

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

5.7 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.

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

- **Reimbursement for out of state travel and training (including conferences) expenses** must have prior written approval via an approved WP, WP Amendment or email approval from ADOT and FHWA.
- **For out of state travel**, 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, **except for meals and incidentals**, will be required for all reimbursement requests. Receipts for meals and incidentals are required to be retained for 5 years by the requesting agency for audit purposes. **When in travel status**, 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.
- **Capital expenditures for special purchase equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of FHWA or ADOT.**

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.

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Southeastern Arizona Governments Organization



5/18/2021

Executive Director

Date



5/18/2021

Regional Council Chairperson (Optional)

Date

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

ADOT MPD Director

Date



U.S. Department
of Transportation

Federal Highway Administration

[Arizona Division](#)

4000 N Central Ave, Ste 1500

Phoenix, AZ 85012-3500

(602) 379-3646 – Main

(602) 382-8998 – FAX

Federal Transit Administration

[Region IX](#)

90 7th St, Ste 15-300

San Francisco, CA 94103

(415) 734-9490 – Main

(415) 734-9489 – FAX

June 28, 2021

In Reply Refer To:

(TRAP 19 – MPO)

FY 2022-2023 Work Plan Approval

Statewide Planning and Research Program

MPO and COG Work Programs

Mr. Gregory Byres, Division Director
Multimodal Planning Division
Arizona Department of Transportation, (300B)
206 S. 17th Avenue
Phoenix, Arizona 85007

Dear Mr. Byres:

The Federal Highway Administration and Federal Transit Administration Region IX have jointly reviewed your June 4, 2021 letter requesting approval of the State Planning and Research Work Program, the Metropolitan Planning Organization Work Plans (with the exception of Pima Association of Governments which will be submitted separately for approval at a later date) and the Council of Governments Work Programs. The period of this work program is July 1, 2021 through June 30, 2023 and is approved effective July 1, 2021. Please take special note of the third bullet. Any change to the Work Program involving a new work element regardless of cost, shall be submitted to FHWA, through ADOT if applicable, for approval.

This approval is made subject to the following summary of Federal regulations, which apply to federally funded planning work programs:

- That FHWA planning and research funds (as defined in 23 CFR 420.103) shall be administered in accordance with the provisions of 2 CFR Part 200 and 23 CFR Part 420.
- Work program activities must be eligible under 23 USC 134, 135, 505 or 49 U.S.C. 5303-5305 and 5313(b), and the provision of 23 CFR 420 and 23 CFR 450.
- Prior Approval is required for the following changes:
 - Budgetary Changes –
 1. Increase in federal funds
 2. Cumulative transfer among already approved work program line items greater of 10% of the total federal funds or \$100,000
 - Programmatic Changes –
 1. Change in the scope or objectives of activities (e.g., adding or deleting line items)
 2. Extending the period of performance past the approved work program period.

3. Transferring substantive programmatic work to a third party (e.g., consultant work not identified in the original work program)
-Capital expenditures including purchase of equipment if not included in UPWP.

- The following prior approval requirements are waived:
 1. Change in key person.
 2. Publish reports resulting from the activities in the work program. Reports prepared for FHWA funded work shall include appropriate credits, references and disclaimer statements
 3. The use of program income as a match for Federal funds or to perform additional eligible work
- If not included in the Federal-aid project agreement, the SPR and each UPWP work program shall include certifications that the State transportation agency and the recipients of PL and SPR funds will comply with the suspension and debarment provision of 49 CFR Part 29 and the lobbying restrictions set forth in 49 CFR Part 20.
- The Single Audit Act Amendment of 1996 requires that an independent audit be completed of any non-federal entity expending \$750,000 or more in Federal funds from all sources in a fiscal year. The audit shall be completed no later than 13 months following the end of the Grant Period.
- Annual progress and financial summaries shall be submitted 90 days (3 months) after the end of the report period. The report may be more frequent if deemed necessary by FHWA.
- Please note any expenditures incurred prior to July 1, 2021 or after June 30, 2023 will be deemed ineligible for Federal reimbursement under this Work Program approval grant period.

If you have questions or would like additional information, please contact Mr. Ed Stillings of FHWA Arizona Division at (602) 382-8966 or ed.stillings@dot.gov; or Ms. Arianna Valle of FTA Region IX at (602) 382-8967 or arianna.valle@dot.gov.

Sincerely,

Karla S. Petty
Division Administrator
FHWA Arizona Division

By: Edward S. Stillings, P.E.
Senior Transportation Planner

ec: Gregory Byres (ADOT), Clemenc Ligocki (ADOT), Dan Gabiou (ADOT), Eric Anderson (MAG), Paul Ward (YMPO), Vincent Gallegos (CYMPO), Jeff Meilbeck (MetroPlan), Irene Higgs (SCMPO), Karen Lamberton (SVMPO), Justin Hembree (LHMPO), Randy Heiss (SEAGO), Andrea Robles (CAG), Chris Fetzer (NACOG), Brian Babiars (WACOG), Angela Ringor (ADOT), Elise Maza (ADOT), Ted Matley (FTA), Ariann Valle (FTA)



Douglas A. Ducey, Governor
John S. Halikowski, Director

June 4, 2021

Ms. Karla Petty Division Director
Federal Highway Administration
400 North Central Ave., Suite 1500
Phoenix, AZ. 85012-1906

Subject: Approval of FY 2022 & FY2023 State Planning and Research Part A & B UPWP

Attention: Ed Stillings and Romare Truely

Dear Ms. Petty:

I am requesting approval of our Fiscal Year 2022 & 2023 State Planning and Research Unified Planning Work Program and Budget.


Please find attached the Unified Planning Work Programs (UPWP) and budgets for Arizona Department of Transportation (ADOT), Central Yavapai Metropolitan Planning Organizations (CYMPO), Flagstaff Metropolitan Planning Organizations (FMPO), Maricopa Associations of Governments (MAG), Yuma Metropolitan Planning Organizations (YMPO), Sun Corridor Metropolitan Planning Organizations (SCMPO), Sierra Vista Metropolitan Planning Organizations (SVMPO) and Lake Havasu Metropolitan Planning Organizations (LHMPO).

Also attached for approval is the Unified Planning Work Programs (UPWP) and Budgets for Central Arizona of Governments (CAG), Northern Arizona Council of Governments (NACOG), Southeastern Arizona Government Organizations (SEAGO) and Western Arizona Council of Governments (WACOG).

Pima Association of Governments' (PAG) will be submitted individually when their UPWP is approved by the Regional Council.

If you have any questions or need additional information, please contact Angela Ringor at 602-712-8316. Thank you.

Sincerely,

DocuSigned by:

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6/4/2021

Gregory Byres, PE
Assistant Director for Multimodal Planning Division

Certificate Of Completion

Envelope Id: 427D8FAABF0841F7BB3A1F30B2E23EDB	Status: Completed
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Gregory Byres
 GByres@azdot.gov
 Multimodal Division Dir
 ADOT
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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/4/2021 10:27:34 AM
Certified Delivered	Security Checked	6/4/2021 10:54:44 AM
Signing Complete	Security Checked	6/4/2021 10:55:57 AM
Completed	Security Checked	6/4/2021 10:55:57 AM
Payment Events	Status	Timestamps