

NACOG

**Northern Arizona
Council of Governments**

Apache • Coconino • Navajo • Yavapai



REGIONAL TRANSPORTATION POLICY & PROCEDURE MANUAL

Adopted October 2015

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SECTION 1 – INTRODUCTION

1.1 Purpose

The purpose of this Regional Transportation Planning Manual (Manual) is to provide guidance to management and implementation of regional transportation planning in northern Arizona.

The Manual includes six (6) chapters guiding NACOG's core planning functions, and includes multiple formats of conveying information (narratives, tables, exhibits, and reference tools).

The Manual is intended for use by NACOG staff and local governments participating in the program, and should be considered a supplemental tool to the *ADOT Local Public Agency Manual* and *MPO/COG Guidelines & Procedures Manual*.

1.2 Development

The Manual is modeled to reflect our region's interests. A total of eight (8) public input sessions were facilitated where nearly three-dozen recommendations were documented for consideration and inclusion. NACOG's Transportation Policy Advisory Committee (TPAC) provided the latest review while Regional Council adopted in Oct 2015.

<i>Coconino Work Group</i>	<i>February 2015</i>	<i>Coconino Work Group</i>	<i>July 2015</i>
<i>Navajo Work Group</i>	<i>March 2015</i>	<i>Yavapai Work Group</i>	<i>July 2015</i>
<i>Yavapai Work Group</i>	<i>March 2015</i>	<i>Technical Subcommittee</i>	<i>August 2015</i>
<i>Apache Work Group</i>	<i>March 2015</i>	<i>Policy Advisory Committee</i>	<i>August 2015</i>
<i>Navajo Work Group</i>	<i>June 2015</i>	<i>Regional Council</i>	<i>October 2015</i>

1.3 Policies & Procedures

Regionally derived policies are established in this Manual, and have been developed with input from local, regional and state partners. Future **policy modifications** will require Regional Council endorsement, when applicable.

Procedures outlined in this manual are in existence to manage workflow, and may be modified per need with notification to regional partners. Procedural adjustments do not require Regional Council consent.

1.4 Annual Review & Modifications

NACOG will undertake annual review and evaluation of the Manual adhering to the guidelines established in Section 1.2 – 1.3.



SECTION 2 – STATEWIDE & REGIONAL PLANNING

This Section provides a summary of state and regional planning, and the manner in which the region collaborates for implementation.

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2. STATEWIDE & REGIONAL PLANNING

2.1 Structure

Through Executive Order 70-2, Arizona's Governor established planning boundaries in 1970 in response to federal planning requirements, and in an effort to achieve uniformity in various planning areas. Arizona has three types of regional transportation planning agencies to conduct and coordinate transportation planning activities:

- Transportation Management Areas (TMAs)
- Metropolitan Planning Organizations (MPOs)
- **Council of Governments (COGs)**

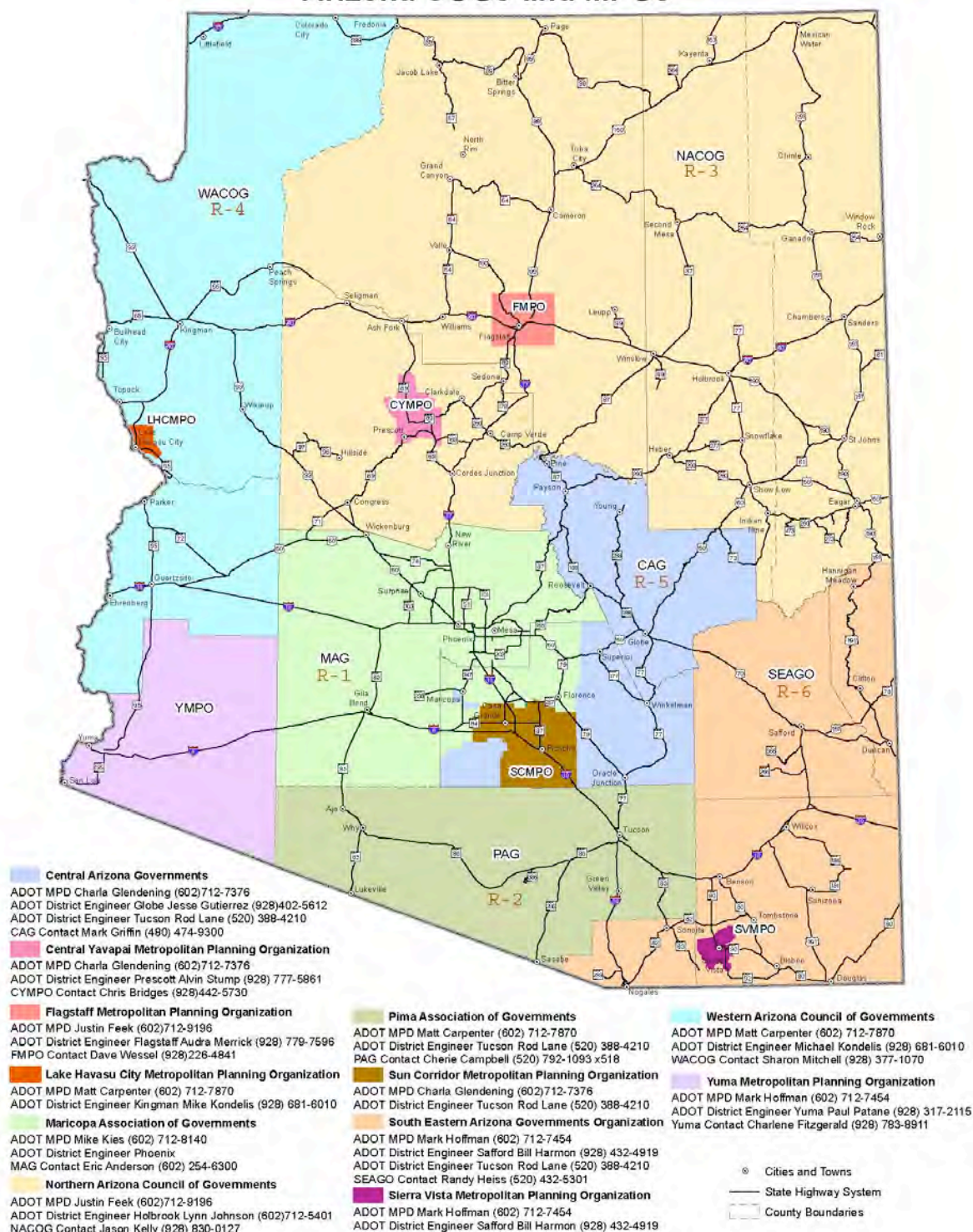
A COG is a regional body with voluntary membership providing a forum for rural transportation planning, collaboration, and decision-making in areas with a total contiguously urbanized population of less than 50,000.

Arizona includes four COGs collaborating with ADOT to facilitate cross-agency partnerships, plans, and programs. Every community within Arizona is represented by at least one of these planning agencies (see next page).

2. STATEWIDE & REGIONAL PLANNING

2.1 Structure (Cont'd)

Arizona COGs and MPOs



2. STATEWIDE & REGIONAL PLANNING

2.2 NACOG Planning Overview

Each year ADOT prepares a Work Program (WP) outlining goals, objectives, and required tasks to be undertaken by NACOG during the annual state fiscal cycle (July 1 – June 30). The NACOG WP is intended to:

- a. Support the economic vitality of the region, especially by enabling global competitiveness, productivity and efficiency.
- b. Increase the safety of the transportation system for motorized and non-motorized users.
- c. Increase the security of the transportation system for motorized and non-motorized users.
- d. Increase the accessibility and mobility of people and freight.
- e. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote the consistency between transportation improvements and State and local planned growth and economic development patterns.
- f. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- g. Promote efficient system management and operation.
- h. Emphasize preservation of the existing transportation system.

Compliance with the WP is accomplished through the following tasks delivered by NACOG and its member agencies:

- *Public Involvement & Consultation*
- *Collecting and reporting roadway performance data*
- *Data Collection for Roadway Classification & Population Projections*
- *Prioritizing regional Transportation Improvement Program*
- *Regional coordination and technical support*
- *Transit Planning & Coordination*

These tasks, actions steps, and associated implementation schedule can be viewed in [**APPENDIX 1 – COG WORK PROGRAM.**](#)

2. STATEWIDE & REGIONAL PLANNING

2.3 NACOG Planning Portfolio

There are three components comprising the NACOG Planning portfolio. Below is the summary and budget for each element.

Program	Source	Description
Regional roads (Infrastructure) and safety planning	Federal Highways Administration (FHWA) – Surface Planning and Research program	Regional planning of roadway and safety infrastructure.
Transit Planning	Federal Transit Administration (FTA) – Section 5310, Section 5311 program	Transit planning activities for General Public, Seniors, and Individuals with Disabilities
Mobility Management	FTA – Section 5310 Program	Managing and developing systems for improving accessibility for seniors and individuals with disabilities

2.3.1 Regional Roads / Safety Planning & Research

ADOT provides funds to NACOG for the purpose of administering roadway and safety planning including coordinating the Transportation Improvement Program and Data Collection. Match funding is required for this federal grant, which is captured through in-kind services provided by member agencies through attending meetings and performing activities to meet the program objectives.

2.3.2 Transit Planning

ADOT also provides NACOG with funds to administer human services and public transit planning in rural areas of northern Arizona. This includes prioritizing potential grant funded projects, and regional coordination activities supporting delivery of public transit. These funds are provided at 100% by ADOT and therefore do not require match funding.

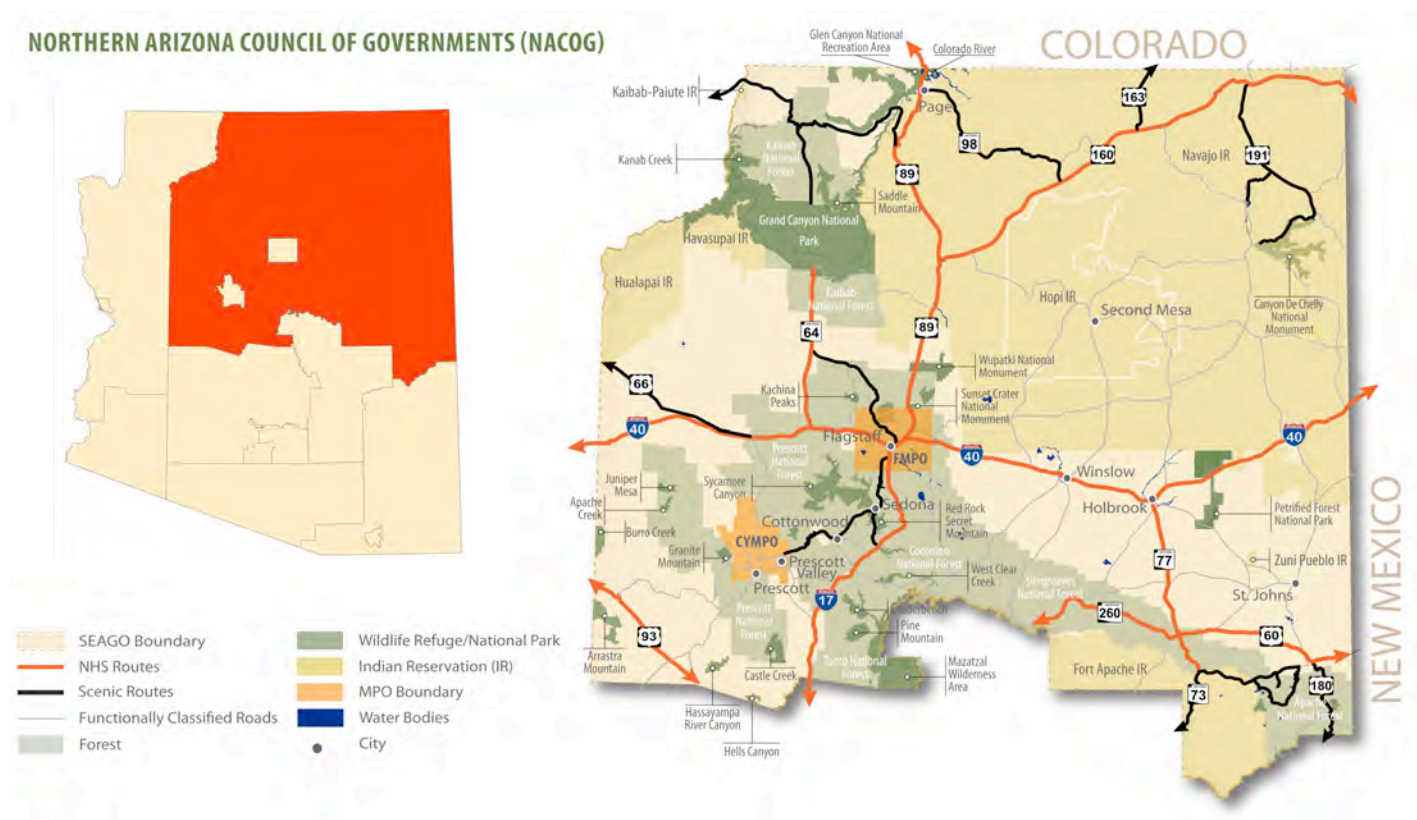
2.3.3 Mobility Management

This program compliments the Transit planning program in 2.3.2 by focusing on managing regional mobility through facilitating the implementation of various collaborative activities to enhance access for citizens. Match funding is required for this federal grant, which is captured through in-kind services provided by partners attending meetings and performing activities to meet the program objectives.

2. STATEWIDE & REGIONAL PLANNING

2.4 NACOG Organizational Structure

NACOG is a non-profit membership corporation representing transportation interests of member governments within the four Arizona counties of Apache, Coconino, Navajo and Yavapai. This vast region covers approximately 48,000 square miles (42% state land area) and has a combined population of approximately 8% state population per the 2010 Census. This planning area is larger than the state of Pennsylvania.



2.4.1 Membership

Membership in NACOG's Transportation Planning program is voluntary and does not require membership dues. In order to receive federal resources, however, "project sponsors" must be active in the process including participation in the various committees and in the Work Program; this time and commitment is valued as "In-kind" support to the program and enables the region to use federal monies. Be advised local governments neither on the Regional Council nor those holding a position within the Technical Subcommittee may participate.

2. STATEWIDE & REGIONAL PLANNING

2.4 NACOG Organizational Structure (Cont'd)

2.4.1 Membership (Cont'd)

Below is table showing existing program participants. Note that partners are categorized by sub-regions and tribal entities.

APACHE	COCONINO	NAVAJO	YAVAPAI *
Apache County	Coconino County	Navajo County	Western Yavapai
Town of Eagar	City of Page	City of Holbrook	Yavapai County
Town of Springerville	City of Williams	Town of Pinetop-Lakeside	Verde Valley
City of St Johns		Town of Snowflake	Yavapai County
		City of Show Low	Town of Camp Verde
		Town of Taylor	Town of Clarkdale
		City of Winslow	City of Cottonwood
			City of Sedona
TRIBAL / OTHER			
Hopi Tribe			
Kaibab Paiute Tribe			
Navajo Nation			
ADOT Multimodal Planning Division			

* Yavapai sub-region is sub-divided into two geographic areas per community clusters

2.4.2 Governing & Advisory Bodies

There are various representative bodies tasked with guiding the implementation of transportation planning in the region. Below is a brief summary of each role and responsibility.

2.4.2.1 Regional Council (RC)

The RC is granted authority through its powers and duties for establishing policy for the planning program, such as approving and/or ratifying all regional Plans including but not limited to the Regional Transportation Improvement Program and Regional Human Services Transportation & Public Transit Coordination Plan. The Regional Council established two advisory committees to assist with programmatic and policy recommendations in the decision-making processes - see 2.4.2.2 - 2.4.2.3

2. STATEWIDE & REGIONAL PLANNING

2.4 NACOG Organizational Structure (Cont'd)

2.4.2 Governing & Advisory Bodies

2.4.2.2 Transportation Policy Advisory Committee (TPAC)

The RC established the TPAC to oversee the program and process, and to serve in an advisory capacity to RC. See TPAC By-Laws in [APPENDIX 2 – TPAC BYLAWS.](#)

By way of this Manual, the RC empowers the TPAC with decision-making authority for regional Plan modifications. This may occur when RC is unable to convene to address issues of time-sensitivity, for example, therefore improving flexibility in managing work -low and ensuring regional funding allocations are preserved. The RC shall ratify all TPAC actions.

2.4.2.3 Technical Subcommittee (TSC)

The TSC is tasked with providing technical recommendations to the TPAC and RC.

Membership is comprised of local member agency staff and includes two officers, a Chair and Vice Chair, as determined by vote at the annual TSC meeting in December during even-numbered years. TSC By-Laws can be found in [APPENDIX 3 – TSC BYLAWS.](#)

The TSC is responsible for the following:

1. Advising the TPAC and other elected or appointed officials on transportation issues referred to the committee.
2. Developing criteria for recommending priorities on transportation projects in the Region to the TPAC.
3. Reviewing project requests and providing recommendations to the TPAC for the annual Transportation Improvement Program (TIP)
4. Reviewing project requests and recommending to the TPAC for the State Five Year Construction Program.
5. Reviewing requests for changes in federally classified roadways.
6. Monitoring, controlling and reporting project costs for the TIP.

2.4.2.4 Transit Planning Committees (TPCs)

TPCs provide input to staff for local transit issues, and are comprised of local stakeholders including transportation providers, local government staff, elected officials, community members, and representatives of the needs of older adults and individuals with disabilities. See Section 6 for description of TPC guidelines.

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POLICY SUMMARY

Policy 1: Regional Council Authority

The Regional Council is granted authority through its powers and duties for establishing policy for the planning program, such as approving and/or ratifying all regional Plans including but not limited to the Regional Transportation Improvement Program and Regional Transit Coordination Plan.

Policy 2: Transportation Policy Advisory Committee Authority

Regional Council empowers the Transportation Policy Advisory Committee with decision-making authority for regional Plan modifications. Regional Council shall ratify all TPAC actions.



SECTION 3 – FEDERAL AID PROGRAM

This Section includes regional programming methodologies complying with USDOT policies and the ADOT Work Program.

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3. FEDERAL AID PROGRAM

3.1 Transportation Improvement Program (TIP)

Pursuant to USDOT, the State of Arizona is required to manage a State Transportation Improvement Program (STIP). The State subsequently contracts with NACOG to manage a regional TIP for northern Arizona (excluding urbanized areas). All projects using federal funding are required to be included in the Regional TIP and ADOT STIP.

The purpose of the S/TIP is to schedule and allocate federal funding for a minimum of 4 years. Regional TIP projects are subject to ADOT and USDOT review and approval to be vetted in the STIP.

3.2 Allocated Monies

Local governments seeking federal aid have option of using state or regional funds. With respect to regional monies, local governments have two options itemized below.

*** NOTE: The region uses the current year's allocations to forecast future funding availability. Regional partners should be aware that projects programmed in TIP are subject to funding allowances derived from federal transportation bill. The TIP, therefore, is a planning tool as opposed to a budgeting tool.*

3.2.1 Surface Transportation Planning (STP)

STP funds are apportioned annually by the State to the region per formula derived from the US Census population estimates. Regional funds are sub-allocated by each of the four existing NACOG sub-regions.

3.2.2 Highway Safety Improvement Program (HSIP)

The purpose of the HSIP program is to achieve a significant reduction in traffic fatalities and serious injuries on public roads. This is accomplished through the development and implementation of the State Strategic Highway Safety Plan (SHSP), a tool to identify and guide the State's key safety needs and investments. HSIP funding is derived from an ADOT statewide allocation specific for rural areas; ADOT's policy is to sub-divide HSIP monies equally amongst all COGs. This policy of sub-allocating HSIP funds to COGs/MPOs will cease in FY18.

3. FEDERAL AID PROGRAM

3.3 Obligation Authority

ADOT allows no more than **93.9%** of the total federal apportionment to be used in federal aid projects. This percentage is referred to as **Federal obligation authority, or “OA”**, and represents the total amount of federal funds that may be committed in a given fiscal year. OA is lower than the apportionment to account for fluctuations in the federal transportation revenue collections, funding rescissions, etc.

Beginning in FY14, NACOG initiated programming *new* projects in the TIP at the OA level (as compared to the allocation). This strategy ensures the availability of federal funds is accurately reflected in the TIP; to ensure projects are not over-budgeted; and to prevent the TIP from being over-programmed.

As of FY14 annual OA expires at the end of each federal fiscal year. This means funding from one year does not “roll” into the next. Therefore, it is the region’s goal to utilize all OA to avoid loss of federal funding and to ensure the competitiveness of the region in obtaining funding. This requires the collaboration—and compromise—by member agencies to ensure the region’s overall federal aid is retained.

Strategies for using OA are discussed in *Section 3.7 Regional Funds Management Strategies*.

3.4 Project Planning & Monitoring

3.4.1 Project Selection & Pre-Scoping Criteria (Step 1)

Selecting an appropriate project is the first step toward receiving federal aid. Local governments should select projects based on local priority and resource availability. NACOG recommends local governments review eligible activities to assist in project selections:

- **STP eligible activities:** <https://www.fhwa.dot.gov/map21/guidance/guidestp.cfm>
- **HSIP eligible activities:** <http://www.fhwa.dot.gov/map21/factsheets/hsip.cfm>

3. FEDERAL AID PROGRAM

3.4 Project Planning & Monitoring

3.4.1 Project Selection & Pre-Scoping Criteria (Step 1) (Cont'd)

These four criteria must be met satisfactorily prior to proceeding with Step 2: TIP/STIP scheduling.

Criteria 1: Project Selection	<p>Local sponsor evaluates candidate projects for federal aid based on local priorities, need, and influence to community. Considerations for selection include:</p> <ul style="list-style-type: none"> • Impact to General Plan • Funding availability in Capital Improvement Program (CIP) • Impact to public health & wellbeing (health impact assessments) see Guidance in EXHIBIT A • Economic impact
Criteria 2: Project Eligibility	Project is eligible per federal guidelines, and has received eligibility approval by NACOG and ADOT
Criteria 3: Pre-scoping	Unit cost elements budgeted at current market value
	Contingencies budgeted (5%)
	Mobilization budgeted (10%)
	Traffic control budgeted (5%)
	ADOT Construction Administration budgeted (2%)
	ADOT design review fees budgeted (minimum \$30,000)
	Preliminary total engineering budget is sufficient (ranges between 30-50% construction estimate)
	Local match funds included (5.7% for STP)
	Right of Way (ROW) acquisition and Utilities have been considered and budgeted
Criteria 4: Schedule	Total development schedule (18-36 months) is factored into project

A scoping form is available to assist in completing Step 1.

EXHIBIT A

Resource guide for Health Impact Assessments (HIAs) in transportation planning

What is a Health Impact Assessment?

A Health Impact Assessment (HIA) is a planning process using scientific data, professional expertise, and stakeholder input to maximize positive health outcomes and minimize negative ones, for populations affected by (transportation) plans and projects.

It's meant to *inform* a proposed policy, project or plan currently under consideration. An HIA is *not* meant to make the case for (a) why a policy, program or project should be proposed; (b) not an assessment to understand the impacts of a program or policy once implemented; and (c) a community assessments tool.

What is NACOG's position of HIAs?

NACOG recognizes that HIAs can be of value for future plans and projects that have the potential to adversely impact the health of communities. NACOG also recognizes the HIA process can provide an additional tool for engagement and inclusion of Title VI community members.

HIAs are being increasingly utilized in transportation planning and projects around the United States. The growing use of HIAs and their benefit to public health has led local health departments to train staff and community transportation partners to conduct HIAs.

Why are HIAs relevant to transportation?

The communities we serve rely on a range of transportation options to earn a living, secure education, and maintain personal health and access health care.

Limited access to safe, affordable, and reliable transportation options significantly impairs one's ability to maintain quality of life. Furthermore, vulnerable populations are often disproportionately affected by transportation gaps—due to limited options and the need for assistance.

NACOG members are in a position to address special transportation needs—along with the

general population—through a variety strategies and community partnerships including using HIAs during decision making process.

How do I understand Health Impact of a transportation project?

The following checklist is intended to provide planners and project managers with an initial idea of the potential health impact of a proposed project. Answer yes or no to the following questions:

For the affected communities, does your proposed project have the potential to limit or expand...

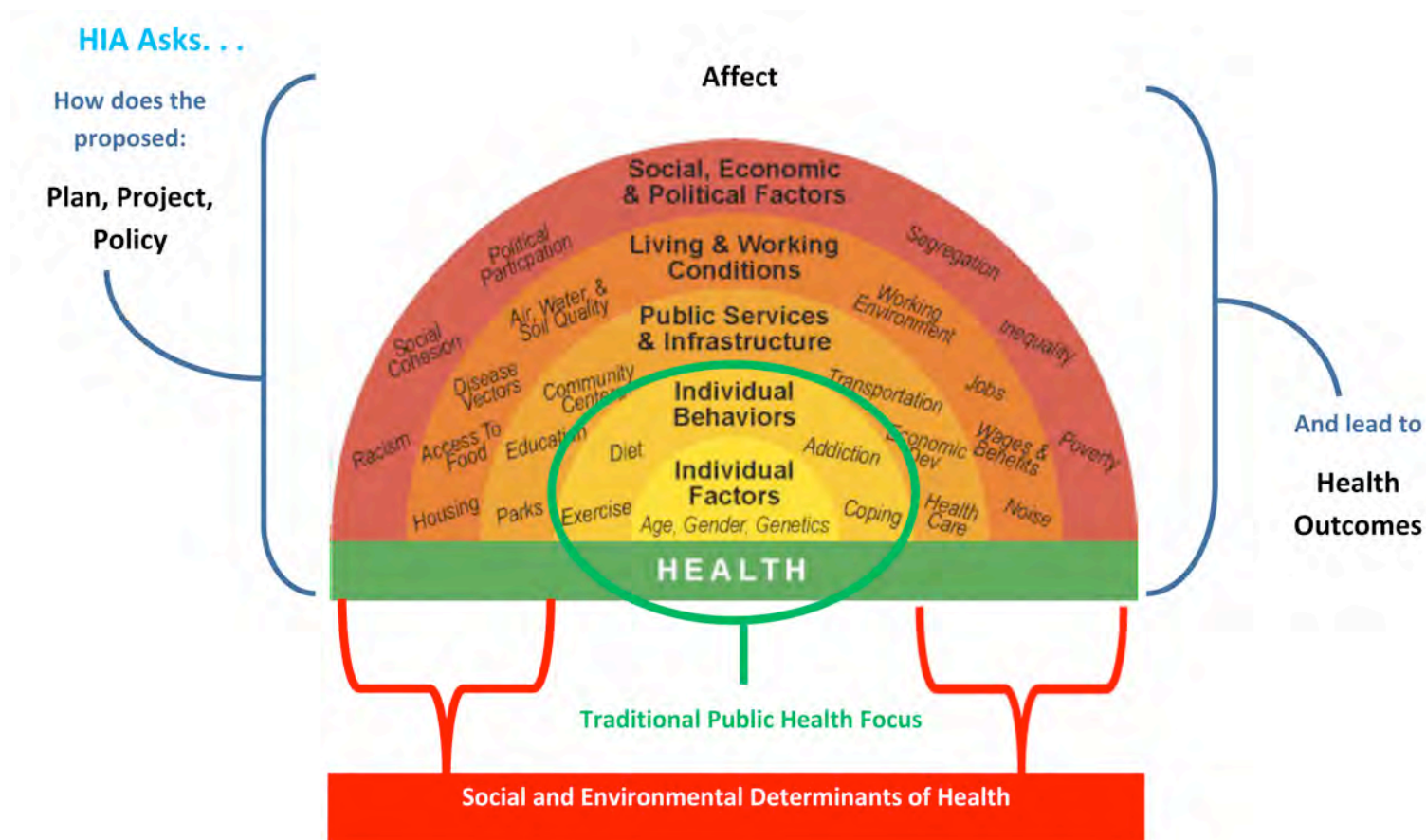
- ✓ *active transportation options (e.g. pedestrian and bicycle trips)?*
- ✓ *access to community spaces, such as community centers & parks?*
- ✓ *access to places of business, including retail and work sites?*
- ✓ *access health and social service providers?*
- ✓ *access to schools and educational resources?*

The greater number of yes responses above, the greater the potential health impact of your proposed project.

With whom may I consult to receive HIA Technical Assistance in project planning?

Your local health department (LHD) has a variety of resources that can be utilized to account for health in your transportation project. Support can be as simple as initial review and health-related recommendations, to helping to convene stakeholders and conducting a comprehensive health assessment.

- Apache County:
- Coconino County: Shawn Thomas, sthomas@coconino.az.gov, 928-679-7333
- Navajo County: Mary Herring, mary.herring@navajocountyaz.gov
- Yavapai County: Paul Katan, paul.katan@yavapai.us or 928- 273-1783



What accounts for differences in health?

Genetics (5%) Personal Behaviors (30%) Health Care (10%) Social and Environmental Conditions (55%)

World Health Organization, Commission on the Social Determinants of Health (2008)

3. FEDERAL AID PROGRAM

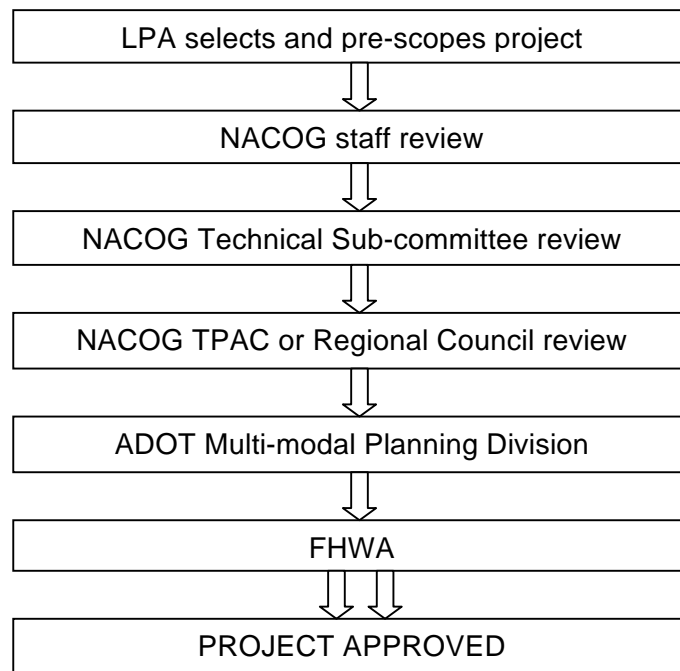
3.4 Project Planning & Monitoring (Cont'd)

3.4.2 Project TIP/STIP Scheduling (Step 2)

The second step to receive federal aid is programming a project in the TIP. Project sponsors have the option of allocating federal funds to accomplish Design and/or Construction phases. The Construction Phase schedule will determine the Design Phase schedule.

Project sponsors have the discretion to select the quantity of federal aid to be allocated for project phases. **NOTE: per federal rules projects utilizing federal aid should be constructed within ten (10) years; failure to comply with this federal rule will result in penalty of repayment of all expended federal funds.**

The proposal must be reviewed and validated through a public input review process including regional committees and governing board review, ADOT committee structure, and FHWA. A TIP Amendment Template letter is available for use.



See [EXHIBIT B – STP PROGRAMMING PROCEDURE](#) and [EXHIBIT C– HSIP PROGRAMMING PROCEDURE](#) for specific steps to successfully schedule a project in the NACOG TIP and State STIP.

EXHIBIT B

STP Programming Procedure

Step	Action		
1	Project Eligibility	A	Local Government submits proposal inclusive of project scoping to ensure cost estimates are reasonable for federal funded projects. Should include current federal aid design estimates, construction administration, contingencies, in addition to current unit cost elements. Samples will be made available upon request.
		B	Project must be located on a functionally classified roadway <i>Major Collector</i> or above. There are exceptions, however, allowing <i>Minor Collector</i> roadways to receive federal aid (15% of state STP can be allocated to Minor Collector roads).
		C	NACOG staff verifies eligibility by vetting proposed budgets with proposed scope. Projects that are over-scoped and under-budgeted will be disallowed to proceed until modified.
2	TIP Amendment	A	Local government submits TIP amendment request outlining specifics and budget. Amendment also includes Board Resolution. A template amendment letter and resolution is available for convenience.
		B	Technical Subcommittee review and recommend: (A) approval (B) revisions/adjustments (C) disapproval
		C	TPAC and/or Regional Council reviews and: (A) approve (B) disapprove TSC recommendation
3	STIP Amendment	A	Pending TPAC/RC action, NACOG staff submits request for STIP amendment through ADOT e-STIP program.
		B	Upon ADOT concurrence, ADOT MPD routes STIP amendment to FHWA for approval
		C	FHWA (A) approves (B) disapproves ADOT STIP amendment request

EXHIBIT C

HSIP Programming Procedure

Step	Action	Considerations & Processes	
1	Project Eligibility	A	Sponsor submits eligibility application to ADOT by May 1 a year in advance of intended programmed year. Applications should be inclusive of project scoping to ensure cost estimates are <u>realistic</u> . Should include current federal aid design review estimates, construction administration, contingencies, in addition to current unit cost elements. Samples will be made available upon request.
		B	ADOT validates eligibility
2	S/TIP Amendment	A	Sponsor submits TIP amendment request outlining specifics, and Board Resolution. A template letter and resolution is available for convenience.
		B	Technical Subcommittee review and recommends: (A) approval (B) revisions/adjustments (C) disapproval
		C	TPAC/Regional Council reviews and: (A) approves (B) disapproves TSC recommendation
		D	Pending TPAC/RC action, NACOG staff submits request for STIP amendment through ADOT e-STIP program.
		E	Upon ADOT concurrence, ADOT MPD routes STIP amendment to FHWA for approval
		F	FHWA (A) approves (B) disapproves ADOT STIP amendment request
3	Project initiated	A	Sponsor initiates project design through ADOT. JPA is formulated.
		B	Sponsor initiates project construction next fiscal year through another JPA.

3. FEDERAL AID PROGRAM

3.4 Project Planning & Monitoring

3.4.3 Demonstrating Commitment (Step 3)

Project sponsors will be required to confirm commitment to their project one year in advance of scheduled project initiation. Commitment will be demonstrated by submitting fiscal data (local budget, Capital Improvement Program) and governing board resolution or current meeting minutes endorsing project within 1 year of project initiation. In the event the Project Sponsor does not demonstrate commitment the project funds will revert back to region for reprogramming in the TIP.

NACOG recommends project sponsors confirm project budgets by performing another pre-scoping process.

3.4.4 Project Initiation (Step 4)

According to the ADOT LPA Manual, the term to initiate and execute a Joint Project Agreement (JPA), assign TRACS number and procure an on-call consultant for design projects is approximately 6 months in length. Project sponsors will therefore submit a project initiation letter to ADOT Local Public Agency Section and NACOG no later than 6 months in advance of project fiscal year. A rule of thumb is to submit by December to kick off the following July (start of new fiscal year).

Failure to adhere to this schedule will jeopardize project development and increase risk in forfeiting federal aid.

3.4.5 Project Development (Step 5)

Upon successful project selection, commitment, and initiation, sponsors graduate into the project development phase. This requires a number of action steps by the project team including local government, ADOT project manager, and ADOT consultant. The project sponsor is the liaison to NACOG and is expected to monitor the development process and communicate its status. Progress is imperative in order to obligate funds according to the TIP schedule. While the LPA may not be fully responsible for the outcome of design, sponsors are expected to be aware of project status.

Note the Project Development (Design Phase) is considered a “Countdown Clock” toward obligation of Construction Phase. [**EXHIBIT D: PROJECT LIFECYCLE PLANNING, DEVELOPMENT & MONITORING SCHEDULE**](#) summarizes the schedule to successfully plan, schedule, initiate and develop a project.

Exhibit G
NACOG Project Programming, Development and Monitoring Schedule

Phase	Steps	Reverse Timing	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
PROGRAMMING	1 Project Selection and Pre-Scoping	Yr -5	Occurs anytime in advance of Yr -4											
	2 Project Scheduling													
	3 Sponsor Commitment													
	4 Project Initiation													
DEVELOPMENT	5 Project Design	Yr -1	Finalize development											
CONSTRUCTION	6 Execution	Yr +1	Project Construction occurs											

3. FEDERAL AID PROGRAM

3.5 Funding Beneficiaries

3.5.1 STP

The annual beneficiaries of STP monies are determined through a rotation methodology recommended through sub-regional consensus. NACOG partners will convene to discuss strategic funding options including:

- (a) **bundling more years to acquire greater volume of resource**
- (b) **strategic allocation of resource**
- (c) **partnering to fund projects of broader scope serving regional needs**

Fiscal years may be exchanged or shared upon sub-regional consent and endorsed by the Technical Subcommittee. Swaps must also be validated by NACOG staff to ensure sufficient budget capacity. Below is a summary of the current rotation schedule as of December 2014.

STP SCHEDULE as of Dec 2014

	Apache Sub-Region	Coconino Sub-Region	Navajo Sub-Region	Verde Sub-Region *
FY15	Town of Eagar	Coconino County	City of Winslow	Town of Camp Verde
FY16	Town of Springerville	City of Page	Town of Taylor	Yavapai County
FY17	Town of Springerville	City of Page	Navajo County	Yavapai county
FY18	Town of St. Johns	Town of Williams	City of Show Low	City of Sedona
FY19	Town of St. Johns	Town of Williams	City of Holbrook	City of Sedona
FY20	Apache County	Coconino County	Town of Snowflake	Town of Clarkdale
FY21	Apache County	Coconino County	Town of Pinetop-Lakeside	Town of Clarkdale
FY22	Town of Eagar	City of Page	City of Winslow	City of Cottonwood
FY23	Town of Eagar	City of Page	Town of Taylor	City of Cottonwood

** West Yavapai sub-region receives an annual allocation per formula.*

3. FEDERAL AID PROGRAM

3.5 Funding Beneficiaries

3.5.2 HSIP

In FY14, the region phased out sub-regional allocations largely due to the disproportionate cost to administer projects. Monies are now programmed by projects of significant scope addressing regional priorities. For example, multiple partners seeking similar projects now submit *one* singular project application for funding. This strategy minimizes administrative costs and increases availability of funds to address safety issues. Below represents the projected schedule for HSIP monies based on existing and future TIP projects.

HSIP Funding Rotation as of December 2014

	Apache Sub-Region	Coconino Sub-Region	Navajo Sub-Region	Yavapai Sub-Region	Region
FY14	Apache County	Coconino County			NACOG
FY15	Apache County	Coconino County			NACOG
FY16					NACOG
FY17					NACOG
FY18	Final year of HSIP allocations per ADOT policy. Funds will be used in Statewide competitive grant program.				

3. FEDERAL AID PROGRAM

3.6 Sponsor Responsibilities

Project sponsors are responsible for the following items during the project planning and development phases, including:

1. Project selection and pre-scoping
2. TIP approval
3. Joint Project Agreement execution and local funds commitment
4. Engineer (design) to federal standards
5. Plan review and comment
6. Required clearances
7. Monitoring status of expense elements including development costs and ADOT Project Management Design Review Fee balances.
8. Submitting project status reports to NACOG for inclusion into regional TIP development report. Status report will include status of milestones (15%, 30%, 60%, 95%, 100% plan review), delays, and budget status (design review, project cost estimate).

3. FEDERAL AID PROGRAM

3.7 Regional Funds Management Strategies

Annually, NACOG staff works closely with sponsors to monitor project schedules for the purpose of managing the region's annual allocations. The ultimate goal is to meet the "obligation schedule" (June 30) to ensure regional allocations are not forfeited. The following strategies are used on a case-by-case basis to maintain TIP integrity.

3.7.1 Pre-scoping and Re-scoping Projects

As noted in *Section 3.4 Project Planning and Monitoring*, there are many steps that assist local governments and COG prepare and complete project development. The goal in aligning funding availability with project costs is to prevent potential situations where one item is imbalanced, thereby negatively influencing the TIP and local project budgets. See *Section 3.4.1 Project Planning & Monitoring - Project Selection & Pre-Scoping Criteria (Step 1)*.

3.7.2 Programming (and re-programming) projects by phases

Pursuant to the ADOT Local Government Manual, a federal aid project Design phase requires 18-24 months to complete prior to initiating Construction. Given that northern Arizona projects must be constructed during the summer season (due to climate), this ADOT-derived development window can become truncated. The region therefore separates design and construction projects to ensure Construction phase is not negatively influenced. Below is configuration for Project Phasing & Funds Usage:

- **Federal Aid STP project design shall be programmed in the TIP a minimum of three (3) years in advance of a federal aid construction phase.**
- **Federal Aid HSIP "system" design projects shall be programmed in the TIP a minimum of one (1) year in advance of a federal aid construction phase.**
- **Federal Aid HSIP "spot" design projects shall be programmed in the TIP a minimum of three (3) years in advance of a federal aid construction phase.**
- **NOTE: Project sponsor determines preferred federal allocations for all project phases. Per federal regulations, federal aid design projects exceeding 30% threshold shall result in fully constructed project within ten (10) years; projects exceeding this threshold but failing to be constructed will require repayment of all federal aid by sponsor.**

3. FEDERAL AID PROGRAM

3.7 Regional Funds Management Strategies (Cont'd)

3.7.2 Project rescheduling

Projects at risk for not meeting the prescribed schedule may consider for rescheduling. As a result, another project may be able accelerate (replace it) so long as the project is further along in development and may be in a position to obligate by the year-end. This strategy may prevent loss of regional allocations.

3.7.3 Funds Loaning

This strategy provides flexibility to manage funds should other management strategies not be feasible. Loaning funds requires collaboration between local and State and other regional planning entities (COGs, MPOs). Funding that does not obligate (aka authorized by FHWA) by June 30 in a given year may be considered for a loan to another planning region (including ADOT) with repayment in future years, assuming these planning entities have capacity to absorb and repay NACOG.

Loans are managed by NACOG staff, reviewed by TSC and RC, and included in the TIP. Successful funds management requires active and continuous participation by all partners.

EXHIBIT E – PROJECT ASSESSMENT & LOAN SCHEDULE outlines the schedule and LPA responsibilities associated with this funds management strategy.

EXHIBIT E

Project Assessment & Loan Schedule

Month	Task	Responsible Party
May - November	On-going assessment of project schedule to determine feasibility of delivery within fiscal year	ADOT Project Manager LPA staff NACOG STAFF
December	Final Assessment of existing fiscal year project delivery schedule	ADOT Project Manager ADOT LPA Section Manager LPA staff NACOG staff
January	<ul style="list-style-type: none"> Identify candidate deferrals, cancellations Negotiate prelim loan agreement(s) with other planning partners, if possible 	NACOG staff
February	<ul style="list-style-type: none"> Amend TIP to readjusted schedule Review draft loan options, if needed Approve loan options, if needed 	NACOG Staff NACOG TSC NACOG Regional Council
April	Loans submitted to ADOT, if needed	NACOG Staff
May – October	On-going assessment of project schedule to determine feasibility of delivery within fiscal year	ADOT Project Manager LPA staff NACOG staff
Roles & Responsibilities		
LPA	<ul style="list-style-type: none"> Monitor project by coordinating with ADOT Project Manager and communicate project status with NACOG staff. Compare initial project schedule with current status; communicate on-going variances. Ensure timely completion of plan review and projects assessments Submit TIP amendment documentation, if required 	
NACOG	<ul style="list-style-type: none"> Coordinate with LPA, ADOT PM & ADOT LPA Section on project delivery assessment Liaise with statewide planning agencies to identify loan options Shepherd region through loan process Perform review through necessary public bodies 	
ADOT	<ul style="list-style-type: none"> ADOT PM assess delivery of projects within specified obligation schedule ADOT LPA assist with coordinating communications, assessments 	

3. FEDERAL AID PROGRAM

3.8 Guidelines for TIP Amendments

3.8.1 Administrative Amendments

NACOG staff is empowered to modify the TIP without TSC or RC review. This is referred to as “Administrative Amendment” and may occur under the following circumstances:

- Adjustment to federal funding up to but not to exceed \$10,000
- Adjustment to non-federal funding details (i.e. project Identification number, name, project limit)
- Adjustments to projects not funded through NACOG regional allocations
- Requests by ADOT for adjustments to non-regional allocations projects

3.8.2 Sponsor-requested Amendments

Project sponsors must request modification to the TIP for all other items falling outside the purview of Administrative Amendment. Requests should be on agency letterhead and submitting no less than 2 weeks in advance of the prescribed meeting review date. A form document is posted on the Planning website.

3.9 NACOG support to regional studies, activities

NACOG participates in and provides technical assistance for planning studies or activities complying with the mission and vision of regional transportation, as outlined in *Section 2.2 Regional Planning Overview*.

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POLICY SUMMARY

Policy 3: Demonstrating Commitment

Project sponsors must demonstrate their commitment to TIP one year in advance of project initiation. The project will be deleted from the TIP if sponsor does not commit, and project funds will revert back to region for reprogramming.

Policy 4: Sponsor Project Initiation

Project sponsors will submit project initiation letters to ADOT/NACOG no less than 6 months in advance of TIP schedule. Failure to adhere to this schedule will jeopardize project development and increase risk in forfeiting federal aid.

Policy 5: Sponsor responsibilities

Sponsors are responsible submitting project status reports to NACOG for inclusion into regional TIP development report. Status report will include completed milestones (15%, 30%, 60%, 95%, 100% plan review), delays, and budget status (design review, project cost estimate).

Policy 6: Project Phasing & Funds Usage

Federal Aid STP design projects shall be programmed in the TIP a minimum of three (3) years in advance of a federal aid construction phase. Federal Aid HSIP “system” design projects shall be programmed in the TIP a minimum of one (1) year in advance of a federal aid construction phase. Federal Aid HSIP “spot” design projects shall be programmed in the TIP a minimum of three (3) years in advance of a federal aid construction phase. Project sponsor determines preferred federal allocations for all project phases. . Per federal regulations, federal aid design projects exceeding 30% threshold shall result in fully constructed project within ten (10) years; projects exceeding this threshold but failing to be constructed will require repayment of all federal aid by sponsor.



SECTION 4 – HIGHWAY PERFORMANCE MONITORING & REPORTING

This section provides an overview of the roadway performance-monitoring program for the National Highway System (NHS).

4.1	<i>Traffic Data Management System (TDMS)</i>	35
4.2	<i>Highway Performance Measuring System (HPMS)</i>	35
4.2.1	<i>Data Capture</i>	37
4.2.2	<i>Data Input</i>	37
	<i>Exhibit F – Highway Performance Measuring & Data Collection Schedule</i>	36

4. HIGHWAY PERFORMANCE MONITORING & REPORTING

4.1 Traffic Data Management System (TDMS)

ADOT developed this web-based system for reporting annual traffic data (road counts) year-round. Midwest Software Solutions, an ADOT sub-contractor, is tasked with liaising with NACOG to provide training and technical assistance for TDMS. Various training sessions are scheduled annually – See Exhibit F. ADOT assigns Identifications and passwords to NACOG and local partners.

<http://NACOG.ms2soft.com/tcds/tsearch.asp?loc=NACOG&mod=>

4.2 Highway Performance Measuring System (HPMS)

HPMS is a national highway transportation system database that stores characteristics such as extent, condition, usage, performance and operating characteristics on roads defined as Collector or above per the roads classification guidelines.

The data available in the HPMS database is used by federal, state and local governments to assess road conditions. Federal and state interest in the HPMS data includes, but is not limited to:

Federal	State	Region / Local
Highway Statistics	Roadway Condition	Roadway Condition / Usage
Roadway Condition	Roadway Usage	Investment Priorities
Crash Rates	Air Quality	
Congestion	Forecasting Investment	
Fund Apportionments		

EXHIBIT F – HIGHWAY PERFORMANCE MEASURING & DATA COLLECTION SCHEDULE.

Exhibit J

Highway Performance Management & Data Collection Schedule

Program Area	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Highway Performance Management System (HPMS)	LPAs collect road counts							Road counting continues is warm weather climates		HPMS Portal open for Data Entry by LPAs		Data Entry Complete
Traffic Database Management System (TDMS)	Agencies Input and Update Data											
Support, Training and Compliance	Road Segment/Classification Change & Road Counter Distribution					TDMS Training		HPMS Training	HPMS Assistance			

4. HIGHWAY PERFORMANCE MONITORING & REPORTING

4.2 HPMS (Cont'd)

4.2.1 Data Capture

The first step in providing accurate data is to collect road counts using road counting hardware and software.

Local agencies have intimate knowledge of their local transportation and, therefore, can provide accurate information regarding their roadways. Henceforth, Data Capture is best done by the Local agency (usually during non-inclement months of Spring – Fall).

The region possesses a plethora of assets to accomplish this task including numerous road counters presently stored at Coconino County and Navajo County.

4.2.2 Data Input

The entry of road data by local agencies is critical to the accuracy and effectiveness of the HPMS. It is a federal requirement that all local governments update traffic counts on all functionally classified roads every three years. Annual data shall be inputted in the HPMS system by the local communities between January and April. NACOG Staff will collaborate with ADOT to schedule annual training for local governments.

NACOG possesses community's User ID and Password for the HPMS portal. Contact NACOG staff for more details.

Link to the HPMS system: <http://adot.ms2soft.com/tms/>

[EXHIBIT F – HIGHWAY PERFORMANCE MEASURING & DATA COLLECTION SCHEDULE.](#)



SECTION 5 – DATA COLLECTION

This section provides an overview of the data collection responsibilities and activities within the region.

<i>5.1 Roadway Functional Classification.....</i>	<i>40</i>
<i>5.1.1 Classes of Roadways.....</i>	<i>40</i>
<i>5.1.2 ADOT Procedure for Roadway Functional Class Modification</i>	<i>40</i>
<i>5.2 Population Projections & Estimates.....</i>	<i>43</i>
<i>Exhibit G – NACOG Road Functional Classification Procedure</i>	<i>41</i>

5. DATA COLLECTION

5.1 Roadway Functional Classification

Federal legislation requires each state functionally classify its road network. Functional Classification is the process by which the State's streets and highways are grouped into classes, or systems, according to characteristics of service they are intended to provide.

NACOG member agencies are responsible for updating the functional classification system through an established procedure including region, state, and federal agencies.

NOTE: Only roads in the FC network are eligible for federal aid.

5.1.1 Classes of Roadways

All roads serving as minor collectors and above are included in the functionally classified National Highway System. The federal functional concepts, criteria, and procedures can be viewed here

- http://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/fcauab.pdf

5.1.2 ADOT Procedure for Roadway Functional Classification Modification

Updates to the FC roadways come by way of adding or removal roadways to/from the network. Guidance for FC Overview can be found here:

- <http://azdot.gov/docs/default-source/maps/functional-classification-process.pdf?sfvrsn=4>

The steps to successfully complete a FC modification can be found in [**EXHIBIT H – NACOG ROAD FUNCTIONAL CLASSIFICATION MODIFICATION PROCEDURE.**](#)

EXHIBIT G

Road Functional Classification Modification Procedure

Step	Responsible Party	Process	
1	Local Public Agency	A	Annually evaluate function of road network in winter months. Any roadways requiring an upgrade or downgrade from the Functional Classification Network must follow these steps below.
		B	Complete and submit application requesting modification of roadway(s) to NACOG. Submittal should include pertinent addition or deletion of roadway, descriptions of modifications, maps, termini, average daily traffic (ADT) on the route, changes in mileage reported to the nearest tenth of a mile, and mileage summary of statewide FC system.
2	NACOG	A	Review application to determine applicability and influence to regional FC system. An application can be obtained upon request.
		B	Submit request to NACOG Technical Subcommittee
		C	Submit request to NACOG Regional Council with Technical Subcommittee recommendation
		D	Submit request to ADOT with Regional Council action. Any submittal must include either (a) Board Resolution, or (b) evidence of action per official meeting minutes.
3	ADOT	A	Review request considering impact on proposed area. Will consider: <ul style="list-style-type: none"> o Statewide functional classification o National Highway System (NHS) o Highway Performance Management System (HPMS) o Level of development (LOD) o Statewide transportation plan o State and local 5 year construction programs (STIP and TIP) o Future highway development corridors o Other criteria on case-by-case scenario <p>Will also consider input from local public officials, regional planning bodies, ADOT District Engineers,</p>
		B	If supports modification request, will submit to FHWA along with discussion of rationale for support
4	FHWA	A	Review submittal. Route approval or disapproval to ADOT. Local government notified in reverse order of steps outlined below not including governing or advisory bodies.

Functional Classification Modification Worksheet

Road Name: _____ Length: _____

Limits (termini): _____

Current Functional Classification: _____

Proposed Functional Classification: _____

Most recent traffic count (ADT): _____ mm/dd/yyyy _____

1. **If this is a future road, will construction begin within 4 years?** (circle one) **Yes or No**

2. **Has the local agency (owner) committed to funding any construction projects on this route (i.e. new construction, improvements, etc.) excluding or outside of any Federal funds?** (circle one) **Yes or No** If yes, attach a copy of any documentation to this request

3. **Has the regional planning body (Council of Governments) approved this request?** (circle one) **Yes or No** If yes, attach a copy of either a) an adopted resolution passed by the regional planning body; or (b) an approved motion shown in the minutes from an official meeting of the regional planning body.

4. **Request Criteria:** Describe the reason for this request below (attach additional pages as necessary). If applicable, provide information on any specific traffic generators, population/housing changes (official Census or DES estimates), private or public development in the area, commercial/industrial activity and any other pertinent information that will help to justify this request. Please cite specific data and data sources for all figures used in the justification. Attach a map of the area with the route indicated on the map. Maps may be printed from the ADOT website at <http://tpd.az.gov>. Legible, handwritten notes on the map are acceptable.

5. DATA COLLECTION

5.2 Population Projections & Estimates

NACOG collaborates with local jurisdictions to ensure regional population projections are collected and submitted to the Department of Administration, Office of Employment & Population Statistics for the purpose of developing population estimates and projections. This data is crucial for the distribution of state funding for many different social service programs.

NACOG also collects Annexation, Completions, and Quarters Population, and Permit data. Two types of data are collected: housing & group quarters population data, and building permits data.

<i>Sample Data Collection Schedule</i>				
Data Type	Period covered	Reference date or end date	Request	Due
Annexation, 1st Collection	Q3, Q4	12/31/201X	1/15/201X	2/14/201X
Completions, 1st Collection	Q3, Q4	12/31/201X	1/15/201X	2/28/201X
Building Permits, 1st Collection	Q3, Q4	12/31/201X	1/15/201X	2/28/201X
Group Quarters Population *	Fiscal Year 201X	5/1/201X	5/1/201X	6/20/201X
Annexation, 2nd Collection	Q1, Q2	6/30/201X	7/14/201X	8/15/201X
Completions, 2nd Collection	Q1, Q2	6/30/201X	7/14/201X	8/29/201X
Building Permits, 2nd Collection	Q1, Q2	6/30/201X	7/14/201X	8/29/201X

* These dates are approximate because we need to coordinate with the Census Bureau to meet their requirements



SECTION 6 – TRANSIT PLANNING

This section provides an overview of the transit planning responsibilities and procedures in rural, northern Arizona.

6.1	<i>Section 5310 Coordinated Mobility Program.....</i>	<i>44</i>
6.1.1	<i>Organizing and assisting the Annual 5310 Grant Program.....</i>	<i>44</i>
6.1.2	<i>Human Services & Public Transit Coordination Plan</i>	<i>44</i>
6.1.3	<i>Coordination Planning Process</i>	<i>44</i>
6.2	<i>Section 5311 Public Transit Planning</i>	<i>47</i>
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6. TRANSIT PLANNING

6.1 Section 5310 Coordinated Mobility Program

Annually ADOT provides NACOG with FTA administrative planning funds to coordinate the ADOT Section 5310 Coordinated Mobility Program in rural areas of Northern Arizona. This includes organizing and assisting the annual grant application process, and leading the regional transit planning process to determine project eligibility for federal aid.

6.1.1 Organizing and assisting the annual Section 5310 Grant Program

NACOG serves as a liaison for ADOT and local stakeholders regarding all respective issues relating to the ADOT Section 5310 grant program. This may include notifying current and prospective grantees of funding opportunities, workshops, webinars, and policy notifications; and providing technical assistance with application preparation and FTA and ADOT compliance. Most, if not all activities, related to the ADOT 5310 Coordinated Mobility Program is posted here:

- http://www.nacog.org/index.cfm?fuseaction=dep_menu&menu_id=5051&dept_id=12

6.1.2 Human Services & Public Transit Coordination Plan

Per federal legislation all federally funded projects must be included and eligible as per the locally derived *Human Services & Public Transit Coordination Plan (Coordination Plan)*.

The *Coordination Plan* assesses community service areas, transportation provider network, identifies gaps in service, identifies potential projects meeting needs of specific populations, and prioritizes funding. The Plan therefore requires intensive management and planning activity by NACOG with the active participation of local stakeholders to evaluate impact and eligibility of all potential federally funded projects. This is referred to and the “*Coordination Planning Process*”. Agencies interested in participating in the annual Section 5310 Grant Program should follow the *NACOG Coordination Planning process* including, but not limited to, submitting vehicle inventory information and projects of interest to determine their eligibility and priority for funding.

The FTA requires the Plan be revised every three years, with annual updates submitted through amendment.

6. TRANSIT PLANNING

6.1 Section 5310 Coordinated Mobility Program (Cont'd)

6.1.3 Coordination Planning Process

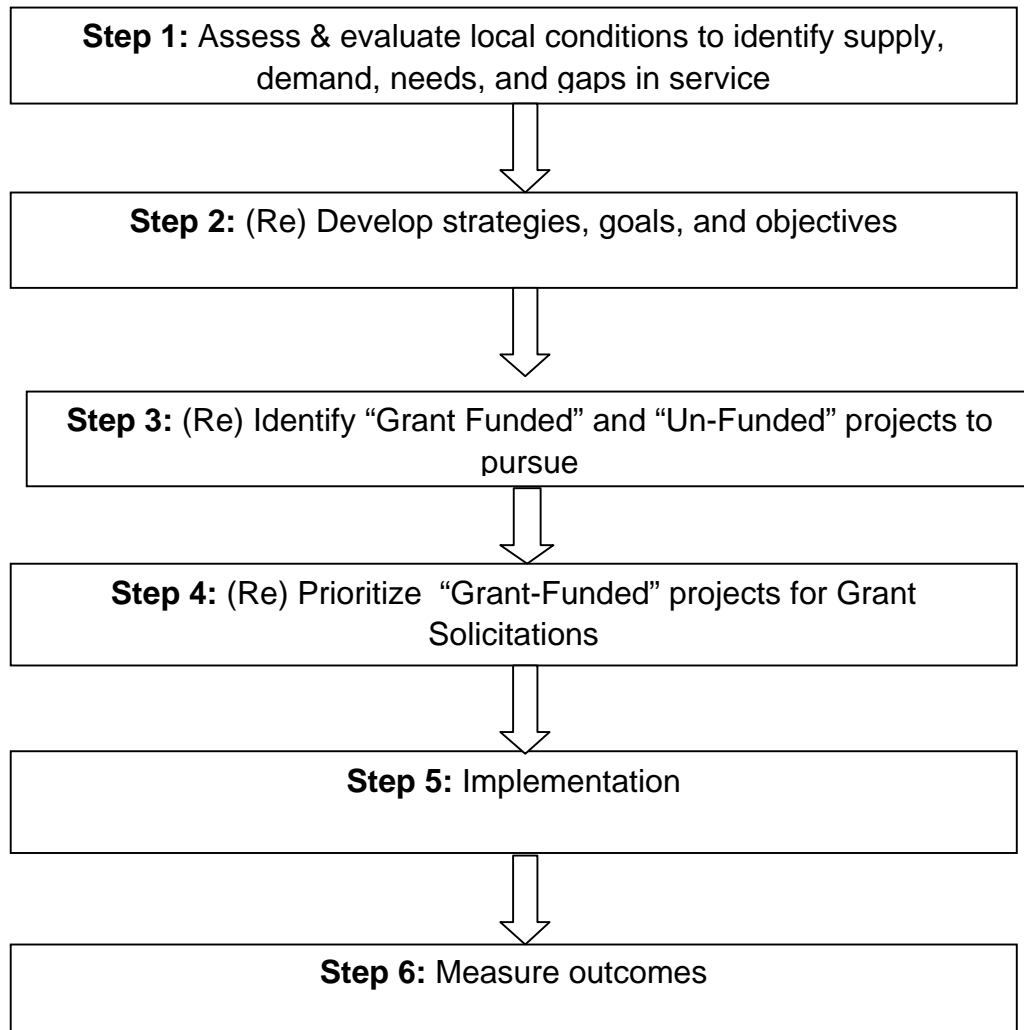
Stakeholder involvement is the key to a successful Coordination Planning. *Section 2.3.3.4* identifies the organizational structure and strategy for stakeholder involvement.

The engagement of appropriate organizations and/or individuals is critical to identifying the needs of the target population, the needs of the community or region, availability of transportation services, and prioritization of fund allocations.

EXHIBIT H – COORDINATION PLANNING PROCESS outlines NACOG's process for participation in project eligibility and grant funds allocating.

EXHIBIT H

Coordination Planning Process



6. TRANSIT PLANNING

6.2 Public Transit Planning

Annually ADOT provides NACOG with FTA administrative planning funds to coordinate the ADOT Section 5311 Public Transit programs in rural areas of Northern Arizona. This includes providing technical assistance to public transit agencies in the annual grant applications, assisting ADOT in the annual grant evaluations, and various coordination and planning activities.

6.2.1 Grant application technical assistance

Upon request, NACOG provides technical assistance to the various public transit agencies during the annual grant application cycle. This may include, but is not limited to,

- providing socioeconomic data
- assisting with identifying partners for consolidation and/or potential expansion of service within a region
- Review applications and generate an analysis per applicant of the service within the region and how it is incorporated into the coordination plan.
- Sponsor grant writing workshop for non-profits, local governments, and others.

6.2.2 Annual Grant Application Evaluation

Upon request, NACOG provides support to ADOT during the annual state grant solicitation and evaluation process. This may include, but is not limited to

- scoring and ranking applications according to the evaluation criteria contained in the Section 5311 Handbook
- serving on an evaluation committee

6.2.3 Planning & Coordination

NACOG will develop and include a Five Year Transit Plan in the Coordination Plan. Additionally, NACOG will collaborate with ADOT and various TACs to prioritize and recommend transit service/facility improvements in the region. Additional duties will include, but is not limited to

- Participating in planning or operational studies, as needed, when changes in service are considered
- Coordinate safety, security and emergency management plans
- Coordinate capital improvements with other public, private and non-profit agencies/stakeholders in the region.

6. TRANSIT PLANNING

6.3 Regional Mobility Management

This is an eligible capita expense in the annual Section 5310 grant program. NACOG's MM program provides planning and technical assistance to all partners providing transit services. Through short-range project implementation in long-range planning, the region collaborates with stakeholders to enhance transit-related systems. Examples of activities include:

- Collaborating with providers to develop an efficient and effective transit network
- Assorted activities to enhance citizen access to transportation network
- Managing regional vehicle inventory to ensure in state of good repair
- Travel training and referral services

TPCs provide input to staff for local transit issues, and are comprised of local stakeholders including transportation providers, local government staff, elected officials, community members, and representatives of the needs of older adults and individuals with disabilities. [See Exhibit J – TRANSIT PLANNING COMMITTEE GUIDELINES](#)

Committees focus on the following tasks:

- Improving access to transportation options and services
- Diversifying funding sources and reducing costs by using, most efficiently, all the financial resources available
- Prioritizing need as it relates to limited funding while reaching the greatest number of riders and/or those with the greatest need, across the greatest area feasible
- Reducing overlap of services and creating greater use of existing assets
- Creating and implementing a Coordination Plan that identifies and implements strategies to meet the goals of the Committees

There are currently six committees, two of which provide indirect input into the NACOG mobility planning while primarily serving urban areas:

- Eastern Yavapai County (Verde Valley)
- Southern Apache and Navajo Counties (White Mountains)
- Northern Coconino and Navajo County (Hopi)
- Northern Apache and Navajo Counties (Navajo)
- Flagstaff MPO (Coconino)
- Central Yavapai MPO (Western Yavapai County)

Given that TPCs are not Council-derived, there is no expectation to follow by-laws or open meeting law. Rather, TPC's follow the guidelines for outlined in [EXHIBIT J – TRANSIT PLANNING COMMITTEE GUIDELINES](#).

EXHIBIT J

Transit Planning Committee Guidelines

Federal legislation mandates the formation of coordination councils, or Transit Planning Committees, to aid in the development of the Coordination Plan. NACOG established four Coordination Committees representing various sub-regions to allow for local input and discussion.

Membership

Legislation requires TPCs comprised of seniors, people with disabilities, transportation providers and local vested stakeholders. Additional membership shall include:

- Departments of human and social service,
- Departments of health and mental health, NEMT
- Vocational and/or developmental disability departments
- Department of Labor
- Area agencies on aging
- Non-profit agencies
- Elected Officials

Function

TPCs provide input to the Coordination Plan, as well as to:

- Build trust and relationships between providers
- Establish communication and build knowledge community agencies
- Analyze existing resources and services
- Identify areas without service or limited service, i.e. gaps
- Prioritize gaps, develop and implement strategies to address gaps
- Evaluate effectiveness of strategies
- Create partnerships to increase efficiency and decrease costs
- Form cooperative or collaborative strategies to increase ridership & decrease expenses
- Share best practices (forms, processes, procedures, etc.)
- Standardize minimum driver training expectations
- Enhance access and availability of services
- Centralize information and referral services
- Maintain a fleet in good repair
- Support validated expansion of fleet
- Support formation of a 3-5 year plan to address issues

Outcomes

TPC activities will result in the following:

- Improved access to the most transportation options and services possible

- Diversify funding sources and reduced costs by using, most efficiently, all the financial resources available.
- Prioritizing need as it relates to limited funding while reaching the greatest number of riders/and or those with the greatest needs, across the greatest area feasible
- Reducing overlap of services where possible and creating greater use of existing services and assets)
- Creating and implementing a Coordination Plan that identifies and implements strategies to meet the goals of the Committees.

Methodology

At a minimum, each TPC will meet quarterly, with option to meet more frequently at the request of the TPCs.

POLICY SUMMARY

Policy 8: Coordination Planning Process

The *Regional Human Services and Public Transit Coordination Plan* assesses the transportation network, identifies gaps/needs, identifies potential projects meeting needs of specific populations, and prioritizes funding allocations. The Plan therefore requires intensive management and planning activity by NACOG with the active participation of local stakeholders to evaluate impact and eligibility of all potential federally funded projects. This is referred to and the “*Coordination Planning Process*”. Agencies interested in participating in the annual Section 5310 Grant Program should follow the *NACOG Coordination Planning process* including, but not limited to, submitting vehicle inventory information and projects of interest to determine their eligibility and priority for funding support.

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Glossary of Terms

(Under development)