



# Transportation Enhancement Funds Round 19 Workshop

*Wednesday, November 16, 2011*

*Saguaro Room*

*9:00 a.m.*



# What Are Transportation Enhancement Funds?

- TE Funds are a federal set-aside program
- Intended to go “above and beyond” typical transportation projects
- Arizona receives between \$10 to \$16M each year for State and Local projects
- Enhancement funds are reimbursable only.

# Enhancement Funds

## Round 19 What's New

1. The available total funding for local projects is \$9,000,000 and \$5,000,000 for state projects.
2. The federal cap for local projects has been raised to \$750,000.
3. Federal reimbursement is now available for design, scoping and environmental costs. However, Utility Clearance and Right of Way costs are determined reimbursable on a case to case basis.
4. The sponsor needs to indicate they are asking for funding for design, scoping and environmental in their application
5. State projects cannot exceed \$1m without another source to fund the overage.
6. **ALL FEDERAL-AID PROJECTS** shall use the 2009 Version of the Manual on Uniform Traffic Control Devices (MUTCD)



# Transportation Enhancement Funds Facts

- Note that the 5.7 % match is still required. All projects require a minimum of 5.7% HARD CASH MATCH. (\$30,223 for \$500,000 project) (\$45,334 for \$750,000)
- If the Local Govt. wants to use the full \$750,000 in federal aid, their project would need to cost at least \$795,334.
- If work is performed prior to the Notice to Proceed, costs will NOT be reimbursed. You will need a NTP before each phase.
- If a project is not constructed, all federal funds expended for design etc. must be paid back to FHWA.
- TE funds do not cover maintenance. A joint project agreement (JPA) for maintenance must be signed by the sponsor and ADOT



# Transportation Enhancement Funds Facts

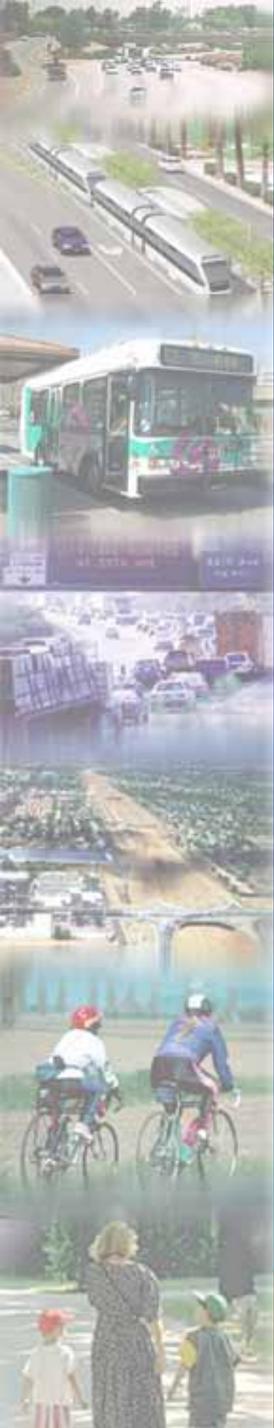
§ At the TERC's Mid Year Meeting:

Jurisdictions were called before the TERC to explain INACTIVE project status. Projects that have not demonstrated activity were deleted but allowed to resubmit at a later date.

§ One more category is allowed this year. The Acquisition of Scenic Easements

§ This year MAG will not produce a separate Guidebook

§ All applicants are encouraged to utilize the information on the ADOT Enhancements Website



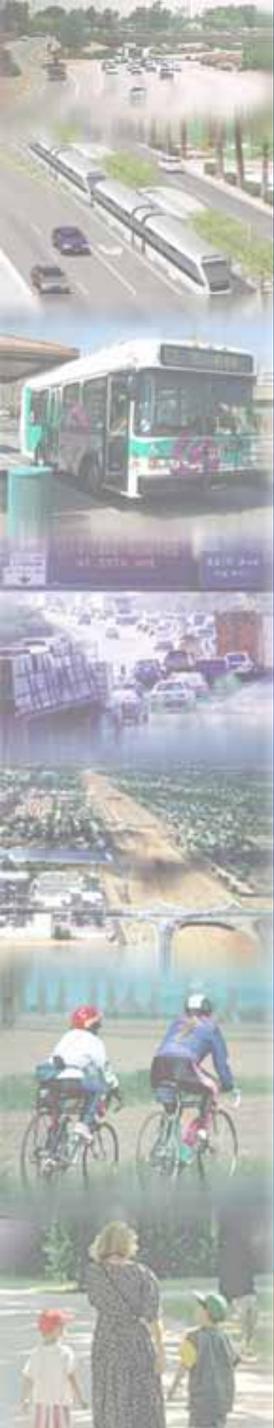
# ADOT STEP BY STEP

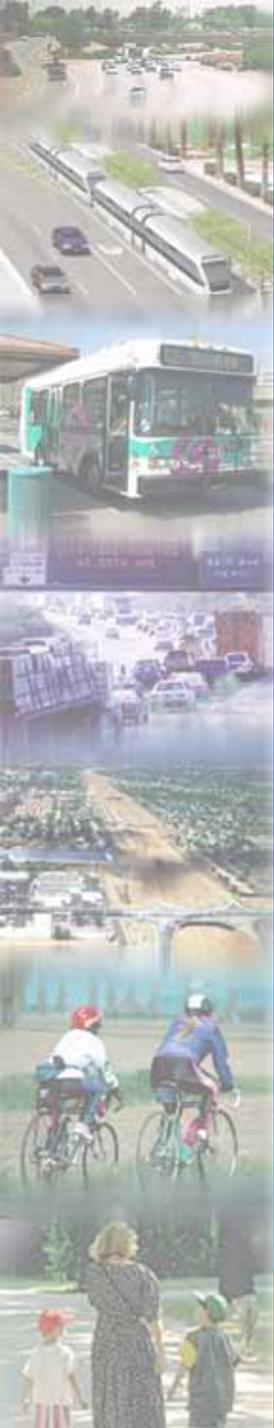
## Explains

- Step By Step how to answer each question
- Enhancement Application Process
- Schedule
- Eligibility requirements for projects
- Evaluation criteria and process
- Application information

# 12 Eligible Activities

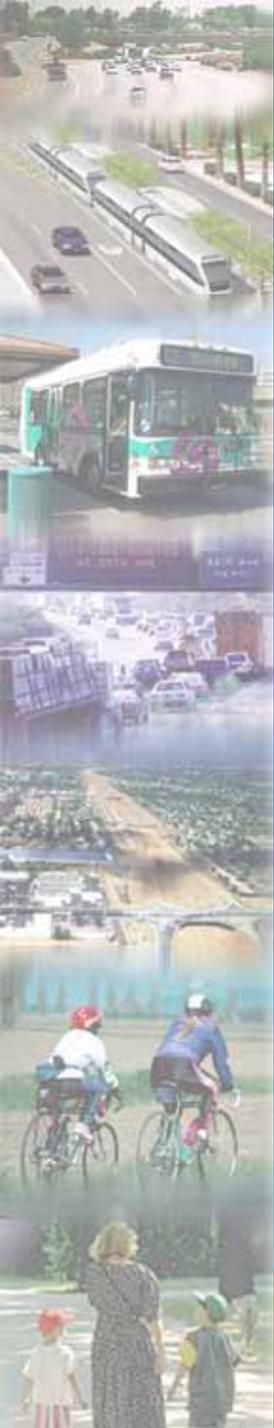
- Pedestrian and Bicycle Facilities
- Safety/Educ Activities for Pedestrians and Bicyclists
- Scenic or Historic Highway Programs
- Landscaping and Other Scenic Beautification
- Historic Preservation
- Rehab. of Historic Transportation Bldgs, Structures, or Facilities





# 12 Eligible Activities

- Preservation of Abandoned Railway Corridors (Rails-to-Trails)
- Control and Removal of Outdoor Advertising
- Archaeological Planning and Research
- Environmental Mitigation (Highway Runoff and Wildlife Habitat Connectivity)
- Transportation Museums



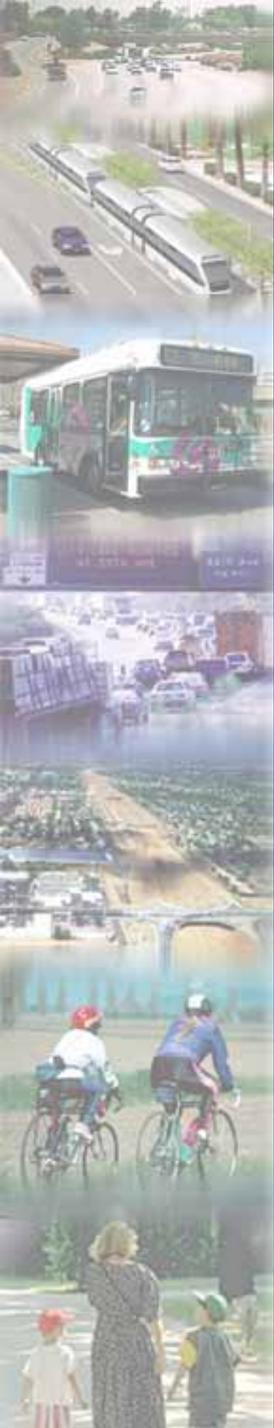
# Review and Selection Process

## MAG

- Submit application
- Present application
- MAG conducts site visit
- Applicants receive comments back from EPRG and MAG staff
- Applicants revise application and resubmit to EPRG
- Applications are ranked
- Applicants resubmit 20 copies for ADOT

## ADOT

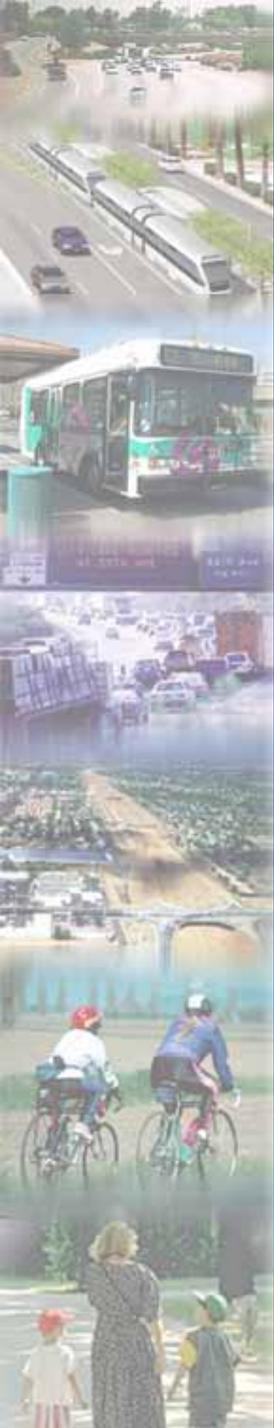
- Conducts their own Site evaluation of projects before TERC review



# MAG Review and Ranking Process

## Application

- Submitted by Monday, December 19, 2011 by 10:00 a.m.
- 8 copies of the application (STAPLE ONLY...NO DIVIDER PAGES)
- No electronic or faxed applications
- Applications will not be accepted:
  - If they are late
  - If they are over the page limit as specified



# MAG Review and Ranking Process

## Presentation Meeting

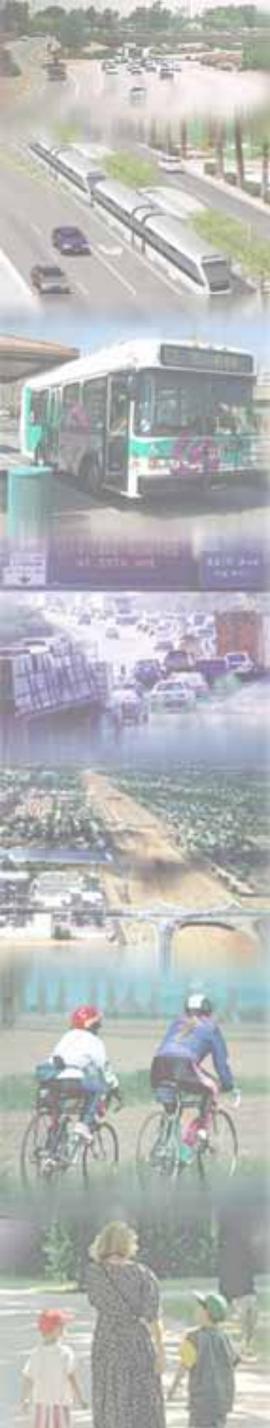
- § Jurisdictions will present their project to the EPRG on Thursday, January 19, 2012 (9 am – 3 pm)
- § This year, applicants may sit in the back and listen to others present their projects. The EPRG felt that this could be a good learning experience.
- § NO power point presentations. Projects will be assessed based on the information in the application. NO extra information can be distributed (boards/flyers/maps).



# MAG Review and Ranking Process

## Presentation Meeting

- § This is NOT a Q & A session. Applicants will only LISTEN to the EPRG comments. Applicants will not supply verbal explanations.
- § Applicants will receive written comments from the EPRG and MAG staff that need to be addressed and incorporated into their revised application.
- § One revised application in print and one pdf application on CD are due to MAG on Thursday, March 22, 2012 by 10:00 a.m.
- § Applications will not be accepted:
  - If they are late
  - If they are over the page limit as specified



# MAG Review and Ranking Process

## EPRG Ranking Meeting

- § EPRG will rank the revised project applications on Thursday, April 19, 2012
- § Ranked Projects will receive the MPO signature to be included in the final application.
- § COG's are not allowed to submit applications for more money than is available. \$9M for local projects and \$5M for state.

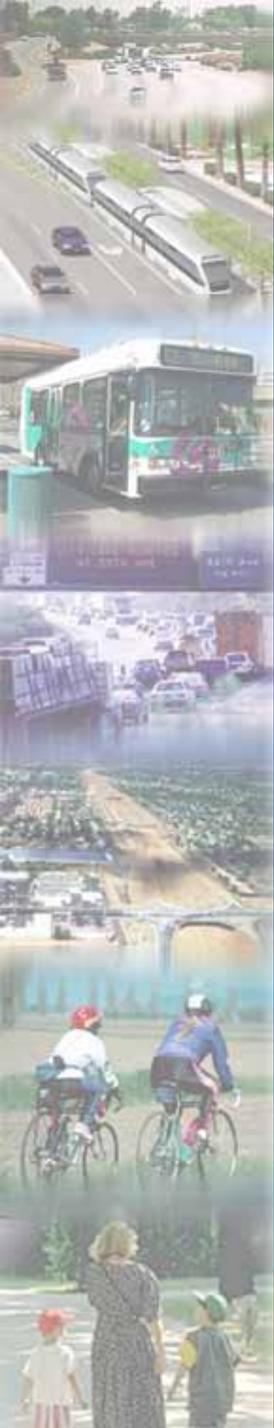
## TERC Meeting in October

- § In September, applicants will provide MAG staff with key talking points to “sell” the project.



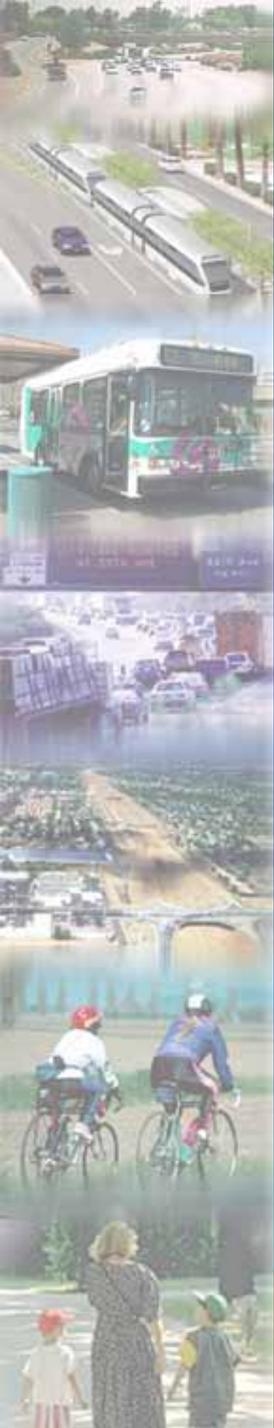
# Schedule

- Application Due: Monday, Dec. 19, 2011 at 10:00 am
- Presentation - EPRG: Thursday, Jan. 19, 2012 at 9:00 am
- Revised Application: Thurs., March 22, 2012 at 10:00 am
- Site visits by MAG: February/March 2012
- Ranking Meeting: Thursday, April 19, 2012 at 9:00 am
- MAG Management: Wed., May 9, 2012 at noon
- MAG Regional Council: Wed., May 23, 2012 at 5:00pm
- Final Applications: Thursday, June 28, 2012 at 10:00 am
- TERC Ranking: October, 2012
- TERC Approval: November, 2012



# Application

- **This year**
  - **The application will be in PDF format that you fill out online. The application has pre-set boxes so that you can only use the amount of words specified.**
  - **Make sure all pages are in the order specified in the directions.**



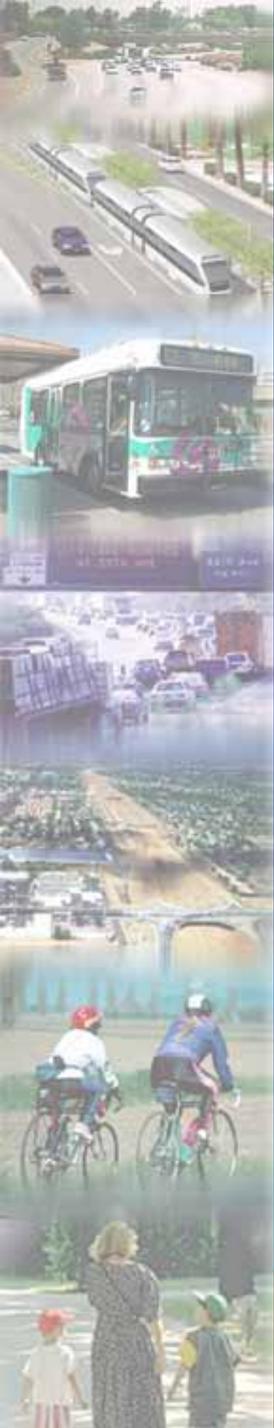
# Application

## HISTORIC SIGNIFICANCE

**THIS YEAR ALL PROJECTS MUST  
SUBMIT APP TO SHPO!**

Robert R Frankeberger, AIA  
State Historic Preservation Office  
(602) 542-6943

[rfrankeberger@azstateparks.gov](mailto:rfrankeberger@azstateparks.gov)



# Application

- Each Application must include three elements:
  1. Application (maximum 15 pages)
  2. Cost Estimate (maximum 4 pages)
  3. Appendix (maximum 19 pages)
    - (The Right of Way Delineation maps are to be included in the Appendix but are not included in the total page count.)
    - **NUMBER ALL YOUR APPENDIX PAGES**
  4. Make sure the hard copies of the application have no tabs or dividers, no clear plastic covers, no fold-out pages, no binding – STAPLE ONLY.

# Application Tips

**Local Government Resolution is required for all Local apps and if a State Project exceeds the cap. Sponsor Commits to:**

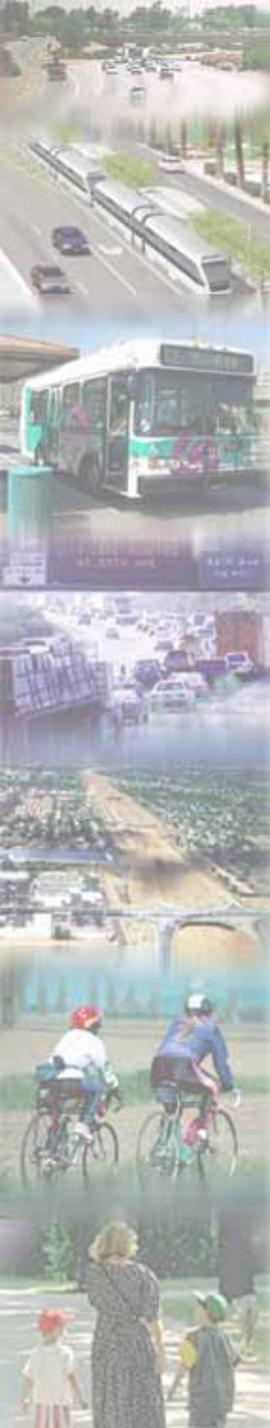
- § Pay the 5.7% match and ALL overmatch
- § Pay for design, scoping, environmental, right of way, utility clearance as applicable
- § Insure the project will be ready for advertisement in 36 months from Notice to Proceed
- § Pay for all cost overruns
- § Reimburse ADOT/FHWA for all federal funds used, if the project is cancelled by the sponsor
- § Pay the ADOT Review Fee
- § To a JPA maintenance agreement



# Application Tips

## MAPS:

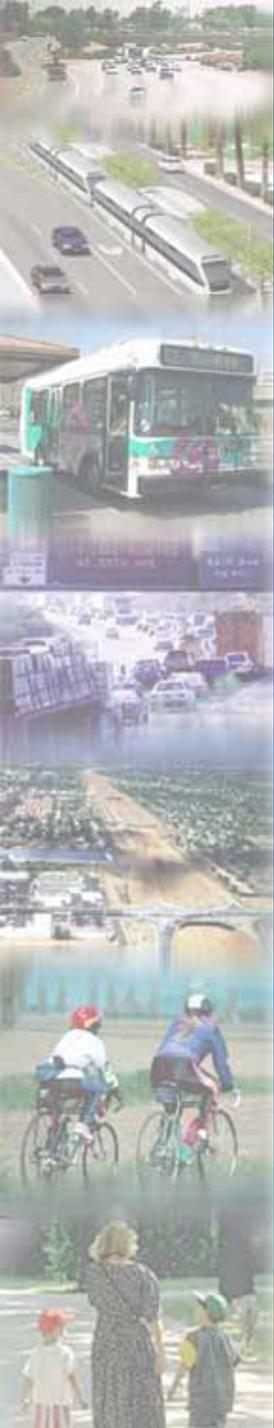
1. Vicinity Map shows where your jurisdiction is located within the state of Arizona
  - Clearly mark street names with the project boundaries delineated.
  - Show the adjacent land uses near the project, show nearby destinations and other nearby paths that link to the proposed project.
2. State Map needs county boundaries with location and name of each county seat.
3. Place a scale on the maps and indicate which direction is north.



# Application Tips

## PHOTOS

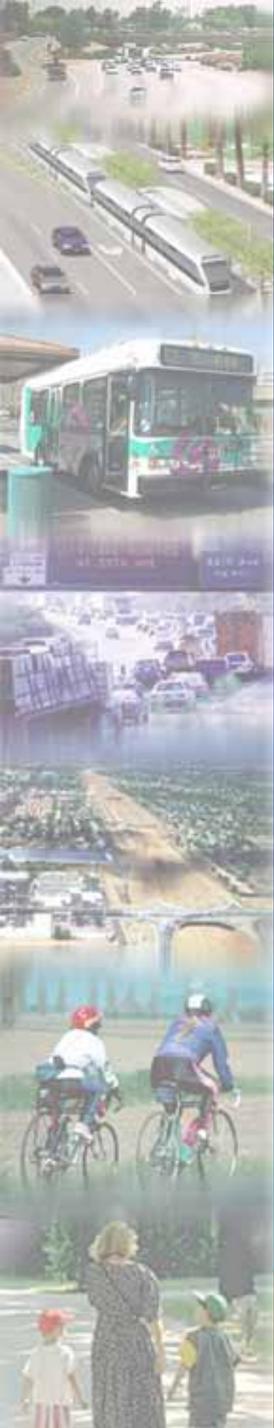
- Be sure that the photos demonstrate the need for the project.
- After photos (photo shopped/editing) can be helpful.
- Clearly label the photos and describe them for reviewers who may not be familiar with the project area.
- A minimum of 1 and maximum of 6 photos may be submitted and they should all fit on no more than three (3) pages total. Photos that are in the application should be a minimum of 3" x 5" and a maximum of 4" x 6."
- Counts as 3 pages maximum.



# Application Tips

## LETTERS OF SUPPORT

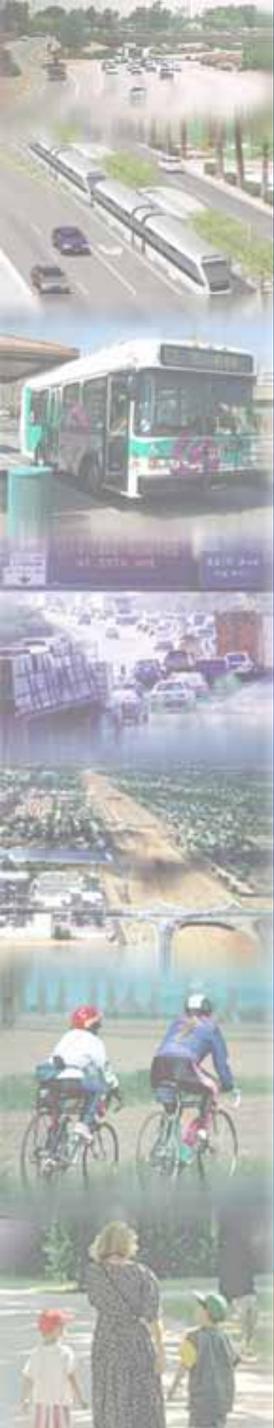
- § Must have ONE letter of support.
- § May not be more than one page long.
- § All letters of support should be included in the application. Do not have letters of support mailed, separate from the application, to MAG or ADOT staff
- § Each letter counts as one page



# Application Tips

## RIGHT-OF-WAY OWNERSHIP DOCUMENTS

- § Required on all applications except Educ or Archaeology Research
- § Include documentation as described in 11b
- § Property maps are counted as one page and placed at the end of the Appendix.



# Application Tips

## OPTIONAL APPENDICES

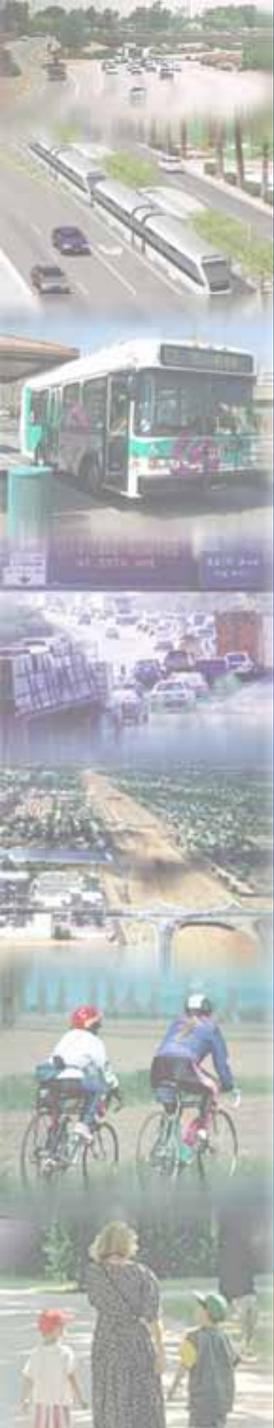
- § Are included in the overall page count
- § Can include “after” photos
- § Can include Artistic Renderings
- § Can include a Site Plan or Profile
- § Can include News Articles

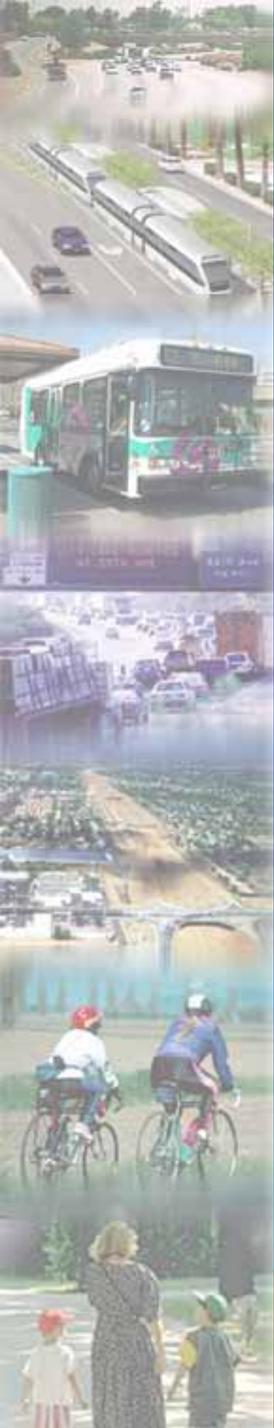
# Criteria Utilized by the MAG EPRG and the TERC

## Evaluation Criteria Points

1. Overall Project Considerations / Objectives = 35 points
2. Project Need / One Time Opportunity = 10 points
3. Project Maintenance = 10 points
4. Cost-Effectiveness / Reasonable Cost Factors = 10
5. Community Involvement = 10 points
6. Community Benefit or Improvement = 25 points

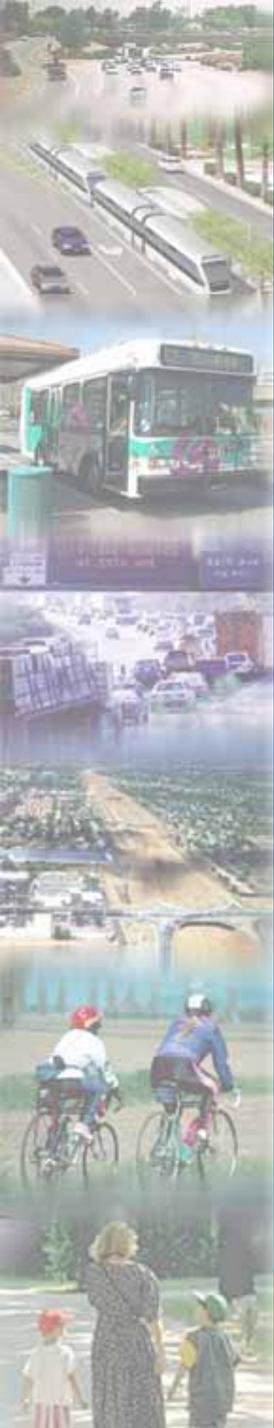
TOTAL PROJECT SCORE = 100 points





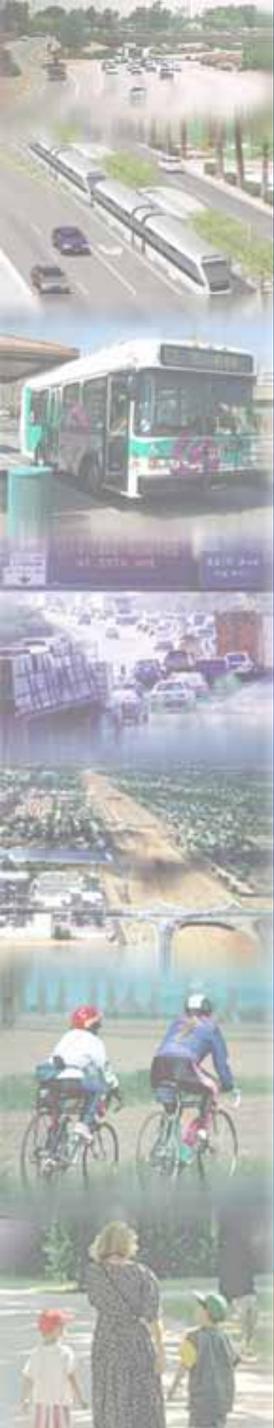
# If Project is Selected

- Sponsors must receive notice to proceed from ADOT/FHWA. Any costs incurred before this are not reimbursable.
- Project cancellation policies are in the ADOT Guidebook
- Project sponsor is responsible for providing information to MAG for programming in the TIP



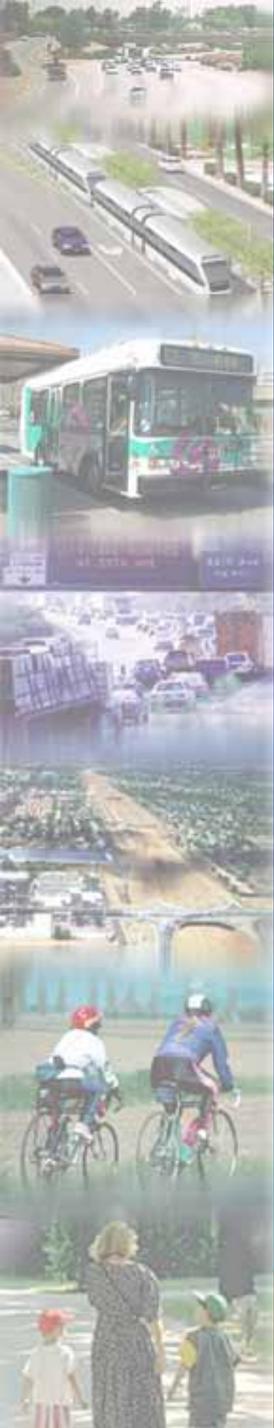
# If Project Selected

- Project Development Timeline:
  - ü ADOT Training Workshop (January 2013)
  - ü Kick-off meeting within 6 months of workshop
  - ü Scoping (project assessment report) -12 months of project workshop
  - ü Environmental clearance -18 months from date of workshop
  - ü Complete design with utility and ROW must be bid ready- 36 months from date of workshop
  - ü Bid-ready documents – must bid then within 6 months of bid ready



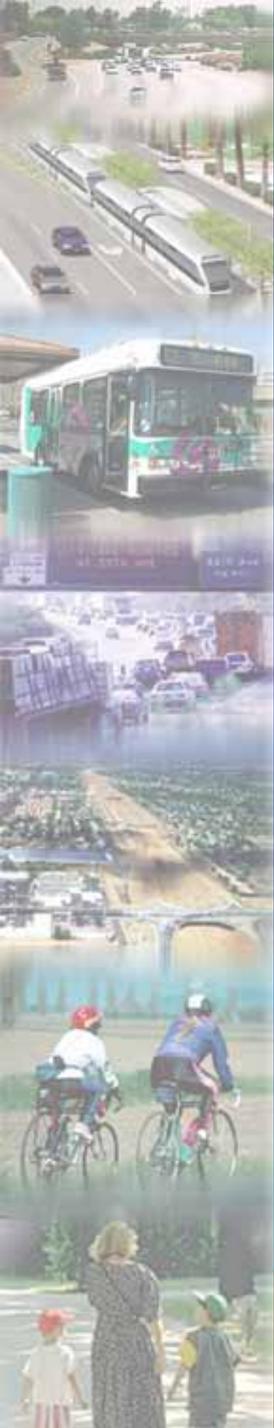
# If Project Selected

- Deposit of \$5,000 is minimum for ADOT fees when project assessment is submitted. If ADOT services exceed this due to complexities in the project, the local jurisdiction will be invoiced for the increased fees.
  - ü Cannot be funded with TE funds
- Consult ADOT Transportation Enhancements Guidebook/website for:
  - ü Construction and procurement
  - ü Cost overrun policies
  - ü Self bidding



# Practical Guidance

- Competitive process
  - ü Use clear descriptive language to convey a picture of the project to someone who is not familiar with it
  - ü Do not use the words “*trail or recreation*”. These are transportation projects.
  - ü Have the application submitted by the Transportation Department, not the Parks and Recreation Department.
  - ü Have GREAT maps and six photos. Make sure maps have streets clearly identified (include both detailed and vicinity maps)
  - ü Obtain community support (no more than 5 letters)
  - ü Number your pages

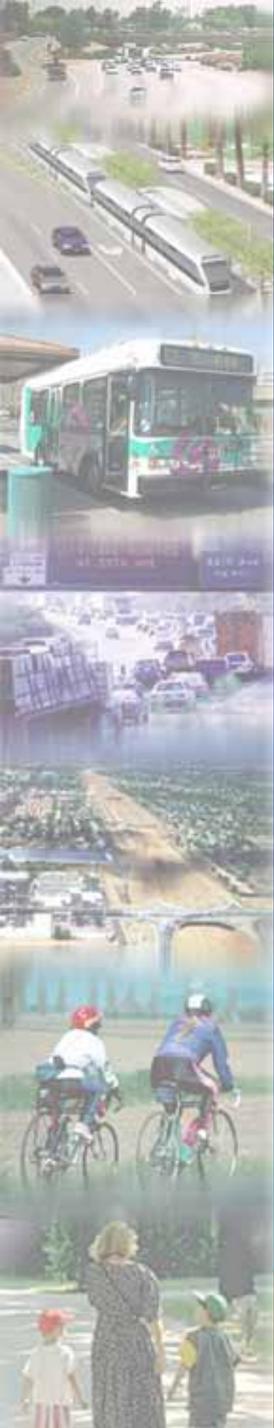


# Practical Guidance

- Use ADOT Guidebook/Application Instructions on the ADOT Enhancements webpage

[http://www.adotenhancement.com/highways/  
SWProjMgmt/enhancement\\_scenic/enhance  
ment/Index.asp](http://www.adotenhancement.com/highways/SWProjMgmt/enhancement_scenic/enhancement/Index.asp)

- Call MAG first with questions



# ADOT Enhancements Webpage

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- **Round 19 Application**

Length: 14 pages

- **Round 19 Cost Estimate Form**

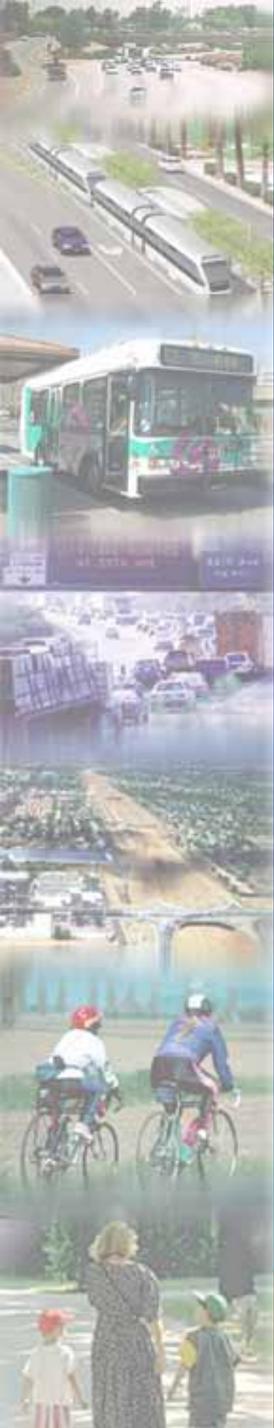
Length: 4 pages

- **Round 19 Application Instructions**

Length: 15 pages

- **Adobe Reader Download**

Documents are posted as they become available in PDF format, which requires [Adobe Reader](#) to view.



# For more information

- Maureen DeCindis, MAG
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- Phil Jeselnik, ADOT
  - (602) 712-6685
  - [pjeselnik@azdot.gov](mailto:pjeselnik@azdot.gov)

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