



**SCMPO**

**EXECUTIVE BOARD  
SCMPO MEETING AGENDA**

DATE:	May 13, 2014	TIME:	10:00 AM			
PLACE:	City of Coolidge Council Chambers - 911 S Arizona Blvd., Coolidge Az. 520-366-6038 Sharon's Cell					

**Executive Board Members**

Chairman	Bob Jackson, Casa Grande Mayor	Member	Joseph Nagy, Eloy Mayor
Vice Chairman	Steve Miller, Pinal County Supervisor	Member	Kelly Anderson, ADOT District 4 Representative
Secretary Treasurer	Tom Shope, Coolidge Mayor		

**Shaded items are action items: *Action may be taken on any item on the agenda.***

ITEM	AGENDA ITEM	PRESENTER	PAGE
1	Call to order, Pledge and Introductions	Mayor Jackson	
2	Approval of Minutes of March 11, 2014	Mayor Jackson	1
3	Call to the Public	Mayor Jackson	
4	RTAC (if attending)	Kevin Adam	
5	FHWA Update (if attending)	Ed Stillings	
6	Transportation Advisory Committee Report	Susanna Struble	
7	MPO Report - Update • Regional Transportation Plan • Transit Implementation Plan • Safety Plan • Air Quality • SCMPO Projects Update	Sharon Mitchell	4
8	Consultation on a conformity assessment for a proposed amendment to the Sun Corridor MPO 2014-2018 TIP-Listing of Projects	Sharon Mitchell	5
9	TIP - List of projects Amendment #1 Discussion and Action	See Memo for detail	6
10	Approval to go out for 30 day public review and comment: • <b>2015 TIP-List of Projects</b> • <b>Title VI Plan</b> • <b>Public Participation Plan</b>	Sharon Mitchell	13
11	2015 Unified Planning Work Program - Discussion and Approval 2014 UPWP - Review and information only	Sharon Mitchell	58

***Anyone needing accommodations, please contact Sharon Mitchell at 520-366-6038 48 hours prior to the meeting.***



**SCMPO**

**EXECUTIVE BOARD  
SCMPO MEETING AGENDA**

<b>ITEM</b>	<b>AGENDA ITEM</b>	<b>PRESENTER</b>	<b>PAGE</b>
12	Approval of Coolidge Central Ave. Functional Classification Application	Susanna Struble	91
13	Member Jurisdictions Reports and Comments		
14	Announcements and other items to discuss: • SCMPO Planner position advertised • Logo - SCMPO Branding - Ideas?		
15	Next Meeting Date and location • July 8 - Eloy will Host		
16	Adjourn		

*Anyone needing accommodations, please contact Sharon Mitchell at 520-366-6038 48 hours prior to the meeting.*



# SCMPO EXECUTIVE BOARD MEETING MINUTES

SCMPO

DATE:	March 11, 2014	TIME:	1:30 PM
PLACE:	CAC Corporate Center, 540 N Camino Mercado, Casa Grande 520-366-6083 Sharon's Cell or 480-600-2091 Duane's Cell		
	Shaded items are action items: Action may be taken on any item on the agenda, or items brought up at the meeting.		

Attendees:	Mayor Bob Jackson, CG Mayor Joe Nagy, Eloy Mayor Tom Shope, Coolidge Andy Smith, CAG Doug Hansen, Pinal Co. Duane Eitel, Casa Grande	Harvey Krauss, Eloy Jill Dusenberry, Coolidge Eric Gudino, ADOT Kevin Adam, RTAC Kevin Louis, Casa Grande	Patrizia Gonella, Jacobs Rod Lane, ADOT Susanne Struble, Coolidge Louis Andersen, Pinal Co. Jenny Bixby, AECOM
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ITEM	AGENDA ITEM	
1	Call to order, Pledge and Introductions	
2	Approval of Minutes of November and January (Table)	APPROVED
3	Call to the Public  <i>Introduction of Louis Andersen as the new Public Works Director for Pinal County.</i>	
4	MPO Budget Report and MPO start-up Update  <i>Sharon provided a very rough draft of the MPO budget for 2014 and 2015. The revenues are correct, but the expenditures will be finalized at a meeting with the Casa Grande finance department in a meeting this week. The draft budget is attached.</i>	
5	Transportation Advisory Committee • Highway Performance Management System Data Entry (HPMS) • Transit - Coordination of Programs & Application process • Planning Assistance for Rural Areas (PARA) Apps  <i>Susanna provided a great overview of the TAC meeting held March 4th. The HPMS counts for this year will be conducted by CAG for the whole MPO local government area. This will provide a baseline for the MPO's HPMS (Highway Performance Management System) moving forward. The MPO will be responsible to ensure all members have their HPMS counts and data updated each year.</i>  <i>The TAC will decide at a future meeting how that will work for the next year, and future years.</i>  <i>Transit: At this time the Mobility Management responsibilities of the SCMPO is still in negotiation with CAG. Sharon assured the board that all MPO responsibilities outlined in the work program will be fulfilled this year, regardless of the outcome of the negotiations with CAG on providing that service. Just as a reminder, ADOT would rather have the COG's perform the Mobility Management for the COG region, but it is an option for the MPO's to enter into a MOU to have a COG perform those duties.</i>	
6	RTAC Update  <i>Kevin Adam provided a very detailed update on both the State and Federal transportation issues. His reports are attached.</i>	



## SCMPO EXECUTIVE BOARD MEETING MINUTES

SCMPO

ITEM	AGENDA ITEM	
7	FHWA Update (if attending) <i>FHWA was unable to attend</i>	
8	TIP Amendment - Project Funding Update - Discussion and Action <ul style="list-style-type: none"><li>• 2014 STP funding \$150K to be allocated to the 2013 Coolidge Main St. Design Project. \$3,000 (or less) to be allocated to Local Technical Assistance Program (LTAP) on the SCMPO TIP. Balance of \$432,339 in STP to be allocated toward the LRTP and Transit implementation study.</li><li>• 2014 HSIP funding The balance of \$161,870 in HSIP funds will be used for a Regional Safety Study.</li></ul>	<b>APPROVED</b>
	<p><i>The Executive Board approved the requested action, with a few changes:</i></p> <ul style="list-style-type: none"><li>• <i>\$150,000 of 2014 STP funds be allocated toward the Coolidge Main Street design project; combining it with 2013 CAG funding;</i></li><li>• <i>That the 2015 and future TIP's show an amount of not less than \$500 for Local Technical Assistance Program (LTAP) for training for our member agencies.</i></li><li>• <i>That the remaining amount of STP funds (approximately \$431,161) be utilized for the required Long Range Transportation Plan (LRTP) AND a Transit implementation plan.</i></li><li>• <i>That the remaining HSIP funds in the amount of \$158,750 be utilized for a Safety Study. Casa Grande will work with Sharon to develop that application ASAP.</i></li></ul> <p><i>Sharon also provided HSIP and STP ledgers, showing existing programmed projects. It helps show where we need to program future projects in order to ensure we do not lose any of our allocated funding. The TAC will be working on programming future projects in the next few months.</i></p>	
9	Discussion and approval for SCMPO to request ADOT to allocate the 2014 Statewide Planning and Research (SPR) funds, and Planning (PL) funds in the amount of \$376,353.	<b>APPROVED</b>
	<p><i>The Executive Board approved to direct the SCMPO director to request ADOT to allocate the available SPR, PL and 5303 funds, in the amount of \$275,845, so they can be obligated.</i></p>	
10	Discussion and Approval to start the hiring process for the SCMPO Planner position	
	<p><i>The Executive Board approved the action to start the process of hiring a professional staff; i.e., Transportation Planner / Program Manager for the MPO. This process will go through the City of Casa Grande because they are the fiscal agent, and in essence the MPO staff are employed by the City of Casa Grande. Sharon will start this process with the HR department of Casa Grande as soon as possible.</i></p>	
11	Member Jurisdictions Reports and Comments	
	<p><i>Members provided an overview of activities.</i></p>	



## SCMPO EXECUTIVE BOARD MEETING MINUTES

SCMPO

ITEM	AGENDA ITEM
12	Announcements and other items to discuss: <ul style="list-style-type: none"><li>• AzTA Conference - April 13-15 - Tucson</li><li>• Roads and Street Conference - April 16-19 - Tucson</li><li>• Comments</li></ul>
13	Next Meeting Date and possible new location <ul style="list-style-type: none"><li>• Move meetings to every other month</li><li>• Select new location to accommodate EB members and audience.</li></ul>
	<p><i>The Executive Board would like to move their meetings to every other month.</i></p> <p><i>The time of the meeting poses a problem for one or more of our members, so it was suggested that Sharon provide some options for the times and perhaps even changing the day of the meeting. She will send out a survey, and send out a meeting notice of dates and times.</i></p> <p><i>It was also suggested that the Executive Board meetings rotate. The next meeting will be hosted by Coolidge. Sharon will send out the location.</i></p>
14	Adjourn 3:15



## EXECUTIVE BOARD MEETING MEMO

**MEMO TO:** **SCMPO EXECUTIVE BOARD**  
**FROM:** **SHARON MITCHELL, SCMPO Director**  
**DATE:** **May 13, 2014**  
**SUBJECT:** **Sun Corridor MPO Summary Update**

- **Plans:** Regional Transportation Plan; Transit Implementation Plan; and the Safety Plan:
  - Our 2014 work program and budget was approved by FHWA on March 5<sup>th</sup>. We can now start the process of developing the RFP/RFQ's for each plan. However, I suggest we wait until we have the new planner on board, and establish a committee to determine the scoping for each plan. I anticipate hiring our planner in June-July, and developing the RFP's in July or August, and hopefully it will hit the streets by August. This timeline may be accelerated, depending on the work load of the SCMPO.
- **Air Quality:** MAG and ADEQ have been excellent in helping us through the Air Quality conformity issues. We still have a great deal to learn, and MAG is providing updates and training to SCMPO monthly.
- **SCMPO Projects update:**
  - All projects have to be ready to obligate for project development/design, or ready to go to bid no later than May 1 (SCMPO timeline), (June 1 – ADOT Timeline), each year. We had one HSIP project that could not make that timeline this year, and was cancelled. ADOT was willing to roll the balance of that project into our work plan so we could use it for our HSIP Safety Plan, and thus not lose it.
  - All other projects on the TIP are on schedule.

Board Action Requested:	<input checked="" type="checkbox"/> Information Only	<input type="checkbox"/> Action Requested Below



## EXECUTIVE BOARD MEETING MEMO

**MEMO TO:** **SCMPO EXECUTIVE BOARD**  
**FROM:** **SHARON MITCHELL, SCMPO Director**  
**DATE:** **May 13, 2014**  
**SUBJECT:** **Air Quality Consultation on TIP Changes**

It is required that the Sun Corridor MPO develop a Consultation Committee to review all TIP's and TIP changes prior to officially submitting the TIP for action to the Executive Board. Sun Corridor MPO has elected to use the Executive Board for this purpose until such time we can establish a formal Consultation Committee.

ADEQ suggest we have a separate agenda item for the Executive Board to review and approved with conditions, any changes we submit to ADOT for our TIP-Listing of Projects.

While our TIP Amendment #1 changes are not regionally significant, do not increase capacity, and are not new projects, it is recommended that we follow the exercise with all TIP amendments, including administrative amendments.

In this TIP-listing of projects, we have basically established a Sun Corridor MPO TIP by moving all SCMPO projects from the CAG TIP, including changes to projects in funding allocation, and included our three plans. We have also included all modeled air quality projects at the end of the TIP format.

All projects listed are either exempt or have been previously approved, and do not require a conformity determination.

*Comments on the conformity assessment for these projects are due to SCMPO no later than March 19<sup>th</sup>, 2014 by 11:00 AM.*

Board Action Requested:  Information Only  Action Requested Below

**A motion to approve the Sun Corridor MPO TIP-listing of project changes, contingent on finding of conformity.**



## EXECUTIVE BOARD MEETING MEMO

**MEMO TO:** **SCMPO EXECUTIVE BOARD**  
**FROM:** **SHARON MITCHELL, SCMPO Director**  
**DATE:** **May 13, 2014**  
**SUBJECT:** **SCMPO TIP – List of Projects Amendment #1**

Attached is the submittal letter to ADOT requesting Amendment #1 to the Sun Corridor MPO's TIP-Listing of Projects. Because this is our first official amendment, we have included ALL projects, to include;

- Projects transferred from the CAG TIP
- New Projects for 2014-2018
- Cost estimate changes for projects
- Listing of Air Quality projects

The cost estimate changes are as follows:

- Coolidge:
  - Main Street project development (design): \$150K of 2014 funds was approved by the TAC for additional project development (design) costs.
  - Central Ave. project development: \$117K in 2015 STP funds was approved by the TAC to increase the scope of this project.
- Safety Plan - HSIP
  - Increase in Safety Plan funds to absorb the \$27,573 from the Casa Grande HSIP project, along with the left over 2014 HSIP funds, plus a loan of \$120,639 from WACOG to be paid back October 1, 2014. Total now is \$314,963

Board Action Requested:	<input type="checkbox"/> Information Only	<input checked="" type="checkbox"/> Action Requested Below
<b>A motion to approve Amendment #1 for the Sun Corridor MPO TIP-List of Projects, and submit the Amendment to ADOT for review and approval.</b>		



**Sun Corridor Metropolitan Planning  
Organization**

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May 1, 2014

Charla Glendening, AICP  
Arizona Department of Transportation  
206 South 17th Ave 310B  
Phoenix, AZ 85007  
Via: E-mail

Re: Sun Corridor MPO Listing of Projects – 2014 Amendment #1

Dear Charla:

Attached is a copy of Amendment # 1 for the listing of projects for the Sun Corridor MPO. The Sun Corridor MPO requests that the 2014 - 2018 amended list of projects be reviewed and processed by ADOT.

Sun Corridor MPO Technical Advisory Committee (TAC) and Executive Board discussed and approved the 2014 Project List changes for Amendment #1 on the following dates:

MEETINGS	DATE	LOCATION-APPROVAL
SCMPO TAC	February 11 & April 17, 2014	Casa Grande - Tucson
SCMPO Executive Board	March 11 & May 13, 2014	Casa Grande

The Executive Board approved changes to the official listing of projects at their March 11, 2014 meeting, and provided approval for the SCMPO Executive Director to make any adjustments needed to the projects for amendment purpose prior to meeting again. They will formally ratify the changes to the amendment at their May 13 meeting.

The minutes for the TAC and Executive Board meetings are on the Sun Corridor MPO website at [www.scmopo.org](http://www.scmopo.org).

Project changes are highlighted in green fill on the Project (TIP) List, and are detailed below:

TIP Number	Project Name/Funding Type of Project	Original amount	New amount or change
CLG 16-01D	Coolidge: Main St. <ul style="list-style-type: none"> <li>• STP</li> <li>• Project Development</li> </ul>	\$150,000	<b>(2014) \$300,000</b> Transferred \$150K from CAG 2014 funds, and added \$150K of SCMPO 2015 funds.
CLG 16-01C	Coolidge: Main St. <ul style="list-style-type: none"> <li>• STP</li> <li>• Construction</li> </ul>	\$850,000	<b>(2016) \$850,000</b> <b>Moved from CAG TIP to SCMPO List of Projects</b>
CLG 13-01D	Coolidge: Central Ave. <ul style="list-style-type: none"> <li>• STP</li> <li>• Project development</li> </ul>	(\$197,330) \$117,000	<b>(2015) \$117,000</b> Awarded additional 2015 STP funds to increase project development/design. The \$197,330 is in the CAG TIP
CLG 13-01C	Coolidge: Central Ave. <ul style="list-style-type: none"> <li>• STP</li> <li>• Construction</li> </ul>	\$625,000	<b>(2015) Moved from CAG TIP to SCMPO List of Projects</b>
CLG 10-01TD	Coolidge: Central Ave <ul style="list-style-type: none"> <li>• TE</li> <li>• Project Development</li> </ul>	\$148,999	<b>(2015) Moved from CAG TIP to SCMPO List of Projects</b>
CLG 10-01TC	Coolidge: Central Ave <ul style="list-style-type: none"> <li>• TE</li> <li>• Construction</li> </ul>	\$750,000	<b>(2015) Moved from CAG TIP to SCMPO List of Projects</b>
CLG 14-01C	Coolidge: <ul style="list-style-type: none"> <li>• HSIP</li> <li>• City Wide Stripping</li> </ul>	\$245,075	<b>(2014)</b> <b>New: Add to TIP/List of Projects</b>
SMP 14-RTP	SCMPO RTP Plan <ul style="list-style-type: none"> <li>• STP</li> <li>• RTP Plan</li> </ul>	\$431,661	<b>(2014) \$431,661</b> Funds were allocated to the SCMPO 2014 Work Program to complete the Regional Transportation Plan
SMP 14-TP	SCMPO Transit Plan <ul style="list-style-type: none"> <li>• STP</li> <li>• Transit Study</li> </ul>	\$131,390	<b>(2014) \$131,661</b> Funds were allocated to the SCMPO Work Program to develop a Regional Transit Implementation Study
SMP 14-SP	SCMPO	\$314,963	<b>(2014) \$314,963 Total</b> \$194,324 – 2014 HSIP Funds \$120,629 – Loan from WACOG Funds were allocated to do a Regional Strategic Safety Study.

TIP Number	Project Name/Funding Type of Project	Original amount	New amount or change
CSG 14-P1D	Casa Grande: I-8/Henness • Private • Project Development	\$935,000	<b>(2014) \$935,000</b> Private Funding: <b>New: Add to List of Projects</b>
CSG 14-P1C 14-P1C	Casa Grande: I-8/Henness • Private • Construction	\$18,000,000	<b>(2018) \$18,000,000</b> Private Funding: <b>New: Add to List of Projects</b>
CSG 09-01H	Casa Grande: Pinal Ave – ROW Acquisition	\$895,275	<b>Moved from CAG TIP to SCMPO List of Projects</b>
CSG 11-01R	Casa Grande: SRTS	\$299,940	<b>Moved from CAG TIP to SCMPO List of Projects</b>
ELY 14-01C	Eloy: Procurement of street signs	\$61,860	<b>New: Add project to TIP/List of projects</b>
ELY 15-01C	Eloy: Main St. • STP • Construction	\$775,883	<b>Moved from CAG TIP; design is in CAG TIP</b>

Should you have any questions or corrections, please feel free to give me a call.

Sincerely,



Sharon Mitchell, Director  
Sun Corridor MPO

SCMPO 2014-2018  
Listing of Projects  
Amendment #1 Changes are green fill

TIP YEAR	TIP ID # or TRAC's #	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	FUNC CLASS	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	ADOT Review Cost	ADOT Const Admin	LOCAL MATCH	OTHER FUNDS	OTHER FUNDS	TOTAL COST	Air Quality Modeled
2014																	AQ	
TAC/EB Approved																		
	CSG 09-01H	Casa Grande	Pinal Ave. Bypass	Pinal Ave/Main St	N/A	ROW Acquisition	Rural Principal Other	0	0	HPP	\$895,275		\$125,339	\$255,153			\$1,275,767	NO
											\$0			\$0			\$0	
	CSG 11-01R	Casa Grande	Rock n Roll n SRTS	San Carlos Trail & Various	1,900 LF	New Construction	Urban Collector	0	0	SRTS	\$294,940		\$5,000	\$0			\$299,940	EXEMPT
11-Feb	CSG 14-P1	Casa Grande	I-8 Henness Rd. TI	I-8 and Henness Road	1 Mile	Project Development	Arterial	0	6	Private				\$0	\$935,000		\$935,000	YES
	CLG 16-01D	Coolidge	Main St. Improvements	Coolidge Ave to Pinkley	1,930	Design	Major Collector	4	4	STP	\$243,290	\$56,710	\$0	\$18,134			\$318,134	YES
	CLG 10-01T	Coolidge	Central Ave. TE Ped St Scape	Az Blvd. to Main St.	1,900 LF	Project Development	Urban Collector	0	0	TE	\$143,995	\$5,000		\$8,704			\$157,699	YES
	CLG 14-01C	Coolidge	Citywide Stripping	Various	N/A	Procurement & Install	N/A	0	0	HSIP	\$245,075						\$245,075	EXEMPT
11-Feb	ELY 14-01C	Eloy	Street Signs	Various	N/A	Procurement & Install	N/A	0	0	HSIP	\$61,860						\$61,860	EXEMPT
	SMP 14-RTP	SCMPO	RTP Plan	Used 2014 STP funds	N/A	Plan	N/A	0	0	STP	\$300,000			\$18,134			\$318,134	EXEMPT
	SMP 14-Transit	SCMPO	Transit Plan	Used 2014 STP funds	N/A	Plan	N/A			STP	\$131,661			\$7,958			\$139,619	EXEMPT
2/11/14 & 4/17/14	SMP 14-Safe	SCMPO	HSIP Plan	2014 HSIP \$158,750 2014 HSIP \$27,573 WACOG loan \$120,629	N/A	Plan	N/A	0	0	HSIP	\$314,963			\$19,038			\$334,001	
	<b>TOTAL FOR 2014</b>										<b>\$2,631,059</b>	<b>\$61,710</b>		<b>\$327,121</b>	<b>\$935,000</b>	<b>\$0</b>	<b>\$4,085,228</b>	
2015																	AQ	
	CLG 13-01C	Coolidge	Central Ave STP	Az Blvd to Main St.	1,900 LF	Re-Construction	Urban Collector	2	2	STP	\$625,000			\$37,778			\$662,778	YES
	<i>Project Development (design) is in CAG TIP, 2013-2014 \$197,330 STP funds</i>																	
17-Apr	CLG 10-01T	Coolidge	Central Ave TE	Az Blvd to Main St.	1,900 LF	New Const	Urban Collector	0	0	TE	\$750,000			\$45,334			\$795,334	YES
	CLG 13-01D	Coolidge	Central Ave STP (D)	Az Blvd to Main St	1,900 LF	Additional Design	Urban Collector	2	2	STP	\$117,000			\$7,072			\$124,072	YES
	LTAP									STP	\$500						\$500	EXEMPT
	<b>TOTAL FOR</b>										<b>\$1,492,500</b>			<b>\$90,185</b>	<b>\$0</b>		<b>\$1,582,685</b>	
2016																	AQ	
	CLG 16-01C	Coolidge	Main St. Improvements	Coolidge Ave to Pinkley	1 Mile	Re Const	Urban Collector	4	4	STP	\$850,000		\$0	\$51,379			\$901,379	YES
	LTAP									STP	\$500						\$500	EXEMPT
	<b>TOTAL FOR 2016</b>										<b>\$1,288,170</b>			<b>\$81,537</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,369,707</b>	
2017																	AQ	
	ELY 15-01C	Eloy	Main Street Reconstruction	Main Street - Frontier Rd. to Battaglia Dr.	1 Mile	Re Construction	Urban Collector	2	2	STP	\$775,883		\$724,063	\$46,899		\$4,349,100	<b>\$5,895,945</b>	YES
	<i>Note: Project development is in CAG TIP, 2014: \$471,500</i>																	
	LTAP									STP	\$500						\$500	EXEMPT
	<b>TOTAL FOR 2017</b>										<b>\$776,383</b>			<b>\$46,899</b>	<b>\$0</b>	<b>\$4,349,100</b>	<b>\$5,896,445</b>	
2018																	AQ	
	CSG 14-P1	Casa Grande	I-8 Henness Rd. TI	I-8 and Henness Road	1 Mile	New Construction	Arterial	0	6	Private				\$0		\$18,000,000	<b>\$18,000,000</b>	
																	\$0	
	LTAP									STP	\$500						\$500	
	<b>TOTAL FOR 2018</b>										<b>\$500</b>			<b>\$0</b>	<b>\$0</b>	<b>\$18,000,000</b>	<b>\$18,000,500</b>	

SCMPO 2014-2018  
Listing of Projects  
Amendment #1 Changes are green fill

TRANSIT PROGRAMMING																	
2015	5311	Coolidge															\$0
	5311	CART															\$0
	5310	Sub Recipient															\$0
																	\$0

MPO was implemented in 2014, CAG provided all the transit activities for 2014.

**LIST OF AIR QUALITY PROJECTS (FROM MAG'S LIST) 2014 through 2018**

TIP YEAR	TIP ID #; LG # or TRAC's #	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	FUNC CLASS	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	ADOT Review Cost	ADOT Const Admin	LOCAL MATCH	Local/Private FUNDS	OTHER FUNDS	TOTAL COST	Air Quality Modeled
ADOT																		
2014		ADOT	I-8 Santa Rosa Wash	Santa Rosa Wash	0.3	Scour Retrofit	1	4	4	Bridge	\$800,000						\$800,000 Yes	
2017		ADOT	SR-287 Pave Pres	La Palma Rd -JCT I-10		Project Dev				STP	\$320,000						\$320,000 Yes	
2017		ADOT	SR-287 Pave Pres	La Palma Rd -JCT I-10	1	Const	2	2	2	STP	\$1,803,000						\$1,803,000 Yes	
2016		ADOT	I-8 Bianco Rd- JCT I-10	Bianco Rd	8.3	Pave Pres	2	4	4	STP	\$13,872,000						\$13,872,000 Yes	
CASA GRANDE																	\$0 Yes	
2015	CSG L01	Casa Grande	Doan St:	Trekell Rd to Pottebaum			4	0	2							\$2,100,000	\$2,100,000 Yes	
2015	CSG 14-P1 D	Casa Grande	I-8/Henness TI	I-8 and Henness	1 Mile	Project Dev	1	0	6			\$45,000				\$890,000	\$935,000 Yes	
2018	CSG 14-P1C	Casa Grande	I-8/Henness TI	I-8 and Henness	1 Mile	Project Dev	1	0	6							\$18,000,000	\$18,000,000 Yes	
COOLIDGE																	\$0 Yes	
2013	CLG 11-01D	Coolidge - CAG	Coolidge Ave	1st to Az Blvd	.5 Mile	Project Dev	4	2	2	STP	\$400,000						\$424,178 Yes	
2014	CLC 11-01C	Coolidge- CAG	Coolidge Ave	1st to Az Blvd	.5 Mile	Const	4	2	2	STP	\$1,200,000						\$1,272,534 Yes	
2018	MCC45-1	Coolidge	McCartney Road	Signal Peak to Totec Buttes Rd.	.4 Mile	Const	4	2	4	Local							\$0 Yes	
2017	VAH 1185-1	Coolidge	Vah Ki Inn Rd.	Main to Sonora St.	.1 Mile	Const	4	2	4	Local							\$0 Yes	
2015		Coolidge	Various	Various		Dust Mitigation				Local						\$100,000	\$100,000 Yes	
2016		Coolidge	Various	Various		Dust Mitigation				Local						\$130,000	\$130,000 Yes	
2017		Coolidge	Various	Various		Dust Mitigation				Local						\$150,000	\$150,000 Yes	
2018		Coolidge	Various	Various		Dust Mitigation				Local						\$175,000	\$175,000 Yes	
ELOY	* All dust mitigation projects have been completed as of May 1, 2014																	
PINAL CO																	\$0 Yes	
2014		Pinal Co	Various	Various		Dust Mitigation				Local						\$180,000	\$180,000 Yes	
2015		Pinal Co	Various	Various		Dust Mitigation				Local						\$150,000	\$150,000 Yes	
2016		Pinal Co	Various	Various		Dust Mitigation				Local						\$260,000	\$260,000 Yes	
2017		Pinal Co	Various	Various		Dust Mitigation				Local						\$1,205,000	\$1,205,000 Yes	
		TOTAL									\$18,395,000					\$96,713	\$23,340,000	
																\$0	\$41,876,713	

## Arizona Department of Transportation

## COG/MPO Federal-Aid Funding Transfer or Loan Request Form

Transferring Agency

WACOG

Date (must be received by ADOT before June 30th)

4/20/2014

Funding Type	Federal Fiscal Year	Amount		Transferred To	Project/Purpose	Transfer or Loan?	Repayment Terms/Schedule (if this is a loan)
		Apportionments	Obligation Authority (OA)				
HSIP	2014	\$127,122	\$120,639	SCMPO	SCMPO Safety Plan	Loan	FFY 2016 - OCT. 1, 2015
<b>TOTAL</b>		<b>\$127,122</b>	<b>\$120,639</b>				

## Transferring Agency Approval:

The undersigned authorizes the transfer of funds identified above.



4/23/2014

Signature

DATE

Steven Latoski

Printed Name

WACOG TAC Chairman

Title

## Receiving Agency Approval:

The undersigned approves the receipt of the funds and agrees to the repayment terms, if any, identified above.



4/22/2014

Signature

DATE

SHARON MITCHELL

Printed Name

SCMPO DIRECTOR

Title

Email completed form to the attention of Patrick Stone, Arizona Department of Transportation Program Finance, at [mprogramfinance@azdot.gov](mailto:mprogramfinance@azdot.gov). Transfer/loan requests must be received by June 30th each year; allow two weeks for processing. Transfers generally will appear on the next ledger, depending on the date of receipt.



## EXECUTIVE BOARD MEETING MEMO

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**MEMO TO:** **SCMPO EXECUTIVE BOARD**  
**FROM:** **SHARON MITCHELL, SCMPO Director**  
**DATE:** **May 13, 2014**  
**SUBJECT:** **Approval of Title VI Plan, Public Participation Plan, and 2015 TIP – for public review**

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The Sun Corridor MPO is required to provide a Title VI (non-discrimination) Plan, and a Public Participation Plan to ADOT/FHWA/FTA for 2015. The plans are updated annually, and a new plan is required every fourth year.

Both plans are required to go through a 30 day public involvement (comment period) process. Prior to advertising these plans, along with the 2015 SCMPO TIP-list of projects, the SCMPO Executive Board should review and approve the documents for public review.

Once we complete the 30 day comment period, SCMPO will present the two plans and the 2015 TIP, with any changes made, to the Executive Board for final approval. The final approval will be at the July 8<sup>th</sup> meeting. The Title VI, Public Participation Plan and the draft 2015 TIP-list of projects is due to ADOT no later than August 1<sup>st</sup>.

The SCMPO TAC approved and recommended that the Title VI, Public Participation Plan and 2015 TIP-List of projects go before the Executive Board for review and approval.

Board Action Requested:	<input type="checkbox"/> Information Only	<input checked="" type="checkbox"/> Action Requested Below
<b>A motion to approve the Title VI, Public Participation Plan, and Draft 2015 SCMPO TIP-List of Projects for public review for the 30 day comment period.</b>		

**SUN CORRIDOR**  
**METROPOLITAN PLANNING**  
**ORGANIZATION**

**SUN CORRIDOR MPO**  
**PUBLIC**  
**PARTICIPATION PLAN**

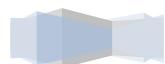
**2014-2015**

Sun Corridor MPO  
211 N Florence Street  
Casa Grande, AZ

520-366-6038  
[www.scmopo.org](http://www.scmopo.org)

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## 1. PUBLIC PARTICIPATION PLAN

### Background

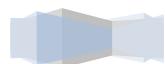
Over the past few years, governmental agencies have come to recognize the increasing importance of involving the public as they plan, organize, and implement transportation projects. Involving interested parties generally results in a more effective project overall. Taking time at the beginning to communicate with potentially affected parties, carefully explaining the proposal, and gathering input, can enhance the project and potentially reduce the time and effort for implementation.

The goals of public involvement are to ensure that:

- Residents are given the opportunity (through their respective community representative) to participate in the transportation planning process.
- The issues and concerns of residents are given consideration in the selection of transportation investments.
- Transportation investments do not disproportionately burden any population with adverse impacts.

This plan outlines the importance of, and specific guidelines for, involving community members, organizations, governments, transportation professionals and others in ongoing and future regional projects, plans, and programs. Included is information about the value of public participation, how it will be accomplished, and what will be done with the results.

It is important to note that a Public Participation Plan (PPP), or also known as the Public Involvement Plan (PIP) needs to incorporate a broad array of interested parties. These include agencies responsible for land use management, natural resources, environmental protection, conservation and historical preservation. Involving all the potentially affected interests, including the traditionally underserved populations, can significantly increase a plan or project's efficiency and effectiveness. By following the process outlined in this plan, SCMPPO will be able to better ensure inclusive and meaningful public involvement.



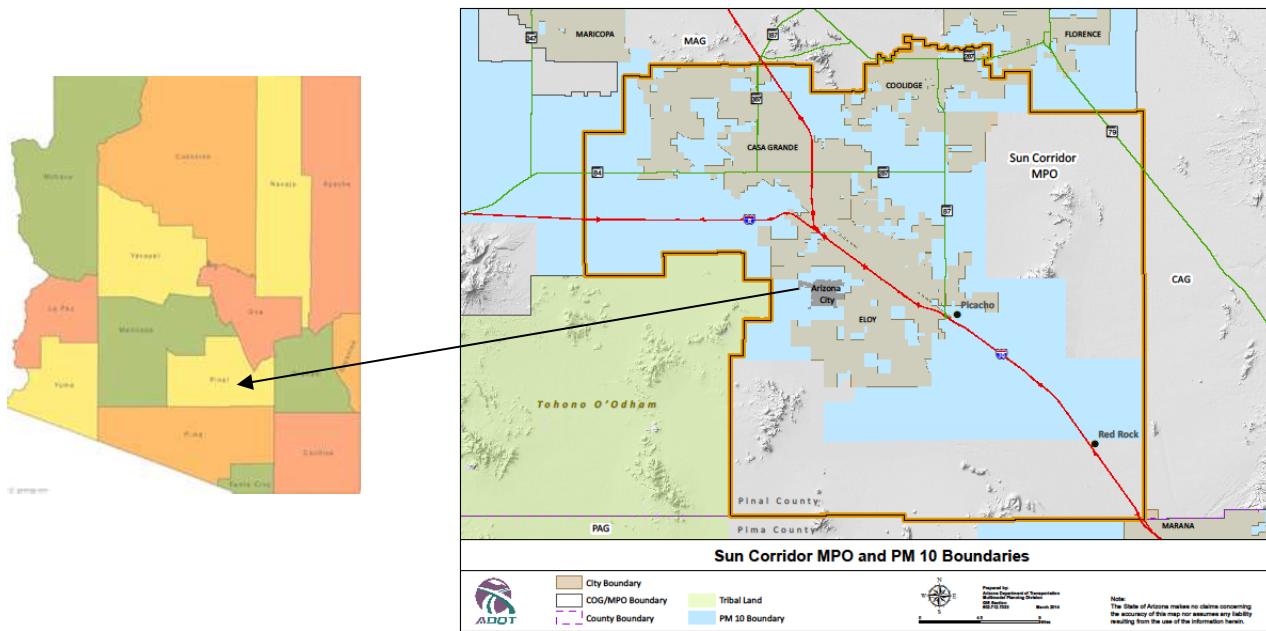
## Sun Corridor MPO FACT Sheet

As a result of the 2010 Census, the Sun Corridor MPO was formed in 2013. It encompasses 1,155 square miles, and provides transportation planning services to the City of Casa Grande, Coolidge, the Town of Eloy, and rural portions of Pinal County. The population of the Sun Corridor MPO is 119,332.

The Sun Corridor MPO is in the process of developing a Regional Transportation Plan, a Strategic Safety Plan, and a transit Coordination Plan, to help determine the needs, and prioritize projects within the planning boundaries.

Nestled between two Transportation Management Areas (MAG and PAG), and three Native American Tribes, the Sun Corridor is in a unique position of developing relationships that will enhance the corridor's ability to provide goods, services, economic development strategies, improve local regionally significant roads and transit systems, as well as transportation improvements along I-8, I-10, (the future of I-11), and working with our rail roads.

All freight import/export from Mexico (Nogales and Douglas) travels through the Sun Corridor MPO region on I-8 and I-10, providing excellent opportunities for collaboration on future projects.



## Public Involvement Process

Public participation implies an open process. This means that anyone who is potentially affected, or is just interested in the process, is welcome to participate. Some of the reasons for encouraging this openness are:

- Project leaders may gain new information;
- Participants, who want a project to be completed, can provide additional resources in the form of assistance, goods, or services;
- Public participation can be a forum for dispute resolution;
- Progress can be made and implementation occur because;
- The project itself will be better designed with public input;
- The community better understands what the project is about;
- Input can be a warning mechanism for potential problems.

Participant comments help the project leaders understand areas where additional people may have concerns or misunderstandings. This can be used to provide better information to others who are not participating.

Just opening the process to the public is not enough. There are numerous populations that are not likely to get involved unless a special effort is made to reach out to them. In this Plan, groups that need a more focused effort to get involved are referred to as “underserved populations”. These include, but are not limited to:

- Minority (Hispanic and/or non-white) community members.
- Low-Income community members.
- Physically and mentally challenged community members.
- People who rely on alternative transportation.
- People with limited English proficiency.
- Aging populations.

By making a reasonable extra effort to include these populations, SCMPO hopes to ensure that the interests and input of all residents are given equal consideration.

## Guidelines

### a. Techniques

There are numerous and varied techniques/activities to provide the opportunity for public involvement. Any combination and number of these may be used depending on the scope of the specific plan, program, or project. These techniques/activities are defined in detail in Table 1. As funding permits, SCMPO will select from the various activities to provide the most effective public participation in each particular situation.

### b. Welcoming Attitude

Public participation is welcomed and encouraged by SCMPO. All questions and statements are valuable and will be treated as such. Participants will be treated with respect. Meetings will be conducted with basic ground rules that enforce civil discussion. Anyone who feels that these rules have not been followed should contact SCMPO staff at (520) 366-6038.

### c. Meeting Schedules and Locations

Meetings and hearings, which are open for public participation, will be scheduled to allow the best opportunity for attendance by the general public and other entities whenever possible. The meeting locations will be convenient and ADA accessible. In addition to general meetings, events and activities, reasonable efforts will be made to reach those who are particularly affected, the underserved or others who request SCMPO come to them. These options are open to any group or individual and it is the policy of SCMPO to go where people are whenever possible. Locations and meeting times for these activities will be designed according to the specific needs. Transportation meeting dates, times and locations are available on line at [www.scmopo.org](http://www.scmopo.org).



d. Notification

Notices will follow the general Open Meeting Law of the State of Arizona. Information about meetings, events and other opportunities for participation will be made in a timely manner. This is especially important for the physically and mentally challenged as extra time may be needed to arrange for accommodations to meet their needs. This notification will be easy to understand and provide adequate information or explain where the information can be obtained.

e. Presentation of Information

In order to help citizens better understand Transportation Planning and SCMPO programs, efforts will be made to show how presented information specifically relates to the public in both the near future as well as long-term. Visualization enhancements such as color, animation, physical props, pictures, 3-D models, etc., will be incorporated as appropriate and as budgets allow.

f. Written and Personal Communications from SCMPO

Technical and policy information from SCMPO will be written so that it is clear and understandable to the public. All relevant information will be open for public consideration. Knowledgeable people will be available to answer questions at meetings and respond to phone questions in a timely manner.

g. Ongoing Communications

SCMPO will use mailings, media, and electronic technology such as e-mail and web sites to have ongoing communication with the public and other entities. Members of the staff are also available via the phone for questions, concerns, and suggestions.

h. Other Entities

The needs and interests of other public and governmental entities will be solicited as appropriate. Coordination, cooperation, and teamwork among all the agencies are vital to the success of any plan, program, or project.



i. Transportation Interests

SCMPO will solicit input from transportation-related groups such as freight interests, private providers of transportation, chambers of commerce, and others.

j. Opportunities for Input

Opportunities for input will vary depending on the project, program, or plan. For larger projects, such as a regional transportation plan, there could be several rounds of public participation. There will be the opportunity for initial comments on what projects citizens would like their transportation system to include, prior to the start of any work. Comments on the first draft would be collected and incorporated as appropriate in the final draft. Finally, if there were significant changes to the final draft, there could be another call for input. In each of these stages a variety of techniques would be used to involve all the stakeholders. This will be determined by the extent and nature of the project and available funds to do so.

k. Use of Public Comments

A complete record of public comments will be retained for public review. In specific cases, identified by federal regulations, the public comments could be a part of the final document. Additionally, individual questions will receive a response in a timely manner.

l. Decision Making

All final transportation decisions (other than those requiring a vote of the people) are made by one or more groups of elected or appointed officials. Public meetings allow comments to be collected and may identify a consensus. The final decision, however, will be up to the elected and/or appointed officials based on a consideration of all related information. Prior to each key decision point, ample opportunity will be offered for input and that input will be shared with the decision-makers.



## Evaluating Public Involvement Activities

A continuing focus on evaluation and enhancement of the public participation process should help to improve the outcome of each new SCMPO plan, project, or program. Evaluating public participation is a multi-dimensional task.

- First, there is the quantitative aspect which uses measurements such as the number of activities held, the number of notices sent, and/or the number of people who participated. While valid and important, these factors may not show the complete picture.
- Second, it is important to evaluate the qualitative aspects relating to perceptions, attitudes, and effectiveness. Did the people who participated feel they were heard? Were all the potentially affected interests (including the underserved) actually represented? Were the materials provided easy to understand? Were announcements received in a timely manner?
- Third, is the question of how the public input was used. This information needs to be recorded and made available. It also needs to be considered in the decision-making process.
- Fourth, is the need to evaluate the reason something happened. Understanding why there was good (or poor) participation is important to assessing effectiveness.

The ultimate point to consider in an evaluation is the existence of respect and trust. It is not possible to please everyone, but it should be possible to proceed forward with an atmosphere of respect and trust, and SCMPO intends to earn this by being fair and open with everyone at all times.

## 2. Development, Adoption, and Revision of the Public Participation Plan

This PPP, and the associated Title VI Implementation Plan has gone through several stages during its development:

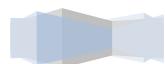
- Preparation of a preliminary draft plan;
- Evaluation of this plan to ensure compliance with all federal regulations;



- Review of the plan by SCMPO's Technical Advisory Committee;
- Review of the plan by stakeholders including the general public, governmental entities, and transportation professionals/businesses, for at least 30 days (this is during the 45 day public input process);
- Revision of the plan based on the above reviews;
- Completion of a final draft plan;
- Circulation of the draft plan for at least 45 calendar days. This includes notice to all potentially affected interests that this final draft plan is available for review, including placement at public libraries throughout the region;
- Review and evaluation of any further recommended changes;
- Adoption of the plan by the SCMPO TAC, and SCMPO Executive Board;
- Ongoing implementation of the plan by SCMPO;
- Availability of alternative formats i.e. large prints, Braille, audio/video cassettes (as appropriate) upon request for individuals who are blind or individuals with hearing/vision impairments. Due to the time and expense required to develop such materials, this will only be done upon request and a minimum of two weeks' notice must be provided to ensure timely preparation of such materials.

The plan will be officially reviewed at a minimum of every three (3) years. This re-evaluation will involve significant public input and a minimum 45 calendar day review period prior to adopting any changes. All efforts to involve the public and other organizations will follow the steps outlined in the current plan.

Other periodic revisions may occur, as new and better approaches are determined. Each time any significant content revisions are made (other than technical or grammatical revisions) the public will be given a 45-calendar day review and comment period prior to implementing the changes. SCMPO will update the plan annually and submit an annual accomplishment report to ADOT.



**Table 1 – Public Participation Toolbox****These are the activities that may be used to reach the public:**

Activity	Description
Brochure	Written material to distribute generally contains more information than a flyer. It is often folded to create a small piece for distribution.
Charrette	An intensive brainstorming session using visual methods to define alternatives.
Conference	A meeting with two or more people where the participants confer and discuss. (This can also be a series of meetings and/or events focused on a unifying subject.)
Display	Information and materials are displayed in an informal setting where people are free to move about and consider whatever is of interest to them.
E-mail	Using the Internet to contact people with electronic mail addresses.
Focus Group	A small carefully selected group of individuals who meet together to give feedback to the organizer on a specific topic.
Forums	A public meeting that is designed to help attendants better understand a subject by hearing different points of view. Usually several people with differing opinions, each make a short presentation and then answer questions. It is not designed for decision making.
Information Booths	Place an information exhibit at fair-type events.
Meetings	These are opportunities for larger groups of people to get together for a multitude of purposes. The general intent is to allow people to interact on a person-to-person basis.
Modeling	Computer and/or physical modeling can be used to help people better visualize or better understand a particular concept or project.
Newspaper Advertisement	Information that a newspaper prints in their paper that is not part of the news. The person/group placing the advertisement has control of the content.
Press Releases	This official release tells the press there is news they might be interested in reporting. It generally follows a specific format and includes who, what when, where and a contact for more information.



Activity	Description
List of local Newspapers	<ul style="list-style-type: none"> <li>• Casa Grande Dispatch; Maricopa Monitor; Coolidge Examiner; Eloy Enterprise; Arizona City Independent; Tri Valley Dispatch</li> </ul>
Posters	A large written announcement posted in a public place.
Presentation Meetings	These meetings allow the organizer to provide information and answer questions for a large group at once.
Public Hearings	This is a legal meeting that is often required to make sure there is some opportunity for public comment. It is normally done with elected officials sitting at the front and allowing community members very specific conditions to speak under.
Public Notice	These are official notices posted prior to meetings. This can be on the SCMPO web site, and hard copy posted at select locations.
Public Service Announcements	These are short announcements usually on radio or television, for which there is no charge and announce something important for the public to know. (use all newspapers)
Web Site	A series of "pages" on the Internet that relate to a specific subject. They can be reached by anyone who has access to the Internet by typing a particular address or by doing a search.

Transportation Planning is relevant to all people. Maintaining public interest as decisions are made is critical to gathering effective public input. Therefore:

- With each contact, efforts will be made to present information that is relevant and show how this information relates to the public in both the near future as well as long-term.
- As any of the above tools are used, SCMPO will keep in mind the importance of making whatever the subject matter is as interesting as possible. Color, animation, physical props, pictures, visualization, 3-D models, etc. will be incorporated, as budget allows, enhancing the experience for the public.
- Public notices must include reasonable accommodations for individuals with disabilities with special needs, e.g. sign language interpreters. SCMPO will include point of contact person, telephone number, e-mail address, and timeframe for response from those with special needs.
- When the scope of a proposed project or plan has the potential to significantly impact individuals with special needs, pertinent materials will be available in alternative formats, i.e. large print, Braille, audio/video.



## **Sun Corridor MPO's COMMITMENT**

This plan contains background material, guidelines, and commitments that SCMPO is undertaking to incorporate an effective public process into future plans, projects, and programs. Specifically SCMPO is committed to:

- Inclusive and meaningful public involvement;
- Open and honest communications with all individuals and entities;
- Timely public notice;
- Full public access to information and key decisions;
- Creating a sense of shared responsibility and ownership for regional transportation/congestion problems and a shared sense of pride in the development of solutions to those problems;
- Helping form partnerships between member entities, and the private and public sectors to plan and implement transportation/congestion solutions;
- Establishing policies and prioritizing needs based on valid data and using objective, fair and consistent processes;
- Providing information and gathering input so that decision makers will be able to make informed decisions;

For further information, please

### **Contact:**

Sharon Mitchell, Director  
Sun Corridor Metropolitan Planning Organization  
211 N Florence Street  
Casa Grande, AZ 85122  
520-366-6038  
[smitchell@scmpo.org](mailto:smitchell@scmpo.org)  
[www.scmpo.org](http://www.scmpo.org)



# **SUN CORRIDOR METROPOLITAN PLANNING ORGANIZATION**

## **2015 TITLE VI**

**RELATING TO TRANSPORTATION PLANNING  
IN THE SUN CORRIDOR METROPOLITAN PLANNING  
ORGANIZATION REGION**

Approved by Sun Corridor MPO Executive Board

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Prepared by:  
**SUN CORRIDOR MPO**  
Reviewed by SCMPO Transportation Advisory Committee  
CASA GRANDE, ARIZONA  
[www.scmpo.org](http://www.scmpo.org)

## SCMPO TITLE VI PLAN

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## TITLE VI REPORT

### I. INTRODUCTION

This report covers the Sun Corridor Metropolitan Planning Organization's (SCMPO) efforts in providing Title VI non-discrimination policies transportation planning activities for Federal Aid Programs administered through SCMPO.

SCMPO assures that no person shall; on the grounds of race, color, national origin, gender, age, disability, or veteran status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any SCMPO sponsored program or activity.

SCMPO also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations within its region.

SCMPO's Transportation Program provides technical assistance and planning activities for the City of Casa Grande, the City of Coolidge, The Town of Eloy, and portions of rural Pinal County.

## II. SCMPO ASSURANCES

### ***GENERAL ASSURANCES***

#### **Federal-aid Highway Program**

The ***Sun Corridor Metropolitan Organization (SCMPO)*** HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), the Civil Rights Restoration Act of 1987 (Public Law 100-259) and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964. (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, disability, gender, age, or veteran status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations, a copy of which is attached.

### ***SPECIFIC ASSURANCES***

#### ***Federal Aid Highway Program Assurance***

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its Federal Aid Highway Program:

1. That SCMPO agrees that each "program" and each "facility" as defined in 49 CFR 21.23(b) and (e) and the Civil Rights Restoration Act of 1987, will be (with regard to a "program" or activity) conducted, or will be (with regard to a "facility") operated in compliance with all nondiscriminatory requirements imposed by, or pursuant to, the Regulations and this agreement.

## SCMPO Title VI Plan

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2. That SCMPO shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Program and, in adapted form in all proposals for negotiated agreements:
3. SCMPO, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, the Civil Rights Restoration Act of 1987 (Public Law 100-259). Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, age, disability, gender or veteran status in consideration for an award.
4. That SCMPO shall insert the clauses of Appendix A of this assurance in every contract subject to this Act and the Regulations.
5. That SCMPO shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States affecting a transfer of real property, structures, or improvements thereon, or interest therein.
6. That where SCMPO receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
7. That where SCMPO receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
8. That SCMPO shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements enter into by SCMPO with other parties: (a) for the subsequent transfer of real property acquired or improved under Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over, or under real property acquired, or improved under Federal Aid Highway Program.

## SCMPO Title VI Plan

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9. That this assurance obligates SCMPO for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates SCMPO or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which SCMPO retains ownership or possession of the property.
10. SCMPO shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
11. SCMPO agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to SCMPO under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of SCMPO.

By \_\_\_\_\_



Sharon Mitchell, Executive Director

Sun Corridor Metropolitan Planning Organization

Date: May 13, 2014

## ***Federal Transit Administration Assurance***

The Sun Corridor Metropolitan Planning Organization (SCMPO) HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance under the Federal Transit Act of 1964, as amended, it will ensure that:

1. No person on the basis of race, color, national origin, gender, age, disability, or veteran status will be subjected to discrimination in the level and quality of transportation planning services and transit-related benefits.
2. The Sun Corridor MPO will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1, and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9.
3. The Sun Corridor MPO will make it known to the public that those person or persons alleging discrimination on the basis of race, color, national origin, gender, age, disability, or veteran status as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

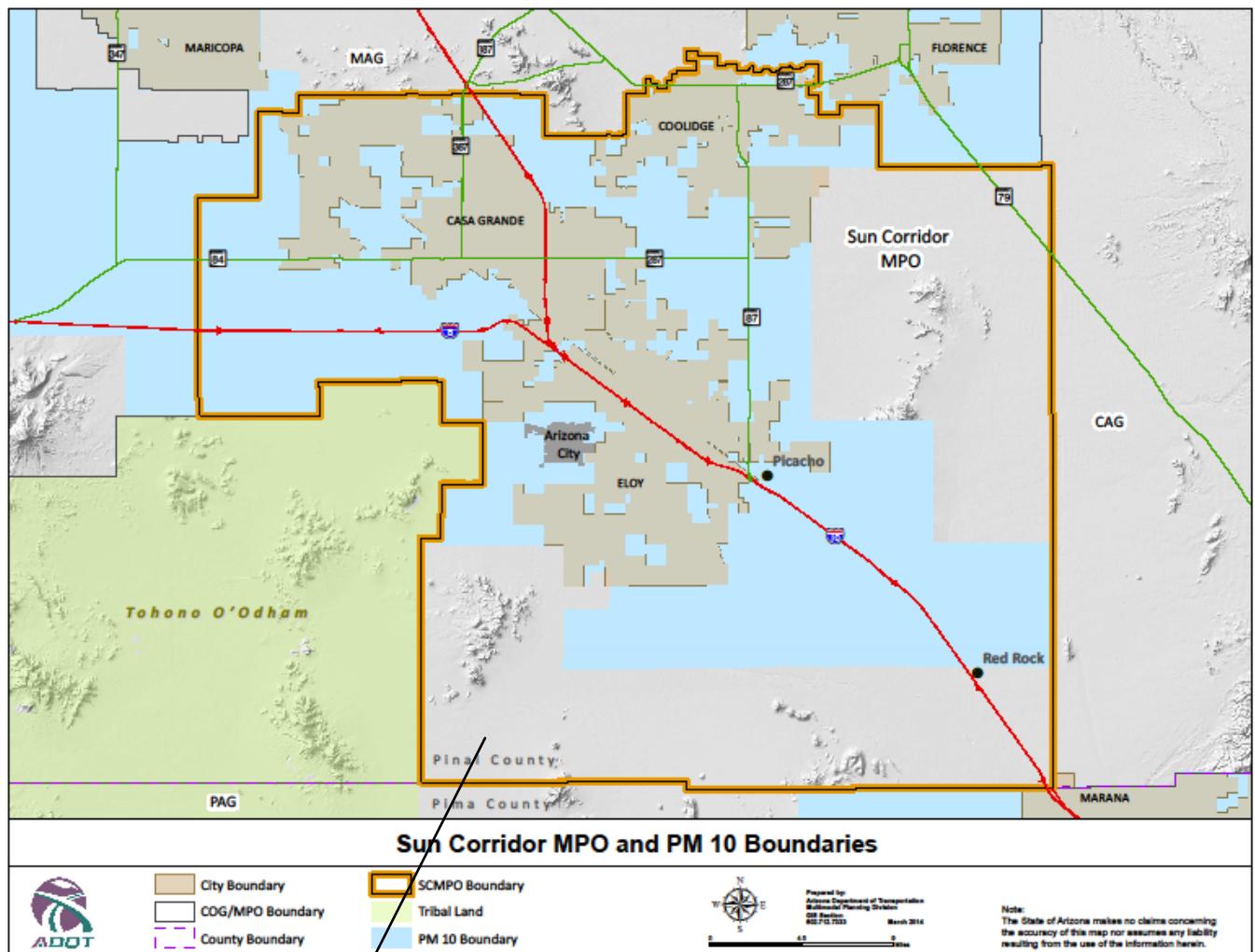
## ***Certification***

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Western Arizona Council of Governments by the Department of Transportation under the Federal-aid Highway Program/Federal Transit Grant Program, and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in the interest and other participants in these same Federal-aid programs. The person whose signature appears below is authorized to sign this assurance on behalf of the Sun Corridor MPO.

By Sharon Mitchell  
Sharon Mitchell, Executive Director  
Sun Corridor Metropolitan Planning Organization

Date: May 13, 2014

### III. Sun Corridor Regional Boundaries



### IV. SCMPO's ORGANIZATION AND PLANNING ADMINISTRATION

SCMPO's transportation planning area covers 1,155 square miles within Pinal County. Within the MPO region, there are three incorporated communities, unincorporated rural Pinal County areas, and two Native American Tribes (not members of the SCMPO).

SCMPO is charged with providing technical assistance to all the entities within the region, for transportation planning, project management, transit programs and activities, and other related programs.

#### a. General Organization

The Sun Corridor MPO was developed in 2013, and is dedicated to serving its local jurisdictions, within Casa Grande, Coolidge, Eloy and rural Pinal County.

#### b. Sun Corridor MPO Title VI Coordination and Administration

The chairperson of the Board for the Sun Corridor MPO is responsible for ensuring the implementation of the SCMPO Title VI program. The Executive Director of SCMPO, on behalf of the Executive Board, is responsible for the overall management of the Title VI program, and serves as the Title VI Chief Officer.

Compliance for the SCMPO transportation planning program is ongoing and falls under duties of the SCMPO Executive Director; which includes, but is not limited to, activities such as; project reporting, data collection, technical assistance and training. Disadvantaged populations, to include individuals with Limited English Proficiency, are provided equal opportunity to participate in transportation planning through the SCMPO Transportation Advisory Committee (TAC) member in their community. The day to day administration of the transportation programs lies with the SCMPO Executive Director, located in Casa Grande Arizona.

c. SCMPO Title VI Coordinator Contact Information

Sharon Mitchell, Director  
Sun Corridor MPO  
211 N Florence St.  
Casa Grande, AZ 85122  
520-366-6038  
[smitchell@scmpo.org](mailto:smitchell@scmpo.org)  
[www.scmpo.org](http://www.scmpo.org)

## V. SCMPO Membership

**a. List of Member Communities**

The member agencies of SCMPO are represented on the Executive Board by elected officials, and the resident ADOT Transportation Board Member. It is the function of the Executive Board to act as a policy body, coordinating transportation planning and related implementation activities within the SCMPO transportation region. The Board must approve all agreements and contracts, and the Chairman must sign all appropriate documents related to contracts and agreements. The Executive Board consists of elected officials from the below communities.

Community	Executive Board Representative
City of Casa Grande	Mayor Bob Jackson
City of Coolidge	Mayor Tom Shope
Town of Eloy	Mayor Joe Nagy
Pinal County District 3	Supervisor Stephen Miller, District 3
ADOT Board Member	Kelley Anderson, District 4

## SCMPO Title VI Plan

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### ***b. Technical Advisory Committee***

The Sun Corridor MPO Transportation Advisory Committee (TAC) is the technical advisory committee to the Executive Board. The voting member TAC is comprised of an appointed representative from each public works department of each member entity, and an ADOT representative. The committee has the authority, and primary responsibility to conduct technical reviews regarding all work activities of the Unified Planning Work Program; to recommend project awards; and to advise the Executive Board on appropriate actions to be taken for the overall planning direction of the region.

<b>Community</b>	<b>TAC Representative</b>
Casa Grande	Duane Eitel, Traffic Engineer
Coolidge	Susanna Struble, PW Director
Eloy	Harvey Krauss, Town Manager
Pinal County	Doug Hansen, Development Services
ADOT	Charla Glendening, ADOT Planner

## SCMPO Title VI Plan

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### ***c. Statistical Data of Communities***

The information below was provided through the ACS Demographic Estimates located at: [www.factfinder.census.gov](http://www.factfinder.census.gov)

<b>Geographic Area</b>	<b>Total Pop</b>	<b>White</b>	<b>Black</b>	<b>American Indian</b>	<b>Asian</b>	<b>Hispanic</b>
Casa Grande	51,333	32,600	2,249	2.232	875	18,932
Coolidge	12,120	7,418	928	670	115	4,962
Eloy	17,021	6,056	1,685	571	755	9,648
Pinal County (Inside MPO)	28,388					

***d. Race and Gender Statistical for SCMPO Committees:***

Committees	RACE			GENDER	
	White	Hispanic	Am. Indian	Male	Female
Executive Board	4	1		5	
Transportation Advisory	5			3	2

## VI. COMPLAINT PROCESS

Any person who believes that he or she, either individually, as a member of any specific class of persons, or in connection with any minority contractor, has been subjected to discrimination prohibited by Title VI of Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 may file a complaint. The complaint must be (a) unequal treatment because of race, color, national origin, gender, age, disability, veteran status, or (b) noncompliance with Title VI rules or guidelines adopted thereunder.

The Arizona Department of Transportation (ADOT) has the principal responsibility for processing, investigating, and resolving complaints arising as a result of operations related to federal highway aid projects of its sub-recipients such as SCMPO. SCMPO will be responsible for processing, investigating and resolving complaints of discrimination by its member agencies. SCMPO contact information is as follows:

**Sharon Mitchell, Executive Director  
Sun Corridor Metropolitan Planning Organization  
211 N Florence St.  
Casa Grande, AZ 85221**

The complaint process will follow the ADOT procedures. Complaints must be filed in writing to:

**ADOT Civil Rights Office  
1135 N. 22<sup>nd</sup> Avenue, 2<sup>nd</sup> Floor Mail Drop 154A  
Phoenix, AZ 85009**

The ADOT telephone number is 602-712-7761. Complaints received by SCMPO will be forwarded to the ADOT Civil Rights Office.

A formal complaint must be filed within 180 calendar days of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct. This timeframe is prescribed by 49 CFR 21.11(b).

***The complaint must meet the following requirements:***

- a. Complaint shall be in writing and signed by the complainant(s) and must include complainant(s) name, address, and phone number. The Title VI Program Manager or a liaison will assist the complainant with documenting the issues if necessary.
- b. Present date of the alleged act of discrimination; date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct.
- c. Present a detailed description of the issues including names and job titles of those individuals perceived as parties in the complained-of-incident.
- d. Allegations received by fax or e-mail will be acknowledged and processed, once the identity (ies) of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or e-mail transmittal for the Civil Rights Office (CRO) to be able to process it.
- e. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign, and return to the CRO for processing.
- f. Within 45 calendar days of the acceptance of the complaint, the ADOT investigator will prepare a draft investigative report for the review of the ADOT CRO Administrator or designee. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.
- g. ADOT's final investigative report with the preliminary findings and a copy of the complaint will be forwarded by certified mail to either FHWA (Arizona Division office Civil Rights Specialist), FTA or FAA or NHTSA, within 60 calendar days of the acceptance of the complaint, per 23 CFR 200.9(b) (3).

A complainant dissatisfied with USDOT's final agency decision may file action with the appropriate US District Court.

## VII. PROGRAM AREAS

### *a. Transportation Planning*

The purpose of Sun Corridor's Transportation Planning Program is to assure that transportation, air quality planning, related multi-modal programs, and the implementation of projects, are effectively identified and coordinated by local, state, federal agencies, and the general public.

Management of the planning process is under direction from the Sun Corridor's Executive Board thru the Executive Director. It is the function of the Executive Board to act as a policy body coordinating transportation planning, and related implementation activities within the overall regional planning process.

The Sun Corridor's Transportation Advisory Committee (TAC) provides review and input, as appropriate, and works directly with SCMPO's staff, providing guidance for development of all work elements.

One of the primary functions of the Transportation Planning Process is to develop and maintain a fiscally constrained 5 to 10 year Transportation Improvement Program (TIP).

### *b. Other Activities Provided by Sun Corridor's Transportation Staff*

- Public Involvement – Provide outreach activities to stakeholders
- Highway Performance Management System – Traffic Counts & Road Classification
- Air Quality Standards
- Regional Planning Coordination – Technical Assistance for project management, grant writing, funding research
- Transit – Planning and management activities to all rural transit programs throughout the region

### VIII. DATA COLLECTION

a. Lawsuits Alleging Discrimination

No lawsuits or complaints relating to discrimination have been filed against Sun Corridor MPO.

b. Pending or Ongoing Federal Assistance

SCMPO receives federal reimbursable funding from ADOT:

- Statewide Planning and Research Funds
- Planning Funds
- 5303 Transit funds

c. Compliance Reviews/Compliance Statement

No compliance reviews have been performed during the preceding two years. Compliance is ongoing.

d. As a regional planning agency, SCMPO planning activities benefit all populations equally, including Title VI protected populations. SCMPO will attempt to identify opportunities to gather data reflecting the extent to which members of Title VI protected populations benefit from SCMPO's planning activities.

## IX. APPENDIX

- A. Performance of Contract
- B. Granting Clause
- C. Inclusive Clauses
- D. Title VI Complaint Form
- E. Limited English Proficiency - Policy
- F. Disadvantage Business Enterprise - Policy



## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- (1) **Compliance with Regulations:** The contractor shall comply with the Regulation relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, gender, age or disability, in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, gender, age or disability.
- (4) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Arizona Department of Transportation* or the *Federal Highway Administration and Federal Transit Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the

## SCMPO Title VI Plan

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exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the *Arizona Department of Transportation*, or the *Federal Highway Administration and Federal Transit Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.

- (5) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the *Arizona Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration and Federal Transit Administration* may determine to be appropriate, including, but not limited to:
- a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination or suspension of the contract, in whole or in part.
- (6) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontract, or procurement as the *Arizona Department of Transportation* or the *Federal Highway Administration and Federal Transit* may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the *Arizona Department of Transportation* to enter into such litigation to protect the interests of the *Arizona Department of Transportation*, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.



## APPENDIX B

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

### (GRANTING CLAUSE)

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the *Arizona Department of Transportation* will accept title to the lands and maintain the project constructed thereon, in accordance with *Title 23, United States Code* the Regulations for the Administration of *Federal Aid for Highways and Transit* and the policies and procedures prescribed by *Federal Highway and Transit Administrations* of the Department of Transportation and Federal Transit Administration, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. .2000d to 2000d-4), and the Civil Rights Restoration Act of 1987 (Public Law 100.259) does hereby remise, release, quitclaim and convey unto the *Arizona Department of Transportation* all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

### (HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto *Arizona Department of Transportation* and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the *Arizona Department of Transportation*, its successors and assigns.

## SCMPO Title VI Plan

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The *Arizona Department of Transportation*, in consideration or the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on over or under such lands hereby conveyed [and]\* (2) that the Arizona Department of Transportation shall use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (Public Law 100-259) and as said Regulations may be amended and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.\*

*\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.*



## APPENDIX C

**The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the *Arizona Department of Transportation* pursuant to the provisions of Assurance 7(a).**

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (Public Law 100.259) and as said Regulations may be amended.

**[Include in licenses, leases, permits, etc.]\***

That in the event of breach of any of the above nondiscrimination covenants, *Arizona Department of Transportation* shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [licenses, lease, permit, etc.] had never been made or issued.

That in the event of breach of any of the above nondiscrimination covenants, *Arizona Department of Transportation* shall have the right to re-enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of *Arizona Department of Transportation* and its assigns.

## SCMPO Title VI Plan

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**The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by *Arizona Department of Transportation* pursuant to the provisions of Assurance 7(b).**

The (grantee, licensee, lessee, permittee, etc. as appropriate) for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds, and leases add "as a covenant running with the land") that (1) no person on the ground of race, color, national origin, gender, age, disability, or veteran status shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the ground of, race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations. Department of Transportation, Subtitle A, Office of the Secretary. Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964), and the Civil Rights Restoration Act of 1987 (Public Law 100.259) and as said Regulations may be amended.

**[Include in licenses, leases, permits, etc.]\***

That in the event of breach of any of the above nondiscrimination covenants, *Arizona Department of Transportation* shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

**[Include in deeds]\***

That in the event of breach of any of the above nondiscrimination covenants, *Arizona Department of Transportation* shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of *Arizona Department of Transportation* and its assigns.

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

# SCMPO Title VI Plan

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## APPENDIX E – TITLE VI COMPLAINT FORM



## Title VI Complaint Form

*Note: The following information is needed to assist in processing your complaint.*

Complainant's Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Person Discriminated Against (someone other than complainant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Which of the following best describes the reason you believe the discrimination took place?

Race/Color (Specify) \_\_\_\_\_

National Origin (Specify) \_\_\_\_\_

Sex (Specify) \_\_\_\_\_

Age (Specify) \_\_\_\_\_

Disability (Specify) \_\_\_\_\_

On what date(s) did the alleged discrimination take place? \_\_\_\_\_

Describe the alleged discrimination. Explain what happened and who you believe was responsible (if additional space is needed, add a sheet of paper).

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List names and contact information of persons who may have knowledge of the alleged discrimination.

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Have you filed this complaint with any other federal, state, or local agency, or with any federal or state court? Check all that apply.

Federal Agency

Federal Court

State Agency

State Court

Local Agency

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Please sign below. You may attach any written materials or other information you think is relevant to your complaint.

Complainant Signature

Date

Number of attachments: \_\_\_\_\_

Submit form and any additional information to:

ADOT Civil Rights Office

Title VI Program Manager

1135 N 22nd Ave. 2nd Floor

Phoenix, AZ 85009

Phone: 602-112-7761 • Fax: 602-712-8429

# **Sun Corridor Metropolitan Planning Organization (SCMPO)**

## **Policy and Procedure for Providing Meaningful Communication with Persons with Limited English Proficiency**

### **POLICY AND PROCEDURES FOR COMMUNICATION WITH PERSONS WITH LIMITED ENGLISH PROFICIENCY**

#### **POLICY:**

*The Sun Corridor Metropolitan Planning Organization (SCMPO)* will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits. The policy of Sun Corridor MPO is to ensure meaningful communication with LEP patients/clients and their authorized representatives involving their medical conditions and treatment. All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and patients/clients and their families will be informed of the availability of such assistance free of charge.

Language assistance will be provided through use of competent bilingual staff, staff interpreters, contracts or formal arrangements with local organizations providing interpretation or translation services, or technology and telephonic interpretation services. All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

*Sun Corridor MPO* will conduct a regular review of the language access needs of our population, as well as update and monitor the implementation of this policy and these procedures, as necessary.

#### **PROCEDURES:**

##### **1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE**

*The Sun Corridor MPO* will promptly identify the language and communication needs of the LEP person. If necessary, staff will use a language identification card (or "I speak cards," available online at [www.lep.gov](http://www.lep.gov)) or posters to determine the language. In addition, when records are kept of past interactions with patients (clients/residents) or

family members, the language used to communicate with the LEP person will be included as part of the record.

## **2. OBTAINING A QUALIFIED INTERPRETER**

***Sharon Mitchell, Director for the Sun Corridor MPO*** is responsible for:

- (a)** Maintaining an accurate and current list showing the name, language, phone number and hours of availability of bilingual staff (***the City of Casa Grande's list will be utilized for this purpose***);
- (b)** Contacting the appropriate bilingual staff member to interpret, in the event that an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;
- (c)** Obtaining an outside interpreter if a bilingual staff or staff interpreter is not available or does not speak the needed language.

The City of Casa Grande has agreed to provide qualified interpreter service lists. The contact for providing services is; Dawn Jett, Administration Services Director, 520-421-8600, and the hours of availability are 8 to 5, Monday through Friday, or upon 24 hours' notice.

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and after the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the SCMPO. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest will be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.

Children and other clients/patients/residents will not be used to interpret, in order to ensure confidentiality of information and accurate communication.

## **3. PROVIDING WRITTEN TRANSLATIONS**

- (a)** When translation of vital documents is required the Sun Corridor MPO will submit documents for translation into frequently-encountered languages to either the City of Casa Grande, or a professional translator.

**(b)** The Sun Corridor MPO will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.

**(c)** *The Sun Corridor MPO* will set benchmarks for translation of vital documents into additional languages over time.

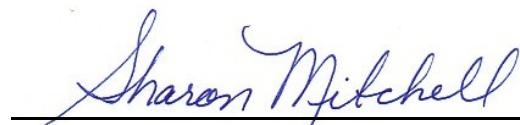
#### **4. PROVIDING NOTICE TO LEP PERSONS**

*The Sun Corridor MPO* will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand.

#### **5. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION**

On an ongoing basis, *the Sun Corridor MPO* will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, *The Sun Corridor MPO* will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, feedback from member entities and community organizations, etc.

The LEP Policy has been reviewed and approved by the following:

  
\_\_\_\_\_  
Sharon Mitchell, Sun Corridor MPO Director

May 13, 2014  
Date

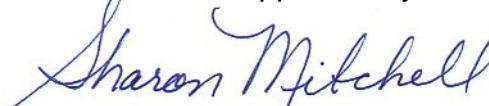
## **Sun Corridor Metropolitan Planning Organization**

### **DISADVANTAGED BUSINESS ENTERPRISES POLICY**

The Sun Corridor MPO staff shall adopt the Arizona Department of Transportation's DBE Plan when the Sun Corridor MPO receives any FHWA and/or FTA funding, exclusive of capital (vehicle) purchases, or when any such plan is otherwise required.

Any such DBE Plan will be approved by the ADOT Civil Rights Office. Until that threshold is reached, the Sun Corridor MPO shall make sure that disadvantaged business enterprises in this area have an equal opportunity for all contracts awarded by the Sun Corridor MPO in connection with the delivery of these services.

Reviewed and approved by:



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Sharon Mitchell, Sun Corridor MPO Director

May13,2014

Date:

SCMPO 2015-2020  
Listing of Projects

TIP YEAR	TIP ID # or TRAC's #	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	FUNC CLASS	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	ADOT Review Cost	ADOT Const Admin	LOCAL MATCH	OTHER FUNDS	OTHER FUNDS	TOTAL COST	Air Quality Modeled	
TAC/EB Approved																	AQ		
2015																			
	CLG 13-01C	Coolidge	Central Ave STP	Az Blvd to Main St.	1,900 LF	Re- Construction	Urban Collector	2	2	STP	\$625,000			\$37,778			\$662,778	YES	
	<i>Project Development (design) is in CAG TIP, 2013-2014 \$197,330 STP funds</i>																		
17-Apr	CLG 10-01T	Coolidge	Central Ave TE	Az Blvd to Main St.	1,900 LF	New Const	Urban Collector	0	0	TE	\$750,000			\$45,334			\$795,334	YES	
	CLG 13-01D	Coolidge	Central Ave STP (D)	Az Blvd to Main St	1,900 LF	Additional Design	Urban Collector	2	2	STP	\$117,000			\$7,072			\$124,072	YES	
	LTAP									STP	\$500						\$500	EXEMPT	
	<b>TOTAL FOR</b>										<b>\$1,492,500</b>			<b>\$90,185</b>	<b>\$0</b>	<b>\$1,582,685</b>			
2016																		AQ	
	CLG 16-01C	Coolidge	Main St. Improvements	Coolidge Ave to Pinkley	1 Mile	Re Const	Urban Collector	4	4	STP	\$850,000			\$0	\$51,379			\$901,379	YES
	LTAP									STP	\$500						\$500	EXEMPT	
	<b>TOTAL FOR</b>										<b>\$1,288,170</b>			<b>\$81,537</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,369,707</b>		
2017																		AQ	
	ELY 15-01C	Eloy	Main Street Reconstruction	Main Street - Frontier Rd. to Battaglia Dr.	1 Mile	Re Construction	Urban Collector	2	2	STP	\$775,883			\$724,063	\$46,899		\$4,349,100	<b>\$5,895,945</b>	YES
	<i>Note: Project development is in CAG TIP, 2014: \$471,500</i>																		
	LTAP									STP	\$500							EXEMPT	
	<b>TOTAL FOR</b>										<b>\$776,383</b>			<b>\$46,899</b>	<b>\$0</b>	<b>\$4,349,100</b>	<b>\$5,896,445</b>		
2018																		AQ	
	CSG 14-P1	Casa Grande	I-8 Henness Rd. TI	I-8 and Henness Road	1 Mile	New Construction	Arterial	0	6	Private				\$0		\$18,000,000	<b>\$18,000,000</b>		
	LTAP																\$0		
	<b>TOTAL FOR</b>										<b>\$500</b>			<b>\$0</b>	<b>\$0</b>	<b>\$18,000,000</b>	<b>\$18,000,500</b>		
2019																		AQ	
																	\$0		
	LTAP									STP	\$500							\$0	
	<b>TOTAL FOR</b>										<b>\$500</b>			<b>\$0</b>	<b>\$0</b>	<b>\$500</b>			
2020																		AQ	
																	\$0		
																	\$0		
	LTAP									STP	\$500							\$500	
	<b>TOTAL FOR</b>										<b>\$500</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>		

TRANSIT PROGRAMMING																	
2015	5311	Coolidge															\$0
	5311	CART															\$0
	5310	Sub Recipient															\$0
																	\$0

MPO was implemented in 2014, CAG provided all the transit activities for 2014.

**LIST OF AIR QUALITY PROJECTS (FROM MAG'S LIST) 2014 through 2018**

TIP YEAR	TIP ID #; LG # or TRAC's #	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	FUNC CLASS	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	ADOT Review Cost	ADOT Const Admin	LOCAL MATCH	Local/Private FUNDS	OTHER FUNDS	TOTAL COST	Air Quality Modeled	
<b>ADOT</b>																			
2014		ADOT	I-8 Santa Rosa Wash	Santa Rosa Wash	0.3	Scour Retrofit	1	4	4	Bridge	\$800,000						\$800,000	Yes	
2017		ADOT	SR-287 Pave Pres	La Palma Rd -JCT I-10		Project Dev				STP	\$320,000						\$320,000	Yes	
2017		ADOT	SR-287 Pave Pres	La Palma Rd -JCT I-10	1	Const	2	2	2	STP	\$1,803,000						\$1,803,000	Yes	
2016		ADOT	I-8 Bianco Rd- JCT I-10	Bianco Rd	8.3	Pave Pres	2	4	4	STP	\$13,872,000						\$13,872,000	Yes	
<b>CASA GRANDE</b>																			
2015	CSG L01	Casa Grande	Doan St:	Trekell Rd to Pottebaum			4	0	2							\$2,100,000	\$2,100,000	Yes	
2015	CSG 14-P1 D	Casa Grande	I-8/Henness TI	I-8 and Henness	1 Mile	Project Dev	1	0	6			\$45,000				\$890,000	\$935,000	Yes	
2018	CSG 14-P1C	Casa Grande	I-8/Henness TI	I-8 and Henness	1 Mile	Project Dev	1	0	6							\$18,000,000	\$18,000,000	Yes	
																\$0	Yes		
<b>COOLIDGE</b>																			
2013	CLG 11-01D	Coolidge - CAG	Coolidge Ave	1st to Az Blvd	.5 Mile	Project Dev	4	2	2	STP	\$400,000					\$24,178		\$424,178	Yes
2014	CLC 11-01C	Coolidge- CAG	Coolidge Ave	1st to Az Blvd	.5 Mile	Const	4	2	2	STP	\$1,200,000					\$72,534		\$1,272,534	Yes
2018	MCC45-1	Coolidge	McCartney Road	Signal Peak to Toltec Buttes Rd.	.4 Mile	Const	4	2	4	Local							\$0	Yes	
2017	VAH 1185-1	Coolidge	Vah Ki Inn Rd.	Main to Sonora St.	.1 Mile	Const	4	2	4	Local							\$0	Yes	
2015		Coolidge	Various	Various		Dust Mitigation				Local						\$100,000		\$100,000	Yes
2016		Coolidge	Various	Various		Dust Mitigation				Local						\$130,000		\$130,000	Yes
2017		Coolidge	Various	Various		Dust Mitigation				Local						\$150,000		\$150,000	Yes
2018		Coolidge	Various	Various		Dust Mitigation				Local						\$175,000		\$175,000	Yes
																\$0			
<b>ELOY</b>																			
			* All dust mitigation projects have been completed as of May 1, 2014																
																	\$0	Yes	
<b>PINAL CO</b>																			
2014		Pinal Co	Various	Various		Dust Mitigation				Local						\$180,000		\$180,000	Yes
2015		Pinal Co	Various	Various		Dust Mitigation				Local						\$150,000		\$150,000	Yes
2016		Pinal Co	Various	Various		Dust Mitigation				Local						\$260,000		\$260,000	Yes
2017		Pinal Co	Various	Various		Dust Mitigation				Local						\$1,205,000		\$1,205,000	Yes
			TOTAL								\$18,395,000					\$96,713	\$23,340,000	\$0	\$41,876,713



## EXECUTIVE BOARD MEETING MEMO

**MEMO TO:** **SCMPO EXECUTIVE BOARD**  
**FROM:** **SHARON MITCHELL, SCMPO Director**  
**DATE:** **May 13, 2014**  
**SUBJECT:** **2015 Unified Planning Work Program (UPWP)**

Provided for you is the final 2015 Unified Planning Work Program, which requires approval by the Executive Board. It lays out our work tasks, the budget, and measurable outcomes for the period of July 1, 2014 through June 30, 2015 for the Sun Corridor MPO.

For 2015, we utilized a standard template in order to ensure we could get the work program completed by the deadline. The 2015 work program is due to ADOT May 15<sup>th</sup>.

Board Action Requested:	<input type="checkbox"/> Information Only	<input checked="" type="checkbox"/> Action Requested Below
<b>A motion to approve the Sun Corridor MPO 2015 Unified Planning Work Program, and present it to ADOT for review and processing.</b>		

# SUN CORRIDOR

# MPO

**SUN CORRIDOR**

***METROPOLITAN PLANNING ORGANIZATION***

2015

UNIFIED PLANNING WORK PROGRAM and BUDGET

Sun Corridor MPO  
c/o City of Casa Grande  
510 E. Florence Blvd.  
Casa Grande, AZ 85122  
520-366-6038  
[www.scmopo.org](http://www.scmopo.org)

Approved On and By:

SCMPO Executive Board on: \_\_\_\_\_

SCMPO Technical Advisory Committee on: April 17, 2014

*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

July 1, 2014 – June 30, 2015

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## I. INTRODUCTION

### INTRODUCTION

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

The UPWP (aka Work Program-WP) guides the transportation planning activities and related tasks of the 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 MPO was created in order to continue to receive federal transportation dollars to allocate for eligible projects within the MPO boundary. Prior to the establishment of the Sun Corridor MPO, federal transportation dollars were channeled through Central Arizona Governments (CAG, a regional Council of Governments (COG)).

The 2010 population of communities within the Sun Corridor MPO:

Community	Population
Eloy	6,963
Arizona City (Unincorporated)	10,531
Coolidge	10,919
Casa Grande	51,331
Pinal County (Unincorporated rural areas)	28,388
<b><i>TOTAL</i></b>	<b><i>108,132</i></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 MPO.

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 MPO will lead the development of the Sun Corridor area Regional Transportation Plan (RTP), the Transportation Improvement Program (TIP), as well as transit planning within the region.

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

***Planning Priorities:***

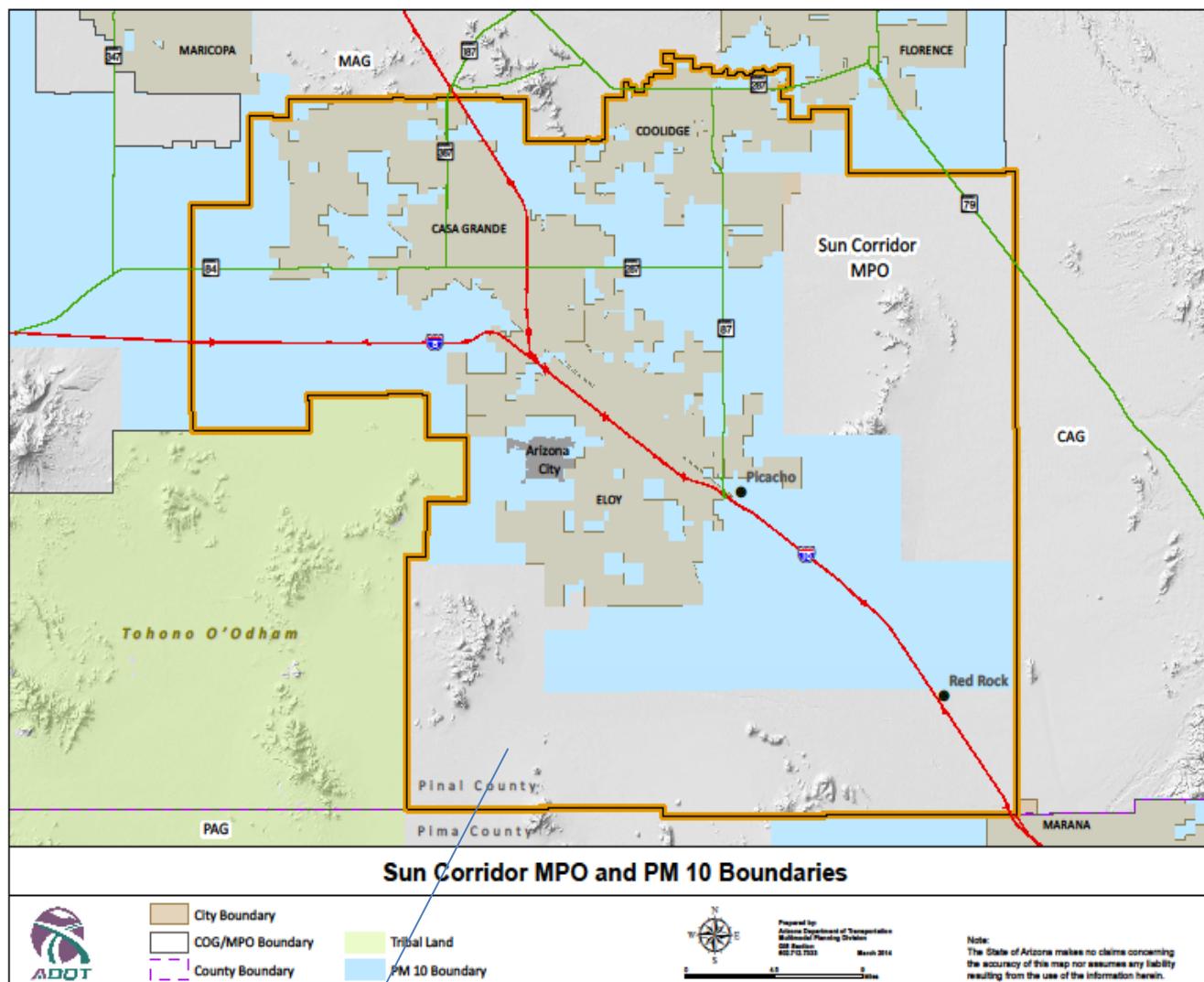
Once the RTP is completed, a more sound and comprehensive list of priorities will be established. At this point, the Transportation Improvement Project (TIP) programming of projects is our first priority. This will ensure our federal aid projects are funded.

***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 MPO 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 with MAG, ADOT, FHWA, FTA and members of the Sun Corridor MPO is essential to ensuring projects and projects in the nonattainment areas conform to the rules.



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, and thereby will provide the following, either for services rendered, or in-kind:

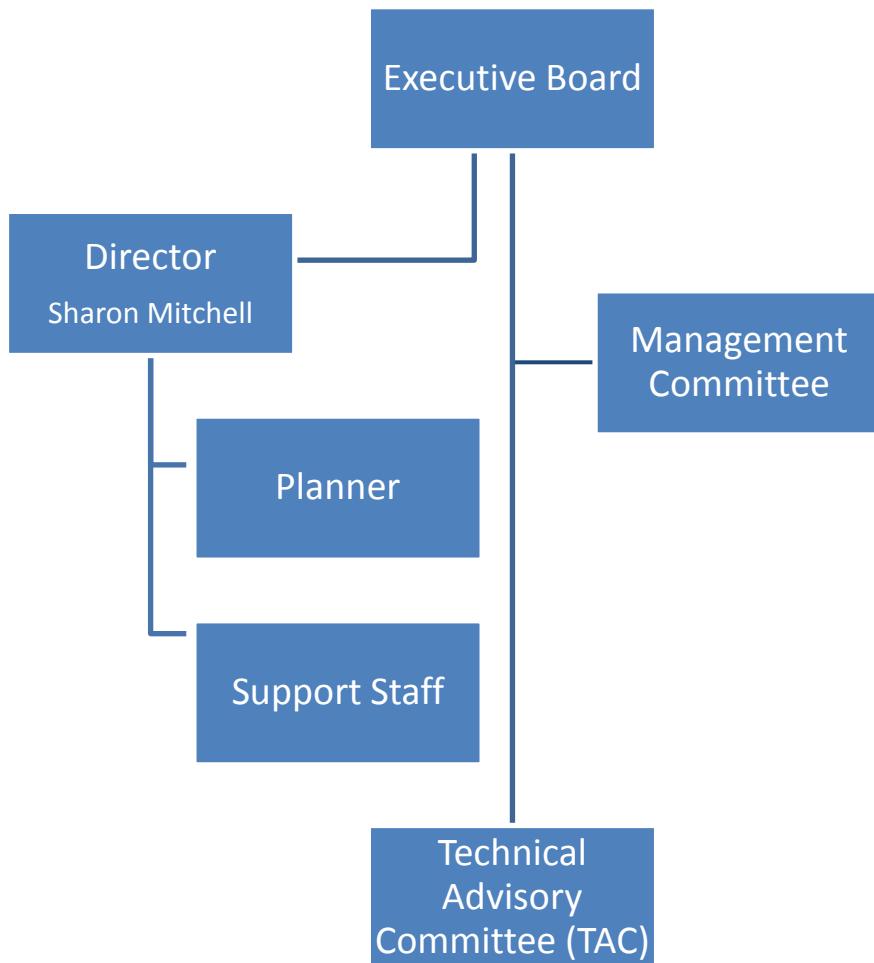
- Financial
  - Purchasing/Procurement
  - Accounting
  - Payroll
  - Accounts Payable
- Human Resources
- IT Services
- Arizona State Retirement
- Other services as needed

### 2. Committee Structure

Currently the Sun Corridor is comprised of five Executive Board members, made up of four elected officials from the Sun Corridor 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.

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 has been established before forming the Management Committee.



2014-2015

## 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
Program Manager – VACANT
Support Staff PT/Volunteer – VACANT

### 3. Operational procedures and bylaws & Agreements

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).

Sun Corridor will also operate in accordance with Executive Board By-Laws established by the Executive Board in October, 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 will adhere to federal restrictions on Lobbying and Disbarment.

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

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

AIR QUALITY - CONFORMITY: Sun Corridor will enter into an annual 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 of up to 5.7% may be 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 MPO will use in-kind contribution for match when utilizing SPR, PL or 5303 funds.

(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

#### BUDGET SUMMARY TABLES

Budget Worksheet:	Table 1:	Table 2:
<ul style="list-style-type: none"> <li>• 2014 Revenues</li> <li>• Operating Expenditures</li> <li>• Planning Projects</li> <li>• Local Match Contribution</li> </ul>	<p><b>Revenue sources:</b></p> <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>	<p><b>Work element costs:</b></p> <ul style="list-style-type: none"> <li>• Personnel</li> <li>• Operating</li> </ul> <p><b>Match Contribution Amounts</b></p>
<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 2015 has been calculated in the table below. Match can also be provided by cash, time contributions from private organizations or citizens.</b></p>		

#### MATCH CONTRIBUTION AMOUNTS BY MEMBERS:

Local Match (To be met with Cash or In-kind services)							
Member	Budget Amt	PL	SPR	5303	Population	% of Pop	Total amount of Match per
Eloy	\$6,801	\$954	\$4,211	\$1,636	6,963	6.40%	\$6,801
Coolidge	\$4,837	\$678	\$2,995	\$1,164	10,919	10.10%	\$4,837
Pinal County (Rural Areas)	\$17,194	\$2,183	\$9,638	\$3,745	38,919	35.90%	\$15,566
Casa Grande	\$22,799	\$2,896	\$12,782	\$4,967	51,531	47.60%	\$20,645
<b>SUBTOTAL</b>	<b>\$47,895</b>	<b>\$6,717</b>	<b>\$29,656</b>	<b>\$11,522</b>	<b>108,332</b>	<b>100.00%</b>	<b>\$47,849</b>

## 2015 Sun Corridor MPO UPWP

SCMPO BUDGET WORKSHEET									
Fiscal Year 2015 Budget									
Fund Types (SPR, PL, 5303, Planning Other)									
Anticipated Revenues									
Revenues	Fund Source	Budget Amount	PL	SPR	5303	Other	Other	Local Match Requirement	
799-04-885-3351-00	Federal Amount	\$275,845	\$111,131	\$118,625	\$46,089	\$0	\$0		
	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	\$47,895	\$6,717	\$29,656	\$11,522	\$0	\$0		
	<b>TOTAL</b>	<b>\$323,740</b>	<b>\$117,848</b>	<b>\$148,281</b>	<b>\$57,611</b>	<b>\$0</b>	<b>\$0</b>	Match to be met with cash and/or in-kind	
Anticipated Expenditures									
Operating Expenditures	GL#	Category	Budget Amount	PL	SPR	5303	Other	Explanation	
				Personnel Services					
	799-01-885-1101-00	Salaries - Regular	\$138,200	\$76,010	\$34,550	\$27,640	\$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	\$10,600	\$5,830	\$2,650	\$2,120	\$0	\$0	
	799-01-885-1210-00	Retirement	\$16,000	\$8,800	\$4,000	\$3,200	\$0	\$0	
	799-01-885-1215-00	Health Insurance	\$18,700	\$10,285	\$4,675	\$3,740	\$0	\$0	
	799-01-885-1220-00	Workers Comp	\$300	\$165	\$75	\$60	\$0	\$0	
	799-01-885-1235-00	Travel Allowance	\$4,800	\$2,640	\$1,200	\$960	\$0	\$0	
		<b>SUBTOTAL</b>	<b>\$198,600</b>	<b>\$103,730</b>	<b>\$57,150</b>	<b>\$37,720</b>	<b>\$0</b>	<b>\$0</b>	
				Other Services - Capital Purchase					
	799-01-885-1245-00	Conferences	\$10,000	\$1,401	\$7,099	\$1,500	\$0	\$0	Conferences, trainings, etc.
	799-01-885-1250-00	Travel and Meeting Expenses	\$12,500	\$0	\$10,631	\$1,869	\$0	\$0	Travel - Hotel - per diem - mileage coverage
	799-01-885-1240-00	Trainings / Tuition	\$2,000	\$0	\$2,000	\$0	\$0	\$0	
	799-01-885-2210-10	Legal	\$8,000	\$0	\$8,000	\$0	\$0	\$0	Legal services & required newspapers ads
	799-01-885-2215-00	Contractual Services	\$12,000	\$0	\$12,000	\$0	\$0	\$0	Web site maintenance, translation services, technical support, excludes legal
	101-20-610-2230-00	Building Rent	\$7,200	\$3,100	\$3,100	\$1,000	\$0	\$0	
	799-01-885-2235-00	Dues and Memberships	\$5,000	\$2,900	\$2,100	\$0	\$0	\$0	AzTA, NADO, NARC, Pinal Partnership, etc.
	799-01-885-2240-00	Insurance	\$8,000	\$0	\$8,000	\$0	\$0	\$0	Various liability insurance for SCMPO
	799-01-885-3305-00	Office Supplies	\$3,000	\$0	\$3,000	\$0	\$0	\$0	Start up costs, etc.
	799-01-885-3306-00	Office Furnishings	\$500	\$0	\$500	\$0	\$0	\$0	New furniture for the MPO
	799-01-885-3355-00	Printing - etc.	\$2,000	\$0	\$2,000	\$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	
	799-01-885-2210-00	5303 Transit and Planning	\$4,000	\$0	\$0	\$4,000	\$0	\$0	Staff costs for transit planning and LRTP activities. Possible contract to CAG for MM
	799-01-885-2215-90	Miscellaneous	\$200	\$0	\$200	\$0	\$0	\$0	
	799-01-885-3365-00	Fuel	\$1,445	\$0	\$1,445	\$0	\$0	\$0	
	799-01-885-2225-00	Auto Repair & Maintenance	\$400	\$0	\$400	\$0	\$0	\$0	
		<b>SUBTOTAL</b>	<b>\$77,245</b>	<b>\$7,401</b>	<b>\$61,475</b>	<b>\$8,369</b>	<b>\$0</b>	<b>\$0</b>	
Planning Studies									
Plans	799-01-885-2210-00	5303 Mobility/Transit Plan	\$0	\$0	\$0	\$0	\$0	\$0	Potential mobility plan using 2013 5303 Funds
	799-01-885-2210-00	HSIP - 2014 Safety Plan	\$0	\$0	\$0	\$0	\$0	\$0	
	799-01-885-2210-00	Regional Transportation Plan	\$0				\$0	\$0	Regional Transportation Plan from 2014 STP Funds (This covers transit implementation study as well)
		<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Local Match (To be met with Cash or In-kind services)									
Local Match									Population % of Pop Total Match for each member
	Eloy	\$6,801	\$954	\$4,211	\$1,636	\$0	\$0	17,021 14.2%	
	Coolidge	\$4,837	\$678	\$2,995	\$1,164	\$0	\$0	12,120 10.1%	
	Pinal County (Rural Areas)	\$15,566	\$2,183	\$9,638	\$3,745	\$0	\$0	38,919 32.5%	
	Casa Grande	\$20,645	\$2,896	\$12,782	\$4,967	\$0	\$0	51,531 43.1%	
	<b>SUBTOTAL</b>	<b>\$47,849</b>	<b>\$6,711</b>	<b>\$29,626</b>	<b>\$11,512</b>	<b>\$0</b>	<b>\$0</b>	<b>119,591 100%</b>	
	<b>GRAND TOTAL</b>	<b>\$323,694</b>	<b>\$117,842</b>	<b>\$148,251</b>	<b>\$57,601</b>	<b>\$0</b>	<b>\$0</b>		

**TABLE 1: Estimated Funding (revenue) for State Fiscal Year 2015 (OA amounts)**

REVENUE SOURCE	FY14 CARRY FORWARD*		FY15 OA	IN-KIND	BUDGET
	Federal	Match			
PL / FY14	\$30,000	\$1,813	\$111,131	\$6,717	\$149,661
SPR / FY14	\$80,000	\$20,000	\$118,625	\$29,656	\$248,281
FTA 5303 (Oct 1, 2013 - Sept 30, 2014)	\$40,000	\$10,000	\$46,089	\$11,522	\$107,611
STP – LRTP	\$400,000	\$24,178	\$0	\$0	\$424,178
HSIP – Safety Plan	\$150,000	\$9,067	\$0	\$0	\$159,067
<b>TOTAL</b>	<b>\$700,000</b>	<b>\$65,058</b>	<b>\$275,845</b>	<b>\$47,895</b>	<b>\$1,088,798</b>

\*See FY2014 Workplan for Operating Costs by Work Element

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

TASK	WORK ELEMENT	EXPENSES									TOTAL COST	
		PL (5.7% Match)			SPR (20% Match)			5303 (20% Match)				
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match		
1.0	ADMINISTRATION	10,373	740	672	5,715	6,148	2,966	0	0	0	26,613	
2.0	DATA COLLECTION & MAINTENANCE	10,373	740	672	5,715	6,148	2,966	0	0	0	26,613	
3.0	TRANSPORTATION IMPROVEMENT PROGRAM	20,746	1,480	1,343	11,430	12,295	5,931	0	0	0	53,226	
4.0	REGIONAL TRANSPORTATION PLAN	21,783	1,554	1,411	12,002	12,910	6,228	0	0	0	55,888	
5.0	PUBLIC PARTICIPATION PLAN	5,187	370	336	2,858	3,074	1,483	0	0	0	13,308	
6.0	PUBLIC TRANSPORTATION PLANNING (5303)	0	0	0	0	0	0	37,720	8,369	11,522	57,611	
7.0	SPECIAL PROJECT PLANNING	0	0	0	0	0	0	0	0	0	0	
8.0	REGIONAL PLANNING	32,156	2,294	2,082	17,717	19,057	9,194	0	0	0	82,500	
9.0	ENVIRONMENTAL OVERVIEW	3,112	222	202	1,714	1,842	889	0	0	0	7,981	
10.0	CAPITAL EXPENDITURES	0	0	0	0	0	0	0	0	0	0	
	<b>TOTAL</b>	<b>103,730</b>	<b>7,400</b>	<b>6,717</b>	<b>57,151</b>	<b>61,474</b>	<b>29,656</b>	<b>37,720</b>	<b>8,369</b>	<b>11,522</b>	<b>323,740</b>	

## IV. SUN CORRIDOR 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 Accomplishments

- 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 (completed February 10, 2014)
- Develop a regional emissions analysis for the air quality non-attainment area  
*Continue to work on in 2014:*
- Obtain a DUN's number
- Developed the 2014 UPWP
- 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; (completed March 2014)
- 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 RTP

#### 2015 Activities:

##### **End Products and Measurable Outcomes for 2015:**

- 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 or bi-monthly);
  - **Agendas and meeting minutes will be posted on the Sun Corridor web site**
- Develop the Title VI for the MPO
- Develop the Public Participation Plan;
  - **Develop the PPP and submit to ADOT no later than August 1, 2014**

- Develop the Sun Corridor's portion of the Human Services Transportation Coordination Plan;
  - **Provide the Sun Corridor portion of the plan to CAG for inclusion into their Coordination Plan, no later than August 1, 2014.**
- Quarterly invoices and progress reports ;
  - **At a minimum, provide invoices and quarterly reports to ADOT for reimbursement.**
- Hold annual consultation with rural officials of the Sun Corridor MPO and ADOT staff. (By November)
- Continue work on the RTP, Transit implementation plan, and Safety Plan
- Develop the FY 2016 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)				
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match		
1.0	ADMINISTRATION	\$10,373	\$740	\$672	\$5,715	\$6,148	\$2,966	\$0	\$0	\$0	\$26,613	

## **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 2015 Activities:**

In 2015, the Sun Corridor members will receive training for collecting, updating and maintaining all road and street section data in the HPMS database for the federal functional classified roads within the Sun Corridor region.

- CAG will provide base-line traffic count data for inclusion into the HPMS system in 2014.
- This data will be technically based on the latest available traffic count data.
- Will meet federal and state mandates
- Each Sun Corridor member will enter into the HPMS system all updated traffic counts, as needed.

### **Products and Measurable Outcomes:**

- HPMS Data Entry at 100% (Starts in January, ends in March annually);
- Functional Classification Applications - Updates (as needed);
- Develop a report, with corresponding FC Maps to be placed on the Sun Corridor website;
- Provide the annual demographics report (June) to members.

### **2.2 Functional Classifications:**

Only functionally classified roads (major collectors and above) can be awarded federal aid funding.

#### **FY 2015 Activities:**

The MPO will work with each member agency to ensure all Sun Corridor roads that qualify for classification, (or roads that need upgrading, or down grading) work through the application process. This application process is available through the Sun Corridor for all members.

### **Products and Measurable Outcomes:**

- Maintain a current inventory of the MPO's functional classified roads
  - Provided each year and placed on the Sun Corridor web site
- Ensure all roads are classified correctly
  - Meet with each community, and assess if there needs to be an updated application process for any roadways
- Ensure new maps are updated and provided through ADOT
  - Reviewed and updated annually

### **2.3 Air Quality Standards:**

#### **FY 2015 Activities:**

Maricopa Association of Governments (MAG) provided services to develop the air-quality conformity analysis that was needed for the non-attainment areas of the Sun Corridor. This plan was approved by FHWA and FTA in February 2014.

#### **FY 2015 products and measurable outcomes:**

Sun Corridor MPO will continue to work with MAG, ensuring all projects in the air quality plan are included in the RTP, as well as the developing Sun Corridor TIP.

Develop and maintain an MOU with MAG to ensure Clean Air Act requirements.  
Interagency Consultation

As required by the Federal transportation conformity rule (§93.105), the conformity process includes a significant level of cooperative interaction among federal, state, and local agencies. For this air quality conformity analysis, interagency consultation was conducted as required by the Arizona Conformity SIP. Conference call(s) or meeting(s), involving ADOT, ADEQ, EPA, FHWA, FTA, [representatives from SCMPO and other Interagency Consultation Group members] were conducted during 2013 to review all input planning assumptions, methodologies and analysis years. Table 5-3 summarizes the key decisions made by the interagency consultation group.

**Table 5-3: Interagency Consultation Decisions**

Item	Decision
Traffic Forecasts	Use of statistical relationships based on historic HPMS VMT trends and future county socioeconomic projections.
EPA Emission Model(s)	[MOVES2010b and EPA's AP-42]
Regionally Significant Projects, Projects with a Significant Change in Design Concept and Scope	As shown in TIP and Plan listing, and project coding.
Transportation Control Measures (TCM) Progress	[Pave or Chemically Stabilize Unpaved Roads; Pave, Vegetate or Chemically Stabilize Access Points Where Unpaved Traffic Surfaces Adjoin Unpaved Roads.]
Exempt Projects	Notification of transportation plan or TIP amendments which merely add or delete exempt projects listed in §93.126 or §93.127.
Triggers for Conformity	[New or revised TIP or LRTP. NAAQS designation grace period. Other.]
24-Hour PM <sub>2.5</sub> Conformity Test	Analysis for [Pinal Nonattainment Area] Use [interim "No Greater Than 2008"] emission test Analysis Years: [2008], [Year2], [Year3], [Year4]
24-Hour PM <sub>10</sub> Conformity Test	Analysis for [Nogales Nonattainment Area] Compare to EPA-Approved 2011 SIP MVEBs Analysis Years : [2008], [Year2], [Year3], [Year4]
Analysis Years	Analysis years (by pollutant/precursor) as shown in this report.
Boundary Issues	MPO, RPO, nonattainment and maintenance area boundaries as stated in this report.
Project Identification	All regionally significant, non-exempt projects, regardless of funding source, have been identified and included in this analysis.
Design Scope	The design scope of projects under development is as stated or modeled in this analysis.
Latest Planning Assumptions	As stated in this report, including: fleet age data, I/M program, fuels used, environmental data, and other MOVES inputs (see MOVES input summary).

### **Sun Corridor Data Collection Budget**

TASK 2: DATA COLLECTION												
TASK	WORK ELEMENT	EXPENSES									TOTAL COST	
		PL (5.7% Match)			SPR (20% Match)			5303 (20% Match)				
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match		
2.0	DATA COLLECTION & MAINTENANCE	\$10,373	\$740	\$672	\$5,715	\$6,148	\$2,966	\$0	\$0	\$0	\$26,613	

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

The Sun Corridor TIP will be approved once the Sun Corridor MPO 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; and will show;
- All Transit related projects that received federal aid funds (5310, 5307, 5311);
- All local, private and other than federal aid funded projects;
- All projects that require air quality mediation measures;
- 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 ADOT projects within the Region;
- Will list all 'air quality' listed projects.

#### FY 2015 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:

- Develop the TIP in accordance with the Regional Transportation Plan (Sun Corridor Staff & TAC).
- Develop, maintain and provide a 2016 Sun Corridor Transportation Improvement Plan that can be incorporated into the ADOT State Transportation Improvement Plan (STIP).
- Develop and maintain a running HSIP and STP constrained ledger to outline all active projects.
- Develop and maintain the 2016 UPWP, and submit to ADOT by June 1, 2015.

## ***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)				
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match		
3.0	TRANSPORTATION IMPROVEMENT PROGRAM	\$20,746	\$1,480	\$1,343	\$11,430	\$12,295	\$5,931	\$0	\$0	\$0	\$53,226	

## **4. Regional Transportation Plan (RTP): Task 4**

(Title 23 CFR 450 subpart C)

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

The RTP process should start in May or June of 2014, or before. The process will include developing the Scope of Work; Business Engagement and Compliance Office (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**

Continue to develop and maintain the regional transportation 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
- Include all projects that will impact air quality (5 year list of projects identified in the air quality conformity plan.

## FY 2015 Activities:

Continue the development of the RTP, to bring it into compliance with MAP-21, once rule making has been developed. The Sun Corridor MPO 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 RTP expenditures;
  - Develop draft language and project lists for Regional Transportation Plan
  - Insure there are components for roads, transit, pedestrian walkways and bicycle facilities;
  - Develop comprehensive transit implementation plan, covering the MPO boundaries, and transit activities to and from outlying communities.

## Products and Measurable Outcomes:

- Regional Transportation Plan, to include the Transit Implementation Plan

### ***Sun Corridor RTP Budget***

TASK 4: REGIONAL TRANSPORTATION PLAN												
TASK	WORK ELEMENT	EXPENSES									TOTAL COST	
		PL (5.7% Match)			SPR (20% Match)			5303 (20% Match)				
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match		
4.0	REGIONAL TRANSPORTATION PLAN	\$21,783	\$1,554	\$1,411	\$12,002	\$12,910	\$6,228	\$0	\$0	\$0	\$55,888	

## 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 (aka Participation) 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)
- Public Transit and Coordination Plan (Annual)
- Title VI Plan (Annual)
- Any other activity which requires the public's input

### FY 2015 Activities

- Web site posting of the Executive Board and TAC Meeting schedule for the calendar year;
- Local newspaper posting of the availability of the TIP, RTP, Coordination Plan, 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;
- Provide the Title VI Plan to ADOT, and provide an update annually by August 1 each year; to be posted on the Sun Corridor web site;
- Host Consultation with Rural Officials for the Sun Corridor area.

### Sun Corridor PPP Budget

TASK 5: PUBLIC PARTICIPATION PLAN (PPP)												
TASK	WORK ELEMENT	EXPENSES									TOTAL COST	
		PL (5.7% Match)			SPR (20% Match)			5303 (20% Match)				
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match		
5.0	PUBLIC PARTICIPATION PLAN	\$5,187	\$370	\$336	\$2,858	\$3,074	\$1,483	\$0	\$0	\$0	\$13,308	

## 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 enhance a higher quality of life for area residents by:

- 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;
- Promote multi-modal activities within the region.

### FY 2015 Activities:

- Work with Central Arizona Governments (CAG) on their regional coordination plan, to ensure the Sun Corridor programs are included;
- Coordinate FTA Section 5303, 5307, 5311 and 5310 programs in the Sun Corridor area with matters pertaining to transportation, urban public transit, ridesharing, and transportation systems, in concert with CAG;
- Coordinate with ADOT in matters pertaining to FTA Section 5303, 5311 and 5310 programs in the region. Including but not limited to announcing and publishing FTA Section 5303, 5311 and 5310 program related application workshops, panel interviews, safety notices, and reporting requirements. Sponsor ADOT/FTA Section 5303, 5311 and 5310 program related activities as appropriate;
- Work with agencies within the Sun Corridor boundaries to ensure their programs are compliant, and provide technical assistance for application process, and Sun Corridor site visits;
- Develop the transit implementation plan through the RTP.

### Sun Corridor Transit Budget

TASK 6: COORDINATED PUBLIC TRANSPORTATION (TRANSIT)												
TASK	WORK ELEMENT	EXPENSES									TOTAL COST	
		PL (5.7% Match)			SPR (20% Match)			5303 (20% Match)				
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match		
6.0	PUBLIC TRANSPORTATION PLANNING (5303)	\$0	\$0	\$0	\$0	\$0	\$0	\$37,720	\$8,369	\$11,522	\$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.

Activities that can be considered 'special projects':

The Sun Corridor MPO is involved in the following special committee, board or project meetings: (partial listing)

- JPAC: Joint Planning Advisory Council
- State Freight Plan
- MAG Freight Framework
- Pinal Partnership
- Transportation Trade Corridor Alliance (Board Member)
- AzTA: Arizona Transit Association (Board Member)

TASK 7: SPECIAL PROJECT PLANNING												
TASK	WORK ELEMENT	EXPENSES									TOTAL COST	
		PL (5.7% Match)			SPR (20% Match)			5303 (20% Match)				
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match		
7.0	SPECIAL PROJECT PLANNING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

*\*Costs for the above committee or board meetings are captured elsewhere in the budget.*

## 8. Regional Planning: Task 8

### Funding Allocations (2014 project allocation, ongoing):

- **Highway Safety Improvement Program (HSIP)**
  - The 2014 balance of Sun Corridor HSIP funds will be used to fund a region-wide comprehensive safety plan, which is ongoing for 2015.
- **Surface Transportation Program (STP)**
  - The 2014 balance of Sun Corridor STP funds has been allocated to develop a LRP which will include a comprehensive transit implementation study, which is ongoing for 2015.

### Purpose

**The 2014 allocation of HSIP and STP funds provides for two important planning documents.**

## FY 2015 funding for HSIP and STP:

Provide improvements and updates to road and safety related projects:

- 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

### HSIP:

Sun Corridor will ensure annual allocations of HSIP funds are programmed on the TIP, and 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 2015 Activities

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

- Work with member entities to ensure current and future projects are moving forward and will obligate at the appropriate time.
- Assist member entities in the development of new projects
- Work with other COG/MPO's on lending/borrowing funds to develop larger and more cost efficient projects

## ***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)					
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match			
8.0	REGIONAL PLANNING	\$32,156	\$2,294	\$2,082	\$17,717	\$19,057	\$9,194	\$0	\$0	\$0	\$82,500		

## 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, multi-modal transportation options, and lower transportation costs while protecting the environment in communities within the Sun Corridor MPO region.

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

### FY 2015 Activities:

- Reach goals set out in the RTP for 2015
- Coordinate planning efforts identified in the Regional Transportation Plan
- Promote transit oriented and mixed-use development.

### ***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)				
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match		
9.0	ENVIRONMENTAL OVERVIEW	\$3,112	\$222	\$202	\$1,714	\$1,842	\$889	\$0	\$0	\$0	\$7,981	

## 10. Capital Expenditures: Task 10

With the creation of a new MPO, certain expenditures will be necessary to outfit staff, Board members and Committees within the next two years. These items may include computers, copiers, cell phones and other office furniture, equipment and supplies.

### Purpose

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

## FY 2015 Activities

- Continue to purchase capital needs as required to maintain a professional office setting.

### ***Sun Corridor Capital Budget***

TASK 10: CAPITAL EXPENDITURES												
TASK	WORK ELEMENT	EXPENSES									TOTAL COST	
		PL (5.7% Match)			SPR (20% Match)			5303 (20% Match)				
		Personnel	Operating	Match	Personnel	Operating	Match	Personnel	Operating	Match		
10.0	CAPITAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

\*Any costs for capital budget is captured in Casa Grande's in-kind.

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

In accordance with JPA \_\_\_\_\_, 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**

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

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

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

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

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

## VI. Transportation Acronyms

Acronym	Name	Description
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
CYMP	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 Govs	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
SCMPO	Sun Corridor MPO	Covering Casa Grande, Coolidge, Eloy and unincorporated Pinal County
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
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, etc.
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.

Acronym	Name	Description
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>TRANSIT ACRONYMS</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:**

**Sun Corridor Metropolitan Planning Organization  
Casa Grande, Arizona**

**[www.scmpo.org](http://www.scmpo.org)**

**Sharon Mitchell, Director**

**[smitchell@scmpo.org](mailto:smitchell@scmpo.org)**

**520-366-6038**



## EXECUTIVE BOARD MEETING MEMO

**MEMO TO:** **SCMPO EXECUTIVE BOARD**  
**FROM:** **SHARON MITCHELL, SCMPO Director**  
**DATE:** **May 13, 2014**  
**SUBJECT:** **Coolidge: Central Avenue Functional Classification Application**

The City of Coolidge has submitted an application to functionally classify a section of roadway that will continue the classification along Central Avenue.

This section of Central Avenue is classified local rural collector, and the new classification will match the rest of Central Avenue as an Urban Major Collector.

The ADOT process requires our planning body approve this application prior to it being submitted to ADOT.

The TAC approved this application process at our April 27<sup>th</sup> meeting.

Board Action Requested:	<input type="checkbox"/> Information Only	<input checked="" type="checkbox"/> Action Requested Below
<b>A motion to approve the City of Coolidge functional classification application for Central Avenue, and submit the application to ADOT for approval and processing.</b>		



**Sun Corridor Metropolitan Planning  
Organization**

*Casa Grande, Coolidge, Eloy and Pinal County*

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May 13, 2014

Mr. Will Faber, ADOT  
206 S. 17<sup>th</sup> Ave., MD 310B  
Phoenix, AZ 85007  
Via E-Mail

Re: Classification of Central Avenue, Coolidge Arizona

Dear Will:

Attached is the application and corresponding map for the classification of Central Avenue, in the City of Coolidge, Arizona.

The road is currently classified as an urban local road, and we are requesting that it be classified to an Urban Major Collector.

Please review the application for specifics as to why the City of Coolidge is requesting this classification.

The Sun Corridor MPO Executive Board discussed and agreed with these changes at the May 13, 2014 meeting.

The Sun Corridor MPO meeting minutes are on the SCMPO web site at:  
[www.scmpo.org](http://www.scmpo.org)

If you have any questions, please feel free to contact Susanna Struble, PW director of the City of Coolidge at 520-723-4882 - [sstruble@coolidgeaz.com](mailto:sstruble@coolidgeaz.com) or myself.

Sincerely,

Sharon Mitchell, Director  
Sun Corridor MPO

# Functional Classification Worksheet

**Road Name:** \_\_\_\_\_ **Length:** \_\_\_\_\_

**Limits (termini):** \_\_\_\_\_

**Current Functional Classification:** \_\_\_\_\_

**Proposed Functional Classification:** \_\_\_\_\_

**Most recent traffic count (ADT):** \_\_\_\_\_ mm/dd/yyyy \_\_\_\_\_

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

**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*

**Has the regional planning body 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.*

**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.

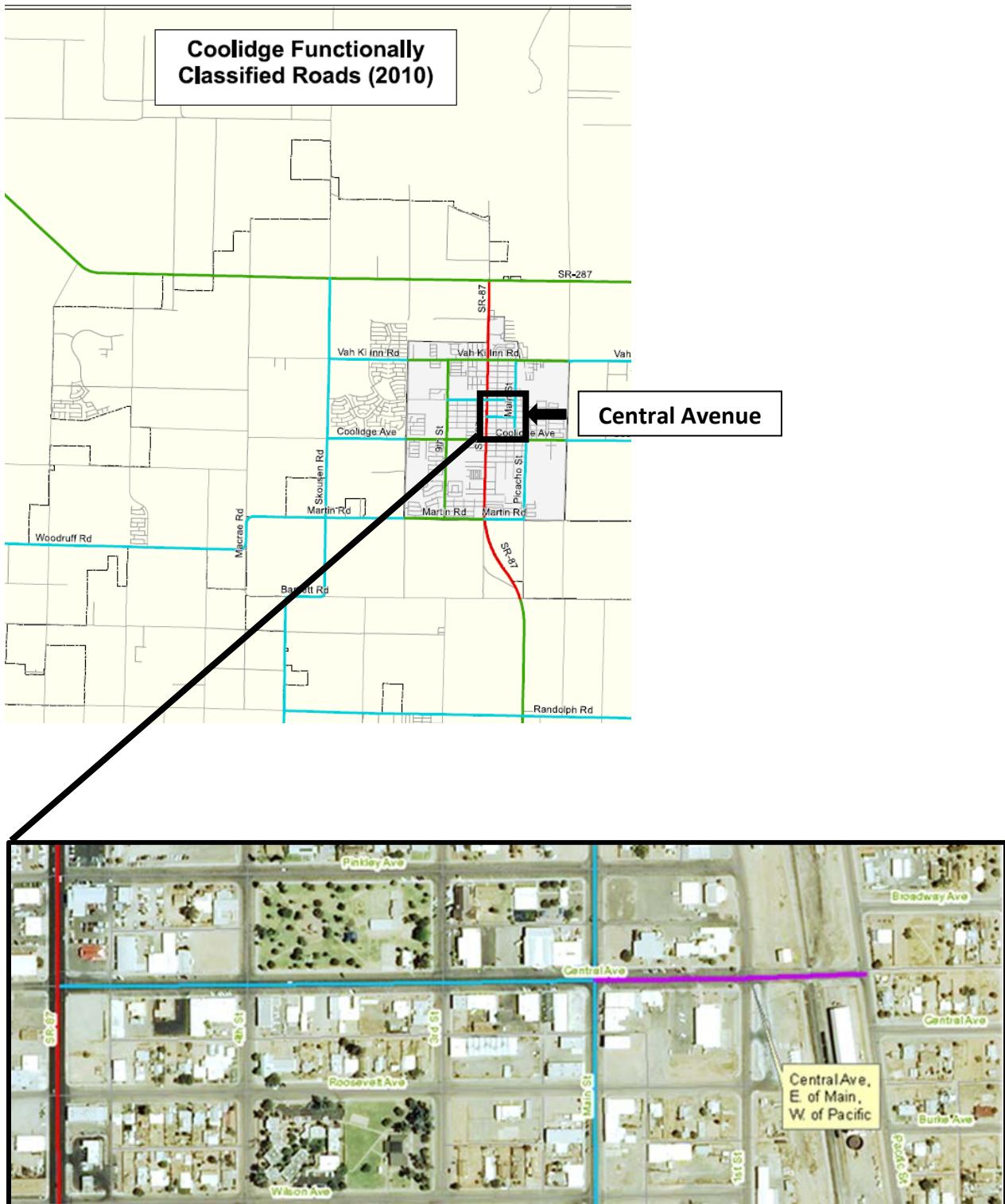
# CITY OF COOLIDGE

## Central Avenue Location of Functional Classification Request



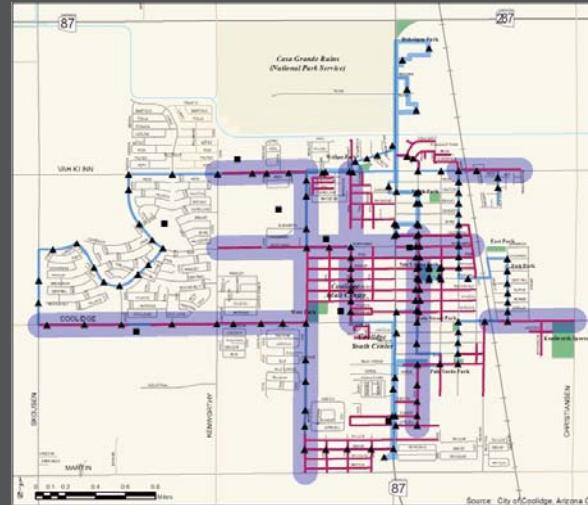
# CITY OF COOLIDGE

## Central Avenue Location of Functional Classification Request



# COMPREHENSIVE TRANSPORTATION FEASIBILITY STUDY

## Pedestrian & Transit Recommendations



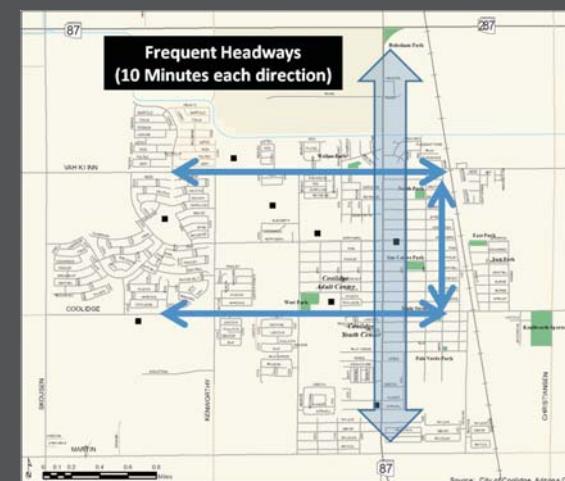
schools, parks, and commercial centers. Developing a network of sidewalks and paths within the community provides opportunities to safely walk or ride to a near-by destination instead of driving.

As part of this study, formal roadway cross section standards for the various functional classifications were developed to provide sidewalks for safe pedestrian accommodation. This figure illustrates the most critical corridors where 10'-wide multiuse paths should be considered within the built environment of the City of Coolidge.

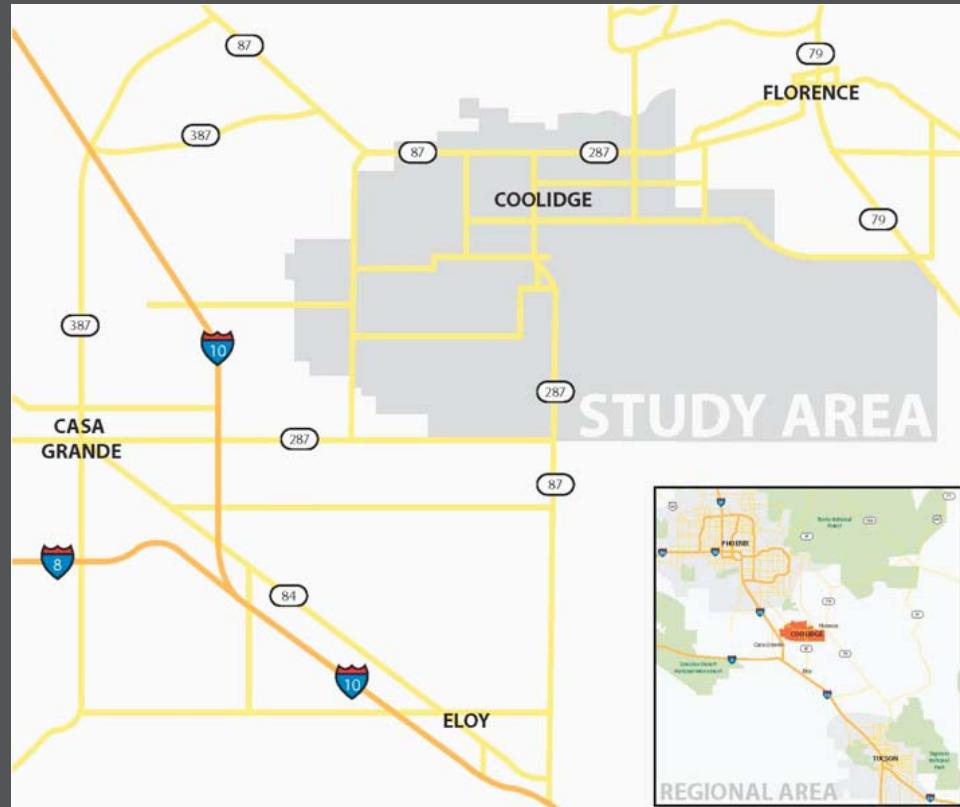
There are several key factors that directly apply for a transit provider to operate and manage a successful transit system. Seven key factors that relate to the Cotton Express system include:

- Reliability
- Predictability
- Cost Effectiveness
- Frequency/Headways
- Ties to Origins and Destinations
- Bus Stop Accessibility
- Trip Duration

The future transit system in Coolidge should be enhanced in a manner that focuses on providing an active "spine" service with a supporting set of local circulators as ridership demand facilitates expansion.



## Project Context



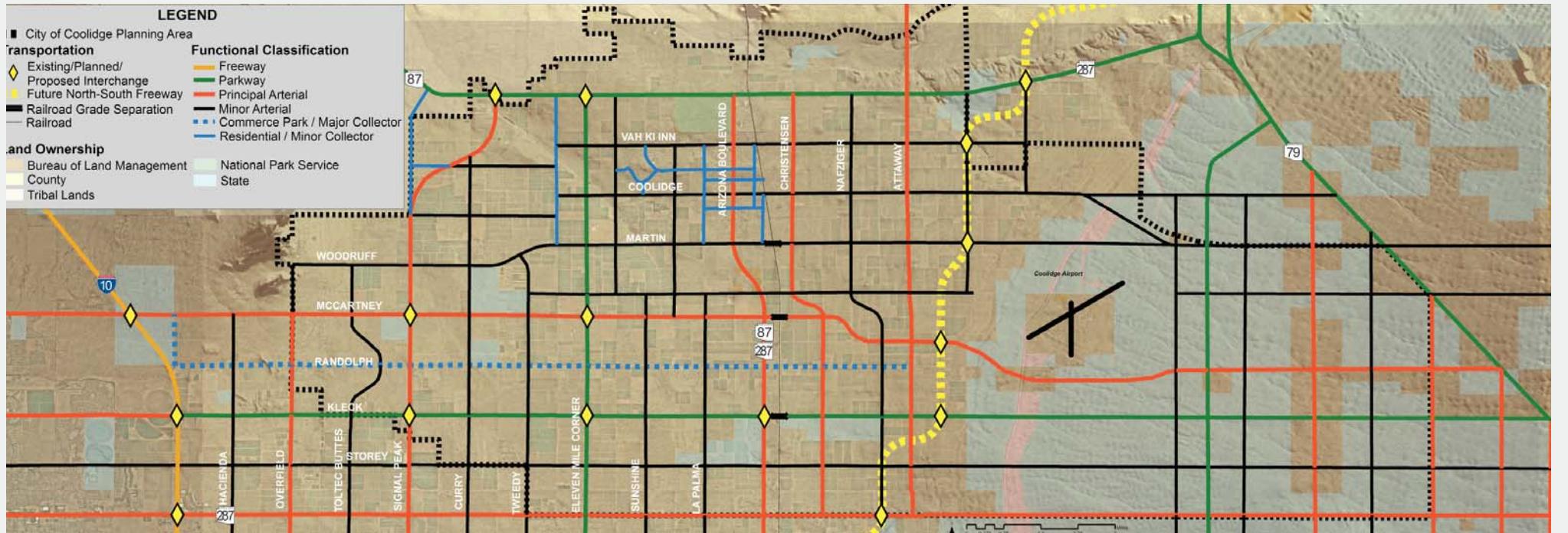
The City of Coolidge, Arizona, located in Pinal County, is a growing community situated between the metropolitan areas of Phoenix and Tucson. The planned developments, including active entitlements, along with the growing regional demands, have defined the need for a transportation system that efficiently services these local and regional transportation needs, and promotes economic development activities where the sustainable balance of land use and infrastructure can thrive. The City of Coolidge Comprehensive Transportation Feasibility Study refines a long range transportation vision for the community to accommodate all travel modes, and establishes a framework to provide all community members with a transportation system that is friendly and safe to walk, bike, ride and drive on.

A Cooperative Effort of

**City of Coolidge • Arizona Department of Transportation**



**WILSON  
& COMPANY**



Criteria	Functional Classification				
	Arizona Parkway	Principal/Major Arterial	Minor Arterial	Commerce Park Collector	Residential Collector
Road Purpose	Mobility	Mobility	Mobility/Access	Access	Access
Planning Average Daily Traffic	60,000 – 90,000	45,000 – 60,000	30,000	10,000	8,000
<b>Design Standards</b>					
Design Speed	55 mph	55 mph	45 mph	35 mph	35 mph
Right-of-Way Width	200'	130' - 150'	110'	80'	70'
Median	Divided	Divided	Divided	TWTL	NA
Number of Lanes	6	4 - 6	4 - 5	2 - 4	2 - 3
Left-turn Lanes	Indirect Left-Turn. Spacing at 1320' or 660' as permitted	1/4 - 1/2 mile	1/4 - 1/2 mile	At all locations where permitted	At all locations where permitted
Right-turn Lanes	At all locations where permitted and warranted	At all locations where permitted and warranted	At all locations where permitted and warranted	At all locations where permitted and warranted	At all locations where permitted and warranted
<b>Access Management Guidelines</b>					
Public Access	1/8 - 1/2 mile	1/8 - 1/2 mile	1/8 - 1/4 mile	1/8 - 1/4 mile	1/8 mile
Property Access	Right in/Right out	Right in/Right out. Full access where approved	Right in/Right out. Full access where approved	Full access where approved	Full access where approved
Traffic Signal Spacing	1 mile; 1/2 mile where warranted and permitted	Mile and 1/2 mile locations where warranted, fully coordinated and progressed	1/2 mile locations, 1/4 mile locations where warranted, fully coordinated and progressed	1/2 mile locations, 1/4 mile locations where warranted	NA
Typical Traffic Control	Signalized, two-way stop	Signalized, two-way stop (interim – roundabout allowed)	Signalized, two-way stop (interim – roundabout allowed)	Signalized, roundabout stop	Signalized, roundabout stop
Parking	Prohibited	Prohibited	Prohibited	Restricted	Restricted
<b>Alternative Modes</b>					
Transit	Bus pull-outs and queue jumpers where warranted	Bus pull-outs and queue jumpers where warranted	Bus pull-outs and queue jumpers where warranted	NA	NA
Bike Lanes	Yes	Yes	Yes	Share the Road	Share the Road
Multi-use Path	10'	10'	10'	NA	10'
Sidewalk	6'	6'	6'	5' (both sides)	5'
TWTL – Two-way Turning Lanes					

