



## Central Yavapai Metropolitan Planning Organization

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# FISCAL YEAR 2015 UNIFIED PLANNING WORK PROGRAM and BUDGET

For a Comprehensive, Cooperative, and Continuing  
Transportation Planning Process

Endorsed and Approved on May 1, 2014, by the:  
**CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION  
MULTIMODAL TECHNICAL ADVISORY COMMITTEE**

Endorsed and Approved on May 21, 2014, by the:  
**CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION  
EXECUTIVE BOARD**

This report was prepared in cooperation with Yavapai County, City of Prescott,  
Towns of Prescott Valley, Chino Valley, and Dewey-Humboldt, the Arizona  
Department of Transportation, the Federal Transit Administration, the Federal  
Highway Administration, and the USDA Forest Service

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CFDA FHWA: 20.205  
CFDA FTA: 20.513  
CFDA FTA 5303: 20.505



## TABLE OF CONTENTS

<u>SECTION</u>	<u>Page</u>
I. MISSION STATEMENT AND INTRODUCTION	4
II. ORGANIZATION and MANAGEMENT	
Staffing Roles and Responsibilities	7
Committee Structures	9
Operational Procedures and Bylaws, Agreements, Forms, Certifications and Assurances Statement	11
III. FUNDING DESCRIPTION and BUDGET SUMMARY	
Metropolitan Planning Funds (PL)	12
Statewide Planning Funds (SPR)	12
Federal Transit Administration Planning Funds (Section 5303)	12
Matching Funds	13
In-Kind Contributions	13
Carry-Forward Funds	13
IV. MPO WORK ELEMENTS	
Task 100 Administration	
▪ Task 101 Unified Planning Work Program	15
▪ Task 102 Administration, Management & Program Support	16
Task 200 Data Collection	
▪ Task 201 HPMS	17
▪ Task 202 Functional Classification	18
Task 300 Metropolitan Transportation Improvement Program (MTIP)	19
Task 400 Long-Range Transportation Plan (LRTP)	20
Task 500 Special Project Planning	21
Task 600 Regional Planning	
▪ Task 601 HSIP	21
▪ Task 602 Performance Measures	22
Task 700 Public Involvement Plan (PIP)	23
Task 800 Coordinated Mobility Management - Section 5303	24
Task 900 Environmental Overview	25
Task 1000 Capital Expenditures	26



TABLES

Table 1. Operating Expenditures by Task	14
Table 2. Unified Planning Work Program Budget	27

FIGURES

Figure I CYMPO Planning Boundary Map	6
Figure II CYMPO Organizational Chart	8

The Central Yavapai Metropolitan Planning Organization certifies that the 2015 Unified Planning Work Program for the Central Yavapai Region has been developed cooperatively and has provided opportunities for public participation.



# SECTION I

## MISSION STATEMENT AND INTRODUCTION

### MISSION STATEMENT

The mission of Central Yavapai Metropolitan Planning Organization (CYMPO) is to provide leadership in planning and promoting a comprehensive multi-modal transportation system that will provide for regional mobility and connectivity that encourages a positive investment climate and fosters development sensitive to the environment.

### INTRODUCTION

The Unified Planning Work Program (UPWP) is a narrative description of the annual technical Unified Planning Work Program for a continuing, cooperative and comprehensive (3-C) transportation planning process within the Central Yavapai Metropolitan Planning Organization's planning boundary. The Planning Boundary (Figure 1) includes the Arizona jurisdictions of: Yavapai County, the City of Prescott, Yavapai Prescott Indian Tribe and the Towns of Chino Valley, Prescott Valley and Dewey-Humboldt. As the lead transportation planning agency within the planning boundary, the Central Yavapai Metropolitan Planning Organization (CYMPO) is responsible for developing the UPWP in collaboration with other members of the Metropolitan Planning Organization (MPO) including the Arizona Department of Transportation (ADOT), City of Prescott, Towns of Prescott Valley, Chino Valley and Dewey-Humboldt, Yavapai County and United States Department of Agriculture (USDA) Forest Service; additionally, in cooperation with the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

The UPWP reflects the planning activities provided for in the agreements and contractual relationships among the Arizona Department of Transportation (ADOT), the U.S. Department of Transportation, and the Central Yavapai Metropolitan Planning Organization (CYMPO), which was officially designated by the Governor of Arizona in 2003 as the Metropolitan Planning Organization (MPO) for the Central Yavapai region.

The UPWP provides an indication of regional short and long range transportation planning objectives, the manner in which these objectives will be achieved, the budget necessary to sustain the overall planning effort, and the sources of funding for each specific program element. Due to the regional transportation needs being many, CYMPO will rely upon external services for accomplishment of many of the tasks in a top quality, professional and timely manner. However, in all cases CYMPO personnel will provide project management and direction to study efforts.

In addition, CYMPO provides certain specific contractual services to ADOT in support of their State-wide planning and development responsibilities including acting as the Regional Planning Organization (RPO). As the MPO, CYMPO is charged with conducting the continuing, coordinated, and comprehensive (3-C) transportation planning process in accordance with Federal law and regulation. The multimodal, multi-jurisdictional nature of the activities in the UPWP necessitates just such a cooperative, coordinated approach to transportation planning for the region. The local elected officials, in cooperation with State and Federal agencies, accomplish this through collective decision making.

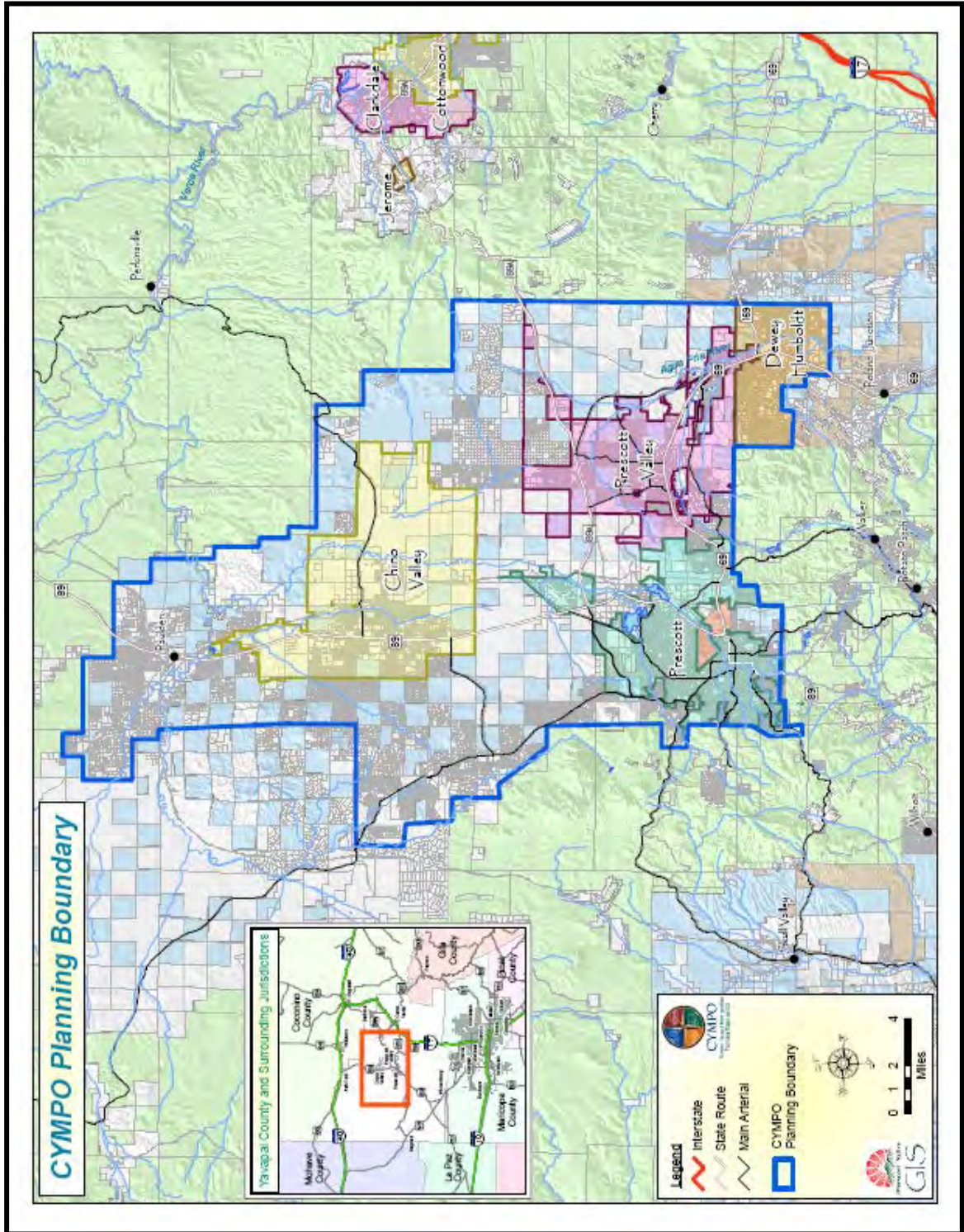


It is anticipated that the planning process will include as a standard practice of using the Technical Advisory standing committee or other subgroups to advise and guide CYMPO planning products. When consultant services are to be used, a draft scope of work will be prepared by CYMPO and presented to the appropriate committee for review, refinement and endorsement. The committee will review consultant proposals and recommend engagement of consulting firm(s). The consultant's work scope will typically be grouped into work elements/phases containing similar work tasks. The culmination of work elements/phases will be working papers submitted to the committee for review and refinement. In addition, typically technical data will be submitted to the committee for review and refinement. It is anticipated that the working papers will become chapters in the draft document.

All draft and final draft documents will be submitted to the appropriate committees for review, refinement and endorsement. Final documents will be submitted for approval. At major milestones, planning activities requiring public input will be submitted to the committees for endorsement prior to formal public invitations – announcement. CYMPO, working in collaborative effort with consultant services, will implement the work scope. CYMPO will direct consultant study efforts and provide project management. CYMPO will meet with the appropriate committees to discuss, at a minimum, the project status, time schedule, work tasks, focus areas, growth scenarios, and alternatives for the project.



Figure 1



## SECTION II ORGANIZATION AND MANAGEMENT

### Staffing Roles and Responsibilities

CYMPO staff consists of an Administrator, Program Manager, Program Coordinator and Program Secretary. The Administrator is appointed by the CYMPO Executive Board and reports directly to them. Additionally, the Program Manager, Program Coordinator and Program Secretary are supervised by the Administrator. Although each employee has an assigned job description; employees work as a team and share responsibilities of the organization to ensure that all assignments are completed.

CYMPO staff members are Yavapai County employees on loan to CYMPO. Yavapai County is the fiduciary arm of CYMPO and provides: staffing; purchasing services; accounting services; human resource/payroll services; and, policies and procedures. All expenses are paid by Yavapai County as incurred and are reimbursed by ADOT, Yavapai County the City of Prescott and the Towns of Prescott Valley, Chino Valley and Dewey-Humboldt.

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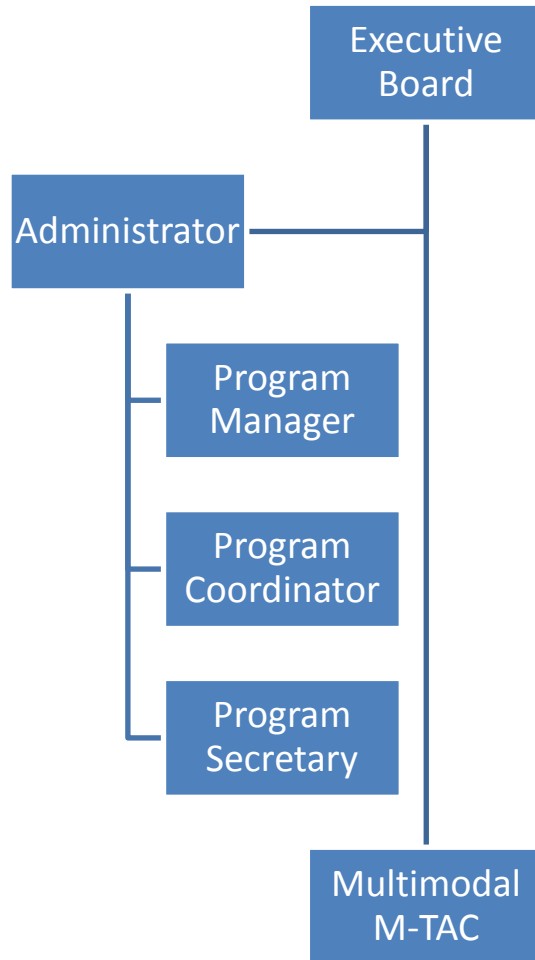
#### FY 2015 CYMPO STAFF

- **Christopher Bridges, Administrator**
- **Vicky McLane, Program Manager**
- **Vincent Gallegos, Program Coordinator**
- **Deborah Hernandez, Program Secretary**



Central Yavapai Metropolitan Planning Organization Organizational Chart

Figure 2





## Committee Structures

**The CYMPO Executive Board** consists of six elected or appointed officials from the City of Prescott, the Towns of Chino Valley, Dewey-Humboldt and Prescott Valley, Yavapai County and ADOT. It is the function of the Executive Board to act as a policy body coordinating transportation planning and related implementation activities within the metropolitan area. The Board must approve all agreements and contracts and the Chair, or designee, must sign all appropriate documents related to contracts and agreements of the CYMPO. On an annual basis, the positions of Chair, Vice-Chair, and Secretary-Treasurer are rotated between Chino Valley, City of Prescott, Dewey-Humboldt, Prescott Valley, and Yavapai County.

**The CYMPO Multimodal Technical Advisory Committee (M-TAC)** is composed of technical and/or managerial staff representatives of the Towns of Chino Valley, Prescott Valley, Dewey-Humboldt, the City of Prescott and Yavapai County. In addition to the five jurisdictions, ADOT Prescott District Office and Multi-modal Planning Division are voting members of the M-TAC, as is the U.S.D.A. Forest Service. The positions of Chair and Vice-Chair are rotated between Chino Valley, City of Prescott, Prescott Valley, Dewey-Humboldt and Yavapai County on an annual basis.

The M-TAC works in an advisory role to the Executive Board and their primary responsibility is to conduct technical reviews and analysis regarding project related activity of the Metropolitan Transportation Improvement Program (MTIP) and the Unified Planning Work Program (UPWP), as well as any related issues directed by CYMPO's Executive Board.

Both committees adhere to the Arizona Open Meeting Law and abide by the CYMPO By-laws.



**CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION (CYMPO)**

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**2014 – 2015 EXECUTIVE BOARD**

**Chris Kuknyo**  
CYMPO Chair  
Councilmember, City of Prescott

**Mary Mallory**  
CYMPO Vice-Chair  
Councilwoman, Town of Prescott Valley

**Terry Nolan**  
CYMPO Secretary/Treasurer  
Mayor, Town of Dewey-Humboldt

**Darryl Croft**  
CYMPO Board Member  
Vice Mayor, Town of Chino Valley

**Alvin Stump**  
CYMPO Board Member  
Arizona Department of Transportation

**Craig Brown**  
CYMPO Board Member  
Yavapai County Board of Supervisors

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**2014-2015 MULTIMODAL TECHNICAL ADVISORY COMMITTEE (M-TAC)**

**Scott Tkach**  
CYMPO Chair  
City Engineer  
City of Prescott

**Richard Straub**  
CYMPO Vice-Chair  
Senior Civil Engineer  
Town of Chino Valley

**Byron Jaspers**  
County Public Works Director  
Yavapai County

**Yvonne Kimball**  
Town Manager  
Town of Dewey-Humboldt

**Norm Davis**  
Public Works Director  
Town of Prescott Valley

**Justin Feek**  
Transportation Planner  
ADOT Multimodal

**Bob LaJeunesse**  
Assistant District Engineer  
ADOT Prescott District

**Dan Salcido**  
Engineering & Administrative Officer  
Prescott National Forest  
U. S. Forest Service



**Operational Procedures and By-Laws/ Agreements, Forms, Certifications and Assurances**

The operational policies and procedures set forth are primarily done so by Yavapai County, as the fiduciary agent for CYMPO. CYMPO has established an office policy/procedural manual, which is updated on a regular basis as procedures change. The procedures followed are those that have been set forth by Arizona Department of Transportation (ADOT), Federal Highways Administration (FHWA) and Federal Transit Administration (FTA).

CYMPO also works under the By-Laws established in 2003 and amended in 2009, 2011 and 2012. An Intergovernmental Agreement (IGA) between CYMPO and The City of Prescott, Yavapai County and the Towns of Chino Valley, and Prescott Valley was established in 2003 and amended in 2009 to add the Town of Dewey-Humboldt. There is also an established Intergovernmental Agreement with Yavapai County as well as a Lease Agreement.

CYMPO has an established Procurement Policy that meets all federal requirements, as well as adhering to the Yavapai County Procurement Code. The Yavapai County Employee Manual has been provided to the staff that is assigned to CYMPO, which includes, but is not limited to Drug Free Work Environment, Sexual Harassment and Equal Opportunity.

CYMPO has an established Title VI Policy, Limited English Proficiency Plan, Coordinated Public Transit/Human Services Transportation Plan, Public Involvement Plan, and the Disadvantaged Business Enterprise Policy.



## SECTION III FUNDING DESCRIPTION AND 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 funded 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, MTIP certification, air quality reviews, and quality assurance and quality control of traffic data. Unified Planning Work Programs are funded primarily with Planning funds (PL); however, an MPO may use other eligible funds for their Unified Planning Work Program. This section describes the types of funding sources used for planning.

### **Metropolitan Planning Funds (PL) - Statewide Planning & Research Funds (SPR)**

Federal PL funds can be used for up to 94.3% of a project, with a required 5.7% match 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.

SPR funds are federal dollars from the State Planning and Research Program administered by ADOT. 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.

The table below indicates the estimated funding the MPO should receive from these sources in the FY 2015.

Total Estimated PL Funding for FY 2015	<b>\$ 111,833</b>
Total Estimated SPR Funding for FY 2015	<b>\$ 125,000</b>

### **Federal Transit Administration Planning Funding (Section 5303)**

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 provided by the local governments in hard dollars or In-kind.

It is anticipated that Section 5303 transit funds will be used for transit planning purposes in the Central Yavapai region. Use of Section 5303 funds is for planning, technical studies, and coordinated mobility management.

Total Estimated 5303 Funding for FY 2015	<b>\$ 49,212</b>
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Matching Funds

When at all possible, CYMPO will use In-kind contributions for match. On a monthly basis, the MPO staff tracks the time spent by local governments: City of Prescott; the Towns of Chino Valley, Dewey-Humboldt and Prescott Valley; and, Yavapai County on MPO projects and meetings. The time reported is specific to the UPWP task and date. The time reported is accumulated over a 12 month period and is used as applicable match for all funding received.

Carry-Forward Balances

Carry-forward funds occur when CYMPO does not expend authorized and/or allocated funds in the current and/or prior fiscal years. Carry-forward funds are combined with the annual Unified Planning Work Program budget for the new fiscal year to determine CYMPO's available fund balance for the upcoming year.

At the end of the fiscal year 2014, it is anticipated the Section 5303 funds and SPR funds will have a carry-forward balance as indicated in the below table.

Estimated 5303 Carry-Forward Balance for FY 2014	<b>\$ 55,000</b>
Estimated SPR Carry-Forward Balance for FY 2014	<b>\$ 80,000</b>



**BUDGET SUMMARY TABLE**  
**TABLE 1: FY2015 MPO EXPENSES BY TASK**

TASK	WORK ELEMENT	OPERATING EXPENDITURES		PLANS	TOTAL COSTS*
		Personnel	Operating	Consultants	
100	ADMINISTRATION	\$150,080	\$41,570		\$191,650
200	DATA COLLECTION	\$2,240	\$620		\$2,860
300	METROPOLITAN TRANSPORTATION	\$8,960	\$2,482		\$11,442
400	LONG RANGE TRANSPORTATION PLAN	\$22,400	\$6,205	\$80,000	\$108,605
500	SPECIAL PROJECT PLANNING	\$0	\$0		\$0
600	REGIONAL PLANNING	\$11,200	\$3,102		\$14,302
700	PUBLIC PARTICIPATION PLAN	\$2,240	\$620		\$2,860
800	PUBLIC TRANSPORTATION PLANNING	\$24,640	\$6,825	\$55,000	\$86,465
900	ENVIRONMENTAL OVERVIEW	\$2,240	\$620		\$2,860
1000	CAPITAL EXPENDITURES	\$0			\$0
<b>TOTAL</b>		<b>\$224,000</b>	<b>\$62,045</b>	<b>\$135,000</b>	<b>\$421,045</b>

**\*NOTE:** TOTAL COSTS SHOWN REFLECT FUNDS RECEIVED AND DO NOT INCLUDE THE MATCH REQUIREMENT. ALL MATCHING FUNDS ARE PROVIDED FOR BY THE USE OF EITHER IN-KIND TIME OR CASH CONTRIBUTIONS FROM CYMPO MEMBER AGENCIES



## SECTION IV MPO WORK ELEMENTS

### Work Element 100 Administration

#### 101 Unified Planning Work Program (UPWP)

Prepare and continually maintain a Unified Planning Work Program (UPWP) that describes all anticipated transportation and transportation-related planning activities within the CYMPO planning region for the fiscal year.

#### **FY 2015 Proposed Activities**

- Review and amend relevant sections of CYMPO's UPWP in order to meet new planning requirements, as well as changing needs and circumstances pertinent to the region's transportation system
- Develop a new UPWP for the CYMPO planning region covering the next program year developed in cooperation with the Executive Board, M-TAC and ADOT, within guidelines established by FHWA and FTA
- Maintain financial elements for the UPWP; adjust allocations as needed
- Adhere to the procedure established in the Public Involvement Plan

#### **FY 2014 Accomplishments**

- Developed the 2014 UPWP

#### **Budget**

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5303		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 11,499	\$ 695	\$ 12,649	\$ 3,162	\$ 4,600	\$ 1,150	\$ 33,755
Other Agency							
Pass thru to Consultant							
<b>Total</b>	<b>\$ 11,499</b>	<b>\$ 695</b>	<b>\$ 12,649</b>	<b>\$ 3,162</b>	<b>\$ 4,600</b>	<b>\$ 1,150</b>	<b>\$ 33,755</b>

#### **Capital Expenditures**

None are anticipated

#### **Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions



## **102 Administration, Management and Program Support**

This work task encompasses the administration, management and support for the ongoing planning activities and operation of the Central Yavapai Metropolitan Planning Organization.

### **FY 2015 Proposed Activities**

- Prepare invoices respective to funding source and maintain record of revenues and expenditures for submission to ADOT. Prepare CYMPO monthly progress of tasks indicated in the UPWP and submit to ADOT. Prepare invoices to all entities providing a copy of ADOT invoice as well as attachment of expenditures; and, maintain a record of revenues and expenditures
- Provide support to the Executive Board and the Technical Advisory Committee, which including but not limited to Meeting Agendas, Meeting Minutes, distributing appropriate documents for review and approval, as well as preparing an annual calendar of meetings and location for each committee
- Continue to work with Yavapai County as CYMPO's fiscal and human resources agent
- Provide legal counsel with Intergovernmental Agreements, Memorandums of Understanding and other legal documents for review, input and approval
- Provide support to FHWA, FTA, and ADOT
- Maintains liability insurance coverage and documentation of certificates of insurance from member entities acknowledging Errors and Omission Insurance coverage for their elected officials and staff who participate on the Board and TAC Committee
- Prepare the operating budget for Executive Board and forward to Yavapai County
- Distribute information to the public, such as: training to member participants, applicable information received at the MPO, grant availability, and respond to public requests and other public services pertaining to CYMPO activities as needed
- Research and evaluate purchase of vehicle
- Attend or provide the following:
  - CYMPO Executive Board and MTAC meetings
  - County, City, and Town Council meeting
  - State Transportation Board meetings
  - Priority Planning Advisory Committee
  - Rural Transportation Advocacy Council (RTAC)
  - Joint Planning Advisory Council (JPAC)
  - COG/MPO Directors and Planners meeting
  - Participate in National and Regional Planning Dialogues, Conferences and events
  - Provide coordination for annual events and meetings
  - Other Regional Planning
    - Attend public and planning meetings related to the following:
      - SR89 Deep Well Ranch Road to SR89A
      - SR89 Perkinsville Road Alignment/Roundabout
      - SR89 Road 4 North Road Alignment/Roundabout
      - Traffic Signal at Main Street / SR69
      - SR 69 Project Assessment
      - PARA projects





**FY 2014 Accomplishments**

- Regional Projects and Planning Activities:
  - SR 89 Deep Well Ranch Road to South Chino Valley
  - Willow Creek Alignment Study (PARA)
  - Willow Creek Road realignment (CYMPO, Prescott and Yavapai County)
  - SR 89 Perkinsville Road Alignment/Roundabout
  - SR 89 Road 4 North Road Alignment/Roundabout
  - Provides assistance in the local PARA projects
  - Sundog Connector PARA
  - I-17 to Fain Corridor Study
  - City, Town and County General Plan Updates

**Budget**

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5303		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 65,161	\$ 3,939	\$ 71,677	\$ 14,335	\$ 26,064	\$ 5,213	\$ 186,389
Other Agency							
Pass thru to Consultant							
<b>Total</b>	<b>\$ 65,161</b>	<b>\$ 3,939</b>	<b>\$ 71,677</b>	<b>\$ 14,335</b>	<b>\$ 26,064</b>	<b>\$ 5,213</b>	<b>\$ 186,389</b>

**Capital Expenditures**

None are anticipated

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**Work Element: 200 Data Collection**

**201 Highway Performance Monitoring System (HPMS)**

Each member agency receives training from ADOT and is responsible for updating data for all roads and street records in the HPMS database for their federal functional classification.

**FY 2015 Proposed Activities**

- Coordinate and facilitate each member agency inputting data into the HPMS Internet System to ADOT on the following data for all roads and street records in the HPMS database that are functionally classified:
  - Aggregate length in miles
  - AADT Volume Range
  - Type of surface, Paved or Unpaved
  - Implement regional traffic counting program with member agencies
- Notify ADOT when modifications are suggested or needed to HPMS as a result of project completions or other capital improvements



**FY 2014 Accomplishments**

- Coordinated with ADOT and CYMPO agencies for HPMS data collection and training

**Budget**

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5303		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 715	\$ 43	\$ 715	\$ 143	\$ -	\$ -	\$ 1,616
Other Agency							
Pass Thru Consultant							
<b>Total</b>	<b>\$ 715</b>	<b>\$ 43</b>	<b>\$ 715</b>	<b>\$ 143</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,616</b>

**Capital Expenditures**

None are anticipated

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**202 Functional Classification**

Coordinate with CYMPO member agencies to maintain a current inventory of the region’s functional classification of roadways and urban boundaries, according to federal regulations and state procedures.

**FY 2015 Proposed Activities**

- Coordinate the maintenance of an inventory of basic centerline data for federally functionally classified roads (collector and above classifications) over a three-year cycle, and update the inventory annually. Submit all data to the ADOT Data Management and Analysis/GIS Section.
- Process proposed changes in classification through the ADOT Regional Planner and ADOT Data Management and Analysis/GIS Section. Based on roadway classification, verify that projects identified for the TIP are eligible for federal funding.
- Propose Regional Data Collection Program

**FY 2014 Accomplishments**

- New Functional Classifications were submitted by Yavapai County, the City of Prescott and the Town of Prescott Valley



**Budget**

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5303		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 715	\$ 43	\$ 715	\$ 143	\$ -	\$ -	\$ 1,616
Other Agency							
Pass Thru Consultant							
<b>Total</b>	\$ 715	\$ 43	\$ 715	\$ 143	\$ -	\$ -	\$ 1,616

**Capital Expenditures**

None are anticipated at this time.

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**Work Element: 300 Metropolitan Transportation Improvement Program (MTIP)**

The MTIP is a multi-year, financially constrained, program of transportation improvement projects requiring FHWA, FTA and ADOT approval.

**FY 2015 Proposed Activities**

- Solicit from local governments and ADOT, transportation improvement projects which reflect investment in both the state and local systems
- Preparation of the FY16 - 25 MTIP
- Maintain financial element for all years of the MTIP
- Present draft document to the Executive Board and the M-TAC committees for review and input. Present final document for action for the 30-day public review and comment period
- Follow the process and practices outlined in the Public Involvement Plan
- Produce and distribute MTIP documents to federal, state and local agencies
- Prepare formal amendments and adjustments as necessary
- Partner with ADOT on formation of Electronic STIP

**FY 2014 Accomplishments**

- FY 2015 - 2024 Metropolitan Transportation Improvement Program
- MTIP Amendments and adjustments as necessary



**Budget**

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5303		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 4,577	\$ 277	\$ 5,034	\$ 1,007	\$ 1,831	\$ 366	\$ 13,092
Other Agency							
Pass Thru Consultant							
<b>Total</b>	<b>\$ 4,577</b>	<b>\$ 277</b>	<b>\$ 5,034</b>	<b>\$ 1,007</b>	<b>\$ 1,831</b>	<b>\$ 366</b>	<b>\$ 13,092</b>

**Capital Expenditures**

None are anticipated

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**Work Element: 400 Regional Transportation Plan**

The original Regional Transportation Plan (RTP) was adopted by the CYMPO Executive Board in 2006 and a population update of the RTP was adopted by the CYMPO Executive Board in June 2012. The CYMPO began the production of the new RTP in FY 2014. The completion of the RTP is anticipated by December 2014. Although the population numbers will not change much; the traffic modeling needs to be re-evaluated due to the over-estimated population projections from 2006 to 2011 as well as changes in land use patterns.

**FY 2015 Proposed Activities:**

- Work with consultant team, ADOT, CYMPO member agencies and the Public to coordinate and share information, re-evaluate population projections, and develop updated traffic model information in order to collaboratively develop short, mid and long range planning priorities for the CYMPO region
- Assist with all TAC meetings & Public meetings

**FY 2014 Accomplishments**

- Convened a technical committee to address issues and make recommendations to the Executive Board
- Conducted the RFP process for consultant selection and developed a contract
- Developed a project agreement between ADOT and CYMPO for traffic modeling partnership
- Project kick off and on-going coordination activity



**Budget**

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5303		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 11,442	\$ 692	\$ 12,586	\$ 2,517	\$ 4,577	\$ 1,144	\$ 32,958
Other Agency							\$ -
Pass Thru Consultant			\$ 80,000	\$ 20,000			\$ 100,000
<b>Total</b>	\$ 11,442	\$ 692	\$ 92,586	\$ 22,517	\$ 4,577	\$ 1,144	\$ 132,958

**Capital Expenditures**

None are anticipated

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**Work Element: 500 Special Project Planning**

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

**Work Element: 600 Regional Planning**

**601 Highway Safety Improvement Program (HSIP)**

The CYMPO region has established a plan to utilize HSIP funds for a regional sign and post replacement program. The proposed scope of the project consists of replacing and installing regulatory, warning, street name, object marker, and roadside delineator signs. It also involves the replacement of existing posts with new ADOT standard square tube posts and bases. This will be a systematic annual approach to replace all signs to meet federal standards for retro-reflectivity. It is also anticipated that all procurement and installation work will continue to be completed by a contractor under one regional contract.

**FY 2015 Proposed Activities**

- Monitoring of construction and continued public involvement
- Develop new sign inventory with CYMPO member agencies for FY 15 project
- Develop joint project agreement with ADOT

**FY 2014 Accomplishments**

- Programmed the HSIP funds for annual projects for fiscal year 2012 – 2016
- Approval of the IGA between ADOT and the MPO
- Contractor hired and construction began



**Budget**

AGENCY	FHWA				FTA		TOTAL
	HSIP Funding		PL		Section 5303		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 1,788	\$ -	\$ 1,788	\$ 108	\$ -	\$ -	\$ 3,684
Other Agency			\$ -				
Pass Thru Consultant		\$ -	\$ -				
<b>Total</b>	<b>\$ 1,788</b>	<b>\$ -</b>	<b>\$ 1,788</b>	<b>\$ 108</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,684</b>

**Capital Expenditures**

None are anticipated

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**602 Performance Measures**

The current transportation authorization bill, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), has required that performance measures be incorporated into transportation planning. Once ADOT has developed criteria CYMPO will then be required to establish performance measures in alignment with those that the State has identified.

**FY 2015 Proposed Activities:**

- To partner with Arizona Department of Transportation (ADOT) in activities and strategies of developing new performance based measures for CYMPO

**Budget**

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5303		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 4,291	\$ 259	\$ 4,720	\$ 944	\$ 1,716	\$ 343	\$ 12,274
Agency	\$ -		\$ -				
Pass Thru Consultant	\$ -	\$ -	\$ -				
<b>Total</b>	<b>\$ 4,291</b>	<b>\$ 259</b>	<b>\$ 4,720</b>	<b>\$ 944</b>	<b>\$ 1,716</b>	<b>\$ 343</b>	<b>\$ 12,274</b>

**Capital Expenditures**

None are anticipated

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions



**Work Element: 700 Public Involvement Plan (PIP)**

**FY 2015 Proposed Activities**

**Consultation with Elected Officials**

A consultation meeting will be held within the CYMPO region regarding current planning studies underway such as the Regional Transportation Plan, Five Year Construction Program, and State Transportation Improvement Program. The objective of the meetings is to present information and gather input from elected and appointed officials.

- ADOT will, at a minimum, hold at least one meeting per year in each COG and MPO region
- This meeting will be coordinated and conducted jointly by CYMPO and ADOT

**FY 2014 Accomplishments**

- A review of the CYMPO Public Involvement Plan was performed and an update was adopted February 2014

**Budget**

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5303		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 1,144	\$ 69	\$ 1,258	\$ 252	\$ 458	\$ 92	\$ 3,272
Other Agency	\$ -		\$ -				
Pass Thru Consultant	\$ -	\$ -	\$ -				
<b>Total</b>	\$ 1,144	\$ 69	\$ 1,258	\$ 252	\$ 458	\$ 92	\$ 3,272

**Capital Expenditures**

None are anticipated

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions



**Work Element: 800 Coordinated Mobility Planning – Section 5303**

The objective of coordinated mobility planning is to develop and provide program and/or project support for mobility planning efforts, including the development of a Coordinated Public Transit/Human Services Transportation Plan.

A Local Coordinating Council has been formed and continues to address topics of mutual interest and benefit. This Council includes the region’s transportation providers and concerned citizens, as well as CYMPO staff.

**FY 2015 Proposed Activities:**

- Monitor federal, state, and local legislation and policy activities
- Provide staffing and support to the Local Coordinating Council
- Coordinate training/workshops for transit and human services agency staff.
- Act as the regional human service transportation planning liaison for ADOT, assisting with outreach, coordination, and application review
- Provide technical assist to public and private transportation programs
- Evaluate regional rideshare/carpool study
- Collaborate with FTA and ADOT regarding funding and eligibility requirements for grant and financial management
- Planning for scheduling and dispatch, pilot program and a one click information center
- Planning study to develop a 5 year plan for transit service expansion into the urban area, developing para-transit services and coordination opportunities with human services providers

**FY 2014 Accomplishments**

- Reviewed, processed, and monitored Sections 5310 grants
- Facilitated the Local Coordinating Council activities including, but not limited, to areas such as insurance, bulk fuel purchases, dispatch and scheduling software, and training opportunities
- Assisted Yavapai Regional Transit with their planning and programming activities
- Staff attended training sessions
- Completed update of the Public Transit Human Services Coordination Plan

**Budget**

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5303		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 12,586	\$ 761	\$ 13,845	\$ 2,769	\$ 5,034	\$ 1,007	\$ 36,002
Other Agency	\$ -		\$ -				
Pass Thru Consultant	\$ -	\$ -	\$ -		\$ 55,000	\$ 11,000	\$ 66,000
<b>Total</b>	\$ 12,586	\$ 761	\$ 13,845	\$ 2,769	\$ 60,034	\$ 12,007	\$ 102,002

**Consultant Expenditures**

Development of 5-year Coordination and Mobility Plan





**Capital Expenditures**

None are anticipated

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**Work Element: 900 Environmental**

Livability, in transportation, is about using the quality, location, and type of transportation facilities and services available to help achieve broader community goals such as access to good jobs, affordable housing, quality schools and safe streets.

The concept of livable communities should be considered in transportation decisions. Livable communities seek to create an environment that reduces dependence on the automobile for a community's mobility needs.

Sustainability emphasizes the integrated nature of human activities and therefore the need for coordinated planning among different sectors, groups and jurisdictions. It expands the objectives, impacts and options considered in a planning process. Sustainable transportation planning recognizes that transportation decisions affect people in many ways, so a variety of objectives and impacts should be considered in the planning process.

The local governments have set goals in their General Plans to:

- Encourage programs to maintain and improve air quality standards
- Support of green development
- Encourage member agencies to promote and pursue industries and businesses that are environmentally friendly

**FY 2015 Proposed Activities:**

- Continue to support bicycle/pedestrian activities by assisting CYMPO members and community agencies with alternative programs
- Work on multi-modal activities and seek grant opportunities that deliver a range of mobility options
- Work closely with the local governments within the MPO and other surrounding areas to support their environmental planning

**FY 2014 Accomplishments:**

Monitored Safe Routes to School grant projects and Transportation Enhancement projects being implemented throughout the region.



**Budget**

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5303		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 1,144	\$ 69	\$ 1,258	\$ 315	\$ 458	\$ 92	\$ 3,335
Other Agency	\$ -		\$ -				
Pass Thru Consultant	\$ -	\$ -	\$ -				
<b>Total</b>	\$ 1,144	\$ 69	\$ 1,258	\$ 315	\$ 458	\$ 92	\$ 3,335

**Capital Expenditures**

None are anticipated

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**Work Element: 1000 Capital Expenditures**

There are not anticipated Capital Expenditures for FY15 in excess of \$5,000



<b>CYMPO BUDGET</b>			
<b>Fiscal Year 2015 Budget</b>			
<b>Fund 695/696/697</b>		<b>Department Division 46 00 430</b>	
<b>Anticipated Revenues</b>			
	Fund Source	Obligation Authority	Local Match Requirement
	PL	\$ 111,833.00	5.70%
	SPR	\$ 125,000.00	20%
	SPR from FY14 for RTP (estimate)	\$ 80,000.00	20%
	5303	\$ 49,212.00	20%
	5303 from FY 12 and 13 (estimate)	\$ 55,000.00	20%
	<b>TOTAL</b>	<b>\$ 421,045.00</b>	Match to be met with cash and/or in-kind time
<b>Anticipated Expenditures</b>			
GL#	Category	Budget Amount	Explanation
<b>Personnel Services</b>			
1001	Salaries - Regular	\$ 160,000.00	
1002	Salaries - Temporary	\$ 10,000.00	
1003	Overtime	\$ -	
1501	FICA	\$ 15,000.00	
1505	Retirement	\$ 20,000.00	
1803	Health Insurance	\$ 18,000.00	
1808	Workers Comp	\$ 1,000.00	
	<b>SUBTOTAL</b>	<b>\$ 224,000.00</b>	
<b>Other Services</b>			
3001	Office Supplies	\$ 2,000.00	
3101	Other Supplies and Equipment	\$ 4,000.00	
2003	Legal Services	\$ 5,000.00	Attorney reviews
2902	Publishing/Legal Notices	\$ 1,500.00	Legal & required newspapers ads
2404	Outside Services	\$ 14,000.00	Web site maintenance, translation services, technical support, excludes legal
2703	Office Equipment Maintenance	\$ 3,000.00	Computime
2903	Printing/Binding/Copies	\$ 2,000.00	Studies, CD's, maps & misc
2907	Subscrip/Memberships/Dues	\$ 5,000.00	Memberships/Dues: NARC, AzTA CTAA, APA & Web server
3005	Postage	\$ 245.00	
2410	Liability Insurance	\$ 2,000.00	
2801	Mileage	\$ 1,000.00	Mileage reimbursement, conference fees, training
2805	Lodging	\$ 4,000.00	programs, State Transportation Board meetings, etc.
2806	Registration	\$ 4,000.00	
2807	Meals	\$ 1,000.00	
2808	Incidentals	\$ 50.00	
2909	Tuition/Training	\$ 1,000.00	
6002	County Vehicle Use Fee	\$ 12,250.00	
	<b>SUBTOTAL</b>	<b>\$ 62,045.00</b>	
<b>Planning Studies</b>			
2404	5303 Mobility/Transit Plan	\$ 55,000.00	Potential mobility plan using FY 12 & 13 funds
2404	Regional Transportation Plan	\$ 80,000.00	Regional Transportation Plan carry forward from SPR Funds obligated in FY 14
	<b>SUBTOTAL</b>	<b>\$135,000</b>	
	<b>GRAND TOTAL</b>	<b>\$ 421,045.00</b>	

# FTA FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES

**FEDERAL FISCAL YEAR 2014 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**  
**(Required of all Applicants for FTA funding and all FTA Grantees with an active Capital or Formula Project)**

## AFFIRMATION OF APPLICANT

Name of the Applicant: CYMPO

Name and Relationship of the Authorized Representative: CHRISTOPHER BRIDGES, ADMINISTRATOR

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2014, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Project for which it seeks now, or may later seek FTA funding during Federal Fiscal Year 2014.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature [Handwritten Signature]

Date: 5-5-14

Name CHRISTOPHER BRIDGES  
Authorized Representative of Applicant

## AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): CYMPO

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA Project or Projects.

Signature [Handwritten Signature]

Date: 5-6-2014

Name Barry B. Clive, for Boyle, Peckovich  
Attorney for Applicant Clive, Whittington & Stallings, PLLC

Each Applicant for FTA funding and each FTA Grantee with an active Capital or Formula Project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.