



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

**MEMO TO: ADMINISTRATIVE AND EXECUTIVE COMMITTEES
ADMINISTRATIVE COUNCIL AND EXECUTIVE BOARD**

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: March 25, 2021

SUBJECT: APRIL 1, 2021 JOINT ADMINISTRATIVE-EXECUTIVE COMMITTEE MEETING

Please see the details below for the conference call which has been scheduled for action items that need to be approved in between the regularly scheduled meetings. All members are invited and welcome to participate and provide their input; however, only the officers may make motions and vote. The call-in information is located at the bottom of the agenda.

Thursday, April 1, 2021 at 9:00 a.m.
SEAGO Main Office
1403 W. Highway 92
Bisbee, Arizona

If you have any questions, please contact me at (520) 432-5301 x 202 or send an e-mail to rheiss@seago.org.

	AGENDA	<u>PAGE</u>
1.	Call to Order/Introductions	
2.	Call to the Public	
3.	Discussion and possible action to approve Draft SEAGO Region 2022-2026 TIP – Chris Vertrees	1
4.	Discussion and possible action to approve SEAGO Annual Work Program and Budget (FY22/23) – Chris Vertrees	3
5.	Adjournment	

Attachments: Draft SEAGO Region 2022-2026 TIP; Draft SEAGO FY22-23 Work Program; FY 2022-23 SEAGO Annual Work Program Budget

Direction may be given to SEAGO staff on any item on the agenda.

Call-in information:

Dial 1-800-326-0013
Conference ID No.: 5682213

Press *6 to mute and unmute your phone line



ADMINISTRATIVE AND EXECUTIVE COMMITTEE

MEMO TO: ADMINISTRATIVE & EXECUTIVE COMMITTEES
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: MARCH 25, 2021
SUBJECT: DRAFT SEAGO REGION 2022-2026TIP

On March 18, 2021, the SEAGO TAC approved the SEAGO Region 2022-2026 Transportation Improvement Program (TIP). The SEAGO Region 2022-2026 TIP needs be submitted to ADOT by **July 1, 2021**. Due to the forty-five (45) day public participation process, the 2022-2026 Draft TIP needs to be approved at this meeting for submission to ADOT by July 1, 2021.

The following adjustments to the 2021-2025 TIP were made in the drafting of the 2022-2026 TIP:

- All projects listed as Obligated in 2020 section of the TIP have been removed.
- All FY 2021 projects that are expected to obligate by June 30, 2021, have been moved to the Obligated in 2021 section of the TIP.
- **CCH 21-01 – Cochise County (Charleston, Double Adobe, Barataria Rds - E & C Rumble Strips)**
The County and ADOT requested that the Design phase for this project be moved from FY22 to FY23 and the Construction Phase of this project be moved from FY23 to FY24. No changes were made to project/phase costs.

Attachments: Draft 2022-2026 TIP for Public Comment

Action Requested: Information Only Action Requested Below:

A motion to approve the Draft SEAGO Region 2022-2026 TIP.

TIP YEAR	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WM - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	HURF EXCHANGE	LOCAL MATCH	OTHER FUNDS	TOTAL COST			
2022	SCC 21-01	Smith Cruz County	Pendleton Drive - Roadway/ DIP Elimination	.25 miles	Construction	Minor Arterial	2	2	HSIP	\$424,350		\$25,650		\$450,000			
	CLF21-01	Town of Clifton	Chase Creek Bridge #1 Replacement	.01 mile	Construction	Rural Local	2	2	Off System Bridge	\$726,821		\$43,933		\$770,754			
	GGH 21-01	Graham County	Golf Course Road, Cottonwood Wash Road - Shoulders and Rumble Strips	5.1 miles	Construction	Major Collector	2	2	HSIP	\$1,992,408		\$112,797		\$2,105,205			
	GGH BR-02	Graham County	Ft. Thomas River Structure No. 8131 Phase 3		Construction	Minor Collector	2	2	Off System Bridge	\$692,011		\$36,389		\$699,400			
	TOTAL FOR 2022																
	2023	CCG 21-01	Godhise County	Charleston, Double Adobe, Barataria Rds - E & C Rumble Strips	10.7 miles	Design	Major Collector	2	2	HSIP	\$264,000		\$0		\$264,000		
		NOG 20-02	City of Nogales	Nogales High School	3 miles	Construction	N/A	N/A	N/A	CRAG	\$891,135		\$53,865		\$945,000		
		TOTAL FOR 2023															
		2024	TOTAL FOR 2024														
			TOTAL FOR 2025														
2025	TOTAL FOR 2025																
	SAFEAN TOTALS																
FUNDING OBLIGATED IN 2021																	
SAF12-02	City of Safford	20th Ave, Phase II	Relation St to Golf Course Rd	63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$3,653,581		\$220,842		\$3,874,423			
DCS17-01	City of Douglas	Chino Road Extension Phase 2	Charleston Road from Tombsone to 4.8 miles south of Tombsone; Double Adobe Road from SR 80 to Frontier	.85 miles	Construction	Urban Minor Arterial	2	2	STP	\$2,829,000		\$171,000		\$3,000,000			
2026	TOTAL FOR 2024																
	TOTAL FOR 2025																
	SAFEAN TOTALS																
2026	CLF21-01	Town of Clifton	Chase Creek Bridge #1 Replacement	.01 mile	Design/PDA	Rural Local	2	2	Off System Bridge	\$273,179		\$16,512		\$289,691			
	SCC 21-01	Smith Cruz County	Pendleton Drive - Roadway/ DIP Elimination	.25 miles	Design/PDA	Minor Arterial	2	2	HSIP	\$241,408		\$14,592		\$256,000			
	GGH 21-01	Graham County	Golf Course Road, Cottonwood Wash Road - Shoulders and Rumble Strips	5.1 miles	Design	Major Collector	2	2	HSIP	\$212,245		\$12,055		\$224,300			
	TOTAL FOR 2021																
	Future Construction Projects																
	CCG12-10	Godhise County	Davis Rd. Improvements	Davis Road MP 13	1 mile	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$924,560		\$55,885		\$980,445		
	CCG15-01	Godhise County	Davis Rd. Improvements	Davis Road MP 5	0.61 miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$1,045,000		\$63,165		\$1,108,165		
	TBD	City of Wilcox	Bisbee Ave	729 N. Bisbee Ave to 165 S. Bisbee Ave	0.57 miles	Design	Rural Major Collector	2	2	STP	\$4,715		\$285		\$5,000		
	TBD	City of Wilcox	Bisbee Ave	729 N. Bisbee Ave to 165 S. Bisbee Ave	0.57 miles	Construction	Rural Major Collector	2	2	STP	\$720,526		\$44,157		\$774,683		



ADMINISTRATIVE AND EXECUTIVE COMMITTEE

MEMO TO: ADMINISTRATIVE & EXECUTIVE COMMITTEES
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: MARCH 25, 2021
SUBJECT: SEAGO ANNUAL WORK PROGRAM AND BUDGET (FY22/23)

SEAGO's Annual Work Program is due to ADOT on May 1, 2021. The following are changes to the FY 22/23 Work Program in comparison to our FY 2020/21 Work Program:

Work Element 1: Public Involvement

- No changes

Work Element 2: Highway Performance Monitoring System (HPMS) Data

- No changes

Work Element 3: Data Collection

- Minor updates were made to the circular references under the air quality section and minor updates were made to effective dates and wording that did not change COG requirements.

Work Element 4: Transportation Improvement Program

- No changes

Work Element 5: Regional Planning Coordination

- Work Task 5.4 (SEAGO Region Transit Emergency Coordination Plan): This element includes the Scope of Work for the SEAGO Region Transit Emergency Coordination Plan that was awarded by ADOT on December 28, 2021.
- Work Task 5.6 (Pavement Assessment and Asset Management Plan): SEAGO has requested ADOT funding to conduct a Pavement Assessment Study and to develop a Roadway Asset Management Plan for the Region. This element includes the Scope of Work for the project.

Work Element 6: Coordinated Mobility Program, Section 5310

- This complete work task was eliminated due to the COG's no longer receiving 5310 funding under the WP. This funding loss is being offset through additional funding to our Mobility Management Program.

Work Element 7: Section 5311, Rural Public Transportation Program

- This Work Element is now Work Element 6. No changes were made to language or content.

Work Element 8:

- This Work Element requires that direct expenses associated with travel and training (including conferences) must have prior written approval via an approved WP.

SEAGO Annual Work Program Budget

- We have a two year budget. Year 1 is more detailed. Year 2 reflects base programs that are expected to continue. Year 2 will be reviewed and updated next March to include any carry-over funding and new grants awards.
- Our FTA Section 5310 line item has been removed.
- Our FTA Section 5311 was unchanged from last year.
- ADOT has indicated that it will end Section 5310, Coordinated Mobility Program funding next fiscal year.
- The HPMS, Data Collection, Transportation Improvement Program, and Regional Planning Coordination budget line items were unchanged from last year.
- The Cochise Transit Consolidation Study line item has been removed. The project will be completed by June 30, 2020.
- The Regional Transit Emergency Coordination Plan has been added as a line item in the Work Program Budget.
- The Santa Cruz County Regional Transportation Authority Feasibility Study Phase1 has been delayed due to COVID-19. This project will carry-over next year.
- The Pavement Assessment and Asset Management Plan has been added as a line item in the Work Program Budget.

I will be glad to answer any questions that you may have involving our Annual work Program and/or Budget.

Attachments:

- SEAGO FY 22/23 Annual Work Program
- SEAGO Annual Work Program Budget (FY 22/23)

Action Requested: Information Only Action Requested Below:

A motion to approve SEAGO's FY22/23 Annual Work Program and Budget

Southeastern Arizona Governments Organization

Two-Year Work Program

State Fiscal Years 2022 - 2023

July 1, 2021 – June 30, 2023

I. Work Program Purpose

Biennially the Arizona Department of Transportation Multimodal Planning Division (ADOT MPD) prepares a Work Program (WP) for each Council of Government (COG) including required elements to be undertaken with federal funds distributed by ADOT in accordance with the Work Program Agreement terms and conditions. The WP Agreement requires each COG to comply with all applicable Federal and State requirements. This WP describes transportation planning activities to be conducted by the COG between July 1, 2021 and June 30, 2023.

II. Work Program Approval Schedule

ACTIVITY/EVENT	DATE	RESPONSIBILITY
Begin Working on Draft WP	December-January	COG & ADOT
ADOT Provides First WP Draft to COG	March 1	ADOT
WP Comments to ADOT Regional Planner	March 31	COG
Regional Council Approval of WP (Optional)	May 22	COG
Final WP Due to Regional Planner	May 22	COG
SPR / STBG Funding Authorization Request Letters to MPDAuthorization@azdot.gov	May 22	COG
Final Invoice for WP ending June 30	July 30	COG

III. Work Elements – Transportation Planning

Work Element 1: Public Involvement

1.1 Public Involvement Plan:

The COG will develop a public involvement plan that will guide outreach activities to stakeholders including agency staff, elected officials, the public, transportation providers and human service agencies, and other interested parties. In compliance with Federal and State regulations, the public involvement plan will address outreach for COG activities that occur throughout the fiscal year. Activities include development and amendment of the COG TIP and ADOT STIP, participation in ADOT planning studies such as the statewide long-range plan, and transportation coordination planning activities, including support for regional coordination councils that meet the FTA requirements.

1.2 Public Involvement Activities:

Public involvement activities will include the following:

- Conduct public involvement activities, as defined by the public involvement plan, as appropriate and feasible based on the development of the Plan;
- Demonstrate compliance with public involvement activities, such as the required minimum 45-day review period for the Transportation Improvement Program (TIP)

1.3 Consultation:

Consultation activities will include the following:

- Activities will include consultation with non-metropolitan elected officials and appointed officials with responsibility for transportation, public meetings, appropriate notification, and other elements;
- Follow guidelines set forth in ADOT policy document Consultation with Non – Metropolitan Local Officials found at: <http://www.azdot.gov/mpd/TCROpolicy.asp>;
- For areas that do not meet the National Ambient Air Quality Standards, coordinate with ADOT Air Quality staff to comply with interagency consultation requirements.

1.4 Web Site:

Maintain the COG Web site with current and accurate data. The Web site will include, at a minimum, the following:

- Organizational chart;
- Name, title, and contact information for each staff member;
- Membership lists for the Technical Advisory Committee, Regional Council/Executive Board, and any other COG committees. The lists will include the name, title, and contact information for each member;
- Dates, locations, agendas, and minutes for the meetings of each committee. Agendas shall be posted a minimum of 24 hours before the scheduled meeting. Minutes shall be posted within 5 days of approval;
- Transportation Improvement Program, to include all subsequent amendments. Within 30 days of approval TIP amendments must be posted in compliance with federal regulations (23 CFR 450);
- Transportation coordination planning activities to include meeting schedules, agendas and minutes, provider information and current plans;
- Public involvement activities;
- Files or links to relevant planning studies conducted by the COG, ADOT, or member agencies; and
- Ensure that accurate data on public transit and human service agency transportation programs and services, whether operated by public, private for-profit, or private non-profit entities, is collected, maintained, and posted for use of stakeholder agencies.

1.5 Travel

Expected travel under this work element includes:

- Travel to Executive Board and Administrative Council Meetings for review and approval of the annual updates to our Title VI Public Involvement Plan.
- Travel to Executive Board and Administrative Council Meetings for review and approval of our FY21 Draft TIP for Public Comment.
- Travel to City Councils and County Board of Supervisors meetings to support planning activities.
- Travel to non-profit Executive Board, Chamber of Commerce, College/University Programs, other community service agencies to support SEAGO public outreach efforts.
- Travel to ADOT, FHWA, FTA, and locally sponsored ADA, Civil Rights, EEOC, DBE, Title VI Training.

Work Element 2: Highway Performance Monitoring System (HPMS) Data

2.1 HPMS Traffic Data Collection and Reporting

2.1.1 Minimum Traffic Count Data Collection and Update Cycle Requirements

The ADOT HPMS program requires updated traffic counts at minimum cycles as follows:

Functional System	Current Minimum Count Cycle ¹	Volume ² Counts?	Vehicle Classification ³ Count?
Interstates and Other Freeways/Expressways	3-year	Yes	Yes
Ramps (on- and off-ramps)	6-year	Yes	Not required
Other Principal Arterials	3-year	Yes	Yes
Minor Arterials	6-year	Yes	Needed on NHS Connectors ⁴ and Sample Panels
Major Collectors	6-year	Yes	Needed on NHS Connectors and Sample Panels
Urban Minor Collectors	6-year	Yes	Needed on NHS Connectors and Sample Panels
Local and Rural Minor Collectors	Not required	Not required	Not required
Sample Panels ⁵	Based on roadway functional classification	Yes	Yes

Source: This table has been developed from ADOT traffic monitoring policy and guidance in the HPMS Field Manual, December 2016.

Notes:

¹Performing Volume and Classification counts more frequently than the above stated minimum count cycle requirements is permissible and even encouraged—particularly in high growth areas.

²Volume Counts are performed to count the total number of vehicles, and often do not identify vehicle classification types. Total volumes are used by ADOT to develop Annual Average Daily Traffic (AADT) estimates.

³Vehicle Classification Counts for HPMS are traffic counts grouped into FHWA's 13 vehicle classification categories. Vehicle classification counts are volume counts but provide more detail by distributing total traffic volumes into vehicle type categories. Note that FHWA and ADOT encourage collection of the more detailed vehicle classification counts wherever possible.

⁴In Arizona, all Principle Arterials are on the National Highways System (NHS). NHS *Connectors* can exist off the Principle Arterial network to connect the primary NHS to other nationally significant intermodal facilities. A listing or map of NHS Connector locations can be provided upon request to ADOT.

⁵HPMS Sample Panels are a representative selection of road sections from the total network of functionally classified roads where more detailed data reporting is required for HPMS. Total traffic volume counts are required on all functionally classified roads and inform annual changes/additions to the selection of Sample Panels. Full bidirectional 15-minute bin vehicle classification traffic counts are required at Sample Panel locations which then facilitates reporting of peak hour and directional factors, as well as truck traffic statistics. A listing or map of Sample Panel locations can be provided upon request to ADOT.

ADOT is responsible for HPMS and traffic count collection data. COGs are not responsible for HPMS and traffic count collection data. However, ADOT encourages all COGs and LPAs to continue traffic data collection for their own purposes and to supplement the State's needs on a voluntary basis.

Any COG or LPA-collected traffic data for purposes of uploading to our Traffic Count Data System (TCDS) database, must meet the following requirements:

- Traffic volumes should be collected directionally and aggregated to 15-minute bins that allow for calculation of peak hour and directional factors.
- All short-term traffic counts must be at least 48-hour duration. Traffic counts must also be collected on days that are representative of typical traffic volumes so counts can effectively be calculated to an accurate estimate of annualized ADT volumes during the year-end traffic data processing and HPMS assembly.
- A comprehensive set of updated traffic count data shall be collected at a frequency no less than the minimum count cycle stated in the above table (i.e., a 3-year cycle for principal arterials and a 6-year cycle for minor arterials and collectors).
- ADOT shall coordinate with local agencies wherever and whenever there are sample panel counts taken on non-state owned HPMS sample panel sections. The COG and member agencies shall participate and cooperate in

coordinating with ADOT (or their contractor) on these sample panel section counting efforts and in securing any local agency required permits.

- Local traffic counting programs already in existence at the COG or local level are urged to continue. Where updated traffic count results are already available or planned to be available, this provision strongly encourages the COG to share that data so ADOT can minimize the potential for redundant costs/efforts.
- COGs shall encourage LPAs to submit traffic count field notes or other information about the collected traffic counts and shall be maintained and provided to ADOT staff or its contractors when requested by ADOT or its contractors.

2.1.2 Traffic Reporting Requirements Using the MS2 TCDS Module

Since 2010, ADOT has provided each COG with a publicly viewable web-based Traffic Count Data System (TCDS) module to support improved data sharing and management of HPMS traffic data items. The ADOT TCDS portal is viewable at <https://adot.ms2soft.com>. Corresponding local agency sites are viewable from a similar web address where “adot” is replaced with the abbreviated COG name (i.e., <https://nacog.ms2soft.com>). Raw traffic counts are processed by ADOT inside the TCDS application to derive and/or apply seasonal factors to compute annualized ADTs, vehicle class distribution, and other traffic statistics. Traffic information is used for the annual HPMS submittal by ADOT to FHWA, as well as for statewide traffic analysis and planning.

If a COG or LPA collects traffic data for use by ADOT, the COG and/or LPA will agree to perform the following tasks related to reporting of traffic count data using the respective COG TCDS module:

- Ensure that traffic data collected by or for its member agencies is completely and successfully posted to the web-based TCDS application where it can be reviewed, processed, and analyzed by ADOT.
- Tools inside the TCDS application shall be used to update and maintain traffic count station locations and site identifiers employed by the agency.
- Member agency raw traffic counts and vehicle classification counts shall be uploaded using the Multi-file Upload tool in the TCDS module. The Count Group Assign List interface shall be used following upload for review and quality control.
- Traffic counts should be uploaded in directional raw 15-minute bins where possible.
- All collected traffic data is strongly encouraged to be reported to TCDS.
- Short-term traffic counts should be loaded continuously throughout the calendar year as the counts are collected. The previous calendar year’s traffic collection efforts shall be uploaded no later than by February 1st of the next year. For example: by February 1st, 2020, all the traffic data collected within the COG in the calendar year 2019 shall be uploaded onto TCDS and be available for ADOT to process into the HPMS Submittal.
- If permanent/continuous count station data is available on non-state system roadways within the COG, the local agency will work with ADOT to connect the permanent/continuous count station data to the TCDS module where it can assist in development of localized seasonal factors.

Where helpful to agencies, COGs may coordinate with the ADOT Transportation Analysis Group to receive training on traffic data collection and application of the TCDS web tools. Training workshops may be provided by ADOT staff and/or its contractor in person or through internet webinars as needed.

2.2 Internal Traffic Count Program

- SEAGO will continue the development of its internal traffic count program. The purpose of the program is to collect data to our member agencies that lack traffic counting resources. The program will generate demand response data that will assist SEAGO and our member agencies in decision making by local and state officials.
- SEAGO will purchase the counting equipment to implement the program in compliance with SEAGO and ADOT equipment procurement requirements.
- SEAGO will ensure staff utilizing the equipment is appropriately trained by the vendor.
- SEAGO will conduct traffic counts in support of local and regional planning efforts.
- SEAGO will comply with Work Element 2.1.2 (using the TCDS Module) when collecting and uploading data into TCDS.
- Unmanned Aircraft Systems (UAS) – SEAGO will pursue training to develop a UAS project that will support regional traffic count efforts.

2.3 Geographic Information System (GIS) Program

- SEAGO will continue the development of its Geographic Information System (GIS) program. The purpose of the program is to provide GIS services to our member agencies that lack GIS resources. The program will generate GIS mapping for SEAGO planning studies, regional crash data, transit route/service locations, asset management inventories, and road/ROW ownership, and road maintenance management data.
- SEAGO will renew annual ESRI licensing fees through this element.

2.4 Travel

- Expected travel under this work element includes:
 - Travel to ADOT, LTAP, or regional traffic count data training.
 - Travel to ADOT and/or MS2 TCDS Training.
 - Travel to traffic count collection locations to set and recover traffic count equipment.
 - Travel to ADOT, COG, MPO, Local GIS workshops and meetings.
 - Travel to Executive Board and Administrative Council Meetings for review and approval of traffic count and GIS planning activities.
 - Travel to local agencies to provide GIS technical assistance.

Work Element 3: Road Functional Classification and Data Reporting

3.1 Federal Functional Classification:

- If a functional classification change is needed, the COG or LPA agrees to log into the AZGeo web portal and establish an AZGeo user account if one does not yet exist. The URL for registration is: <https://azgeo.az.gov/azgeo/user/register>.
- After logging in, use this URL (<https://azgeo.az.gov/adot/FunctionalClassification.aspx>) to bring up the map. Use the zoom controls to zoom-in to the record(s) of interest. Use the slider bar to distinguish the existing functional classification against the proposed change(s), if any.
- On the left-hand-side, a link titled "Suggested Re-classification" exists. Upon first encounter, collaborate with ADOT GIS personnel to get a guided tour of the web mechanism for initiating a federal functional classification change request.
- Click this map link and a web form will appear with another link to web help form which includes a PDF help document.
- Proceed to fill out the 4-step questionnaire concerning the desired functional classification change request. Relevant parties to the request will form a group dialog that becomes informed via e-mail messages.
- Continue to check back to the administrative link (provided in e-mail updates) and correspond through the 4-step web form as necessary to push the request through the system.
- Please note that this process is being finalized as part of a current process improvement. The full implementation is paperless, although the request (and corresponding approval/disapproval) can always be printed out and filed.

3.2 Data for Population Projections and Estimates

Ensure that population data from the COG region is collected according to requirements of the Arizona Office of Economic Opportunity.

- Actively participate in the Arizona Office of Economic Opportunity Council for Technical Solutions; and
- Work with local jurisdictions to ensure that data required for the preparation of population estimates and projections are collected and submitted to the Arizona Office of Economic Opportunity by the prescribed due date.

3.3 Air Quality Standards

23 U.S. Code § 135 - Statewide and nonmetropolitan transportation planning, section (b) (2) states that a State shall - develop the transportation portion of the State Implementation Plan as required by the Clean Air Act (42 U.S.C. 7401 et

seq.) This requires the need to collect information from nonattainment areas (Nogales, Douglas/Paul Spur, Bullhead City, Payson) as follows, when requested by ADEQ or ADOT:

- Listing of public roads maintained by local governments, including paved roads, unpaved roads and maintenance activities and travel that occur on those facilities. Including: Total lane miles are paved (or will be paved, by year), total lane miles of unpaved roads (any dust palliatives, stabilization/watering, chip sealing activities on road, by year), total daily traffic (VMT) on all roads, by year, planned construction or improvement activity on all roads, by year, disclosure of known regionally significant private road ways built or planned, by year (Note: All regionally significant projects must be included in the TIP, regardless of funding source).

40 CFR PART 93, Determining conformity of Federal Actions to State or Federal Implementation Plans: § 93.109 - Criteria and procedures for determining conformity of transportation plans, programs, and projects, §93.110 - Criteria and procedures: Latest planning assumptions, § 93.111 - Criteria and procedures: Latest emissions model, § 93.112 - Criteria and procedures: Consultation, § 93.116 - CO, PM10, PM2.5 hot-spots, and § 93.118 and/or § 93.119 - Emissions budget and/or Interim emissions.

- Coordinate with ADOT Air Quality staff to participate on interagency consultation conference calls or meetings involving ADOT, ADEQ, EPA, FHWA and FTA to review all input planning assumptions, methodologies, and analysis years during a required regional and/or project level conformity analysis for the nonattainment areas.

Timely implementation of Transportation Control Measures, §93.113(d), § 93.117 PM10 and PM2.5 control measures.

- Coordinate with ADOT Air Quality Staff to annually submit by April 1 a report for the committed control measures by the jurisdictions in the Rural PM10/PM2.5 nonattainment areas as requested. Activities to report may include application of a dust palliative (magnesium chloride), street sweeping and the paving/chip sealing of dirt roads and shoulders, will vary by nonattainment area.

Congestion Mitigation and Air Quality Improvement Program (CMAQ), 23 U.S. Code § 149:

- When requested, assist ADOT staff with the review and scoring of Congestion Mitigation and Air Quality project funding applications for the Nogales PM 2.5/10 nonattainment area.

3.4 Travel

- Expected travel under this work element includes:
 - Travel to local agencies to collect building permit, annexation, and group quarter data.
 - Travel to U.S. Census, and regional Census planning and outreach meetings.
 - Travel to ADOT and regional meetings to support CMAQ planning efforts.
 - Travel to ADOT, COG, and MPO workshops and meetings involving Functional Classification.
 - Travel to Executive Board, Administrative Council, City Council, County Board of Supervisor or Planning Commission meetings for review and approval of CMAQ and Functional Classification planning activities.
 - Travel to local agencies to provide functional classification change planning technical support.

Work Element 4: Transportation Improvement Program

4.1 Transportation Improvement Program (TIP):

The COG shall establish and maintain a TIP in accordance with the requirements of Title 23 USC 134 and 23 CFR 450.324 and the below requirements from ADOT:

- The TIP shall cover a period of no less than four years, be updated (a new TIP prepared and submitted to ADOT) at least every four years, approved by the COG Regional Council, and submitted to ADOT MPD by July 1st of the year the TIP is being updated;
 - If the TIP covers more than four years, ADOT, FHWA, and FTA will consider the projects (beyond four years) as informational;

- The TIP may be updated—and is encouraged to be submitted to ADOT—more frequently than every four years, but the cycle of the TIP must be compatible with STIP development and approval process;
- Maintain an E-STIP account;
- All TIP Amendments must be entered into E-STIP;
- Provide guidance to local jurisdictions regarding their role in TIP development;
- Review and refine programming evaluation criteria in coordination with the COG's TIP cycle;
- Document the complete decision-making process employed in producing the TIP;
- Monitor approved projects through completion by providing technical assistance to local jurisdictions, and working cooperatively with ADOT Local Government staff and District Engineer(s);
- Conduct a public involvement process in accordance with Work Element 1; and
- Follow guidelines set forth by the Finance Management Section regarding Obligation Authority and expiring funds.
- Based on roadway federal functional classification, verify that projects identified for the TIP are eligible for federal funding.

4.2 Travel

Expected travel under this work element includes:

- Travel to Executive Board and Administrative Council Meetings for review and approval of requested TIP amendments.
- Travel to Executive Board and Administrative Council Meetings for review and approval of our FY21 and FY22 Draft TIP for Public Comment.
- Travel to City Councils and County Board of Supervisors meetings to support project planning activities.
- Travel to ADOT sponsored TIP and E-STIP Training.
- Travel to local agencies to provide project planning/application development technical assistance.

Work Element 5: Regional Planning Coordination

5.1 Transportation Technical Advisory Committee:

Maintain a Transportation Technical Advisory Committee (TAC) comprised of representatives of local jurisdictions and Tribal Nations for the purpose of carrying out regional planning activities. Conduct regular meetings; provide ADOT with all agendas and documentation of discussions and decisions. A member of the ADOT Planning staff will serve as a voting member of the TAC.

5.2 Technical Support:

- Represent the COG region at ADOT meetings on issues related to State System roadways and public transit within the region;
- Serve on Technical Advisory Committees for state, regional, tribal, and local transportation studies within the region;
- Provide technical input on local, regional, and tribal issues; review local, regional, and tribal plans and provide comment;
- Communicate regularly with the ADOT MPD Regional Planner and District Engineer(s) in regards to planning activities; and
- Coordinate with stakeholders to encourage participation in ADOT planning studies relevant to the region.

5.3 ADOT Five-Year Facilities Construction Program:

Work with ADOT and the TAC to prioritize and recommend improvements to roadways on the State Highway System to be considered for inclusion in the ADOT Five-Year Facilities Construction Program.

- Provide ADOT District Engineer(s) with a prioritized list of recommended improvements within their specified timeframe; and

- Provide input to ADOT District Engineer(s) on issues related to the connections between local roads and the State Highway System.
- COG staff shall participate in the ADOT Planning to Programming Project Nomination process “Engineering District Workshops” to assist with regional prioritization of State System projects. The workshops are designed to provide COG, District, ADOT Technical Group and local elected official input regarding project nominations for the Tentative 5-Year Construction Program updated yearly.

5.4 SEAGO Region Transit Emergency Coordination Plan

This planning effort will require a period of study and information gathering to inform and develop implementation plans/strategies. FTA Section 5305 funding was awarded for the first phase (year one) of study. It is anticipated that the Feasibility Study will consist ten tasks. SEAGO staff will perform the study work. The following is the Scope of Work that is listed in priority order of expected completion:

- Develop and implement a Public Involvement Plan (PIP) including public meetings, creation of a Technical Advisory Committee, and promotional activities. The PIP will guide public involvement throughout the project;
- Develop and maintain a project page with updates, documents, frequently asked questions and comment tab on the SEAGO web site;
- Project Initiation - Review and update Project Work Plan with project Technical Advisory Committee;
- Review and evaluation of existing emergency plans at State, county, and local levels impacting the SEAGO region regarding the role of rural transit providers as responders.
- Review and evaluation of existing emergency plans among rural transit providers in the SEAGO region regarding their internal emergency response plans.
- Analysis of the capacity of rural transit providers to respond to emergencies as part of a State, local, or county-wide coordinated response plan.
- Analysis of the capacity of rural transit providers to respond to emergencies within their organizations.
- Identify potential priorities and protocols to address gaps in emergency planning for transit organizations.
- Identify steps, activities, and policies needed to create or improve regional rural transit providers’ capacity to address emergencies within their own organization and as important partners in broader, coordinated, community/county-based emergency response.
- Final Report on Emergency Plan Study

5.5 Santa Cruz County Regional Transportation Authority (RTA) Feasibility Study (Phase 1)

Phase 1 of this project will focus on data collection and the development of List of Preliminary Projects. It is anticipated that Phase 1 of this Feasibility Study will consist five tasks. SEAGO staff will perform the study work. The following is the Scope of Work that is listed in priority order of expected completion:

- SEAGO will collect all Santa Cruz County transportation/transit related studies completed at the state or local level during the last 15 years.
- Conduct extensive review to quantitatively determine which aspects of each plan are still valid in today’s economic, demographic, and transportation climate;
- Consult with local subject matter experts to identify potential issues/projects not identified in Study Review.
- Conduct a technical analysis of current and projected data to assess the impact of population, employment, major destinations and other traffic congestion on the regional transportation system.
- Develop a List of Preliminary Projects that would serve as the baseline for future RTA discussions and public outreach efforts. The List of Preliminary Projects shall include the following:
 - Project Name
 - Project Location
 - Project History
 - Project Scope
 - Project Cost Estimate
 - Project Benefits

5.6 Pavement Assessment and Asset Management Plan

This project will utilize new artificial intelligence road assessment technologies to conduct pavement assessments and road condition inventories for SEAGO member jurisdictions. SEAGO will utilize a vendor to provide the road assessment applications that convert a cellphone into a data collection device and analyze/manage/map the road condition metadata collected. SEAGO staff will perform the ground work of driving local roadways and collecting roadway data. It is anticipated that this Study will consist five tasks. The following is the Scope of Work that is listed in priority order of expected completion:

- Develop a Request for Proposals in compliance with SEAGO/ADOT DBE procurement policies. Advertise and select a vendor;
- Project Initiation - Review and update Project Work Plan with vendor and project Technical Advisory Committee. SEAGO transportation TAC shall be the project TAC;
- Install required data collection apps and train on equipment.
- Collect roadway data;
- Upload data to vendor database;
- Vendor artificial intelligence road assessment technologies will analyze road condition data, map road condition data on a GIS database, and assign a road condition rating score for each road segment identified;
- Development of a Regional Road Assessment Plan by jurisdiction evaluated.

5.7 Travel

Expected travel under this work element includes:

- Travel to Executive Board and Administrative Council Meetings for review and approval of study planning documents.
- Travel for SEAGO TAC Meetings.
- Travel to COG/MPO Planners and Directors meetings.
- Travel to RTAC meetings.
- Travel to State Transportation Board Meetings.
- Travel for study data collection and public outreach.
- Travel to City Councils and County Board of Supervisors meetings to support project planning activities.
- Travel to conferences and ADOT training.
- Travel to collect Road Assessment Data

IV. Work Elements – Public Transportation / Transit

Work Element 6: Section 5311, Rural Public Transportation Program

This work element is funded with administrative funds from the FTA Section 5311 program. These funds may be used to:

- Plan for future transportation needs, and develop integration and coordination among diverse transportation modes and providers;
- Assist sub-recipients with complying with federal requirements;
- Develop applications in coordination with grant applicants; and
- Monitor local project activities relating to what areas are being served, budget management, capital projects, ridership, and other relevant program activities.

Allowable administrative costs include salaries, overhead expenses, supplies, and office equipment used to administer the program. Allowable technical assistance costs may include program planning, program development, development of vehicle and equipment specifications, management development, and coordination of public transportation programs (public and private for-profit and nonprofit). Travel costs are eligible and will be reimbursed in accordance with State travel policies.

6.1 Grantee application assistance

- Provide technical assistance, as needed; to applicants for the development of applications (i.e. provide socioeconomic data, census data and assist with identifying partners for consolidation and/or potential expansion of service within a region);

6.2 Participate in the annual evaluation process

- Upon request, COGs will participate in the evaluation process, which includes ranking the applicants according to the evaluation criteria contained in the Section 5311 Guidebook.

6.3 Planning and Coordination

- Include an analysis of Intercity Travel needs for the region.
- Work with ADOT and the TAC to prioritize and recommend transit service and facility improvements in the region;
- Participate in planning or operational studies, as needed, such as when changes in service within the region are considered;
- Collaborate with sub-recipients to develop safety, security and emergency management plans;
- Collaborate with sub-recipients to develop capital improvements with other public, private and non-profit agencies/stakeholders in the region.
- Collaborate with and/or share with ADOT Program Managers regarding needs in the region.

6.4 Build capacity among subrecipients to comply with federal requirements.

- Maintain knowledge of current federal requirements, through attending in person and webinar trainings, following changes through the FTA website, and participating in activities such as site visits.
- Monitor local project activity through participating on advisory boards, reviewing quarterly reports, reviewing notices and printed material for clarity and compliance with FTA requirements, and routine communication with subrecipients.
- Assist sub-recipients with complying with federal requirements.
- Support the provision of training to sub-recipients as needed.

6.5 Travel

Expected travel under this work element includes:

- Travel to Executive Board and Administrative Council Meetings for review and approval of study planning documents.
- Travel for public transportation technical advisory committees.
- Travel to ADOT Section 5311 training and meetings.
- Travel for 5311 program public outreach activities.
- Travel to City Councils, County Board of Supervisors, and Advisory Committees to support grant applications and regional planning activities.
- Travel to conferences and ADOT training.
- Travel to local agencies to provide project planning/application development technical assistance.

V. Work Elements – Travel, Training, and Direct Expenses

Work Element 7: Travel, Training, and Direct Expenses

- Direct expenses associated with travel and training (including conferences) must have prior written approval via an approved WP, WP Amendment or email approval from ADOT and FHWA.

- The WP or email should clearly identify the activity and describe how the activity ties to the delivery of the transportation planning process.
- Itemized receipts for travel-related expenses will be required for all reimbursement requests. Only actual expenses are reimbursable, within maximum reimbursement limits as described and established by the rates for travel: A.R.S. 38-621 through 38-627, Reimbursement for Expenses; State of Arizona Accounting Manual (SAAM), Section 50.65, Vendor Travel, Section 50.95 Reimbursement Rates available at <https://gao.az.gov/publications/saam>. Failure of COG staff or their TAC/Board/Council representatives to follow the SAAM may result in a reimbursement request being rejected. The SAAM does not allow *Per Diem*.
- ADOT and FHWA have the right to decline travel/conference activities if the activity does not seem “necessary and reasonable” to carrying out the transportation planning process.

VI. Budget Table

Insert one Budget Table for each Fiscal Year. A Budget Table template may be provided upon request from ADOT.

Any “carryforward” PL, SPR, and STBG balances (unspent and/or unobligated funds) must be identified within the WP and WP Budget Table, or such funds may be reallocated at ADOT’s discretion.

Planned / Anticipated COG Out of State Travel Schedule			
Anticipated Dates	Location	Event Description	Total Estimated Cost
No out of State Travel is anticipated at this time.			

Work Program and Budget Approval

The COG may not incur any costs for work outlined in the WP or any subsequent amendments prior to receiving written approval from ADOT, FHWA, and FTA. By signing this document the COG agrees to carry out the work described in this Work Program in accordance with their Work Program Agreement. Any revisions to the Work Program shall be completed according to Section 2.0 of the Work Program Agreement.

Southeastern Arizona Governments Organization

Executive Director

Date

Regional Council Chairperson (Optional)

Date

Arizona Department of Transportation, Multimodal Planning Division (ADOT MPD)

ADOT MPD Director

Date

SEAGO Annual Work Program Budget State Fiscal Year 2022: July 1, 2021 - June 30, 2022
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WORK ELEMENT NUMBER and TITLE	Match Ratio		Carry Over SPR Funding	FHWA FY22 SPR	FTA	Match: \$ or In-kind	TOTALS
	Federal	Local					
1 Public Involvement	80%	20%	\$0	\$12,000	N/A	\$3,000	\$15,000
						\$0	\$0
2 Highway Performance Monitoring System Data (HPMS)	80%	20%	\$0	\$18,500	N/A	\$4,625	\$23,125
						\$0	\$0
3 Road Functional Classification and Data Collection	80%	20%	\$0	\$12,500	N/A	\$3,125	\$15,625
						\$0	\$0
4 Transportation Improvement Program	80%	20%	\$0	\$20,000	N/A	\$5,000	\$25,000
						\$0	\$0
5 Regional Planning Coordination	80%	20%	\$0	\$62,000	N/A	\$15,500	\$77,500
						\$0	\$0
5A Santa Cruz County Regional transportation Authority Feasibility Study (Phase 1)	80%	20%	\$40,000	\$0	N/A	\$8,000	\$48,000
5B SEAGO Region Transit Emergency Coordination Plan	80%	20%	\$0	\$0	\$64,000	\$16,000	\$80,000
5C Pavement Assessment and Asset Management Plan	80%	20%	N/A	\$ 60,000.00	N/A	\$ 15,000.00	\$ 75,000.00
6 Section 5311 Rural Public Transportation Program	100%		N/A	N/A	\$20,000	N/A	\$20,000
TOTALS			\$40,000	\$185,000	\$ 84,000.00	\$70,250	\$379,250

SEAGO Annual Work Program Budget State Fiscal Year 2022: July 1, 2022 - June 30, 2023
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WORK ELEMENT NUMBER and TITLE	Match Ratio		Carry Over SPR Funding	FHWA FY23 SPR	FTA	Match: \$ or In-kind	TOTALS
	Federal	Local					
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						\$0	\$0
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						\$0	\$0
3 Road Functional Classification and Data Collection	80%	20%		\$12,500	N/A	\$3,125	\$15,625
						\$0	\$0
4 Transportation Improvement Program	80%	20%		\$20,000	N/A	\$5,000	\$25,000
						\$0	\$0
5 Regional Planning Coordination	80%	20%		\$62,000	N/A	\$15,500	\$77,500
						\$0	\$0
6 Section 5311 Rural Public Transportation Program	100%			N/A	\$20,000	N/A	\$20,000
TOTALS				\$125,000	\$ 20,000.00	\$31,250	\$176,250