

## Standard Work for: Policy on using STBG Funds for Rural Minor Collector roadways

Description of the task:		This Standard Work provides the steps for COGs/MPOs to use their regional allocated STBG funds on Rural Minor Collector roadways. Per 23 USC 133(g), Federal statute allows an exception that allows STBG funding to be used on rural minor collectors, as long as it doesn't exceed 15% of the allocation of STBG funding for that purpose. This exception applies to STBG amounts suballocated for a fiscal year for use in population bands of <5,000 and 5,000-50,000.		Revision Date: 12/2/2024
Process Owner:		ADOT MPD – Planning Section Manager		Revision #:
Purpose:		Provide steps on using STBG funds on Rural Minor Collector roadways.		Document Owner: Jason James, Elise Maza
Additional Comments:		<ul style="list-style-type: none"><li>This Standard Work also applies to HURF Exchange (HX) Projects using funding on rural minor collector roadways.</li><li>This Standard Work does not apply to local roads.</li></ul>		
WHAT? WHO?	Important Steps: List the critical steps of the operation that advance the work	HOW?	Key Points: List the tasks that allow you to complete the steps successfully.	Include a picture, a map, additional contacts or resources that are relevant for success when performing this job
1	The Local Agency will need to verify that the road is a Rural Minor Collector Roadway.	ADOT Functionally Classified Roads map is located at: <a href="https://experience.arcgis.com/experience/e28f77ad6cfc4c14ae8cb20a0e944fc4/page/Page/?org=azgeo">https://experience.arcgis.com/experience/e28f77ad6cfc4c14ae8cb20a0e944fc4/page/Page/?org=azgeo</a> .		An introduction and highlights of key concepts regarding the federal functional classification system can be found at: <a href="https://experience.arcgis.com/experience/004a3b98c8c04c48a38184929977c360">https://experience.arcgis.com/experience/004a3b98c8c04c48a38184929977c360</a> .
2	If the road is a Rural Minor Collector Roadway – the Local Agency will submit a road reclassification (to Major Collector).	Reclassifying a Road's Functional Classification: <a href="https://arcg.is/0KGbu90">https://arcg.is/0KGbu90</a> .		To learn how to use the reclassification tool, refer to the Using Application box at: <a href="https://arcg.is/0KGbu90">https://arcg.is/0KGbu90</a> .
3	If Step #2 is successful, stop. If Step #2 was not successful, proceed to Step #4.	Coordinate with ADOT MPD Regional Planner and ADOT HPMS Analyst.		<ul style="list-style-type: none"><li>ADOT MPD Regional Planner Contact List: <a href="https://azdot.gov/planning/contact-planning/planning-and-programming-contacts">https://azdot.gov/planning/contact-planning/planning-and-programming-contacts</a></li></ul>

			<ul style="list-style-type: none"> <li>ADOT HPMS Analyst Contact: <a href="https://azdot.gov/planning/data-and-information/contact-us-transportation-analysis">https://azdot.gov/planning/data-and-information/contact-us-transportation-analysis</a></li> </ul>
4	<p><b>Prior to TIP Amendment for Project:</b> the Local Agency will need to submit scope, budget, design/construction years to designated MPD Regional Planner and MPD Planning Section Manager. MPD Planning personnel will confirm with the ADOT FMS Federal Aid Administrator on the availability of STBG funding (for rural minor collector) within the designated fiscal year(s). The request to use suballocated STBG funding on rural minor collector roadways will be on a "first come, first serve" basis.</p>	<p>The MPD Planning Section Manager will confirm that the project amount does not exceed the total upper limit of allowable STBG funding (15% of total suballocated STBG in single fiscal year, for &lt;5K and 5K to 50K population bands). MPD Planning Section Manager will keep track of the spreadsheet for Statewide rural minor collector roadway projects. If the allowable STBG funding is maxed out in a specific fiscal year, the applicable COG/MPO will be notified.</p>	<p>ADOT MPD Regional Planner and Planning Section Manager Contact List: <a href="https://azdot.gov/planning/contact-planning/planning-and-programming-contacts">https://azdot.gov/planning/contact-planning/planning-and-programming-contacts</a></p>
5	<p>If Step #4 is successful (approval by ADOT MPD and FMS), proceed to Step #6. If Step #4 is not successful, work with MPD Regional Planner to make necessary revisions.</p>	<p><b>If revisions to the project cannot be made (to stay within the total upper limit of allowable STBG funding in a single fiscal year), then stop at this Step.</b></p>	
6a	<p>TIP Amendment process for project. Cc both the MPD Regional Planner and MPD Planning Section Manager on submittal.</p>	<p>Refer to the TIP Amendment guidelines at: <a href="https://azdot.gov/sites/default/files/media/2020/08/TIP-Amendment-Guidelines.pdf">https://azdot.gov/sites/default/files/media/2020/08/TIP-Amendment-Guidelines.pdf</a>.</p>	<p>More information about the TIP Amendment process can be found in Chapter 8.9-8.10 of the ADOT MPO &amp; COG Guidelines and Procedures Manual at: <a href="https://azdot.gov/sites/default/files/media/2020/12/ADOT_MPO_COG_Manual.pdf">https://azdot.gov/sites/default/files/media/2020/12/ADOT_MPO_COG_Manual.pdf</a>.</p>
6b	<p>Note: MPD Planning Section Manager will be keeping track of all rural minor collector roadway projects (for COGs/MPOs using STBG on these projects). <b>The spreadsheet for Statewide rural minor collector</b></p>	<p>MPD Planning Section Manager will coordinate with the ADOT FMS Federal Aid Administrator on the status of rural minor collector roadway projects.</p>	

	roadway projects will be shared with COG/MPO partners on an annual basis.		
7	For any project changes (i.e. funding level changes, project years) to rural minor collector roadway projects: COG/MPO must coordinate with MPD Regional Planner and MPD Planning Section Manager <u>prior</u> to TIP Amendment.	The COG/MPO must get approval from ADOT MPD (on any changes to rural minor collector roadway projects) <i>prior</i> to TIP Amendment process.	