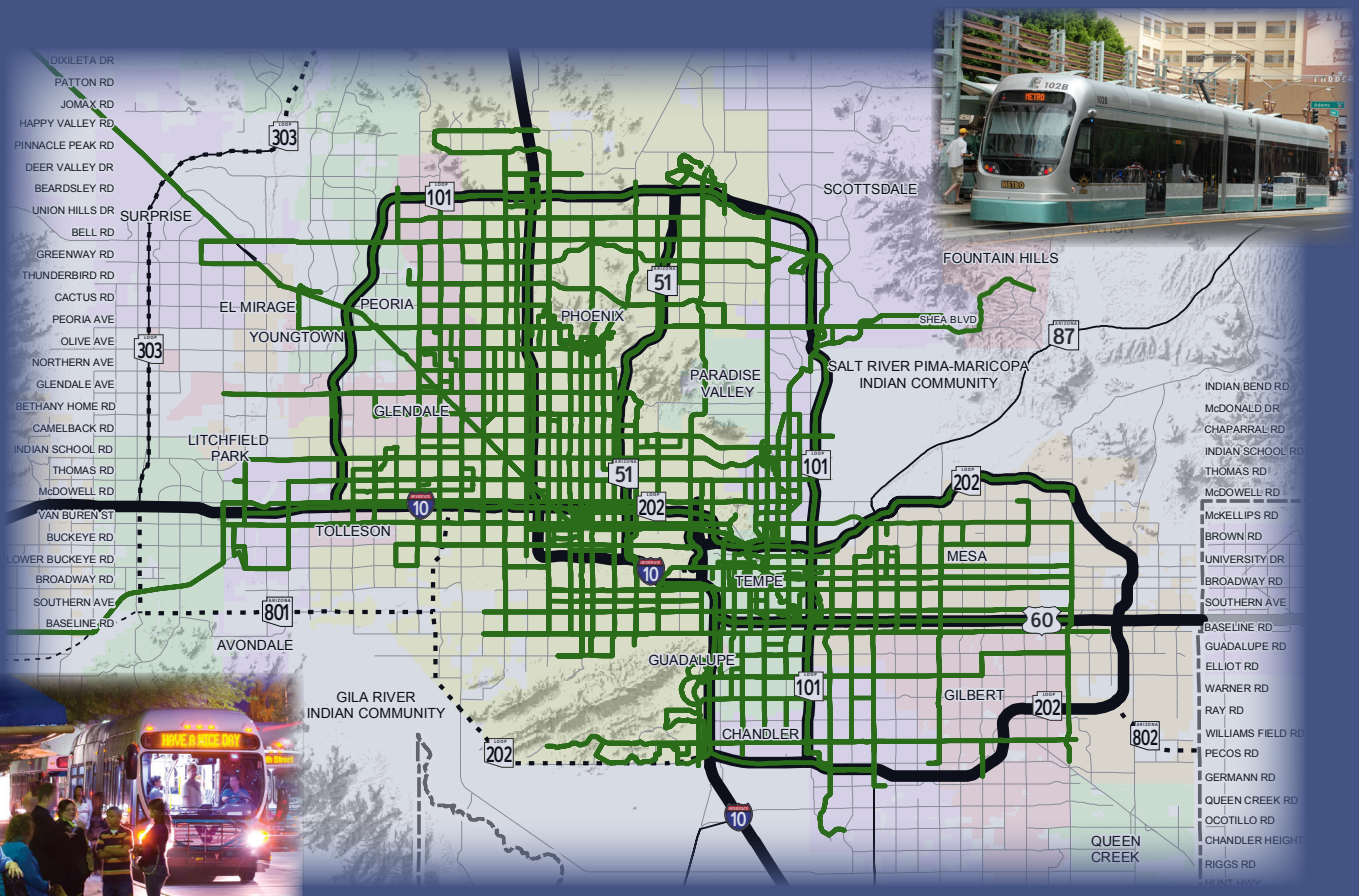
Regional Programming Guidelines for Federal Transit Formula Funds



Approved by the MAG Regional Council on May 27, 2015

MARICOPA ASSOCIATION of GOVERNMENTS

Table of Contents

100. Guiding Principles 4
200. Public Transportation Supported by the Region Transportation Plan 4
201. Regional Transportation Plan 4
202. Transit Life Cycle Program 5
300. Transportation Programming Priorities 6
400. Preventive Maintenance Distribution Methodology for 5307 Formula Funds 6
500. Programming Projects for a New MAG Transportation Improvement Program 7
600. Transit Program of Projects 8
700. Regional Competitive Evaluation Process 8
701. Phoenix-Mesa-Glendale UZA 8
702. Avondale-Goodyear UZA 9
703. Job Access Reverse Commute (JARC) 9
Appendix A : MAG Committee Structure Chart i
Appendix B : MAG Draft Smoothed Urbanized Area i
Appendix A : Transit Programming Cycle i
Appendix B : Transit Accessibility Evaluation Criteria ii
Appendix C : State of Good Repair Evaluation Criteria iv
Appendix D : Applicant Resources vi
Appendix E : Glossary of Terms vii

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100. GUIDING PRINCIPLES

1. The MAG Regional Programming Guidelines for Federal Transit Administration (FTA) formula funds shall comply with all federal laws. The Guidelines will be reviewed and updated for compliance as new state and federal laws are adopted, or as deemed necessary by Regional Council.
2. The MAG Regional Programming Guidelines for FTA formula funds will incorporate policy direction, as appropriate, from Regional Council approved MAG Transportation Plans.
3. The MAG Regional Programming Guidelines for Federal Transit Formula Funds and changes to the Guidelines will be approved through the MAG Committee Process including the Transit Committee, the Transportation Review Committee, the Management Committee, the Transportation Policy Committee, and the Regional Council. Please see Appendix A: MAG Committee Structure Chart.
4. The MAG Regional Programming Guidelines for Federal Transit Formula Funds, including 5307, JARC, 5340, 5337-FGM, 5337-HI Bus, 5339(d)(2), CMAQ, STP-AZ, are applicable to federal formula funds received from the Federal Transit Administration, and flexed Federal Highway Administration (FHWA) Surface Transportation Program (STP) funds from the Arizona Department of Transportation (ADOT).
5. The MAG Regional Programming Guidelines for FTA formula funds will abide by federal guidance regarding federal and local shares depending on funding and project type.
6. FTA formula funds will be used within the period of apportionment. Funds flexed from FHWA, have an extended period of availability, however due to the deficit at the federal level, it is the region's goal to follow the same guidelines as FTA formula apportionments and program them within the appropriate years.
7. Transit operators and recipients of federal funds are required to work with MAG and the City of Phoenix, the designated grant recipient, to submit information for the Transit Service Inventory Report/ Transit Asset Management Plan. The information is necessary to make informed programming decisions for a comprehensive, coordinated, transparent, data driven process.
8. It is recognized that the Regional Public Transportation Authority (RPTA) is the agency designated to manage the Transit Life Cycle Program (TLCP).

200. PUBLIC TRANSPORTATION SUPPORTED BY THE REGION TRANSPORTATION PLAN

201. Regional Transportation Plan

The MAG Regional Transportation Plan (RTP) that was approved in 2003 established the Transit Life Cycle Program (TLCP) that is supported by the regional half-cent sales tax/public

transportation fund (PTF), federal funds from transit formula accounts, farebox reciepts, transit discretionary awards, and 'flexed' highway funds from Congestion Mitigation Air Quality (CMAQ) and state Surface Transportation Program (STP-AZ). Since the initial approval, the RTP has been updated several times.

202. Transit Life Cycle Program

The TLCP is a 20 year (2006-2026) program that includes:

- Fleet replacement for all transit services – State of Good Repair Program: rural, local, regional, Express, RAPID, Bus Rapid Transit, vanpools, and dial-a-ride/paratransit).
- Construction and acquisition of high capacity and light rail transit corridors, including associated park and rides, transit centers, maintenance facility upgrades and vehicles.
- Regional transit expansion program: Expansion of regional public transportation service including capital, procurement, and operations.
- Regional Park and Rides identified from the 2000 Regional Park and Ride Study. Please note, locations and scopes may have been modified since 2000; no additional regional park and rides have been added.
- Regional Transit Centers as identified in the 2003 RTP. Please note, locations and scopes may have been modified since 2003; no additional regional transit centers have been added.
- Regional operations and maintenance facilities to support an expanded regional transit system, including new and upgraded bus facilities, paratransit facilities, rural and vanpool facilities.
- Local routes that are identified to turn into supergrid routes in the TLCP. Refer to the latest version of the TLCP for route detail.
- ADA service, which is the service required by the Americans with Disabilities Act (ADA) for all areas within ¾ mile of a fixed route; and alternative transportation services for ADA certified passengers.
- Bus stop improvements Safety and Security
- Intelligent Transportation System projects including fare collection and communication systems

The TLCP does not include:

- Operations for local routes
- Operations for light rail or other high capacity fixed guideway modes
- Operations for vanpool services
- Operations for non-ADA paratransit or alternative transportation services
- Preventive maintenance
- Expansion of local public transportation since 2003, including fleet purchase, replacements, and operations
- Expansion of non-ADA paratransit/dial-a-ride service since 2003, including fleet purchase, replacements, and operations
- Bike/Ped connections

300. TRANSPORTATION PROGRAMMING PRIORITIES

1. Provide services and improvements as required by law
   - Under MAP-21 it is required that 1% of 5307 funds are used for transit security or be able to certify that it is not necessary to do so.
2. Provide funding for support services for grant management to the designated recipient, the City of Phoenix. Currently, FY2012, this is $40,000.
3. Fund Preventive Maintenance/Operations/Complementary ADA Service.
   - Preventive maintenance funding for the Phoenix-Mesa-Glendale UZA would be distributed based on approved methodology outlined in Section 400. The baseline funding would be 25% of 5307 funds.
   - Avondale/Goodyear UZA would receive operations funding in line with 2012 for the FY TIP years 2014-2018.
4. Fund the Job Access Reverse Commute program using the process outlined in Section 703 Job Access Reverse Commute (JARC).
5. Support the Transit Life Cycle Program (TLCP) capital bus program
6. Support the TLCP capital facility program
7. Support the TLCP regional transit supergrid service
8. Support the other TLCP projects as the program is updated.
9. Fund additional projects based on a regional competitive evaluation process that is outlined in Section 700 Regional Competitive Evaluation Process.

400. PREVENTIVE MAINTENANCE DISTRIBUTION METHODOLOGY FOR 5307 FORMULA FUNDS

On May 25, 2011, the MAG Regional Council approved the current methodology for programming Preventive Maintenance (PM) for the MAG region. This methodology is applied for FY2012 and beyond, and is done so 'phasing out' of the old methodology between FY2012 and FY2014.

1. The preventive maintenance distribution methodology first distributes the amounts between the bus and rail program based on operating expense, then distributes funds for bus operators based on a combination of passenger and vehicle revenue miles. Passenger miles are weighted by 10 percent and vehicle revenue miles are weighted by 90 percent. The distribution methodology is updated annually using the most recent NTD published data.
2. Federal funds for preventive maintenance for fiscal years 2012-2015 will be distributed based on a 'phase out' approach and use the May 25, 2011 approved preventive

maintenance distribution methodology. Beginning in FY2012 the allocations, as identified in the adopted July 2010 FY2011-2015 MAG TIP for each operating agency, will be reduced by 25 percent each year, and an additional 25 percent for each subsequent year (50 percent reduction in 2013, 75 percent reduction in 2014), the remaining federal funds will be distributed using the new methodology. Beginning in FY2015, and continuing in the future, PM funds will be completely distributed under the new methodology.

3. Transit Operators Eligible for Operating Assistance in Large Urbanized Areas may choose utilize Operating Assistance in lieu of Preventive Maintenance.[1] This option does not change the agency's allocation or the regional allocation formula for Preventive Maintenance.
4. Transit Operator will need to exhaust all Preventive Maintenances has exhausted may choose to utilize Operating Assistance for Complementary ADA Service in lieu of Preventive Maintenance. This option does not change the agency's allocation or the regional allocation formula for Preventive Maintenance.

500. PROGRAMMING PROJECTS FOR A NEW MAG TRANSPORTATION IMPROVEMENT PROGRAM

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

Please see for Appendix B for a typical schedule.

1. The Transit Life Cycle Program (TLCP) is updated annually and the projects are programmed using federal and Public Transportation Funds (PTF). The program is updated as a coordinated effort between RPTA and METRO, working with the member agencies in the region. It reflects the principles and goals as stated in the Regional Transportation Plan (RTP) and plans for funding of regional routes, capital projects and bus replacements according to its stated guiding principles.
2. When developing a new TIP and an RTP, MAG/City of Phoenix will work with member agencies and collect information that goes into the Transit Service Inventory Report/Transit Asset Management Plan. This information will be made available at the beginning of the fiscal year when programming a new TIP and RTP.

[1] Eligible operators are public entities that operate fixed route bus service with 100 or fewer buses in maximum peak hour service, and that operate transit service in a large urbanized area.

3. When developing a new TIP and an RTP, RPTA will submit a project list from the TLCP to MAG.
4. MAG will take the information from the Transit Service Inventory Report/Transit Asset Management Plan, the project list from the TLCP. A draft listing of projects will be produced and reviewed with the MAG Transit Committee. Based on estimate funding levels of federal funds and the draft listings of projects, a calculation will be made to determine funding available for the Regional Competitive Evaluation Process, Section 700.
5. If funding is available for the Regional Competitive Evaluation Process (Section 700), that process will move forward.
6. Projects that are classified as TIP amendments that modify the work scope of a project, must be first approved by the modal technical committee (e.g. Street, Bicycle-Pedestrian, ITS, Safety, Transit) from which the project was first programmed and then proceed through an approval process that includes the Transportation Review Committee, the Management Committee, the Transportation Policy Committee and the Regional Council. All other TIP amendments and Administrative Modifications will begin the approval process at the Transportation Review Committee and include the policy committees as listed above Project changes that are classified as clerical corrections do not require additional approval actions.

600. TRANSIT PROGRAM OF PROJECTS

The Transit Program of Projects is a list of transit projects for a given fiscal year, that is reconciled with the actual Federal apportionments and allocations that are approved by Congress. The schedule for MAG to move forward with a Transit Program of Projects is dependent on Congressional action. **Please Appendix B.**

700. REGIONAL COMPETITIVE EVALUATION PROCESS

701. PHOENIX-MESA-GLENDALE UZA

The Phoenix-Mesa-Glendale UZA will conduct a Regional Competitive Evaluation Process to program remaining Federal Transit Funds. The process will be initiated every two year, consistent with the Regional Transportation Improvement Programming (TIP) cycle or as necessary, per the recommendation of the Transit Committee. **Please refer to Appendix B and Appendix C for detailed guidance on the evaluation criteria and application.** The application will be made available on the MAG website.

The Transit Committee may request a Competitive Evaluation Process during the non-TIP Programming years, however, it is recommended that the process is not conducted more than

once a year. In the event it is necessary to program a balance of funds subject to FTA obligation and/or utilization deadlines, the Committee may recommend:

1. Funding additional projects submitted during the evaluation process but not initially chosen;
2. Increasing funding of awarded projects;
3. Allocating additional resources to regional Preventive Maintenance;
4. Other options subject to MAG Regional Council Approval.

702. AVONDALE-GOODYEAR UZA

The utilization of Avondale-Goodyear (AVN-GDY) UZA Federal Transit Funds will be discussed during working group meetings comprising members of the AVN-GDY UZA. The interested members will conduct a sub-regional discussion with general guidelines and adhering to Arizona Open Meeting Laws under A.R.S. § 38-431. Recommendations from the working group would be reviewed by the Transit Committee and forwarded to MAG Regional Council for approval. Additional guidelines may be evaluated and established as the UZA's Transit planning and network becomes more established.

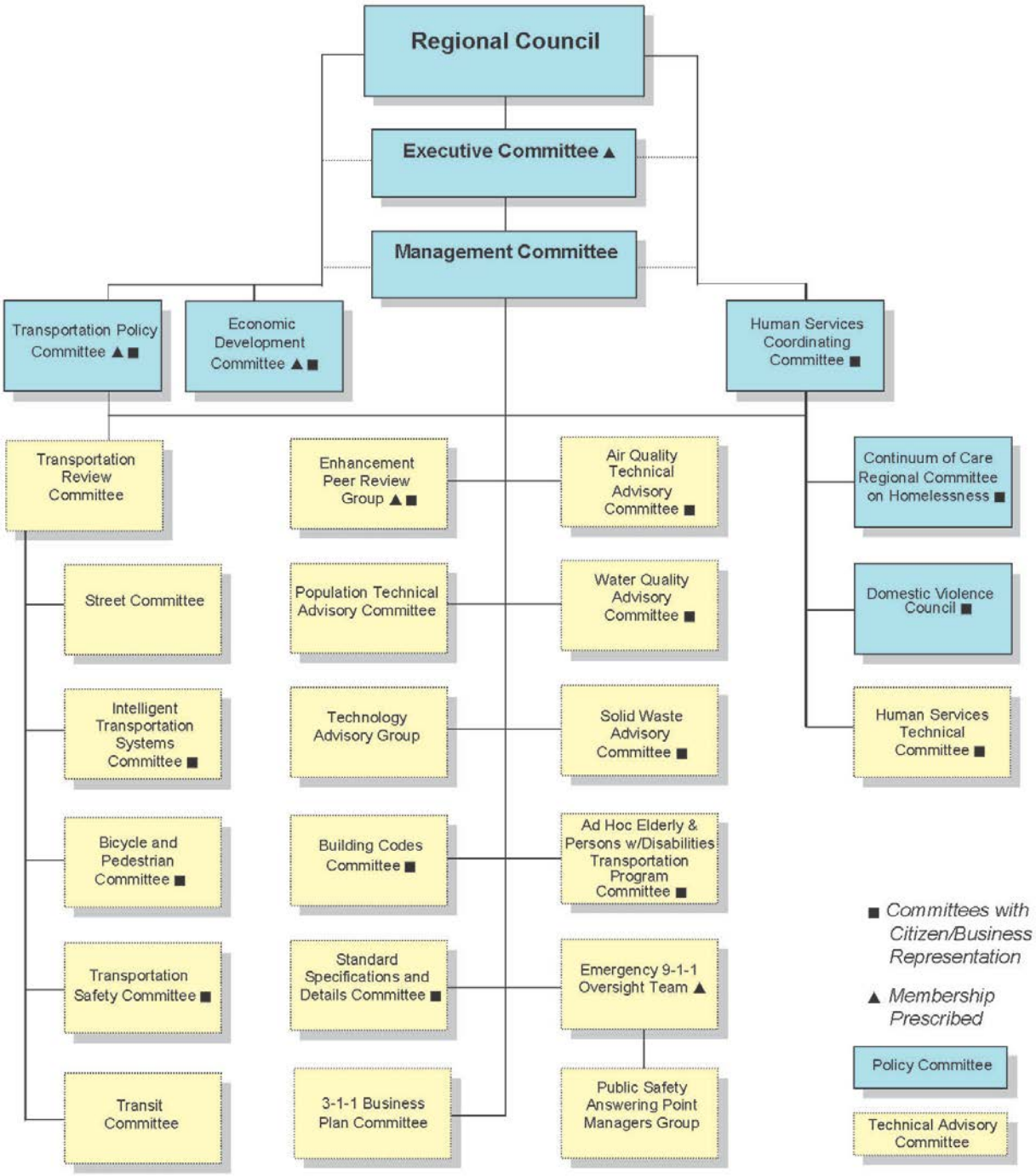
703. JOB ACCESS REVERSE COMMUTE (JARC)

Under SAFTEA-LU, the MAG region was allocated $1.8 million in FY 2012 specifically for JARC eligible projects. With the passage of MAP-21, JARC dedicated funding was repealed. However, JARC projects are eligible under 5307 formula funds.

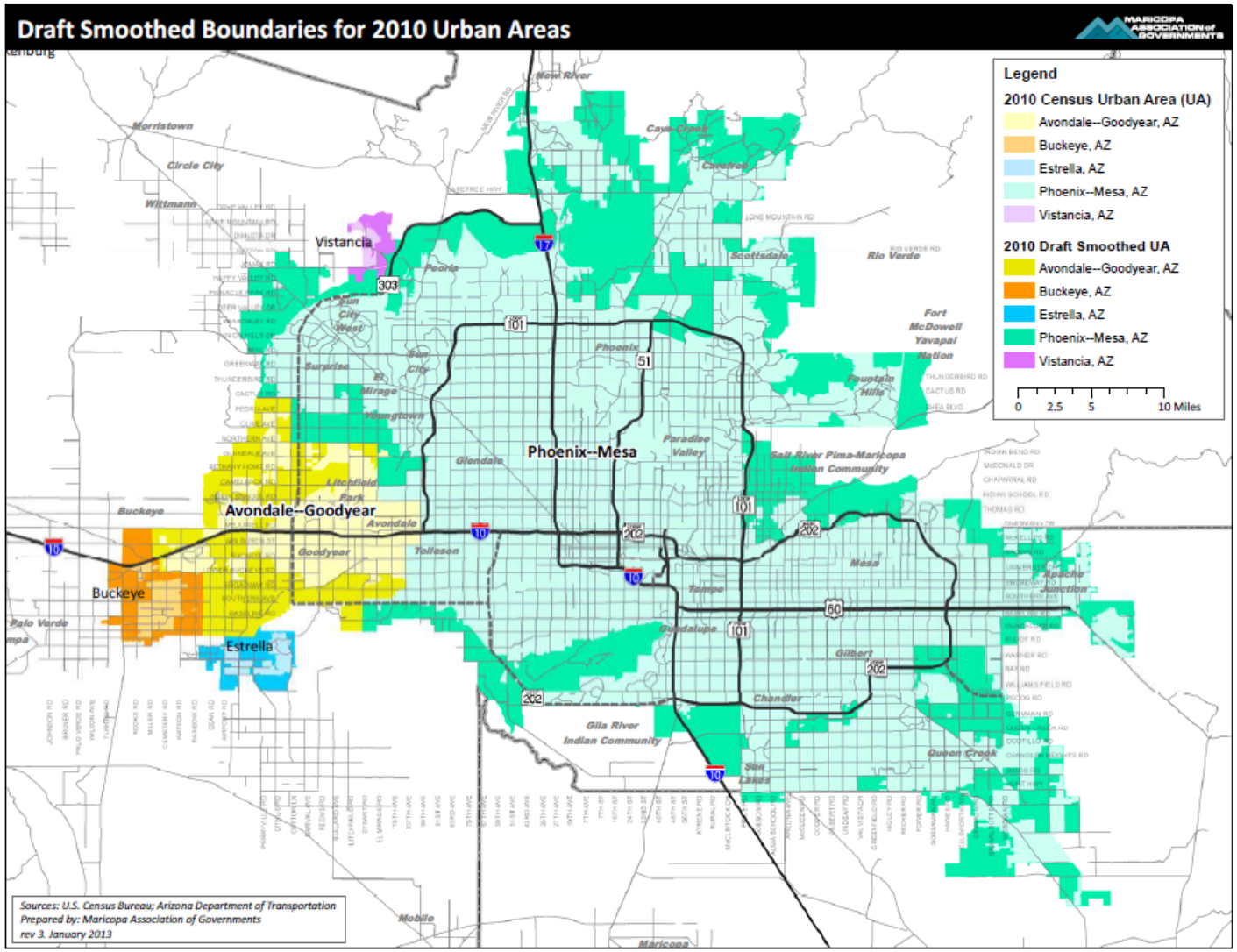
JARC eligibility includes private and public agencies, operations and capital projects under MAP-21 do not have to be derived from the Human Service Coordination Plan. FTA encourages MPO's and recipients to continue the coordinated planning process in identifying and developing projects for funding. The plan is updated annually and can be found on the MAG website.

1. For Fiscal Year 2013, the amount will be held constant to FY 2012 level. For TIP programming Years 2014 - 2018, the amount will be adjusted in accordance with 5307 apportionment increases or decreases.
2. MAG will lead the JARC evaluation process coordinating with the MAG Transit Committee and MAG Human Services Division. Applications would be a coordinated effort between MAG Transit Committee and MAG Human Services Division with final approval from MAG Regional Council.
3. In the event there are unutilized JARC funds, the balance will be distributed as Preventive Maintenance utilizing the existing methodology.

Appendix A: **MAG COMMITTEE STRUCTURE CHART**



Appendix B: **MAG Draft Smoothed Urbanized Area**



Appendix C: TRANSIT PROGRAMMING CYCLE

Transit Programming Process	
Typical Schedule	
2012	
June	Send Transit Service Inventory/Transit Asset Management Plan workbook to agencies and transit operators.
August	**DUE DATE** for Transit Service Inventory Workbook/Transit Asset Management Plan submittal
September	MAG Transit Committee
October	Transit Service Inventory Report Available
	TLCP project listing and funding are submitted to MAG.
November	MAG conducts analysis of TLCP funding requirements, baseline Preventive Maintenance funding and available funds for regionally competitive projects.
December	MAG Committees as need
2013	
January	MAG Committees as need
February	MAG Transit Committee – Regional competitive process initiated
March	Potential projects qualifying information and applications due
	MAG Transit Committee reviews initial submittals
	Applications sent to ad-hoc evaluation committee
April	Ad –hoc evaluation committee provides initial ranking to MAG
	Ad –hoc evaluation committee meets to evaluation project during interview process
May	Transit Committee to review and recommend projects
	MAG TRC, TPC, Management, RC for approval
June	MAG Committees as need, public input
July	MAG Committees as need, public input
August	MAG TIP and RTP Approved

Appendix D: TRANSIT ACCESSIBILITY EVALUATION CRITERIA[2]

Performance Based

Goal		Possible Metrics	Points Available
1	Improve access to the riders	a) Measured by LOS on Roadway	3
		b) Residents within 1/2 miles walking distance for pedestrian and 3 miles for bicycle project	3
		c) Employment within 1/2 miles walking distance for pedestrian and 3 miles for bicycle project	3
		d) Traffic count	3
2	Improve system connectivity and system	a) Connecting different modes	3
		b) Addresses missing link in the system	3
		c) Routes impacted	3
		d) Individuals Impacted	3
3	How it relates to land use	a) Supports transit accessible Land Use goals and infrastructure	3
		b) Support complete streets principles	3
4	Cost of project/number of people served in a and b above.	a) Cost of project/number of people served in a and b above.	5
		40% Weight	

Equitable / Title VI /Special Needs

Goal (As Stated in the NOFA)		Possible Metrics	Points Available
5	Will improve accessibility and transport services for economically disadvantaged populations, non-drivers, senior citizens, and persons with disabilities.	a) Percentage Low income within 1/2 miles (low,med,high)	3
		b) Percentage Non-drivers within 1/2 miles (low,med,high)	3
		c) Percentage Senior Citizens within 1/2 miles (low,med,high)	3
		d) Percentage Persons with disabilities within 1/2 miles (low,med,high)	3
		e) number of driver licenses (low,med,high)	3
		f) minority population within 1/2 miles (low,med,high)	3
		g) ADA compliance	5
		h) Population analysis - human services	5
		30% Weight	

[2] Modifications may be made subject to available data, recommendations by modal committee and/or requirements of federal legislation.

Safety - keep general until FTA guidance comes out

	Description	Possible Metrics	Points Available
6	Does this project improve the safety of transit users or providers?	a) Nice to have/ Will need to be addressed at one point/High Priority	3
7	Directly addresses transit crime concerns including bike and pedestrian	a) Nice to have/ Will need to be addressed at one point/High Priority	3
8	Directly addresses pedestrian and bicyclists traffic safety concerns	a) Nice to have/ Will need to be addressed at one point/High Priority	3
9	Improves security of the transit location	a) Nice to have/ Will need to be addressed at one point/High Priority	3
		20% Weight	

Other Considerations

	Description	Possible Metrics	Points Available
10	Committee Reading Score Ranking	Rank of the project relative to others	
11	Local Commitment	a) Match %>=30%	2
		b) Match %>=60%	2
		e) Project readiness (Pre-design, NEPA, ROW, Construction)	3
		10% Weight	

Appendix E: STATE OF GOOD REPAIR EVALUATION CRITERIA[3]

Performance Based

	Description	Possible Metrics	Points Available
1	The age relative to its useful life.	a) Almost Met Useful life	3
		b) Met Useful life	3
		c) refurbishment (higher rating)	3
2	The project is critical to the type of service it provides, whether it is bus replacement, midlife rebuilt, parts replacement or facility maintenance issue.	a) Residents within 1/2 miles walking distance for pedestrian and 3 miles for bicycle projec	3
		b) Employment within 1/2 miles walking distance for pedestrian and 3 miles for bicycle pro	3
		c) Cost of project/requested funding relative to individuals served	3
		d) increases lifecycle of product	3
		e) Routes impacted	3
		f) Individuals Impacted	3
3	Cost of project/number of people served in a and b above.	a) Cost of project/number of people served in a and b above.	5
		40% Weight	

Equitable / Title VI /Special Needs

	Description	Possible Metrics	Points Available
4	Will improve accessibility and transport services for economically disadvantaged populations, non-drivers, senior citizens, and persons with disabilities.	a) Percentage Low income within 1/4 miles walking distance	3
		b) Percentage Non-drivers within 1/4 miles walking distance	3
		c) Percentage Senior Citizens within 1/4 miles walking distance	3
		d) Percentage Persons with disabilities within 1/4 miles walking distance	3
		e) Is it within 1/4 mile of a school walking distance	3

[3] Modifications may be made subject to available data, recommendations by modal committee and/or requirements of federal legislation.

Safety

	Description	Possible Metrics	Points Available
5	Does this project improve the safety of transit users or providers?	a) Nice to have/ Will need to be addressed at one point/High Priority	3
6	Directly addresses transit crime concerns	a) Nice to have/ Will need to be addressed at one point/High Priority	3
		20% Weight	

Other Considerations

	Description	Possible Metrics	Points Available
7	Committee Reading Score Ranking	Based on number of projects available.	
8	Local support is demonstrated by availability of local match and letters of support for the project.	a) Match %>=30%	2
		b) Match %>=60%	2
		c) price reasonability	3
		e) Project readiness (Pre-design, NEPA, ROW, Construction)	3
		10% Weight	

Appendix F: APPLICANT RESOURCES

Census 2010 – For data related to Census 2010: http://2010.census.gov/2010census/#

Human Services Coordination Plan – Federal legislation requires applicants who receive federal funding to comply with a locally derived plan. A prioritized list of strategies is developed to improve efficiencies in service delivery. It is the goal of every plan to coordinate and collaborate on resources to help the most vulnerable in our region move throughout the community. The plan may be found here: http://www.azmag.gov/Documents/EaPWD_2012-05-01_Final-FY2013-Human-Services-Coordination-Transportation-Plan.pdf

Job Access Reverse Commute (JARC) – The Job Access and Reverse Commute (JARC) program was established to address the unique transportation challenges faced by welfare recipients and low-income persons seeking to obtain and maintain employment. Many new entry-level jobs are located in suburban areas, and low-income individuals have difficulty accessing these jobs from their inner city, urban, or rural neighborhoods. In addition, many entry level-jobs require working late at night or on weekends when conventional transit services are either reduced or non-existent. Finally, many employment related-trips are complex and involve multiple destinations including reaching childcare facilities or other services. JARC circular may be found here: http://www.fta.dot.gov/13093_7172.html

MAG- 21 – Updates to MAP-21 as provided by the Federal Administration can be found here: http://www.fta.dot.gov/map21/

MAG Population Data – Data for project application must be from documented sources. Population data not available from Census 2010 may be requested from MAG Information services. Assistance may be provided to applicants without GIS capabilities. http://azmag.gov/Information_Services/default.asp

MAG Transit Committee – For upcoming agenda items and additional resources, view the MAG transit committee web site: http://www.azmag.gov/Committees/Committee.asp?CMSID=1162

MAG Transportation Improvement Program –
http://www.azmag.gov/Projects/Project.asp?CMSID2=1140&MID=Transportation

MAG Urbanized Areas – To view the draft maps of the smoothed Urbanized Areas: http://www.azmag.gov/Documents/TIP_2012-12-04_Smoothed-Boundaries-for-Urban-Areas-2000-and-Draft-2010.pdf

Transit Operators Eligible for Operating Assistance – Eligible operators are public entities that operate fixed route bus service with 100 or fewer buses in maximum peak hour service, and that operate transit service in a large urbanized area. This provision does not affect the continued availability of operating assistance for public transportation operators in urbanized areas with populations between 50,000 and 199,999. The list may be found here: http://www.fta.dot.gov/documents/Table_3-A_Revised_12-7-12.xlsx

Appendix G: GLOSSARY OF TERMS

A.R.S. § 38-431 – Arizona Revised Statute pertaining to Public Meetings and Proceedings.

Applicant/Designated Recipient (for this application only) – The organization or entity submitting a grant application to the FTA on behalf of the subrecipient. The City of Phoenix is the "Applicant" to the FTA and the designated recipient of the awarded funds.

Asset Management – A system that includes functionality for:

1. Storing a complete asset inventory;
2. Recording condition and performance data for the inventory;
3. Identifying deficiencies in existing assets;
4. Providing decision support capability for predicting future conditions and needs;
5. Tracking data on work accomplishments, including maintenance actions and capital projects; and
6. Supporting monitoring and reporting.

Competitive Selection Process – A process to choose which projects will be funded. The process is conducted by the Maricopa Association of Governments, in coordination with member agencies in the Transit Committee and working with City of the Phoenix, the designate grant recipient.

Designated Recipient – Any local or state agency applying for and receiving grant funds directly from and authorized by FTA. City of Phoenix is the designated recipient for Section 5307, 5337, 5339, 5309, STP-AZ and CMAQ funds.

Federal Share – amount of funds being requested as part of the grant application.

FTA – Federal Transit Administration, the implementing agency of the US Department of Transportation for all federal transit programs.

Local Share – the amount of funds the sponsoring local agencies will invest in the project.

MPO – Metropolitan Planning Organization – a regional planning agency representing a predominately urban area, encompassing all or part of a county. MAG is the regional MPO.

MAP-21 - Moving Ahead for Progress in the 21st Century Act (MAP-21). On July 6, 2012 President Obama signed into law a new two-year transportation authorization, entitled Moving Ahead for Progress in the 21st Century (MAP-21). The new law authorizes $10.6 billion in FY 2013 and $10.7 billion in FY 2014 for public transportation. MAP-21 will take effect on October 1, 2012. Until then, FTA will continue to manage agency programs under existing law (SAFETEA-LU), which expires on September 30, 2012.

Subrecipient (For this application) – Any recipient of grants or grant funding from the designated recipient which originated with a federal agency (e.g., FTA). Generally, a subrecipient is the applicant selected by the designated recipient to receive funding for their project.

State of Good Repair – Projects that emphasizes one or more of the following concepts:

1. Maintaining rolling stock and infrastructure as needed;
2. Performing maintenance, repair, rehabilitation and renewal; and/or
3. Reducing or eliminating an agency's backlog of unmet capital needs.

Transit Accessibility – Projects that aim to improve accessibility to transit for bicyclists, pedestrians and other non-motorized users. Examples may include bus stop improvements, sidewalk, safety, lighting, shading, and information.

Eligible operators are public entities that operate fixed route bus service with 100 or fewer buses in maximum peak hour service, and that operate transit service in a large urbanized area. This provision does not affect the continued availability of operating assistance for public transportation operators in urbanized areas with populations between 50,000 and 199,999.