

# SUN CORRIDOR MPO

***SUN CORRIDOR  
METROPOLITAN PLANNING ORGANIZATION  
2014  
UNIFIED PLANNING WORK PROGRAM and BUDGET***

Sun Corridor MPO  
c/o City of Casa Grande  
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Casa Grande, AZ 85122  
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Approved On and By:

Sun Corridor MPO Executive Board on: May 1, 2013

Sun Corridor MPO Technical Advisory Committee on: April 1, 2013

*Prepared by the Sun Corridor Metropolitan Planning Organization in cooperation with the Arizona Department of Transportation, the Federal Transit Administration and the Federal Highway Administration:*

CDFA FHWA: 20.205  
CDFA FTA: 20.513  
CDFA FTA 5303: 20.505

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## I. INTRODUCTION

### INTRODUCTION

#### ***Unified Planning Work Program (UPWP):***

This is the first Unified Planning Work Program for the Sun Corridor MPO. The UPWP or Work Program (WP) guides the transportation planning activities and related tasks of Sun Corridor staff, and operates within a financially constrained budget on a state fiscal year. The Work Program shall be prepared by the Sun Corridor staff, and approved annually by the Sun Corridor Executive Board.

The Work Program identifies the planning priorities and activities to be carried out within a metropolitan planning area to include: (23CFR450.104)

- A description of planning work (tasks) and measurable outcomes and products;
- Who will perform the work;
- Timeframes for completing the work;
- Cost of the work; and
- Source(s) of funds.

#### ***Description of MPO area:***

As a result of the 2010 United States Census, the City of Casa Grande, Coolidge, Eloy, and surrounding unincorporated areas of Pinal County was designated as Urbanized with a population of over 50,000. The Sun Corridor was created in order to continue to receive federal transportation dollars to allocate for eligible projects in the Sun Corridor MPO boundary. Prior to the establishment of the Sun Corridor, federal transportation dollars were channeled through Central Arizona Governments (CAG, a regional Council of Governments (COG)).

<b>Community</b>	<b>Population</b>
Eloy	17,021
Arizona City	10,531
Coolidge	12,120
Casa Grande	51,531
Pinal County (Sun Corridor areas)	28,388
<b>TOTAL</b>	<b>119,591</b>

***Approval and Authorization:***

On March 5, 2013, the Casa Grande City Council adopted Resolution Number 13-4768 'Authorizing the Establishment of a Metropolitan Planning Organization.

On January 28, 2013, the City of Coolidge adopted Resolution 12-05, supporting the creation of the Sun Corridor MPO, and stating its intent to become a member of the Sun Corridor MPO.

On January 14, 2013, the City of Eloy adopted Resolution 13-1277, supporting the creation of the Sun Corridor MPO, and stating its intent to become a member of the Sun Corridor MPO.

On January 16, 2013, Pinal County board of supervisors adopted Resolution 010913-AD 12-004, supporting the formation of the Sun Corridor MPO, and stating its intent for the unincorporated areas within the MPO boundaries become a member of the Sun Corridor.

All MPO documents were forwarded to the Arizona Department of Transportation (ADOT) for review and processing. On May 6, 2013, Arizona Governor Jan Brewer sent a formal letter to the Federal Highway Administration requesting establishment of the Sun Corridor Metropolitan Planning Organization.

***Comprehensive Transportation Planning Activities:***

The Sun Corridor will lead the development of the Sun Corridor area Regional Transportation Plan (RTP), the Transportation Improvement Program (TIP), and transit planning in the region.

The Sun Corridor activities are funded by federal aid programs from the United States Department of Transportation, the Arizona Department of Transportation, and by member local governments, through in-kind services.

***Planning Priorities:***

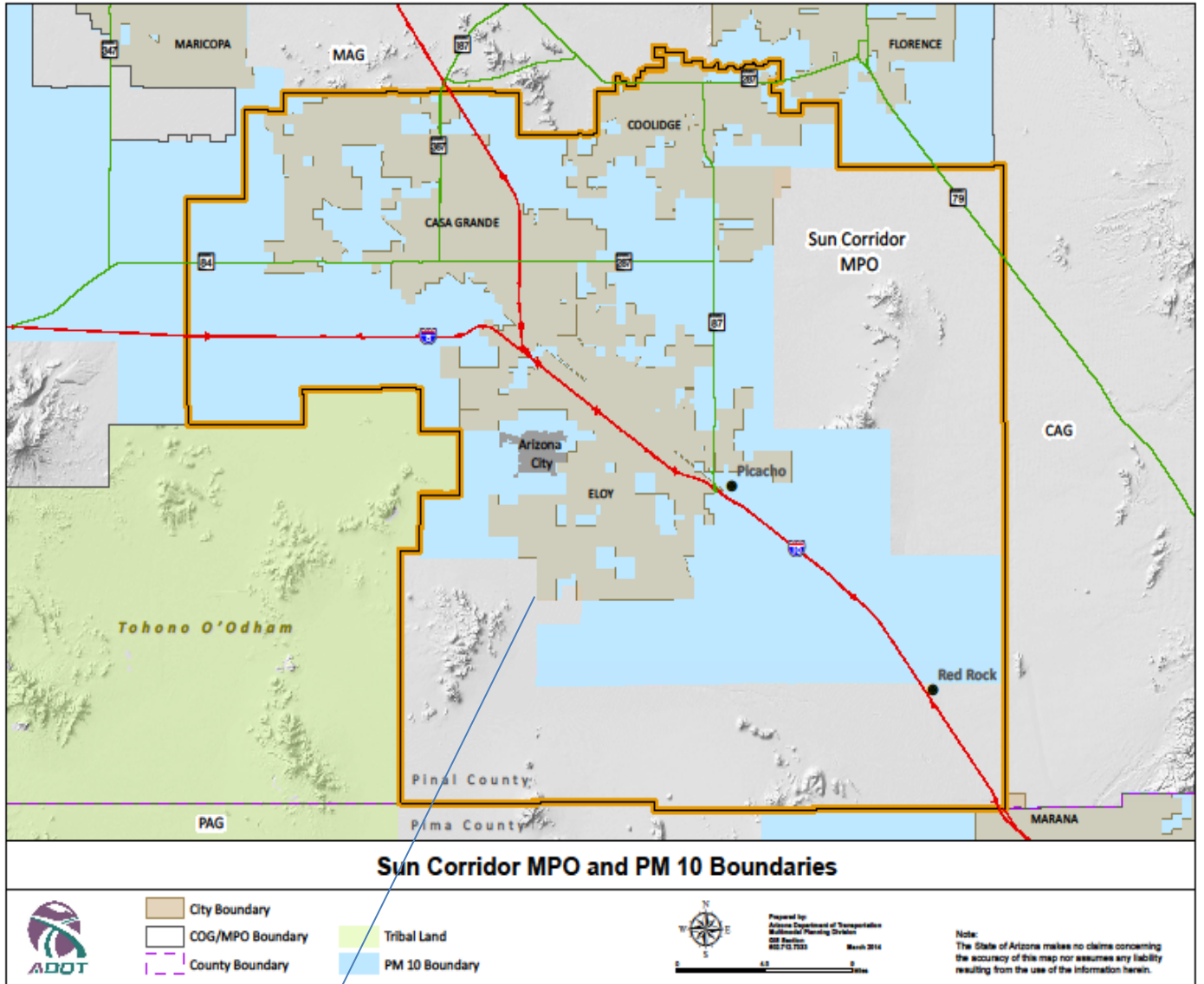
Once the RTP is completed, a more sound and comprehensive list of priorities will be established. At this point, the Transportation Improvement Project (TIP) programming of projects is our first priority.

***Air Quality Activities:***

Both the Sun Corridor MPO and the Maricopa Association of Governments (MAG) include portions of the West Pinal PM-10 Nonattainment Area and West Central Pinal PM-2.5 Nonattainment Area. Both nonattainment areas are covered by the boundaries of both the Sun Corridor and MAG. Consequently, transportation conformity is required to be demonstrated for both nonattainment areas by both agencies.

Metropolitan transportation plans, programs and projects in the nonattainment areas must satisfy the requirements of the federal transportation conformity rule. The principal criteria for a determination of conformity are:

- 1) The Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP) must pass an emissions budget test with a budget that has been found to be adequate or approved by EPA for transportation conformity purposes, or interim emissions tests:
- 2) The latest planning assumptions and emission models in force at the time the conformity analysis begins must be employed:
- 3) The TIP and RTP must provide for the timely implementation of transportation control measures (TCM's) specified in the application air quality implementation plans;
- 4) Consultation



**Sun Corridor MPO and PM 10 Boundaries**



The Sun Corridor MPO provides multi-modal transportation planning services to the City of Casa Grande, City of Coolidge, Town of Eloy, and rural areas of Pinal County. It covers 1,115 square miles and has an estimated population of 120,000.

## II. ORGANIZATION AND MANAGEMENT

### 1. Staffing Roles and Responsibilities:

The Sun Corridor will be staffed with an:

- Executive Director
  - Managing the day to day operations of the MPO
- Transportation Planner/Program Manager
  - Performing transportation planning assistance
- And possibly a half time or volunteer administrative assistant
  - Providing administrative support

In addition, the City of Casa Grande will be the fiscal agent for the Sun Corridor MPO, and thereby will provide the following, either for services rendered, or in-kind:

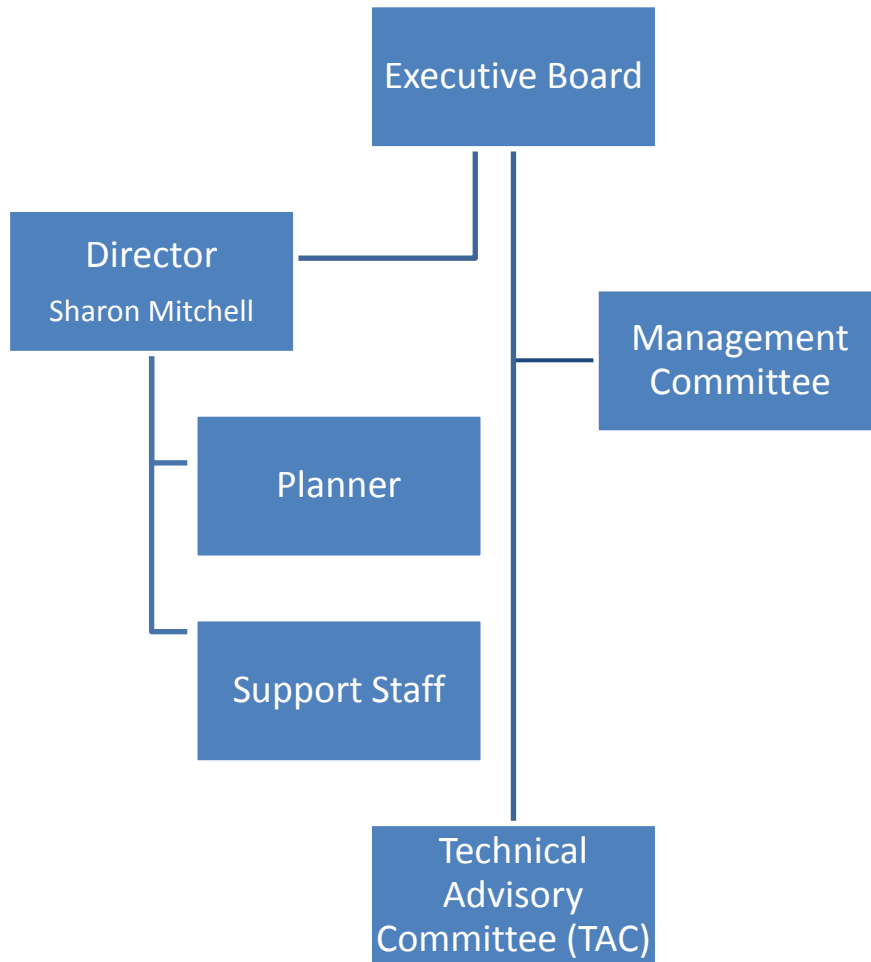
- Financial
  - Purchasing/Procurement
  - Accounting
  - Payroll
  - Accounts Payable
- Human Resources
- IT Services
- Arizona State Retirement
- Other services as needed

### 2. Committee Structure

Currently the Sun Corridor MPO is comprised of five Executive Board members, made up of four elected officials from the MPO members, and one member from the ADOT Transportation Board. This board is a policy making body, and must approve all agreements, contracts and projects within the Sun Corridor MPO.

The Transportation Technical Advisory Committee (TAC) is made up of one voting member from each local government member, and one ADOT representative. This committee recommends to the Executive Board projects to be considered for programming, as well as overall transportation needs for the region.

The Executive Board wishes to wait until the Sun Corridor MPO has been established before forming the Management Committee.





## 2013-2014

### EXECUTIVE BOARD MEMBERS

Mayor Bob Jackson, Chair City of Casa Grande	Mayor Joseph Nagy, Member City of Coolidge
Supervisor Steve Miller, Vice Chair Pinal County	Kelly Anderson, Member ADOT Board Member District 4
Mayor Tom Shope, Secretary/Treasurer City of Coolidge	

## 2014-2015

### TRANSPORTATION TECHNICAL ADVISORY COMMITTEE

Susanna Struble, Chair City of Coolidge	Doug Hansen Pinal County
Duane Eitel, Vice Chair City of Casa Grande	Charla Glendening ADOT MPD
Harvey Krauss City of Eloy	Rod Lane ADOT Tucson District Engineer
Ed Stillings Federal Highways	

### SUN CORRIDOR STAFF

Sharon Mitchell, Director
Transportation Planning Supervisor – VACANT
Support Staff PT/Volunteer – VACANT

### 3. Operational procedures and bylaws & Agreements

The Sun Corridor MPO will operate under the City of Casa Grande Operating Policies & Procedures. The Sun Corridor MPO, at some point, may at its own discretion, create an additional in-house procedure manual(s) to meet requirements set forth by Arizona Department of Transportation (ADOT), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

The Sun Corridor MPO will also operate in accordance with Executive Board By-Laws established by the Executive Board in September, 2013.

The Sun Corridor MPO will adhere to the City of Casa Grande Operating Procurement Policy and Disadvantage Business Enterprise Policy; however, the MPO may develop its own policy as an addition if all State and Federal requirements are not met in the City policy.

The Sun Corridor MPO, working under the City of Casa Grande Personnel Policies, will meet all requirements for staff awareness addressing Sexual Harassment, Drug Free work Place and Equal Opportunity.

Sun Corridor MPO will adhere to federal restrictions on Lobbying and Disbarment.

Sun Corridor MPO will develop and maintain a Title VI Policy, Limited English Proficiency Policy (LEP) and Public Participation Policy (PPP).

TRANSIT: The Sun Corridor MPO will cooperate with CAG to ensure all transit related tasks are performed for the MPO region.

Air Quality: The Sun Corridor MPO will enter into a Memorandum of Understanding with MAG to meet Clean Air Act requirements.

### III. FUNDING DESCRIPTION & BUDGET SUMMARY

The Arizona Department of Transportation (ADOT) is the designated recipient of the Federal-aid Highway funds used for planning and research purposes. As the designated recipient of the planning funds ADOT has the responsibility and the authority under **49 CFR Part 18** (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) to oversee all activities under the Federal-aid Program by the sub recipients of these funds. ADOT's oversight responsibilities include but are not limited to overall Work Plan review, invoice billing review and approval, TIP certification, air quality reviews, and quality assurance and quality control of traffic data. Work Programs are funded primarily with Planning Funds (PL); however, an MPO may use other eligible funds for their Work Program.

All work, including Sun Corridor staff time and consultant studies, listed in the Work Program are funded by one or more of the following funding sources:

- (1) **Metropolitan Planning (PL) Funds** – Federal metropolitan planning funds can be used for up to 94.3% of a project, with a required 5.7% match typically provided by local governments. The distribution of the PL Funds is accomplished through a formula developed by ADOT in consultation with the MPOs and must be approved by the FHWA.
- (2) **Statewide Planning and Research (SPR) Funds** – SPR funds are federal dollars from the State Planning and Research Program administered by the Arizona Department of Transportation. Some SPR funds may be allocated to the MPO to help plan for the non-urbanized portion of the MPO. A 20% match is required and must be provided by the local jurisdiction, depending on the project.
- (3) **Federal Transit Administration Funding** – FTA funds are secured annually through the FTA Metropolitan Planning Program Section 5303. FTA funds are designated for transit planning and research activities. The funds require a 20% local match, which is typically provided by local governments in hard dollars or in-kind.
- (4) **Surface Transportation Program (STP) Funds.** STP is a federal-aid highway flexible funding program that funds a broad range of surface transportation capital needs including roads, transit, airport access, vanpool, and bicycle and pedestrian facilities, as well as planning studies and data collection. These funds require a 5.7% match.
- (5) **Highway Safety Improvement Program (HSIP) Funds.** HSIP is a federal funding source dedicated to systematic improvement of safety conditions on state and local roads. HSIP funds may be used for planning purposes provided such activities are identified in the Unified Planning Work Program and transportation improvement program. A match up to 5.7% is required on some projects.

- (6) **Carry-forward** – Carry forward funds may occur when an MPO does not expend all authorized funds in the current fiscal year. Carry-forward funds are combined with the annual allocation for the new fiscal year to determine the available fund balance for the upcoming year. All carry-forward funds must be identified in the Work Program.
- (7) **In-Kind Contribution** – In-kind contributions may be accepted as the match for federal funds. The Sun Corridor will use in-kind contribution for match when utilizing any of the above funding sources.
- (8) **Matching Funds**. In order to secure federal funds, the state and/or local government must place matching funds on a project. The state and local funds must be shown in the Unified Planning Work Program. A detail table of the state/local funds should be included in the budget section of the Unified Planning Work Program. The required percentages of matching amounts may vary according to the Federal fund type. The MPO may receive funds provided by the member agencies to leverage federal planning (PL) funds to pay for MPO staff salaries, benefits, and operating expenses.

**BUDGET SUMMARY TABLES**

<b>Budget Worksheet:</b>	<b>Table 1:</b>	<b>Table 2:</b>
<ul style="list-style-type: none"> <li>• 2014 Revenues</li> <li>• Operating Expenditures</li> <li>• Planning Projects</li> <li>• Local Match Contribution</li> </ul>	<b>Revenue sources:</b> <ul style="list-style-type: none"> <li>• Planning Funds (PL)</li> <li>• SPR Funds</li> <li>• 5303 – Transit Funds</li> <li>• HSIP/STP funds for plans</li> </ul>	<b>Work element costs:</b> <ul style="list-style-type: none"> <li>• Personnel</li> <li>• Operating</li> </ul> <b>Match Contribution Amounts</b>
<p><b>Local Match will be provided by each member agency through in-kind contribution of staff time and other activities. The total match for each member for 2014 has been calculated in the Budget worksheet under Local Match. Match can also be provided by cash, time contributions from private organizations or citizens.</b></p>		

**MATCH CONTRIBUTION AMOUNTS BY MEMBERS:**

Member	Population	% of Population	Match Amount
Eloy	17,021	14.4%	\$12,058
Coolidge	12,120	10.1%	\$7,704
Pinal County (MPO Areas)	38,919	32.9%	\$27,551
Casa Grande	51,531	43.5%	\$36,430
<b>TOTAL</b>	<b>119,591</b>	<b>100%</b>	<b>\$83,743</b>

2014 Sun Corridor MPO UPWP

SCMPO BUDGET WORKSHEET										
Fiscal Year 2014 Budget										
Fund Types (SPR, PL, 5303, Planning Other)										
Anticipated Revenues										
Revenues	Fund Source	Budget Amount	PL	SPR	5303	STP - 2014 LRTP (Planning)	HSIP - 2014 Safety Plan	Local Match Requirement		
	799-04-885-3351-00	Federal Amount	\$986,395	\$111,131	\$118,625	\$46,089	\$431,161	\$279,389	2014 HSIP - \$158,750 + WACOG loan of \$120,639	
		Required Match Percentage		5.7%	20.0%	20.0%	5.7%	5.7%	Match to be met with cash and/or in-kind	
		Local Match	\$89,882	\$6,717	\$29,656	\$11,522	\$26,062	\$15,925		
	<b>TOTAL</b>	<b>\$1,076,277</b>	<b>\$117,848</b>	<b>\$148,281</b>	<b>\$57,611</b>	<b>\$457,223</b>	<b>\$295,314</b>	Match to be met with cash and/or in-kind		
Anticipated Expenditures										
Operating Expenditures	GL#	Category	Budget Amount	PL	SPR	5303	STP - 2014 LRTP (Planning)	HSIP - 2014 Safety Plan	Explanation	
	Personnel Services									
	799-01-885-1101-00	Salaries - Regular	\$83,200	\$58,240	\$16,640	\$8,320	\$0	\$0	Director; Trans Planner	
	799-01-885-2215-00	Salaries - PT /and/or Temporary	\$10,000	\$0	\$10,000	\$0	\$0	\$0	Admin Assistance (Temp Service)	
	799-01-885-1110-00	Overtime	\$0	\$0	\$0	\$0	\$0	\$0	NONE	
	799-01-885-1205-00	FICA	\$9,900	\$6,930	\$1,980	\$990	\$0	\$0		
	799-01-885-1210-00	Retirement	\$9,500	\$6,650	\$1,900	\$950	\$0	\$0		
	799-01-885-1215-00	Health Insurance	\$7,000	\$4,900	\$1,400	\$700	\$0	\$0		
	799-01-885-1220-00	Workers Comp	\$200	\$140	\$40	\$20	\$0	\$0		
	799-01-885-1235-00	Travel Allowance	\$100	\$70	\$20	\$10	\$0	\$0		
		<b>SUBTOTAL</b>	<b>\$119,900</b>	<b>\$76,930</b>	<b>\$31,980</b>	<b>\$10,990</b>	<b>\$0</b>	<b>\$0</b>		
Other Services - Capital Purchase										
	799-01-885-1245-00	Conferences	\$11,000	\$0	\$11,000	\$0	\$0	\$0	Conferences, trainings, etc.	
	799-01-885-1250-00	Travel and Meeting Expenses	\$12,500	\$0	\$12,500	\$0	\$0	\$0	Travel - Hotel - per diem - mileage coverage	
	799-01-885-1240-00	Trainings / Tuition	\$0	\$0	\$0	\$0	\$0	\$0		
	799-01-885-2210-10	Legal	\$6,500	\$0	\$6,500	\$0	\$0	\$0	Legal services & required newspapers ads	
	799-01-885-2215-00	Contractual Services	\$23,001	\$0	\$23,001	\$0	\$0	\$0	Web site maintenance, translation services, technical support, excludes legal	
	101-20-610-2230-00	Building Rent	\$0	\$0	\$0	\$0	\$0	\$0		
	799-01-885-2235-00	Dues and Memberships	\$5,000	\$4,201	\$799	\$0	\$0	\$0	AzTA, NADO, NARC, Pinal Partnership, etc.	
	799-01-885-2240-00	Insurance	\$2,500	\$0	\$2,500	\$0	\$0	\$0	Various liability insurance for SCMPO	
	799-01-885-3305-00	Office Supplies	\$11,000	\$0	\$11,000	\$0	\$0	\$0	Start up costs, etc.	
	799-01-885-3306-00	Office Furnishings	\$10,500	\$0	\$10,500	\$0	\$0	\$0	New furniture for the MPO - 3 offices	
	799-01-885-3355-00	Printing - etc.	\$2,500	\$0	\$2,500	\$0	\$0	\$0	Start up costs for printing, logo design, etc.	
	799-01-885-3385-00	Postage	\$1,000	\$0	\$1,000	\$0	\$0	\$0		
	799-01-885-4610-00	MPO Vehicle	\$30,000	\$30,000	\$0	\$0	\$0	\$0		
	799-01-885-2210-00	5303 Transit and Planning	\$5,099	\$0	\$0	\$5,099	\$0	\$0	Staff costs for transit planning and LRTP activities. Possible contract to CAG for MM	
	799-01-885-2215-90	Miscellaneous	\$5,000	\$0	\$5,000	\$0	\$0	\$0		
	799-01-885-3365-00	Fuel	\$345	\$0	\$345	\$0	\$0	\$0		
	799-01-885-2225-00	Auto Repair & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0		
		<b>SUBTOTAL</b>	<b>\$125,945</b>	<b>\$34,201</b>	<b>\$86,645</b>	<b>\$5,099</b>	<b>\$0</b>	<b>\$0</b>		
Planning Studies										
	799-01-885-2210-00	5303 Mobility/Transit Plan	\$30,000	\$0	\$0	\$30,000	\$0	\$0	Potential mobility plan using 2013 5303 Funds	
	799-01-885-2210-00	HSIP - 2014 Safety Plan	\$314,963	\$0	\$0	\$0	\$0	\$314,963	Borrowed WACOG \$120,639; 2014 HSIP \$194,324	
	799-01-885-2210-00	Regional Transportation Plan	\$300,000				\$300,000	\$0	Regional Transportation Plan from 2014 STP Funds	
	799-01-885-2210-00	Transit Implementation Study	\$131,161				\$131,161	\$0	Transit Implementation Study from 2014 STP Funds	
		<b>SUBTOTAL</b>	<b>\$776,124</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$431,161</b>	<b>\$314,963</b>		
Local Match (To be met with Cash or In-kind services)										
Local Match	Population % of Pop									
	Eloy	\$12,763	\$954	\$4,211	\$1,636	\$3,701	\$2,261	17,021	14.2%	
	Coolidge	\$9,077	\$678	\$2,995	\$1,164	\$2,632	\$1,608	12,120	10.1%	
	Pinal County (Rural Areas)	\$29,212	\$2,183	\$9,638	\$3,745	\$8,470	\$5,176	38,919	32.5%	
	Casa Grande	\$38,743	\$2,896	\$12,782	\$4,967	\$11,233	\$6,865	51,531	43.1%	
	<b>SUBTOTAL</b>	<b>\$89,795</b>	<b>\$6,711</b>	<b>\$29,626</b>	<b>\$11,512</b>	<b>\$26,036</b>	<b>\$15,910</b>	<b>119,591</b>	<b>99.9%</b>	
	<b>GRAND TOTAL</b>	<b>\$1,111,764</b>	<b>\$117,842</b>	<b>\$148,251</b>	<b>\$57,601</b>	<b>\$457,197</b>	<b>\$330,873</b>			

**TABLE 1: Estimated Funding (revenue) for State Fiscal Year 2014 (OA amounts)**

REVENUE SOURCE	FY13 CARRY FORWARD*		FY14 OA	IN-KIND	BUDGET
	Federal	Match			
PL / FY14	\$31,250	\$1,889	\$111,131	\$6,717	\$150,987
SPR / FY14	\$0	\$0	\$118,625	\$29,656	\$148,281
FTA 5303 (Oct 1, 2013 - Sept 30, 2014)	\$0	\$0	\$46,089	\$11,522	\$57,611
STP – RTP	\$0	\$0	\$431,161	\$26,062	\$457,223
HSIP – Safety Plan	\$0	\$0	\$314,963	\$17,383	\$332,346
<b>TOTAL</b>	<b>\$31,250</b>	<b>\$1,889</b>	<b>\$1,021,969</b>	<b>\$91,340</b>	<b>\$1,146,448</b>

\*FY2013 Workplan not included in operating costs by element

**TABLE 2: Operating Costs by Work Element**

TASK	WORK ELEMENT	EXPENSES											TOTAL COST
		PL (5.7% Match)			SPR (20% Match)			5303 (20% Match)			Planning/ onetime		
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match	Federal	Match	
1.0	ADMINISTRATION	7,693	420	490	3,198	8,665	2,966	0	0	0	0	0	23,432
2.0	DATA COLLECTION & MAINTENANCE	7,693	420	490	3,198	8,665	2,966	0	0	0	0	0	23,432
3.0	TRANSPORTATION IMPROVEMENT PROGRAM	19,233	1,050	1,226	7,995	21,661	7,414	0	0	0	0	0	58,579
4.0	REGIONAL TRANSPORTATION PLAN	7,693	420	490	3,198	8,665	2,966	0	0	0	0	0	23,432
4.1	HSIP - 2014 Safety Plan	0	0	0	0	0	0	0	0	0	314,963	17,383	332,346
4.2	Regional Transportation Plan	0	0	0	0	0	0	0	0	0	300,000	18,134	318,134
4.3	Transit Implementation Study	0	0	0	0	0	0	0	0	0	131,161	7,928	139,089
5.0	PUBLIC PARTICIPATION PLAN	3,847	210	245	1,599	4,332	1,483	0	0	0	0	0	11,716
6.0	PUBLIC TRANSPORTATION PLANNING (5303)	0	0	0	0	0	0	10,990	5,099	4,022	30,000	7,500	57,611
7.0	SPECIAL PROJECT PLANNING	0	0	0	0	0	0	0	0	0	0	0	0
8.0	REGIONAL PLANNING	26,926	1,470	1,716	11,193	30,326	10,380	0	0	0	0	0	82,011
9.0	ENVIRONMENTAL OVERVIEW	3,847	210	245	1,599	4,331	1,483	0	0	0	0	0	11,715
10.0	CAPITAL EXPENDITURES	0	30,000	1,813	0	0	0	0	0	0		0	31,813
	<b>TOTAL</b>	<b>76,932</b>	<b>34,200</b>	<b>6,717</b>	<b>31,980</b>	<b>86,645</b>	<b>29,656</b>	<b>10,990</b>	<b>5,099</b>	<b>4,022</b>	<b>776,124</b>	<b>50,945</b>	<b>1,113,311</b>

## IV. SUN CORRIDOR MPO WORK ELEMENTS

### 1. Administration: Task 1

Administer the MPO and its work program in a manner that:

- Maintains the region's eligibility to receive federal transportation capital and operating assistance; and
- Provides a continuous, cooperative, and comprehensive transportation planning process throughout the Sun Corridor Metropolitan Planning Organization region.

#### FY 2014 Activities

- Establish fiscal agent;
- Invoice appropriately as work is completed;
- Identify the Sun Corridor Board of Directors;
- Identify the Sun Corridor Technical Advisory Committee;
- Develop MPO Bylaws;
- Hire MPO Executive Director
- Develop a regional emissions analysis for the air quality non-attainment area  
*Continue to work on in 2014:*
- Obtain a DUN's number
- Develop the 2015 UPWP
- Develop an agreement to separate the STP and HSIP projects from the CAG TIP; developing an agreement for the transfer of funds.
- Develop MOU with MAG to meet Clean Air Act requirements
- Prepare, submit HSIP application to ADOT for Regional Safety Plan
- Develop scope of work for Regional Transportation Plan

#### ***End Products and Measurable Outcomes for 2014:***

- Continue the ongoing transportation planning program through the execution of the tasks outline in the Work Program;
  - **Provide to the Executive Board and ADOT, at a minimum, quarterly reports outlining progress with each task.**
- Hold Regular Technical Advisory Committee and Executive Board meetings (monthly);
  - **Agendas and meeting minutes will be posted on the Sun Corridor web site**
- Produce the Title VI and Public Participation Plan;
  - **Develop the Title VI and PPP and submit to ADOT no later than August 1, 2014**
- Produce the Sun Corridor portion of the Human Services Transportation Coordination Plan;

- **Help develop the Sun Corridor portion of the coordination plan and provide to CAG for inclusion into their Coordination Plan, no later than June 30, 2014.**
- Quarterly invoices and progress reports ;
  - **At a minimum, provide invoices and quarterly reports to ADOT for reimbursement.**
- Hire Executive Director and support staff;
  - **Hire the director by March, 2014; hire support staff by July-August 2014.**
- Develop the FY 2015 Work Program (Draft – March / Adoption – April/May).

**Sun Corridor Administration Budget:**

TASK 1: ADMINISTRATION														
TASK	WORK ELEMENT	EXPENSES											TOTAL COST	
		PL (5.7% Match)			SPR (20% Match)			5303 (20% Match)			Planning/ onetime			
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match	Federal	Match		
1.0	ADMINISTRATION	7,693	420	490	3,198	8,665	2,966	0	0	0	0	0	0	23,432

**2. Data Collection: Task 2**

**Purpose**

Maintain a current inventory of data to support transportation planning, to include HPMS, Functional Classification of roads, Air Quality Standards, and Population data collection for projects and estimates.

**2.1 HPMS:**

FY 2014 Activities, CAG will provide HPMS activities and reporting.

Sun Corridor staff will provide the 2013 HPMS report.

**2.2 Functional Classifications:**

Only functionally classified roads (for rural areas, major collectors and above) can be awarded federal funding (STP and HSIP).

FY 2014 Activities: Sun Corridor staff will provide technical assistance to each member entity to update their FC roadways and maps.



**2.3 Air Quality Standards:**

**FY 2014 Activities:**

Maricopa Association of Governments (MAG) provided services to develop the air-quality plan that was needed for the non-attainment areas of the Sun Corridor. This plan was approved by FHWA.

Develop MOU with MAG to ensure Clean Air Act requirements

Sun Corridor Data Collection Budget:

TASK 2: DATA COLLECTION & MAINTENANCE														
TASK	WORK ELEMENT	EXPENSES											TOTAL COST	
		PL (5.7% Match)			SPR (20% Match)			5303 (20% Match)			Planning/ onetime			
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match	Federal	Match		
2.0	DATA COLLECTION & MAINTENANCE	7,693	420	490	3,198	8,665	2,966	0	0	0	0	0	0	23,432

**3. Transportation Improvement Program (TIP): Task 3**

The Sun Corridor TIP is in the process of development, and will be approved once the Sun Corridor Regional Transportation Plan has been completed. At present, the Sun Corridor TIP projects will be entered into the Statewide Transportation Improvement Plan (STIP), through ADOT. All projects have been removed from the CAG TIP.

**Purpose**

The TIP is a list of programmed design and construction projects that are fiscally constrained, and reflect the region’s transportation needs:

- The TIP will show programmed design and construction projects out ten (10) years
- Will identify funding sources for each project
- Will provide for public comment
- Will support the Regional and State Transportation Plan
- Will coordinates with local capital programs
- Will list all ‘air quality’ listed projects

**FY 2014 Activities**

Continue to work closely with each member agency that has projects on the current Sun Corridor TIP to ensure all projects are on track for obligation.

**Products and Measurable Outcomes:**

- Begin the process of developing of the Regional Transportation Plan (Sun Corridor & TAC).
- Develop and provide a 2014 Sun Corridor Transportation Improvement Plan that can be incorporated into the ADOT State Transportation Improvement Plan (STIP)
- Agreement with CAG to transfer any projects and corresponding funding to the Sun Corridor TIP.
- Agreement with MAG to continue conformity process for projects in the Sun Corridor MPO area.
- Ensure conformity list of projects are noted on the Sun Corridor TIP.

**SUN CORRIDOR TIP Budget**

TASK 3: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)														
TASK	WORK ELEMENT	EXPENSES											TOTAL COST	
		PL (5.7% Match)			SPR (20% Match)			5303 (20% Match)			Planning/ onetime			
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match	Federal	Match		
3.0	TRANSPORTATION IMPROVEMENT PROGRAM	19,233	1,050	1,226	7,995	21,661	7,414	0	0	0	0	0	0	58,579

**4. Regional Transportation Plan (RTP): Task 4**  
(Title 23 CFR 450 subpart C)

The Sun Corridor RTP will be developed by Sun Corridor Staff, TAC, and a consultant (when awarded). The TAC and Executive Board of the Sun Corridor have elected to utilize 2014 STP funds for the purpose of developing the RTP.

We are hoping to start the RTP process in May or June 2014, or before. The process will include developing the Scope of Work; BECO review and consultation; developing the Request for Qualification; advertising for consultant; consultant interview process; develop the Professional Services Agreement; approval of the Professional Services Agreement by the Sun Corridor Executive Board and the City of Casa Grande (fiscal agent), and then contracting with the consultant. This process will run through at least 2-fiscal years.

**Purpose**

Develop a long range plan for the region’s transportation needs that is:

- Technically based on the latest available data on land use, population, demographics, and travel patterns
- Philosophically based on regional goals and values
- Financially based on predictable, reliable funding sources

- Include a transit implementation study for the region
- Cover a 20 year period with updates every four years.
- Cover long range and short range strategies
- Include a fiscally constrained plan; or sections thereof

**FY 2014 Activities:**

To start the process of developing the RTP to bring it into compliance with MAP-21, once rule making has been developed. The Sun Corridor will work closely with the consultant to insure this component is addressed.

- Coordinate with MAG to ensure projects that meet the conformity standards are updated or added to the TIP/STIP;
- Working with the consultant MPO Director shall:
  - Develop planning tools to examine the impacts of a various growth scenarios on travel demand in order to improve long-range plan decision-making and project prioritization
  - Conduct regional analysis to determine future year transportation deficiencies based on an adopted growth scenario
  - Develop short-, mid-, and long-range financial forecasts of local, state, and federal revenues and LRTP expenditures
  - Develop draft language and project lists for Regional Transportation Plan
  - Insure there are components for roads, transit, pedestrian walkways and bicycle facilities

**Products and Measurable Outcomes:**

- Regional Transportation Plan, to include the Transit Implementation Plan

**Sun Corridor RTP Budget:**

TASK 4: REGIONAL TRANSPORTATION PLAN (RTP)													
TASK	WORK ELEMENT	EXPENSES											TOTAL COST
		PL (5.7% Match)			SPR (20% Match)			5303 (20% Match)			Planning/ onetime		
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match	Federal	Match	
4.0	REGIONAL TRANSPORTATION PLAN	7,693	420	490	3,198	8,665	2,966	0	0	0	0	0	23,432
4.2	Regional Transportation Plan	0	0	0	0	0	0	0	0	0	300,000	18,134	318,134
4.3	Transit Implementation Study	0	0	0	0	0	0	0	0	0	131,161	7,928	139,089

**Consultant Activities**

- To be determined once the Scope of Work is developed.

## 5. Public Participation Plan (PPP): Task 5

### Purpose

To ensure the civil rights of all parties are protected through an opportunity to review and comment on the planning activities of Sun Corridor. The Public Involvement Plan includes provisions to ensure the involvement of the public in the transportation planning process for the:

- Regional Transportation Plan (RTP)
- Transportation Improvement Program (TIP)
- Sun Corridor annual Unified Planning Work Program
- Public Transit and Coordination Plan (Annual)
- Title VI Plan (Annual)

(23 CFR 771.111(h))

### FY 2014 Activities

- Web site posting of the Executive Board and TAC Meeting schedule for the next calendar year
- Local newspaper posting of the availability of the TIP, RTP and PPP for review
- MPO staff to post Sun Corridor TIP and amendments on MPO website
- Staff to post meeting agendas on MPO website within 48 hours of meeting date
- Develop and provide a Title VI Plan to ADOT, and provide an update annually by August 1 each year; to be posted on the Sun Corridor web site

### Sun Corridor Public Participation Plan Budget:

TASK 5: PUBLIC PARTICIPATION PLAN														
TASK	WORK ELEMENT	EXPENSES											TOTAL COST	
		PL (5.7% Match)			SPR (20% Match)			5303 (20% Match)			Planning/ onetime			
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match	Federal	Match		
5.0	PUBLIC PARTICIPATION PLAN	3,847	210	245	1,599	4,332	1,483	0	0	0	0	0	0	11,716

## 6. Public Transportation Planning (Transit): Task 6

Sun Corridor will provide program and project support for public transit, and human service transportation programs; as well as all other modes of transportation:

### Purpose

To provide a higher quality of life of area residents:

- Support economic vitality and growth through public/private transportation;
- Increase the safety of the transportation system;
- Increase accessibility and mobility;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote local planned growth;
- Enhance the integration and connectivity of the transportation system;
- Emphasize the preservation of the exiting transportation system.

### FY 2014 Activities:

CAG will be providing coordination and mobility management activities for the Sun Corridor MPO for 2014.

Sun Corridor MPO will:

- Work with CAG to develop the Sun Corridor's portion of the required Coordination Plan.
- Encourage all transit programs within the MPO region to participation and coordinate with the CAG Mobility Management program.
- Begin the process of developing a transit implementation plan through the use of STP funds for the MPO area.

### Sun Corridor Public Transportation (Transit) Planning Budget:

TASK 6: PUBLIC TRANSPORTATION PLANNING (TRANSIT)													
TASK	WORK ELEMENT	EXPENSES											TOTAL COST
		PL (5.7% Match)			SPR (20% Match)			5303 (20% Match)			Planning/ onetime		
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match	Federal	Match	
6.0	PUBLIC TRANSPORTATION PLANNING (5303)	0	0	0	0	0	0	10,990	5,099	4,022	30,000	7,500	57,611

## 7. Special Project Planning: Task 7

At this time there are no special projects planned for Sun Corridor. Future projects that do not fit into other Work Elements will be utilized in this category.

## 8. Regional Planning: Task 8

### Funding Allocations:

- **Highway Safety Improvement Program (HSIP)**
  - The balance of Sun Corridor's HSIP funds will be used to fund a region-wide comprehensive safety plan.
- **Surface Transportation Program (STP)**
  - The balance of Sun Corridor STP funds has been allocated to develop a LRP which will include a comprehensive transit implementation study.

*Normally HSIP and STP funds are programmed for design and construction.*

### Purpose

Provide improvements and updates to road and safety related projects, to include planning:

- Technically based on the latest available data on land use, demographics, and travel patterns
- Philosophically based on regional goals and values
- Financially based on predictable, reliable funding sources
- Plan based fiscally constrained project determinations (needs)

### HSIP:

Sun Corridor will ensure annual allocations of HSIP funds are programmed on the TIP, and Sun Corridor will, working with the TAC, develop and implement new projects and goals for the MPO HSIP program.

### STP:

Sun Corridor will continue to manage the current STP programmed projects, and ensuring future STP funds are programmed throughout five or more years.

**FY 2014 Activities**

In conjunction with the Technical Advisory Committee, identify potential needs throughout the region

- Work with member entities to ensure current STP projects are moving forward and will obligate at the appropriate time.
- Assist member entities in the development of new STP projects
- Work with other COG/MPO's on lending/borrowing STP funds to develop larger and more cost efficient projects
- **Utilize remaining 2014 STP funds for RTP (approximately \$300,000)**
- **Utilize remaining 2014 HSIP funds for a regional safety plan (approximately \$131,661)**

**Sun Corridor Regional Planning Budget:**

TASK 8: REGIONAL PLANNING														
TASK	WORK ELEMENT	EXPENSES											TOTAL COST	
		PL (5.7% Match)			SPR (20% Match)			5303 (20% Match)			Planning/ onetime			
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match	Federal	Match		
8.0	REGIONAL PLANNING	26,926	1,470	1,716	11,193	30,326	10,380	0	0	0	0	0	0	82,011

**Sun Corridor Budget for the HSIP Safety Plan:**

TASK 8: REGIONAL PLANNING														
TASK	WORK ELEMENT	EXPENSES											TOTAL COST	
		PL (5.7% Match)			SPR (20% Match)			5303 (20% Match)			Planning/ onetime			
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match	Federal	Match		
4.1	HSIP - 2014 Safety Plan	0	0	0	0	0	0	0	0	0	0	314,963	19,038	334,001

## 9. Environmental Overview: Task 9

It is Sun Corridor’s goal to comply with guidelines set forth by the Partnership for Sustainable Communities, created between the EPA, the U.S. Department of Housing and Urban Development (HUD) and the U.S. Department of Transportation (DOT).

### Purpose

To support access to affordable housing, more transportation options, and lower transportation costs while protecting the environment in communities within the Sun Corridor area.

- Support existing communities;
- Provide a vision for sustainable growth;
- Enhance economic competitiveness;
- Expand energy efficient neighborhoods for people of all ages and incomes.

### FY 2014 Activities

- Coordinate planning efforts identified in the Regional Transportation Plan (if available);
- Promote transit oriented and mixed-use development;
- Work with Pinal Partnership and other local agencies to promote sustainable community concepts

### Sun Corridor Environmental Overview Budget:

TASK 9: ENVIRONMENTAL OVERVIEW														
TASK	WORK ELEMENT	EXPENSES											TOTAL COST	
		PL (5.7% Match)			SPR (20% Match)			5303 (20% Match)			Planning/ onetime			
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match	Federal	Match		
9.0	ENVIRONMENTAL OVERVIEW	3,847	210	245	1,599	4,331	1,483	0	0	0	0	0	0	11,715



## 10. Capital Expenditures: Task 10

With the creation of a new MPO, certain expenditures will be necessary to outfit staff, Board members and Committees. These items may include computers, copier, fax machine, cell phones and other office equipment and supplies. It may include a MPO vehicle.

### Purpose

To ensure that Sun Corridor has the appropriate equipment to meet its planning goals for the MPO region.

### FY 2014 Activities

- Set up offices, purchase furniture, computers, etc.
- Purchase a vehicle for Sun Corridor staff. Staff has budgeted \$30,000 for this expense.

Capital Expenditure Time Allocation:

TASK 10: CAPITAL EXPENDITURE													
TASK	WORK ELEMENT	EXPENSES											TOTAL COST
		PL (5.7% Match)			SPR (20% Match)			5303 (20% Match)			Planning/ onetime		
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match	Federal	Match	
10.0	CAPITAL EXPENDITURES	0	30,000	1,813	0	0	0	0	0	0		0	31,813

**V. Unified Planning Work Program and Budget Approval**

In accordance with JPA 13-138, Section 3.0, the MPO shall submit the Unified Planning Work Program and Budget to the Executive Board for approval. The MPO may not incur any costs for work outlined in the UPWP or any subsequent amendments prior to receiving written approval from ADOT, FHWA, and FTA.

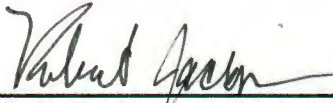
**Sun Corridor Metropolitan Planning Organization**



**Sharon Mitchell**  
**Sun Corridor MPO Executive Director**

*4/14/14*

**Date**



**Bob Jackson,**  
**Sun Corridor MPO Executive Board Chair**

*4/14/14*

**Date**

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

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**Scott Omer**  
**ADOT MPD Director**

**Date**

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**Charla Glendening**  
**ADOT MPD Planning Program Manager**

**Date**

**VI. Transportation Acronyms**

<b>Acronym</b>	<b>Name</b>	<b>Description</b>
ADOT	Arizona Department of Transportation	State Transportation Agency
ADT	Average Daily Traffic Count	Traffic counts made every three years on all streets. FHWA requirement.
AASHTO	American Association of State Highway Transportation Officials	Association
AzTA	Arizona Transit Association	Transit Association – COG's are members through ADOT. MPO's pay membership
AP	Apportionment	The amount of Federal funds that are allocated to each COG/MPO
BMS	Bridge Management System	ADOT's inventory/condition of AZ's bridges
BR	Bridge	ID when doing Bridge Projects
BQAZ	Building a Quality AZ	ADOT Study
C & S	Contracts and Specifications	ADOT Contracts division
CAG	Central Arizona Governments	COG – Covering Pinal and Gila Counties
COG	Council of Government	There are four COG's in Arizona
CYMOP	Central Yavapai Metro Planning Org	COG – Covering Central Yavapai County
DCR	Design Concept Report	Required for all federal aid projects
EA	Environmental Assessment	Made on all federal aid projects
EIS	Environmental Impact Statement	Findings of environmental assessment
FC	Functional Classification	Classification of roads
FHWA	Federal Highway Administration	Provides funding for planning
FMPO	Flagstaff Metro Planning Org	MPO- Covering Flagstaff
FTA	Federal Transit Administration	Provides funding for Transit
HES	Hazard Elimination/Roadside Obstacle Removal	Funding for mostly state projects
HPMS	Highway Performance Monitoring System	Yearly road information system for FC roads
HRRRP	High Risk Rural Road Program (sub program funds no longer available)	Funding for any road that can be determined a high safety risk
HSIP	Highway Safety Improvement Program	Local and State Funding for safety projects
HURF	Highway User Revenue Fund	State shared revenue funding
IGA	Intergovernmental Agreement	Contract between recipients and ADOT
JPA	Joint Project Agreement	IGA and JPA are interchangeable - contract
LH MPO	Lake Havasu Metro Planning Org	MPO – Covering Lake Havasu City
LTAP	Local Technical Assistance Program	Training program for local agencies
LRTP	Long Range Transportation Plan	Required planning doc for MPO's
LPA	Local Public Agency	ADOT's division for local agencies
MAP-21	Moving Ahead for Progress in the 21 Century	2012-2014 Transportation Bill

Acronym	Name	Description
MPO	Metropolitan Planning Organization	Agency formed to provide transportation planning in a region or area that reaches 50K in population
MOU	Memorandum of Understanding	Agreement between two or more agencies
NACOG	Northern Arizona Council of Governments	COG - Covering Apache, Navajo, Coconino, Yavapai counties
OA	Obligation Authority	The amount of federal funds we can spend from our apportionment (a %)
PMS	Pavement Management Systems	ADOT's system for pavement preservation
PM 10	Particulate Matter of 10 microns or less	Environmental gage for clean air
PL	Planning Funds	Funds allocated to Rural MPO's
PS & E	Plans Specifications and Estimate	All plans go through PS&E at ADOT
RPO	Regional Planning Organization	Agency designated as the planning org
ROW	Right of Way	Right of Way Access – purchase, etc.
RTP	Regional Transportation Plan	TMA's and MPO's must have plans
SEAGO	SouthEastern Arizona Gov Org	COG – Covering Santa Cruz, Cochise, Graham and Greenlee Counties
SHPO	State Historic Preservation Organization	All COG projects must go through SHPO to determine eligibility
SHSP	State Highway Safety Plan	ADOT's Safety Plan
SPR	State Wide Planning and Research	ADOT Planning Funds
SRTS	Safe Routes to School	Funding program – Now rolled into TAP
STIP	State Transportation Improvement Program	Statewide TIP. A 5 year program of all construction projects (to include the TIP).
STP	Surface Transportation Program	Funds that go through the COG/MPO's for projects
SVMPO	Sierra Vista MPO	MPO- Covering Sierra Vista and parts of Cochise County
TAC	Transportation Advisory Committee	COG TAC meetings to determine projects
TAP	Transportation Alternative Projects	Five sub-programs moved into TAP by MAP-21; Enhancement, SRTS, By-ways, recreational-trails, historic preservation.
TAZ	Traffic Analysis Zone	ADOT does this for us
TEA	Transportation Enhancement Application (no longer available)	Grants offered to communities for enhancing their roadways
TDMS	Transportation Data Management System	Software application available to all local governments to upload traffic data
THPO	Tribal Historic Preservation Organization	All Tribal projects must go through the THPO eligibility process.

<b>Acronym</b>	<b>Name</b>	<b>Description</b>
TIP	Transportation Improvement Program	Projects that are funded must be on the TIP in order to be programmed for construction and reimbursement.
TMA	Transportation Management Area	MAG and PAG are TMA's (Large metro)
UZA	Urbanized Areas	Defined areas by ADOT/FHWA based on population census. Reviewed every 10 years.
UPWP	United Planning Work Program	MPO's Work Program
WACOG	Western Arizona Council of Govs	COG – Covering La Paz and Mohave Co.
WP	Work Program	ADOT-COG Contract and Planner duties outlined
YMPO	Yuma Metro Planning Org	MPO Covering all of YUMA County
<b><i>TRANSIT ACRONYMS</i></b>		
5303	Transit Planning Funds	Available to MPO's
5304	FTA Rural Planning and Research funds	Available to MPO's to provide planning, trainings, etc.
5310	Elderly and Disable Transit Program	Nonprofits and Cities/Towns
5307	Small Urban Transit Program	Public Transit Systems
5311	Rural Public Transit Program	Small Rural public transit systems

**If you have any questions, please contact:**

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