

Fiscal Year 2009

Transportation Programming Guidebook



Maricopa Association of Governments

August 2008



INFORMATION



SCHEDULE



CONTACT



RESOURCES

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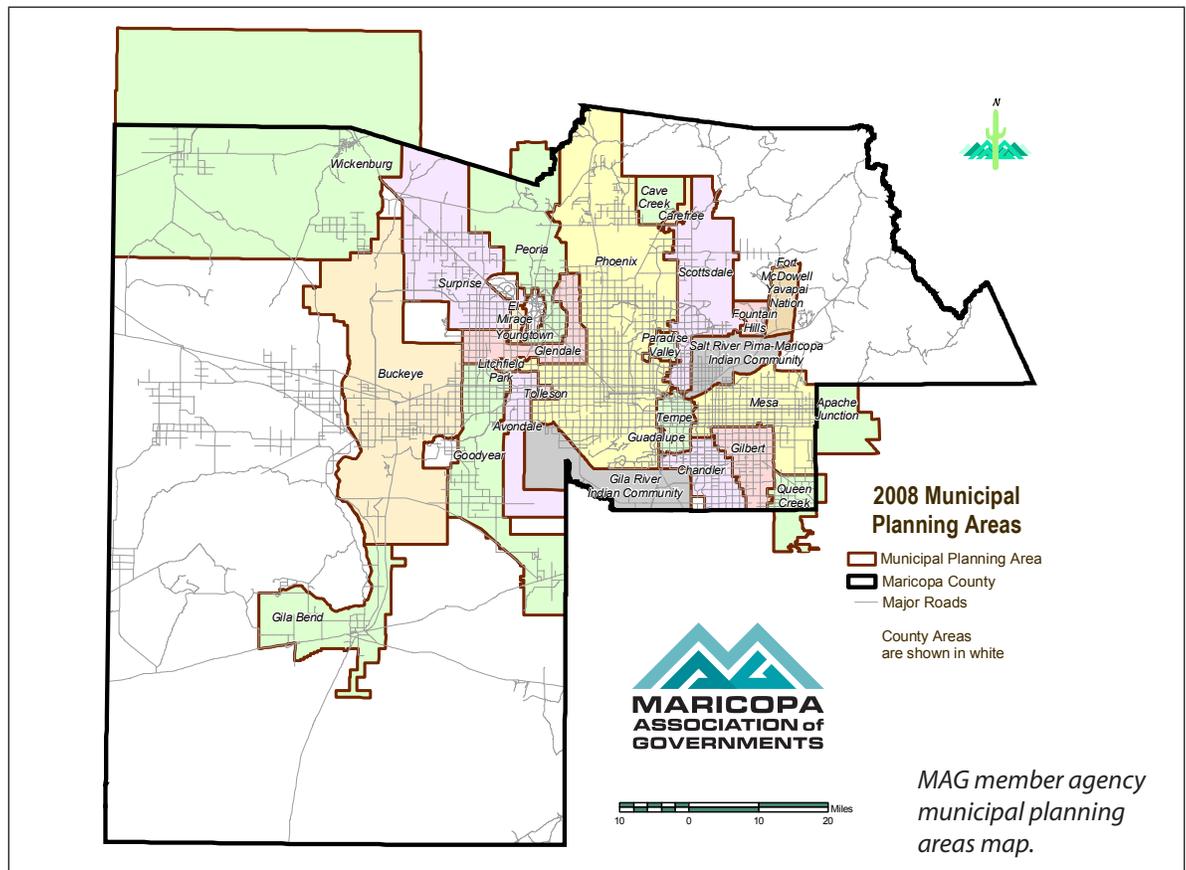
ACRONYMS

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 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 and requirements for the RTP and the MAG TIP for fiscal year (FY) 2009. 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 to program transportation projects for MAG.

MAG is a regional agency of Valley communities working together to ensure a better quality of life by developing regional policies and plans in such areas as transportation, air quality, land use, water quality, solid waste, and human services. MAG's member agencies include the region's 25 incorporated cities and towns, Maricopa County, the Gila River Indian Community, the Fort McDowell Indian Community, the Salt River Pima-Maricopa Indian Community, the Citizens Transportation Oversight Committee (CTOC), and the Arizona Department of Transportation (ADOT).

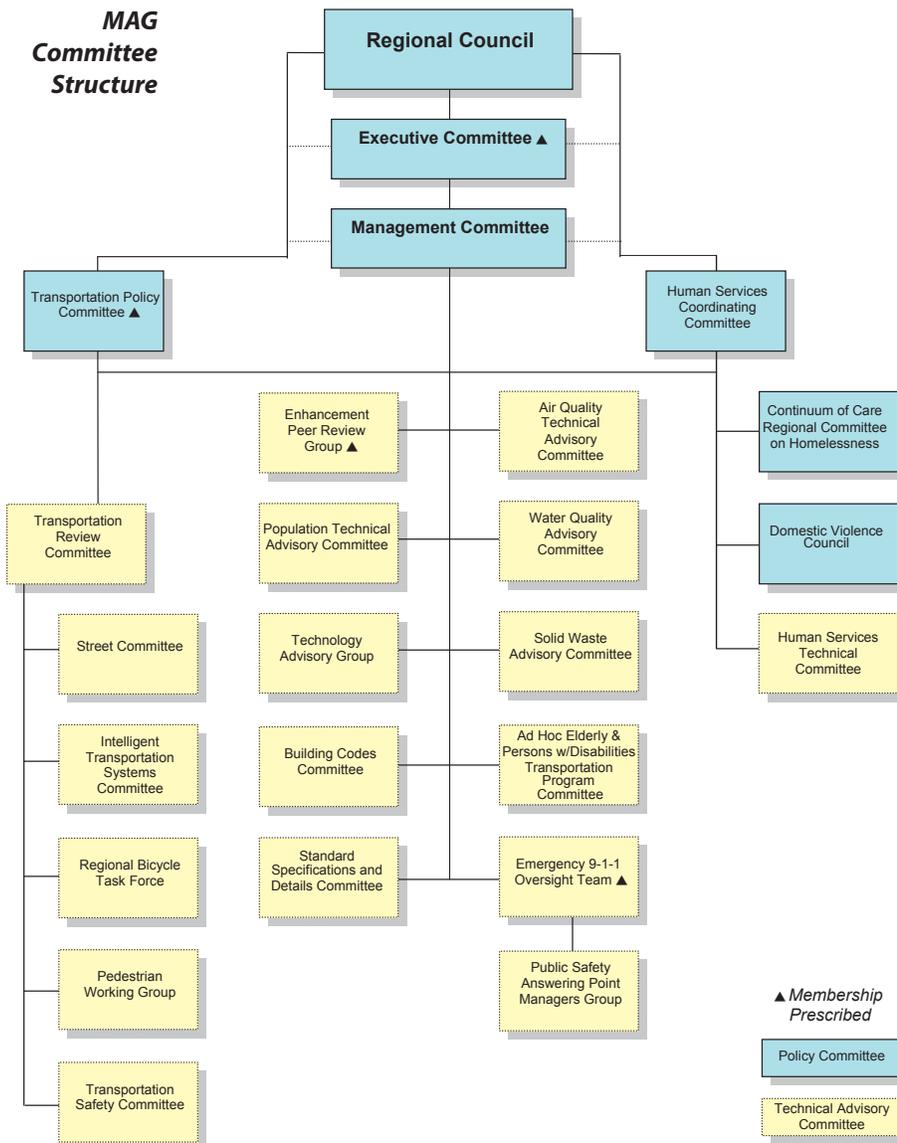


The MAG Committee Process is an integral part of the transportation programming process and are responsible for reviewing and approving the multiple stages of programming the TIP and the RTP.

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 (SAF-E 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.

Currently, MAG programs the TIP and updates the RTP on an annual basis, which requires MAG member agencies to work with staff on submitting projects for the MAG federal program, updating currently programmed projects in both the TIP and life cycle programs as applicable, and submitting new regionally significant transportation projects.

MAG Committee Structure



The guidebook 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, processes, schedules, and contact information organized by types of transportation projects.

REGIONAL TRANSPORTATION PROGRAMMING

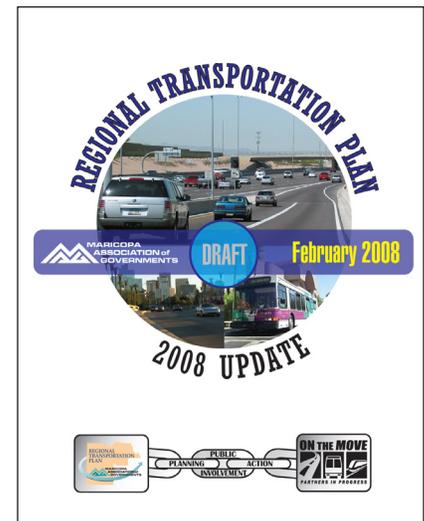
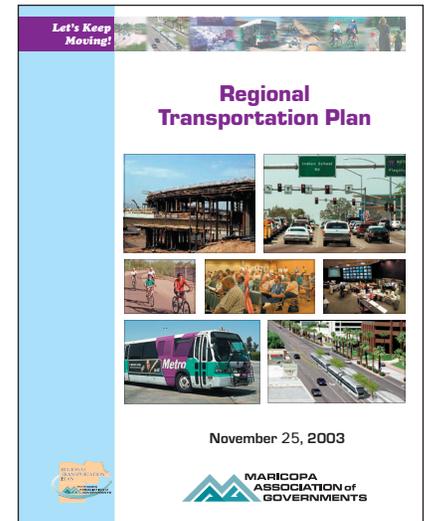


MAG REGIONAL TRANSPORTATION PLAN

The MAG Regional Transportation Plan (RTP) is the region's long range transportation planning document that was initially approved on November 25, 2003 at the MAG Regional Council. On November 2, 2004, the voters of Maricopa County passed Proposition 400, which authorized the continuation of the existing half-cent sales tax for transportation in the region (also known as the Maricopa County Transportation Excise Tax). This action provides a 20-year extension of the half-cent sales tax through calendar year 2025 to implement projects and programs identified in the MAG RTP. The RTP covers a twenty year planning period, establishes three life cycle programs, and distribution of half-cent sales tax and MAG federal funds, among the transportation modes/programs. The RTP was updated in 2005, 2006 and 2007, and a copy is available at <http://www.mag.maricopa.gov/project.cms?item=411>.



The three life cycle programs established by the RTP are the Regional Transportation Plan Freeway Program (RTPFP) Life Cycle, the Arterial Life Cycle Program (ALCP), and the Transit Life Cycle Program (TLCP). The concept of a Life Cycle Program refers to a programming approach that forecasts and allocates funds through the full life of a major funding source. The Life Cycle Programs cover specific projects programmed through year 2026, and reflects a fiscal balance between anticipated revenues and expenditures. The Life Cycle Program provides the necessary management tools to ensure ADOT, Regional Public Transportation Authority (RPTA), and MAG maintain realistic planning and construction schedules, predicted upon funding, and provide periodic reports to the public and other government agencies.¹



¹ ADOT, Life Cycle Certification, Regional Transportation Plan Freeway Program, January 31, 2006.

The Regional Transportation Plan will be tentatively updated according to the schedule below.



SCHEDULE

RTP Update Schedule—Fiscal Year 2009	
February	• Transportation Review Committee (TRC) recommends Draft RTP 2009 Update for Air Quality Conformity Analysis (AQCA)
February-March	• Draft RTP 2008 Update available for Technical Advisory Committees and public review
April	• Management Committee (MC), Transportation Policy Committee (TPC) and Regional Council (RC) review/recommend/approve Draft RTP 2009 Update for an AQCA
April/May	• Draft RTP 2009 undergoes AQCA (Transportation Division runs horizon year models and then Environmental Division runs AQCA)
Mid May	• 30 days notice prior to Public Hearing
June	• TRC review/recommend RTP 2009 Update
July	• Managers, TPC and RC review/recommend/approve RTP 2009 Update

Regional Transportation Plan Freeway Program (RTPFP) Life Cycle

The Regional Transportation Plan Freeway Program (RTPFP) Life Cycle covers the period fiscal year (FY) 2009 – FY 2026 and is managed by ADOT and programmed with the goals and priorities of the region. There are biannual Life Cycle Certification Reports produced at the end of January and July of each year. The RTPFP projects include: new freeway corridors, additional lanes on existing facilities, new traffic interchanges, new High Occupancy Vehicle (HOV) lanes and ramps at system interchanges, and maintenance and operations programs.

The five year Construction Program (the first five years of the RTPFP) is usually approved each June by the State Transportation Board. Once these are approved, they are incorporated into the RTP and the TIP during the normal update schedule. Please see **Section 5** for information about contacts and schedules for freeway projects.

Transit Life Cycle Program

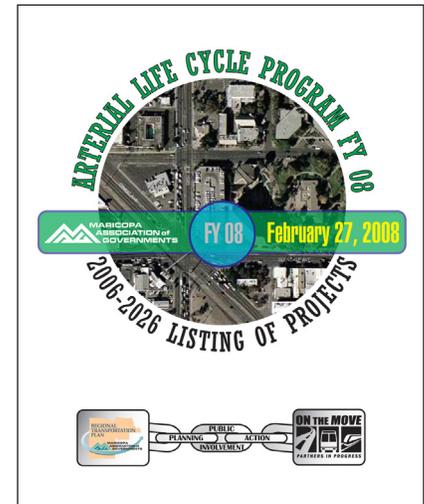


The RPTA/Valley Metro performs the life cycle management of transit projects. The Transit Life Cycle Program (TLCP) programs regionally funded transit projects in the MAG RTP from FY 2009 – FY 2026. Although the RPTA maintains responsibility for the distribution of half-cent funds for light rail projects, Valley Metro Rail Inc., a nonprofit corporation, was originally created to form an alliance among the cities of Phoenix, Tempe, Mesa, and Glendale to implement the Light Rail Transit (LRT) system. Valley Metro Rail is responsible for overseeing the design, construction and operations of the light rails starter segment, as well as future corridor extensions to the system.

The TLCP is planned to be approved in December 2008/January 2009. Once it is approved, Valley Metro and Valley Metro Rail will update MAG with the necessary project information for the RTP and the TIP. Please see **Section 5** for information about contacts and schedules for transit projects.

Arterial Life Cycle Program

The ALCP is managed by MAG and reimburses a select group of regionally significant projects through FY 2026. The program consists of ninety three capacity and intersection improvement projects that were originally identified in the 2003 RTP, which also have specific reimbursement amounts and time periods. The ALCP is a reimbursement program limited to the amount specified in the ALCP for a project, or 70% of the total project expenditures, whichever is less. The funding for this life cycle program is a combination of local funds, half-cent sales tax, MAG-STP, and CMAQ.



The ALCP is approved on a yearly basis, in June, with amendments and administrative adjustments throughout the year as necessary. In addition, the ALCP Policies and Procedures direct the implementation of the arterial street projects in an efficient and cost-effective manner. MAG staff continuously works with the lead agencies on ALCP project status. Please see **Section 5** for information about contacts and schedules for arterial projects.

2010-2014 MAG TRANSPORTATION IMPROVEMENT PROGRAM

The 2010-2014 Transportation Improvement Program (TIP) will represent a listing/program of transportation projects covering a 5 year period that is being updated from the 2008-2012 MAG TIP report. Consistent with the RTP, programming the TIP is achieved in cooperation working with ADOT, Valley Metro, Valley Metro Rail, member agencies, and the public. The decision-making process includes input from members of the general public, local stakeholders such as directly affected communities; local agencies, transportation providers and operators; MAG technical advisory committees; and State and Federal agencies. Priority issues may also be considered by planners and decision-makers, like regional mobility, congestion management, economic development, and environmental considerations.

To meet federal requirements, the 2010-2014 TIP will report on all projects programmed with federal funds and on all regionally significant projects that are funded with Federal and non-federal funds.

These regionally significant projects come from three main sources:

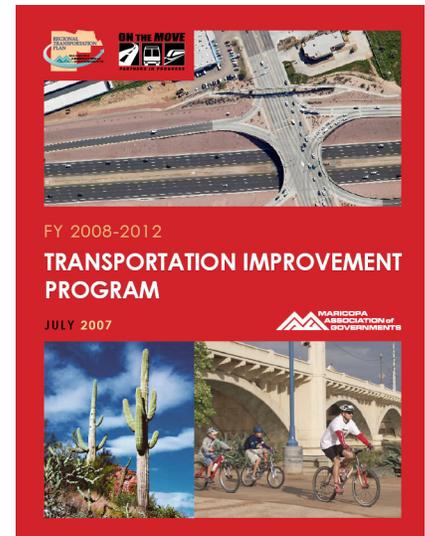
1. The life cycle programs,
2. The MAG Federal Fund Program, and
3. Local sponsored projects.

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.

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.

Life Cycle Programs

Information on projects occurring in the three life cycle programs for freeways, transit and arterials that are scheduled for work in 2009-2014 will flow directly into the TIP from the programs. The managing agency is responsible for this information exchange.



MAG Federal Fund Program

The MAG Federal Fund Program consists of both highway and transit projects in the MAG Transportation Improvement Program (TIP) that are funded with federal funds. A component of this Program are the projects that are selected through the Competitive Project Selection Process for MAG Federal Funds.

Competitive Project Selection Process for MAG Federal Funds

The Regional Transportation Plan allocated the available regional federal funds to different multi-modal categories as shown in **Table 1, page 20**. 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. In a typical TIP programming cycle, CMAQ funds available for arterial ITS, and Bicycle and Pedestrian projects are programmed at a maximum 70% federal funding rate. The local jurisdictions must provide at least 30% of the project cost. For PM-10 Certified Street Sweepers and Pave Unpaved Road projects, the maximum federal share is 94.3% and a minimum local match at 5.7% is required.

In previous years, all five years of the TIP have been programmed with projects to receive the CMAQ funds through a competitive process. For the 2010-2014 TIP and future Transportation Improvement Programs, the MAG region will only program up to the first four years of the TIP with specific CMAQ funded projects, and at least the fifth year of the 2010-2014 TIP, 2014 will be programmed with CMAQ funds dedicated to the ITS Program, Bicycle and Pedestrian Program, and Air Quality Program.

In FY 2008, the MAG Regional Council approved funding for arterial ITS, and Bicycle and Pedestrian projects for FY2013. The MAG Arterial ITS, and Bicycle and Pedestrian Programs are fully programmed in Federal fiscal year (FFY) 2009 through 2013. There will not be a competitive project selection process for arterial ITS, and Bicycle and Pedestrian Projects in FY2009. The next competitive application and programming process for arterial ITS, and Bicycle and Pedestrian projects will be in FY2010, which begins in August 2009.

In FY2009, 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 and Pave Unpaved Road Projects.

The 2009-2014 MAG Federal fund program has CMAQ funds available to be programmed for:

- PM-10 Certified Street sweepers in 2009 - \$1,210,000
- Pave Unpaved Road projects in 2011 - \$3,658,362 and 2012 - \$5,004,000

To learn more about the competitive programming process, please see **Section 6** for more information.

Local Sponsored Projects

While the Federal fund program works its way through the committee process, member agencies have the opportunity to update local sponsored transportation projects and submit new local sponsored transportation projects into the draft 2010-2014 TIP via the TIP Data Entry System (**Appendix A**). The TIP Data Entry System will be available for member agencies beginning in November as noted in the 2010-2014 TIP FY09 schedule. This database program allows each member agency to update information about local sponsored projects listed in the current TIP and submit new local sponsored projects. Member agencies will be notified when the TIP Data Entry System is available. The deadline for updating and submitting 2009-2014 projects via the TIP Data Entry is Friday January 9, 2009.



INFORMATION

Draft 2010-2014 TIP

Once the programming process is complete, the projects will be collated into the Project Listing section of the 2010-2014 TIP, which is then approved for the purposes of an air quality conformity analysis. When the conformity analysis and public hearing process has been completed, the TIP is forwarded to the Regional Council for approval, and finally to the Governor (or designee), for approval. The first four years of the TIP are included in the Arizona State Transportation Improvement Program (STIP) and the STIP is then forwarded to Federal agencies for formal approval.



SCHEDULE

Schedule

The deadlines and committee processes for the 2010-2014 TIP are listed in the schedule on the following page.

2010-2014 Transportation Improvement Program—Fiscal Year 2009	
2008	
August	<ul style="list-style-type: none"> • 8th: Federal Fund Project Applications available for Paving Unpaved Road Projects - FY2011 and FY2012, and PM-10 Certified Street Sweepers - FY2009 • 11th: 1:30 - 3:30 p.m. Workshop on MAG Transportation Programming and Federal Fund Project Applications • 22nd: 9:00 - 12:00 a.m. MAG Cholla Room, Open Working Group - Federal Fund Project Applications
September	<ul style="list-style-type: none"> • 12th: 9:00 - 12:00 a.m. MAG Cholla Room, Open Working Group - Federal Fund Project Applications • 19th: Noon/12:00 p.m. Due Date and Time, signed Project Applications due to MAG. Late Applications will not be accepted. • 25th: Transportation Review Committee (TRC) reviews the draft list of MAG Federal Fund project requests (no scores or Technical Advisory Committee (TAC) ranks), and Project changes to amend/administratively modify the current TIP, RTP, and ALCP*
October	<ul style="list-style-type: none"> • Managers, Transportation Policy Committee (TPC), and Regional Council (RC) review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP* • 14th: Street Committee reviews Project applications for Paving Unpaved Road Projects - FY2011 and FY2012, and PM-10 Certified Street Sweepers - FY2009
November	<ul style="list-style-type: none"> • Street Committee - second review of Project applications for Paving Unpaved Road Projects - FY2011 and FY2012, and PM-10 Certified Street Sweepers - FY2009 • 17th: TIP Data Entry System available to member agencies for 2009-2014 project updates
December	<ul style="list-style-type: none"> • 4th: TRC first review of MAG Federal Fund project requests with CMAQ scores, and review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP* • 11th: AQTAC review and recommends CMAQ evaluations, and rank Project applications for Paving Unpaved Road Projects - FY2011 and FY2012, and PM-10 Certified Street Sweepers - FY2009
2009	
January	<ul style="list-style-type: none"> • Managers and RC review/recommend/approve PM-10 Certified Street Sweepers - FY2009 • Managers, TPC, and RC review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP* • 9th: Due Date, Member agencies submit privately and locally funded projects for inclusion in 2010-2014 TIP for an Air Quality Conformity Analysis (AQCA) via the TIP Data Entry System • 29th: TRC review/recommend/approve Draft of MAG Federal Fund Program
February	<ul style="list-style-type: none"> • FY 2010-2014 Draft MAG TIP (Listing of Projects) produced • Managers, TPC, and RC review/recommend/approve Draft of MAG Federal Fund Program • 26th: TRC recommends Draft 2010-2014 TIP Project Listings and Draft RTP Update for AQCA
February-March	<ul style="list-style-type: none"> • Draft 2010-2014 TIP Project Listings and Draft RTP Update available for Technical Advisory Committee and public review
March	<ul style="list-style-type: none"> • Mid-Phase joint Open House and Public Hearing for MAG, ADOT-State Transportation Board, RPTA (Valley Metro), Metro, City of Phoenix Dept. of Public Transit, and Citizen's Transportation Oversight Committee on Draft TIP/State Highway Program and Draft RTP Plan Update. • 26th: TRC review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP*
April	<ul style="list-style-type: none"> • Managers, TPC and RC review/recommend/approve Draft 2010-2014 TIP and Draft RTP Update for an AQCA, and Project changes to amend/administratively modify the current TIP, RTP, and ALCP*
April/May	<ul style="list-style-type: none"> • TIP undergoes AQCA (Transportation Division runs horizon year models and then Environmental Division runs AQCA)
Mid May	<ul style="list-style-type: none"> • 30 days notice prior to Public Hearing
June	<ul style="list-style-type: none"> • Final-Phase Open House and Public Hearing for MAG on Final Draft TIP, Draft RTP Update and Draft AQ Conformity Analysis • 25th: AQTAC recommends approval of the AQCA of the TIP and RTP • 25th: TRC review/recommend/approve 2010-2014 TIP, RTP Update, Final FFY 2009 Closeout, and Project changes to amend/administratively modify the current TIP, RTP, and ALCP*
July	<ul style="list-style-type: none"> • Managers, TPC and RC review/recommend/approve 2010-2014 TIP, RTP Update, final FFY 2009 Closeout, AQCA, and Project changes to amend/administratively modify the current TIP, RTP, and ALCP*
August	<ul style="list-style-type: none"> • Governor's designee approves TIP
Aug./Sept.	<ul style="list-style-type: none"> • First Four Years of the TIP included in 2010-2013 Arizona STIP

*If necessary

CHANGES TO PROGRAMMED TRANSPORTATION PROJECTS

Member agencies should contact the MAG Transportation Division if a project change concerns either a federally funded or regionally significant project. 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. Changes to projects programmed in the outer years of the TIP, typically can be addressed in the annual develop of the new TIP. 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, etc.



RESOURCES

To better serve member agency needs in this area, a Project Change Request Form (**Appendix B**) is available to mediate these requests. This form is available for agencies to download at: <http://www.mag.maricopa.gov/project.cms?item=413>. This Excel spreadsheet is designed to facilitate and standardize MAG member agency requests to change projects in the adopted MAG Transportation Improvement Program (TIP).

Request for Project Change - 2008-2012 MAG Transportation Improvement Program												
TIP #	Agency	Project Location	Project Description	Fiscal Year	Length	Fund Type	Local Cost	Federal Cost	Regional Cost	Total Cost	Requested Change	

Once the Project Change Request Form is completed and submitted, MAG will make necessary amendments, administrative modifications, and administrative adjustments to the currently programmed TIP, RTP, and ALCP. **These will be approved through the MAG Committee Process on a quarterly basis, as noted in the following table, then sent to ADOT for changes to the STIP, and FHWA will be notified.**



SCHEDULE

Project Changes—Fiscal Year 2009	
2008	
September	<ul style="list-style-type: none"> • 25th: Transportation Review Committee (TRC) review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP*
October	<ul style="list-style-type: none"> • Managers, Transportation Policy Committee (TPC), and Regional Council (RC) review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP*
December	<ul style="list-style-type: none"> • 4th: TRC review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP*
2009	
January	<ul style="list-style-type: none"> • Managers, TPC, and RC review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP*
March	<ul style="list-style-type: none"> • TRC review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP*
April	<ul style="list-style-type: none"> • Managers, TPC and RC review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP*
June	<ul style="list-style-type: none"> • TRC review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP*
July	<ul style="list-style-type: none"> • Managers, TPC and RC review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP*

**All amendments and administrative modifications are done on a need basis*

TRANSPORTATION MODELING AND SYSTEM ANALYSIS

After the MAG Staff works with member agencies on data collection for the RTP and the current TIP, the information is then used for the transportation system analysis—transportation modeling. 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 regional transportation programming involves tasks of collecting, maintaining, analyzing, forecasting and delivering information relevant to the regional transportation infrastructure and travel. 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 2009 fiscal year include the update and recalibration of the MAG travel demand forecasting model; development of new modeling tools and approaches that reflect emerging trends in the state-of-the-art; data collection and data management activities in order to capture and analyze rapid changes in regional travel.



CONTACT

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Traffic Data Forecasts and Modeling

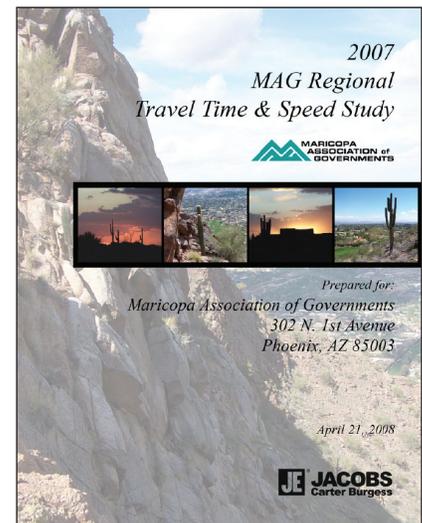
<http://www.mag.maricopa.gov/project.cms?item=153>

Traffic Volume Survey and Traffic Count Maps

<http://www.mag.maricopa.gov/project.cms?item=3757>

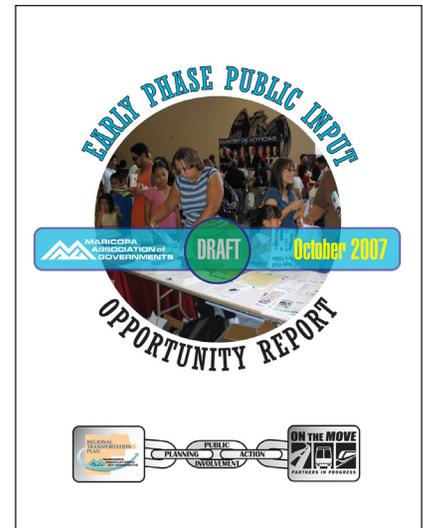


RESOURCES



PUBLIC INVOLVEMENT

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 RTP and the TIP, and includes a public hearing on regional transportation issues. The final phase provides an opportunity for final comment on the RTP, TIP, and Air Quality Conformity Analysis, and includes a public hearing. In addition, continuous outreach is conducted throughout the annual update process.



This schedule below provides information about workshops, stakeholder, and public hearing meetings as it relates to the development of the RTP and the TIP. This is not an inclusive schedule, as the Communications division participates in a number of events that are not pre-scheduled. To learn more about this, please see the Communications web page:

<http://www.mag.maricopa.gov/division.cms?item=68>.

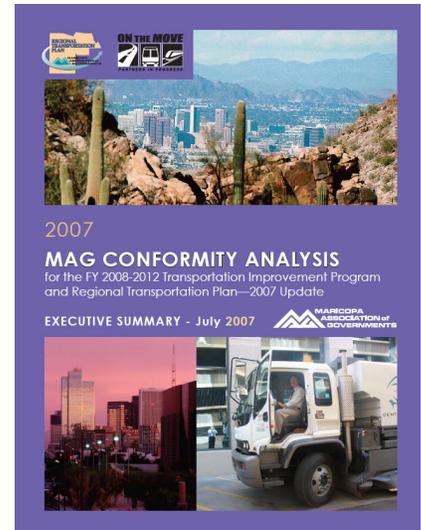


RTP & TIP Public Hearing Schedule—Fiscal Year 2009	
2008	
Mid-August	• Stakeholders meeting/workshop on applying for MAG Federal funds
October	• FY 2009 Draft Early Phase Input Opportunity report
2009	
February-March	• Draft 2010-2014 TIP Project Listings and Draft RTP Update available for TAC and public review
March	• Mid-Phase joint Open House and Public Hearing for MAG, ADOT-State Transportation Board, RPTA (Valley Metro), Metro, City of Phoenix Dept. of Public Transit, and Citizen’s Transportation Oversight Committee on Draft TIP/State Highway Program and Draft RTP Plan Update.
Mid-April	• Draft FY2010 Mid-Phase Input Opportunity Report
Mid May	• 30 days notice prior to Public Hearing
Mid/Late June	• Final-Phase Open House and Public Hearing for MAG on Final Draft TIP, Draft RTP Update and Draft AQ Conformity Analysis
July	• Draft FY2008 Final Phase Input Opportunity Report • Managers, TPC and RC review/recommend/approve Draft FY2009 Final Phase Input Opportunity Report

AIR QUALITY CONFORMITY ANALYSIS

The Clean Air Act links transportation and air quality. Portions of Maricopa County are designated as a non-attainment or maintenance area 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."



MAG conformity analysis page: <http://www.mag.maricopa.gov/project.cms?item=131>.

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

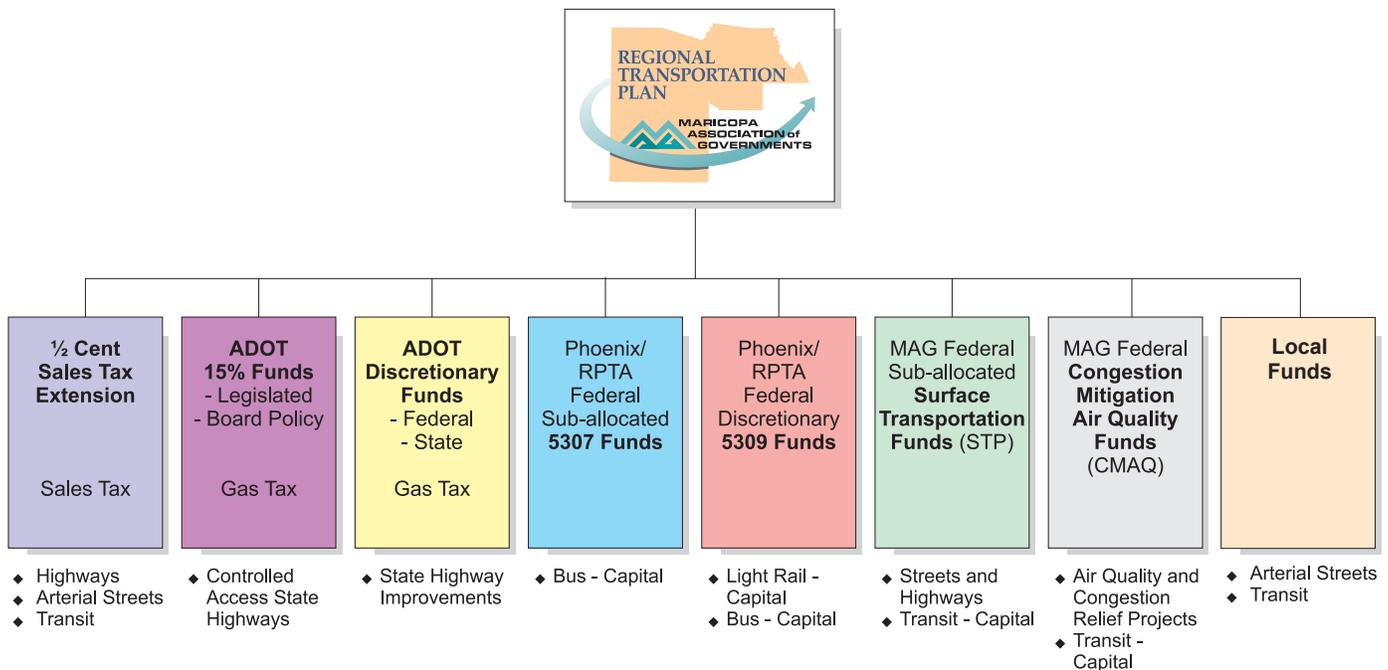


Chart 1: Major Regional Transportation Funding Revenue Sources

HALF-CENT SALES TAX

The current half-cent sales tax extension approved through Proposition 400 went into effect 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).



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 Highway User Revenue Fund 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 available for programming the 2010-2014 MAG TIP.

Federal Transit 5307

Available to large urban areas to fund bus purchases, other transit capital projects, and preventative maintenance. 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.

Federal Transit 5309

Available through discretionary grants from the FTA, and applications are on a competitive basis. They include grants for bus transit development and "new starts" of Light Rail Transit (LRT) and other high capacity systems.

Federal Transit 5310

Provide capital assistance through the state to organizations that provide specialized transportation services to elderly persons and persons with disabilities. The federal match is 80 percent.

Federal Transit 5311

A formula program that provides funds for capital and operating expenses in non-urbanized (rural) areas.

Federal Highway – MAG Surface Transportation Program (STP)

The most flexible Federal transportation funds and may be used for highways, transit or streets. 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, the MAG STP funds are allocated to the ALCP and the RTPFP as noted in **Table 1, page 20**.

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 at ADOT on a first come, first serve basis. Please see **Section 5 and Appendix D** 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 projects that improve air quality in areas that do not meet clean air standards (“non-attainment” areas). 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, page 20**. The arterial/ITS, bicycle, pedestrian, and air quality make up the MAG federally funded program and each mode has a competitive project selection process established occurring on an annual basis. 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 relies on a competitive application process to program CMAQ funds. For more detailed information, a fact sheet is provided in **Appendix C**.

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. Please see **Section 5** for more information.

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

A ten percent share of State STP is set aside for safety projects that provide for spot safety improvements. To use this funding, an applicant must show that a safety problem exists, that it has taken corrective measures available to it and that these measures have failed to correct the problem. These funds are administered by ADOT on a first come, first serve basis. 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) allocates 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.

Life Cycle Program	Modes	1/2 Cent	ADOT Funds	FTA (5307)	FTA (5309)	MAG-STP	CMAQ	Total Regional Funding
RTPFP	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 and deadlines, which are explained in **Section 5 and Section 6**.

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

Table 2 lists the projected obligation authority (OA) estimates of MAG CMAQ and STP for the FY 2010-2014 MAG TIP. The projections are based on SAFETEA-LU funding apportionments. However, as the legislation expires at the end of FFY 2009, the expected availability of federal funds for the FY 2010-2014 TIP are based on straight-line extrapolations.

Table 2: Projected Obligation Authority* Estimates of MAG Federal Funds for the 10-14 TIP Cycle			
FFY	STP-MAG	CMAQ	Total
2009	\$52,400,000	\$47,400,000	\$99,800,000
2010	\$53,200,000	\$48,200,000	\$101,400,000
2011	\$54,100,000	\$49,000,000	\$103,100,000
2012	\$54,900,000	\$49,800,000	\$104,700,000
2013	\$55,800,000	\$50,600,000	\$106,400,000
2014	\$56,700,000	\$51,400,000	\$108,100,000
Totals	\$327,100,000	\$296,400,000	\$623,500,000

* Obligation Authority is estimated at 90.6%

Table 3 lists the STP-MAG projected OA per mode and **Table 4** lists the projected OA for CMAQ per mode.

Table 3: Projected Obligation Authority* Estimates of STP-MAG for the FY 10-14 TIP			
FFY	RTPFP	ALCP	Total
2009	\$34,100,000	\$18,300,000	\$52,400,000
2010	\$34,100,000	\$19,100,000	\$53,200,000
2011	\$34,100,000	\$20,000,000	\$54,100,000
2012	\$34,100,000	\$20,800,000	\$54,900,000
2013	\$34,100,000	\$21,700,000	\$55,800,000
2014	\$34,100,000	\$22,600,000	\$56,700,000
Totals	\$204,600,000	\$122,500,000	\$327,100,000

* Obligation Authority is estimated at 90.6%

MAG FEDERALLY FUNDED PROGRAM

As noted earlier in the 2010-2014 TIP section, funds are available to be programmed for: PM-10 Certified Street Sweepers in 2009 and Pave Unpaved Road projects in 2011 and 2012. These distributions shown in **Table 4** 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 4: Projected Obligation Authority* Estimates of CMAQ
for the 10-14 TIP Cycle Per Mode**

FFY	RTPFP	ALCP (ITS)	Bus Transit	Light Rail Transit	Bicycle/Ped.	Air Quality	Total
2009	\$9,063,000	\$6,358,000	\$1,423,000	\$15,611,000	\$8,066,000	\$6,928,000	\$47,449,000
2010	\$9,209,000	\$6,461,000	\$1,446,000	\$15,862,000	\$8,196,000	\$7,039,000	\$48,213,000
2011	\$9,357,000	\$6,565,000	\$1,470,000	\$16,117,000	\$8,328,000	\$7,152,000	\$48,989,000
2012	\$9,508,000	\$6,670,000	\$1,493,000	\$16,377,000	\$8,462,000	\$7,268,000	\$49,778,000
2013	\$9,661,000	\$6,778,000	\$1,517,000	\$16,641,000	\$8,598,000	\$7,385,000	\$50,580,000
2014	\$9,816,000	\$6,887,000	\$1,542,000	\$16,909,000	\$8,737,000	\$7,503,000	\$51,394,000
Totals	\$56,614,000	\$39,719,000	\$8,891,000	\$97,517,000	\$50,387,000	\$43,275,000	\$296,403,000

* 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. MAG collects information from ADOT to program the TIP and the RTP from two sources: (1) the RTPFP Life Cycle and (2) the Five-Year MAG Regional Highway Construction Program. 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 2009	
2009	
January - February	• Life Cycle Certification of the Regional Transportation Plan. 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:



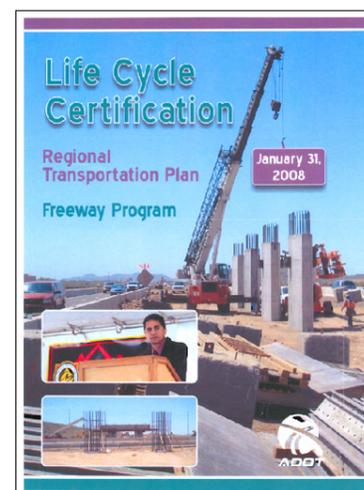
CONTACT

Arizona Department of Transportation
*Intermodal Transportation Division –
 Regional Freeway System*
 Kuisung Kang, Transportation Engineer II
 206 S. 17th Avenue
 Phoenix, AZ 85007
 p. 602.712.7391, f. 602.712.8001
 E-mail: kkang@azdot.gov
<http://www.azdot.gov/Highways/RFS/index.asp>



RESOURCES

[Life Cycle Certification Report for the Regional Freeway System](#)



Transit



INFORMATION

MAG coordinates with Valley Metro and Valley Metro Rail to gather project information to program the TIP and the RTP through two sources: (1) the Transit Life Cycle Program (TLCP) and (2) the compilation of locally funded projects from Valley Metro.



Valley Metro and Valley Metro Rail coordinates projects with necessary agencies for programming transit projects, including Light Rail into the TLCP. The TLCP is planned to be approved in December 2008/January 2009. Once it is approved, Valley Metro will update MAG with the necessary project information for the 2010-2014 TIP and the RTP Update.

To program local sponsored projects for 2010-2014, member agencies should update and submit project information to Valley Metro by January 9, 2009 for inclusion in the 2010-2014 TIP.



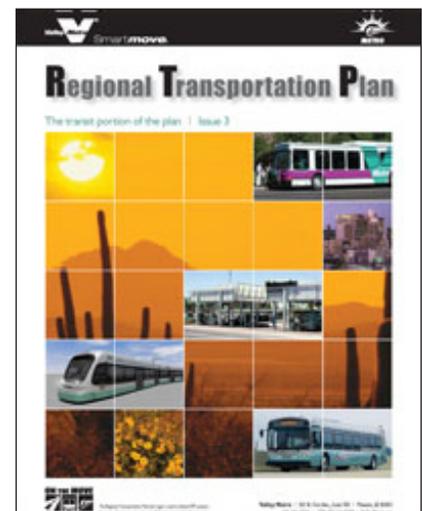
SCHEDULE

Transit Projects—Fiscal Year 2009	
2008	
December	• Member Agencies contact Valley Metro to update and add new local sponsored transit projects for FY 2010-2014
December - January	• Approval of the Transit Life Cycle Program
2009	
January	• 7th: Due Date for Member Agencies to update and add new local sponsored transit projects for FY 2010-2014



CONTACT

Valley Metro/ RPTA
 Bob Antila, Senior Management Analyst
 302 N. 1st Avenue, Suite 700
 Phoenix, AZ 85003
 p. 602.262.7433, f. 602.495.2002
 E-mail: bantila@valleymetro.org
<http://www.valleymetro.org>



RESOURCES

Transit Life Cycle Program (TLCP)
TLPC Policies and Procedures
[Regional Transportation Plan Transit Brochure](#)

Arterials



The arterial projects that will be reported in the 2010-2014 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 the next page.



To update current arterial TIP project listings and to submit new member agency projects for the 2010-2014 TIP, member agencies may use the TIP Data Entry System, which will be available in November 2008. Member agencies will be notified when the TIP Data Entry System is available and instructions on how to use this program can be found in **Appendix A**. The deadline for updating and submitting 2010-2014 projects via the TIP Data Entry is Friday January 9, 2009.

In addition, the Transportation Modeling and System Analysis section at MAG will distribute maps of the base arterial networks for 2015, 2020, 2025, and 2030 to review and update.



Arterials—Fiscal Year 2009	
2008	
September	• 22nd: Base arterial networks sent to member agency for horizon year update: 2008, 2020, 2030
November	• 17th: TIP Data Entry System available to member agencies for 2009-2014 project updates
December	• 5th: Due Date for member agencies to submit arterial networks for horizon year update: 2008, 2020, 2030
2009	
January	• 9th: Due Date for member agencies to submit privately and locally funded projects for inclusion in 2010-2014 TIP for an Air Quality Conformity Analysis (AQCA) via the TIP Data Entry System
February	• FY 2010-2014 Draft MAG TIP (Listing of Projects) produced • 26th: TRC recommends Draft 2010-2014 TIP Project Listings and Draft RTP Update for AQCA
April	• Managers, TPC and RC review/recommend/approve Draft 2010-2014 TIP and Draft RTP Update for an AQCA, and Project changes to amend/administratively modify the current TIP, RTP, and ALCP*
June	• 25th: TRC review/recommend/approve 2010-2014 TIP
July	• Managers, TPC and RC review/recommend/approve 2010-2014 TIP



CONTACT

MAG – Transportation Division

Eileen O. Yazzie, Transportation Programming Manager

Steve Tate, Transportation Planner III

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RESOURCES

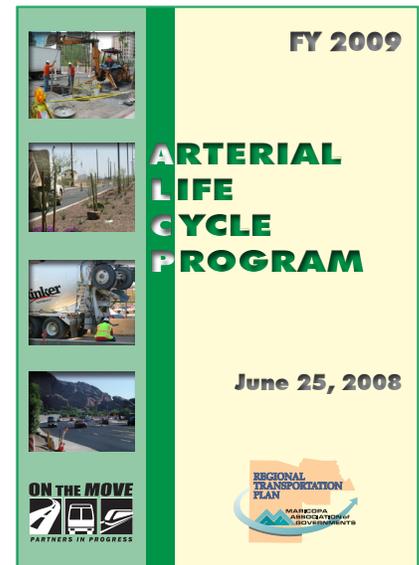
MAG TIP FY2008-2012

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 more than \$1.8 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.



Due to the length of the Arterial Life Cycle Program, there are two deadlines for the update of project information. Projects programmed for work in 2009-2014 follow the update schedule and deadlines for the development of the TIP. Projects programmed for work in 2015-2026 follow the RTP update schedule and deadlines. A member agency does have the option to submit all 2009-2026 project information by the deadline for the development of the TIP. MAG Staff will assist Lead Agencies with the update process, including the appropriate schedule to follow for projects programmed in the ALCP.



SCHEDULE

Member agencies may use the TIP/ALCP Data Entry System beginning in November. MAG Staff will notify member agencies when the TIP/ALCP Data Entry System is available. Instructions on how to use this program can be found in **Appendix A**. The deadline for updating and submitting 2009-2014 projects is Monday January 9, 2009. A complete schedule for the Arterial Life Cycle Program is listed on the following page.



RESOURCES

ALCP Policies & Procedures

FY09 ALCP

Arterial Life Cycle Program - Fiscal Year 2009	
2008	
September	• 25th: Transportation Review Committee (TRC) Project changes to amend/administratively modify the current Transportation Improvement Program (TIP), Regional Transportation Plan (RTP), and Arterial Life Cycle Program (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	• 17th: TIP/ALCP Data Entry System available to member agencies for 2009-2014 project updates
December	• 4th: TRC review/recommend/approve project changes to amend/administratively modify the current TIP, RTP, and ALCP*
2009	
January	• Managers, TPC, and RC review/recommend/approve project changes to amend/administratively modify the current TIP, RTP, and ALCP*
	• 9th: Due Date, Member Agencies submit 2009-2014 ALCP project updates for inclusion in the 2010-2014 TIP via the TIP/ALCP Data Entry System
February	• 6th: Due Date, Member agencies submit 2015-2026 ALCP project updates for the Draft FY10 ALCP via the TIP/ALCP Data Entry System
	• 20th: MAG Staff will provide Member Agencies with the first draft of the FY2010 ALCP for review and comment
March	• 20th: Due Date, Member agencies submit comments for Draft FY2010 ALCP
	• 26th: 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*
	• 15th: MAG Staff will determine the availability of RARF Closeout Funds and Eligible Projects
	• 23rd: TRC review/recommend ALCP projects for RARF Closeout Funds
May	• Managers, TPC and RC review/recommend/approve ALCP projects for RARF Closeout Funds
	• 28th: TRC review/recommend/approve Draft FY2010 ALCP
June	• 1st: Due Date, Member Agencies submit final Project Reimbursement Requests for FY2009
	• 1st: Due Date, Member Agencies recommended to receive RARF Closeout Funds submit final versions of all ALCP project requirements
	• Managers, TPC and RC review/recommend/approve Draft FY2010 ALCP

*If necessary



CONTACT

MAG – Transportation Division

Eileen O. Yazzie – Transportation Programming Manager

Christina Hopes – Transportation Planner II

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E-mail: eyazzie@mag.maricopa.gov or chopes@mag.maricopa.gov

Bicycle and Pedestrian



INFORMATION

The bicycle and pedestrian projects that will be listed in the 2010-2014 TIP are programmed from two sources: (1) the MAG Federal Fund Program and (2) member agency's local sponsored projects. Member agencies transmit local sponsored project information through the TIP Data Entry System.



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**.

In previous years, all five years of the TIP have been programmed with CMAQ funded Bicycle and Pedestrian projects. For the 2010-2014 TIP and future Transportation Improvement Programs, the MAG region will only program the first four years of the TIP with specific CMAQ funded Bike and Pedestrian projects, and the fifth year of the 2010-2014 TIP, 2014 will be programmed with CMAQ funds dedicated to the Bicycle and Pedestrian Program.

In FY2008, the MAG Regional Council approved funding for Bicycle and Pedestrian projects for FY2013. The MAG Bicycle and Pedestrian Programs are fully programmed in Federal fiscal year (FFY) 2009 through 2013. There will not be a competitive project selection process for Bicycle and Pedestrian Projects in FY2009. The next competitive application and programming process for Bicycle and Pedestrian projects will be in FY2010, which begins in August 2009.

To update local sponsored bicycle and pedestrian project listings, and submit new 2009-2014 local sponsored projects, the TIP Data Entry System will be available for member agencies beginning in November as noted in the TIP Update Schedule.

Member agencies will be notified when the TIP Data Entry System is available and instructions on how to use this program can be found in **Appendix A**. The deadline for updating and submitting 2009-2014 local projects via the TIP Data Entry is Friday January 9, 2009.



SCHEDULE

The Pedestrian Working Group/Regional Bicycle Task Force meets the third Tuesday of each month at 1:30 p.m. Please contact Maureen DeCindis with questions.



CONTACT

MAG – Transportation Division

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www.mag.maricopa.gov

Intelligent Transportation Systems (ITS)



INFORMATION

The ITS projects that will be listed in the 2010-2014 TIP are programmed from two sources: (1) the MAG Federal Fund Program and (2) member agency's local sponsored projects. Member agencies transmit local sponsored project information through the TIP Data Entry System.

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.

Funds for Arterial ITS projects, also identified in the RTP, have been accelerated to the first ten years of the RTP, ending in 2017. Based on this acceleration, approximately \$7 Million of CMAQ is available for Arterial ITS projects in each of the future TIP programming years through 2017. Arterial ITS projects involve a variety of infrastructure improvements. They can range from fiber optic communication links between city traffic signal systems and traffic management centers, to new traffic signal systems in growing communities.

In a typical TIP programming cycle, CMAQ funds available for Arterial ITS projects are programmed at a maximum 70% federal funding rate. The local jurisdictions must provide at least 30% of the project cost.

In previous years, all five years of the TIP have been programmed with CMAQ funded arterial ITS projects. For the 2010-2014 TIP and future Transportation Improvement Programs, the MAG region will only program the first four years of the TIP with specific CMAQ funded arterial ITS projects, and the fifth year of the 2010-2014 TIP, 2014 will be programmed with CMAQ funds dedicated to the arterial ITS Program.

In FY2008, the MAG Regional Council approved federal funding for arterial ITS projects for FY2013. The MAG arterial ITS program is fully programmed in Federal fiscal year (FFY) 2009 through 2013. There will not be a competitive project selection process for ITS projects in FY2009. The next competitive application and programming process for ITS projects will be in FY2010, which begins in August 2009. Information about this process can be found in **Section 6**.

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.





SCHEDULE

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

Sarath Joshua, ITS and Safety Program Manager

302 N. 1st Avenue, Suite 300, Phoenix, AZ 85003

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E-mail: sjoshua@mag.maricopa.gov



CONTACT

Intelligent Transportation Systems (ITS) - Microsoft Internet Explorer

Address <http://www.mag.maricopa.gov/archive/itsystems/>

Intelligent Transportation Systems (ITS)

- Intelligent Transportation Systems
- Freeway Management Systems
- Arterial Street Network
- Traveler Information
- Making the Most of the Transportation System

What are Intelligent Transportation Systems?

ITS stands for "Intelligent Transportation Systems" and is the technical term used to refer to the use of advanced technologies to improve travel by people on foot, on bikes, and in cars, buses and trucks in the Valley. Traffic congestion within the Phoenix metropolitan region, as in all similar urban centers, continues to grow.

Technology has revolutionized all aspects of our modern day world, from our homes to our schools and even our recreation. It is also being applied to our transportation systems to make them safer and more efficient. The technologies used in ITS include: computers, electronic sensors, communications, and safety enhancing systems.

[Download the ITS Brochure in PDF format](#)

What are the benefits of ITS to the region and to individuals?

ITS applications provide many benefits, which include:

ADOT's Freeway Management System

Trusted sites



RESOURCES

MAG Intelligent Transportation Systems (ITS) Web site:

<http://www.mag.maricopa.gov/archive/itsystems/>

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.



In accordance with federal CMAQ guidance, MAG staff completes an evaluation of the project's expected emission reduction benefits for consideration by the Air Quality Technical Advisory Committee (AQTAC). The AQTAC may use cost-effectiveness, also referred to as the CMAQ Score, in ranking proposed sweeper and paving 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 AQTAC has also considered other criteria for ranking projects including PM-10 emission reductions and proximity to PM-10 monitors.

The FY 2010-2014 TIP provides funding for PM-10 Certified Street Sweeper and for Pave Unpaved Road projects. MAG is soliciting PM-10 Certified Street Sweeper Projects from member agencies in the Maricopa County PM-10 Nonattainment Area for FY 2009 federal Congestion Mitigation and Air Quality Improvement (CMAQ) funding. Also, paving unpaved shoulders and alleys are CMAQ eligible. A minimum local cash match of 5.7 percent on the CMAQ eligible portion of the project is required.

In addition, the Maricopa Association of Governments is soliciting PM-10 Paving Unpaved Roads Projects for FY 2011 and FY 2012 federal CMAQ funding from member agencies in the Maricopa County PM-10 Nonattainment Area. A minimum local cash match of 5.7 percent on the CMAQ eligible portion of the project is required.



To apply for project funding, an application must be completed. Applications will be available on August 8, 2008. The relevant schedule and due dates are listed below and in **Section 6**. The MAG Air Quality Technical Advisory Committee makes recommendations on a prioritized list of sweeper projects to the MAG Management Committee and forwards a ranking of the paving projects to the MAG Transportation Review Committee.



SCHEDULE

Competitive Federal Fund Programming Process	
2008	
August	<ul style="list-style-type: none"> • 8th: Federal Fund Project Applications available for Paving Unpaved Road Projects - FY2011 and FY2012, and PM-10 Certified Street Sweepers - FY2009 • 11th: 1:30 - 3:30 p.m. Workshop on MAG Transportation Programming and Federal Fund Project Applications • 22nd: 9:00 - 12:00 a.m., MAG Cholla Room, Open Working Group - Federal Fund Project Applications
September	<ul style="list-style-type: none"> • 12th: 9:00 - 12:00 a.m., MAG Cholla Room, Open Working Group - Federal Fund Project Applications • 19th: Noon/12:00 p.m. - Due Date and Time, signed Project Applications due to MAG. Late Applications will not be accepted. • 25th: Transportation Review Committee (TRC) reviews information on the draft list of MAG Federal Fund project requests (no scores or Technical Advisory Committee (TAC) ranks)
October	<ul style="list-style-type: none"> • 14th: Street Committee reviews Project applications for Paving Unpaved Road Projects - FY2011 and FY2012, and PM-10 Certified Street Sweepers - FY2009
November	<ul style="list-style-type: none"> • Street Committee - second review of Project applications for Paving Unpaved Road Projects - FY2011 and FY2012, and PM-10 Certified Street Sweepers - FY2009
December	<ul style="list-style-type: none"> • 11th: AQTAC review and recommends CMAQ evaluations, and rank Project applications for Paving Unpaved Road Projects - FY2011 and FY2012, and PM-10 Certified Street Sweepers - FY2009
2009	
January	<ul style="list-style-type: none"> • Managers and RC review/recommend/approve PM-10 Certified Street Sweepers - FY2009 • 29th: TRC review/recommend/approve Paving Unpaved Road Projects - FY2011 and FY2012 to be included in the Draft 2010-2014 TIP
February	<ul style="list-style-type: none"> • Managers, TPC, and RC review/recommend/approve Draft of MAG Federal Fund Program to be included in the Draft 2010-2014 TIP



CONTACT

MAG – Environmental Programs Division

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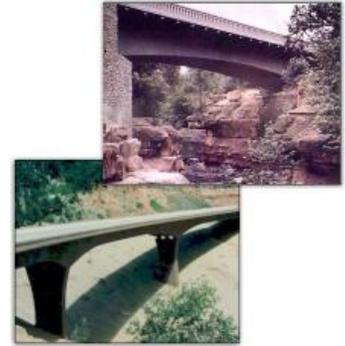
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Federal Fund Bridge Replacement and Rehabilitation Program



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 D**, and is administered by ADOT. If a MAG member agency project is funded with Federal Bridge funds, please notify MAG of the project, which needs to be programmed in the MAG TIP.

Appendix D lists bridges that are classified as either structurally deficient or functionally obsolete and that have a sufficiency ratings 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.



CONTACT

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Highway Safety Improvement Program



INFORMATION

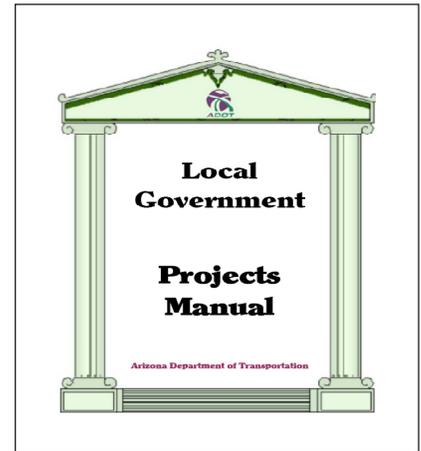
HSIP is a new federal funding category that replaces the current 10 percent State STP set aside (STP-HES) for safety projects. It is anticipated that approximately \$7.5 million per year in HSIP will be made available statewide for local agencies. To use this funding, an applicant must show that a safety problem exists, that it has taken corrective measures available to it and that these measures have failed to correct the problem. The federal match is generally 94.3 percent. Similar to BR funds, these funds are administered by ADOT on a first-come, first-serve basis. If a MAG member agency project is funded with Federal STP-HES funds, please notify MAG of the project, which needs to be programmed in the MAG TIP.



CONTACT

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<http://www.azdot.gov/highways/Localgov/index.asp>



RESOURCES

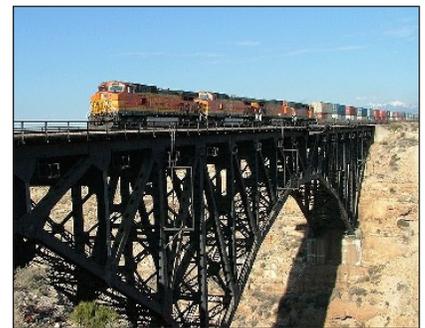
ADOT Local Government Project Manual

Railroad Crossings



INFORMATION

A share of STP, STP-RR is also set aside to address railroad crossing safety problems. The federal match is usually 94.3 percent. These funds are administered by ADOT. If a MAG member agency project is funded with Federal STP-RR funds, please notify MAG of the project, which needs to be programmed in the MAG TIP.



CONTACT

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Transportation Enhancements

This federal 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. The federal participation is capped at 94.3 percent, with a minimum local cash match requirement of 5.7%.

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 in April. Applications are reviewed and ranked by the MAG Enhancement Funds Peer Review Group (EPRG) in June. The EPRG list is reviewed by the MAG Management Committee and the MAG Regional Council in July. Updated applications are submitted to MAG in August and ranked by the TERC in October. The TERC list is submitted to the State Transportation Board in November for final action. If a MAG member agency project is funded with Federal STP-TEA funds, please notify MAG of the project, which needs to be programmed in the MAG TIP.



SCHEDULE

Transportation Enhancements—Fiscal Year 2008	
2008 (Round 16)	
August	<ul style="list-style-type: none"> • 29th: 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	<ul style="list-style-type: none"> • 3-day TERC meeting in Kingman.
November	<ul style="list-style-type: none"> • Tentative Approval of TERC recommendations by the State Transportation Board
2009 (Round 17)	
June	<ul style="list-style-type: none"> • Completed original enhancement funds applications and 10 additional copies due to MAG • MAG EPRG reviews and ranks applications
July	<ul style="list-style-type: none"> • Ranked list of applications reviewed by MAG Management Committee for recommendation to the MAG Regional Council • MAG Regional Council reviews ranked list of applications and forwards to ADOT



CONTACT

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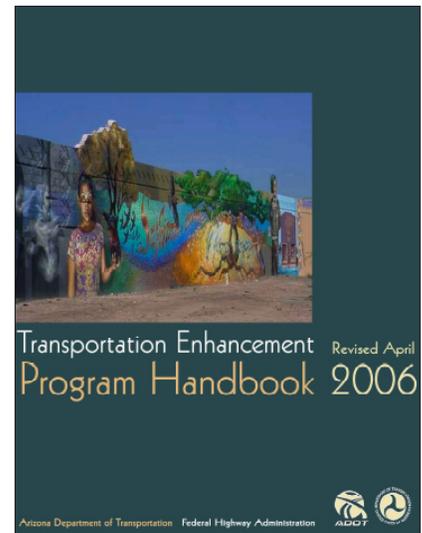


RESOURCES

Transportation Enhancement Program Handbook

<http://grandcanyonairport.net/highways/SWProjMgmt/enhancement/index.asp>

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



MAG FEDERAL FUND PROGRAMMING PRINCIPLES

Competitive Project Selection Process for MAG Federal Funds



INFORMATION

In fiscal year (FY) 2007 and in FY 2008 MAG hosted four working group meetings to develop the Draft MAG Federal Fund Programming Principles (Principles). The Draft Principles were derived from the established Closeout Guidelines and Process, which were approved by the MAG Regional Council in 1995, 1996, and 2001. The Closeout process and guidelines have been sufficient for a number of years, but needed to be updated and expanded to encompass the entire federal fund programming cycle, which occurs throughout the year. The Draft Principles were developed to establish a set of transparent programming principles, clarify the application and programming process, ensure consistency with the SAFETEA-LU and CMAQ Federal Regulations, comply with the RTP directives, and encourage on-time project completion.



The Draft Principles are applicable to federal funded projects that are competitively selected and programmed through the MAG Process. The Draft Principles are divided into eight sections:

1. Guiding Principles
2. Application Process
3. Competitive Project Selection Process for MAG Federal Funds
4. Programmed Federal Fund Projects
5. Closeout Process
6. Closeout Process – Deferrals
7. Closeout Process – Prioritization of Unobligated Federal Funds
8. Re-distributed Obligation Authority

It is the intention to test the Draft MAG Federal Fund Programming Principles in FY09 for the competitive project selection process for Pave Unpaved Road projects and PM-10 Certified Street Sweepers, project change requests, and the Federal Fiscal Year 2009 Closeout process. **The Draft MAG Federal Fund Programming Principles can be found in Appendix E.** All documents listed in the Appendix can be found online at: <http://www.mag.maricopa.gov/project.cms?item=413>.



RESOURCES

Federal Funds available for Competitive Project Selection Process

- PM-10 Certified Street sweepers in 2009 - \$1,210,000 (CMAQ)
- Pave Unpaved Road projects in 2011 - \$3,658,362 (CMAQ)
- Pave Unpaved Road projects in 2012 - \$5,004,000 (CMAQ)

Applications

Each type of project has a unique application and a competitive selection process that will begin in August 2008. These processes require member agencies to submit appropriate applications to MAG to be analyzed and considered for inclusion in the MAG Federal fund program.

Applications will be available on August 8, 2008 and will be posted on our web site at: <http://www.mag.maricopa.gov/project.cms?item=413>. There will be notification sent to the appropriate technical advisory committees, the Transportation Review Committee, MAG Management, and Intergovernmental Representatives when the applications are available. In addition, MAG will host a pre-application workshop/meeting that will explain available funding amounts, applications, schedules, and due dates for the competitive project selection process for MAG Federal funds.

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

Competitive Project Selection Process for MAG Federal Funds

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 is being revised in FY2009. Future publications of the Transportation Programming Guidebook will include the revised project evaluation processes.

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:

- Merits of the proposed project with respect to its compatibility with the ITS Strategic Plan, regional ITS architecture;
- Scores generated by Congestion Management System;
- MAG emissions estimates

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.

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

The evaluation process for Paving Unpaved Road 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. The Street Committee will develop the project application review criteria in August 2008.

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 of 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. *The TRC will begin developing project selection guidelines at the August 2008 meeting.*

Federal Fiscal Year 2009 Closeout – Deferrals

MAG member agencies will complete a Project Deferral/Deletion Form to request a project to be deferred, to delete federal funds from a project, or to delete a federal funded project from the current TIP. **An example of this form can be found in Appendix F.**

If a project is requesting to be deferred for the second time or more, the sponsoring agency for the project will submit a justification memo explaining why the project should stay in the MAG Federal Fund Program. The components for the justification memo are still in development and will be available by March 2009 for FFY09 Closeout.

Federal Fiscal Year 2009 Closeout – Project Submittals

MAG member agencies will complete a Closeout Project Submittal or a new project application to submit projects for use of FFY09 unobligated Federal funds. Forms and applications must be submitted before or on the due date and time. Late applications will not be accepted.

Local jurisdictions submitting a project for advancement or additional funds will complete and submit a Closeout Project Submittal Form by the due date and time for project submittals for Closeout funds. **An example of the Project Submittal form can be found in Appendix G.**

Local jurisdictions submitting a new project for Closeout will complete and submit the most current project application form by the due date and time for project submittals for Closeout funds. Project applications will be available by March 2009.



SCHEDULE

The schedule related to the Competitive Project Selection Process for MAG Federal Funds is found on the following page.

MAG – Transportation Division

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CONTACT

Competitive Federal Fund Programming Process	
2008	
August	<ul style="list-style-type: none"> • 8th: Federal Fund Project Applications available for Paving Unpaved Road Projects - FY2011 and FY2012, and PM-10 Certified Street Sweepers - FY2009 • 11th: 1:30-3:30 p.m. Workshop on MAG Transportation Programming and Federal Fund Project Applications • 22nd: 9:00 - 12:00 a.m., MAG Cholla Room, Open Working Group - Federal Fund Project Applications
September	<ul style="list-style-type: none"> • 12th: 9:00 - 12:00 a.m., MAG Cholla Room, Open Working Group - Federal Fund Project Applications • 19th: Noon/12:00 p.m. - Due Date and Time, signed Project Applications due to MAG. Late Applications will not be accepted. • 25th: Transportation Review Committee (TRC) reviews information on the draft list of MAG Federal Fund project requests (no scores or Technical Advisory Committee (TAC) ranks)
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November	<ul style="list-style-type: none"> • Street Committee - second review of Project applications for Paving Unpaved Road Projects - FY2011 and FY2012, and PM-10 Certified Street Sweepers - FY2009
December	<ul style="list-style-type: none"> • 11th: AQTAC review and recommends CMAQ evaluations, and rank Project applications for Paving Unpaved Road Projects - FY2011 and FY2012, and PM-10 Certified Street Sweepers - FY2009
2009	
January	<ul style="list-style-type: none"> • Managers and RC review/recommend/approve PM-10 Certified Street Sweepers - FY2009 • 29th: TRC review/recommend/approve Draft of MAG Federal Fund Program to be included in the Draft 2010-2014 TIP
February	<ul style="list-style-type: none"> • Managers, TPC, and RC review/recommend/approve Draft of MAG Federal Fund Program to be included in the Draft 2010-2014 TIP
MAG FFY09 Closeout	
2009	
March	<ul style="list-style-type: none"> • 2nd: FFY09 Project Deferral Forms and Justification Memo requirements are available • 26th: Project Applications available for FFY2009 Closeout funds
March - April	<ul style="list-style-type: none"> • Member agencies submit Project Deferral Forms and Justification Memos throughout March and April. Please make a best effort to submit before April 17
April	<ul style="list-style-type: none"> • 17th: Noon/12:00 p.m. - Due Date and Time, for signed Project Applications for FFY2009 Closeout. Late Applications will not be accepted. • 23rd: TRC review/recommend/approve list of Deferred FFY 09 Federal funded projects
May	<ul style="list-style-type: none"> • Managers, TPC and RC review/recommend/approve list of Deferred FFY 09 Federal funded projects • 28th: TRC review/recommend/approve Interim FFY 2009 Closeout
May - June	<ul style="list-style-type: none"> • Member agencies submit remaining Project Deferral Forms and Justification Memos throughout May and June.
June	<ul style="list-style-type: none"> • Managers, TPC and RC review/recommend/approve Interim FFY 2009 Closeout • 25th: TRC review/recommend/approve Final FFY 2009 Closeout
July	<ul style="list-style-type: none"> • Managers, TPC and RC review/recommend/approve Final FFY 2009 Closeout

FEDERAL FUNDED LOCAL PROJECTS

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, project documents reviews/approvals, construction plans review/approvals, coordination with FHWA and appropriate ADOT services, and providing project processing manuals and guidelines.

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.

The Local Government project model was designed using a typical eighteen to twenty-four month project development duration. The total duration can be modified, within reason, to meet the sponsor's needs for the type of project being developed.

As an example, projects that are predominately Intelligent Transportation System (ITS) improvements can be shortened with respect to the number of stage submittals if the project team concurs. However, 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.



SCHEDULE

Table 5: Required Milestones and Schedule – Federal Funded Local Sponsored Project	
The following project milestones are based on a typical project process. Some projects may follow an 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. In order to accomplish this, the following tasks must be completed by the project sponsor.

Outline of Federally Funded Local Government Projects



INFORMATION

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 construction project will take 18-24 months from inception to advertisement.

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, 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 and COG/MPO.
7. If Federal funds are being used for design, follow ADOT/FHWA consultant procurement guidelines.
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.
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.
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.

32. Allow ADOT Contracts & Specifications Section at least 2 months to advertise the project. DBE requirements, Davis Bacon wages, training, etc. must be satisfied.
33. Sponsor to submit all original drawings when requested from ADOT.
34. Bid Opening (allow 22 working days from the date job advertised).
35. ADOT Board to award a contract to low bidder (next available Board date after bid opening).
36. See prospective contractor within 2-4 weeks.
37. ADOT arranges a partnering workshop if ADOT is administering construction.
38. Construction begins.

**CONTACT****ADOT-Local Governments Section**

John Dickson, Manager
1615 W. Jackson St.
Mail Drop EM11
Phoenix, AZ 85007
p. 602.712.8683, f. 602.712.3347
jdickson@azdot.gov

**RESOURCES**

ADOT Local Government web page:
<http://www.dot.state.az.us/Highways/localgov/Index.asp>

MAG FedTIP Web Site

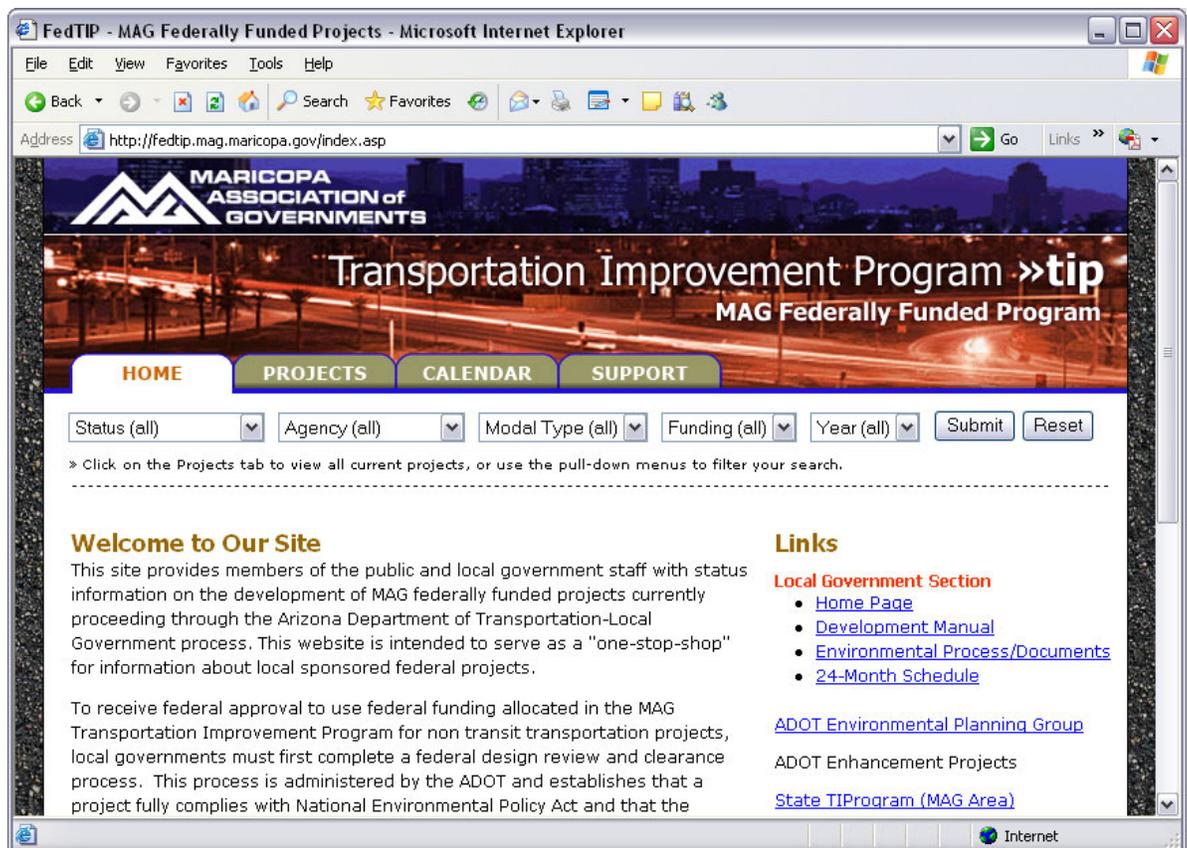
In response to member agencies request to provide an up to date information center about local sponsored federally funded projects, MAG created a web site that provides members of the public and local government staff with status information on the development of MAG federally funded projects currently proceeding through the Arizona Department of Transportation-Local Government process. The intention of the web site is to serve as a "one-stop-shop" for information about local sponsored federal projects.

The center piece of this web site, is the Projects Page, which lists all local sponsored federal projects. A user can click on the Projects tab, and either select a project by it's TIP ID # or use the pull-down toolbar menus to search for the appropriate project. The Projects Page allows a user to obtain a Details Page that summarizes: programming history, amount of funds programmed, statuses of various clearances, project identification information, bidding information, and contact information.



RESOURCES

Web site: <http://fedtip.mag.maricopa.gov/index.asp>



MAG created a web site dedicated to provide members of the public and local government staff with information on the status of federally funded projects in the TIP currently proceeding through the MAG and Arizona Department of Transportation design review and clearance process.

APPENDIX A

TIP/ALCP DATA ENTRY SYSTEM INSTRUCTIONS

I. OVERVIEW

The FY 2009 Transportation Improvement Program/Arterial Life Cycle Program Data Entry System is designed to facilitate and standardize the annual update of the MAG Transportation Improvement Program (TIP) and the Arterial Life Cycle Program (ALCP). It is the responsibility of MAG Member Agencies to input and update the status of regionally significant projects in their jurisdiction. The 2009-2013 TIP will represent a prioritized listing/program of transportation projects and covers a 5-year period, which will be updated from the 2008-2012 MAG TIP Report. The FY09 ALCP will document the project and reimbursement schedule for the designated projects until FY 2026.

To meet federal requirements, the 2009-2013 TIP will report on all projects funded with federal funds and all regionally significant projects that are funded with Federal or non-Federal funds.

These regionally significant projects come from three main sources: the life cycle programs, the MAG Federal funded program, and locally sponsored projects. MAG defines a regionally significant project as a project that:

- 1) is on a road 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);
- 2) is greater than one-half mile in length, or is on a freeway, freeway ramp, or roadway which carries traffic over or under a freeway at an interchange; and,
- 3) alters the number of striped through-lanes available for motor vehicle use, and thus would normally be reflected in the roadway network used by MAG for regional transportation modeling purposes.

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

One of the new requirements of the Federal mandate, Safe Accountable, Flexible, and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU), is that the MAG TIP reports project costs in year of expenditure (YOE). To successfully fulfill this requirement, the user will indicate if the Project Cost Estimate Includes Inflation. Once the user answers the Inflation questions, a 'Cost with Inflation' is calculated for the user to view. MAG will keep all data records for original and inflated costs for future updates of the project.

II. APPLICATIONS ACCESS

The TIP/ALCP Data Entry System is a Microsoft Access 2000 (Access) application and requires Access be installed on the computer(s) or network running the application. If MS Access 2000 is not available on your computer/network, MAG will provide an alternate method to use for the annual update process. Please contact MAG Staff immediately to have an alternative provided to you in a timely manner.

To download the application, please go to the TIP or ALCP webpage on the MAG website: <http://www.mag.maricopa.gov>. Please select the link associated with the "FY2009 TIP/ALCP Data Entry System," which is located mid-page. Each member agency will have its own database, separate from others. This will be annotated in the title and the download link. For successful operation, FY2009 the TIP/ALCP Data Entry System first should be downloaded and saved to the user's computer. After the file has been downloaded, the TIP/ALCP Data Entry System may be opened for immediate use.

III. PROGRAM OPERATION

A. PROGRAM INITIALIZATION

Upon opening the FY2009 the TIP/ALCP Data Entry, users will be prompted to the Data Entry System Main Menu (*See Figure 1*). If this does not occur or if the incorrect MAG member agency accidentally was selected for the annual update process, then the user must remove the TIP/ALCP Data Entry System by deleting the downloaded files. Once the files have been deleted, then the user must download the files again from the MAG website and repeat the initialization process.

B. MAIN FORM

The Main Form includes five large buttons on the left side of the form and an exit button on the lower right side of the form. When pressed, each of these buttons will bring up a new form to proceed with the update process. The five buttons are as follows:

- **Enter/Edit TIP Data**
- **Enter/Edit ALCP Data**
- **Print Reports**
- **Export Data to Excel**
- **Send Data to MAG**

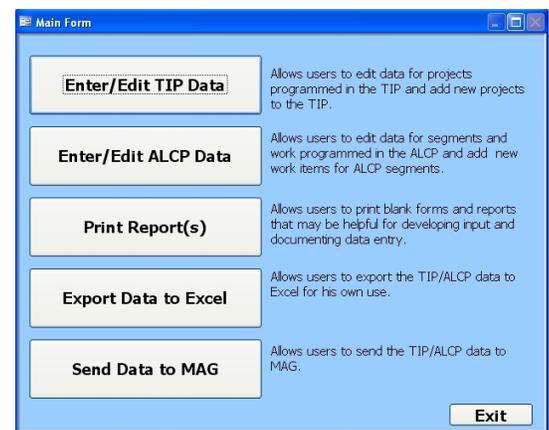


Figure 1. Main Form

IV. ENTER/EDIT TIP DATA

A. OPERATING THE ENTER/EDIT TIP FORM

The TIP form (*See Figure 2*) is the primary form used to update data in the Data Entry System. Certain fields are provided for informational purposes only, and modification of these fields is prohibited. Fields, which may not be updated, such as the Project ID and the amount of federal funds, will be grayed out.

The screenshot shows a software interface for data entry. The main window title is 'FY 2009-2013 MAG Transportation Improvement Program Data Entry Screen'. The form is for a 'Locally Funded Project' with Project ID 'TMP05-227' and Location 'Boarding Lane Railroad Crossing'. It includes sections for 'Work Type', 'Funding Source', 'Agency Costs Estimate', 'Estimate Includes Inflation', 'Cost with Inflation', 'Mgmt System', 'Mode', 'Work Code', 'Facility Type', 'Current Facility Features', and 'Planned Facility Features'. A navigation bar at the bottom contains buttons: Home, left arrow, '1' (current record), right arrow, End, Add New Project, Duplicate Existing Project, Delete New Project, Table View/Set Filter, Filter Not On, and Return to Main Form.

Figure 2.
TIP Data Entry
Form

Left-Arrow buttons. Users may move to any record in the database by entering the record number and pressing the Enter or Return key.

Duplicate Existing Project Button

The Duplicate Existing Project button is used to insert a new project with data from an existing project the user is currently viewing. The status field for the project is set as "New," the "New Yr" field is set to 2009 and the project identification number for the project is set as the time and date the new project was created.

At the bottom of the form, several buttons allow the user to navigate through the database, sort data, set filters and perform various automatic checks. The operation of these buttons is discussed below.

Home, Right-Arrow, Left-Arrow and End Buttons

These buttons allow the user to move between projects. If a user is on the first project in the database, the Left-Arrow and Home buttons will be disabled. If the user is on the last project in the database, the End and Right-Arrow will be disabled.

The current record number is displayed in the field located between the Right-Arrow and

Add New Project Button

The Add New Project button is used to insert a new, blank project. The status field for the project is set as "New," the "New Yr" field is set to 2009 and the project identification number for the project is set as the time and date the project was created.

Delete New Project Button

The Delete New Project button is used to delete projects created with either the Duplicate Existing Project or Add New Project buttons. This button cannot be used to delete an existing project in the TIP Data Entry System. To delete a project in the TIP, please change the project status to "Deleted" and MAG Staff will make the appropriate change.

In-clude	TIPIDN	Location	Work Type	Old TIP Year	Status	New TIP Year	Mode	Program	Total Cost	Return
<input checked="" type="checkbox"/>	TMP05-227	Boarding Lane Railroad Crossing	Construct multi-use path railroad crossing25	2011	Deleted	0	Bicycle	Local	500,000	Form View
<input checked="" type="checkbox"/>	TMP05-230	Construct multi-use path railroad crossing	Design multi-use path	2011	Advanced	2010	Bicycle	Local	60,000	Form View
<input checked="" type="checkbox"/>	TMP05-233	Construct multi-use path railroad crossing	Enhance bicycle and pedestrian facilities	2011	No Change	2011	Bicycle	Local	250,000	Form View
<input checked="" type="checkbox"/>	TMP06-245	Apache Blvd: Mill Ave east to Terrace Rd	Enhance bicycle and pedestrian facilities	2008	Deferred	2013	Bicycle	Local	250,000	Form View
<input checked="" type="checkbox"/>	TMP06-246	Balboa Dr at Price Fwy	Construct multi-use path bridge over the Price Fwy	2011	No Change	2011	Bicycle	Local	2,000,000	Form View
<input checked="" type="checkbox"/>	TMP06-250	Creamery Railroad: Rural Rd to McClintock Dr	Construct multi-use path	2011	No Change	2011	Bicycle	Local	1,200,000	Form View
<input checked="" type="checkbox"/>	TMP08-602	College Ave	Construct pedestrian improvements	2008		0	Pedestrian	Federal	2,500,000	Form View
<input checked="" type="checkbox"/>	TMP08-603	Downtown Tempe	Construct Traffic Management Center	2008		0	ITS	Federal	947,500	Form View
<input checked="" type="checkbox"/>	TMP08-604	Various locations	Improve minor streets and alleys	2008		0	Street	Local	40,000	Form View
<input checked="" type="checkbox"/>	TMP08-605	Various locations	Install new/upgrade modular traffic signals	2008	Deferred	2009	Street	Local	325,000	Form View
<input checked="" type="checkbox"/>	TMP08-606	Various locations	Landscape streets	2008		0	Street	Local	75,000	Form View

Figure 3. Table View/Set Filter

Table View/Set Filter Button

The Table View/Set Filter button is used to view projects in a tabular format and to set filters that limit the projects to be edited. When this option is selected, a new table view will appear (See Figure 3). The user may select from five filters to limit the projects to be displayed. The filters enable the user to view projects by old year, new year, status, mode, and program. In addition to the Filter options, a user may use the Sort option to sort data alphabetically, by year, mode, etc.

Proj ID	Location	08-12 TIP	Status	09-13 TIP
TMP08-603	Downtown Tempe	0	Completed	0
		2008	Underway	2008
		2009	Deleted	2009
		2010	Deferred	2010
		2011		2011
		2012		2012
		2013		2013

Funding Source	Agency Costs Estimate	Estimate Includes Inflation	Cost with Inflation
Federal CMAQ	\$510,000	<input checked="" type="checkbox"/> Yes	\$510,000
Regional None	\$0	<input checked="" type="checkbox"/> Yes	\$0
Local General Fund	\$437,500	<input checked="" type="checkbox"/> Yes	\$437,500
Total Cost	947,500		\$947,500

Figure 4. Filter On

Once the filter or selection is complete, the user can return to the Form View by selecting the far right button "Form View". When a filter is set, a large red 'FILTER ON' notification will be displayed on the data entry form (See Figure 4). To clear the filter the user will need to press the Clear Filter button.

B. COMPLETING THE TIP DATA ENTRY FORM

The TIP Data Entry form must be completed for the data transaction to take place. The top portion of the form is shown in **Figure 5**. Required information in this portion of the form includes the project location, work description, project year and funding data.

Updating the information for the Project Year requires the user to review the year programmed in the 2008-2012 TIP, select one of the categories in the Status area: No Change, Completed, Underway, Deleted, Deferred, or Advanced, and select or verify the correct year in the 09-13 TIP column.

Locally Funded Project		08-12 TIP	Status	09-13 TIP
Proj ID	Location	0	Completed	0
TMP08-603	Downtown Tempe	2008	Underway	2008
		2009	Deleted	2009
		2010	Deferred	2010
		2011		2011
		2012		2012
		2013		2013

Funding Source	Agency Costs Estimate	Estimate Includes Inflation	Cost with Inflation
Federal: CMAQ	\$510,000	<input checked="" type="checkbox"/> Yes	\$510,000
Regional: None	\$0	<input checked="" type="checkbox"/> Yes	\$0
Local: General Fund	\$437,500	<input checked="" type="checkbox"/> Yes	\$437,500
Total Cost	947,500		\$947,500

Figure 5. Top Portion of TIP Data Entry Form

FUNDING

PLEASE NOTE: The required information regarding funding has changed from previous years. Users must input the type of funding, the Project Cost Estimates, and indicate if the Project Cost Estimate includes inflation. Once the inflation field(s) is completed, the 'Cost with Inflation' will be calculated for the user to view. Remember, it is a Federal requirement by the SAFETEA-LU legislation that the MAG TIP reports on project costs in year of expenditure (YOE). The amounts shown in the 'Cost with Inflation' area will be printed in the 2009-2013 MAG-TIP. MAG will keep save the original and inflated costs for future updates.

Certain fields in the TIP Data Entry form are grayed-out and may not be edited. These fields include the Project ID, federal and regional funding, and years associated with Federally funded projects. If a user is requesting a change to the year associated with a Federally funded project, please wait until the Closeout process is begun, or contact MAG Staff.

Mgmt System	Mode	Work Code	Facility Type	Current Facility Features	Planned Facility Features
Congestion	Freeway Street	<input type="checkbox"/> Design	Freeway	Average Daily Traffic: 0	
Bridge	Street	<input type="checkbox"/> Right-of-Way	Expressway	Length (Miles): 0	
Pavement	ITS	<input checked="" type="checkbox"/> Construction	Arterial Street	Total Through Lanes: 0	Through Lanes: 0
Public Transportation	Bicycle	<input type="checkbox"/> Operations	Collector Street	South or West Bound: 0	South or West Bound: 0
Safety	Pedestrian	<input type="checkbox"/> Maintenance	Other	North or East Bound: 0	North or East Bound: 0
Intermodal	Bridge	<input type="checkbox"/> Procurement		<input type="checkbox"/> Paved Road	<input type="checkbox"/> Paved Road
Other	Maintenance	<input type="checkbox"/> Reimbursement		<input type="checkbox"/> Paved Shoulder	<input type="checkbox"/> Paved Shoulder
	Safety	<input type="checkbox"/> Study/Planning		<input type="checkbox"/> Curbs	<input type="checkbox"/> Curbs
	AQ or TDM	<input type="checkbox"/> Paving		<input type="checkbox"/> Bus Pullouts	<input type="checkbox"/> Bus Pullouts
	Transit	<input type="checkbox"/> Striping		<input type="checkbox"/> Sidewalks	<input type="checkbox"/> Sidewalks
	Other	<input type="checkbox"/> Widening		Bicycle Facilities: None	Bicycle Facilities: No Bicycle Upgrade

Agency Comments

Home <=> 8 >=> End Add New Project Duplicate Existing Project Delete New Project Table View/Set Filter Filter Not On Return to Main Form

Figure 6. Bottom Portion of TIP Data Entry Form

The bottom portion of the data entry form is shown in **Figure 6**. This is for the user to determine the management system, mode, work code, and facility information. On the right hand side, the user must review and modify the current facility feature information, and complete the future planned facility features, as needed.

Once the user has completed updating and entering new project information, the user should 'Return to the Main Form' by clicking the button in the right hand corner. The changes made by the user will automatically be saved.

V. ENTER/EDIT ALCP DATA

A. OPERATING THE ENTER/EDIT ALCP FORM

Member Agencies participating in the Arterial Life Cycle Program (ALCP) must update information for projects programmed in the ALCP. To update ALCP Project information, the user should push the Enter/Edit ALCP Data button on the Main Form to open the ALCP Data Entry Screen. Only projects pertaining to that agency will appear.

Similar to the TIP forms, certain fields in the ALCP Data Entry Screen are provided for informational purposes only, and modification of these fields is prohibited. These fields include the Regional Funds Not Programmed/Savings, Regional Funds Programmed, and Regional Funding Cap/Total.

Projects are organized by ALCP Project Segment Identification Number, or IDN, in the ALCP Data Entry Screen. In most cases, the IDN corresponds to RTP Code in the ALCP assigned to the project. The segment location will also correspond to the RTP Name provided in the ALCP.

The screenshot displays a data entry form for a project. The main text area contains the project description: "Acquire right of way for roadway widening". To the right of this text is a table with four rows, each with a label and a corresponding input field:

Old Program Year	
Work Status	
New Program Year	
Reimbursement Year	

Below the main text area, there is a field labeled "None" with a small asterisk icon to its left. At the bottom of the form, there is a navigation bar with the text "Record: 1 of 150". The navigation bar includes several buttons: a left arrow, a double left arrow, a right arrow, a double right arrow, and a star icon.

Figure 7. ALCP Navigation Buttons

The user may navigate through the form currently displayed by tabbing to or clicking on the desired field. Each project programmed in the ALCP is saved as a separate and distinct record in Access. To navigate to another ALCP Project listed in the TIP Data Entry System, the user can scroll through projects using

the scroll button on their mouse (when applicable), entering the record number associated with the project, or selecting the left or right arrow buttons in the lower, left-hand corner of the form until the appropriate record or IDN appears (**See Figure 7**). In addition, the user may return the TIP Data Entry System's Main Form by clicking on the Return to Main Form button in the upper, right-hand corner of the ALCP Data Entry Screen.

B. COMPLETING THE ALCP DATA ENTRY FORM

The top portion of the ALCP Data Entry Form contains data on the segment location and current/planned facility features (*See Figure 8*). Changes to projects programmed in the ALCP must adhere to the approved ALCP Policies and Procedures. To download a copy of the approved ALCP Policies and Procedures, please visit the MAG ALCP website at <http://www.mag.maricopa.gov/project.cms?item=5034>.

The screenshot shows the 'ALCP Data Entry Screen' for project segment ID 'ACI-AR2-10-03'. The segment location is 'Arizona Ave: Ocotillo Rd to Hunt Hwy'. The form is divided into several sections: 'Current Facility Features' (including Average Daily Traffic of 19200, Length of 3 miles, and 4 total through lanes), 'Planned Facility Features' (including 6 through lanes), 'Requests to Reprogram Segment' (with checkboxes for budget, limits, subdivide, and combine), and 'Agency Comments' (currently set to 'None'). A 'Return to Main Form' button is located in the top right corner.

Figure 8. Top Portion of the ALCP Data Entry Form

Member agencies may request to reprogram a project listed in the ALCP by checking one of four options in the Request to Reprogram Segment field. If one or more of these boxes are checked, then an explanation must be provided in the Agency Comments field. The comments field may also be used to address any

other changes made to the project, such as requested change in the year funds for reimbursement are programmed. After reviewing the request for compliance with the ALCP Policies and Procedures, MAG Staff will make the appropriate change during the annual update process. If the change cannot be made, MAG Staff will contact the Member Agency to explain why the request was denied and will work with the Member Agency on an acceptable reprogramming option.

The bottom portion of the ALCP Data Entry form displays the amount of regional funds programmed for reimbursement, the years programmed for work and reimbursement, and the local match required (*See Figure 9*). Funds programmed for reimbursement for the project are displayed in the gray box to on the right-hand side of the screen. The amount of regional funds programmed will be updated as users change the amount of funds programmed by work phase. The ALCP Data Entry System prohibits the user from exceeding the amount of

Segment	Regional Funding Totals	Regional Funds Not Programmed/ Savings	Regional Funds Programmed	Regional Funding Cap/Total
		\$0	\$5,894,000	\$5,894,000
Work Description	Schedule (Fiscal Years)	Funding (2007 Constant Dollars)		
Construct roadway widening	Old Program Year	2013	Source	Local RARF Total
	Work Status		Cost	\$1,563,400 \$3,648,000 \$5,211,400
	New Program Year	0	Match	30% 70% 100%
	Reimbursement Year	2013	Min Local Max Regional	
Design roadway widening	Old Program Year	2011	Source	Impact Fees RARF Total
	Work Status		Cost	\$1,357,000 \$362,000 \$1,719,000
	New Program Year		Match	79% 21% 100%
	Reimbursement Year	2011	Min Local Max Regional	
Acquire right of way for roadway widening	Old Program Year	2012	Source	Impact Fees RARF Total
	Work Status		Cost	\$1,942,000 \$1,884,000 \$3,826,000
	New Program Year		Match	51% 49% 100%
	Reimbursement Year	2012	Min Local Max Regional	
* None	Old Program Year	0	Source	None RARF Total

Figure 9. Bottom Portion of the ALCP Data Entry Form

exceeding the amount of funds programmed by project segment. If users exceed this amount, an error message will appear informing the user that the regional cost exceeds the regional funding cap for the segment, and the regional reimbursement amount will return to the most recent allowed reimbursement entered in the field. The regional reimbursement programmed

for a project is limited to 70% of the total project costs or the amount programmed in the ALCP, whichever is less.

The ALCP Data Entry form includes calculators to assist the user in determining the minimum local match required and/or the maximum regional reimbursement based on the programmed reimbursement and data entered in the form. If the minimum local match has not been calculated, the user may press the Min Local button to determine the required minimum local contribution. In addition, the user may calculate the maximum regional reimbursement by pressing the Max Regional button. These calculators are designed to assist member agencies in determining the amount of local and regional funds programmed by work phase.

Projects and/or work phases may have no change, or be completed, underway, advanced, deferred, or deleted by clicking the appropriate selection from the Work Status drop down box under Schedule (Fiscal Years). If the user elects to delete a project, proper justification must be entered in the Agency Comments field in the top portion of the form. To change the year programmed for work or reimbursement programmed in the ALCP, the user must select the appropriate work status from the drop down box prior to enable the New Program Year and Reimbursement Year fields.

VI. PRINT REPORTS

This Print Report form may be used to print standard reports on project programmed in the TIP or ALCP (*See Figure 10*). These reports are discussed below.

Figure 10. Print Report Form

TIP Listing

The TIP Listing report produces a listing of data in a format similar to that used in the MAG TIP Report. Data printed in this report is limited to that used in the MAG TIP and includes TIP identification numbers, project locations, work type, and funding data.

TIP Form View

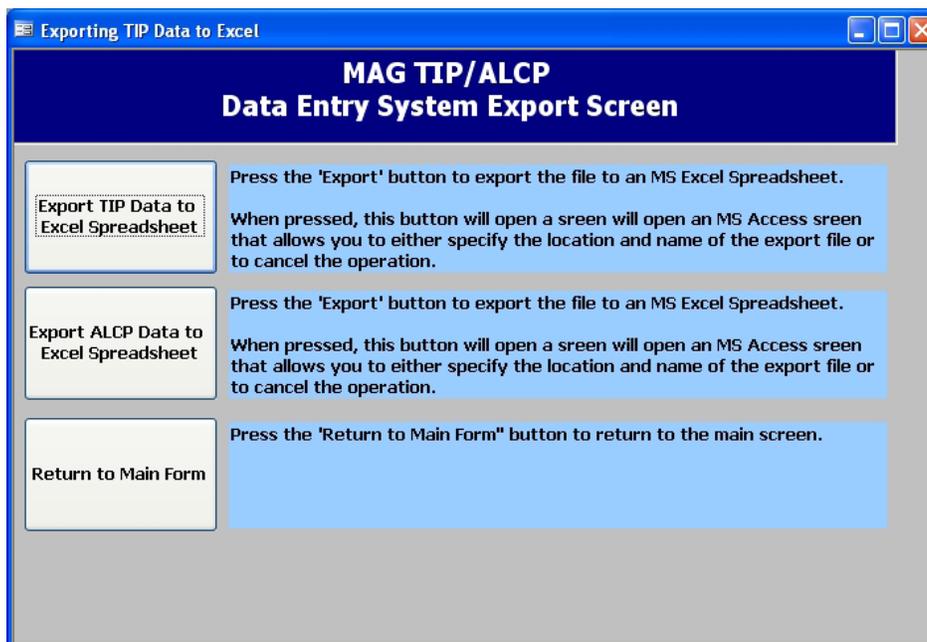
The TIP Form View report generates the TIP project data in a similar format as the TIP Data Entry Form. The form allows the user to print detailed information by project.

ALCP Form View

The ALCP Form View report generates the ALCP project data in a similar format as the TIP Data Entry Form. The form applies only to projects programmed in the ALCP and allows the user to print detailed information by project.

When the Print Report form appears, the user should select the appropriate report and press the Print Report button on the lower left hand side of the screen to print the specified report. When the Print button is pressed, a standard Access print preview screen will be displayed. In this screen, the user will have the option to view the report prior to printing, to limit the printing only to specified pages, to modify print settings prior, or to cancel the print operation. After printing is complete, click the 'Close' button at the top of the print screen to exit print preview and return to the Print Report form.

VII. EXPORT DATA TO EXCEL



The user may export TIP/ALCP Data to MS Excel. To access the form, the user should select the Export Data to Excel button on the Main Form, which will in turn prompt the form to appear (*See Figure 11*). On the form, the user has the option of exporting TIP or ALCP data to a location on their computer or network. After selecting the data to export, a popup will appear prompting the user to select the appropriate location to save the exported file.

Figure 11. Export Data to Excel Form

VIII. SEND DATA TO MAG FORM

This form is used to e-mail the completed and updated TIP data to MAG. When the user presses the E-Mail TIP Data to MAG button on the Main form, a popup form appears with two buttons: an E-Mail button and a Cancel button. When the E-Mail button is pressed, a standard MS Outlook E-mail form will appear with an attached spreadsheet of TIP data and the "TO" and "SUBJECT" e-mail fields completed for the user.

IX. QUESTIONS OR COMMENTS

If you need additional information on using this program or have noted errors in the program or wish to suggest improvements, please contact:

- MAG Offices: (602) 254-6300 or mag@mag.maricopa.gov
- Eileen Yazzie: eyazzie@mag.maricopa.gov
- Stephen Tate: state@mag.maricopa.gov
- Christina Hopes: chopes@mag.maricopa.gov

APPENDIX C

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.

APPENDIX E

MAG FEDERAL FUND PROGRAMMING PRINCIPLES

Competitive Project Selection Process for MAG Federal Funds

DRAFT August 5, 2008

DEFINITIONS

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.

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.

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.

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 must 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.

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 Pedestrian Working Group and the Regional Bicycle Task Force. *Please see page 2 for the MAG Committee Structure chart.*

¹SAFETEA-LU Home Page. US Department of Transportation, Federal Highway Administration. Retrieved on July 9, 2008 from <http://www.fhwa.dot.gov/safetealu/index.htm>.

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 page 2 for the MAG Committee Structure chart.*
4. The MAG Federal Fund Programming Principles are applicable to federal funded projects that are competitively selected and programmed through the MAG process. These projects compose part of the MAG Federal Fund Program.
5. Member agencies are encouraged to complete programmed federal funded projects on schedule to ensure that committed obligation authority is fully used, and to increase prospects of receiving a share of Arizona redistributed obligation authority.
6. A commitment will be made to use Congestion Mitigation and Air Quality (CMAQ) funds at the same rate of 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 equal to or higher than the rate for STP funds.
7. 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 contacts.
8. In accordance with the Clean Air Act, projects which 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 also essential for demonstrating air quality conformity for the Transportation Improvement Program and Regional Transportation Plan.

200. Application Process

1. Annually, MAG will request MAG 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 pre-application workshop/meeting will be available to MAG member agencies to review available funding amounts, applications, schedules, and due dates for the competitive project selection process for MAG Federal funds.

3. (Moved, combined, and reworded) 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.

The application must:

 - i. Be submitted by the sponsoring agency that will be responsible for implementing the project and reporting on it 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 agency that impacts other jurisdictions besides those sponsoring the project and the project concept is consistent with an approved MAG Plan.
4. 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 for will be identified on the checklist.
 - b. Each application will be signed by the Manager/Administrator of the jurisdiction or designated representative.
5. Completed applications must be submitted before or on the due date and time. Late applications will not be accepted.
 - a. Completed applications will be printed, signed by the jurisdiction Manager/Administrator or designated representative, and submitted via 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 the original signed hard copy will follow either in the mail or be delivered in person.
 - c. Upon receiving the application, MAG staff will review submitted application for required information. MAG staff will complete an application receipt indicating the date and time it was received, and if 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.
 - d. The application will also be submitted electronically for ease of data entry.
6. 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 due date of project applications.
 - a. MAG staff will work with Federal Highway Administration (FHWA) to determine eligibility.
 - b. The current federal guidelines related to the CMAQ funding, which is available for the Competitive Project Selection Process for MAG Federal Funds is titled, '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 technical advisory committee.
7. Project information from the applications will be compiled by MAG Staff.

300. Competitive Project Selection Process for MAG Federal Funds

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. (Section moved, combined, and reworded) 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 analysis will be conducted, as appropriate, during the project evaluation process.
5. The transportation project types and responsible technical advisory committees (TAC) are:
 - a. Bicycle & Pedestrian Projects will be presented, reviewed, ranked at the Pedestrian Working Group and The Regional Bicycle Task Force, 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 and reviewed 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 may forward a ranking of Air Quality Projects to the Transportation Review Committee.
6. The Technical Advisory Committee'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. 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.

- b. Technical Advisory Committees will 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 E-1 through E-5 beginning on page 76.*
 - a. At the first TAC meeting, the sponsoring agency will present their project(s) and have the TAC 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 will 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 change, the project application with 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 TRC will develop guidelines for project selection.
 - d. The recommended projects selected for available federal funds and a summary of selection process will then be forwarded to the MAG Management Committee, TPC, and Regional Council for approval.
9. 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. As required by Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), 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 or committed.²

- 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 at least one year prior to the federally funded construction phase depending on the information and schedule provided in the project application.
 - a. It is not assumed that the separate design/clearance phase is funded with federal funds. Member agencies can request federal funds for the design phase *if* federal funds are available either in the programming process or the closeout.
 - b. Member agencies will program the design & clearance phase with scope, budget, and schedule information provided in the initial application.

400. Programmed Federal Fund Projects

1. 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.
 - a. The member agency shall notify MAG of the amount of unused federal funds once construction and invoicing is completed with ADOT.
2. If a member agency is not able to complete a federal funded project with federal funds, the federal funds will be returned to the region to be reprogrammed.
 - a. The member agency shall notify MAG if it decides it will not utilize federal funds for a project.
3. 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.
4. A member agency can request a change to a programmed Federal Fund Project in the TIP for the current fiscal year.
 - a. Types of project changes: advancing the project, segmenting the project, or modification of the Project Scope. All Project Change requests are reviewed on a case-by-case basis.
 - i. If a MAG member agency requests to advance a federal fund project, or project phase with local funds, an Intergovernmental Agreement (IGA) with ADOT is required. Advancing a project or phase of a project includes (1) design advancement, (2) ROW advancement and/or (3) construction advancement. The jurisdiction will be responsible to utilize "local" funds to advance the requested project or phases. The sponsoring agency is required to develop the project or phase to federal standards.
 - b. MAG staff will review the eligibility of the project change request by the Federal guidelines.
 - c. MAG staff will review the impact of the project change request on the conforming TIP

² Department of Transportation - Statewide Transportation Planning; Metropolitan Transportation Planning; Final Rule, Federal Register, Wednesday, February 14, 2007, Part III §450.324(i). US Department of Transportation, Federal Highway Administration. Retrieved on August 1, 2008 from <http://www.fhwa.dot.gov/HEP/legreg.htm>.

- and Plan. For example, the advancement or deferral of a project could affect analysis year modeling assumptions, and require a redetermination of conformity.
- d. 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.
 - e. The requested change will go through the MAG Committee Process, as part of the Project Change request, beginning at the appropriate technical advisory committee that originally programmed/prioritized them.
 - f. This does not include notifications of deferred projects and/or projects that will not be utilizing federal funds. Notifications of deferred projects and/or projects that will not be using federal funds will occur during the Closeout.
6. 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.
 7. MAG Staff produces a status report on projects programmed with federal funds semiannually. The status report indicates the progress of the project through the milestones of the required Federal process.

500. Closeout Process

1. MAG attempts to utilize all of the spending authority, known as Obligation Authority (OA), made available to the region. To meet this goal, MAG established a Closeout process. The most important criteria for a project to be funded through closeout is that it has completed, is near completion of the federal project development process administered by ADOT Local Government Section, and/or be in a position to obligate by the end of the current federal fiscal year.
2. The Closeout Process consists of three phases:
 - a. Initial Closeout: The initial closeout usually occurs as soon as the FY Appropriations Bill is available. It involves a simple comparison between the funds available and the projects programmed, resulting in an estimate of "uncommitted" funds.
 - b. Interim Closeout: Member agencies notify MAG staff, during the month of March of each year, of the projects that they wish to defer from the current fiscal year to the following fiscal year or that they do not wish to proceed with. When this total amount of federal funds to be deferred or removed is known, agencies are then requested to identify projects that can utilize the funds made available. Project submittals to use Closeout funds usually occur in mid to late April. Through the MAG Committee Process, Closeout projects are selected in the established priority order as described in 700.2. If the number of projects submitted to use Closeout funds, exceeds the Interim Closeout amount, a contingency project list of rank ordered projects may be developed.
 - c. Final Closeout: Final Closeout captures additional funds identified by changes to a project schedule, to the apportionment or appropriations formulas, and notification of redistributed obligation authority (OA) that can add to, or subtract from, the funds available. If additional funds are identified, contingency projects that were identified and rank ordered during Interim Closeout can be funded.
3. *The Transportation Programming Guidebook* will explain the Closeout schedule, due dates, forms, and requirements for project deferrals and project submittals for the Closeout.

4. During the closeout process, the deferred projects and non-obligated federal funds will be considered within each mode as determined by the Regional Transportation Plan (RTP).
5. If a MAG federally funded project is requested to be deferred, the close-out process continues through the mode classification of the project.
6. The modes that are programmed in the RTP to receive federal funds and are in the MAG Federal Fund Program are: Streets/ITS-CMAQ, Streets-STP-MAG, Bicycle/Ped-CMAQ, and Air Quality-CMAQ. The funds (in dollars not percentages) would stay in each mode.
 - a. Example: if Bike Project A, funded by CMAQ, was deferred to a later year, the funds associated with Bike Project A would stay in the Bike/Pedestrian mode.

600. Closeout Process – Deferrals

1. MAG member agencies will complete a Project Deferral/Deletion Form to request a project to be deferred, to delete federal funds from a project, or to delete a federal funded project from the current TIP.
 - a. The *Guidebook* will explain the schedule and forms.
2. For construction and right of way projects, member agencies would be allowed a one time deferral without justification.
 - a. If this project has a design contract underway, the project would be deferred 1 year, if and only if, it had an approved scoping document, project assessment, or DCR from ADOT.
 - b. If there is no design contract underway, the project would be deferred 2 years as it generally takes 2 years to complete the ADOT process.
 - c. If there is a design and clearance work phase for the project, it would be deferred accordingly.
3. For procurement, pre design, design, and planning study projects, member agencies would be allowed a one time deferral without justification.
4. If a project is requesting to be deferred for the second time or more, the sponsoring agency for the project will submit a justification letter explaining why the project should remain in the MAG Federal Fund Program.
 - a. The sponsoring agency for the project will submit a justification letter to MAG with the deferral notification that will be taken through the MAG Committee Process, beginning at TRC.
 - i. If the justification is approved the project would remain in the program.
 - ii. If the justification is not submitted or not approved, the project would be removed from the program.
 - b. MAG will provide either a form, or memo explaining the information for the justification memo in the *Transportation Programming Guidebook*.

700. Closeout Process – Prioritization of Unobligated Federal Funds

1. MAG member agencies will complete a Closeout Project Submittal or a new project application to submit projects for the use of unobligated Federal funds for the current federal fiscal year.
 - a. The *Guidebook* will explain due dates and forms.
 - b. Forms and/or applications must be submitted before or on the due date and time. Late

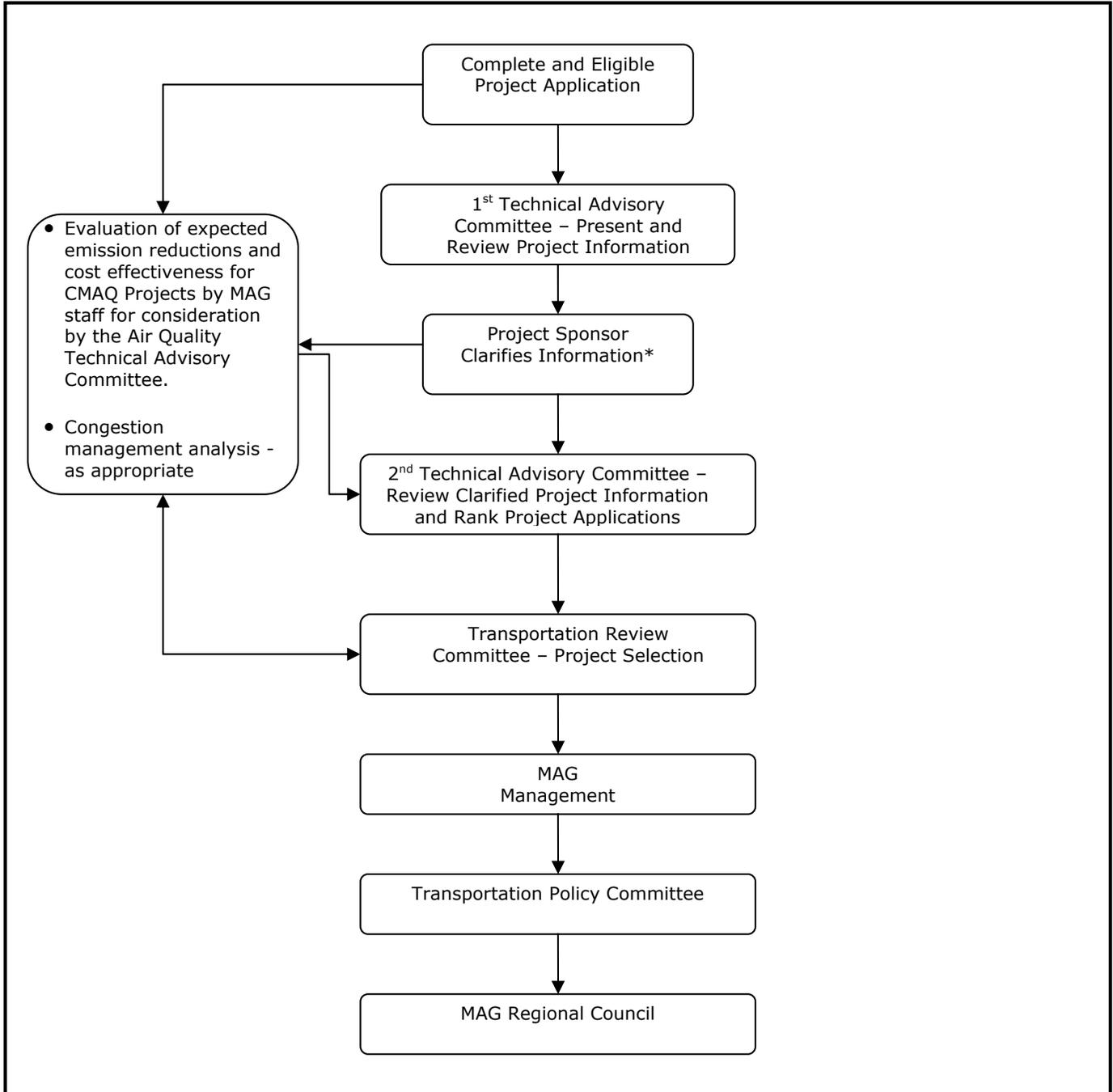
- forms and/or applications will not be accepted.
2. Projects submitted for use of Closeout funds will be selected based on the following three priorities in order:
 - a. Advancing projects (or phases of projects) of the same mode, that are already programmed in the current Transportation Improvement Program (TIP) with MAG federal funds from a future year, in chronological order of the TIP;
 - b. Adding additional federal funds to an existing, unobligated project, up to the originally programmed, federal-aid maximum, or the maximum established by the mode in the RTP, whichever is less.
 - c. New projects
 3. Local jurisdictions submitting a project for advancement or additional funds will complete and submit a Closeout Project Submittal Form by the due date for project submittals for Closeout funds.
 4. Local jurisdictions submitting a new project for Closeout will complete and submit the most current project application form by the due date for project submittals for Closeout funds.
 5. MAG staff will conduct a fiscal analysis to determine if the program can provide additional funds to an existing project (priority 2), and/or fund new projects (priority 3) within the fiscally constrained federal programs in the current TIP.
 6. MAG staff will review the projects submitted for Closeout funds with ADOT Local Government Section to ensure that the projects can be obligated before the end of the current federal fiscal year.
 7. Once projects are submitted, 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 proposed projects proceed through the MAG Committee Process for evaluation and prioritization beginning at TRC.

800. Re-distributed Obligation Authority (OA)

1. Re-distributed OA are federal funds in addition to the annual allocation and obligation authority that are distributed to the states. These additional funds are usually distributed at the end of the federal fiscal year. It will be decided through the MAG Committee Process on the Region's priority/priorities for re-distributed OA. The priorities can, but are not limited to, establishing contingency lists of projects for funding. This allows the MAG Committees flexibility to address the needs of the region, which can change over time.
 - a. The priority/priorities for re-distributed OA will be established during the close-out process, which can be funded in the remainder of the current fiscal year.

Figure E-1

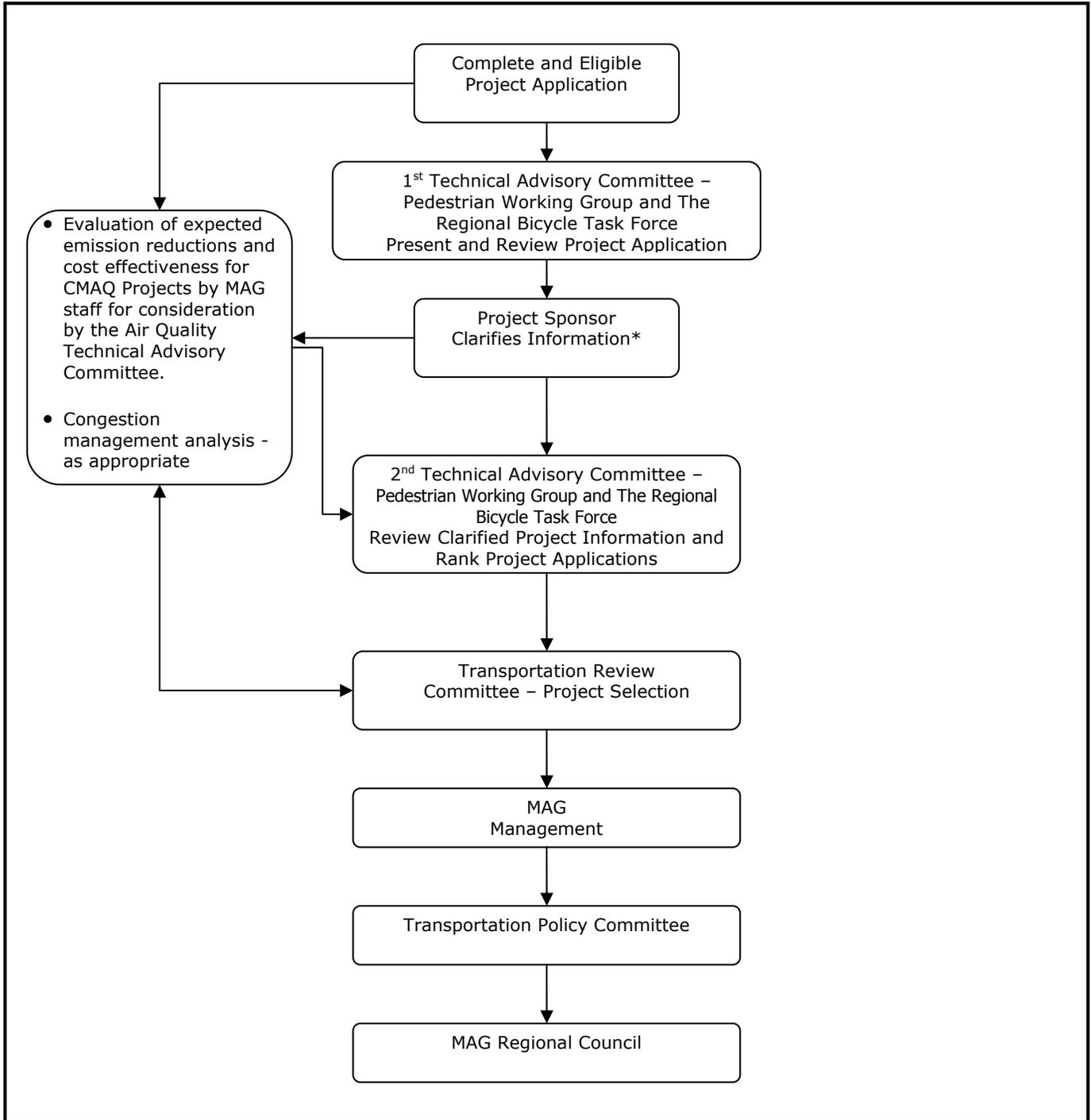
Flowchart – Competitive Project Selection Process for MAG Federal Funds



*If needed

Figure E-2

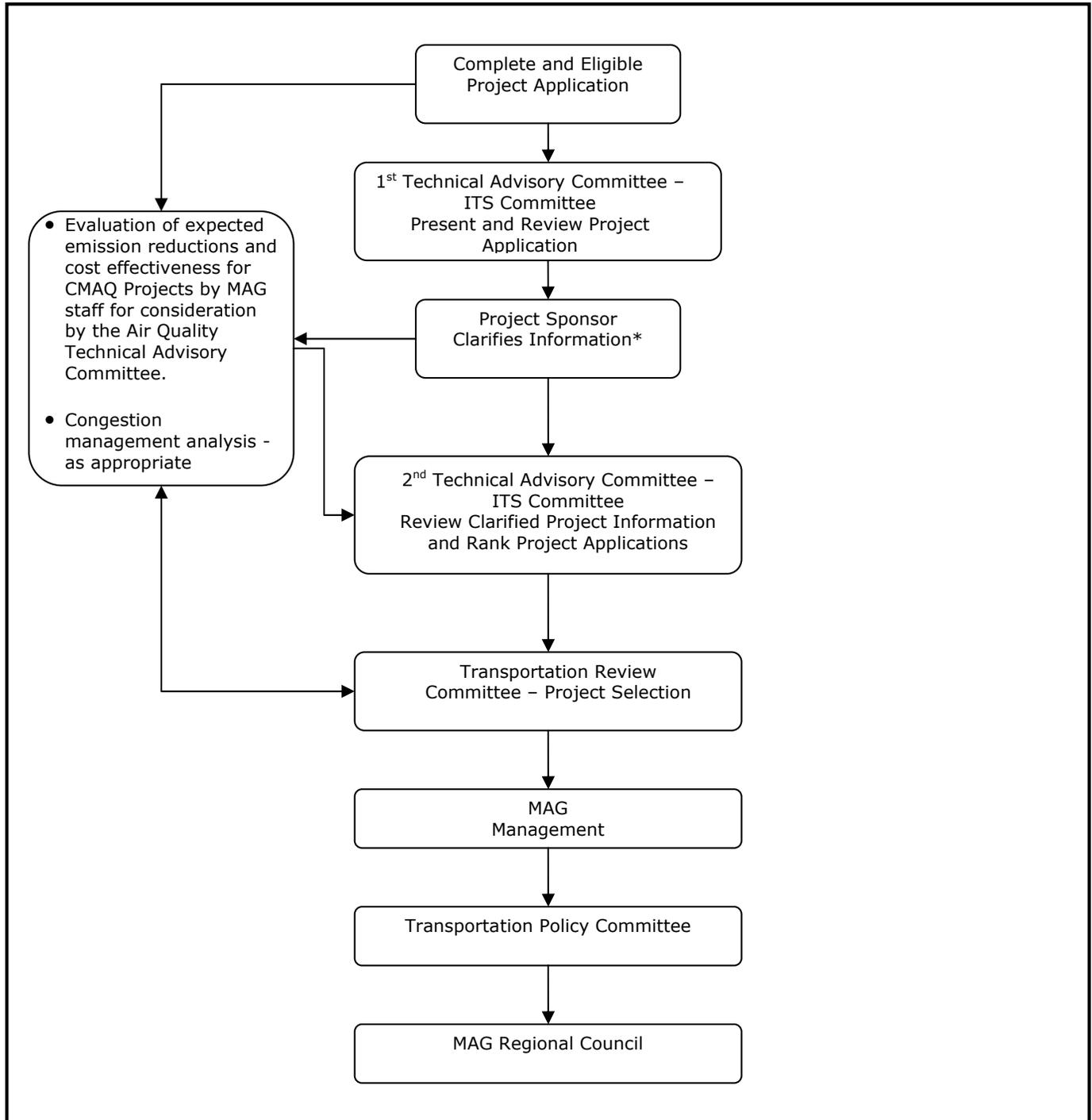
Flowchart – Competitive Project Selection Process for MAG BICYCLE AND PEDESTRIAN PROJECTS



*If needed

Figure E-3

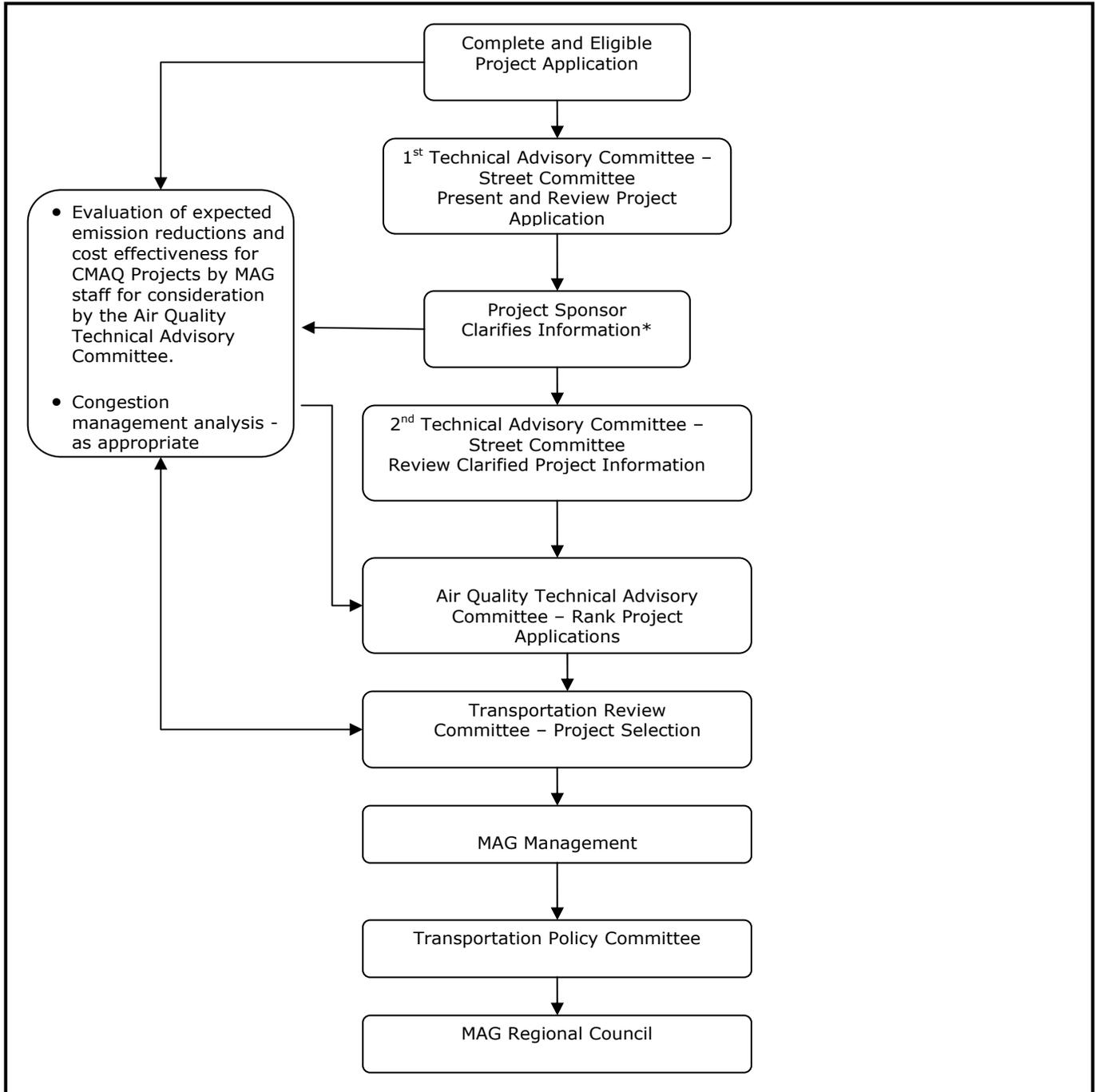
Flowchart – Competitive Project Selection Process for MAG INTELLIGENT TRANSPORTATION SYSTEM (ITS) PROJECTS



*If needed

Figure E-4

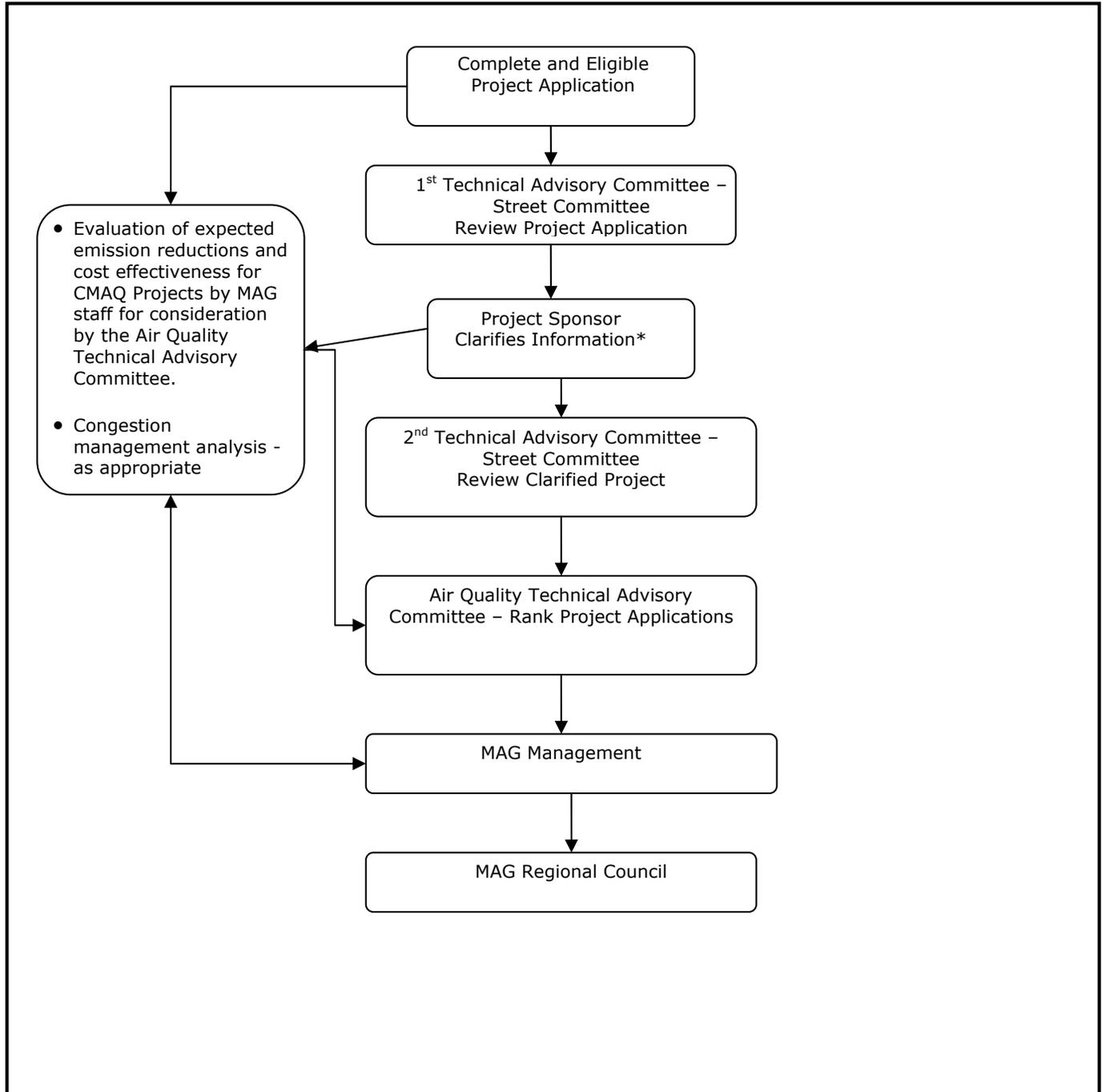
Flowchart – Competitive Project Selection Process for MAG Federal Funds
PAVE UNPAVED ROAD PROJECTS



*If needed

Figure E-5

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



*If needed



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Deferral Notification Form for Federal FY 2009 Closeout

Instructions:

This form is dynamic and requires the *Adobe Professional* program to update the fields. If you do not have this program, please use the Word Document form on the website.

Please complete the form below for deferral notification. A member of the Transportation Review Committee or the Management Committee from your jurisdiction has the authority to transmit the request for projects for the Federal FY08 Closeout.

Please submit the completed form to Eileen Yazzie, via e-mail: eyazzie@mag.maricopa.gov, fax: 602.254.6490, or mail: 302 N. 1st Avenue, Suite #300, Phoenix, AZ 85003. If there are questions, please contact Eileen O. Yazzie at 602.254.6300. Member agencies submit Project Deferral Forms and Justification Memos throughout March and April. Please make a best effort to submit before April 17, 2009.

Name of Agency:

Name: [Name of person submitting form](#)

Telephone:

E-mail:

TIP ID: [Insert TIP ID #](#)

TRACS #: [Insert TRACS # if applicable](#)

Project Name: [As listed in the current TIP](#)

Description: [As listed in the current TIP](#)

Federal Type: [CMAQ or STP-MAG](#)

Federal Amount: \$

Project Total Cost: \$

Year in TIP: 2008

Requested Year
to be deferred:

Reason for Deferral: [Please explain the deferral](#)

Has the project been deferred before? [Yes or No](#)

If Yes, how many times
has it been deferred? [Enter #
of times](#)

Will the Lead Agency be Submitting a Justification memo? [Yes or No](#)



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Project Submittal Form for Federal FY 2009 Closeout

Instructions:

This form is dynamic and requires the **Adobe Professional** program to update the fields. If you do not have this program, please use the Word Document form on the website.

To submit a project that can utilize federal funds for the Federal FY2008 Closeout, please complete the fields below. Please complete Section B with the project information from the current TIP. If you are requesting a new project, please leave the TIP # blank. In Section C, please indicate the close out category and provide any additional information in the comment area. A member of the Transportation Review Committee or the Management Committee from your jurisdiction has the authority to transmit the request for projects for the Federal FY08 Closeout.

Please submit the completed form to Eileen Yazzie, via e-mail: eyazzie@mag.maricopa.gov, fax: 602.254.6490, or mail: 302 N. 1st Avenue, Suite #300, Phoenix, AZ 85003. If there are questions, please contact Eileen O. Yazzie at 602.254.6300. The due date is April 17, 2008 by noon/12:00 p.m. **Late Applications will not be accepted.**

Section A: Contact

Name of Agency:

Name of Requestor:

Telephone: () -

E-mail:

Section B: Project Details

TIP #: *List TIP # if applicable* Mode: *Select: ITS, Bike, Ped, Street, AQ or TDM, Highway, Transit,*

Location: *List Location as in TIP, if new project, please specify location*

Description of Work: *List Description of work as in TIP, if new project, please specify the project*

Current Year Programmed Year	Current Total Project Costs \$	Current Federal Fund Costs \$	Current Local Costs \$
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Section C: Close Out Category

_____ Requesting Advancement _____ Other

_____ Requesting Additional Federal Funds, if yes, what are the new Project Costs:

Total Project Costs : \$

Requested Federal Funds: \$

Local Costs: \$

Additional Comments: *Please provide any additional explanation or comments*



**302 N. 1st Avenue, Phoenix, Arizona 85003
602-254-6300 [www. mag.maricopa.gov](http://www.mag.maricopa.gov)**