

# ARTERIAL LIFE CYCLE PROGRAM FY 2011 ANNUAL UPDATE WORKBOOK INSTRUCTIONS



**MARICOPA  
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GOVERNMENTS**



## ORGANIZATION OF THE ANNUAL UPDATE WORKBOOK

Each Lead Agency may download a customized FY 2011 Annual Update workbook, which contains information on that agency's projects programmed in the ALCP. Workbooks are available for download on the MAG website at <http://www.mag.maricopa.gov/detail.cms?item=10905>. The Workbooks include a Tab List, Contact Info, and project data worksheets.

Each project is assigned a tab in the workbook. The "Tab List" worksheet contains the assigned tab numbers, the project RTPIDs and the project locations. **Lead Agencies are required to complete the requested information on each project tab.** Incomplete information will be returned to Lead Agency Staff for revisions.

On the "Contact Info" tab, users should enter their name, title, and contact information of the individual submitting project updates on behalf of the Lead Agency. In addition, the user should enter a contact person for each project in case additional information or clarification on project data is required. Contact information is optional for projects programmed for work after FY 2016.

## COMPLETING THE ANNUAL UPDATE FORM

Each project segment in the Arterial Life Cycle Program (ALCP) has been assigned a tab in the FY 2011 Annual Update Workbook. (Some closed out projects have been omitted from the Workbook.) Many cells are pre-populated with project information submitted during the FY 2010 Annual Update. **Please review the pre-populated data for accuracy before submitting the Annual Update Form to MAG.**

The Annual Update Form is divided into three sections: (A) Project Information, (B) Project Change Request, and (C) Project Details. Section A lists the Lead Agency, RTP ID, and Location (Name) of the project. These fields are locked for editing.

The ALCP Policies and Procedures allow Lead Agencies to make project changes during the annual update process. If a change to an existing ALCP Project is desired, select "Yes" from the dropdown box in Section B. Project changes include: exchanges, delete/substitute a project, changes in project scope, etc. To facilitate these changes, a Project Change Workbook has been provided. NOTE: The advancement/deferment of a project schedule and the addition/deletion of a work phase do not require a project change request. Instead, those changes should be indicated on the project's annual update form. If a change is not desired, please select "No" from the dropdown box and proceed to Section C (Project Details).

### COMPLETING SECTION C. PROJECT DETAILS

Information listed in the MAG Transportation Improvement Program (TIP) and/or Arterial Life Cycle Program is based on the data entered in the Project Details Section. Facility data, characteristics, and bicycle facilities are pre-populated on most forms; however, this information should be reviewed for accuracy and updated, as necessary. **Cells highlighted in yellow are required information and should be updated.**

For arterial capacity improvements, facility length should equal the distance between the segment limits. For arterial intersection improvements, the length should equal the distance from the center of intersection to the end of the planned improvement. For instance, if all four legs of an intersection will be improved for a ¼ mile from the intersection, then the length of the improvement would equal 0.25 not 1.0 miles.

Users should describe the general project scope in the "Project Details" field for any project programmed for work between FY 2010 and FY 2015. An "Agency Comments" field is provided for users to provide additional information about a project, clarify information provided, etc.

Each project segment's Total Budget and Remaining Regional Budget are displayed on the right-hand side of the form. The Total Budget equals the amount reimbursed to date (YOES) plus the Remaining Regional Budget (2009\$). The Remaining Regional Budget reflects the total budget minus any reimbursements made prior to Fiscal Year (FY) 2010. Changes may not be made to the regional share for reimbursements, which occurred prior to FY 2010, and those fields have been locked for editing. When entering project costs and the local/regional share, an error message will occur if the regional reimbursement amount entered exceeds the total Remaining Regional Budget. *Annual Update Forms with this error message will not be accepted. **Lead Agency Staff will need to allocate funds by work phase and fiscal year accordingly, keeping in mind that a 70/30 percent split does apply.***

TABLE 1. LINE ITEM EXAMPLE #1

Work Phase	Fiscal Year for Work	Fiscal Year for Reimbursement
Design	2013	2013
Design	2014	2014
ROW	2014	2014
Construction	2015	2015

TABLE 2. LINE ITEM EXAMPLE #2

Work Phase	Fiscal Year for Work	Fiscal Year for Reimbursement
Design	2011	2011
Design	2011	2012
ROW	2012	2012
Construction	2013	2013

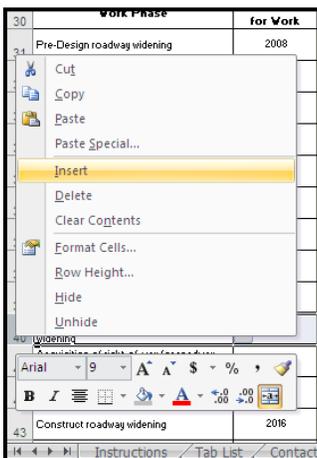
The "Project Schedule and Costs by Fiscal Year" table lists the fiscal years for work and reimbursement, regional and local funding sources, TIP IDs (when applicable), and estimated costs submitted during the previous annual update. Information is listed by work phase, fiscal year for work and fiscal year for reimbursement.

If work and/or reimbursement occur in more than one fiscal year, then a line item is listed for each. For instance, if design will occur in FYs 2013 and 2014, ROW in FY 2014, and construction in FY 2015, the table would have line items as listed in Table 1. A line item also is created if work occurs in one fiscal year, but the reimbursement is split between two or more fiscal years (See Table 2).

NOTE: The way the data is stored in workbook is visually different than what appears in the printed ALCP. If users add programmed reimbursements for a work phase by fiscal year, then the amounts will correspond to the reimbursement listed in the ALCP. For instance, if construction on a project is programmed for work in

FYs 2015/2016 and programmed for reimbursement in FY 2022, then add the programmed reimbursement for both construction line items to determine the total construction reimbursements programmed for FY 2022.

FIGURE 1. INSERTING A ROW



**If changes to project schedule need to be made, users should enter one line item per work phase and fiscal year.** If additional lines in the "Project Schedule and Costs by Fiscal Year" table are required, right click on grey bar on the left hand side of the worksheet – Click Insert (See Figure 1).

Drop-down menus are provided for work phase, updated fiscal year for work, project status, and local funding source. Five options are listed under project status: Delete Work Phase, New Work Phase, Completed, Underway, and Programmed. Projects listed in the ALCP that have not started pre-design or design should be listed as Programmed.

## PROJECT CHANGE REQUESTS

The ALCP Policies and Procedures allow Lead Agencies to make project changes during the annual update process. Project changes include: exchanges, delete/substitute a project, changes in project scope, etc. To facilitate these changes, a Project Change Workbook has been provided. NOTE: The advancement/deferment of a project schedule and the addition/deletion of a work phase do not require a project change request. Instead, those changes should be indicated on the project's annual update form.

When requesting a project change, it is required that Lead Agencies download and complete the Fiscal Year 2011 ALCP Project Change Request Workbook available on the MAG-ALCP website at <http://www.mag.maricopa.gov/detail.cms?item=10905>. The Project Change Request Workbook is not project or agency specific. Lead Agencies should use the project data provided in the custom workbook to aid in the completion of a project change request.

A new Change Request is required for each project where changes are desired. To make copies of the project change sheet, right click on the "Change Request" tab – select "Move or Copy" – Check the "Create a Copy" box on the bottom of the pop-up (See Figure 2). Additional instructions on completing the "Change Request" form are provided later in this document.

It is required that users complete a Change Request Form per each project segment involved with the change. If an exchange is desired, then a Change Request form is required for each project segment to be exchanged. The Change Request form is similar to the annual update form and includes three sections: (A) Project Information, (B) Project Change Request, and (C) Project Details.

Section A requires the user to enter the contact information of the individual making the request. Under Section B, users will be asked to list the desired change type. The drop-down menu lists commonly requested change types including:

- Allocate Project Savings
- Change Project Scope
- Combine Segment
- Delete Project/Add Substitute Project
- Delete Project/Reallocate Project Savings
- Exchange Projects
- Segment Current Project
- Transfer Funds Between Project Segments

If the desired change type is not listed in the drop-down menu, the user should select "Other" and specify the project change type in the Project Change Details field. For all requested changes, users should provide project details and, where applicable, a basic justification for the request.

The Project Details Section of the Change Request form operates in a similar fashion to the Project Details Section of the Annual Update form, with a few minor exceptions. Like the Annual Update form, users will need to enter one line item per work phase and fiscal year; however, a line item for reimbursement fiscal year is not required.

## SUBMITTING ALCP DATA

Once the FY11 Annual Update Workbook (and Project Change Requests, where applicable) has been updated, please submit an electronic copy to MAG. Completed workbooks may be emailed to [chopes@mag.maricopa.gov](mailto:chopes@mag.maricopa.gov) or mailed to MAG on CD.

***It is required that projects with reimbursements programmed for FY 2010 through FY 2013 submit a copy of the jurisdiction's Capital Improvement Program (CIP) with the workbook.***

MAG Staff is available to assist Lead Agencies with using the FY11 Annual Update Workbooks. Please direct any questions or comments to Christina Hopes at 602-254-6300 or at [chopes@mag.maricopa.gov](mailto:chopes@mag.maricopa.gov).

**The deadline to submit project update information is January 11, 2010.**

