

*Fiscal Year 2015*

# Transportation Programming Guidebook



**Maricopa Association of Governments**

September 8, 2014



**INFORMATION**



**SCHEDULE**



**CONTACT**



**RESOURCES**

September 22, 2014

TO: Transportation Professionals in the MAG Region, and MAG Intergovernmental Representatives

FROM: Teri Kennedy, Transportation Improvement Program Manager

SUBJECT: FISCAL YEAR 2015 MAG TRANSPORTATION PROGRAMMING  
GUIDEBOOK

The fiscal year (FY) 2015 MAG Transportation Programming Guidebook (Guidebook) is available on the MAG website and a complimentary printed copy is enclosed.

The Guidebook explains the available transportation funds, funding allocations, and projections as they relate to programming transportation projects for the 2014 - 2018 MAG Transportation Improvement Program (TIP) and the MAG Regional Transportation Plan. It also contains information regarding project programming requirements, schedules, resources, processes, and contact information. Please note that during printing, ADOT updated their project submittal due date and is requesting that agencies submit projects for federal obligation to ADOT by June 1, 2015 for project workphases programmed for FY2015. Copies of the Guidebook are being distributed to MAG Intergovernmental Representatives and transportation professionals. This document can also be downloaded and printed from the MAG website, under the Transportation area, on the Transportation Improvement Program webpage: [http://www.azmag.gov/Documents/TIP\\_2014-09-08\\_ModalApps\\_Sept-2015-Transportation-Programming-Guidebook.pdf](http://www.azmag.gov/Documents/TIP_2014-09-08_ModalApps_Sept-2015-Transportation-Programming-Guidebook.pdf)

If additional copies are needed, please contact David Massey at [dmassey@azmag.gov](mailto:dmassey@azmag.gov) or at (602) 254-6300.

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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
BR	Highway Bridge Replacement and Rehabilitation Program (integrated into the National Highway Performance Program under MAP-21)
CMAQ	Congestion Mitigation and Air Quality
CMAQ PM-2.5	Congestion Mitigation and Air Quality, MAP-21 sub-allocated to PM-2.5 nonattainment areas (two areas in Arizona) only.
CMAQ-Flex	Congestion Mitigation and Air Quality flex to Transit
CMP	Congestion Management Process
CR	Continuing Resolution (Federal authorization)
CTOC	Citizens Transportation Oversight Committee
EPA	Environmental Protection Agency
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FY	Fiscal Year
HES	Hazard Elimination Safety Program
HPMS	Highway Performance Monitoring System
HSIP-AZ	Highway Safety Improvement Program, programmed by ADOT
HSIP-MAG	Highway Safety Improvement Program, programmed by MAG
HOV	High Occupancy Vehicle
HURF	Highway User Revenue Funds
IM	Interstate Maintenance (integrated into the National Highway Performance Program under MAP-21)
ITS	Intelligent Transportation Systems
MAG	Maricopa Association of Governments
MAG-STP	MAG Surface Transportation Program
MAP-21	Moving Ahead for Progress in the Twenty first Century; Surface Transportation Bill signed July 6, 2012
NHS	National Highway System (integrated into the National Highway Performance Program under MAP-21)
NHPP	National Highway Performance Program, new MAP-21 program (Integrates SAFETEA-LU programs; IM, NHS, Bridge, and some STP funding)
OA	Obligation Authority (the total amount of funds that may be obligated in a year)
PL	FHWA Planning Funds
PTF	Public Transit Funds, Maricopa County Prop 400 allocation to Transit
RARF	Regional Area Road Funds, Maricopa County Prop 400 allocation to Freeways and Arterials
RC	Regional Council, MAG
RPTA	Regional Public Transportation Authority
RTP	Regional Transportation Plan
RTP-FP	Regional Transportation Plan Freeway Program
SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act— A Legacy for Users
SRTS	Safe Routes to School, (SAFETEA-LU program; sunset, now a part of Transportation Alternatives Program)

# ACRONYMS *(continued)*

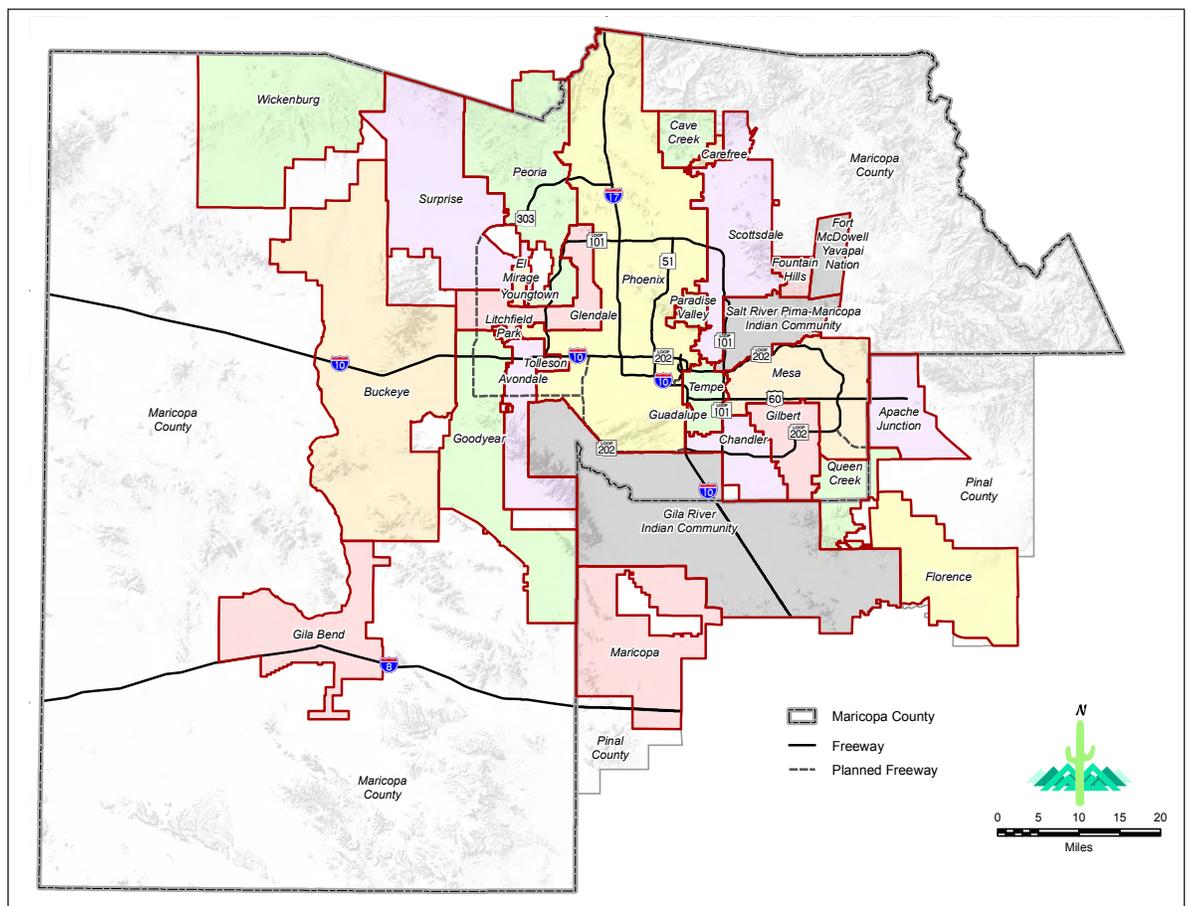
STAN	Statewide Transportation Acceleration Needs
STIP	State Transportation Improvement Program
STP-MAG	Surface Transportation Program funding designated for the MAG Region, programmed by MAG
STP-AZ	Surface Transportation Program funding designated for the State of Arizona, programmed by ADOT
STP-Flex	Surface Transportation Program funding flex to Transit
STP-HES	Surface Transportation Program—Hazard Elimination and Safety
STP-RR	Surface Transportation Program—Rail Road Crossing
STP-TE	Surface Transportation Program—Transportation Enhancements (moved to Transportation Alternatives under MAP 21)
TAP-MAG	Transportation Alternatives Program funding designated for the MAG region: New MAP-21 Program (includes Transportation Enhancements, Safe Routes to School, Recreational Trails from SAFETEA-LU) funding for the MAG Region, programmed by MAG
TAP-AZ	Transportation Alternatives Program funding designated for the State of Arizona, programmed by ADOT
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
YOE	Year Of Expenditure (in U.S. dollars)
5303	FTA Section 5303 Metropolitan Transit Planning (SAFETEA-LU)
5305	FTA Section 5305d, Metropolitan Transit Planning (MAP-21)
5307	FTA Section 5307 Urbanized Area Transit (implies Phoenix-Mesa UZA)
5307 AVN	FTA Section 5307 Urbanized Area Transit (implies Avondale-Goodyear UZA)
5308	FTA Section 5308 Clean fuels Formula (Canceled in MAP-21)
5309 FGM	FTA Section 5309 Fixed Guideway Modernization SAFETEA-LU (Canceled in MAP-21)
5309 NS	FTA Section 5309 New Starts Competitive Program > \$75 M
5309 SS	FTA Section 5309 Small Starts Competitive Program < \$75 M
5309 Bus	FTA Section 5309 Bus and Bus Facilities Competitive Program SAFETEA-LU, Replaced by Section 5339 Formula in MAP-21
5339	FTA, Bus and Bus Facilities Formula, MAP-21 (previously Section 5309 Competitive Program SAFETEA-LU)
5339	FTA Section 5339 Alternatives Analysis SAFETEA-LU (Canceled in MAP-21)
5309 LIV	FTA Section 5309 Livability Competitive Program
5309	FTA Section 5309 State of Good Repair, competitive (Canceled in MAP-21)
5337	FTA Section 5337 State of Good Repair Formula Grant MAP-21
5310-AZ	FTA Section 5310 Elderly /Disabled Transit Assistance Program, ADOT programs the Avondale-Goodyear UZA, and all rural areas in the state.
5310-MAG	FTA Section 5310 Elderly /Disabled Transit Assistance Program, MAG programs the Phoenix-Mesa UZA
5316	FTA Section 5316 Job Access and Reverse Commute Transit Program (JARC) (incorporated into 5307 and 5311 in MAP-21).
5317	FTA Section 5317 New Freedom Transit Program (NF) (incorporated into 5310 in MAP-21)

# INTRODUCTION

The Maricopa Association of Governments (MAG) Transportation Division is responsible for managing the region's *Transportation Improvement Program* (TIP); developing the long range *Regional Transportation Plan* (RTP); facilitating the selection of projects programmed with Federal Funds; modeling roadway conditions; implementing congestion reduction methods; conducting long range transportation planning activities; and working with our member agencies through the MAG Committee Process to identify regional priorities and policy direction. During FY2015 MAG will be integrating emphasis areas as identified by the Federal Highway Administration. More information is available in **Appendix A**.

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

MAG Municipal Planning Areas Map.



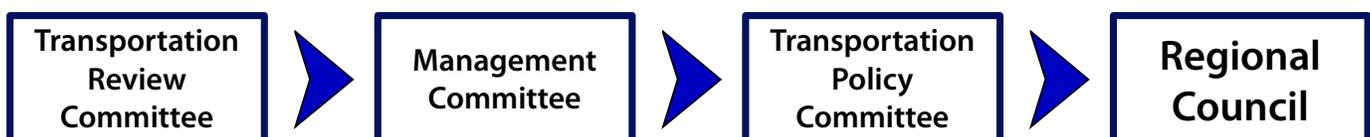
## *FY 2015 Transportation Programming Focus Areas*

In FY2015, MAG will complete the programming of the FY2014-2018 MAG TIP based on updated revenues and federal awards. The 2035 RTP that was approved by MAG Regional Council in January 2014 will continue to be the document that guides long range transportation development in the region. In FY2015, MAG will focus on:

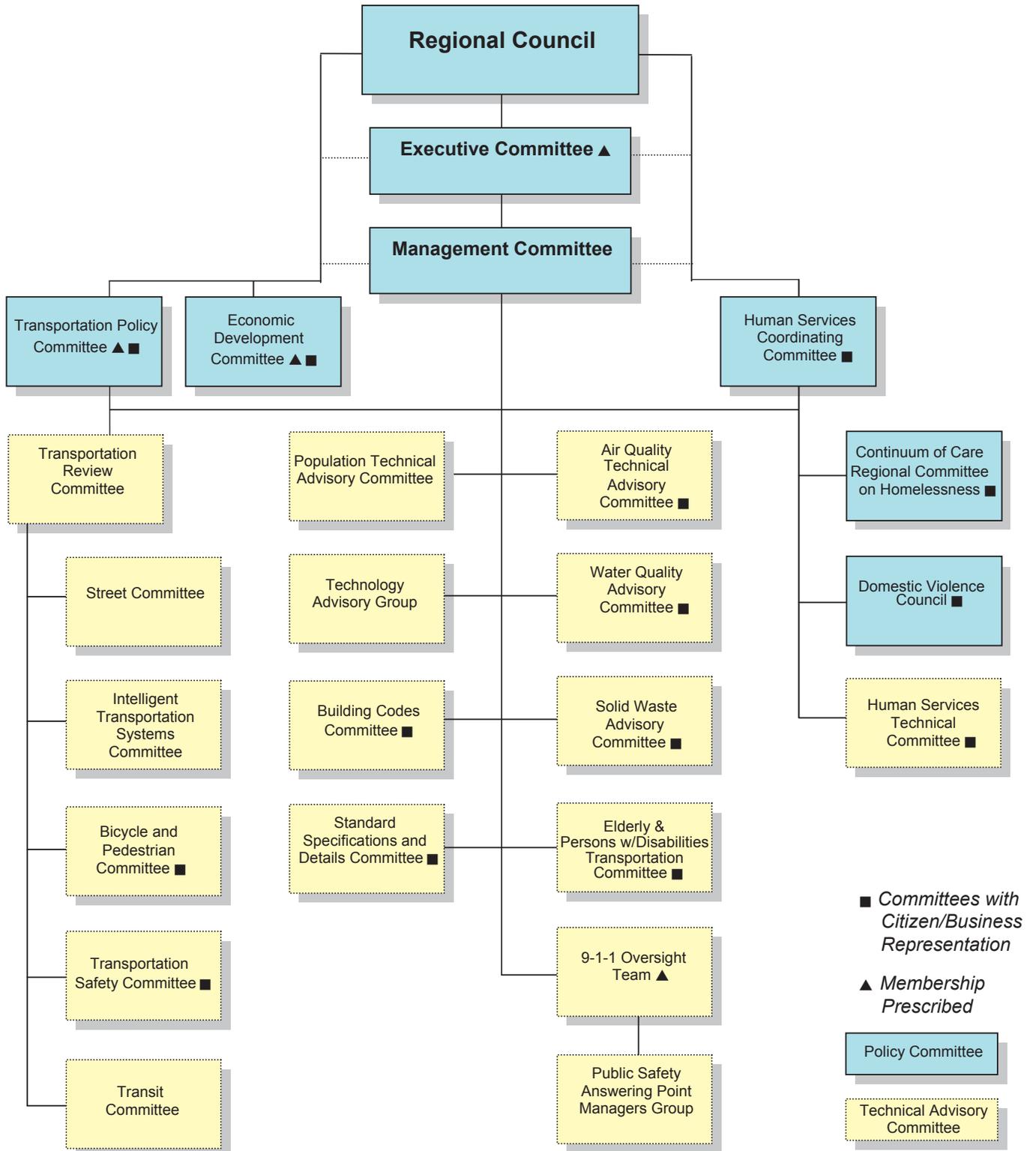
1. Making project changes to the current FY2014-2018 MAG TIP and 2035 RTP. Revising Programming and Funding principals with the new Federal Transportation Authorization Act passed on July 6, 2012; Moving Ahead for Progress in the Twenty First Century (MAP-21)
2. Programming street sweepers and sub allocated surface transportation funding for the Pinal County members of the MAG region.
3. Updating the 2015 Transit Program of Projects based on federal revenues
4. Integrating the new transportation performance measures as information becomes available
5. Maintain regular processes like updating the regional lifecycles for freeways, arterials, and transit
6. The Closeout of the federal fund programs
7. Development of enhanced TIP reporting elements
8. Updating processes to include Prop 400 recommendations

The MAG regional transportation programming, planning, and modeling processes have been designed to respond to federal and state mandates directed at the metropolitan transportation planning processes. The MAG region will continue transitioning from the requirements of the Federal Transportation Authorization Act; *Safe, Accountable, Flexible, and Efficient Transportation Equity Act—A Legacy for Users* (SAFETEA-LU) to the new act; *Moving Ahead for Progress in the Twenty-first Century* (MAP-21), which was signed into law on July 6, 2012. Additional guiding regulations, statutes, and requirements including the Arizona State statutes related to House Bill 2292 and House Bill 2456 guide the MAG transportation processes. MAG will be integrating the new MAP-21 authorization into current planning and programming as federal direction is received for the specific programs and apportioned funding. If there are any significant changes to schedules in the Guidebook, a new version will be printed and MAG member agencies will be notified.

The MAG Committee Process is an integral part of the transportation programming process and is responsible for reviewing and approving the multiple stages of programming and RTP development. Transportation decisions begin at the modal level committees and move through the approval process. The typical progression for transportation decisions:



# MAG Committee Structure



# REGIONAL TRANSPORTATION PROGRAMMING



## *2035 Regional Transportation Plan & 2014-2018 MAG Transportation Improvement Program*

The *2035 Regional Transportation Plan (RTP)* and the *FY2014-2018 MAG Transportation Improvement Program (TIP)* were approved by MAG Regional Council on January 29, 2014. The new TIP documents transportation project development phases occurring between 2014 and 2018.

For more information about the 2035 MAG RTP, please see the RTP webpage at: <http://www.azmag.gov/Projects/Project.asp?CMSID2=1126&MID=Transportation>

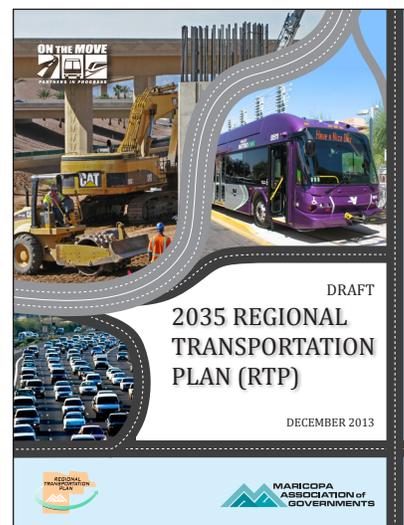
For more information about the *FY2014-2018 MAG Transportation Improvement Program (TIP)*, please see the TIP at: <http://www.azmag.gov/TIP>

***The FY 2014-2018 MAG TIP is an element of the MAG 2035 Regional Transportation Plan (RTP), which is the region's long range transportation plan.*** Projects included in FY2014-2018 TIP are drawn from projects defined in the RTP and major elements of the RTP, such as the Life Cycles for transit, arterial streets and freeways as well as the MAG Federal Fund Program.

The *2014-2018 Transportation Improvement Program (TIP)* is a listing/program of transportation projects covering a 5 year period. To meet federal requirements, the FY2014-2018 TIP reports on all projects programmed with federal funds identified in Title 23 and Title 49 of the US Code and on all regionally significant projects that are funded with federal and non-federal funds. The TIP also reports on projects that have obligated with federal funds in the most recent previous federal fiscal year.

MAG defines a regionally significant project as:

- A transportation project that is on a facility which serves regional transportation needs (i.e., urban freeways, other urban or rural principal arterials; and the one-mile grid street network and extensions thereof), and would normally be included in the modeling of the transportation network.
- Projects that are greater than one-half mile in length, impacts freeways or freeway interchanges, or alters the number of striped through-lanes for motor vehicle use, are reflected in the transportation network used by MAG for regional transportation modeling purposes.



- Fixed guideway transit facilities (e.g., trackage for light rail service, or dedicated busways) that serve regional transportation needs also meet the definition of a regionally significant project.
- The government agency with jurisdiction for approving the project is responsible for determining whether or not a transportation project is regionally significant and providing information on the regionally significant projects through the interagency consultation process to MAG.

For more information about transportation programs, reports, and studies in the MAG region, please go to: <http://www.azmag.gov/Transportation/default.asp>.

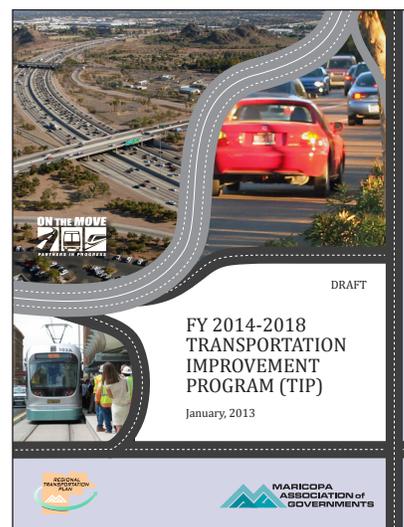
## *Transportation Projects Listed in the Current TIP*



RESOURCES

The current 2014-2018 TIP can be downloaded as a PDF, and Excel tables for transit and highway projects. As amendments and administrative modifications are approved by Regional Council, the TIP webpage and the comprehensive TIP listings in Excel sheets will be updated.

For up-to-date listings of projects in the current TIP, Meetings, Agendas and Minutes, a Resource Library, and other items related to the TIP please visit: <http://www.azmag.gov/TIP>



## *Changes to Transportation Projects*

MAG member agencies play a critical role in providing information for transportation projects that are included in the TIP and RTP. To ensure that the region complies with all applicable air quality plans, regulations, and laws and to ensure the timely completion of federally funded projects, all regionally significant projects, regardless of funding source, and all federally funded transportation projects need to be accurately represented in the TIP. Failure to accurately include a regionally significant project can result in a third party lawsuit against the project sponsor per the provisions of the Clean Air Act Amendments of 1990. It can also bring into question adopted regional air quality plans, thereby placing the region's federal funding in jeopardy.

Per the most recently adopted federal transportation act and its immediate predecessors, all projects that are to receive federal transportation funding in an urbanized area such as the MAG region must be accurately reflected in the region's TIP. Failure to appear in the TIP or substantial variance with regard to the project's location, scope and year to be

authorized will result in a denial by the appropriate federal authorities to commit federal funding for the project. All funding expended on a project prior to this commitment is not eligible for federal reimbursement.

**INFORMATION**

MAG has placed a Project Change Form (an Excel spreadsheet) on the TIP page of the MAG website for member agencies to use, to request project changes. The types of changes to request include the following:

1. Adding new federally funded or regionally significant projects to the TIP
2. Deleting federally funded or regionally significant projects from the TIP
3. Changes to the following items listed for regional significant and federally funded projects in the TIP: year programmed, project location, project work description, length of the project, number of through lanes before the project is completed, number of through lanes after the project is completed, the source and amount of funding.

**RESOURCES**

To download the Project Change Form, use the following link:

[http://www.azmag.gov/Documents/TIP\\_Project-Change-Request.xls](http://www.azmag.gov/Documents/TIP_Project-Change-Request.xls)

Additional instructions and a sample of the document are included in **Appendix A**.

**CONTACT**

To submit the completed form to MAG, member agencies should e-mail the form to Stephen Tate (602.254.6300) at the following e-mail address:

- [state@azmag.gov](mailto:state@azmag.gov)

Once the Project Change Request Form is submitted, MAG will review the request and as appropriate, initiate the process to modify the TIP and related plans (e.g. the RTP) and programs (e.g. the ALCP) to incorporate the changes.

Consistent with the policies as approved by the Regional Council, MAG staff has the authority to directly request approval of the appropriate State and Federal authorities of the following types of change for projects programmed in the TIP:

- Revisions of a project description that does not change the project scope or conflict with environmental documents,
- Cost decreases
- Changes in the source of funds
- The split or combining of individually listed projects, provided cost, schedule and scope remain unchanged,

All other project changes are required to be heard through the MAG Committee Process culminating in Regional Council approval prior to their submission to the appropriate state and federal authorities for review and concurrence.

To facilitate state and federal review, project changes are classified as either

administrative modifications or amendments. Administrative modifications include the following type of project changes as defined by the Federal Highway Administration:

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

All other types of changes to be heard through the MAG Committee process, including the addition and deletion of projects that are defined as amendments.

### Special Considerations for Certain Regionally Significant Projects

During project development, changes to projects are required to be reflected in the TIP project listing. These changes may require a TIP amendment. In addition to a TIP amendment, some types of project changes may affect the transportation and air quality modeling assumptions made for the most recent regional emissions analysis on the TIP and Regional Transportation Plan, and require a new conformity determination. Examples of project changes that would require a new conformity determination include:

- The addition or deletion of a regionally significant road or transit project.
- Changes to the design scope of a regionally significant road or transit project (e.g. changes to the length of project or the number of striped through-lanes available for motor vehicle use).
- Changing the completion date of a project that results in a change to the planned transportation network(s) used for the regional emissions analysis (e.g. if 2015 is an analysis year, moving a project with a completion date in 2014 or 2015 to 2016 or later would require a new conformity determination).

## Material Change Policy for the MAG Regional Freeway Program

In May, 1997 MAG adopted policies regarding material changes for the MAG Regional Freeway Program. These are listed below:

- 1. Material Cost Change:** An increase in the cost of a project that is more than five (5) percent of the adopted project budget, but not less than \$500,000 or any increase greater than \$2.5 million.
- 2. Material Scope Change:** A change in a project scope that results in a material cost change and all scope changes that modify project limits by a mile or more, a horizontal alignment change outside of the adopted corridor limits that requires an updated environmental assessment, a vertical alignment or cross-section profile modification that causes the profile classification to change from depressed, at grade or elevated, changes to an interchange location of a 1/4 mile or more, adds design elements (including additional lanes), or adds a new project to the program. Any scope change that causes a material cost change to occur must be approved by the Regional Council.

If the material scope change is requested by a local jurisdiction and meets the definition of an enhancement, then the local jurisdiction must also provide the necessary funding to complete the enhancement.

If the material scope change is requested by ADOT, the cost of the scope change, if approved, can be paid from Regional Freeway System funding with the concurrence of the Regional Council. (See A.R.S 28-6353)

According to A.R.S. 28-6351, enhancement means an addition that exceeds generally accepted engineering or design standards for the specific type of facility. ADOT should ensure that the design elements of each new segment meet generally accepted engineering or design standards adopted or accepted for general use by ADOT and are supported by traffic volumes and patterns, the need to serve major public facilities and the need to provide a balanced, multimodal transportation system for Maricopa County.



- 3. Material Schedule Change:** A change in the approved schedule for the start of design, right of way, or construction that causes: (1) completion to be delayed by more than three months, or, (2) the completion of the construction phase of the segment to be delayed beyond the year shown on the latest Certified Regional Freeway System map. For the purposes of this policy, completion means that the segment is open to traffic. See **Appendix A2** for additional information.

All approved project change requests and MAG staff administrative modifications will be submitted to ADOT, FHWA, and FTA for modification in the MAG TIP and State TIP (STIP). These requests will be approved through the MAG Committee Process on a quarterly basis, as noted in the table on the following page.

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



MAG’s approved project changes, and excel spreadsheets of project listings are posted on the TIP webpage: <http://www.azmag.gov/TIP>, and the FHWA and FTA approved amendments can be found at ADOT’s website: <http://www.azdot.gov/planning/transportation-programming/state-transportation-improvement-program>.

Please see **Section 5** and **Section 6** for more information that is presented by transportation project categories that includes schedules, guidance, and evaluations.



Project Changes - Fiscal Year 2015		
2014		
September	<b>9</b>	<b>DUE DATE: Submit Project Change requests to MAG by September 9, 2014</b>
	25	Transportation Review Committee (TRC) review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP* , and TLCP project changes.
October	1	<b>Begin Federal Fiscal Year FFY2015</b>
	8 15 <b>22</b>	Management Committee, Transportation Policy Committee (TPC), and Regional Council (RC) review/recommend/approve Project changes to amend/ administratively modify the current TIP, RTP, ALCP*, and TLCP project changes. Regional approval concludes at Regional Council.
	<b>21</b>	<b>DUE DATE: Submit Project Change requests to MAG by October 21, 2014</b>
	30	Transportation Review Committee (TRC) review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP*, and TLCP project changes.
November	12, 19	Management Committee, Transportation Policy Committee (TPC), and Regional Council (RC) review/recommend/approve Project changes to amend/ administratively modify the current TIP, RTP, ALCP*, and TLCP project changes. Regional approval concludes at Regional Council.
December	3	Regional Council (RC) review/recommend/approve Project changes to amend/ administratively modify the current TIP, RTP, ALCP*, and TLCP project changes. Regional approval concludes at Regional Council.

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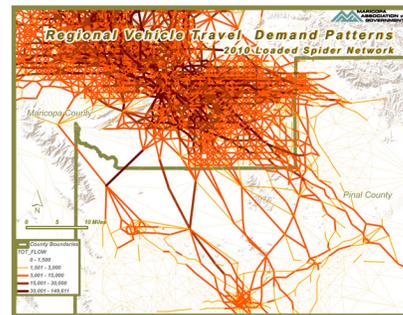
2015		
January	<b>13</b>	<b>DUE DATE: Submit Project Change requests to MAG by January 13, 2015</b>
	30	Transportation Review Committee (TRC) review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP* , and TLCP project changes.
February	11	Management Committee, Transportation Policy Committee (TPC), and Regional Council (RC) review/recommend/approve Project changes to amend/ administratively modify the current TIP, RTP, ALCP*, and TLCP project changes. Regional approval concludes at Regional Council.
	<b>18</b> <b>25</b>	
March	<b>10</b>	<b>DUE DATE: Submit Project Change requests to MAG by March 10, 2015</b>
	26	TRC review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP*, and TLCP project changes.
April	9	Management Committee, Transportation Policy Committee (TPC), and Regional Council (RC) review/recommend/approve Project changes to amend/ administratively modify the current TIP, RTP, ALCP*, and TLCP project changes. Regional approval concludes at Regional Council.
	16	
	<b>23</b>	
May	<b>12</b>	<b>DUE DATE: Submit Project Change requests to MAG by May 12, 2015</b>
	28	TRC review/recommend/approve Project changes to amend/administratively modify the current TIP, RTP, and ALCP*, and TLCP project changes.
June	10	Management Committee, Transportation Policy Committee (TPC), and Regional Council (RC) review/recommend/approve Project changes to amend/ administratively modify the current TIP, RTP, ALCP*, and TLCP project changes. Regional approval concludes at Regional Council.
	<b>17</b> <b>24</b>	
	<b>30</b>	<b>DUE DATE: End of State Fiscal Year. ALL SUBMITTALS DUE AT ADOT.</b>
July	1	Begin State Fiscal Year.
<i>*Project Changes are completed as needed.</i>		
<i>Note: Meetings for Calendar year 2015 are tentative at this time. All scheduled dates are subject to change.</i>		



INFORMATION

## Transportation Modeling and System Analysis

The regional transportation planning process requires analysis and forecasting of travel demand and level of service provided by the regional transportation system. This information is fundamental for timely recognition of the future transportation challenges and development of appropriate planning solutions. It is important to perform these functions on a system-wide regional level, so that system wide effects and interrelationships between different elements of the transportation system can be properly reflected.



This component of the regional transportation programming involves task of collecting, maintaining, analyzing, forecasting and delivering information relevant to the regional transportation infrastructure. Information collected from the member agencies on RTP and TIP relevant projects provides one of the critical inputs to the analysis and forecasting of the regional transportation system. The information is utilized by MAG, its member agencies and 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 and milestone events in the 2014 fiscal year included successful completion of the comprehensive update and recalibration of the MAG travel demand forecasting model; initiation of the regional travel surveys and data application projects and corresponding on-call consultant services; conduct of the regional bottleneck study; development of new modeling tools and approaches that reflect emerging trends in the state-of-the-art; data collection and data management activities required for the development and maintenance of the regional travel forecasting tools and analysis of regional travel and traffic trends.



CONTACT

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## Performance Measurement Program

The Maricopa Association of Governments (MAG) first developed a Performance Measurement Program in 2009 to collect, analyze and document the most important characteristics associated with the status of surface transportation in the MAG region. The program was also developed to communicate transportation system and corridor performance to policy makers and the public in general. The analysis documents and reports that were developed under this program were the main tools used to respond to the state-mandated RTP Performance Audit in 2010. Development of this program has continued, adding measures, criteria and becoming increasingly multi-modal as new sources of data have become available.

One of the main components of this program is a Performance Measurement Framework. Described in this report: [http://www.azmag.gov/Documents/TRANS\\_2011-10-31\\_MAG-Performance-Framework-Report.pdf](http://www.azmag.gov/Documents/TRANS_2011-10-31_MAG-Performance-Framework-Report.pdf)

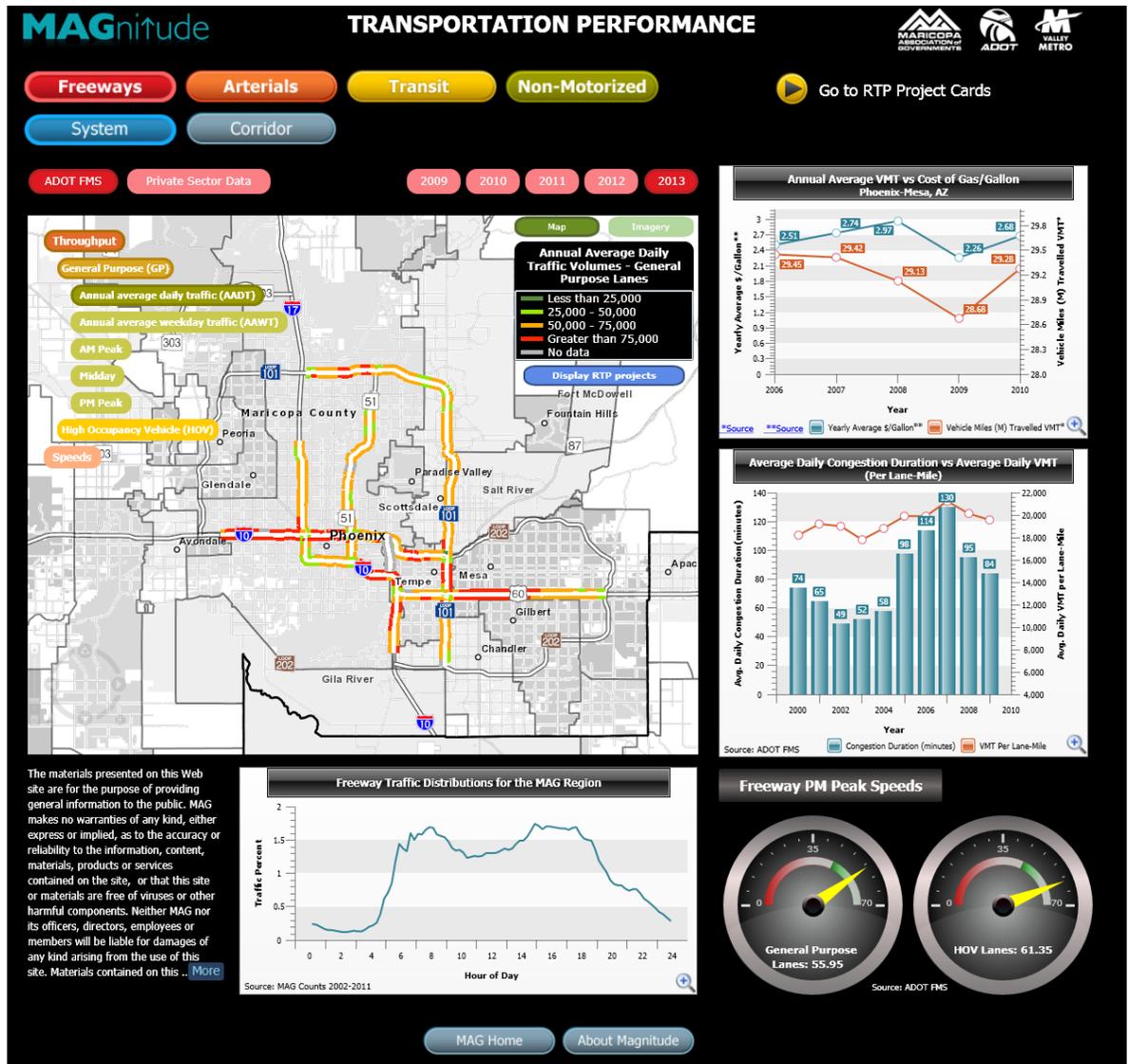
The purpose of this framework is to:

- Enhance planning and programming decision-making processes by enabling MAG to better monitor and evaluate progress toward the achievement of strategic goals
- Provide the tools necessary to better understand regional trends in transportation system performance
- Provide a factual basis to better inform policy-makers based on objectives-based performance driven planning and programming.

In 2010, MAG published its first *Performance Measures (PM) Report*, which was developed in collaboration with member jurisdictions and is periodically updated, with the most current version located on the MAG Website. The PM Report provides an overview of region's transportation system performance. The report also highlights significant facts regarding performance across selected corridors and facilities.

Over the last four years, various reporting methodologies and web-based components have been developed, allowing policymakers, technical users and the public in general easy access to performance data and visualization.

MAGnitude, a web based tool, has been developed to provide access to freeway and arterial performance measures currently being reported by MAG. This tool has been designed to connect to a series of descriptive RTP project cards which include complete descriptions of all completed and underway projects. The tool also provides a link to the *Valley Metro Transit Performance Report*. A section designed to monitor bicycle and pedestrian measures is under development. Measures are based on observed historical operations data sourced from ADOT and third party commercial providers. Measures are reported at the system and corridor scale. MAGnitude will continue to serve as the current and future repository of MAG's Performance Measurement Program. New measures and performance analysis will continue to be posted as new data becomes available. This tool is also linked internally to the MAG Transportation Data Management System.



CONTACT

**MAG—Performance Management Program**

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**MAG Performance Measurement Program information:**



RESOURCES

- 2009 Original Performance Measurement Report: [http://www.azmag.gov/Documents/pdf/cms.resource/TRANS\\_2009-10-22\\_MAG-Performance-Measurement-Report\\_89997.pdf](http://www.azmag.gov/Documents/pdf/cms.resource/TRANS_2009-10-22_MAG-Performance-Measurement-Report_89997.pdf)
- MAGnitude Performance Dashboard: <http://performance.azmag.gov/>
- 2009-320133 Performance Data Update Reports: [http://www.azmag.gov/Transportation/MAG\\_Performance\\_Measurement\\_Data.asp](http://www.azmag.gov/Transportation/MAG_Performance_Measurement_Data.asp)



## INFORMATION

## Public Involvement

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

It is important to note that MAG's public involvement process parallels the TIP and RTP update cycles. The MAG Regional Council approved an update to the MAG *Public Participation Plan* in May 2014. The update includes the MAP-21 language as it relates to the public involvement process, in addition to added improvements to the public involvement process. As public involvement opportunities are scheduled, notices will be published on the MAG website. To learn more about ongoing public involvement opportunities and communications, please see the Communications web page:

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



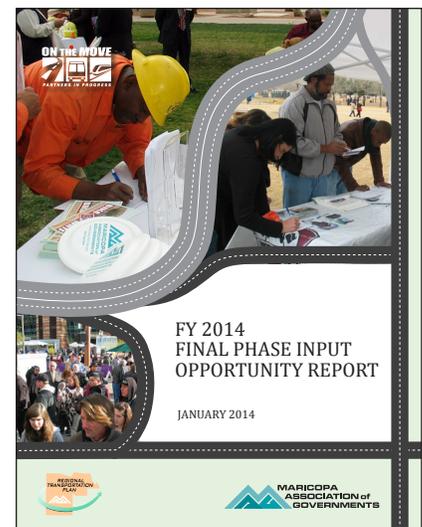
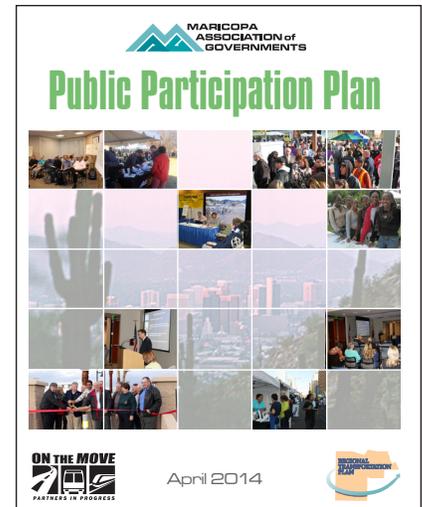
## RESOURCES



## CONTACT

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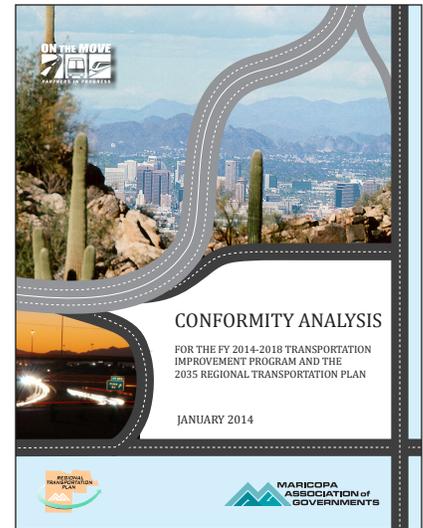




## INFORMATION

## Air Quality Conformity Analysis

The Clean Air Act links transportation and air quality. Within the expanded MAG planning area, portions of Maricopa County are designated as a nonattainment area for particulate matter (PM-10) and eight-hour ozone, and as a maintenance area for carbon monoxide and portions of Pinal County are designated as a nonattainment area for PM-10 and PM-2.5. According to the U.S. Environmental Protection Agency (EPA) regulations, transportation conformity requirements apply to all nonattainment and maintenance areas. Transportation plans, programs, and projects for the nonattainment and maintenance areas 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 and nonfederal 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.”

In addition, in the MAG region a proposed roadway facility modification is considered regionally significant if it is on a road which serves regional transportation needs (e.g. urban freeways, other urban or rural principal arterials, and roads on the one-mile grid street network and extensions thereof), 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 would alter the number of striped through-lanes available for motor vehicle use.



## CONTACT

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## RESOURCES

MAG conformity analysis page:

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



## *Congestion Management Process*

Since 1991 Metropolitan areas with populations over 200,000—known as Transportation Management areas (TMAs)— have been required by the federal government to have an ongoing Congestion Management Process (CMP). Federal requirements also state that in all TMAs, the CMP shall be developed and implemented as an integrated part of the metropolitan transportation planning process. Although MAG has recently met the PM10 Standard based on data from 2010, 2011 and 2012, the MAG TMA is still designated as a region in non-attainment for the tightened eight hour 0.75 parts per million standard for ozone, therefore the CMP takes on a greater significance. Federal regulations require that transportation projects that add significant single-occupant-vehicle carrying capacity cannot be programmed for federal funding unless the need for the project is analyzed and demonstrated by the CMP.



The Congestion Management Process (CMP) is a systematic approach to addressing congestion problems throughout the MAG Transportation Management Area (TMA). The CMP is intended to address congestion through effective management and operation of transportation facilities and services, based on a cooperatively developed and implemented metropolitan-wide strategy for the development of new, and the improvement of existing, transportation facilities, through the use of a wide range of solutions.

The overall planning and programming process used at MAG and at other metropolitan planning organizations is driven by regulations put forth by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), two of the modal administrations of the United States Department of Transportation. FHWA and FTA issue regulations and policies that put into practice legislation that Congress passes authorizing Federal funding for transportation. MAP-21, the most recently authorized surface transportation bill retains the CMP requirements and further reinforces its connection to performance measures, monitoring and reporting functions. While final rulemaking has not been issued with respect to national or state level performance measures and targets, it is anticipated that the current performance measurement and monitoring program is in line with the forthcoming regulations.

The development of MAG's Congestion Management Process has resulted in multi modal system performance measures and strategies that are reflected in the Long Rang Transportation Plan and the Transportation Improvement Program.

### MAG's Congestion Management Process Update

The MAG Congestion Management Process (CMP) was cooperatively developed in conjunction with representatives of regional partner agencies and member jurisdiction representatives. In its earlier stages, The MAG CMP proposed a series of quantitative and qualitative criteria and methodologies based on key performance measures. A first draft of the CMP was first implemented as part of the 2011 and 2012 MAG Freeway Program rebalancing efforts. In 2011, a first draft of a CMP Sketch Tool was also tested in the Arterial Life Cycle Program rebalancing. This implementation was not fully applied to the re-programming process but the draft CMP Tool was used by a few member jurisdictions at the local level.

As part of the final development of the CMP an evaluative Sketch Tool was developed in 2011 based on congestion related performance measures. MAG imitated the implementation of the CMP tool for project selection at the ITS and Bicycle and Pedestrian Bike modal committees in complying with the observations and recommendations of the CMAQ Programming Process Review Report of September 2011 by the Local Division of the Federal Highways Administration.

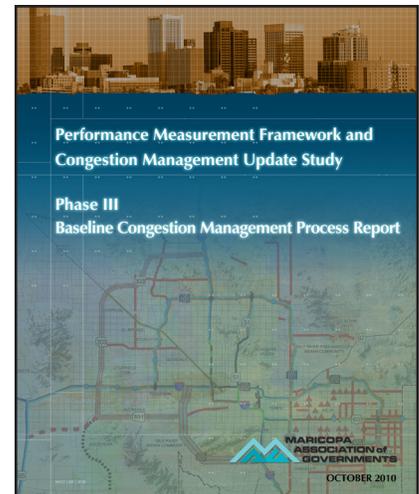
The CMP Sketch Tool provides a step by step sketch planning approach that facilitates the analysis process for evaluating congestion management strategies or projects. The core of the tool is a spreadsheet that uses both quantitative and qualitative criteria to assess strategy and project effectiveness and to assist in the assignment of ranks to projects so they can be prioritized. The process and sketch planning tool are designed to be applied to sets of projects or congestion management strategies for which some quantitative data is available. Previous to the application of the CMP tool, VMT, traffic data and congestion summary measures sourced from the performance measurement program are evaluated and assessed for accuracy and consistency using MAG developed quality control routines.

By 2012, this tool was fully applied to the ITS and Bike and Ped Committee programming process for CMAQ Federal Funds. Implementation of the tool was collaborative and successful, resulting in project ranking and prioritization. It is important to note that Air Quality Technical Advisory Committee's CMP scores, which measure emissions reductions and cost effectiveness, were a component of the overall project rankings. This committee also facilitates the allocation of funding for PM-10 certified street sweepers and paving unpaved roads which represent significant air quality benefits. In an anticipated effort to align with MAP-21 requirements, MAG is initiating the development of a similar evaluative tool to apply for changes to the Arterial Life Cycle Program (ALCP), as well as the Transportation Alternatives Program.

In order to continue enhancing and customizing the CMP tool, in April of 2012 MAG formed a 14 member CMP Working Group composed of MAG member jurisdiction transportation officials at the management level. Approximately a third of the members are from the MAG Transportation Review Committee, another third are MAG Modal

Committee Chairs, and the remainder includes representatives from, ADOT, MAG Street Committee and MAG Transit Committee. The group completed a thorough review the current Congestion Management Process Update and recommended methodologies and practices for the application of the CMP Tool in the CMAQ and federally funded projects within MAG Programming activities.

With respect to Transit Projects and evaluative criteria, a Technical Advisory Group (TAG) made up of Valley Metro member agencies and MAG, was formed in November 2012. The TAG has met approximately twice per month since then to review progress on development of Regional Transit Standards and Performance Measures. A Phase I report documents findings from a peer transit agency review panel, defines service delivery goals, and includes transit operational standards, as well as describes a process for transit service changes. Phase II has recently been initiated and will address additional standards and focus on development of performance measures to compliment agency goals.



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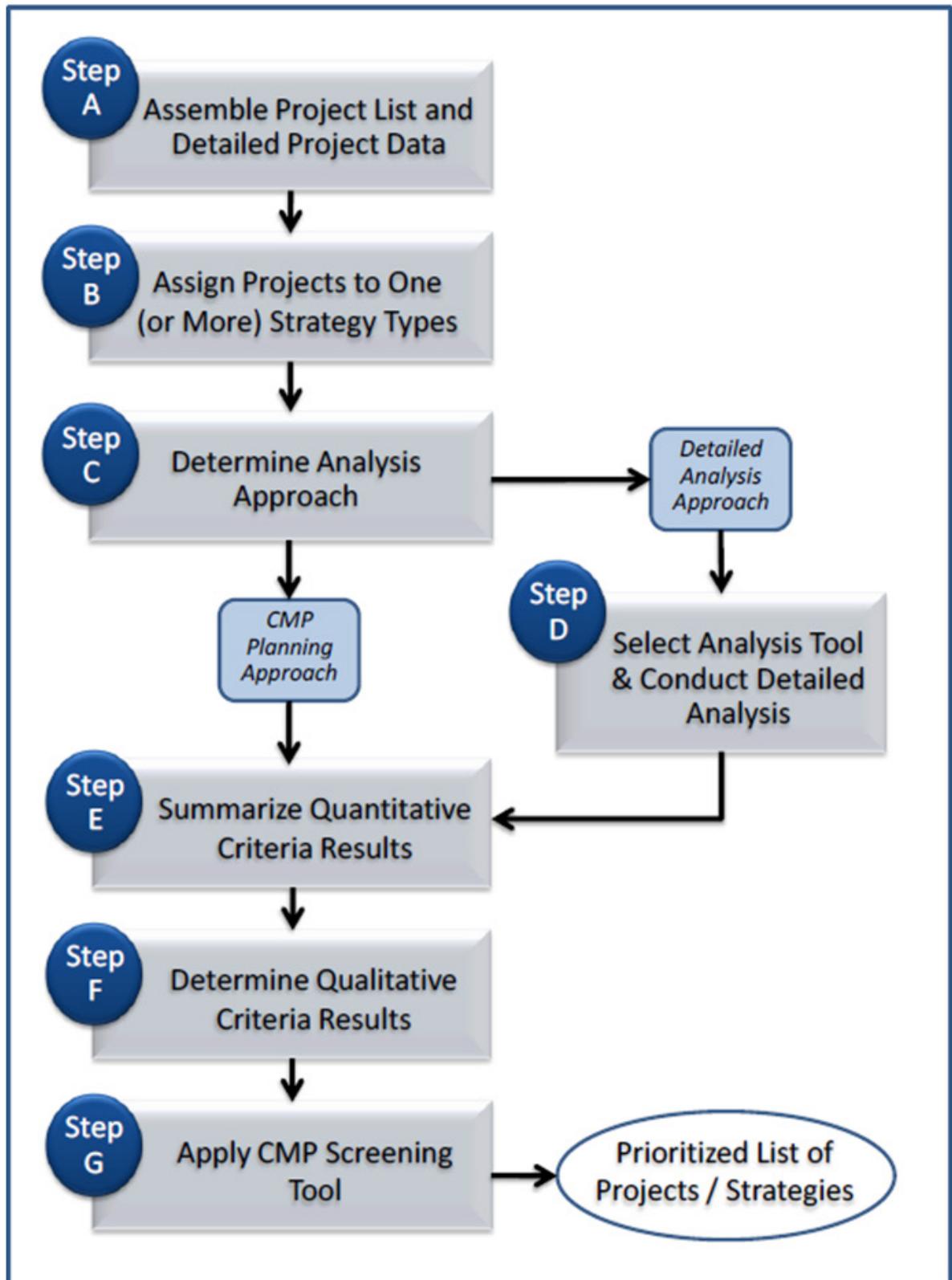


RESOURCES

MAG Congestion Management Process information:

[http://www.azmag.gov/Documents/TRANS\\_2010-11-02\\_MAG-CMP-Final-Baseline-Report.pdf](http://www.azmag.gov/Documents/TRANS_2010-11-02_MAG-CMP-Final-Baseline-Report.pdf)

MAG's CMP process has developed a spreadsheet based screening tool to aid in the prioritization of potential projects based on their effectiveness in mitigating congestion in the region. The following figure describes the CMP Analysis and screening process.

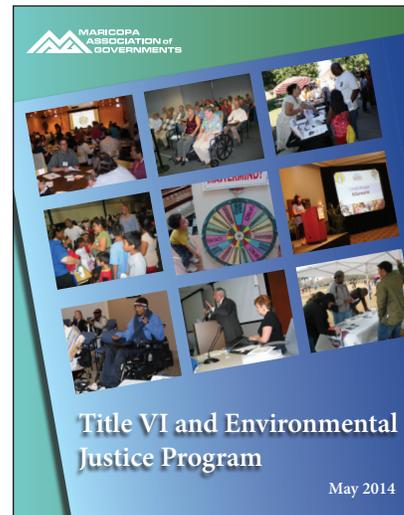




## INFORMATION

## Title VI/Environmental Justice for the 2014-2018 TIP and RTP 2013 Update

Title VI and Environmental Justice (EJ) activities are mandated by the federal government to ensure that people of all races, incomes levels, ages, and abilities have an equal voice in the planning process and receive equal benefit from the results of such planning. Additional protections are provided in other federal and state statutes for religion, sex, disability and age. MAG is actively engaged in Title VI and Environmental Justice activities as a sub-recipient of federal funding. The 2014 MAG Title VI and Environmental Justice Plan sets forth the process to fully integrate the needs of these vulnerable populations.



The activities listed in the *Title VI and Environmental Justice Program* respond directly to the guidance provided by the Federal Transit Administration in Circular 4702.1B. Chapter six charges metropolitan planning organizations (MPO), such as MAG, with the development of a demographic profile identifying the locations of Title VI and EJ groups, a planning process that identifies the transportation needs of people with low incomes and minority populations, and an analytical process that identifies the benefits and burdens of transportation system investments for different socioeconomic groups, identifies imbalances, and responds to the analysis produced. The goals of these activities are as follows:

- Comply with the public involvement and environmental justice requirements of the federal and state regulations.
- Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- Provide specific opportunities for the public and community-based organizations to discuss their views and provide input on the subject areas addressed in the planning activities of MAG.
- Ensure full and fair participation by all potentially affected communities in the transportation decision-making process.
- Inform the public about ongoing MAG planning activities, and their potential role in those activities.



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## RESOURCES

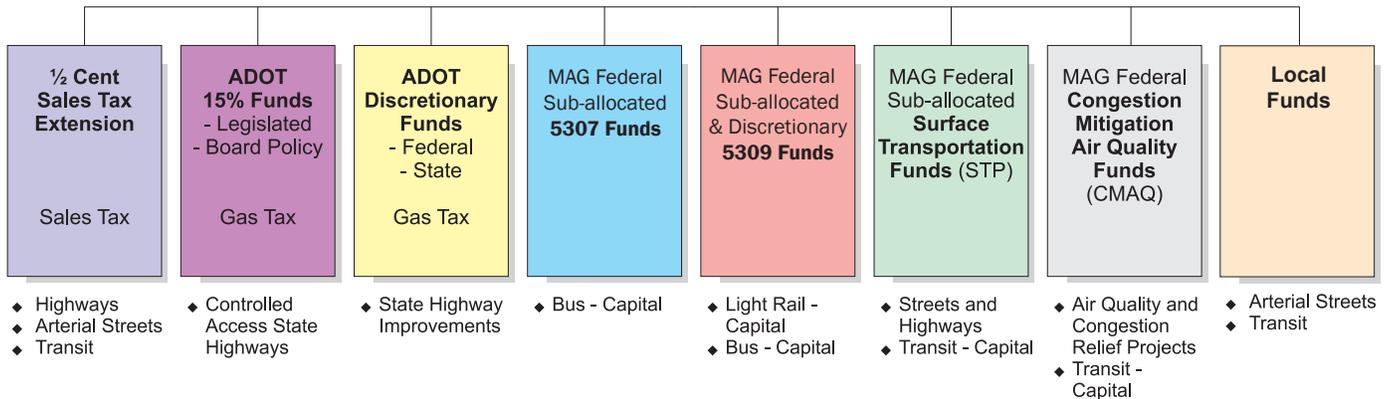
For more information on MAG's Title VI and Environmental Justice activities, please visit:  
[http://www.azmag.gov/Projects/Project.asp?CMSID=3881&MID=Human Services](http://www.azmag.gov/Projects/Project.asp?CMSID=3881&MID=Human%20Services).

# 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**



**Table 1: PERCENTAGE DISTRIBUTION OF REGIONAL REVENUES: FY 2014-2018**  
(Percentage of Funding Source Total)

Life Cycle Program	Modes	1/2 Cent	ADOT Funds	FTA (5307)	FTA 5337 & 5339	FTA (5309)	ADOT STP-Flex	MAG-STP	CMAQ	CMAQ-2.5	HSIP	TA	Total Regional Mode Portion
FLCP	Freeway	56.20%	100.00%					30.86%	19.10%				57.41%
ALCP	Arterial & ITS	10.50%						55.96%	13.40%				8.82%
TLCP	Bus Transit	18.90%		93.11%	95.40%	0.00%	100.00%		3.00%				29.91%
	Light Rail Transit	14.40%		3.41%	4.60%	100.00%			32.90%				
	Transit Non-TLCP			3.48%									0.54%
	Bicycle/Ped.								17.00%				1.37%
	Air Quality								14.60%	100.00%			0.84%
	Planning							10.87%					0.65%
	TA											100.00%	0.52%
	Safety										100.00%		0.25%
	Non-ALCP							2.31%					0.14%
	<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Amounts are rounded, variance may be displayed.

\* The Transportation Alternatives program includes Safety, Bicycle, Pedestrian, and Transit components.

Transit distributions between TLCP Bus and Rail are subject to change.



## *MAG Half-Cent Sales Tax Funds*

The current Maricopa County 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 to the Arizona Department of Revenue account, and allocated between the Regional Area Road Fund (RARF) and the Public Transportation Fund (PTF). As specified in ARS 42-6105.E, 56.2 percent of all sales tax collections will be distributed to freeways and highways for use in the Regional Transportation Plan Freeway Program (RTPFP), and 10.5 percent is distributed to arterial street improvements known as the Arterial Life Cycle Program (ALCP) that make up the RARF account. Additionally 33.3 percent of all collections, known as the PTF, are distributed to Transit Life Cycle Program. The prioritization and project selection for these funds happens within each life cycle program.

Please see **Section 5** for more details, or the ADOT website: <http://www.azdot.gov/about/FinancialManagementServices/transportation-funding/regional-area-road-fund>

## *Local Funds*

Local resources including 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 (HURF) and federal transportation funds. The HURF is comprised of funds from the gasoline and use fuel taxes, a portion of the vehicle license tax, registration fees and other miscellaneous sources. For more information on funding: <http://www.azdot.gov/about/FinancialManagementServices/transportation-funding/highway-user-revenue-fund>

## *MAG Federal Transportation Funds*

In addition to the half-cent sales tax revenues, local funds, and ADOT funding, a number of federal transportation funding sources are programmed in the current 2014-2018 MAG TIP.

For more detailed explanation about the Federal Transit funds, please see the Grant Programs webpage: <http://www.fta.dot.gov/grants/15926.html>.

For more detailed explanation about the Federal Highway funds, please see <http://www.fhwa.dot.gov/map21/> for MAP-21 guidance.

## Federal Transit Administration (FTA)

### **Urbanized Area Formula Program (5307 & 5307-AVN)**

The Urbanized Area Formula Funding program (49 U.S.C. 5307) makes Federal resources available to urbanized areas (UZA) and to Governors for transit capital and operating assistance in urbanized areas and for transportation related planning. An urbanized area is an incorporated area with a population of 50,000 or more that is designated as such by the U.S. Department of Commerce, Bureau of the Census.

The MAG region comprises two UZAs: Phoenix-Mesa and Avondale-Goodyear. Each UZA receives a separate apportionment to be utilized within its respective boundaries.

### **Urbanized Area Formula Program – Job Access and Reverse Commute (5307-JARC) (Formerly 5316, combined with 5307 under MAP-21)**

“Job access and reverse commute project” means a transportation project to finance planning, capital, and operating costs that support the development and maintenance of transportation services designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment, including transportation projects that facilitate the provision of public transportation services from urbanized areas and rural areas to suburban employment locations.

### **Transportation for Elderly Persons and Persons with Disabilities (5310)**

This program (49 U.S.C. 5310) provides formula funding to States for the purpose of assisting private nonprofit groups in meeting the transportation needs of the elderly and persons with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs. Funds are apportioned based on each State’s share of population as included in the last census, for these groups of people. Funds are obligated based on the annual program of projects included in a statewide grant application. The designated recipient agency (ADOT or the City of Phoenix) ensures that local applicants and project activities are eligible and in compliance with Federal requirements, that private not-for-profit transportation providers have an opportunity to participate as feasible, and that the program provides for coordination of federally assisted transportation services assisted by other Federal sources. Once FTA approves the application, funds are available for designated recipient administration of its program and for allocation to individual subrecipients within the jurisdiction. New Freedom activities are eligible within the 5310 program under MAP-21. Please see **Section 5** of the guidebook for more information.

### **State of Good Repair Grants (5337-HI & 5337 FGM) (Replaces 5309-FGM)**

A new formula-based State of Good Repair program is FTA’s first stand-alone initiative written into law that is dedicated to repairing and upgrading the nation’s rail transit systems along with high-intensity motor bus systems that use high-occupancy vehicle lanes, including bus rapid transit (BRT). These funds reflect a commitment to ensuring that public transit operates safely, efficiently, reliably, and sustainably so that communities can offer balanced transportation choices that help to improve mobility, reduce congestion, and encourage economic development.

**Bus and Bus Facilities (5339)** *(Replaces the Competitive 5309 Bus and Bus Facilities Program)*

This program provides capital funding to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities.

**Fixed Guideway Capital Investment Grants—New Starts (5309-NS)**

This is FTA's primary grant program for funding major transit capital investments, including rapid rail, light rail, bus rapid transit, commuter rail, and ferries. This nationwide discretionary program requires project sponsors to undergo a multi-step, multi-year process to be eligible for funding.

**Fixed Guideway Modernization (5309-FGM)** *(Replaced by Section 5337 under MAP-21)*

The transit capital investment program (49 U.S.C. 5309) provides capital assistance for three primary activities:

- Modernization of existing rail systems (Fixed Guideway Modernization program).
- New and replacement buses and facilities (Bus and Bus Related Equipment and Facilities program).
- New fixed guideway systems (New Starts program and Small Starts).

This program was replaced by Section 5337 State of Good Repair Grants under MAP-21 and will sunset after FY 2015.

**Job Access and Reverse Commute Program (5316)** *(Currently an eligible activity of the 5307 Program under MAP-21)*

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.

This program will sunset after FY 2015. Eligible 5316 activities were combined into the Section 5307 Urbanized Area Formula Program under MAP-21.

**New Freedom Program (5317)** *(Combined with the Section 5310 Program under MAP-21)*

The New Freedom formula grant program aims to provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the work force and full participation in society. Lack of adequate transportation is a primary barrier to work for individuals with disabilities. The 2000 Census showed that only 60 percent of people between the ages of 16 and 64 with disabilities are employed. The New Freedom formula grant program seeks to reduce barriers to transportation services and expand the transportation mobility options available to people with disabilities beyond the requirements of the Americans with Disabilities Act (ADA) of 1990.

This program will sunset after FY 2015. Eligible activities from the 5317 program was combined into the Section 5310 Transportation for Elderly Persons and Persons with Disabilities program under MAP-21.



## Federal Highway Administration (FHWA)

### Federal Highway—MAG Surface Transportation Program (STP)

The most flexible Federal transportation funds and may be used for highways, transit or streets. Currently, all of the MAG STP funds are allocated to the ALCP and the FLCP as noted in Table 1. Through FY 2015, 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, 97.7% of the MAG STP funds are allocated and programmed through the ALCP and the FLCP as noted in Table 1, with the remaining 2.3% allocated to MAG member agencies in Pinal County.

### National Highway Performance Program (NHPP)

To streamline the FHWA programs, the National Highway Performance Program combined the Interstate Maintenance (IM) program, the National Highway System, the Highway Bridge Replacement and Bridge Rehabilitation Program under MAP-21.



### Federal Safe Routes to School (SRTS) Program (*Combined as an eligible activity with Transportation Alternatives in MAP-21*)

The program was established to enable and encourage children, including those with disabilities, to walk and bicycle to school; to make walking and bicycling to school safe and more appealing; and to facilitate the planning, development and implementation of projects that will improve safety, and reduce traffic, fuel consumption, and air pollution in the vicinity of schools. Please see **Section 5** for more information.

MAP-21 combines the SAFETEA-LU eligible activities of Transportation Enhancements, Safe Routes to School and Recreational Trails Program under a new program entitled Transportation Alternatives.



### 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. (This program was integrated into the National Highway Performance Program under MAP-21. The funding for the program will sunset in FY2015. Information in the section is subject to change).

The Federal Fund Bridge Replacement and Rehabilitation Program provides funds (BR) to assist the States to replace or rehabilitate deficient highway bridges located on any public road. To be eligible for this funding, a bridge must be over a waterway, other topographical barriers, other highways or railroads, and the bridge must be significantly

important and unsafe because of structural deficiencies, physical deterioration or functional obsolescence. In general, bridges in the MAG region are in excellent shape compared with other regions and, especially compared to other States.

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

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

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

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

Projects using BR funds must be authorized by FHWA prior to June 30th each year. This allows ADOT to ensure all bridge subprogram dollars are obligated in the year programmed. To meet this deadline requests for new design and non-construction projects must be requested through the local government section by April 30th. Construction projects to be advertised by ADOT will need to be received by March 31st. For certification acceptance agencies all request must be received by June 1st.



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RESOURCES

<https://www.azdot.gov/business/programs-and-partnerships/LocalPublicAgency/overview>

**Congestion Mitigation and Air Quality Improvement (CMAQ) Program**

Congestion Mitigation and Air Quality Improvement (CMAQ) funds are available for transportation projects or programs that will contribute to improving nonattainment or maintaining the National Ambient Air Quality Standards (NAAQS) under the Clean Air Act in both nonattainment and maintenance areas for carbon monoxide, ozone, and particulate matter. Projects may include a wide variety of highway, transit and alternate mode projects that contribute to improved air quality. With the enactment of MAP-21, a new federally mandated sub allocation of CMAQ funding was carved out of the state's apportionment to address fine PM-2.5 in nonattainment and maintenance areas. In Arizona, two areas, the City of Nogales and the City of Maricopa with portions of the City of Casa Grande have been designated as PM-2.5 nonattainment areas. In the MAG Region, CMAQ funding and the portion of PM-2.5 CMAQ funding are to be used on projects that reduce those emissions.

The MAG CMAQ funds are allocated to different modal categories and are noted in **Table 1, page 29**. The arterial/ITS, bicycle, pedestrian, and air quality make up part of the MAG federal funded program and each mode has an established competitive project selection process that occurs when adding a new year to the MAG TIP. The federal match is 94.3%, unless noted otherwise.

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 has implemented the Congestion Management Process (CMP) which has been integrated into the CMAQ competitive application process for Bike/Ped and ITS project selection. The CMP is a flexible evaluation process that meets changing conditions as the federal guidance and regional priorities change. MAG relies on a competitive application process to program CMAQ funds. For more detailed information, a fact sheet is provided in **Appendix B**.

The following activities are generally eligible for CMAQ:

- transportation activities in an approved State Implementation Plan;
- transportation control measures to assist areas designated as nonattainment under the Clean Air Act Amendments of 1990;
- pedestrian/bicycle off-road or on-road facilities;
- traffic management/monitoring/congestion relief strategies;
- transit projects, including the purchase of transit vehicles;
- alternative fuel projects;
- intermodal freight;
- alternative fuel projects (including vehicle refueling infrastructure);
- alternative fuels (including clean fuel fleet programs and conversions);
- telecommunications;
- travel demand management;
- rideshare programs;
- inspection and maintenance programs, with some notable restrictions;
- public education and outreach activities;

- project development activities for new services and programs with air quality benefits;
- establishing/contracting with transportation management associations;
- fare/fee subsidy programs;
- experimental pilot projects/innovative financing; and
- other transportation projects with air quality benefits.
- Transportation projects and programs that reduce transportation related particulate matter emissions such as: paving dirt roads and PM-10 certified street sweeping equipment. Also, paving unpaved shoulders and alleys are CMAQ eligible.
- CMAQ funds are eligible to be flexed to Transit for Capital procurements

#### **Federal Railroad Crossing—STP-Railroad (RR)**

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

#### **Federal Highway Safety Improvement Program (HSIP)**

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

Additionally, ADOT sub-allocates a portion of the Federal Highway Safety Improvement Program funding to MAG (HSIP\_MAG). MAG has an established competitive project selection process for the sub-allocation of HSIP-MAG funding.

#### **Federal Transportation Enhancements—STP-Transportation Enhancements (TE)**

Transportation enhancements are transportation-related activities that are designed to strengthen the cultural, aesthetic, and environmental aspects of the Nation's intermodal transportation system. Please see **Section 5** for more information.

On July 6, 2012, the president signed the new transportation authorization bill; MAP-21 (Moving Ahead for Progress in the 21st Century). This new legislation, effective October 1, 2012, combines many of the eligible activities from the SAFETEA-LU programs of Transportation Enhancements, Safe Routes to School and Recreational Trails Program under a new program entitled Transportation Alternatives.

# MAG REGIONAL FUNDING ALLOCATIONS AND PROJECTIONS

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

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

The majority of STP-MAG funds are committed to the ALCP and the RTP-FP, with portion based on population as denoted by the 2010 census and documentation by provided ADOT, being committed to projects in the MAG portion of Pinal County. 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

**Table 1:**  
**PERCENTAGE DISTRIBUTION OF REGIONAL REVENUES: FY 2014-2018**  
(Percentage of Funding Source Total)

Life Cycle Program	Modes	1/2 Cent	ADOT Funds	FTA (5307)	FTA 5337 & 5339	FTA (5309)	ADOT STP-Flex	MAG-STP	CMAQ	CMAQ-2.5	HSIP	TA	Total Regional Mode Portion
FLCP	Freeway	56.20%	100.00%					30.86%	19.10%				57.41%
ALCP	Arterial & ITS	10.50%						55.96%	13.40%				8.82%
TLCP	Bus Transit	18.90%		93.11%	95.40%	0.00%	100.00%		3.00%				29.91%
	Light Rail Transit	14.40%		3.41%	4.60%	100.00%			32.90%				
	Transit Non-TLCP			3.48%									0.54%
	Bicycle/Ped.								17.00%				1.37%
	Air Quality								14.60%	100.00%			0.84%
	Planning							10.87%					0.65%
	TA											100.00%	0.52%
	Safety										100.00%		0.25%
	Non-ALCP							2.31%					0.14%
	<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Amounts are rounded, variance may be displayed.

\* The Transportation Alternatives program includes Safety, Bicycle, Pedestrian, and Transit components.

Transit distributions between TLCP Bus and Rail are subject to change.

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

The annual appropriated Federal funds that are sub-allocated to the MAG region are Surface Transportation Program (STP-MAG), Congestion Mitigation and Air Quality (CMAQ), Congestion Mitigation and Air Quality PM 2.5 (CMAQ-2.5), Transportation Alternatives (TAP-MAG), Highway Safety Improvement Program (HSIP-MAG), Transit 5307 – Urbanized Area Formula Program, 5310–Enhanced Mobility of Seniors and Individuals with Disabilities, and 5309 – Rail and Fixed Guideway Modernization.

These revenue sources are discussed below and summarized in **Table 2** and **Table 3**. It is projected that a total of \$1.957 billion (YOE \$'s) including the regional transportation plan freeway program funding will be available from these federal sources for the implementation of projects in the MAG Region between FY 2014 and FY 2018.

**Table 2** lists the projected apportionments for Federal Transit 5307 and 5309 – Fixed Rail & Guideway Modernization and 5309 – Discretionary. Each year in the FY 2014–2018 MAG TIP has been programmed with projects to meet the anticipated funds. The region will need to adjust programmed projects depending on actual allocations of fund to develop the FY2013 Program of Projects. Please see **Section 5** for more information.

Table 2: MAG FEDERAL TRANSPORTATION ADMINISTRATION FUNDS: FY 2014-2018 (Year of Expenditure Dollars in Millions)							
Fiscal Year	Transit						Total
	5307 (PHX/MES)	5307 (AVN)	5337	5339	*5309- Disc.	5310 (PHX/MES)	
2014	49.2	3.0	2.5	5.0	20.6	2.9	83.2
2015	49.2	3.0	2.5	5.0	59.6	2.9	122.2
2016	49.2	3.0	2.5	5.0	59.6	2.9	122.2
2017	49.2	3.0	2.5	5.0	59.6	2.9	122.2
2018	49.2	3.0	2.5	5.0	59.6	2.9	122.2
<b>Total 2014-2018</b>	<b>246.0</b>	<b>14.9</b>	<b>12.3</b>	<b>25.1</b>	<b>259.0</b>	<b>14.5</b>	<b>488.7</b>
* competitive nationwide program							
Amounts are rounded, variance may be displayed. Projections are subject to substantial changes based on federal authorizations.							

**Table 3** lists the projected obligation authority (OA) estimates of sub allocated MAG CMAQ, STP, HSIP, and TAP funding for the FY2014-2018 MAG TIP. The projections are based on MAP-21 funding apportionments. The MAG-STP is programmed through the Arterial Life Cycle Program (ALCP), the Freeway Life Cycle Program, and a competitive process for the portion of MAG-STP designated for Pinal County member agencies.

<b>Table 3:</b> <b>MAG FEDERAL HIGHWAY ADMINISTRATION TRANSPORTATION FUNDS: FY 2014-2018</b> (Year of Expenditure Dollars in Millions)																
OA Rate	Fiscal Year	STP Breakout - with OA applied					CMAQ Breakout - with OA applied					Other Funding - with OA applied				
		Fwy/Hwy GAN Debt Service*	MAG Planning and Sub programs	Non Life-cycle	Arterial -ALCP	Total	CMAQ 2.5	FLCP	Arterial-ITS-ALCP	Transit	Bicycle/Ped.	Air Quality	CMAQ Total	HSIP	Trans- portation Alternatives (TA)	Other Total
94.9%	2014	34.1	5.1	1.2	12.1	52.6	.7	8.8	6.1	16.5	7.8	6.7	46.5	1.8	4.6	6.4
94.6%	2015	34.1	5.4	1.2	11.7	52.4	.7	8.7	6.1	16.4	7.8	6.7	46.4	1.8	4.5	6.4
94.6%	2016	12.7	5.7	1.2	32.8	52.4	.7	8.7	6.1	16.4	7.8	6.7	46.4	1.8	4.5	6.4
94.6%	2017	.0	6.0	1.2	45.2	52.4	.7	8.7	6.1	16.4	7.8	6.7	46.4	1.8	4.5	6.4
94.6%	2018	.0	6.3	1.2	44.9	52.4	.7	8.7	6.1	16.4	7.8	6.7	46.4	1.8	4.5	6.4
<b>Total 2014-2018</b>		<b>80.9</b>	<b>28.5</b>	<b>6.1</b>	<b>146.7</b>	<b>262.1</b>	<b>3.4</b>	<b>43.7</b>	<b>30.6</b>	<b>82.1</b>	<b>38.9</b>	<b>33.4</b>	<b>232.0</b>	<b>9.0</b>	<b>22.7</b>	<b>31.8</b>

Amounts are rounded, variance may be displayed. Obligation Authority Rate (OA) and projections are subject to substantial changes based on federal authorizations.  
 \* GAN Debt Service concludes in FY2016 and completes early advancement of RTP-FP STP funding.  
 MAP-21 expires September 30, 2014, estimates based on a continuing resolution or new surface transportation authorization.

### Competitive CMAQ Program

CMAQ funds are distributed based on the percent allocations as noted in Table 1. CMAQ funds a variety of programs in the MAG region that are specific to air quality such as paving of unpaved roads, regional rideshare, telecommuting, van pools, and PM-10 Certified Street Sweepers. CMAQ funds that will be available to be programmed during FY 2015 are for PM-10 Certified Street Sweepers. The total is estimated at \$1.4 million. The distributions shown in **Table 3** are based from percent allocations in **Table 1**. Please refer to these specific modal categories in **Section 5** for more information and **Section 6** for programming processes.

# 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*

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





**SCHEDULE**

<b>Regional Freeway Program—Fiscal Year 2015</b>	
<b>2014</b>	
July-August	Life Cycle Certification of the Regional Transp. Plan Freeway Program Report Completed
September - October	Project Schedule Review, Financial Analysis
November - December	Project updates and Modeling if needed
<b>2015</b>	
January	Develop Tentative Five Year Transportation Construction Program and publish Life Cycle Certification of the Regional Transportation Plan Freeway Program.
January - February	Life Cycle Certification of the Regional Transp. Plan Freeway Program Report Completed
February - March	Project Schedule Review, Financial Analysis
March - April - May	Project updates and Modeling as needed.
	State Transportation Board holds public hearings on the Tentative Five Year Transportation Construction Program.
June	AZ State Transportation Board approves Five Year Transportation Construction Program
July - August	Publish Life Cycle Certification of the Regional Transportation Plan Freeway Program.

*Note: Meetings for Calendar year 2015 are tentative at this time. All scheduled dates are subject to change.*

For member agencies or private developers, who have questions about freeway projects, please contact:

**Arizona Department of Transportation  
Multimodal Planning Division—Regional Freeway System**

Kwisung Kang, *Special Assistant for the RTP*  
206 S. 17th Avenue, Phoenix, AZ 85007  
p. 602.712.7959, f. 602.712.8001  
e-mail: [kkang@azdot.gov](mailto:kkang@azdot.gov)



**CONTACT**

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

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



**RESOURCES**





## Transit

Through the Committee process starting at the MAG Transit Committee, MAG programs transit projects to be funded with federal funds according to regional transit programming guidelines 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 Scottsdale, and the City of Peoria. Additionally the ADOT Transit Section, as the State Designated Recipient, provides programming for rural areas.



## Transit Life Cycle Program



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 and plans for funding of regional routes, capital projects and bus replacements according to its stated guiding principles.

Fiscal year (FY) 2015 transit programming in the MAG region will focus on:

- Integrating TLCP material changes through the MAG Committee process
- Coordinating information with RPTA on upcoming service changes and fleet needs,
- Revising regional transit policies related to Job Access Reverse Commute funding
- Finalizing the FY 2015 Transit Program of Projects
- Submitting federal grants to Federal Transit Administration (FTA)
- Updating transit project development status as needed and making changes to the MAG FY2014-2018 TIP
- Coordinating applications for 5310 and 5317 eligible activities funds
- Completing a Southeast Valley Transit System Study
- Working on a Transportation Demand Management (TDM) Strategic Plan



## Transit Program of Projects

The Transit Program of Projects is a list of transit projects for a fiscal year, in this case FY 2015 that is reconciled with the actual Federal apportionments and allocations that are approved by Congress. The schedule of when MAG moves forward with the FY 2015 Transit Program of Projects is dependent on Congressional action, but in general, Congress

usually approves the apportionments and allocations in the spring, and then the reconciliation of funds can begin. The 2014-2018 MAG TIP programs projects based on MAP-21 legislation and funding apportionments. This includes new funding sources and elimination or reduction of traditional funding allocations. Transit funding sources and funding allocations may change depending on Congressional action regarding a transportation reauthorization bill. Please refer to the schedule below that outlines the course of action for the above mentioned focus areas.



### SCHEDULE

<b>Transit Committee—2014 and 2015</b>		
<b>2014</b>		
August	14	MAG Transit Committee*
September	11	MAG Transit Committee*
October	9	MAG Transit Committee*
November	13	MAG Transit Committee*
December	11	MAG Transit Committee*
<b>2015</b>		
January	8	MAG Transit Committee*
February	12	MAG Transit Committee*
		Transit Stakeholder meeting to discuss projects for Federal Transit Discretionary grants
March	12	MAG Transit Committee*
		Transit Committee & TRC: Develop Draft FY2012 Transit Program of Projects & review, and recommend DRAFT List of Projects for Federal Transit Discretionary grants**
April	9	MAG Transit Committee*
		MC, TPC, RC: Approve FY2015 Transit Program of Projects and recommend List of Projects for Federal Transit Discretionary grants**
May	14	MAG Transit Committee*
	28	TRC project changes recommendations.
June	11	MAG Transit Committee*
	25	MAG Issues CMAQ-Flex Funding request to ADOT.
July	9	MAG Transit Committee*
August	13	MAG Transit Committee
September	10	MAG Transit Committee*

\* If needed \*\* Timing is dependent on FTA Apportionment Notification

Note: Meetings for Calendar year 2015 are tentative at this time. All scheduled dates are subject to change.

**CONTACT****MAG—Transportation Division**Alice Chen, *Transportation Planner III*

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

p. 602.254.6300, f. 602.254.6490

e-mail: [achen@azmag.gov](mailto:achen@azmag.gov)**RESOURCES**

MAG Transit Committee:

<http://www.azmag.gov/Committees/Committee.asp?CMSID=1162>



## INFORMATION

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

On July 6, 2012, the president signed the new transportation authorization bill; MAP-21 (Moving Ahead for Progress in the 21st Century), effective October 1, 2012. This new legislation, sunsets the Job Access and Reverse Commute (5316) program as a stand-alone program and makes it a Section 5307 eligible activity in the urbanized area and Section 5311 eligible activity in the rural communities. This new legislation also sunsets the SAFETEA-LU program of New Freedom (5317), and incorporates New Freedom eligible activities with the 5310 program in the non-urban and urbanized areas. MAP-21 also changed the Designated Recipients and Direct Recipients that oversee and are responsible for grant management and compliance in certain areas. Applicant eligibility is denoted in the General eligibility maps that follow.

The JARC eligible activities under the 5307 federal program are programmed in the MAG Region on an every other year or annual basis through a competitive application process in coordination with the Designated Recipient, the City of Phoenix. Information will be available as it is updated at: <http://www.azmag.gov/Committees/Committee.asp?CMSID=1162>

The 5310 federal program (and 5317 eligible activities) are programmed for the MAG Region by ADOT on an annual basis through a competitive application process. The City of Phoenix is the Designated Recipient responsible for grant management and compliance for the Urbanized Areas (5310 program).

Information is available at: <http://mpd.azdot.gov/planning/TransitProgramsandGrants>  
[http://www.azmag.gov/Committees/Committee.asp?CMSID=1047&MID=Human Services](http://www.azmag.gov/Committees/Committee.asp?CMSID=1047&MID=Human%20Services)



## CONTACT

### **City of Phoenix—Public Transit Department**

Wendy Miller, *Management Assistant II*  
302 N. 1st Avenue, Suite 900, Phoenix, AZ 85003  
p. 602.262.407, f. 602. 732.2780  
e-mail: [wendy.miller@phoenix.gov](mailto:wendy.miller@phoenix.gov)  
<http://www.phoenix.gov/publictransit>

### **MAG—Human Services Division**

DeDe Gaisthea, *Transportation Planner I*  
302 N. 1st Avenue, Suite 300, Phoenix, AZ 85003  
p. 602.254.6300, f. 602.254.6490  
e-mail: [dgaisthea@azmag.gov](mailto:dgaisthea@azmag.gov)



## RESOURCES

For more information on MAG Human Services Transportation visit:  
<http://www.azmag.gov/Committees/Committee.asp?CMSID=1047>.

The Arizona Department of Transportation (ADOT) is the Designated Recipient responsible for grant management, compliance and programming of the Small Urbanized Areas and the Non-urban areas. See the General FTA Eligible 5310 Areas map.

The Arizona Department of Transportation (ADOT) is the Designated Recipient responsible for grant management, compliance and programming of the Non-urban areas Section 5311 General Public Transit Program that includes eligible section 5316 JARC activities. See the General FTA Eligible 5307 & 5311 Areas map.

The program management and schedule for ADOT led programs is available at their website:

<http://www.azdot.gov/planning/TransitProgramsandGrants>



CONTACT

**ADOT Section 5310 and vehicle deliveries, contact:**

Dan Harrigan, *Transit Grants Section*  
Arizona Department of Transportation  
206 S 17th Ave., Phoenix, AZ 85007  
p. 602.712.8232  
e-mail: [dharrigan@azdot.gov](mailto:dharrigan@azdot.gov)

**ADOT Section 5311 contact:**

Sara Allred, *Transit Grants Section*  
Arizona Department of Transportation  
206 S 17th Ave., Phoenix, AZ 85007  
p. 602.712.4498  
e-mail: [sallred@azdot.gov](mailto:sallred@azdot.gov)

**Job Access and Reverse Commute (JARC) Program contact:**

Alice Chen, *MAG Transportation Planner III*  
302 N. 1st Avenue, Suite 300, Phoenix, AZ 85003  
p. 602.254.6300 f. 602.254.6490  
e-mail: [achen@azmag.gov](mailto:achen@azmag.gov)







## Arterials

The TIP and RTP must be shown to conform to air quality conformity requirements. To demonstrate conformity, current and planned arterial roadways need to be accurately reflected in MAG travel demand networks that are used to estimate future vehicle miles of travel and mobile source emissions.

Member agencies provide data for arterial roadways through the following mechanisms:

- Review of MAG mode networks maps for the current and future years
- Submission of projects to be included in the TIP via a database application—the TIP Data Entry System—provided by MAG
- Submission and revision of projects included in the ALCP

The data included in the model networks from these submissions is as follows:

- The alignment of roadways
- The number of through lanes by direction on roadways
- The facility type of roadway—e.g. freeway, expressway, arterial, collector





SCHEDULE

<b>Tentative: Spring 2015 Maricopa and Pinal Conformity</b>		
<b>2014</b>		
September to December		<b>Transportation Planning and Programming:</b> Begin: Interagency project programming coordination and data collection updates for transportation modeling and air quality modeling.
<b>2015</b>		
January		<b>Transportation Planning and Programming:</b> Interagency project programming coordination and data collection updates for transportation modeling and air quality modeling. Begin programming financial analysis of programs. Every Week - Send new information to Transportation Modelers.
February	1-6	<b>Transportation Planning and Programming:</b> Conclude new information to Transportation Modelers.
	10	Street Committee: Final ALCP Project Changes approved.
	11-27	<b>Transportation Modeling:</b> Coding of Transportation Networks: 2012, 2015, 2025, and 2035.
March	1-9	Transportation Model Networks: 2012, 2015, 2025, and 2035.
	9	Transportation: Submit draft listing of projects for amendment to AQ staff.
	9-31	<b>Air Quality:</b> Conformity Analysis
April	1-3	<b>Air Quality:</b> Conformity Analysis
	3	Transportation: Submit final listing of projects for amendment to AQ staff.
	10	<b>Publish 30 day Public Notice - Conformity Determination</b>
	30	TRC: review/recommend/approve modifications to RTP-FP & Draft FY2016 ALCP.
May	13	Managers: recommend modifications to RTP-FP & Draft FY2016 ALCP, and AQCA
	20	TPC: recommend modifications to RTP-FP & Draft FY2016 ALCP
	27	RC: approve modifications to RTP-FP & Draft FY2016 ALCP, and AQCA
June	17	Estimated completion date of review and approval by federal and state agencies. Projects may proceed when notice is issued.
	30	End of State Fiscal Year.
July	1	Begin New State Fiscal Year FY2016.
<i><b>This schedule is subject to change.</b> Flexibility is needed to meet federal Clean Air Act mandates and changes in guidance from the Environmental Protection Agency and U.S. Department of transportation.</i>		



CONTACT

**MAG—Transportation Division**Steve Tate, *Transportation Planner III*

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

p. 602.254.6300, f. 602.254.6490

e-mail: [state@azmag.gov](mailto:state@azmag.gov)



## INFORMATION

## Arterial Life Cycle Program

In 2004, MAG initiated development of the *Arterial Life Cycle Program* (ALCP) to provide management and oversight for the arterial projects contained in the *Regional Transportation Plan* (RTP). The ALCP is a key safeguard of Proposition 400 and represents almost \$1.6 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 more frequently, as needed.

All project information is due to MAG by January 29, 2015. MAG Staff will assist Lead Agencies with the update process, including the appropriate schedule to follow for projects programmed in the ALCP. The ALCP project information is detailed in an excel workbook by each lead agency, which allows for members to update project status, work phases, and schedules.

The instructions and workbook are available at the ALCP webpage:  
<http://www.azmag.gov/ALCP>

**See next page for schedule.**



## CONTACT

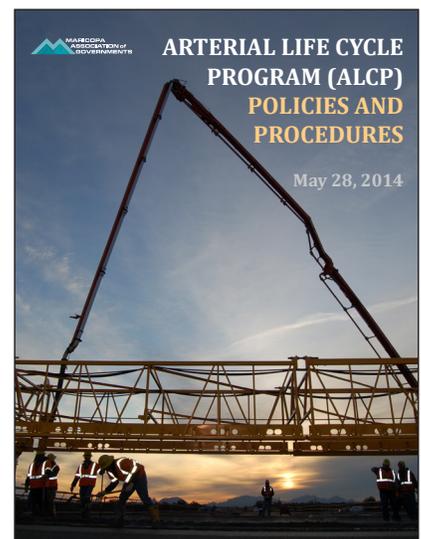
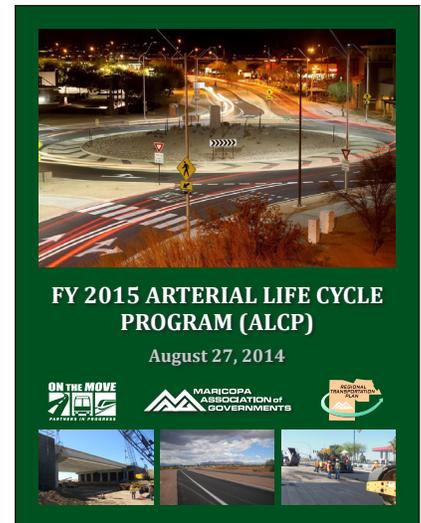
### MAG—Transportation Division

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 Phoenix, AZ 85003  
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 e-mail: [jbullen@azmag.gov](mailto:jbullen@azmag.gov)



## RESOURCES

### ALCP Policies & Procedures FY2015 Arterial Life Cycle Program





SCHEDULE

Arterial Life Cycle Program - Fiscal Year 2015		
2014		
October	23	The ALCP Status Report for the period between May 2014 and September 2014 presented to the Transportation Review Committee.
November		The ALCP Status Report for the period between May 2014 and September 2014 presented to the Management Committee, Transportation Policy Committee, and Regional Council.
2015		
January	12	MAG provides Lead Agencies with project workbooks to provide work schedule and cost updates to develop the FY2016 ALCP.
	23	<b>DUE DATE:</b> Lead Agencies requesting substitute projects or changes in scope to submit required materials for Street Committee Agenda Packet.
	29	<b>DUE DATE:</b> Lead Agencies provide completed project workbooks to MAG.
February	10	Streets Committee to review requests to substitute projects or changes in scope.
	17	MAG to provide Member Agencies with the first draft of the FY2016 ALCP.
March	5	<b>DUE DATE:</b> Lead Agencies must submit a commitment letter signed by the City/County/Town manager or designee and copies of the current draft of the agency's CIP that demonstrate local funding for the project.
April		Transportation Review Committee review/recommend/approve project changes to amend/administratively modify the current TIP/RTP/ALCP, the FY 2015 RARF Closeout ALCP project recommendations**, and the Draft FY 2016 ALCP.
	6	<b>DUE DATE:</b> Lead Agencies to notify MAG Staff of FY 2014 RARF Closeout project eligibility**
	8	<b>DUE DATE:</b> Lead Agencies' comments/revisions on the Draft FY 2014 ALCP due to MAG Staff.
	23	The ALCP Status Report for the period between October 2014 and March 2015 is presented to the Transportation Review Committee.
May		Management Committee, Transportation Policy Committee, and Regional Council to review/recommend/approve project changes to amend/administratively modify the current TIP/RTP/ALCP, the FY 2015 RARF Closeout ALCP project recommendations**, and the Draft FY 2016 ALCP.
	15	<b>DUE DATE:</b> All FY 2015 RARF funded Project Reimbursement Requests due to MAG by close of business.
	28	Transportation Review Committee review/recommend/approve project changes to amend/administratively modify the current TIP/RTP and the Draft FY 2016 ALCP.
June		Management Committee, Transportation Policy Committee, and Regional Council to review/recommend/approve project changes to amend/administratively modify the current TIP/RTP and the FY 2016 ALCP.

\* As necessary

\*\* Subject to the availability of RARF closeout funds.



INFORMATION

## *Bicycle and Pedestrian*

**There will be a competitive federal CMAQ project selection process for bicycle and pedestrian projects beginning in August 2015.**

The majority of bicycle and pedestrian projects that are listed in the 2014-2018 TIP are programmed from the MAG CMAQ Federal Fund Program.

The *Regional Transportation Plan* dedicates 17% of MAG CMAQ funding for bicycle and pedestrian projects. The rate will be 93.4% federal funding with a 5.7% local contribution. There is an established competitive project selection process to program projects with CMAQ funds that is explained in **Section 6**.

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



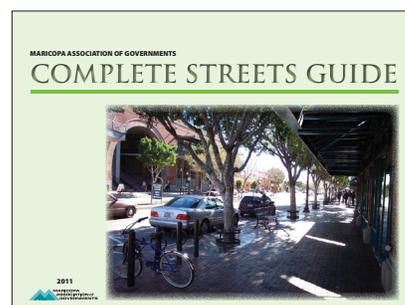
SCHEDULE

### **MAG—Transportation Division**

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CONTACT





## INFORMATION

## Intelligent Transportation Systems (ITS)

**There will be a competitive federal CMAQ project selection process for ITS projects beginning in August 2015.**

All funds available for arterial ITS projects have been programmed for projects through FY2017. The next opportunity for programming arterial ITS funds will be for projects in FY 2018 and beyond. The majority of the ITS projects that are listed in the 2014-2018 TIP are programmed from the MAG CMAQ Federal Fund Program.



MAG ITS Projects include: (i) Freeway ITS projects and (ii) Arterial ITS projects. Funds for both freeway and arterial ITS projects have been identified separately in the Regional Transportation Plan. The *2012 ITS Strategic Plan* identified regional priorities for making strategic investments in ITS infrastructure.

Freeway ITS projects will continue to expand coverage of the Freeway Management System (FMS) as identified in the RTP. The development and implementation of individual FMS projects are carried out by ADOT. A revised schedule and cost breakdown for expansion of FMS coverage through FY 2019 was approved by MAG in May 2014.

Arterial ITS projects are programmed in the TIP based on both federal requirements and priorities identified in the *2012 ITS Strategic Plan*. Project selection is driven by priorities in the ITS Strategic Plan and included the following factors: a) reflection of regional ITS priorities; b) compliance of a proposed project with the Regional ITS Architecture; c) potential of a proposed project to reduce congestion within the project's area of influence; and d) potential of the proposed project to reduce emissions.



## 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

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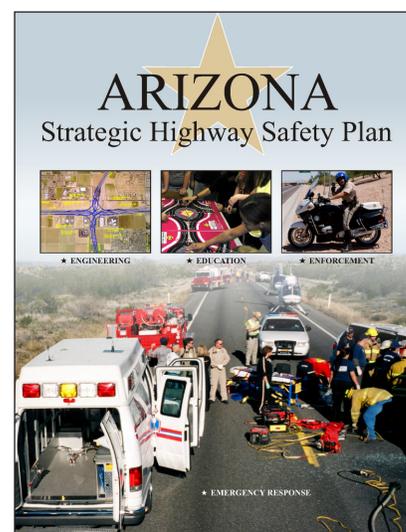
## Highway Safety Improvement Program (HSIP)

The Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) established the Highway Safety Improvement Program (HSIP) as a core Federal-aid program. The purpose of HSIP is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads through the implementation of infrastructure-related highway safety improvements. ADOT is responsible for administering the state program with oversight from FHWA. ADOT's Highway Safety Section is responsible for the development of guidelines related to process and project eligibility. Twenty (20) percent of federal HSIP funds the state receives each year is sub-allocated to be programmed by the MPOs and COGs in the state, for safety improvement projects that would meet federal eligibility requirements. The current annual HSIP sub-allocation to the MAG planning area (referred to as HSIP-MAG), is \$1,900,000. The balance 80 percent of HSIP (referred to as statewide HSIP, noted in the TIP as HSIP-AZ) is programmed by ADOT and is available for larger road safety improvement projects on any public road statewide. Local agencies can submit road safety projects applications directly to ADOT to seek statewide-HSIP funds. Such project applications would compete, for statewide-HSIP funds, with projects on ADOT facilities and other projects that are submitted to ADOT by local agencies across the entire state.

### Programming Process for MAG-HSIP Funds

All MAG HSIP funds available through FY 2017 have been programmed for qualifying road safety improvement projects. The next opportunity for programming MAG HSIP funds will be for projects in FY 2018 and beyond. It is expected that a Call For Projects will begin in August 2015. MAG-HSIP funds are programmed based on a call for projects and a recommendation from the MAG Transportation Safety Committee. These projects must meet eligibility requirements for federal safety funds. Current guidance provided by FHWA and ADOT, MAG-HSIP funds can be utilized for making: (1) systemic road safety improvements that would also qualify as Categorical Exclusion Type 1—requiring minimal environmental clearance requirements; (2) road safety improvements at specific locations, referred to as "Spot Improvements".

The *MAG Strategic Transportation Safety Plan (STSP)*, currently under development in coordination with the state's *Strategic Highway Safety Plan (SHSP)*, has identified a number of Action Areas for a focused road safety improvement program for the MAG region. Current federal guidelines and emerging MAP-21 requirements stipulate that the identification of road safety projects would also need to be data driven. The types of road safety projects that are likely to be funded with MAG-HSIP in FY2018 and beyond, are likely to be driven by the strategies identified in the MAG STSP. Details regarding the next call for projects will be developed by the MAG Transportation Safety Committee.





## SCHEDULE

MAG: Highway Safety Improvement Program—FY 2015		
2014		
August		Call for MAG-HSIP projects in 2015, 2016 and 2017
September	27	Transportation Safety Committee recommends a list of projects for each funding stream
October		TRC review/recommend
November		MC and RC recommend/approval
December		Submit MAG HSIP recommendation to ADOT
2015		
January		Call for MAG-HSIP and Statewide-HSIP projects in 2017, 2018 and 2019
April	15	<b>Deadline: all FY2015 HSIP programmed projects must be submitted to ADOT for FY2015 obligation.</b>
May	1	All prospective FY2016 projects Due at ADOT for eligibility review.
August	1	All prospective FY2016 projects eligibility reviews completed at ADOT.
September	27	Transportation Safety Committee recommends a list of projects for each funding stream
October		TRC review/recommend
November		MC and RC recommend/approval
December		Submit MAG HSIP recommendation to ADOT
<i>This schedule is subject to change.</i>		

## Programming Process for ADOT Discretionary—HSIP

Road safety improvement projects that involve major road construction activities can compete for Statewide-HSIP funds awarded by ADOT. MAG produces a list of arterial intersections in the MAG region, ranked by crash risk and based on the most recent 3-years of crash data. Local agencies that have intersections that rank high for crash risk on this list may effectively compete for Statewide-HSIP funds.

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



## SCHEDULE

Statewide: Highway Safety Improvement Program—FY 2015		
2014		
July		Call for Statewide-HSIP projects
September	15	DEADLINE for Applications to ADOT (Project placed in TIP Parking Lot)
October	31	HSIP Manager: A. approves letter of eligibility, or B. approves letter of eligibility and requests FHWA's concurrence. or C. Requests approval from FHWA
November	15	<b>Deadline: LPAs requests Project Initiation Letter, and works with MPO/COG moves Eligible HSIP project from parking lot to TIP and submits STIP for approval.</b>
December		
2015		
January		
March	1	Deadline: SWPM/UPM PM: A. requests ADOT Project No/Federal No B. provides to HSIP Manager and LPA Program Manager C. Initiates IGA/JPA request
April	15	<b>DEADLINE: submission to ADOT Finance of all documentation and clearances required for authorization</b>
July	1	New State Fiscal Year begins
<i>This schedule is subject to change.</i>		



## CONTACT

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INFORMATION

## *PM-10 Certified Street Sweeper and PM-10 and PM-2.5 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 addition, the Pinal County nonattainment area is classified as a Moderate Area for PM-10.



The FY 2014-2018 TIP provides funding for PM-10 Certified Street Sweeper projects and Paving Unpaved Road projects. The funding for Paving Unpaved Road projects is fully programmed through FY 2017. There will be a competitive federal CMAQ project selection process for Paving of Unpaved Dirt Roads beginning in August 2015. MAG is soliciting PM-10 Certified Street Sweeper Projects in the PM-10 nonattainment areas from member agencies for federal fiscal year (FFY) 2015 Congestion Mitigation and Air Quality Improvement (CMAQ) funding. A minimum local cash match of 5.7 percent on the CMAQ eligible portion of the project is required. Following MAG Regional Council authorization of funding for the prioritized list of proposed PM-10 Certified Street Sweepers, MAG will send a letter to the agencies receiving CMAQ funds as notification to proceed. It is important to note that the Federal Highway Administration (FHWA) has advised MAG that the procurement of CMAQ funded street sweepers should proceed after funding has been authorized by the MAG Regional Council.

On August 27, 2014, the MAG Regional Council approved an update to the useful life policies for PM-10 Certified Street Sweepers. For CMAQ funded replacement of an older PM-10 certified unit, the unit must be at least eight years old or have recorded 12,000 hours or 96,000 miles of operation.

To apply for project funding, signed applications must be received before the deadline. The relevant schedule and due dates are listed below and also listed in Section 6. The MAG Street Committee will first review the applications. The MAG Air Quality Technical Advisory Committee (AQTAC) may make a recommendation on a prioritized list of PM-10 certified street sweeper projects to the MAG Management Committee.

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



## SCHEDULE

FY2015 CMAQ - Competitive Federal Fund Programming for PM-10 Nonattainment Areas: PM-10 Certified Street Sweepers		
2014		
July	1	Begin State Fiscal Year (FY) 2015
August	28	<b>Notice of Funding released.</b>
	28	Federal Fund Project Applications available for PM-10 Certified Street Sweepers - FY2015.
September	9	<b>Pre-Application Workshop, Overview and Assistance Meeting:</b> 10:00 a.m.–11:00 a.m. MAG Offices, Chaparral Meeting Room, Phoenix, AZ. Presentation information provided.
	23	<b>Open Working Group, Application Assistance:</b> 3:00 p.m. - 4:00 p.m. MAG Offices, Chaparral Meeting Room, Phoenix, AZ. Small Group and one on one application assistance.
	30	<b>10:00 a.m. - Due Date and Time, signed Project Applications due to MAG.</b> Late Applications will not be accepted.
October	1	Federal Fiscal Year (FFY) 2015 begins.
	2	MAG Staff review for completeness.
	3	5:00 pm Application submittal packets posted to website.
	14	<b>Street Committee:</b> Review and recommend applications for completeness and reasonable data. Then forwards to AQTAC (follows A schedule), or may request application modifications if needed (follow B Schedule).
	28	Modifications to project applications due to MAG. 5:00 P.M. ( <i>if needed, follow B Schedule</i> )
	23	A Schedule: <b>AQ TAC Committee:</b> Review and recommend a prioritized list of PM-10 Certified Street Sweepers for FY 2015 CMAQ funding.
November	5	A Schedule: <b>Management Committee:</b> May recommend/approve a prioritized list of PM-10 Certified Street Sweepers for CMAQ FY2015 funding.
	11	<i>B Schedule (if needed):</i> Street Committee: Review and recommend modifications to applications.
December	3	A Schedule: <b>Regional Council:</b> May approve a prioritized list of PM-10 Certified Street Sweepers for CMAQ FY2015 funding.
	4	<i>B Schedule (if needed):</i> AQ TAC Committee: Review and recommend a prioritized list of PM-10 Certified Street Sweepers for FY 2015 CMAQ funding.
2015		
January	14	<i>B Schedule (if needed):</i> May recommend/approve a prioritized list of PM-10 Certified Street Sweepers for CMAQ FY2015 funding.
	28	<i>B Schedule (if needed):</i> May approve of a prioritized list of PM-10 Certified Street Sweepers for CMAQ FY2015 funding.

Applications for FY2015 Street sweepers in both Maricopa and Pinal Counties; limited to all PM-10 nonattainment areas in the MAG Planning boundaries.

**Schedule is subject to change, updated information will be posted for each committee**



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## INFORMATION

## Federal Fund Bridge Replacement and Rehabilitation Program



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

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

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

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

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

Projects using federal funds must be authorized by FHWA prior to June 30th each year. This allows ADOT to ensure all bridge subprogram dollars are obligated in the year programmed. To meet this deadline requests for new design and non-construction projects must be requested through the Local Government section by April 30th. Construction projects to be advertised by ADOT will need to be received by March 31st. For Certification Acceptance agencies all request must be received by June 1st.



## CONTACT

### ADOT—Bridge Group

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## *Transportation Alternatives Program (TAP)*

Prior to 2013, there were three distinct types of federal formula funds that were apportioned to the state: Transportation Enhancements (TEA), Safe Routes to School (SRTS), and the Recreational Trails Program. In July 2012, the federal government passed the new federal transportation authorization bill, Moving Ahead for Progress in the 21st Century (MAP-21). MAP-21 consolidated these three programs into one federal formula funding category called the Transportation Alternatives Program (TAP).



The MAG region receives about \$4.4 million per year for this program. **There are two categories of projects: Infrastructure and Non-Infrastructure Safe Routes to School (SRTS) projects.** Previously, local schools have applied for TEA and SRTS funds through ADOT. With the TAP, all applications must come through a MAG member agency. Local schools interested in submitting projects should contact their city/town/agency representative for more information.

The MAG Region adopted goals and objectives to direct the project selection process for the TAP. The goals and objectives for the program are:

### **Goals:**

1. Improve pedestrian and bicyclist accessibility and connectivity on the transportation network.
2. Assist in providing a safe environment for the bicyclists and pedestrians on both the on-street and the off-street transportation networks.
3. Make bicycling and walking to public K-8 schools a safer and more desirable transportation alternative to motorized vehicles.



### **Objectives:**

- Fund eligible Transportation Enhancement and Safe Routes to School (SRTS) projects through the federal MAP-21 TAP fund.
- Fund bike and pedestrian improvement projects that provide a safe transportation route or improve a transportation route for (K-8) students to schools.
- Fund bike and pedestrian improvement projects that address a perceived or observed problem/safety issue, including (but not limited to) unsafe street crossings; missing, narrow or poorly maintained sidewalks; adding/improving bike lanes (restriping, widening, colored pavement); or disconnected/inaccessible bike or pedestrian facilities, while connecting residents to transit stops/centers or other destinations.

- Fund Safe Routes to School (SRTS) non-infrastructure projects that educate and encourage K-8 students, parents, and school resources officers/staff on bicycle and walking options.
  - GUIDELINE – Funding will be set aside at 9% of total Transportation Alternatives funding, with a maximum yearly total of \$400,000. If the total value of projects awarded for Safe Routes to School non-infrastructure projects is less than the total programmed set-aside, remaining funds will be applied toward eligible infrastructure projects.
  - GUIDELINE – These projects will need to evaluate on a quarterly basis as required by the federal government, and address enforcement and encouragement. .
- Utilize evaluative tools based on quantitative and qualitative performance measures to inform project rankings in the application process.

There will be a competitive TAP Infrastructure project selection process projects beginning in August 2015.



**CONTACT**

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TAP Infrastructure Projects**

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## TAP Non-Infrastructure Safe Routes to School (SRTS)

The original Safe Routes to School (SRTS) Program was a Federal-Aid program of the U.S. Department of Transportation's Federal Highway Administration (FHWA). SRTS was created by Section 1404 of SAFETEA-LU.

On July 6, 2012, the president signed the new transportation authorization bill called MAP-21 (Moving Ahead for Progress in the 21st Century). The new law was effective October 1, 2012, and, among other things, combined the former SAFETEA-LU programs of Transportation Enhancements, Safe Routes to School, and Recreational Trails Program under a new program entitled Transportation Alternatives (TAP). TAP provides funding to States and to Metropolitan/Regional Planning Organizations.

The Program provides funds to the States (and under MAP-21 to Regional Planning Organizations) to substantially improve the ability of primary and middle school students to walk and bicycle to school safely. The purposes of the program are:

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

MAG issues multi-year calls for applications for Federal TAP funding to eligible applicants within the MAG area. Eligible projects include those of a SRTS nature, of both infrastructure and non-infrastructure types. ADOT review fees for SRTS eligible activities are \$2,000.



TA Non-infrastructure Safe Routes to School (SRTS) Projects—FY 2016		
2015		
January	6	Call for TA SRTS projects in 2016 and 2017
May	19, 28	Transportation Safety Committee recommends a list of projects for each funding stream
June	3, 24	MC and RC recommend/approval
July		Submit TA SRTS recommendation to ADOT
October		IGAs between Local Agencies and ADOT complete
2016		
January		Project clearances obtained (Environmental, Utility, Right-of-Way)
June	30	<b>Deadline: all FY2016 programmed projects must be submitted to ADOT for FY2016 obligation.</b>
<i>This schedule is subject to change.</i>		



CONTACT

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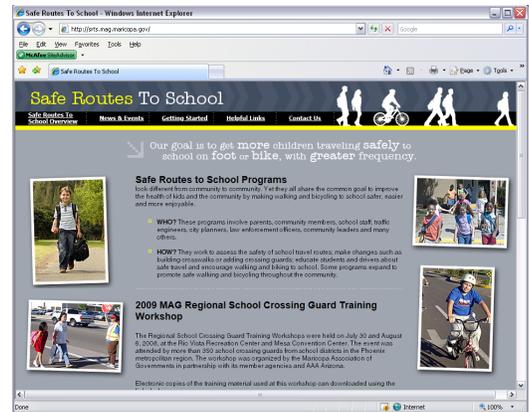
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RESOURCES



# MAG FEDERAL FUND PROGRAM



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



## *Transit Project Prioritization Process*

On March 27, 2013, the Regional Council approved the Transit Programming Guidelines for Federal Transit Funds. The full copy of the guidelines may be downloaded from the MAG Transit Website: [http://www.azmag.gov/Documents/TC\\_2013-05-15\\_Regional-Programming-Guidelines-for-Federal-Transit-Formula-Funds.pdf](http://www.azmag.gov/Documents/TC_2013-05-15_Regional-Programming-Guidelines-for-Federal-Transit-Formula-Funds.pdf)

## *Competitive Project Selection Process*

The competitive selection process is pursuant to the *Regional Transportation Plan*, Federal regulations and the *MAG Federal Programming Principles*. The major steps in the process are as follows:

1. Technical Advisory Committees with assistance from ADOT and FHWA, develop project applications that address all federal requirements and that are intended to elicit sufficient information necessary to determine the eligibility of the project for the funding source sought, identification of utilities, right-of-way, environmental and other problems, the feasibility of the project and its benefits and costs.
2. Advance notice of the release of applications is provided to key stakeholder committees: the Transportation Review Committee, the MAG Management Committee and the Intergovernmental Representatives Group.
3. Once applications are released, a workshop on the applications is held. Also, at least two Open Working Group sessions are held prior to the application due date.
4. When applications are received, MAG staff issues a receipt indicating that the project application was received by the due date and is complete. If the project is not

complete, MAG will send a receipt to the agency indicating that the agency has one working day to address deficiencies. Applications that are not received by the due date or that fail to address deficiencies in the allotted time are rejected.

5. Once all applications are received, MAG staff compiles summary data on the applications, implements various technical scoring systems as developed by the TACs and distributes the applications to the Technical Advisory Committees.
6. If the funding sought includes CMAQ or CMAQ-2.5, a CMAQ cost effectiveness score for the project is developed and approved by the Air Quality TAC. This score is presented by MAG air quality staff to the other TACs prior to project ranking.
7. Meetings are then held for each applicant to present his application and to respond to committee questions.
8. At the presentation meetings, the TACs generate, as appropriate quantitative and qualitative scores for projects, and a ranked list of projects to be conveyed to higher level committees for final project selection. In the case of air quality projects—paving and street sweepers—CMAQ cost effectiveness scores are typically, although not always used for project rankings. TACs are not allowed to amend the scope or cost allocation of projects to fit funding levels or ‘peanut butter’ project awards.
9. Ranked project listings from the TACs are then reviewed and selected for funding by Transportation review Committee and the MAG Management Committee. These committees may adjust project scopes and budgets to fully use available funding.
10. The process is completed when the Regional Council approves the projects for addition to the Transportation Improvement Program. All additions to the TIP are subject to air quality conformity analysis and consultation.

## CMAQ Bicycle and Pedestrian Project Evaluation

The project evaluation process for bicycle and pedestrian projects was revised in FY2012 and implemented in the FY 2012 application ranking process. Please see Appendix D of the Programming Guidelines.

### Connectivity Measure:

- 1) Does the project improve connectivity in the MAG Regional Bicycle and Pedestrian network and/or is it multi-jurisdictional in nature?
- 2) Does the project promote or improve access to short trip destinations, such as activity centers, commercial destinations, libraries, parks, and schools
- 3) Does the project improve connections to transit, regional intermodal, or emergency facilities?

### Mode Specific Measure:

- 4) Does the project encourage increased alternative mode share?
- 5) Does the project help reduce pedestrian and bike/vehicle conflicts, travel time variability, and/or crash risk factors?
- 6) Does the project help reduce travel time or delay to motorists, bicyclists, and/or pedestrians?
- 7) Does the project help improve the comfort of bicyclists and pedestrians?
- 8) Does the project create a sense of place or create an attractive atmosphere?

**Design and Support Measure:**

- 9) Are the project elements supported by the MAG Pedestrian Policies and Design Guidelines and/or AASHTO Guide for Bicycle Facilities?
- 10) Is the project supported by the jurisdiction or agency's policies, plans, and/or objectives?

All funds directed toward bicycle and pedestrian projects will be programmed for FY 2018 and 2019.

**ITS Project Evaluation****RESOURCES**

The MAG ITS Committee has established a systematic project review and ranking process for programming ITS projects with CMAQ funds.

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

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 special committee meeting(s), each proposed ITS project is presented by the proposing agency or group of agencies (in the case of multi-jurisdictional projects). The final ITS project prioritization or ranking is based on a summation of individual subjective project rankings generated by committee members, considering the following factors:

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

**CMAQ Street Sweepers and Pave Unpaved Roads**

In accordance with federal CMAQ guidance, MAG staff completes an evaluation of proposed Street Sweeper and Pave Unpaved Road projects' 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 projects for CMAQ funding. Cost-effectiveness is based on the annualized CMAQ dollars requested for the project per metric ton of PM-10 or PM-2.5 reduced. The AQTAC has also considered other criteria for ranking projects including PM-10 and PM-2.5 emission reductions and proximity to PM-10 and PM-2.5 monitors.

**RESOURCES**

More information about the CMAQ Methodology can be found here:

<http://www.azmag.gov/Projects/Project.asp?CMSID=1043&CMSID2=1157>.

## TAP-MAG Infrastructure Project Evaluation

The project evaluation process for MAG Transportation Alternatives Program Infrastructure funding begins with an initial review by a special committee composed of representatives from the Street, Transit, Bicycle and Pedestrian, ITS and Safety Committees. Projects will be evaluated and funded based on the following objectives:

- Fund eligible Transportation Enhancement and Safe Routes to School (SRTS) projects through the federal MAP-21 Transportation Alternatives fund.
- Fund bike and pedestrian improvement projects that provide a safe transportation route or improve a transportation route for (K-8) students to schools.
- Fund bike and pedestrian improvement projects that address a perceived or observed problem/safety issue, including (but not limited to) unsafe street crossings; missing, narrow or poorly maintained sidewalks; adding/improving bike lanes (re-striping, widening, colored pavement); or disconnected/inaccessible bike or pedestrian facilities, while connecting residents to transit stops/centers or other destinations.
- Utilize evaluative tools based on quantitative and qualitative performance measures to inform project rankings in the application process.

Quantitative and qualitative performance measures make up 30% each of the project score, and the remaining 40% of the project score is based on the presentation to the evaluating committee and their ranking of projects.

## TAP-MAG Non-Infrastructure Safe Routes to School Project Evaluation

The project evaluation process for the TAP-MAG Non-Infrastructure Safe Routes to School set-aside funding is conducted by the Transportation Safety Committee.

Currently, projects are scored by the Safety Committee on 50% quantitative factors and 50% qualitative factors. The application and evaluation criteria are currently under review and the specific factors may change before the next anticipated call for projects in January 2015.

## HSIP-MAG Project Evaluation

The project evaluation process for HSIP-MAG funding is conducted by the Transportation Safety Committee using a data-driven process. Two categories of road safety improvements will be evaluated: "Systemic" projects and "Spot Specific" projects. All projects must be identified through a data-driven process, reduce potential fatalities and serious injury crashes, and relate back to Emphasis Areas in the *Arizona Strategic Highway Safety Plan* (SHSP) and the *MAG Strategic Transportation Safety Plan* (STSP).

Projects will be evaluated based on cost-effectiveness and adherence to strategies developed as part of the MAG STSP to address the following action areas:

- Eliminate Impaired Driving

- Eliminate Death and Injury from Speeding and Aggressive Driving Behavior
- Eliminate Death and Injury Related to Intersections
- Eliminate Death and Injury for Vulnerable Road Users—Pedestrians, Bicyclists and Persons with Disabilities
- Eliminate Death and Injury Involving Young Road Users

Based on guidance provided by ADOT, MAG-HSIP funds have been primarily applied for making systematic road safety improvements that would also qualify as Categorical Exclusion Type 1—requiring minimal clearance requirements. However, a number of spot improvement projects have also been programmed.

Specific project evaluation and scoring criteria will be determined by the Transportation Safety Committee, and this information will be available prior to the next anticipated call for projects in August 2015.

### Federal Fiscal Year 2014 Closeout—Deferrals



#### RESOURCES

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 E**, or may be downloaded from the MAG TIP webpage:

[http://www.azmag.gov/Documents/TIP\\_Project-Change-Request.xls](http://www.azmag.gov/Documents/TIP_Project-Change-Request.xls)

If an agency is requesting a project be deferred for the second time or more, the sponsoring agency for the project will submit a justification memo to MAG staff detailing why the project should stay in the MAG Federal Fund Program. A project sponsor will then provide presentations to review committees to justify the request with a final presentation to the MAG Regional Council.

### Federal Fiscal Year 2015 Closeout—Project Submittals

MAG member agencies may complete a Closeout Project Submittal or a new project application to submit projects for use of FFY2015 unobligated Federal funds. The Federal Fund Programming Guidelines and Procedures will be followed. The due date, for requests will be announced via a memo format and distributed to the MAG Management Committee members and Transportation Review Committee members. Forms and applications must be submitted before or on the due date and time. Late applications/requests will not be accepted.

Local jurisdictions submitting a project for advancement, additional funds, or a new project will complete and submit a *Closeout Project Submittal Form* by the due date and time for project submittals for closeout funds. For new project submittals, there are additional information forms to be completed. An example of the *Project Submittal Form* can be found in **Appendix F**. Closeout forms will be available prior to notification of closeout.



Federal Funding Closeout Programming Process FY 2015*		
2014		
August		<b>Monitor Federal Legislation:</b> Authorization of Continuing Resolution, or new Surface Transportation Authorization. Begin Closeout if information is available.
September		<b>Evaluate Federal Authorized Funding:</b> Determine estimated Closeout funding levels if available. TRC review/recommend/approve CMAQ-TA-HSIP Closeout Scenario(s) - FY2015
October		
November		<b>Evaluate Federal Authorized Funding:</b> Determine estimated Closeout funding levels.
December		TRC review/recommend/approve CMAQ-TA-HSIP Closeout Scenario(s) - FY2015
2015		
January		Management Committee review/recommend CMAQ-TA-HSIP Closeout Scenario(s) - FY2015
		TPC review/recommend CMAQ-TA-HSIP Closeout Scenario(s) - FY2015
		RC approve CMAQ-TA-HSIP Closeout Scenario(s) - FY2015
February		Continue if needed for Additional priority tiers of Closeout
March		<b>Evaluate Federal Authorized Funding: Determine estimated Closeout funding levels ALCP.</b>
April		Management Committee Working Group review/recommend ALCP Closeout Scenario(s) for regular and Advance Construct - FY2015
May		TRC review/recommend/approve Final FFY 2015 Closeout for ALCP.
June		Management Committee, TPC and RC review/recommend/approve Interim FFY 2015 Closeout
	30	<b>End of State Fiscal Year: ALL SUBMITTALS DUE AT ADOT</b>
July	1	Begin new State Fiscal Year 2016.
	15	Submit to ADOT, FHWA Flex funding transfer letter.
*Closeout funding is not guaranteed.		
<b>Note:</b> Availability of all funding is subject to approved federal action and the closeout schedule may be substantially delayed or canceled.		



**CONTACT**

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# LOCAL SPONSORED FEDERAL FUND PROJECT DEVELOPMENT

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



## ADOT—Local Government Section

The ADOT—Local Public Agency Section function is to provide services to local public agencies in the area of federal process, federal monitoring and oversight, programming, technical planning, scheduling, coordination with FHWA and appropriate ADOT services, and providing project process manuals and guidelines, including the LPA Projects Manual.



### RESOURCES

<https://www.azdot.gov/business/programs-and-partnerships/LocalPublicAgency/lpa-projects-manual>

Local Public Agencies are required to follow the ADOT project development process in the development and design of federally funded local projects. The typical project will take 18 to 24 months to proceed through the process from project initiation to bid advertisement. The environmental determination can greatly impact the project schedule. Environmental determinations can take 10 to 12 months from initial submittal to environmental clearance. Contact the ADOT Local Public Agency Section for information regarding the project life cycle and the scheduling process for various types of design and construction projects.

The Local Public Agency project model was designed using 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. Please refer to **Table 5** for the milestones, and the minimum amount of time required for each milestone.

As an example of a modified schedule, projects that are predominately Intelligent Transportation System (ITS) improvements may often 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.

<b>Table 5: Required Milestones and Schedule— Federal Funded Local Sponsored Project</b>	
<b>The following project milestones are based on a typical project procurement process. Some projects may follow abbreviated process.</b>	
Standard Milestones	Month of Occurrence in Timeline
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
95% Preliminary Plans, Cost Estimate and Report	11
Final Preliminary Plans, Cost Estimate and Report	13
Environmental Clearance, prior to 60% plans	7-8
Utility Clearance	12
Right-of-Way Clearance	12
Materials Memo, prior to 100% plans	12
PS&E Approval	15
Request Authorization	18
Bid opening	21
Final Deployment/Contract Award	24

Each Metropolitan Planning Organization (MPO) and Council of Governments (COG) submits its Local Government Federal-aid Multi-Year Highway Construction Program to ADOT's Multimodal Planning Division (MPD) 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 Public Agency Projects**

The following steps summarize the procedure to be used for processing federally funded local government STP, CMAQ, BR, RR, TAP, and HSIP 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 public agency projects. The typical project will take 18-24 months from project initiation with ADOT to advertisement. The timeline is shown in **Table 5**.

**INFORMATION**

- 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 public agency process.
  - Federal-aid projects are to meet functional classifications.
- 2) Project sponsor submits a letter to the ADOT Local Public Agency Section requesting project number and providing brief detail of project scope, location, and cost, schedule, and COG/MPO TIP identification number. Sponsor submits a location map and a copy of the TIP, showing the project funding and programmed year along with the request.
- 3) If Safety or Bridge Rehabilitation/Replacement funded, appropriate project eligibility report must be prepared and submitted to ADOT for approval of funding.
- 4) An ADOT project manager is assigned the project, requests the Federal-Aid Sequence Number and ADOT (TRACS) project number, and notifies local agency.
- 5) ADOT sends an invoice to the Local agency to cover ADOT design review fees. Local agency deposits ADOT review fee to ADOT.
- 6) ADOT project manager initiates an IGA (Intergovernmental Agreement) between ADOT & local sponsor. Allow 4 months to obtain signatures from all parties and process the paperwork.
- 7) Local agency arranges a kick-off meeting with sponsor, design consultants, ADOT and COG/MPO.
- 8) If Federal funds are being used for design, follow ADOT/FHWA consultant procurement guidelines.
- 9) Budget 15% construction engineering and 5% contingency funds if ADOT is performing construction administration of the project.
- 10) Local agency submits Initial Design Concept Report (DCR) to ADOT project manager. The DCR should include a realistic scope, bid date, and cost estimate.
- 11) ADOT reviews DCR and sends comments to Sponsor.
- 12) Sponsor submits final DCR to ADOT project manager.
- 13) ADOT project manager approves DCR and notifies Sponsor.
- 14) Sponsor submits Initial Environmental Report to ADOT Environmental Planning Group Environmental Planner, copying the ADOT project manager.
  - Pygmy owl situation clearance takes at least 12 to 18 months.
  - 404 and 401 permits from US Army Corps of Engineers take at least 12 months. Have a definite window for construction activities.

- 15) ADOT Environmental Planning Group Environmental Planner reviews environmental determination report and provides comments to Sponsor.
- 16) Local agency submits Final Environmental Determination Report to ADOT Environmental Planning Group.
- 17) Environmental clearance is obtained from ADOT or FHWA through the ADOT Environmental Planning Group Environmental Planner. NEPA and FHWA guidelines must be satisfied.
- 18) Sponsor submits Preliminary Plans (30% stage), preliminary cost estimate, and reports to ADOT project manager. Required reports depend on the project type and may include drainage report, geotechnical report, pavement design summary, materials memo, structure selection report, etc. Sponsor must obtain approval from ADOT project manager to proceed beyond 30% design without an environmental clearance if Federal funds are used for design.
- 19) 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.
- 20) Sponsor submits 60% plans, specifications, and estimate to ADOT Project manager. Do not proceed beyond 60% design without an environmental clearance if Federal funds are used for design.
- 21) Sponsor submits initial/final materials memo, geotechnical report, pavement design summary, drainage report, and bridge selection report.
- 22) If necessary, arrange a field review meeting with ADOT district staff, local agency, and design team to resolve ADOT review comments.
- 23) Sponsor initiates the Utility clearance letters.
- 24) Sponsor initiates the Right of Way clearance letters.
- 25) Sponsor executes the completed IGA.
- 26) Sponsor requests DBE goal assessment from ADOT BECO.
- 27) 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.
- 28) Sponsor submits Final Plans (100% complete), final cost estimate, and bidding schedule to ADOT.
- 29) Verify Earthwork calculations (quantity check) to avoid change orders in the field.

- 30) Need local funds from sponsor based on final cost estimate. Include 5% surcharge (contingency) if construction administered by ADOT for change orders.
- 31) If federal funds are not adequate to meet the final cost estimate based on project scope, revise, or reduce the scope to fit the budget or sponsor to pay the balance to ADOT.
- 32) Final PS&E approval from sponsor.
- 33) ADOT obtains obligation authority of Federal funds from FHWA subsequent to final PS&E and clearances.
- 34) Allow ADOT Contracts & Specifications Section at least 2 months to advertise the project. DBE requirements, Davis Bacon wages, training, etc. must be satisfied.
- 35) Sponsor to submit all original drawings when requested from ADOT.
- 36) Bid Opening (allow 22 working days from the date job advertised).
- 37) ADOT Board to award a contract to low bidder (next available Board date after bid opening). Sponsor will provide ADOT project manager with a copy of the final signed contract upon project award.
- 38) See prospective contractor within 2-4 weeks.
- 39) ADOT arranges a partnering workshop if ADOT is administering construction.
- 40) Construction begins.
- 41) Invoices for reimbursement must be submitted to the ADOT project manager within 90 days of contract award and monthly thereafter, until completion of project.
- 42) Close out process, as-builds, and letter submitted to ADOT to close out the project.
- 43) Sponsor shall retain all project records for a period of five years after final project acceptance and close out with FHWA.

**CONTACT****ADOT Local Public Agency Section**

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**RESOURCES**

ADOT Local Public Agency Section webpage:

<http://www.azdot.gov/business/programs-and-partnerships/LocalPublicAgency>

# TIP PROJECT CHANGE REQUEST FORM

This form is available for agencies to download at:

[http://www.azmag.gov/Documents/TIP\\_Project-Change-Request.xls](http://www.azmag.gov/Documents/TIP_Project-Change-Request.xls)

The form is in spreadsheet format and is designed to facilitate and standardize MAG member agency requests to change projects in the adopted MAG *Transportation Improvement Program* (TIP). A new column has been added that notes funding year.

General instructions:

1. Find the current project in the most recent TIP Amendments & Administrative Modifications - Excel sheets. Located on the MAG TIP web page:  
<http://www.azmag.gov/Projects/Project.asp?CMSID=1140&MID=Transportation>
2. Copy the project(s) by row that you would like to modify
3. Paste into the top portion of the Change Request Form. Then copy and paste into the bottom half of the form and make changes to your project(s) on the listing at the bottom of the form leaving the top to represent the current listing.
4. Add any new project(s) to the bottom, and/or ADOT awards.
5. Annotate in the Notes section for each listing on the bottom portion what you are requesting.
6. Add your contact information at the top of the form.
7. E-mail the request and any supporting award information you received from ADOT to: Steve Tate, [state@azmag.gov](mailto:state@azmag.gov)

Request for Project Change - MAG Transportation Improvement Program																							
CURRENTLY PROGRAMMED																							
Agency	Section	Work Year	TIP ID	MAG ID	Location	Work	Estimate Year for current TIP or Estimate Year for proposed TIP change in the Traffic IMPACT	Miles	Lanes Before	Lanes After	ALU	AO Area county	Life cycle estimate, in millions, or none	TRACS	Funding Year	MAG Mode	Funding	Federal	Regional	Local	Total	Note	
REQUESTED CHANGE - Please include New Projects																							
Agency	Section	Work Year	TIP ID	MAG ID	Location	Work	Estimate Year for current TIP or Estimate Year for proposed TIP change in the Traffic IMPACT	Miles	Lanes Before	Lanes After	ALU	AO Area county	Life cycle estimate, in millions, or none	TRACS	Funding Year	MAG Mode	Funding	Federal	Regional	Local	Total	Requested Change	

# CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT PROGRAM FACT SHEET

The Congestion Mitigation and Air Quality Improvement (CMAQ) Program was established by the Intermodal Surface Transportation Efficiency Act of 1991 and revised by Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act of 2012. 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 (NAAQS) for ozone, carbon monoxide (CO), and particulate matter (both PM<sub>10</sub> and PM<sub>2.5</sub>)

MAP-21 and its processors direct States and Metropolitan Planning Organizations (MPOs) to give priority to cost-effective projects, including diesel retrofits and congestion-mitigation efforts that also produced an air quality benefit. It also continues and expands the focus on efficiency and cost-effective project selection. Transportation Control Measures (TCMs) that are identified in State Implementation Plans (SIPs) for air quality attainment are also to be given funding priority.

Any State that has a PM<sub>2.5</sub> nonattainment or maintenance area-including those with approved SIPs that identify on-road mobile sources as insignificant for regional transportation conformity-is required under MAP-21 to invest a portion of its CMAQ funding in projects that reduce PM<sub>2.5</sub> directly or its precursors. More specifically, an amount equal to 25 percent of the funds attributable to PM<sub>2.5</sub> nonattainment in each of the affected States must be used for projects targeting PM<sub>2.5</sub> reductions in those nonattainment and maintenance areas.

Part of Pinal County in the MAG planning area is in a PM<sub>2.5</sub> nonattainment area. The PM<sub>10</sub> nonattainment area includes areas in both Maricopa and Pinal County area.

Also, 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.

The following is a listing of eligibility provisions contained in the November, 2013 guidance. Footnote references in the document have been removed.

## A. Project Eligibility: General Conditions

Each CMAQ project must meet three basic criteria: ***it must be a transportation project, it must generate an emissions reduction, and it must be located in or benefit a nonattainment or maintenance area.*** In addition, all Federal-aid projects-CMAQ is no exception-must be included in the MPO's current transportation plan and Transportation Improvement Program (TIP) (or the current Statewide Transportation Improvement Program (STIP) in areas without an MPO). In nonattainment and maintenance areas, the project also must meet the conformity provisions contained in section 176(c) of the CAA and the transportation conformity regulations. Lastly, all CMAQ-funded projects need to complete National Environmental Policy Act (42 U.S.C. 4321 *et seq.*) (NEPA) requirements and satisfy the basic eligibility requirements under titles 23 and 49 of the United States Code.

The following should guide CMAQ eligibility decisions:

## 1. Capital Investment

The CMAQ funds may be used to establish new or expanded transportation projects or programs that reduce emissions, including capital investments in transportation infrastructure, congestion relief efforts, vehicle acquisitions, diesel engine retrofits, or other capital projects.

## 2. Operating Assistance

There are several general conditions for operating assistance eligibility under the CMAQ program (see the November 2013 CMAQ Program Interim Guidance for a complete discussion on CMAQ project eligibility requirements):

- a. Operating assistance is limited to start up operating costs for new transportation services or the incremental costs of expanding such services, including transit, commuter and intercity passenger rail services, intermodal facilities, and travel demand management strategies, including traffic operation centers.
- b. In using CMAQ funds for operating assistance, the intent is to help start up viable new transportation services that can demonstrate air quality benefits and eventually cover costs as much as possible. Other funding sources should supplement and ultimately replace CMAQ funds for operating assistance, as these projects no longer represent additional, net air quality benefits but have become part of the baseline transportation network. The provisions in 23 U.S.C. 116 place responsibilities for maintenance of transportation facilities on the States. Since facility maintenance is akin to operations, a time-limited period of CMAQ assistance provides adequate incentive and flexibility while not creating a pattern of excessive or even perpetual support.
- c. Operating assistance includes all costs of providing new transportation services, including, but not limited to, labor, fuel, administrative costs, and maintenance.
- d. When CMAQ funds are used for operating assistance, non-Federal share requirements still apply.
- e. With the focus on start-up, and recognizing the importance of flexibility in the timing of financial assistance, the 3 years of operating assistance allowable under the CMAQ program may now be spread over a longer period, for a total of up to 5 sequential years of support. Grantees who propose to use CMAQ funding for operating support may spread the third year amount (an amount not to exceed the greater of year 1 or 2) across an additional 2 years (i.e. years 4 and 5). This approach will provide an incremental, taper-down approach, while other funding is used for a higher proportion of the operating costs as needed. See the table below for examples of possible funding allocations. At the conclusion of the 5-year period, operating costs would have to be maintained with non-CMAQ funding. It is anticipated that this approach may enable a transition to more independent system operation. The amounts which apply to years 1 and/or 2 are established at the discretion of the State or local sponsor.

Example	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>A</b>	\$300	\$300	\$200	\$50	\$50	\$900
<b>B</b>	300	300	100	100	100	900
<b>C</b>	100	400	200	100	100	900

Except as noted in paragraph (f) below, activities that already have received 3 years of operating assistance under prior authorizations of the CMAQ program are not considered to be in a start-up phase and are not eligible for new CMAQ operating assistance or the expanded assistance period.

- f. Section 125 of the 2014 Appropriations Act included changes to the Operating Assistance Section of the CMAQ program (23 USC 149(m)). The changes added new language that specifically prohibits the imposition of a time limitation for operating assistance eligibility on a system “for which CMAQ funding was made available, obligated or expended in fiscal year 2012.” The phrase “made available” applies to projects designated for CMAQ operating assistance in statute, or to any commitment by the party that by law selects projects for operating assistance funding so long as it occurred during FY2012. There must be official documentation demonstrating that there was a specific commitment in FY 2012 to provide CMAQ funding for operating assistance for a particular project or service. Such official documentation could include a TIP or STIP, or other State or MPO official records. The specific project or service for which the CMAQ funds are being sought for operating assistance without a time limitation must be clearly identified in this documentation. Transportation services expressly eligible for CMAQ funding under SAFETEA-LU sections 1808(g)-(k) and certain provisions in previous appropriations acts are eligible to use CMAQ funds for operating assistance without time limitations. Consistent with Section IX of the CMAQ Program Interim Guidance, States retain the discretion to decide whether or not to fund the operating assistance.
- g. Elements of operating assistance prohibited by statute or regulation are not eligible for CMAQ participation, regardless of their emissions or congestion reduction potential.

### 3. Emission Reduction

Air quality improvement is defined by several distinct terms in 23 U.S.C. 149. These terms include contribution to attainment, reduction in pollution, air quality benefits, and others. For purposes of this guidance, **emission reduction** represents this group of terms. CMAQ-funded projects or programs must reduce CO, ozone precursors (NO<sub>x</sub> and VOCs), PM<sub>2.5</sub>, PM<sub>10</sub>, or PM precursor (e.g., NO<sub>x</sub>) emissions from transportation; these reductions must contribute to the area’s overall clean air strategy and can be demonstrated by the emissions reduction analysis that is required under this guidance. States and MPOs also may consider the ancillary benefits of eligible projects, including greenhouse gas reductions, congestion relief, mobility, safety, or other elements, when programming CMAQ funds, though such benefits do not alone establish eligibility.

### 4. Planning and Project Development

Activities in support of other Title 23-eligible projects also may be appropriate for CMAQ investments. All phases of eligible projects—not only construction—are eligible for CMAQ funding. For example, studies that are part of the project development pipeline (e.g., preliminary engineering) under NEPA are eligible for CMAQ support. General studies that fall outside specific project development do not qualify for CMAQ funding. Examples of such ineligible efforts include major investment studies, commuter preference studies, modal market polls or surveys, transit master plans, and others. These activities are eligible for Federal planning funds.

## B. Projects Ineligible for CMAQ Funding

The following projects are ineligible for CMAQ funding:

1. Light-duty vehicle scrappage programs.
2. Projects that add new capacity for SOVs are ineligible for CMAQ funding unless construction is limited to high-occupancy vehicle (HOV) lanes. This HOV lane eligibility includes the full range of HOV facility uses authorized under 23 U.S.C 166, such as high-occupancy toll (HOT) and low-emission vehicles.
3. 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. (See previous section covering eligibility for operational support.) Other funding sources, such as STP and FTA's Urbanized Area Formula Program (49 U.S.C. 5307), are available for such activities.

4. Administrative costs of the CMAQ program may not be defrayed with program funds, e.g., support for a State's "CMAQ Project Management Office" is not eligible.
5. Projects that do not meet the specific eligibility requirements of Titles 23 and 49, United States Code, are ineligible for CMAQ funds.
6. Stand-alone projects to purchase fuel.
7. Models and Monitors-Acquisition, operation, or development of models or monitoring networks are not eligible for CMAQ funds. As modeling or monitoring emissions, traffic operations, travel demand or other related variables do not directly lead to an emissions reduction, these activities or acquisitions are not eligible. Such efforts may be appropriate for Federal planning funds.
8. Litigation costs surrounding CMAQ or other Federal-aid projects.

### C. Public-Private Partnerships (PPPs)

In a PPP, a private or non-profit entity's resources replace or supplement State or local funds and possibly a portion of the Federal-aid in a selected project. The PPP component of CMAQ has evolved into a critical element of the program, as private sector involvement in such activities as freight and diesel retrofits has grown considerably.

Partnerships should have a legally binding, written agreement in place between the public agency and the private or non-profit entity before a CMAQ-funded project may be implemented. These agreements should be developed under relevant Federal and State law and should specify the intended use for CMAQ funding; the roles and responsibilities of the participating entities; and how the disposition of land, facilities, and equipment will be carried out should the original terms of the agreement be altered (e.g., due to insolvency, change in ownership, or other changes in the structure of the PPP).

Public funds should not be invested where a strong public benefit cannot be demonstrated. Consequently, CMAQ funds should be devoted to PPPs that benefit the general public by clearly reducing emissions, not for financing marginal projects. Consistent with the planning and project selection provisions of the Federal-aid highway program, the FHWA considers it essential that all interested parties have full, open, and timely access to the project selection process.

There are several other statutory restrictions and special provisions on the use of CMAQ funds in PPPs. Eligible costs under this section should not include costs to fund an obligation imposed on private sector or non-profit entities under the CAA or any other Federal law. However, if the private or non-profit entity clearly is exceeding its obligations under Federal law, CMAQ funds may be used for that incremental portion of the project.

Eligible non-monetary activities that satisfy the non-Federal match requirements under the partnership provisions include the following:

- Ownership or operation of land, facilities, or other physical assets
- Construction or project management
- Other forms of participation approved by the Department.

Sharing of total project costs, both capital and operating, is a critical element of a successful public-private

venture, particularly if the private entity is expected to realize profits as part of the joint venture. State and local officials are urged to consider a full range of cost-sharing options when developing a PPP, including a larger State/local match.

## D. Costs and other Regulatory Requirements

The CMAQ projects must comply with other applicable Federal requirements, including those affecting determinations of eligible project costs. All Federal projects must conform to the appropriate cost principles for Federal-aid. Most CMAQ projects are subject to 2 CFR Part 225—also known as OMB Circular A-87—the [cost principles for State, local, and Indian tribal governments](#). These principles focus on determining the allowable costs for the subject government entities and also provide a discussion of the relationship between appropriate costs and the purpose of the program.

Sponsors also should be familiar with the general cost and accounting components of 49 CFR Part 18, which provides direction on administering Federal grants to State and local governments.

## E. Programmatic Eligibility

The MAP-21 provides flexibility for States and MPOs to conduct a technical assessment of the program of CMAQ projects under review that fulfills the requirement for an emissions reduction demonstration. This technical assessment is fully optional and can include the full program as listed in the TIP or a subset of that full program. The technical methods are at the discretion of the MPO but can include modeling or other contemporary tools generally found acceptable by professionals in the field. If the assessment is successful in demonstrating an emissions reduction, no further analysis will need to be provided by the MPO for those projects included, and these efforts can proceed to CMAQ obligation. However, emissions reductions also should be demonstrated for CMAQ projects not included in the selected subset covered by the technical assessment.

## F. Eligible Projects and Programs

Eligibility information is provided below. Not all possible requests for CMAQ funding are covered—this section provides examples of general project types that may be eligible for CMAQ funds.

### 1. Diesel Engine Retrofits & Other Advanced Truck Technologies

The MAP-21 continues the emphasis SAFETEA-LU placed on diesel engine retrofits and the various types of projects that fall under this broad category. These efforts are defined as vehicle replacement, repowering (replacing an engine with a cleaner diesel engine, alternative fuels, etc.), rebuilding an engine, or other technologies determined by the EPA as appropriate for reducing emissions from diesel engines. This latter point, highlighting developing technologies, establishes a degree of flexibility and a need for periodic adjustment in the definition by the EPA. The legislation defines retrofit projects as applicable to both on-road motor vehicles and non-road construction equipment; the latter must be used in Title 23 projects based in nonattainment or maintenance areas for either PM or ozone.

The MAP-21 expands the prior focus created by the SAFETEA-LU. Specifically for PM<sub>2.5</sub> areas, diesel retrofits are called out as eligible projects in the Priority Consideration section. Similarly, such efforts are again highlighted in the discussion of the PM<sub>2.5</sub> priority set-aside, and emphasized again in the closely related section on construction vehicles and equipment.

More than 13 million diesel engines make up the legacy fleet operating in the U.S. The vast majority of these power on-road heavy-duty and medium-duty trucks, locomotives, and off-road construction equipment—all of which may be eligible for CMAQ funding.

There are a number of specific project types in the diesel retrofit area for which CMAQ funds are eligible. Assuming all other CMAQ criteria are met, eligible projects could include diesel engine or full vehicle replacement; full engine rebuilding and reconditioning; and purchase and installation of after-treatment hardware, including particulate matter traps and oxidation catalysts, and other technologies; and support for heavy-duty vehicle retirement programs. Project agreements involving replacements for either engines or full vehicles should include a provision for disposal or destruction of the engine block, verification that the engine is no longer contributing emissions in the nonattainment or maintenance area, or for other processes at the State's discretion that track the retirement of the vehicle or engine in accordance with the State's or sub-grantee's program. The MAP-21 provided one change to the approach in establishing eligibility for emissions control equipment. After-treatment and other on-board control devices are restricted to those EPA or the California Air Resources Board (CARB) verified and/or technologies as defined in section 791 of the Energy Policy Act of 2005 (42 U.S.C. 16131).

A strong component of the SAFETEA-LU focus on diesel retrofits, construction vehicles and equipment also are eligible under MAP-21. Eligible acquisitions or retrofits would be for those capital items used for highway construction projects in PM<sub>2.5</sub> nonattainment or maintenance areas. Equipment or vehicles used predominantly in a maintenance role would not qualify. These would include loaders or backhoes in yard or depot work, tractors assigned to mowing or other median maintenance, impactors or rollers involved in routine work, such as pothole repair, and others.

The CMAQ funds may be used to purchase and install emission control equipment on school buses. (Such projects, generally, should be administered by FHWA; see Transit Improvements, below). In addition, although CMAQ funds should not be used for the initial purchase of conventionally fueled airport parking lot shuttles, funds may be used for purchase and installation of after treatment hardware or repowering (with a hybrid drive train, for example).

Refueling is not eligible as a stand-alone project, but is eligible if it is required to support the installation of emissions control equipment, repowering, rebuilding, or other retrofits of non-road engines.

In addition to equipment and technology, outreach activities that provide information exchange and technical assistance to diesel owners and operators on retrofit options are eligible investments. These projects could include the actual education and outreach program, construction or acquisition of appropriate classroom buildings, and other efforts to promote the use of retrofit technologies.

Non-road mobile source projects also are eligible for CMAQ funding. Most notably, a considerable amount of CMAQ support has been directed to locomotive retrofit and the acquisition of clean locomotives, such as railyard switchers and shunters that fit the generator-set criterion (See Freight and Intermodal, Section VII. F. 4). The FHWA acknowledges that diesel retrofit projects may include non-road mobile source endeavors, which traditionally have been outside the Federal-aid process. However, the MAP-21 clarifies CMAQ eligibility for non-road diesel retrofit projects. Areas that fund these projects are not required to take credit for the projects in the transportation conformity process. For areas that want to take credit, the EPA developed guidance for estimating diesel retrofit emission reductions and for applying the credit in the SIP and transportation conformity processes.

Transportation projects that are part of an effort associated with EPA's Diesel Emissions Reduction Act (DERA) also may be eligible. Federal field offices, State DOTs, and other local sponsors should consult with the nearest

EPA Regional Office on projects that feature DERA elements or mutual funding with CMAQ.

In addition to retrofit projects, upgrading long-haul heavy-duty diesel trucks with EPA and/or CARB verified advanced technologies, such as idle reduction devices, cab and trailer aerodynamic fixtures, and single-wide or other efficient tires, has been demonstrated by the EPA's *Smart Way Transport Partnership Program* to reduce NO<sub>x</sub> emissions and save fuel. These strategies also are eligible for CMAQ support. Such projects funded directly by CMAQ that involve the private sector should be part of a PPP, as discussed in Section VII.C.

Many diesel retrofit projects involve private sector participation. Although standard match rates established in 23 U.S.C. 120 apply to these efforts, States and local governments are encouraged to seek a higher non-Federal match from those participants that ultimately will own the equipment. An even 50-50 split share between the Federal CMAQ and all other sources has been a frequent compromise for many past projects in this arena.

## 2. Idle Reduction

Idle reduction projects that reduce emissions and are located within, or in proximity to and primarily benefiting, a nonattainment or maintenance area are eligible for CMAQ investment. (The geographic requirement mainly applies to off-board projects, i.e., truck stop electrification (TSE) efforts.) However, if CMAQ funding is used for an on-board project (i.e. auxiliary power units, direct fired heaters, etc.) the vehicle—usually a heavy-duty truck—should travel within, or in proximity to and primarily benefiting, a nonattainment or maintenance area. Idle reduction devices are verified by the EPA.

There have been several instances where operating assistance funds have been requested for TSE services. The CMAQ funding for TSE projects has been limited to capital costs (i.e. deployment of TSE infrastructure). Operating assistance for TSE projects should not be funded under the CMAQ program since TSE projects generate their own revenue stream and therefore should be able to cover all operating expenses from the accumulated revenue.

Commercial idle reduction facilities cannot be located within rest areas of the Interstate right-of-way (ROW). The SAFETEA-LU initially provided for these facilities in the ROW. However, this provision was removed with the SAFETEA-LU Technical Corrections Bill that followed.

## 3. Congestion Reduction & Traffic Flow Improvements

Traffic flow improvements may include the following:

### *a. Traditional Improvements*

Traditional traffic flow improvements, such as the construction of roundabouts, HOV lanes, left-turn or other managed lanes, are eligible for CMAQ funding provided they demonstrate net emissions benefits through congestion relief.

### *b. Intelligent Transportation Systems*

ITS projects, such as traffic signal synchronization projects, traffic management projects, and traveler information systems, can be effective in relieving traffic congestion, enhancing transit bus performance, and improving air quality. The following have the greatest potential for improving air quality:

- Regional multimodal traveler information systems
- Traffic signal control systems
- Freeway management systems
- Electronic toll-collection systems
- Transit management systems
- Incident management programs.

The FHWA has provided a lengthier [discussion of the benefits](#) associated with various operational improvements.

### *c. Value/Congestion Pricing*

Congestion pricing is a market-based mechanism that allows tolls to rise and fall depending on available capacity and demand. Tolls can be charged electronically, thereby eliminating the need for full stops at tollbooths. In addition to the benefits associated with reducing congestion, revenue is generated that can be used to pay for a wide range of transportation improvements, including Title 23-eligible transit services in the newly tolled corridor.

Parking pricing can include time-of-day parking charges that reflect congested conditions. These strategies should be designed to influence trip-making behavior and may include charges for using a parking facility at peak periods, or a range of employer-based parking cash-out policies that provide financial incentives to avoid parking or driving alone. Parking pricing integrated with other pricing strategies is encouraged.

Pricing encompasses a variety of market-based approaches such as:

- **HOT lanes**, or High Occupancy Toll lanes, on which variable tolls are charged to drivers of low-occupancy vehicles using HOV lanes, such as the “FasTrak” Lanes on I-15 in San Diego and the recently converted I-394 in Minneapolis in which prices vary dynamically every 2 minutes based on traffic conditions.
- **New variably tolled express lanes** on existing toll-free facilities, such as the “91 Express Lanes” on State Route 91 in Orange County, CA.
- **Variable tolls on existing or new toll roads**, such as on the bridges and tunnels operated by the Port Authority of New York and New Jersey.
- **Network-wide or cordon pricing**, such as implemented in Stockholm, London, and Singapore.
- **Usage-based vehicle pricing**, such as mileage-based vehicle taxation being explored by the State of Oregon, or pay-per-mile car insurance.

As with any eligible CMAQ project, value pricing should generate an emissions reduction. Marketing and outreach efforts to expand and encourage the use of eligible pricing measures may be funded indefinitely. Eligible expenses for reimbursement include, but are 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, and support services, such as transit in a newly tolled corridor. Innovative pricing approaches yet to be deployed in the U.S. also may be supported through the [Value Pricing Pilot Program](#).

Operating expenses for traffic operating centers (TOCs) are eligible for CMAQ funding if they can be shown to produce air quality benefits, and if the expenses are incurred from new or additional capacity. The operating assistance parameters discussed in Section VII.A.2 apply.

Projects or programs that involve the purchase of integrated, interoperable emergency communications equipment are eligible for CMAQ funding.

#### 4. Freight/Intermodal

Projects and programs targeting freight capital costs-rolling stock or ground infrastructure-are eligible provided that air quality benefits can be demonstrated. Freight projects that reduce emissions fall generally into two categories: primary efforts that target emissions directly or secondary projects that reduce net emissions.

Successful primary projects could include new diesel engine technology or retrofits of vehicles or engines. See discussion in Section VII.F.1. Eligibility under CMAQ is not confined to highway projects, but also applies to non-road mobile freight projects such as rail.

Secondary projects reduce emissions through modifications or additions to infrastructure and the ensuing modal shift. Support for an intermodal container transfer facility may be eligible if the project demonstrates reduced diesel engine emissions when balancing the drop in truck VMT against the increase in locomotive or other non-highway activity. Intermodal facilities, such as inland transshipment ports or near/on-dock rail, may generate substantial emissions reductions through the decrease in miles traveled for older, higher-polluting heavy-duty diesel trucks. This secondary, indirect effect on truck traffic and the ensuing drop in diesel emissions help demonstrate eligibility.

The transportation function of these freight/intermodal projects should be emphasized. Marginal projects that support freight operations in a very tangential manner are not eligible for CMAQ funding. Warehouse handling equipment, for example, is not an eligible investment of program funds. Warehouses, themselves, or other similar structures, such as transit sheds, bulk silos or other permanent, non-mobile facilities that function more as storage resources are not eligible. However, equipment that provides a transportation function or directly supports this function is eligible, such as railyard switch locomotives or shunters that fall into the generator-set or other clean engine category. Similarly, large-scale container gantry cranes, or other heavy-duty container handling equipment that is a clear link in the intermodal process can be eligible as well. Also, on the ground operations side of aviation, the purchase or retrofit of airport handling equipment can be eligible, including baggage handlers, aircraft tow motors, and other equipment that plays a role in this intermodal link.

#### 5. Transportation Control Measures (TCM)

Most of the TCMs included in Section 108 of the CAA, listed below, are eligible for CMAQ funding. We would note that one particular CAA TCM, created to encourage removal of pre-1980 light-duty vehicles, is specifically excluded from CMAQ eligibility.

- i. Programs for improved public transit;
- ii. Restriction of certain roads or lanes to, or construction of such roads or lanes for use by, passenger buses or HOV;
- iii. Employer-based transportation management plans, including incentives;
- iv. Trip-reduction ordinances;
- v. Traffic flow improvement programs that reduce emissions;
- vi. Fringe and transportation corridor parking facilities serving multiple-occupancy vehicle programs or transit service;
- vii. Programs to limit or restrict vehicle use in downtown areas or other areas of emission concentration particularly during periods of peak use;

- viii. Programs for the provision of all forms of high-occupancy, shared-ride services;
- ix. 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;
- x. 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;
- xi. Programs to control extended idling of vehicles;
- xii. Reducing emissions from extreme cold-start conditions;
- xiii. Employer-sponsored programs to permit flexible work schedules;
- xiv. Programs and ordinances to facilitate non-automobile travel, provision and utilization of mass transit, and to generally reduce the need for SOV 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; and
- xv. 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.

## 6. Transit Improvements

Many transit projects are eligible for CMAQ funds. The general guideline for determining eligibility is whether the project increases transit capacity and would likely result in an increase in transit ridership and a potential reduction in congestion. As with other types of CMAQ projects, there should be a quantified estimate of the project's emissions benefits accompanying the proposal.

The FTA administers most transit projects. For such projects, after the FTA determines a project eligible, CMAQ funds will be transferred, or "flexed," from the FHWA to the FTA, and the project will be administered according to the appropriate FTA program requirements. Certain types of eligible transit projects for which FTA lacks statutory authority, such as diesel retrofit equipment for public school bus fleets, may be the responsibility of the State or other eligible project sponsor and are administered by FHWA.

### *a. Facilities*

New transit facilities (e.g., lines, stations, terminals, transfer facilities) are eligible if they are associated with new or enhanced public transit, passenger rail, or other similar services. Routine maintenance or rehabilitation of existing facilities is not eligible, as it does not reduce emissions. However, rehabilitation of a facility may be eligible if the vast majority of the project involves physical improvements that will increase transit service capacity. In such cases there should be supporting documentation showing an expected increase in transit ridership that is more than minimal. If the vast majority of the project involves capacity enhancements, other elements involving refurbishment and replacement-in-kind also are eligible.

### *b. Vehicles and Equipment*

New transit vehicles (bus, rail, or van) to expand the fleet or replace existing vehicles are eligible. Transit agencies are encouraged to purchase vehicles that are most cost-effective in reducing emissions. Diesel engine retrofits, such as replacement engines and exhaust after-treatment devices, are eligible if certified or verified by the EPA or California Air Resources Board (CARB). See discussion in Section VII.F.1. Routine preventive maintenance for vehicles is not eligible as it only returns the vehicles to baseline conditions. Other than diesel engine retro-

fits, other transit equipment may be eligible if it represents a major systemwide upgrade that will significantly improve speed or reliability of transit service, such as advanced signal and communications systems.

#### *c. Fuel*

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 under the CMAQ program. This includes fuels and fuel additives considered diesel retrofit technologies by the EPA or CARB. Purchase of alternative fuels is authorized in some States based on the continuation of a series of exemptions for uses expressly eligible for CMAQ funding under SAFETEA-LU section 1808(k) and certain provisions in subsequent appropriations acts. The maximum allowable assistance level and time limitation described in Section VII.A.2 will apply.

#### *d. Operating Assistance*

Operating assistance to introduce new transit service or expand existing transit service is eligible. The eligibility applies regardless of the size of the urbanized area (UZA) or whether a particular grantee is or was previously authorized to use funding under Chapter 53 of Title 49 U.S.C. for operating assistance. For a detailed discussion of operating assistance eligibility, including the changes brought about by MAP-21, please see Section VII.A.2 above.

#### *e. Transit Fare Subsidies*

The CMAQ funds may be used to subsidize regular transit fares in an effort to prevent the NAAQS from being exceeded, but only under the following conditions: The reduced or free fare should be part of a comprehensive areawide program to prevent such an anticipated exceedance. For example, “Ozone Action” programs vary in scope around the country, but they generally include actions that individuals and employers can take, and they are aimed at all major sources of air pollution, not just transportation. The subsidized fare should be available to the general public and may not be limited to specific groups. It may only be offered during periods of elevated pollution when the threat of exceeding the NAAQS is greatest; e.g., it is not intended for the entire high-ozone season. The fare subsidy proposal should demonstrate that the responsible local agencies will combine the reduced or free fare with a robust marketing program to inform SOV drivers of other transportation options. Because the fare subsidy is not strictly a form of operating assistance, it would not be subject to the 5-year limit.

## 7. Bicycle and Pedestrian Facilities and Programs

Bicycle and pedestrian facilities and programs are included as a TCM in section

108(f)(1)(A) of the CAA (42 U.S.C. 7408(f)(1)(A)). The following are eligible projects:

- Constructing bicycle and pedestrian facilities (paths, bike racks, support facilities, etc.) that are not exclusively recreational and reduce vehicle trips.
- Non-construction outreach related to safe bicycle use.
- Establishing and funding State bicycle/pedestrian coordinator positions for promoting and facilitating non-motorized transportation modes through public education, safety programs, etc. (Limited to one full-time position per State).

Bicycle and pedestrian programs that are not supported under 23 CFR Part 652, *Pedestrian and Bicycle Accommodations and Projects*, also are not eligible for CMAQ funding. For example, under 23 CFR 652.9(b)(3), a non-construction bicycle project does not include salaries for administration, maintenance costs, and other items akin to operational support under 23 CFR 652.9(b)(3), and, therefore, these are not allowable CMAQ costs.

Additional activities related to bicycle and pedestrian programs can be supported by other elements of the Federal-aid highway program. These efforts are described at the FHWA's [Bicycle and Pedestrian Programs Web site](#).

## 8. Travel Demand Management

Travel demand management (TDM) encompasses a diverse set of activities that focus on physical assets and services that provide real-time information on network performance and support better decisionmaking for travelers choosing modes, times, routes, and locations. Such projects can help ease congestion and reduce SOV use—contributing to mobility, while enhancing air quality and saving energy resources. Similar to ITS and Value Pricing, today's TDM programs seek to optimize the performance of local and regional transportation networks. The following activities are eligible if they are explicitly aimed at reducing SOV travel and associated emissions:

- Fringe parking
- Traveler information services
- Shuttle services
- Guaranteed ride home programs
- Carpools, vanpools
- Traffic calming measures
- Parking pricing
- Variable road pricing
- Telecommuting/Teleworking
- Employer-based commuter choice programs.

The CMAQ funds may support capital expenses and, as discussed in Section VII.A.2, up to 5 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 they are broken out as distinct line items.

Eligible telecommuting activities include planning, preparing technical and feasibility studies, and training. Construction of telecommuting centers and computer and office equipment purchases should not be supported with CMAQ funds.

## 9. Public Education and Outreach Activities

The goal of CMAQ-funded public education and outreach activities is to educate the public, community leaders, and potential project sponsors about connections among trip making and transportation mode choices, traffic congestion, and air quality. Public education and outreach can help communities reduce emissions and congestion by inducing drivers to change their transportation choices. More important, an informed public is likely to support larger regional measures necessary to reduce congestion and meet CAA requirements.

A wide range of public education and outreach activities is eligible for CMAQ funding, 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.

Using CMAQ funds, communities have disseminated many transportation and air quality public education messages, including maintain your vehicle; curb SOV travel by trip chaining, telecommute and use alternate modes;

fuel properly; observe speed limits; don't idle your vehicle for long durations; eliminate "jack-rabbit" starts and stops; and others.

Long-term public education and outreach can be effective in raising awareness that can lead to changes in travel behavior and ongoing emissions reductions; therefore, these activities may be funded indefinitely.

## 10. Transportation Management Associations

Transportation Management Associations (TMAs) are groups of citizens, firms, or employers that organize to address the transportation issues in their immediate locale by promoting rideshare programs, transit, shuttles, or other measures. The TMAs can play a useful role in brokering transportation services to private employers.

Subject to applicable cost principles under 2 CFR Part 225, CMAQ funds may be used to establish TMAs provided that they reduce emissions. Eligible expenses include TMA start-up costs and up to 5 years of operating assistance as discussed in Section VII.A.2. Eligibility of specific TMA activities is addressed throughout this guidance.

## 11. Carpooling and Vanpooling

Eligible activities can be divided into two types of costs: *marketing* (which applies to both carpools and vanpools) and *vehicle* (which applies to vanpools only).

- a. Carpool/vanpool marketing covers existing, expanded, and new activities designed to increase the use of carpools and vanpools, and includes purchase and use of computerized matching software and outreach to employers. Guaranteed ride home programs are also considered marketing tools. Marketing costs may be funded indefinitely.
- b. Vanpool vehicle capital costs include purchasing or leasing vans for use in vanpools. Eligible operating costs, limited to 5 years as set forth in Section VII.A.2, empty-seat subsidies, maintenance, insurance, administration, and other related expenses. Prorated cost sharing plans that establish grant proportions for undefined shares of capital and operating costs need to be broken down to the specific components or line items that establish the capital-operating shares.

The CMAQ funds should not be used to buy or lease vans that would directly compete with or impede private sector initiatives. States and MPOs should consult with the private sector prior to using CMAQ funds to purchase vans, and if private firms have definite plans to provide adequate vanpool service, CMAQ funds should not be used to supplant that service.

In accordance with 23 U.S.C. 120(c)(1), carpooling and vanpooling activities may be supported with up to 100 percent Federal funding, under certain limitations.

## 12. Carsharing

The MAP-21 specifically highlights carsharing projects in the amended section on traffic demand. These efforts involve the pooling of efficient, low-emission vehicles, provided to travelers who have occasional need for a vehicle but not the constant, daily necessity that demands ownership. As with any CMAQ project, sponsors need to

demonstrate an emissions reduction from the carsharing program. If a programwide emissions reduction cannot be demonstrated, CMAQ funding may be available to support vehicle costs under Alternative Fuels and Vehicles eligibility, discussed in Section VII.F.17.

### 13. Extreme Low-Temperature Cold Start Programs

Projects intended to reduce emissions from extreme cold-start conditions are eligible for CMAQ funding. Such projects include retrofitting vehicles and fleets with water and oil heaters and installing electrical outlets and equipment in publicly owned garages or fleet storage facilities.

### 14. Training

States and MPOs may use Federal-aid funds to support training and educational development for the transportation workforce. Such activities are subject to applicable cost principles in 2 CFR Part 225. The FHWA encourages State and local officials to weigh the air quality benefits of such training against other cost-effective strategies detailed elsewhere in this guidance before using CMAQ funds for this purpose. Training funded with CMAQ dollars should be directly related to implementing air quality improvements and be approved in advance by the FHWA Division office.

### 15. Inspection/Maintenance (I&M) Programs

Funds under the CMAQ program may be used to establish either publicly or privately owned I&M facilities. 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. The I&M program must constitute new or additional efforts, existing funding (including inspection fees) should not be displaced, and operating expenses are eligible for 5 years as discussed in Section VII.A.2.

States or other sponsors planning new or expanded I&M programs that incorporate other elements of a State's vehicle administrative function, e.g. registration, safety inspection, titling, etc., must remove these line items from the CMAQ project. These tasks are not linked to the CMAQ purpose and are, therefore, not allowable costs.

#### *Privately Owned I&M Facilities*

In States that rely on privately owned I&M facilities, State or local I&M program-related administrative costs may be funded under the CMAQ program as in States that use public I&M facilities. However, CMAQ support to establish I&M facilities at privately owned stations, such as service stations that own the equipment and conduct emission test-and-repair services, requires a PPP.

The establishment of "portable" I&M programs, including remote sensing, is also eligible under the CMAQ program, provided that they are public services, reduce emissions, and do not conflict with statutory I&M requirements or EPA regulations.

### 16. Innovative Projects

State and local organizations have worked with various types of transportation services to better meet the travel

needs of their constituents. These innovative projects also may show promise in reducing emissions, but do not yet have supporting data. The FHWA has supported and funded some of these projects as demonstrations to determine their benefits and costs. Such innovative strategies are not intended to bypass the definition of basic project eligibility, but seek to better define the projects' future role in strategies to reduce emissions.

For a project or program to qualify as an innovative project, it should be defined as a transportation project and be expected to reduce emissions by decreasing VMT, fuel consumption, congestion, or by other factors. The FHWA encourages States and MPOs to creatively address their air quality problems and to consider new services, innovative financing arrangements, PPPs, and complementary approaches that use transportation strategies to reach clean air goals.

Given the untried nature of these innovative projects, before-and-after studies should be completed to determine actual project impacts on air quality as measured by net emissions reduced. These assessments should document the project's immediate impacts in addition to long-term benefits. A schedule for completing the study should be a part of the project agreement. Completed studies should be submitted to the FHWA Division office within 3 years of implementation of the project or 1 year after the project's completion, whichever is sooner.

## 17. Alternative Fuels and Vehicles

The FHWA issued a memorandum in April 2011, covering the relationship between the required emissions reduction benefits of alternative fuel vehicles and the associated cost principles at 2 CFR Part 225. Essentially, this guidance illustrates the cost-benefit relationship between different vehicle types and functions and the air quality benefit provided as a cost basis under the CMAQ program. The memorandum, outlining the requirements in 23 U.S.C. 149, supports eligibility only for the incremental cost, limited to the marginal emissions-reducing elements of the alternative fuel vehicles that are acquired through PPPs or that are purchased by public sponsors.

Program funds may be used to support projects involving the alternative or renewable fuels defined in the Energy Policy Act of 1992 or the Energy Independence and Security Act of 2007. All standard eligibility criteria apply. Aside from fuel acquisitions that are part of a transit operating support effort, stand-alone purchase of any fuel-alternative or otherwise-is not an eligible CMAQ cost. However, the few exceptions provided by Section 1808(k) of SAFETEA-LU continue under MAP-21, subject to the limitation on operating assistance as described in Section VII.A.2.

Generally, CMAQ support for alternative fuel vehicle projects can be broken into the following areas:

### *Infrastructure*

Except as noted below, establishing publicly owned fueling facilities and other infrastructure needed to fuel alternative-fuel vehicles is an eligible expense, unless privately-owned fueling stations are in place and reasonably accessible. Fueling facilities can dispense one or more of the alternative fuels identified in section 301 of the 1992 Energy Policy Act or biodiesel, or provide recharging for electric vehicles. Additionally, CMAQ funds may support converting a private fueling facility to support alternative fuels through a public-private partnership agreement. In accordance with 23 U.S.C. 149(c)(2), and 23 U.S.C. 111, regarding the prohibition of commercial activities in the Interstate ROW, CMAQ-funds may be used to establish or support refueling facilities within the Interstate ROW, providing these services are offered at no charge.

*Non-transit Vehicles*

The CMAQ funds may be used to purchase publicly-owned alternative fuel vehicles, including passenger vehicles, service trucks, street cleaners, and others. However, only publicly owned vehicles providing a dominant transportation function can be fully funded, such as paratransit vans, incident management support vehicles, refuse haulers, and others. Costs associated with converting fleets to run on alternative fuels are also eligible. When non-transit vehicles are purchased through PPPs, only the cost difference between the alternative fuel vehicles and comparable conventional fuel vehicles is eligible. Such vehicles should be fueled by one of the alternative fuels identified in section 301 of the 1992 Energy Policy Act or biodiesel.

Eligible projects also include alternatives to diesel engines and vehicles. Alternative fuel vehicle projects that are implemented as diesel retrofits and involve the replacement of an operable engine-not standard fleet turnover-would be eligible for full Federal participation, i.e. an 80 percent Federal share of the full vehicle cost.

*Hybrid Vehicles*

Although not defined by the Energy Policy Act of 1992 as alternative fuel vehicles, certain hybrid vehicles that have lower emissions rates than their non-hybrid counterparts may be eligible for CMAQ investment. Hybrid vehicle models that are in part the focus of State legislation addressing HOV exemptions for alternative fuel and low emissions vehicles are considered eligible for CMAQ support. Other hybrid vehicles will be assessed on a case specific basis, as there is no specific EPA regulation available to rate the lower emissions and energy efficiency advantages of the models involved.

Projects involving heavier vehicles, including refuse haulers and delivery trucks, also may be appropriate for program support. Eligibility should be based on a comparison of the emissions projections of these larger candidate vehicles and other comparable models.

Owner Agency	Structure Number	Roadway Carried	Facility Under	Deficiency Classification	Sufficiency Rating
<b>ELIGIBLE FOR REPLACEMENT FUNDING</b>					
Phoenix	10048	Bell Rd Pedestrian	Bell Rd E/O SR 51	F	24.00
Phoenix	9320	PEORIA AVE	CAVE CREEK WASH	F	38.99
Phoenix	9198	44TH STREET	ARIZONA CANAL	F	42.79
Phoenix	8494	15TH AVENUE	GRAND CANAL	F	44.86
Phoenix	9175	19TH AVE	GRAND CANAL	F	45.08
Phoenix	9305	GLENDALE AVE	ARIZONA CANAL	F	46.22
Scottsdale	9648	64th St Driveway	Drain Channel	S	46.38
Scottsdale	9647	64th St Driveway	Drain Channel	S	46.39
Phoenix	9172	7TH AVE	SPRR, MADISON, JACKSON S	F	48.43
Phoenix	8528	SOUTH CENTER OP	SKY HARBOR BLVD WEST	F	48.98
<b>ELIGIBLE FOR BRIDGE REHABILITATION FUNDING</b>					
Phoenix	9192	16TH STREET	GRAND CANAL	F	50.69
Phoenix	9599	TATUM BLVD	INDIAN BEND WASH	F	52.15
Phoenix	9312	OSBORN RD	GRAND CANAL	F	52.72
Phoenix	9208	THUNDERBIRD RD	CAVE CREEK WASH	F	52.87
Phoenix	9205	CAMELBACK RD	ARIZONA CANAL	F	53.06
Phoenix	8527	NORTH CENTER OP	SKY HARBOR BLVD EAST	F	53.25
Phoenix	9321	W T-BIRD RD	SWEETWATER WASH	F	53.45
Phoenix	8509	SKY HARBOR BLVD E	SKY HARBOR BLVD WEST	F	53.50
Phoenix	8526	SOUTHWEST OP	SKY HARBOR BLVD WEST	F	53.92
Phoenix	9203	INDIAN SCHOOL RD	GRAND CANAL	F	54.22
Phoenix	9194	16TH STREET	DREAMY DRAW WASH	F	54.25
Phoenix	9201	THOMAS RD	GRAND CANAL	F	57.38
Scottsdale	9364	Thomas Rd & 64 St	Arizona Crosscut Canal	F	58.56
Phoenix	9309	24TH ST	WESTERN CANAL	F	59.71
Phoenix	9182	43RD AVE	ARIZONA CANAL	F	59.92
Maricopa Co	8021	Old US 80	Gila River	F	60.58
Phoenix	7983	VAN BUREN STREET	GRAND CANAL	F	61.09
Phoenix	9307	32ND ST	ARIZONA CANAL	F	61.39
Scottsdale	9582	Camelback Road	Indian Bend Wash	F	61.82
Phoenix	9188	7TH ST	ARIZONA CANAL	F	61.87
Phoenix	8513	NORTH EAST OP	SKY HARBOR BLVD EAST	F	62.23
Phoenix	8496	48TH STREET	ARIZONA CANAL	F	64.03
Phoenix	8529	PARKING ENT&EXITS	SKY HARBOR BLVD EAST	F	64.50
Scottsdale	9358	McDowell Road EB	Indian Bend Wash	F	65.18
Surprise	9127	Bell Road	Truck Overpass	F	66.00
Queen Creek	10089	Ocotillo Road	Queen Creek	S	67.26
Phoenix	9702	CACTUS ROAD	INDIAN BEND WASH	F	67.32
Tempe	9954	Mill Avenue SB	Salt River, Rio Salado P	F	68.00
Phoenix	9193	16TH STREET	ARIZONA CANAL	F	68.66
Phoenix	8511	CENTER FLYOVER	SKY HARBOR BLVD E & W	F	68.79
Phoenix	9440	51ST AVENUE	ARIZONA CANAL	F	69.23
Phoenix	7989	BELL ROAD	WASH	F	70.31
Phoenix	8530	PARKING ENT&EXIT	SKY HARBOR BLVD WEST	F	70.66
Phoenix	8575	WARNER-ELLIOT LP R	WASH (N. XING)	S	71.40
Phoenix	9177	19TH AVE	SWEETWATER WASH	F	71.50
Scottsdale	11220	117th Way	Wash	S	72.12
Phoenix	10109	McDowell Road	Old Crosscut Canal	F	72.46

Owner Agency	Structure Number	Roadway Carried	Facility Under	Deficiency Classification	Sufficiency Rating
Phoenix	9310	67TH AVE	GRAND CANAL	F	72.78
Phoenix	9311	27TH AVE	GRAND CANAL	F	73.54
Phoenix	9585	BELL ROAD	CAVE CREEK	F	74.36
Scottsdale	7776	Goldwater Blvd	No-Name Street	F	75.10
Scottsdale	9357	McKellips Road EB	Indian Bend Wash	F	75.10
Scottsdale	9353	IRR Pima Road	Arizona Canal	F	75.20
Phoenix	8989	29th Avenue	ACDC	F	75.23
Maricopa Co	9375	Broadway Rd EB	Tempe Canal	F	75.27
Maricopa Co	9384	Broadway Rd WB	Tempe Canal	F	75.27
Scottsdale	10482	McDowell Rd	Indian Bend Wash	F	75.46
Tempe	8665	Muni Golf Cse Rd	Western Canal	F	75.95
Phoenix	8493	12TH STREET	GRAND CANAL	F	75.98
Scottsdale	10359	Thomas Rd.	Indian Bend Wash Br WB	F	76.19
Phoenix	7981	AIRPORT UPPER RD.	AIRPORT LOWER ROAD	F	77.00
Scottsdale	8794	Doubletree Road EB	Doubletree Golf Course	F	77.11
Scottsdale	10472	Doubletree Road WB	Doubletree Golf Course	F	77.16
Scottsdale	10812	Mountain View Road	Wash & Golf Path	F	77.20
Scottsdale	10210	Thompson Peak Pkwy	Wash & Golf Path	F	77.48
Scottsdale	10211	Thompson Peak Pkwy	Wash & Golf Path	F	77.48
Scottsdale	10811	Mountain View Road	Wash & Golf Path	F	77.60
Maricopa City	10939	Smith-Enke Rd	Santa Rosa Wash	F	78.02
Scottsdale	9639	Indian School Rd	Indian Bend Wash	F	78.03
Glendale	10832	95th Ave	Bethay Home Outfall Channel	F	78.03
Maricopa City	10819	Smith-Enke Road	Santa Rosa Wash	F	78.04
Scottsdale	10481	McDonald Drive	Indian Bend Wash	F	78.09
Maricopa Co	11009	Olive Ave & BNSFRR	Reems Road Channel	F	78.38
Tempe	7874	Priest Drive	Salt River	F	78.97
Tempe	7875	Priest Drive	Salt River	F	78.97
Phoenix	7968	E SERVICE ROAD	EB SKY HARBOR BLVD	F	79.00
Phoenix	8508	25TH AVENUE	ARIZONA CANAL	F	79.18
Phoenix	8988	25TH AVENUE	ACDC	F	79.18
Scottsdale	10468	MCKELLIPS ROAD	INDIAN BEND WASH	F	79.25
Scottsdale	10373	Indian School Rd	Indian Bend Wash	F	79.31
Scottsdale	10078	105th Street	Wash	F	79.84
Tempe	7872	Priest Drive	Grand Canal & SPRR	F	79.86
Scottsdale	11237	Greenway-Hayden Rd	Golf Course	F	79.89

\* Deficiency Classification: F = Functionally Obsolete S = Structurally Deficient

\*\*Sufficiency Ratings are calculated by the FHWA based on bridge inspection data maintained by the

# MAG FEDERAL FUND PROGRAMMING GUIDELINES & PROCEDURES

## *Competitive Project Selection Process for MAG CMAQ Federal Funds*

Approved October 26, 2011<sup>i</sup>

### 100. Guiding Principles

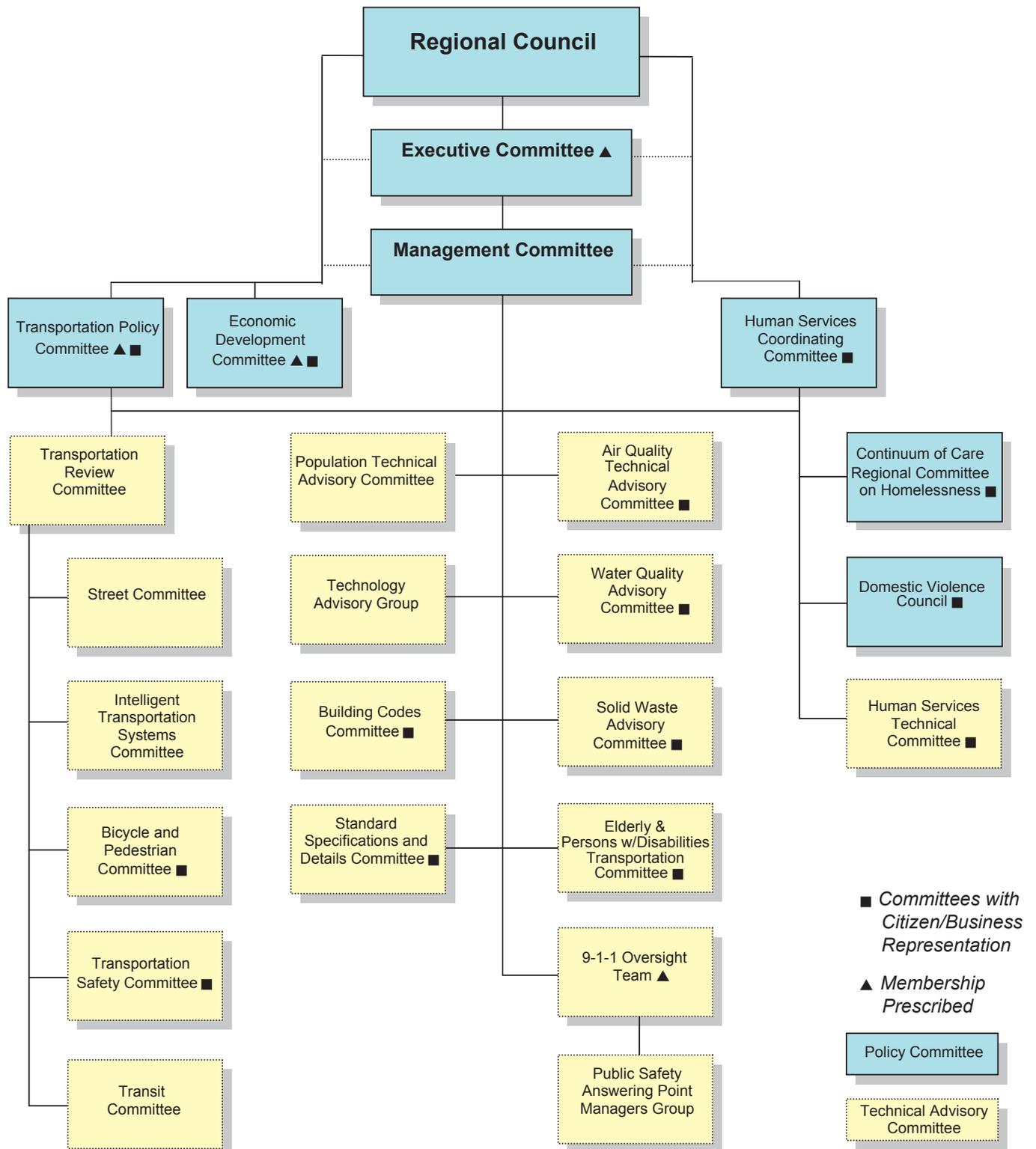
1. The MAG Federal Fund Programming Principles for the Region shall comply with federal laws. The Principles will be reviewed and updated for compliance as new state, and federal laws are adopted.
2. The MAG Federal Fund Programming Principles will incorporate policy direction, as appropriate from Regional Council approved MAG Transportation Plans.
3. The MAG Federal Fund Programming Principles and changes to the Principles will be approved through the MAG Committee Process including the Transportation Review Committee, the Management Committee, the Transportation Policy Committee, and the Regional Council. Please see **FIGURE A** for the MAG Committee Structure chart.
4. The MAG Federal Fund Programming Principles are applicable to Congestion Mitigation Air Quality (CMAQ) funded projects that are competitively selected and programmed through the MAG process. These projects compose part of the MAG Federal Fund Program.
5. The sliding scale for federal funding in Arizona sets the maximum share for federal highway funding at 94.3 percent of the total programmed cost of the project. Notwithstanding the current continuing resolution for the surface transportation act, all CMAQ funded projects programmed for FY 2015 or later will be programmed at a 94.3 percent federal match, with a local contribution of 5.7 percent. ITS, Bike and Pedestrian projects programmed in 2012-2014, were programmed at a 70% federal and a 30% local match, while paving projects programmed 2012-2014 were programmed at 94.3% federal and a 5.7% local match. Due to a shift in the economy, all projects programmed beginning in 2015 with CMAQ funds will be programmed at the maximum federal match level of 94.3% federal with a 5.7% local contribution as the costs are explained in the application.
6. The MAG Federal Fund Status Report will report on projects funded with Surface Transportation Program (STP), transportation enhancement funds (STP-TE)<sup>ii</sup>, CMAQ, Highway Safety Improvement Program (HSIP), and Safe Routes to School<sup>iii</sup>, however, the Federal Fund Programming Principles are only applicable to CMAQ funded projects.

i. Administrative Modifications completed July 13, 2012 to annotate new surface transportation authorization; MAP-21, minor adjustments to schedules, and FHWA recommendations.

ii. Under MAP-21, Transportation Enhancements will be incorporated into a new program; Transportation Alternatives.

iii. Under MAP-21, Safe Routes to School will be incorporated into a new program; Transportation Alternatives.

Figure A: MAG Committee Structure



7. Federal Obligation Authority (OA) is the total amount of federal funds that may be obligated in a given fiscal year. It expires at the end of each federal fiscal year. MAG attempts to utilize all OA, made available to the region to avoid the loss of federal funding and to ensure the competitiveness of the region in obtaining federal funding from statewide sources.
8. The development of federal funded projects will be monitored and reported on to ensure that OA is fully used, to increase prospects of receiving a share of redistributed obligation authority received by Arizona, to improve the timely completion of federal projects, and to provide feedback to MAG member agencies on implementation and the programming process.

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

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

## 200. Project Sponsor Responsibilities & Typical Timeline

Please review **Figure B and Figure C** for Typical Timelines for construction and non-construction/procurement projects.

### 200.1: Project Sponsor Responsibilities

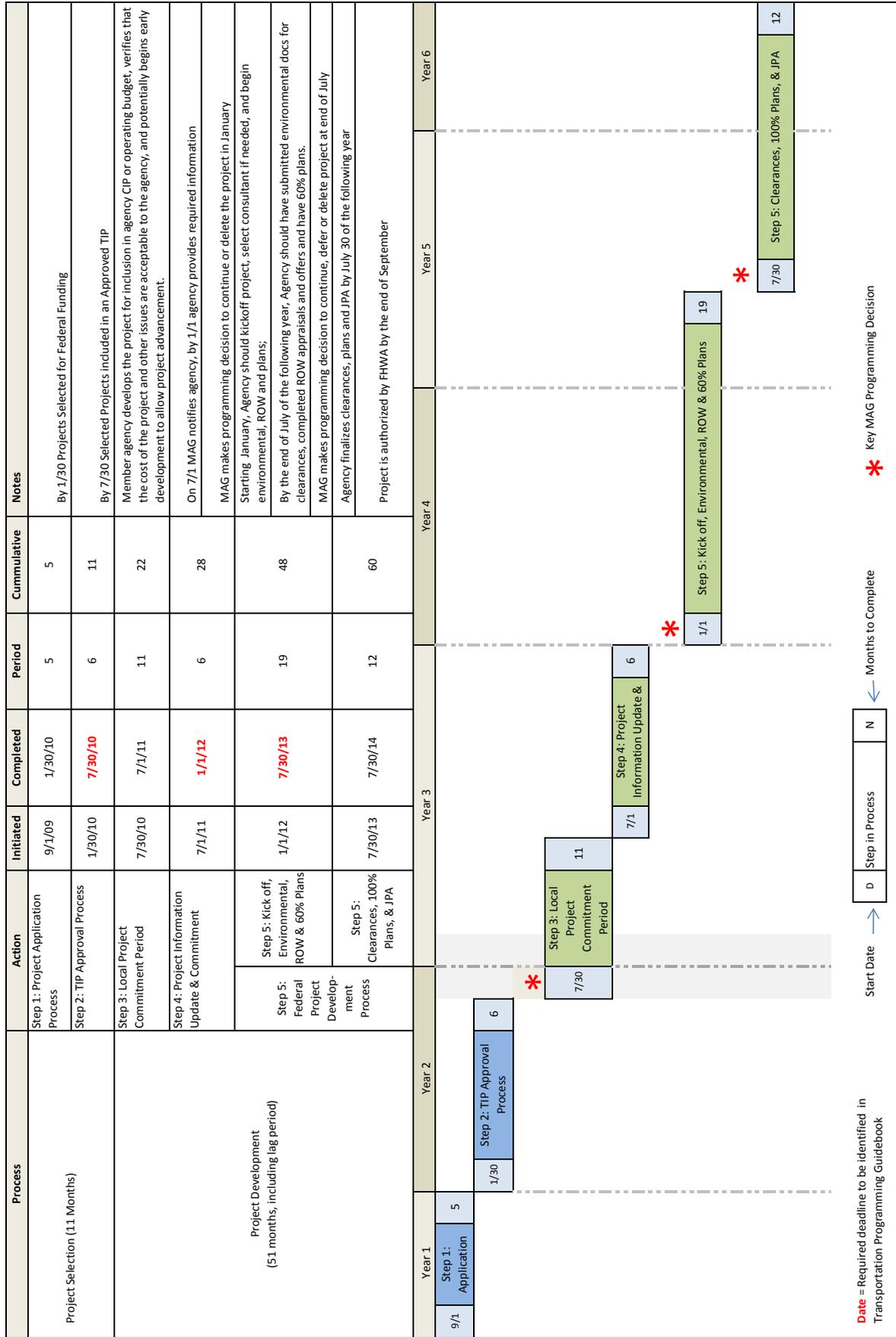
1. The project sponsor is responsible for all aspects of the federal project development process including:
  - a. the MAG Competitive application process,
  - b. Engineering and design of the project to the federal standards, and completion of federal required clearances. This review process is administered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

2. A typical timeline for federal projects, from the application process to federal obligation/authorization, is outlined below. This generally takes 5 years. Please note this does not include construction or procurement which occurs after federal obligation/authorization.

**Please see Figure B and Figure C for typical timelines for federal projects. There are two tables, one for construction projects, and one for non-construction/procurement projects.**

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

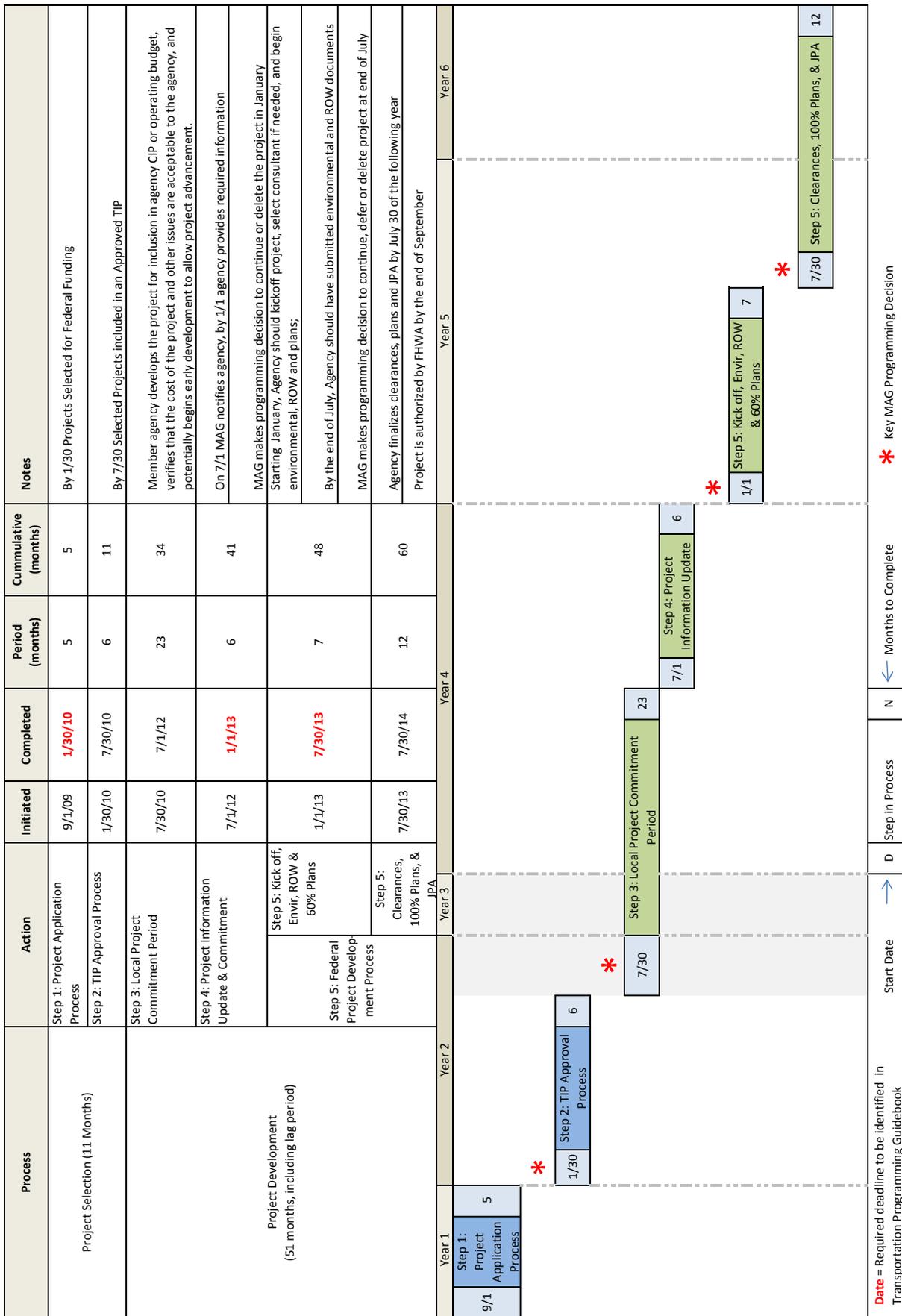
**Figure B: Typical Time Line for Obligation of Projects that Require Construction or Right-of-Way Acquisition<sup>1</sup>**



Footnotes:

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

**Figure C: Typical Time Line for Obligation of Design and Procurement Projects<sup>1</sup>**



Footnotes:

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

### 300. Regional Project Selection: Step 1 - 2

#### 300.1 - Step 1: Application Process:

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

**Figure D: General Schedule for Competitive Application Process**

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

- for required information. MAG staff will complete an application receipt indicating the date and time it was received, and whether the application was complete or incomplete.
- i. If the application is incomplete, the application receipt will note the incomplete fields.
  - ii. The sponsoring agency will have two working days to complete the incomplete fields. The due date and time to submit incomplete field information will be noted on the application receipt.
  - iii. If the sponsoring agency fails to provide the incomplete information and to re-submit the application by the due date and time, the application will be rejected.
- d. The application will also be submitted electronically for ease of data entry.
7. MAG staff will review the application to verify the eligibility of the project, and project components in the context of the current federal regulations following the receipt of the project applications.
- a. MAG staff will work with the Federal Highway Administration (FHWA) to determine eligibility for the requested project.
  - b. The current federal guidelines related to the CMAQ funding, which is available from, 'The Congestion Mitigation and Air Quality Improvement Program (CMAQ) under the SAFETEA-LU Interim Program Guidance' can be accessed online at: <http://www.fhwa.dot.gov/environment/cmaq06gd.pdf>. Copies are also available at MAG.
  - c. The new federal guidelines signed on July 2, 2012, Moving ahead for Progress in the Twenty-first Century (MAP-21) are effective on October 1, 2012 will be integrated into an update of this policy. Additional information will be available at: <http://www.fhwa.dot.gov/map21/>
  - d. If a project is not eligible under the current federal regulations, a notification will be sent to the project contact within two weeks.
  - e. If certain project components are not eligible under the current federal regulations, MAG staff will work with the jurisdiction to modify the project budget components for eligibility purposes. MAG staff and the sponsoring agency representatives will present and explain the original and modified application at the appropriate technical advisory committee.

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

1. MAG has an established project application, programming schedule, project evaluation process, and project selection process that are explained and published in *The Transportation Programming Guidebook*.
2. Complete and eligible project applications submitted for consideration in the MAG Federal Fund Program are processed through the MAG Committee Process for project evaluation and selection. This process includes an evaluation of the expected emissions reductions and cost effectiveness, a project evaluation process at the Technical Advisory Committees (TAC), and project selection through the MAG Committee Process: Transportation Review Committee (TRC), Management Committee, and Transportation Policy Committee (TPC) for review and recommendation, and then Regional Council for approval.

3. In accordance with federal CMAQ guidance, an evaluation of the expected emissions reductions and cost effectiveness is conducted for all proposed CMAQ funded projects by MAG staff for consideration by the Air Quality Technical Advisory Committee (AQTAC). The role of the AQTAC is to forward the evaluation of proposed CMAQ funded projects to the Transportation Review Committee (TRC) and the Technical Advisory Committees for use in prioritizing projects.
4. A Congestion Management Process (CMP) analysis will be conducted, as appropriate, during the project evaluation process. MAG has developed a CMP evaluation tool that will be integrated into the ranking process for Bicycle, Pedestrian, and Intelligent Transportation System (ITS) Projects.
5. The transportation project types and responsible technical advisory committees (TAC) are:
  - a. Bicycle & Pedestrian Projects that will be presented, reviewed, ranked at the Bicycle and Pedestrian Committee, and then forwarded to the TRC.
  - b. Intelligent Transportation System (ITS) Projects that will be presented, reviewed, and ranked at the ITS Committee, and then forwarded to the TRC.
  - c. Paving Unpaved Road Projects will be presented, reviewed, and ranked at the Street Committee, ranked at the Air Quality TAC, and then forwarded to the TRC.
  - d. PM-10 Certified Street Sweeper Projects will be reviewed at the Street Committee, ranked at the Air Quality TAC, and then forwarded to the MAG Management Committee.
  - e. In addition, the AQTAC will forward a ranking of Air Quality Projects to the Transportation Review Committee.
6. The TAC's role is to develop and administer a project evaluation process that involves a technical evaluation, project criteria analysis, and a qualitative assessment that is guided by the goals and objectives of the MAG Regional Transportation Plan (RTP), and Federal guidelines.
  - a. Each modal TAC will assess the application data provided to determine its reasonableness and accuracy for use in air quality effectiveness analysis.
  - b. The TAC is responsible to implement its project evaluation process and produce a ranked order list of project applications to be considered for Federal funding. The rank ordered list is then forwarded to the TRC.
  - c. Technical Advisory Committees cannot 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 **FIGURE E-1 through E-5** for flow charts.
  - a. At the first TAC meeting, the sponsoring agency will present the project and the TAC will review the application information.
  - b. If the committee would like further clarification on project information contained in the application, the project sponsor can answer clarification questions at the first meeting, and the project sponsor also has the opportunity to clarify information on the application for the second TAC meeting. The Committee cannot change scope, schedule, nor budget for requested funds.

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

amount listed in an approved TIP. Member agencies are responsible for any project cost increases.

- b. The application will allow members to ask for federal funding for all phases of the project. Yet, if funding is approved only for construction, the project sponsor must use local funds for the project development – design, clearances, right of way – in the years prior to construction. This will be reflected in the project phases as programmed in the TIP.

#### 400. Step 3: Local Project Commitment Period

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

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

##### 500.1 – Step 4: Project Information Update & Commitment

1. In July of each year, six months prior to project kick off, MAG will send the Sponsor Agency notification of the due date for obligation, and by December, the project sponsor must provide MAG with the following information:
  - a. An updated project development schedule as found in **FIGURE F**.
  - b. An updated scope for the project compatible with the programming of the project.
  - c. An updated project budget for the project including any costs not listed in the TIP such as design and right-of-way costs borne by the agency.
  - d. A commitment letter signed by the Manager/Designated Representative that local funds, staff time, and resources are committed to develop, obligate, implement, and complete the project as noted in the project development schedule.
  - e. A copy of an approved local Capital Improvement Program (CIP)/budget document that documents the project work phases and local funds committed to complete the project.

2. This information will be presented in the December – January Status Report.
3. The project will be deleted from the TIP if the project sponsor does not commit to the project and submit the required information for Step 4.
  - a. Funds from deleted projects will go back to the region to be reprogrammed.

### 500.2 - Project Development Schedule & Status Report

1. The project development schedule is the basis of the project tracking system and the dynamic TIP process. Please see **FIGURE F** for the project development milestone schedule.
2. ADOT has set a deadline for both certified accepted (CA) agencies and local governments to submit authorization/obligation requests by July 30th of the year they are programmed in the MAG TIP. This Dynamic TIP Process is based on meeting the June 30<sup>th</sup> obligation deadline of each year.
3. The project development schedule will be:
  - a. Initially developed in the project application;
  - b. Revised and committed to during Step 3-4, which happens prior to project kick-off, (30 months prior to scheduled obligation for construction projects or 18 months prior to scheduled obligation for non-construction projects); and
  - c. Reported on every six months during project development to obligation.
4. Every November - January and April – June, a status report based on the project development milestone schedule will be submitted through the MAG Committee Process for review and action. This report will serve as the basis for necessary actions for the dynamic TIP programming process related to moving, adding, or deleting projects in Tier 1, Tier 2 and Tier 3.
  - a. Due dates for project sponsor to provide project status information are approximately November 9-15<sup>th</sup> and May 31<sup>st</sup> of each year.
  - b. Each year, MAG will provide a schedule when information is due, which will be published in the MAG Transportation Programming Report.
  - c. Please see **FIGURE G** for a general schedule of due dates and process related to the dynamic TIP Process.
5. The December – January status report will focus on projects in 3<sup>rd</sup> year meeting Step 4: Information Update & Project Commitment and tracking progress on project development.
6. The May – July status report will focus on projects to be programmed in the upcoming fiscal year, and progress on project development.

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

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

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

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

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

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

**Tier 1** – CMAQ projects programmed and anticipated to obligate in the upcoming fiscal year. These projects will have the highest priority for obligation.

- a. For all construction projects to be programmed in Tier 1 for the upcoming fiscal year, it is required that three milestones are met:
  - i. Environmental clearance approved if the design is federally funded, otherwise the environmental clearance must have been submitted.
  - ii. In-house completed 60% Design/Engineering plans
- b. For right of way purchases, properties are inventoried and appraisals are complete. For procurement projects to be programmed in Tier 1 for the upcoming fiscal year, it is required that the environmental, right-of-way and project scoping documents needed to obtain the related clearance have been submitted.
- c. The project sponsor is required to submit a letter signed by the sponsor agency engineer of record for construction projects that design plans are at 60%, the date that the environmental clearance was approved or submitted depending on the funding used to design the project and a letter that certifies that the right of way (if applicable) is underway with properties inventoried and appraisals completed. For procurement projects the certified letter is to identify the dates that submittals were made for the scoping document, the environmental clearance document and the right-of-way clearances document. This information is due to MAG by June 1 – 10<sup>th</sup> for the June TRC meeting.
- d. There will be a two step TRC review process for Tier 1 projects.
  - i. At the June TRC meeting, project milestone information will be presented, discussed, and reviewed. If the committee would like further clarification on the information, the project sponsor can answer clarification questions at the first meeting, and the project sponsor also has the opportunity to clarify information for the second TRC meeting
    1. MAG Staff will provide the date for clarified information to be submitted to MAG in preparation for the second TRC meeting.
  - ii. At the July TRC meeting any revised information presented and action on projects for Tier 1 in the upcoming federal fiscal year of the TIP is recommended.
  - iii. Recommendations from TRC move forward to Management Committee and Regional Council in August.

**Tier 2** – CMAQ projects programmed in the TIP that are not in the upcoming fiscal year but could be advanced to obligate in the upcoming fiscal year. Projects in this category have second priority overall. Priority in the category will be based on completed milestones.

- a. For Tier 2 construction projects to be advanced into the upcoming fiscal year, it is required that three milestones are met
  - i. Environmental clearance approved if the project is federally funded, otherwise the environmental clearance have been submitted.
  - ii. In-house completed 60% Design/Engineering plans
  - iii. For right of way purchases, properties are inventoried and appraisals are completed
- b. For procurement projects to be included in Tier 2, it is required that the environmental, right-of-way and project scoping documents needed to obtain the related clearance have been submitted.
- c. The project sponsor is required to submit a letter signed by the sponsor agency engineer for construction projects that design plans are at 60%, the date that the environmental clearance was approved or submitted depending on the funding used to design the project, and a letter that certifies that the right of way (if applicable) is underway with properties inventoried and appraisals completed. For procurement projects the certified letter is to identify the dates that submittals were made for the scoping document, the environmental clearance document and the right-of-way clearances document. This information is due to MAG by August 1 – 10<sup>th</sup> for the August TRC meeting.
  - i. At the August TRC meeting, project milestone information will be presented, discussed, and recommendation to move Tier 2 projects into the upcoming federal fiscal year of the TIP.
  - ii. Recommendations from TRC move forward to Management Committee and Regional Council in September

**Tier 3** – Increased funding and projects is dependent on unprogrammed, deleted, available funds in the upcoming federal fiscal year. Policy will be set prior to any action related to specific projects.

- a. Tier 3 priorities will be determined during the June and July committee process, beginning at TRC. Tier 3 projects are dependent on unprogrammed, deleted, available funds in the upcoming federal fiscal year. Tier 3 priorities can be, but are not limited to the following options:
  - i. Increase in federal funds to projects due to obligate in the upcoming FFY
  - ii. Establish a list of projects to be funded with CMAQ. These projects have to be CMAQ eligible and ready to obligate in the upcoming FFY.
    - i. Design projects, procurement, advance constructed or designed local projects, etc.
    - ii. If there is a new construction project, it has to meet the milestone completion timelines identified in Tier 1 and Tier 2
  - iii. Work with the Arizona Department of Transportation (ADOT) to advance ADOT projects and allow carry forward of MAG CMAQ funds in order to protect project funding and alleviate the need to delete projects.

- b. Once the priority is decided, the projects related to the Tier 3 priorities will be advanced through the committee process in the August and September committee process.
- c. Any related project information related to the Tier 3 priority is due to MAG by August 1 – 10<sup>th</sup> for August TRC, which will be forwarded to Management Committee and Regional Council in September for action.

## 600: Project Deferrals and Deletions

1. Federal funds that are deleted from projects are returned to the region to be programmed in the appropriate modal category.
2. The project will be deleted from the TIP if the project sponsor does not commit to the project and submit the required information for Step 4.
3. Once the project is committed to and moves into Step 5, Project Development, it must show continuous progress toward project obligation.
4. If an agency does not show continuous progress on project development and it is in their control the project sponsor has a one-time deferral option. It is required that:
  - a. Demonstration of financial commitment (e.g. staff time, funds) by the agency to develop the project prior to the deferment decision,
  - b. Identification and explanation of specific problems or issues that have caused the delay (e.g. the actions of outside actors) or failure to achieve a required milestone, and
  - c. A revised schedule and plan that addresses the specific issues identified.
5. If an agency does not show continuous progress for a second time on project development and it is in their control, the project is deleted.
6. Project development actions that are 'in an agency's control', refers to actions for which a project sponsor has decision making authority, such as the allocation of funding and staff time, project management, scheduling decisions, and the coordination of the project with other projects in the agency's boundaries such as developer or other agency projects.
7. If there is not continuous progress on the project due to external factors that are not within a project sponsor's control, the decision to continue, reschedule, or delete a project will be based on the following factors:
  - a. Identification and explanation of specific problems or issues beyond the control of the agency other than financial issues that have caused the delay (e.g. the actions of outside actors) or failure to achieve a required milestone.
  - b. Demonstration of financial commitment (e.g. staff time, funds) by the agency to develop the project prior to the rescheduling or deletion decision.
  - c. The previous MAG status reports show that the agency has initiated development of the project and has worked continuously to develop the project for obligation.
  - d. A revised schedule and plan that addresses the specific issues identified.
  - e. If a project has been previously deferred, demonstration that the previous cause of delay has been addressed and/or explanation of why the revised approach will address the problem causing the delay.

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

## 700. Advancing Projects

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

## 800. Project Changes

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

4. Types of project changes that are not allowed to occur through a project change request:
  - a. Location or scope change:
    - i. A linear location change request that is greater than .25 miles.
    - ii. A change in a point location (intersection).
    - iii. A change in an area location.
    - iv. A change in scope that changes the project from its original intent as outlined in the project application request.
5. If a project is requesting a change that is not allowed, the project sponsor can complete a project application for the new project, and compete for the regional funds.
  - a. The federal funds will be deleted from the project, and the funds are returned to the region.
  - b. The competitive application process will be open for those funds. This will occur during the annual cycle of the competitive project application.
  - c. Any member agency can compete for the available funds by following the rules, process and requirements outlined in Section 200-300.
6. MAG staff will review the eligibility of the project change request to determine if it meets federal guidelines.
7. MAG staff will review the impact of the project change request on conformance with the TIP and RTP.
8. MAG staff will also review, analyze, and summarize how the project change request will impact the CMAQ evaluation and other criteria the TAC has established.
9. Once a project change request has been approved through the MAG Committee Process, the TIP is amended/modified, and the changes are sent forward to ADOT and FHWA to amend/modify the STIP.

## 900. Appeals Process

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

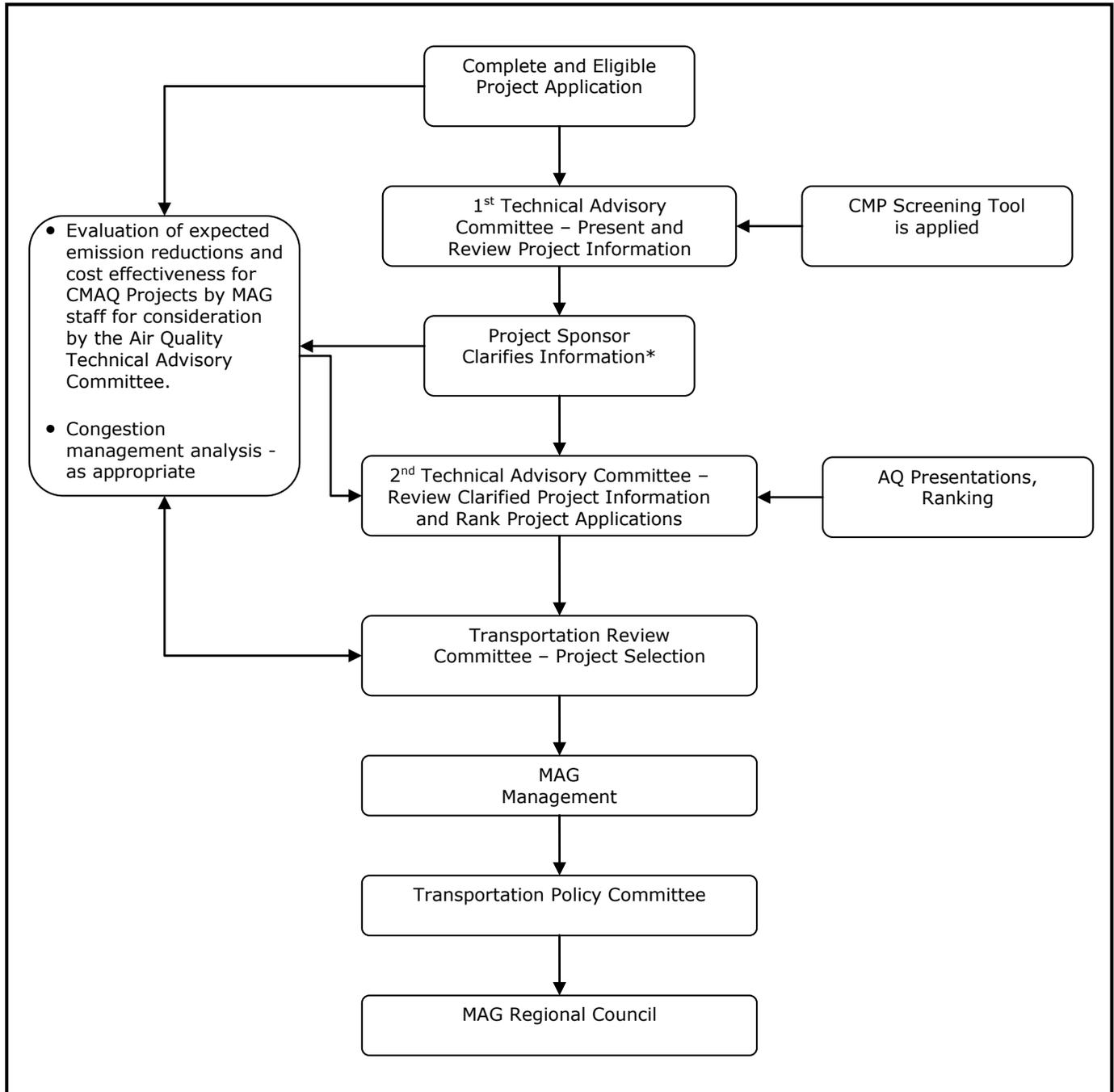
5. The Regional Council will take action to delete, defer or continue the project as currently programmed.

### 1000. Post Obligation Policies

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

Figure E-1

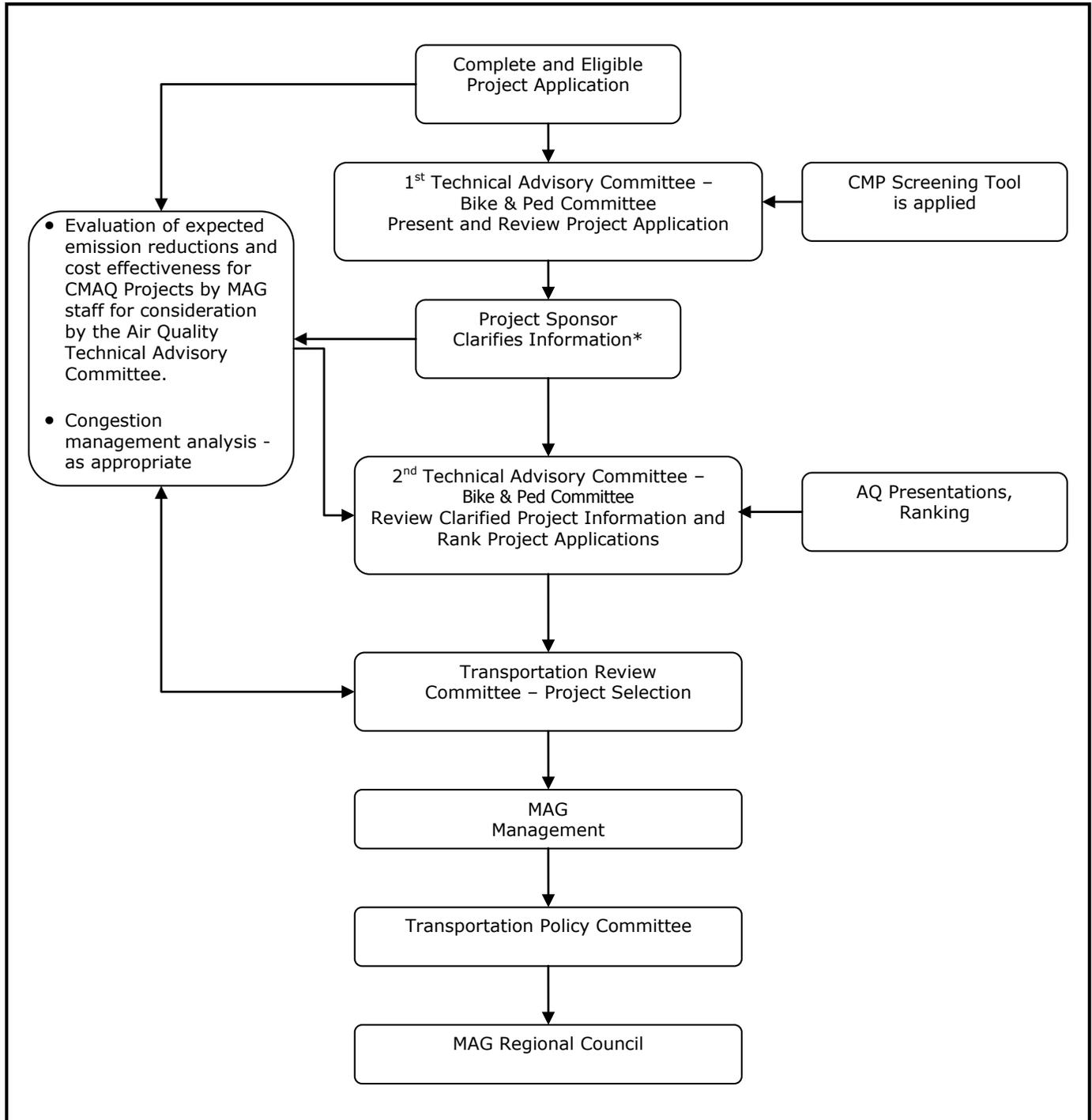
Flowchart – Competitive Project Selection Process for MAG Federal Funds



\*If needed

Figure E-2

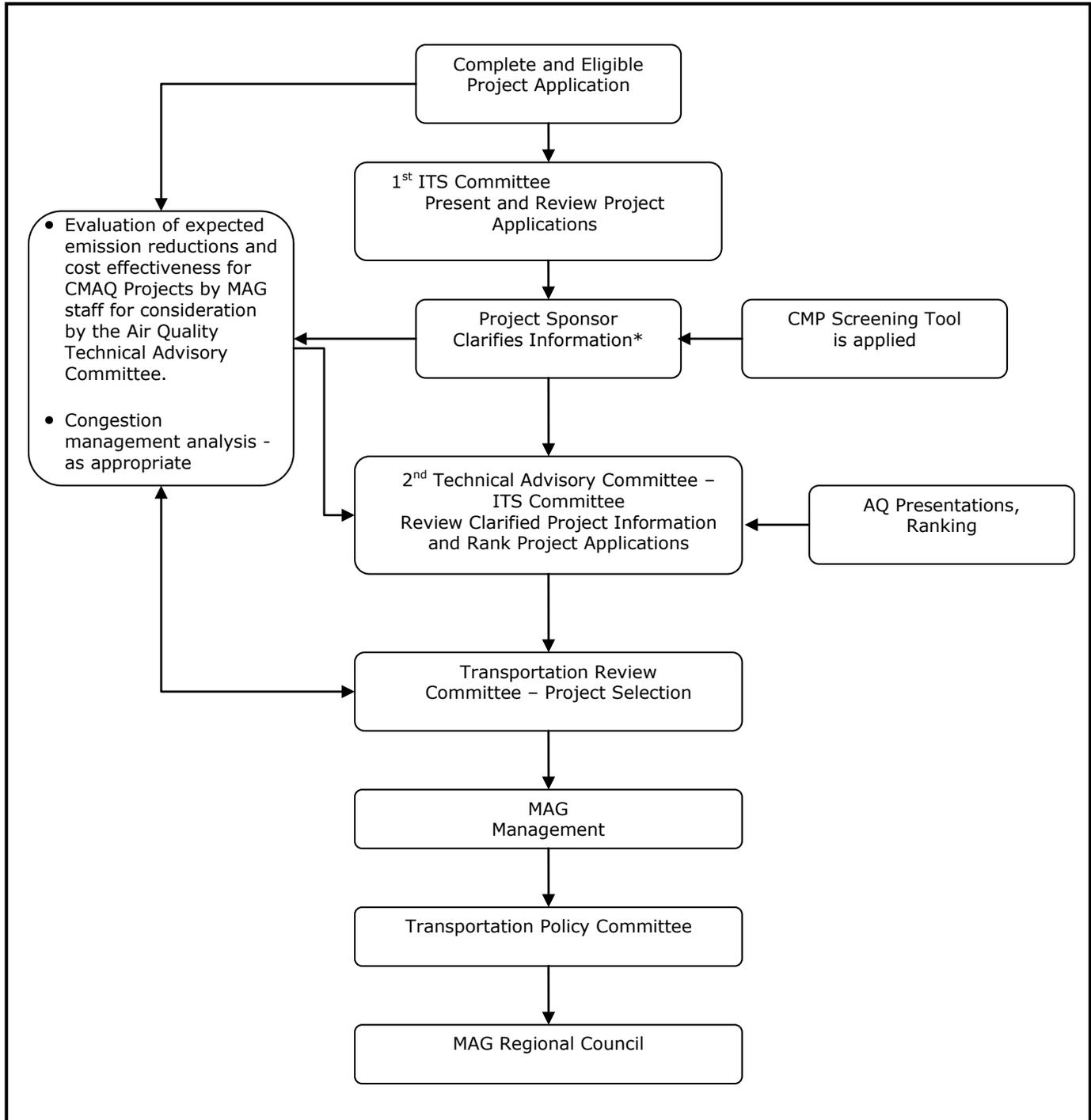
Flowchart – Competitive Project Selection Process for MAG  
BICYCLE AND PEDESTRIAN PROJECTS



\*If needed

Figure E-3

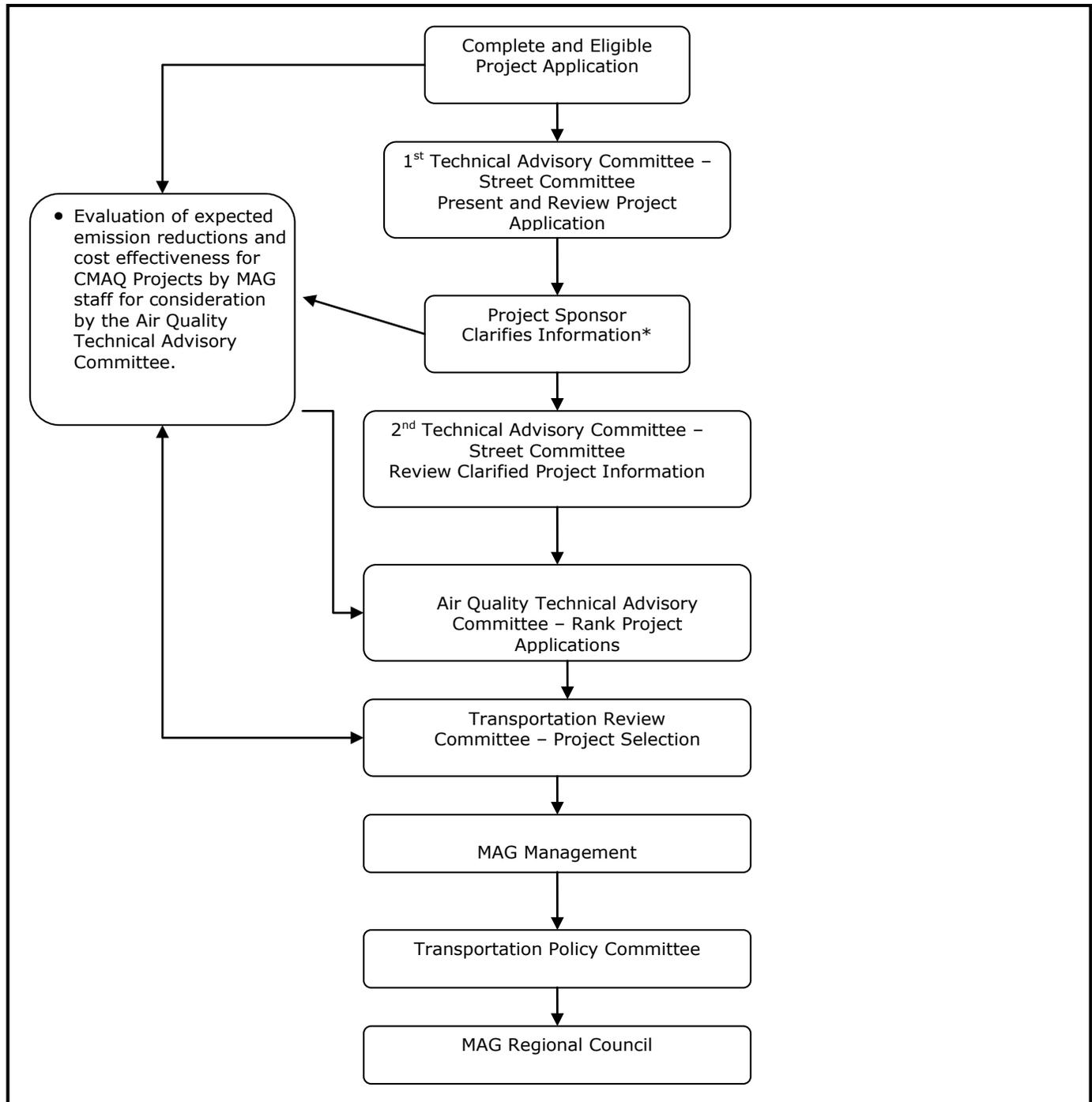
Flowchart – Competitive Project Selection Process for MAG INTELLIGENT TRANSPORTATION SYSTEM (ITS) PROJECTS



\*If needed

Figure E-4

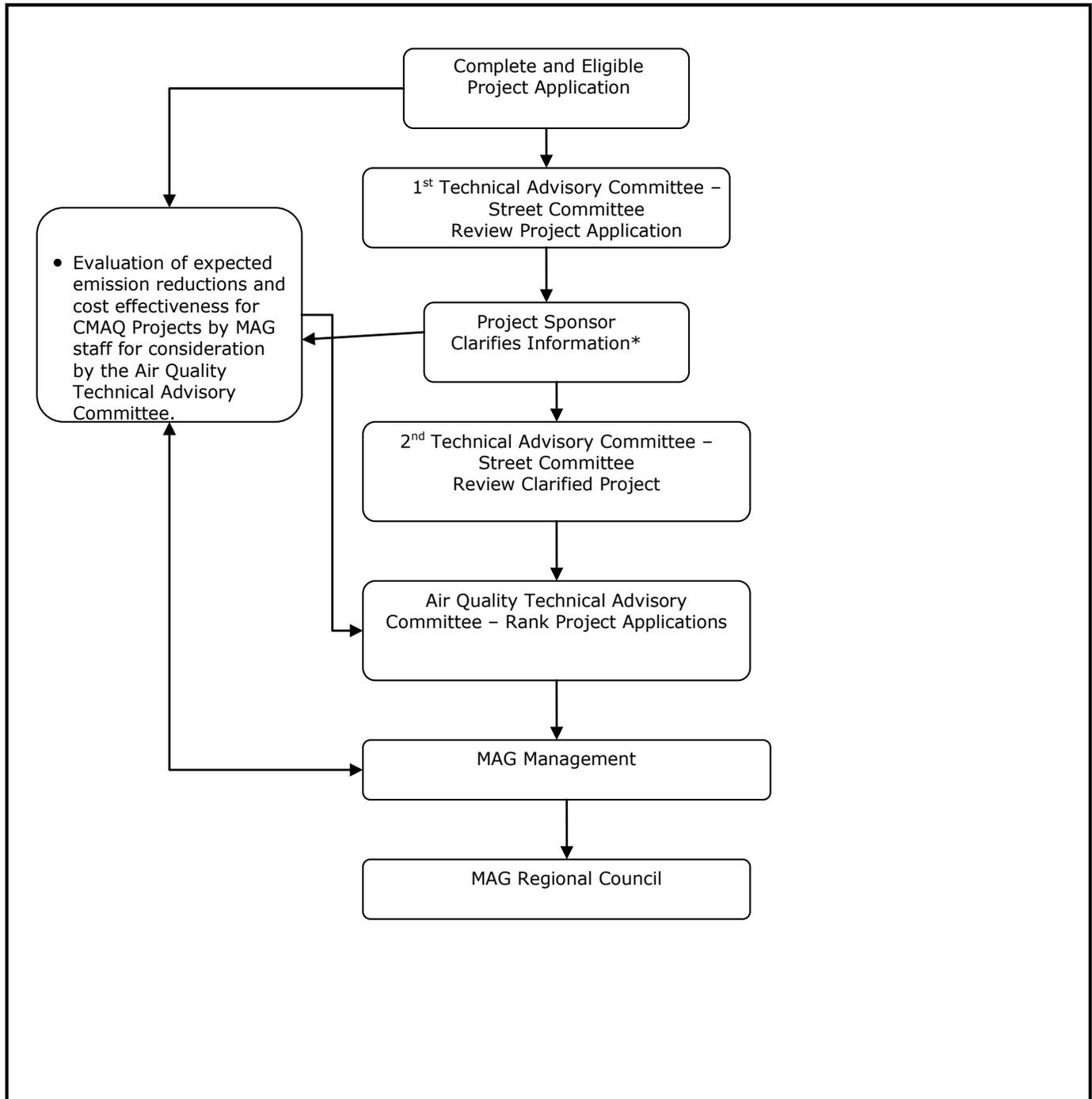
Flowchart – Competitive Project Selection Process for MAG Federal Funds  
PAVE UNPAVED ROAD PROJECTS



\*If needed

Figure E-5

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



\*If needed

**Figure F: Project Schedule**

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

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

Figure G: Sample Annual Schedule for Dynamic TIP Process for Federal Funded Projects



SCHEDULE

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

## DEFINITIONS

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

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

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

**Congestion Mitigation and Air Quality (CMAQ) Improvement Program** - Congestion Mitigation and Air Quality Program are federal funds that are available for projects that improve congestion and air quality in areas that do not meet clean air standards ("non-attainment" areas). The transportation projects and programs that are eligible under the Congestion Mitigation and Air Quality Improvement Program are: Transportation Control Measures (TCMs), Extreme Low-Temperature Cold Start Programs, Alternative Fuels, Congestion Relief & Traffic Flow Improvements (ITS projects and programs), Transit Improvements, Bicycle and Pedestrian Facilities and Programs, Travel Demand Management, Public Education and Outreach Activities, Transportation Management Associations, Carpooling and Vanpooling, Freight/Intermodal, Diesel Engine Retrofits, Idle Reduction, Training, I/M Programs, and Experimental Pilot Projects. The current federal guidelines related to the available CMAQ funding for the Competitive Project Selection Process for MAG can be accessed online at: <http://www.fhwa.dot.gov/map21/guidance/guidecmaq.cfm>.

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

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

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

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

**'In an Agency's Control'**, - Actions for which a project sponsor has decision making authority, such as the allocation of funding and staff time, project management, scheduling decisions, and

the coordination of the project with other projects in the agency's boundaries such as developer or other agency projects

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

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

**MAG Committee Process** – For purposes related to this document and process: Transportation Review Committee, the Management Committee, the Transportation Policy Committee, and the Regional Council. Please see FIGURE A

**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.

**MAP-21** – On July 6, 2012, President Barack Obama signed the Moving Ahead for Progress in the Twenty First Century Act. MAP-21 authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 2-year period 2013-2015. <http://www.fhwa.dot.gov/map21/>

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

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

**SAFETEA-LU** - On August 10, 2005, President George W. Bush signed the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009.<sup>1</sup>

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

**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 Bicycle and Pedestrian Committee. Please see **FIGURE A**.

CloseoutRequest

## Project Closeout Request Form

### Application Purpose and Scope:

This form is used to solicit project requests to use federal transportation funding made available by the deferral, abandonment and deobligation of federally funding projects. The minimum requirement for project request are as follows:

1. Projects that can/will complete the federal design review and clearance process by: **Friday, June 27, 2014**
2. Projects that are eligible under MAG and Federal policies to receive: **CMAQ and MAG-STP**

### Instructions:

Requests for closeout funding occur twice a year as part of the dynamic programming process. The due dates for closeout requests are as follows:

1. Tier 2 and 3 Closeout Due Date: **To Be Determined**

To request closeout funding, the applicant needs to complete Parts A and B of this form and provide an updated project workbook. Project requests (e.g. this workbook plus an updated workbook) should be e-mailed to the one of the following address:

<mailto:tkennedy@azmag.gov>  
<mailto:state@azmag.gov>

Project workbooks, including a blank workbook for new projects, is located on the MAG website at the following address:

[To Be Determined](#)

If you have any questions, please contact Teri Kennedy or Stephen Tate at one of the e-mail addresses above or call them at (602) 254-6300.

### Section A: Applicant Contact Information

Name of Agency:  Name of Requestor:   
 Telephone:  E-Mail Address:

### Section B: Request Type Information

1. Add new federally funded project to the TIP:
2. Increase funding for a federally funded project in the TIP:
3. Advance all or part of a federally funded project from a future year:
4. Please enter the total additional federal funds requested

5. Request justification/explanation:

Please attach an updated project workbook.

**TIP Information:** The following lists TIP information for the project. A spreadsheet listing of all projects for the TIP may be downloaded from the MAG website at link below:

Project Template.xls

[Link](#)

Location	TIP ID	Work Description	TIP ID	Fiscal Year	Funding	Federal	Local	Total	Note
Requested Change									

**Key Factors Affecting Scheduling:** The following lists basic information that would affect timelines for obligation.

Type of Work to be Obligated	Type of Environmental Clearance Needed	Funding Source for the Design	Times Deferred

**Project Information:** Enter information for all applicable phases of the project - e.g. design, right-of-way and construction. Please note that there may not be TIP listing information for all phases as a member agencies may forgo including locally funded phases in the TIP. However, this information should be included in order to provide MAG with information of the agency's commitment to obligate the project in the year programmed in the TIP.

Location	Used by the Project Development Team	Work Description Used by the Project Development Team	TIP ID	TRACS Number	Fed Aid Number	Agency CIP or Operating Budget Listing		Note
						ID	Fiscal Year	
1							Total Funding Allocated	
2								
3								
4								
5								
6								
7								
8								
9								
#								

Project

Project Template.xls

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

Phase	Step	Critical Deadline	Actual/Planned Date		Status	Notes
			Start	End		
Design	Construction - Only					
	Preliminary Project Assessment					
	Design Concept Report					
	30 Percent Plans					
	60 Percent Plans	Draft Plans, 7/999*				
Construction Or Procurement	95 Percent Plans					
	Plans, Specifications & Estimates	Completed, 7/1/**				
Environmental	Hazmat Report	Submitted, 7/999*				
	Biological Report	Submitted, 7/999*				
	Cultural Report	Submitted, 7/999*				
	Envir Document/Clearance	Submitted, 7/999* and Completed 7/1/0**				
Right-of-Way	Inventory Completed	Submitted, 7/999*				
	Acquisitions Completed					
Other	ROW Clearance	Completed, 7/1/0**				
	Utilities Clearance	Completed, 7/1/0**				
	Materials Memo	Completed, 7/1/0**				
	IGA/JPA (Typically at least requires 6 months, Not applicable for CA Agencies)	Completed, 7/1/0**				
	Authorize Project	Authorized, 9/30/0***				

\* MAG requirement for the project to be kept in the year programmed. If the project has been previously deferred, the project will be deleted if it fails to meet this deadline.

\*\* ADOT requirement to insure that the State can re-allocate funding to insure that federal obligation authority is not lost (meets "use it or lose it" federal requirements).

\*\*\* Expiration date for the authority to authorize federal funding - federal "use it or lose it" provision.

Schedule

Project Template.xls

**Contact Information:** Please enter contact information for all project managers who will work on the project, including if applicable the consultant project manager and the ADOT manager who will be responsible for reviewing and/or forwarding the obligation to FHWA for approval.

Project Manager Name	Agency Name or Firm Represented	Phone Number	E-Mail Address	Note
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Contacts



SCHEDULE

<b>Federal Fund Project Workbooks, Commitment Letters, Closeouts and Transfers</b>		
<b>2014</b>		
October	3	Workbooks and Commitment Letter Requirements with Letter samples sent to agencies
November	21	Workbooks and Commitment Letters DUE.
	27	Happy Thanksgiving!
December		Workbook information is compiled and verified.
<b>2015</b>		
January	5	Mail out for Street Committee, Status Reports Due.
	13	Street Committee—review of status reports.
	12-16	Financial evaluation of the FY2015 and FY2016 funding levels.
	29	TRC: Reviews and recommends Project status reports. Reviews closeout of FFY2014 proposals if needed.
February	11	Management Committee: Reviews and recommends Project status reports. Reviews closeout of FFY2014 proposals if needed.
	18	TPC: Reviews and recommends Project status reports. Reviews closeout of FFY2014 proposals if needed.
	25	RC: Reviews and recommends Project status reports. Reviews closeout of FFY2014 proposals if needed.
March	10	Street Committee
	11	Management Committee
	18	TPC
	25	RC
April	3	Federal Fund Project Workbooks: Requirements with Letter sent to agencies
	14	Street Committee
	15	Management Committee
	22	TPC
	24	<b>Federal Fund Project Workbooks DUE.</b>
	29	RC
	30	TRC
May	1	<b>List of CMAQ Transit projects for FFY2015 Flex Funding: Due to MAG.</b>
	14	Transit Committee: Review list of CMAQ Transit projects for FFY2015 Flex Funding.
	6	Draft Status Report Generated.
	12	Street Committee: Walk in Status Report if needed.
	13	Management Committee
	20	TPC
	21	Due Date: Mail out for TRC: Project Status Report Due.
	27	RC
	28	TRC: Review list of CMAQ Transit projects for FFY2014 Flex Funding. Review Status Reports.

Continued.

June	9	Street Committee
	10	Management Committee: Review list of CMAQ Transit projects for FFY2014 Flex Funding. Review Status Reports.
	17	TPC: Review list of CMAQ Transit projects for FFY2014 Flex Funding. Review Status Reports.
	24	RC: Review list of CMAQ Transit projects for FFY2014 Flex Funding. Review Status Reports.
	25	Prepare and submit the List of Transit projects for annual CMAQ Transfer.
July	8	<a href="#">Street Committee: Canceled</a>
	15	ADOT report to MAG due on projects that Authorized for FFY2014.
	16	Prepare and submit the List of Transit projects for early annual CMAQ Transfer, if needed.
	21	RC EXC: List of Transit projects for early annual CMAQ Transfer, if needed.
	24	Evaluate Federal Funds: Send Tier 2 notice if needed, Send CMAQ cancelation TIP change letters.
<i>Schedule is subject to change.</i>		



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