

September 1, 2020

TO: Members of the MAG Street Committee

FROM: Patrick Stone, Transportation Improvement Program Supervisor

SUBJECT: 2020 CALL FOR PROJECT REVIEW REQUIREMENTS

The September 8, 2020 MAG Street Committee meeting has been cancelled; at the October 13, 2020 meeting, the committee will meet to review federal funding applications for PM-10 Paving Unpaved Roads, PM-10 Certified Street Sweepers, and the Pinal County Arterial-Bridge program. In lieu of a presentation that would have been given at the September committee meeting, this memo provides committee members with background on the project review process and presentation requirements.

## **Background**

At 1:00 p.m. on October 13, 2020, the MAG Street Committee will meet to review project applications for funding in the following categories:

- PM-10 Paving Unpaved Roads,
- PM-10 Certified Street Sweepers, and
- Pinal County Arterial-Bridge Program.

Applications for these categories were made available to member agencies on July 30, 2020 and submitted applications are due to MAG by 10:00 a.m. on Thursday, September 10, 2020. MAG will not accept late applications.

## **PM-10 Paving Unpaved Roads**

Beginning this year MAG member agencies are using an online data entry to submit applications for federal Congestion Mitigation and Air Quality (CMAQ) funded roadway, shoulder, alleys and access point paving projects. To be eligible for this funding the proposed paving project must be located in a nonattainment area for PM-10 or PM-2.5 and be on or related to a public roadway. A public roadway is a facility owned by a public agency, open year round to traffic without undue restriction and passible using a four-wheel passenger car.

Prior to the meeting, MAG staff will determine funding eligibility. Projects deemed not eligible will be rejected from consideration and sponsors will be notified prior to the Street Committee meeting.

MAG staff will also determine whether project applications are complete. If an application is determined not complete, MAG staff will provide the applicant with a two-day grace period to provide a completed application.

MAG staff may also conduct site visits. If MAG staff conducts a site visit, they will inform the applicant of the results of the site visit. If necessary, applicants may change their applications in light of the site visit.

On Thursday, September 17, 2020, MAG staff will post on the MAG website all eligible and complete applications received. Staff will also notify members of the Street Committee of the posting and request that members review the applications and, as appropriate, provide MAG staff with comments and questions. Applicants will respond to these questions and comments at the Street Committee meeting on October 13, 2020. The source of the questions and comments will be anonymous.

Staff will prepare meeting presentations from materials included in the applicant's application. Each presentation will include the following:

- A general location map or picture
- A map of the project
- A cross section of the planned paving
- Two or three pictures of the site to be paved

Member agency staff will present their applications. As required by the *MAG Federal Fund Programming Guidelines*, consultants may only present an application if the agency contracts out for staffing. Consultants may also be on hand to answer technical questions. Presentations will be limited to five minutes.

After each presentation, the Committee may ask questions and MAG staff will ask for responses to questions and comments received prior to the meeting. If the Committee identifies substantial issues needing clarification or correction, the applicant has two days to correct the application.

As required by the *Guidelines*, the Committee will determine the following for each application.

1. The project is defined in sufficient detail to allow technical review,
2. The project is free from fatal flaws that would prevent it from being implemented,
3. The schedule laid out for the project, including locally funded work phases is reasonable and adequate for the year the project is requested to be authorized,

4. Cost estimates for the project are reasonable, accurate and account for all work phases and fees necessary to complete the project, and
5. Performance data (e.g. ADT, miles of sweeping) or surrogate measures used to determine performance is reasonable and well documented.

Once the review of applications is complete, MAG staff will convey the applications to the Air Quality Technical Advisory Committee (AQ TAC) for cost effectiveness scoring. Project selection is based on air quality cost effectiveness scores.

### **PM-10 Certified Street Sweepers**

MAG member agencies use an online data entry form for CMAQ funded PM-10 Certified Street Sweepers. To be eligible, the street sweeper to be purchased must be identified as a certified PM-10 street sweeper and operate in a PM-10 nonattainment area. If the request is to replace an existing PM-10 sweeper, the replaced sweeper must have been in service at least eight years, or recorded 12,000 service hours, or 96,000 miles of operation.

MAG staff will determine the eligibility and completeness of applications prior to the meeting. If an application is incomplete, the applicant will have a two day grace period to complete the application.

MAG staff will post complete and eligible applications on Thursday, September 17, 2020 for Committee review and comment. Staff will convey comments and questions received to the Committee when the application is considered. The source of the comments will be anonymous.

At the project selection meeting, applicants will not provide presentations. Instead, Staff will announce the name of each sweeper application and any comments received. After each announcement, Committee members may engage in a question and answer session with applicants. If changes are needed the applicant will have two days to correct the application.

Once the review of applications is complete and applicants have corrected applications, MAG staff will convey the comments made at the Street Committee on the applications to the Air Quality Technical Advisory Committee (AQTAC). The Air Quality Technical Advisory Committee will review the air quality evaluation and cost effectiveness of the proposed projects. . Cost effectiveness scores are used to select projects.

### **Pinal County Arterial-Bridge Program**

The Pinal County Arterial-Bridge Program provides federal Surface Transportation Block Grant Program funds for projects in the MAG planning area that are located in Pinal County. To be eligible for the funding, projects must be located on a roadway classified as a major collector or above. In addition, the project must accomplish one or more of the following:

- Expand capacity,
- Rehabilitate an existing roadway,
- Rehabilitate an existing bridge, or
- Improve a traffic intersection.

MAG staff will determine prior to the meeting that applications received are complete and eligible for the funding. If the project is incomplete, the applicant will have two days to correct the application.

MAG staff may conduct site visits. If MAG staff conducts a site visit, MAG staff will inform the applicant of the results of the site visit. If necessary, applicants may change their applications in light of the site visit.

On Thursday, September 17, 2020, MAG staff will post on the MAG website all eligible and complete applications received. MAG staff will notify members of the Street Committee of the posting and request that members review the applications. As appropriate, Committee members may provide MAG staff with comments and questions. Applicants will respond to these questions and comments at the upcoming Street Committee. The source of the questions and comments will be anonymous.

Along with the posting, MAG staff will provide the Committee with a data form to assess applications. Members should complete the data form prior to the meeting and update it as necessary after hearing applicant presentations.

At the Street Committee meeting on October 13, 2020, each applicant will be responsible for presenting their application. After each presentation, MAG staff will read off the comments and questions received prior to the meeting, and Committee members may engage in a question and answer session. If changes are needed, the applicant will have two days to correct the application.

Upon conclusion of presentations, MAG staff will collect qualitative data forms from Committee members. Project selection is based solely on scores from a project selection tool. Quantitative data from the applications and qualitative data from the Committee is used in the tool. If there is sufficient time, MAG staff will update the tool at the meeting and provide the Committee with a list of selected projects.

If you have questions or need additional information, please contact Steve Tate at [state@azmag.gov](mailto:state@azmag.gov) or 602-452-5010.