

Arizona Department of Transportation
Council of Governments Overall Work Program
Federal Fiscal Year 2003
[October 1, 2002 – September 30, 2003]

Each Council of Governments (COG) is recognized by the Arizona Department of Transportation (ADOT) as an effective forum to service local governments, state and federal agencies, and the public on a regional basis. For this purpose, ADOT contracts with the COG to (1) acquire and transmit required data, (2) facilitate necessary changes, (3) participate in planning and policy decision-making, and (4) develop and monitor priority programs. The Overall Work Program (OWP) identifies specific products/services expected with due dates and activities to attain success in accomplishing the contracted work.

Activities or approaches that are conducted concurrently and are vital to implementation of the OWP include: (1) as-needed consultation with the State & Regional Planning Team (SRPT), ADOT Transportation Planning Division (TPD), for support services as technical assistance, information, or guidance; (2) coordinating with ADOT teams; (3) coordination of OWP focus with agenda of technical advisory committees (TAC) to achieve the contracted outcomes; and (4) timely reporting of progress 30 days following each quarter period, and by December 31 for the previous fiscal year (FY). Also, the COG will provide agenda and materials to the SRPT 5 days prior to a scheduled meeting.

The FY 2003 OWP is structured with products/services listed first with due dates; appropriate activities follow to prompt expected outcomes. For instance, Work Element No. 1 details what is expected for completing and transmitting data for several purposes, including the Highway Performance Monitoring System (HPMS). HPMS has become increasingly relied upon nationally for apportioning Federal-aid highway funds and to address in-state policy issues. Intergovernmental and regional forum cooperation is essential for data collection, accuracy, and timely submittal to the Federal Highway Administration (FHWA).

Work Element 1. Acquire Data for System Performance

Products/Services:

1. The COG will provide the ADOT Data Team with all of the certified paved and unpaved public mileage figures, (i.e. local functional system mileage summary) for the roads in its region by April 15th, 2003. This mileage report deadline applies to ALL local government agencies statewide for preparation of the annual Governor's Certified Public Mileage Letter and HPMS data submittal to FHWA. These mileage figures will be validated and verified against ADOT's GIS coverage where applicable. The COG will use tools (conventional paper report forms, GIS software extensions, and Internet browser) provided by ADOT to collect, account for, and transmit all of the information concerning the certified paved and unpaved public mileage figures in the region.
2. The COG will provide the ADOT Data Team with the locations of local government capital infrastructure improvement projects, detailing the type(s) of improvement, mileage or length of the project, and the completion date. Project locations should be in standard ATIS format. GIS software tools have been developed for HPMS and FHWA-536 reporting. It is strongly recommended that this tool be used for data collection and reporting. This information may also be documented through status reports at COG TAC meetings.
3. The COG will provide full submittals of all of the HPMS data items for both sample panel and universe highway section records. This information will be updated and verified according to mutually agreed upon requirements of the ADOT Data Team and COG. This

HPMS data shall be submitted in accordance with the staggered annual schedule based on geographically grouped local jurisdictions.

4. The COG will annually update raw traffic counts according to a mutually agreed upon schedule established between the ADOT Data Team and the COG. The COG will participate in an annual critique of regional traffic counting practices and maintain consistency with the selected approach.

5. When collecting highway data (centerlines, geometrics, pavement condition, traffic counts) the COG will ensure that copies of all information are transmitted or shared with the ADOT Data Team, using GIS or conventional reporting tools developed for this purpose.

Activities:

1. The COG will participate in regional GIS/ATIS / HPMS and other related workshops as scheduled or arranged.

2. The COG will coordinate with local jurisdictions to fully participate with the COG in documenting, collecting, and reporting essential data elements for completeness of Arizona's public highway information.

3. The COG will coordinate with the ADOT Data Team to schedule and arrange regional highway data collection training sessions for local agencies, according to annual inventory year-end cycles, and actively participate in these sessions with Data Team staff whenever possible.

4. The COG will cooperate with the ADOT Data Team and Regional Planning Team to communicate the values of improving the quality and consistency of local highway finance data reporting on FHWA Form 536 to each member local agency.

5. The COG will keep computer hardware and software current as mutually agreed with ADOT and approved by FHWA.

6. The COG will use the TPD Internet website, <http://tpd.az.gov> , to obtain current and up-to-date information on the GIS, ATIS and HPMS Programs.

7. The COG will use the appropriate website to record GIS, ATIS, and HPMS data item updates – including the factoring of any raw traffic counts taken and also use this site as a resource to view various types of highway information.

8. The COG will use the FHWA's HPMS website, <http://www.fhwa.dot.gov/ohim>, for information and understanding of the data and share this information with local governments' TAC members and other data suppliers.

9. The COG will use the HPMS Computer-Based Training CD (distributed at the regional workshops) to improve the understanding of various HPMS data issues and to report better quality data.

Work Element 2. Conduct Regional Planning

Products/Services:

1) Submit Quarterly Progress Reports that reflect the Work Elements completed as outlined by the FY 2003 Overall Work Program. The progress reports should be

consistent with the payment vouchers submitted by the COGs and should give attention to any transportation related issues of regional significance that had an effect on the Work Program.

2) Provide Transportation Technical Advisory Committee agendas, analyses, and other documentation of discussions, decisions, and consensus attained about regional policies, perspectives, planning principles and products, data sharing, and recommendations for connectivity or continuity of multi-modal transportation systems.

3) Informal monthly assessments shared with ADOT Regional Planner and District Engineer(s) concerning the manner of achieving expected outcomes through improved processes, communications, cooperation, and/or coordination.

Activities:

1) Report on the Work Elements of the FY 2003 Overall Work Program.

2) Coordinate with all stakeholders, to include ADOT planning teams and COG jurisdictions, to insure the proper utilization of resources.

3) Cooperate with ADOT Air Quality Policy Team in transportation conformity processes, consultation charter updates, research studies, and other related tasks in order to attain, sustain, and maintain the National Ambient Air Quality Standards, e.g., particulate matter.

4) Coordinate TAC agenda to include revisiting the COG-adopted regional policy framework to maintain TAC members' awareness of how policies should influence regional plans and assist in the prioritization of timely and fundable transportation improvement projects that will process to bid-call in the year programmed.

**Work Element 3.
Plan (MoveAZ)**

Support in the Development of Arizona's Long Range Transportation

Products/Services:

1) Support in the review of issue papers, technical memoranda or consultant reports, and regional meeting minutes that document next steps and expectations. When appropriate, provide comments on these documents.

2) Participate in scheduled statewide meetings, public involvement workshops, and hearings with local governments, affected agencies, and ADOT that support the advancement of the plan.

Activities:

3) Involve the COG region in the cooperative processes engaged for statewide governmental and public buy-in to develop and implement the state's long-range plan, *MoveAZ*.

Work Element 4.

Recommend State System Program Priorities

Products/Services:

1) Recommend projects by priority to applicable ADOT District Engineer(s) by September 15.

2) Deliver a copy of recommendations selected by the District Engineer(s) to ADOT Priority Programming Team by September 30.

Activities:

1) Meet with the COG-area District Engineer(s) regarding State Highway System development and continuity improvement opportunities with current or proposed local transportation facilities.

2) Facilitate Transportation Technical Advisory Committee recommendations with the COG-area District Engineer(s) and other ADOT staff to identify desired priorities to the State Highway System.

3) Be involved in Transportation Enhancement deliberations and follow-up on each approved project through its processing up to the project's satisfactory completion.

4) Inform, as appropriate, the Transportation Planning Division, Priority Planning Advisory Committee, and/or the State Transportation Board about regional concerns or issues.

Work Element 5.

Program Local System Priorities

Products/Services:

1) Produce a three to five year Transportation Improvement Program (TIP) of prioritized eligible local government projects. The TIP shall be in balance with the use of regionally-allocated federal obligation authority (OA) in conjunction with the IGA filing with the Secretary of State and/or the projects' call to bid.

The TIP will contain ADOT Transportation Board-approved Transportation Enhancement projects and regionally proposed federally eligible Bridge and Safety projects. Rail crossing projects, according to the ADOT/Arizona Corporation Commission Array, may be listed.

The Draft TIP is due to the ADOT Regional Planner by June 15th.

The Regional Council-adopted TIP is due no later than August 31st.

2) Documentation of rating system, processes employed, and outcomes of TAC, Administrative/Management Committee, and/or Regional Council decision making of how adopted policies and plans influenced the projects programmed. In addition, document public participation, demographics, and events involved in developing the TIP.

Activities:

1) Frame timeline and listing of events for determining the TAC schedule of discussions needed to monitor the current TIP and develop the new TIP. Reach mutual agreement of expected outcomes from policy and other committees as advisable.

2) Provide guidance to each COG member entity and inform them on the tasks that need to be anticipated when they demonstrate sponsor commitment to a proposed federally qualified project. Any project considered by the TAC for prioritizing into a multi-year program should be an outgrowth of regionally adopted policies and plans.

3) Apply regionally accepted TIP development and monitoring strategies developed through TAC agendas, recommendations, and actions. According to outlined federal and state processes, these strategies should include annual refinement of programming evaluation criteria for proposing viable, policy-driven and plan-oriented projects for which sponsors are committed to participate in funding and processing to bid-call or IGA filing.

4) Use ADOT guidelines, technical assistance, and District Engineer involvement to build-in long-term effects, thereby optimizing funds from a variety of sources to lead projects towards bid-calls within scope, budget, and schedule. Coordination among entities also encourages the continuity of transportation systems regardless of jurisdiction.

5) Transmit TAC-recommended and Regional Council-adopted TIP with accompanying documentation.

Work Element 6.

Attend to Functional Classification and Urban Boundaries

- Products/Services:
- 1) Maintain a list of routes verified by FHWA and ADOT that are eligible for priority program's use of obligation authority on proposed projects.
 - 2) Gather adequate and appropriate information necessary to document requested (or otherwise needed) changes.
 - 3) Retain current inventory of region's functional classification systems and urban boundaries aligned with federal regulations and state procedures.
- Activities:
- 1) Verify functional classification of routes to ensure eligibility of proposed projects before being programmed.
 - 2) Maintain current alignment of functional classifications and urban boundaries with federal regulations and state procedures.
 - 3) Process requested changes with FHWA through the ADOT Regional Planning Team.

Work Element 7.

Acquire Data for Growth Projections

- Products/Services:
- 1) Participate in the Population Technical Advisory Committee and represent the COG's regional interests.
 - 2) Gather required data to be used in population modeling, projections, or estimates that assist the Arizona Department of Employment Security (DES) Director to annually approve population estimates for years of no new official U.S. Census data.
- Activities:
- 1) Identify the types of data needed and assess the methods of collection. Collect (or cause submittal to the COG) data from region's data suppliers on a regular basis.
 - 2) Critique data for accuracy and transmit to appropriate modelers. Evaluate and comment on projections or estimates as regards to the potential impacts on the region.

PUBLIC TRANSIT
Category C00

NON-METRO
Sub-Category C80

Work Activity C80.84 TRANSIT VEHICLES FOR ELDERLY AND DISABLED

OBJECTIVE: Provide coordinated planning and participation for private, non-profit agencies, and appropriate public agencies and Indian Tribes which are eligible for grant awards for the purchase of vehicles to transport elderly and disabled persons.

TOTAL BUDGET: \$6,500.00

Item A. Work with Transit Staff to implement revised data collection and reporting format for Section 5310 project information of the period from July 1, 2002, through June 30, 2003.

Products: Conduct annual report collection and vehicle inspections on site---entering pertinent data utilizing personal data assistants (PDAs) where possible---and transmit this data to the ADOT Public Transportation Section in approved electronic format. A (typically) one-page or less summary report should accompany this site inspection data which provides anecdotal and recommendation commentary regarding review findings.

All due by December 30.

Budget: \$2,000.00

Item B. Assist ADOT staff and consultant(s) in the setting up (site arrangements, recipient follow -up) and conducting of ADOT staff and/or consultant –held grant recipient evaluations. These evaluations (typically) may be held at the COG offices or otherwise centrally within the region. In addition, the COG planner(s)/director may be asked to participate in at least portions of these site evaluation interviews as well as contribute suggestions for recipient review content. The pertinent COG official(s) may also be asked to accompany ADOT staff or consultant(s) in selected follow -up on-site visits.

Budget: \$1,700.00

Item C. Notify prospective applicants and distribute application packets by January 1.

Products: Provide a mailing list of those receiving application packets, and workshops attended. Due on or before March 30.

Budget: \$650.00

Item D. Assist agencies in preparation of applications. Review applications for eligibility, accuracy, completeness, and coordination with other Section 5310 and 5311 projects. Prioritize applications consistent with the implementation strategy of the Regional Transit Plan.

Products: Forward prioritized, completed and accurate application packages to the Administration at ADOT. Included shall be a letter to ADOT certifying that the service proposed is or will be included in the Transportation Improvement Plan if in an urban area, or in the Transportation Development Plan if in a rural area. The letter shall include a copy of the applicants' Title VI / minority status pages(s) from the application form, verified with local census data. All due by March 30.

Budget: \$2,150.00

Unless otherwise indicated, all **Work Activity C80.84** products are to be delivered to: Gregg Kiely, Section 5310 Administrator
Arizona Department of Transportation Planning Division
206 S. 17th Avenue, Mail Drop 340B
Phoenix, Arizona 85007

Work Activity C80.85 FTA SECTION 5311

OBJECTIVE: Provide coordinated planning and participation for private, non-profit agencies which seek Section 5300 funds for the provision of general public transit services in rural areas.

TOTAL BUDGET: \$2,600.00

Item A. Begin conducting annual inspections of Section 5311 vehicles in October and report findings to ADOT.

Products: Conduct annual report collection and vehicle inspections on site---entering pertinent data utilizing personal data assistants (PDAs) where possible---and transmit this data to the ADOT Public Transportation Section in approved electronic format no later than December 30.

Budget: \$400.00

Item B. Encourage Section 5311 applications by attending ADOT pre-application workshop and by contacting possible applicants in writing as identified through the Regional Transit Plan.

Products: A summary listing the workshops attended, potential applicants contacted, copies of contact letters, discussions of telephone follow-up and the results of these communications in a format prescribed by ADOT no later than April 30.

Budget: \$400.00

Item C. Assist applicants in the actual preparation of the application by providing census data and transit planning documents, and generally in completing the application.

Products: A summary of your assistance provided to each potential applicant, including written and verbal communications. Due by June 30.

Budget: \$450.00

Item D. Participate annually in the panel interview process.

Products: A review list completed in a format prescribed by ADOT. Also, a letter to ADOT certifying that the Section 5311 service proposed by applicants is or will be in the Transportation Development Plan.

All due by June 30.

Budget: \$350.00

Item E. Assist in flexible funding process for replacement of capital inventory for Section 5311.

Products: Applications or other materials as requested: due by September 1.

Budget: \$1,000.00

Unless otherwise indicated, all **Work Activity C80.85** products are to be delivered to: Sam Chavez, Section 5311 Administrator
Arizona Department of Transportation Planning Division
206 S. 17th Avenue, Mail Drop 340B
Phoenix, Arizona 85007