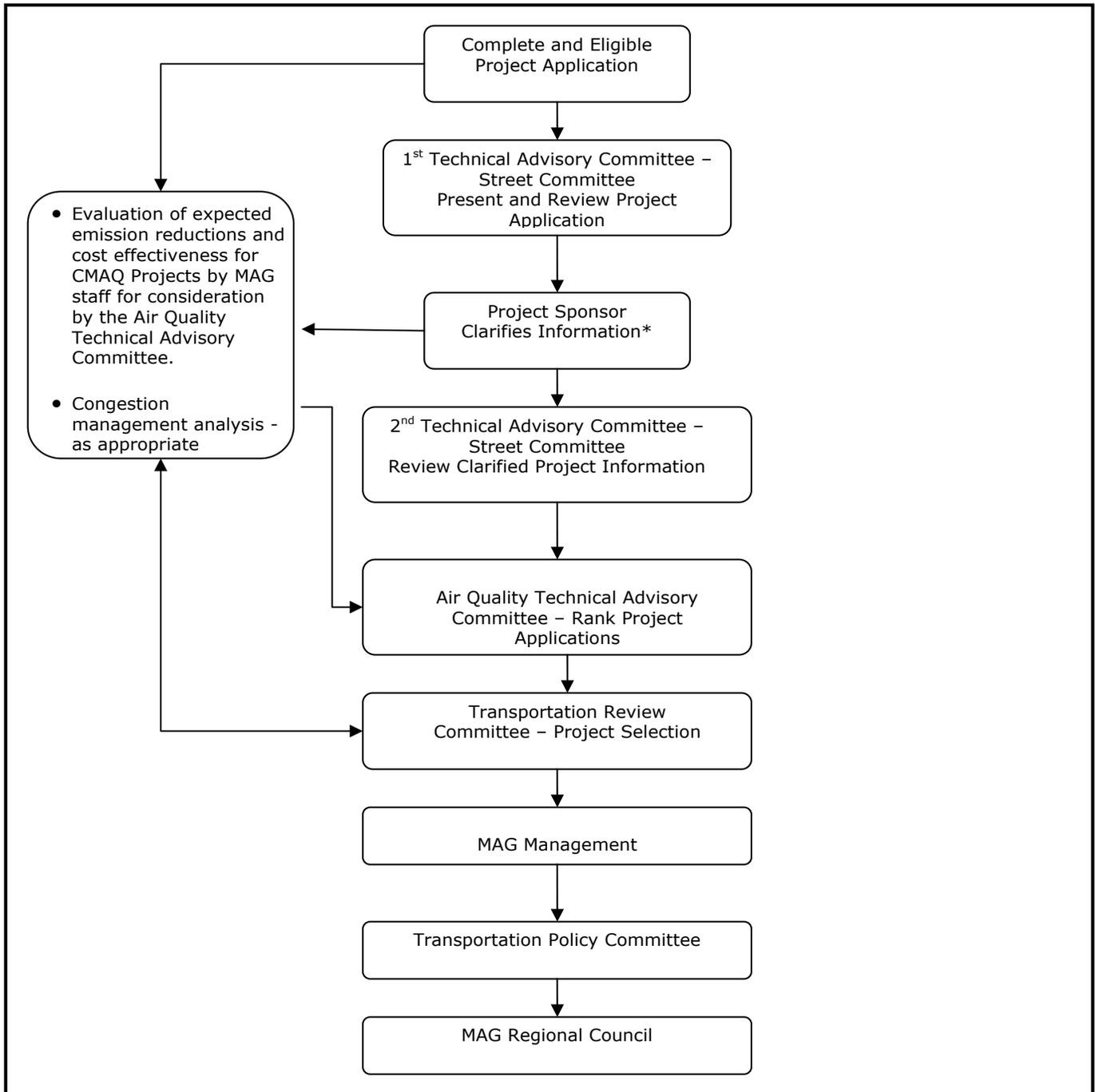
Flowchart – Competitive Project Selection Process for MAG INTELLIGENT TRANSPORTATION SYSTEM (ITS) PROJECTS



*If needed

Figure D-5

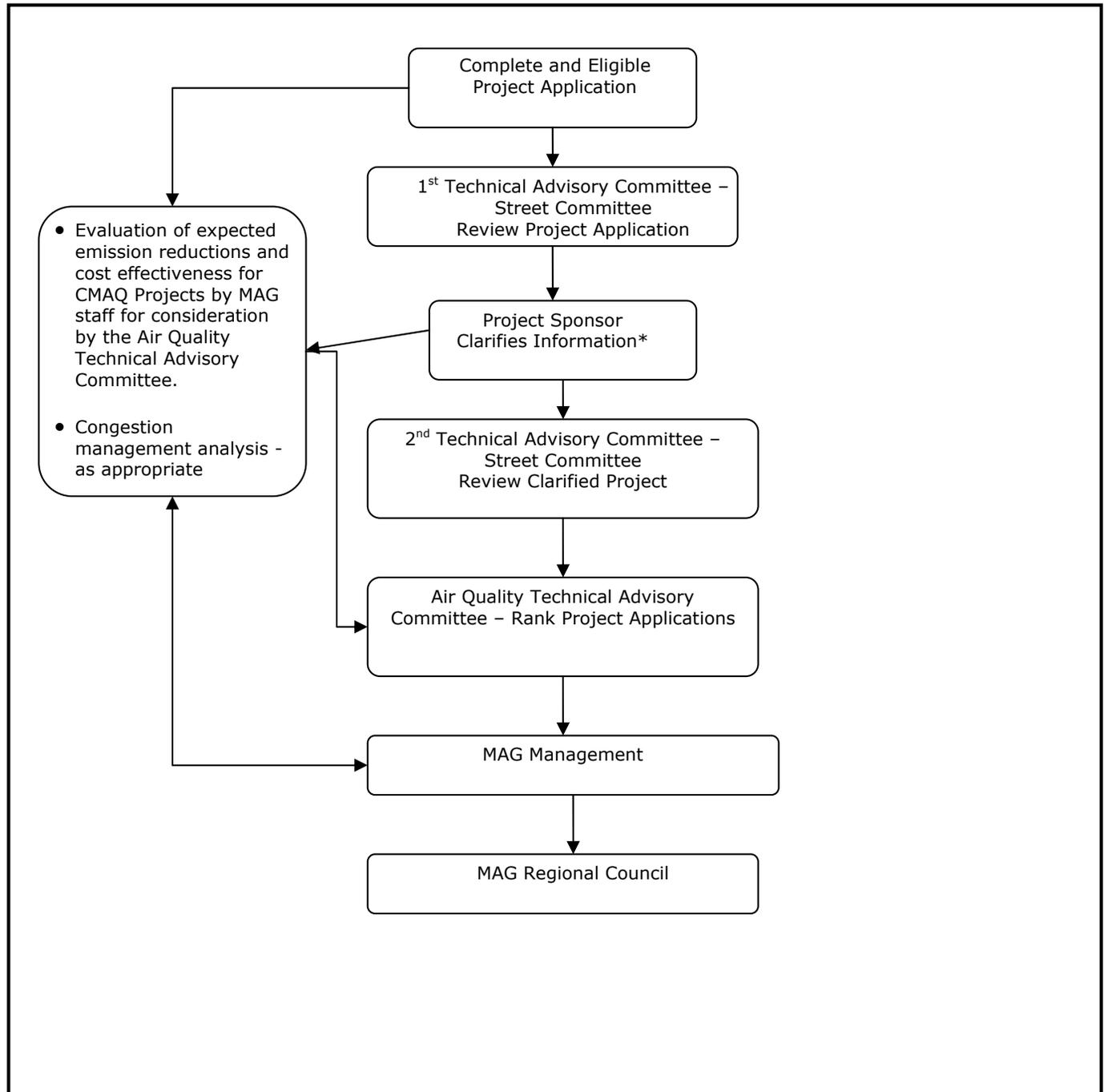
Flowchart – Competitive Project Selection Process for MAG Federal Funds PAVE UNPAVED ROAD PROJECTS



*If needed

Figure D-6

Flowchart – Competitive Project Selection Process for MAG Federal Funds
PM-10 CERTIFIED STREET SWEEPERS



*If needed

Table D-4: Project Schedule

Project Schedule:

Please enter anticipated dates for completing the steps in the process for obtaining the FHWA commitment (e.g. obligation) to fund the projects. If the step is not applicable - e.g. right-of-way clearance for an ITS procurement project—please enter “Not Applicable”.

Phase		Planned Date		Actual Date		Current Status	Notes
		Start	End	Start	End		
Design	Preliminary Project Assessment						
	Design Concept Report						
	30 Percent Plans						
	60 Percent Plans						
	95 Percent Plans						
	PS&E Package						
Environmental Clearance	Hazmat Report						
	Biological Report						
	Cultural Report						
	Environmental Document/Clearance						
Right-of-way Clearance	Initial Actions - Inventory and Appraisals						
	Acquisitions - Offers, Purchases and Condemnations						
	ROW Certification						
Utilities Clearance							
Materials Memo							
IGA/JPA							
Authorize Project							

Table D-5: Annual Schedule for Dynamic TIP Process for Federal Funded Projects

Annual Schedule for Dynamic TIP Process for Federal Funded Projects	
2011	
December	Early December - TRC reviews project status report related to Steps 4 and 5, and makes recommendations to advance, defer, and delete projects from the TIP
2012	
January	MC, TPC, RC: reviews project status report related to Steps 4 and 5, and makes recommendations/approval to advance, defer, and delete projects from the TIP
May	April 30th - May 11th: Due date for information related to Step 4 and project status for Step 5 due.
	24th: TRC meets to review information and answer questions related to the upcoming year - Tier 1
June	28th: TRC reviews project status report focusing on the upcoming year - Tier 1 projects and others, and makes recommendations to advance, defer, and delete projects from the TIP
	28th: TRC makes a recommendation for Tier 3 priorities
July	MAG sends Step 4: Project Information Update & Commitment notification to Project Sponsor/Local Agencies for projects due to kick off in upcoming January
	MC, TPC, RC: reviews project status report focusing on the upcoming year - Tier 1 projects and others, and makes recommendations/approval to advance, defer, and delete projects from the TIP
	MC, TPC, RC: TRC makes a recommendation for Tier 3 priorities
July 30th	Due Date for information to ADOT for project obligation in current federal fiscal year.
August	6th-16th: Project information related to Tier 2 and Tier 3 decisions due to MAG
	23rd: TRC review information related to Tier 2 and Tier 3 projects, and makes advancement and project change recommendations.
September	MC, TPC, RC: reviews information related to Tier 2 and Tier 3 projects, and makes advancement and project change recommendations/approval.

DEFINITIONS

'Actions In an Agency's Control', - Actions for which a project sponsor has decision making authority, such as the allocation of funding and staff time, project management, scheduling decisions, and the coordination of the project with other projects in the agency's boundaries such as developer or other agency projects

'Actions Not In Control of an Agency' - Actions of third parties such as utility companies, railroads, property owners, the courts, other governmental agencies and reviewing agencies who may fail to provide timely reviews or provide inconsistent, ambiguous or erroneous guidance. Actions also not under the control of a sponsor include issues that could not have been reasonably anticipated when the project was initiated such as the discovery archaeological artifacts, hazardous materials or impacts to endangered or threatened species in areas where none of these features had been encountered or known to exist previously.

Clean Air Act – The Clean Air Act (CAA) is the comprehensive federal law that regulates air emissions from stationary and mobile sources. Among other things, this law authorizes the Environmental Protection Agency to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emission of hazardous air pollutants. – (Summary of the Clean Air Act, <http://www.epa.gov/lawsregs/laws/caa.html>, Retrieved on May 9, 2008)

Congestion Mitigation and Air Quality (CMAQ) Improvement Program - Congestion Mitigation and Air Quality Program are federal funds that are available for projects that improve congestion and air quality in areas that do not meet clean air standards ("non-attainment" areas). The transportation projects and programs that are eligible under the Congestion Mitigation and Air Quality Improvement Program are: Transportation Control Measures (TCMs), Extreme Low-Temperature Cold Start Programs, Alternative Fuels, Congestion Relief & Traffic Flow Improvements (ITS projects and programs), Transit Improvements, Bicycle and Pedestrian Facilities and Programs, Travel Demand Management, Public Education and Outreach Activities, Transportation Management Associations, Carpooling and Vanpooling, Freight/Intermodal, Diesel Engine Retrofits, Idle Reduction, Training, I/M Programs, and Experimental Pilot Projects. The current federal guidelines related to the available CMAQ funding for the Competitive Project Selection Process for MAG Federal Funds is titled, 'The Congestion Mitigation and Air Quality Program (CMAQ) under the SAFETEA-LU Interim Program Guidance' can be accessed online at: <http://www.fhwa.dot.gov/environment/cmaq06gd.pdf>.

Contingency Projects - Projects identified during Interim Closeout if the number of projects submitted to use Closeout funds, exceeds the Interim Closeout amount. These projects would then be funded during Final Closeout under the condition that additional funds were identified by changes to a project schedule, to the apportionment or appropriations formulas, and/or notification of redistributed obligation authority (OA) that would increase the funds available.

Designated Representative – A designated representative of a jurisdiction is an employed staff person of the jurisdiction designated by the chief administrator to sign MAG funding request documents on behalf of that jurisdiction.

Eligible Projects/Project Components – Eligible projects/project components are defined by the current federal guidelines related to the type of federal fund that is being considered.

Incomplete Application – An application that does not have required application fields filled-in is defined as incomplete.

'In an Agency's Control', - Actions for which a project sponsor has decision making authority, such as the allocation of funding and staff time, project management, scheduling decisions, and the coordination of the project with other projects in the agency's boundaries such as developer or other agency projects

Joint Project – A joint project is a project that has more than one jurisdiction financially committed to the project.

MAG Approved Plan – MAG approved plans are used in the evaluation of Regional Projects. The list of MAG approved plans that can be used are the most recently approved Regional Transportation Plan, MAG ITS Strategic Plan – April 2001, MAG Strategic Transportation Safety Plan – October 2005, MAG Regional Bikeway Master Plan – 2007, Pedestrian Plan – 2000, MAG Regional Action Plan on Aging and Mobility, MAG Regional Off-Street System Plan – February 2001, and the Arizona Strategic Highway Safety Plan – August 2007

MAG Committee Process – For purposes related to this document and process: Transportation Review Committee, the Management Committee, the Transportation Policy Committee, and the Regional Council. Please see *Figure D-1, page 80*.

MAG Federal Fund Program – The MAG Federal Fund Program consists of projects in the MAG Transportation Improvement Program (TIP) that are funded with federal funds, both highway and transit projects. A component of this Program are the projects that are local sponsored, competitively selected and programmed through the MAG Process with Federal Funds. The categories that are available for local agencies to apply for federal funds through the MAG Process are: Arterial-ITS Projects – CMAQ funded, Arterial Projects – STP-MAG funded, Bicycle and Pedestrian Projects – CMAQ funded, and Air Quality Projects – CMAQ funded.

Project Sponsor – The project sponsor is the local agency that is responsible for all steps of the process related to all aspects of the federal project development process including: the MAG Competitive application process, engineering and design of the project to the federal standards, and completion of federal required clearances. This review process is administered by the Arizona Department of Transportation (ADOT) or a certified accepted (CA) agency. If federal funding is not programmed for design, engineering, and clearance work, the project sponsor is responsible for the costs. The federal required local match and additional funds that are needed to complete the project, including any project cost increases. The amount of MAG federal funds available for a project is the programmed amount listed in an approved TIP.

Regional Project – A transportation project that is sponsored and funded by one or more MAG member agency that impacts other jurisdictions besides those sponsoring the project. The project concept has to be consistent with an approved MAG Plan.

SAFETEA-LU - On August 10, 2005, President George W. Bush signed the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009.¹

Surface Transportation Program (STP) funds – Surface Transportation Program funds are federal funds designated to be used on highways, transit or street projects.

2. SAFETEA-LU Home Page. *US Department of Transportation, Federal Highway Administration*. Retrieved on July 9, 2008 from <http://www.fhwa.dot.gov/safetealu/index.htm>.

The Transportation Programming Guidebook – The Guidebook is published on a yearly basis and its purpose is to provide MAG member agencies background information, instructions, and deadlines on the different transportation programs and requirements for the RTP, the MAG TIP, and the MAG Federal Fund Program for the upcoming fiscal year.

Technical Advisory Committees (TAC) – The MAG Technical Advisory Committees that are related to Competitive Project Selection Process for MAG Federal Funds are the MAG Street Committee, MAG Intelligent Transportation System (ITS) Committee, Air Quality Technical Advisory Committee, and the Bicycle and Pedestrian Committee. Please see *Figure D-1, page 80*.

November 1, 2011

TO: Members of MAG Management Committee
FROM: Eileen Yazzie, Transportation Planning Project Manager
SUBJECT: IMPLEMENTATION– FEDERAL FUND PROGRAMMING GUIDELINES

The Federal Fund Programming Guidelines are on the Regional Council agenda for approval on October 26, 2011. The Programming Guidelines restructure the programming process for MAG federally funded projects that are included in the TIP, requiring significantly more information from agency sponsors and proof of maintenance of effort to complete projects by the programming deadline identified in the TIP.

As these are major new requirements, it is not feasible for most federally funded projects programmed in FFY 2012 through FFY 2014 to comply with these Guidelines. Accordingly a transition period to allow member agencies to come into compliance with the new programming guidelines is needed. Member agencies are requested to review the information below and the overall transition schedule for projects programmed for obligation in 2012, 2013, and 2014.

For All Projects: 2012, 2013, and 2014

The following rules apply to all FFY 2012 through FFY 2014, MAG federally funded projects:

1. All projects will start with a 'clean slate', so that past deferrals will not be taken into consideration with regard to the new process. At this time no deferrals will be allowed into FFY 2015. Currently, there are no MAG federally funded projects programmed in FFY 2015 and due to the ongoing uncertainty of federal funding. It is highly desirable to maintain a hedge against possible federal funding shortfalls. If an agency feels that it cannot obligate its federally funded project by the end of FFY 2014, it should request to delete the project and reapply for federal funding when it becomes available in the future. The opening up of FFY 2015 for programming is anticipated for the Fall of 2012.
2. The Guidelines per Section 500.3 accelerate the process for closing out the federal fiscal year by defining projects (hereafter referred to as Tier 3) for the closeout in June-July for the upcoming federal fiscal year. As the June-July date has already past, projects for FFY2012 inclusion in Tier 3 will be considered in December-January.
3. The Guidelines in general and Section 700, in particular, strive to limit projects programmed in the current federal fiscal year to those that have a reasonable change of obligating in that federal fiscal year. For this reason, project advancements into FFY 2012 and FFY 2013 will be evaluated on a case by case basis to establish whether they

meet Tier 1 criteria (60% design, environmental submitted, right-of-way appraisals complete). The spreadsheet workbook that is being distributed to member agencies is intended, in part, to identify potential candidate FFY 2013 and FFY 2014 projects that can be advanced and those FFY 2012 projects that may need to be deferred to a year in which they have a reasonable chance of being obligated.

4. The Guidelines per Section 800 significantly strength requirements of sponsoring agencies to complete projects as defined and selected in the competitive process for MAG federal funding. In the transitional period leading up to the full implementation of the Guidelines it is strongly recommended that member agencies review their projects to insure that they are being develop as programmed in the TIP and if changes are needed request a project change when submitting the Project Status Report. Consolidation of projects will be reviewed on a case by case basis due to air quality conformity commitments.

Projects Scheduled for Obligation in Federal Fiscal Year (FFY) 2012

The Guidelines require that all projects programmed for the current federal fiscal year demonstrate local funding commitment and meet Tier 1 requirements (60% design, environmental submitted, right-of-way appraisals complete). However, these requirements are not feasible for FFY 2012 projects, and hence are waived for them. However, if they are deferred into a later year, they will need to fully comply with that year's requirements (see sections for FFY 2013 and FFY 2014).

FFY 2012 projects will need to comply with the following schedule:

- October – December 2011 – Agency Information Update and Change Requests:
 - Member agencies provide project status information, including a project development schedule with dates for completion of key milestones in the project development process.
 - Concurrently, member agencies will review their projects and as appropriate request deferrals and project changes
- December-January 2012 – Committee Actions:
 - The project status report with action items will be on the December 2011 – January 2012 committee cycle for approval.
 - Once a project change is approved, Section 800.4 is applicable.
- December 2011 – January/February 2012: Tier 3 (formally known as Closeout) – Section 500.3: Develop priorities for the current year.

Projects Scheduled for Obligation in FFY 2013

The following applies to all projects programmed in FFY 2013, including those that are deferred from FFY 2012 or advanced from FFY 2014.

- October – December 2011 - Agency Information Update and Change Request:: FFY 2013 projects will comply with the same schedule and list activities as applied to FFY 2012 projects (See the above section for the October-December 2011 period)
- December-January 2012 – Committee Actions: FFY 2013 projects will comply with the same schedule and list activities as applied to FFY 2012 projects (See the above section for the December-January 2012 period).
- June 8, 2012: Local commitment information is due.
 - Notification will be sent out in November/December and a reminder in May 2012.
 - Schedule, CIP, Staff, Work Plan. The CIP information is normally required, but may not be complete by July 2012. It is understood that the CIP commitment may happen after July 2012, but a schedule of when it will be put in the CIP will be needed.
- June – September 2012: Tier 3 (formally known as Closeout) – Section 500.3: Develop priorities for the upcoming year.

Projects Scheduled for Obligation in FFY 2014:

- June 8, 2012: Local commitment information is due. This is the same as for FFY 2013 projects (Please see the section above about Local commitment information).
- May 1, 2013: Due date for 60% plans, environmental submittal, right of way appraisals.
 - Section 500.3 is applicable.
- June – September 2013: Tier 3 (formally known as Closeout) – Section 500.3: Develop priorities for the upcoming year.
- Project Deferrals and Deletions – Section 600: Applicable to all projects; all projects start with a 'clean slate.'

Implementation Schedule for Dynamic TIP Process for Federal Funded Projects

Year	Month	Action	Affected Projects		
			FFY 2012 Projects	FFY 2013 Projects	FFY 2014 Projects
2011	October	MAG Staff sends Local Commitment information to 2013 and 2014 projects	----	Yes	Yes
	October - December 1st	Lead agencies complete project status report and request any project changes.	Yes	Yes	----
	December	TRC: review project status report and makes recommendations to advance, defer, delete projects, and make project changes from the TIP.	Yes	Yes	----
TRC: Makes recommendation for Tier 3 (Closeout) priorities		Yes	----	----	
2012	January	MC, TPC, RC: review project status report and makes recommendations to advance, defer, delete projects, and make project changes from the TIP.	Yes	Yes	----
		MC, TPC, RC: Makes recommendation for Tier 3 (Closeout) priorities	Yes	----	----
	June	June 8: Due date for project status information & Local Project Commitment information for 2013 & 2014 Projects	Yes	Yes	Yes
		28th: TRC reviews project status report focusing on the upcoming year - Tier 1 - FY2013 projects and others, and makes recommendations to advance, defer, and delete projects from the TIP	Yes	Yes	Yes
	July	MC, TPC, RC: reviews project status report focusing on the upcoming year - Tier 1 projects and others, and makes recommendations/approval to advance, defer, and delete projects from the TIP	Yes	Yes	Yes
		30th: Due Date for information to ADOT for project obligation in current federal fiscal year.	Yes	----	----
	August	*6th-16th: Project information related to Tier 2 and Tier 3 decisions due to MAG	----	Yes	----
		*TRC: review information related to Tier 2 and Tier 3 projects, and makes advancement and project change recommendations.	----	Yes	----
	September	*MC, TPC, RC: reviews information related to Tier 2 and Tier 3 projects, and makes advancement and project change recommendations/approval.	----	Yes	----
	December	TRC: review project status report and makes recommendations to advance, defer, delete projects, and make project changes from the TIP.	----	Yes	Yes
2013	January	MC, TPC, RC: review project status report and makes recommendations to advance, defer, delete projects, and make project changes from the TIP.	----	Yes	Yes
	May	April 30th - May 11th: Due date for project status information	----	Yes	Yes
		24th: TRC meets to review information and answer questions related to the upcoming year - FFY2014	----	Yes	Yes
June	28th: TRC reviews project status report focusing on the upcoming year - Tier 1 - FY2014 projects and others, and makes recommendations to advance, defer, and delete projects from the TIP	----	Yes	Yes	
2013	July	MC, TPC, RC: reviews project status report focusing on the upcoming year - Tier 1 projects and others, and makes recommendations/approval to advance, defer, and delete projects from the TIP	----	Yes	Yes
		30th: Due Date for information to ADOT for project obligation in current federal fiscal year.	----	Yes	----
	August	6th-16th: Project information related to Tier 2 and Tier 3 decisions due to MAG	----	----	Yes
		23rd: TRC review information related to Tier 2 and Tier 3 projects, and makes advancement and project change recommendations.	----	----	Yes
	September	MC, TPC, RC: reviews information related to Tier 2 and Tier 3 projects, and makes advancement and project change recommendations/approval.	----	----	Yes
December	TRC: review project status report and makes recommendations to advance, defer, delete projects, and make project changes from the TIP.	----	----	Yes	
2014	January	MC, TPC, RC: review project status report and makes recommendations to advance, defer, delete projects, and make project changes from the TIP.	----	----	Yes



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