

October 8, 2014

TO: Members of the MAG Street Committee

FROM: Maria Angelica Deeb, Mesa, Chair

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

**Tuesday, October 14, 2014 - 1:00 p.m.**  
MAG Office, Suite 200, Ironwood Room  
302 North First Avenue, Phoenix

The next meeting of the MAG Street Committee will be held at the time and place noted above. Committee members or their proxies may attend in person, via video-conference or by telephone conference call. Those attending by video conference must notify the MAG site three business days prior to the meeting. Those attending by telephone conference please contact MAG offices for conference call instructions.

Pursuant to Title II of the Americans with Disabilities Act (ADA), MAG does not discriminate on the basis of disability in admissions to or participation in its public meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Jason Stephens at the MAG office. Requests should be made as early as possible to allow time to arrange the accommodation.

The next meeting of the MAG Street Committee will be held at the time and place noted above. If you have any questions or need additional information, please contact Teri Kennedy or Steve Tate at (602) 254-6300.

TENTATIVE AGENDA

|  | <u>COMMITTEE ACTION REQUESTED</u>                                     |
|--|---|
| <p>1. <u>Call to Order</u></p> <p>For the September meeting, the quorum requirement is 13 committee members.</p>   |   |
| <p>2. <u>Introductions and Attendance</u></p> <p>An opportunity for new members to introduce themselves and record member attendance at the meeting will be provided.</p>  | 2. For information.   |
| <p>3. <u>Approval of the September 9, 2014 Meeting Minutes</u></p>   | 3. Review and approve the minutes from the September 9, 2014 meeting. |
| <p>4. <u>Call to the Audience</u></p> <p>An opportunity will be provided to members of the public to address the Street Committee on items not scheduled on the agenda that fall under the jurisdiction of MAG, or on items on the agenda for discussion but not for action. Members of the public will be requested not to exceed a three minute time period for their comments. A total of 15 minutes will be provided for the Call to the Audience agenda item, unless the Street Committee requests an exception to this limit. Please note that those wishing to comment on action agenda items will be given an opportunity at the time the item is heard.</p> | 4. For information.   |
| <p>5. <u>Transportation Programming Manager's Report</u></p> <p>The MAG Transportation Programming Manager will review recent transportation planning activities and upcoming agenda items for MAG Committees and other related regional transportation activities. Please see Attachment One.</p>   | 5. For information and discussion.                                    |
| <p>6. <u>MAG Federal Funding Applications</u></p> <p>On September 30, 2014 applications for MAG federal funding for PM-10 street sweepers were due. At the meeting, street sweeper applications</p>  | 6. For information and discussion.                                    |

will be reviewed. Applications that have been submitted may be downloaded from the MAG website:

(<http://www.azmag.gov/Transportation/ModalApplications.asp>). Please see Attachment Two.

7. Nominations for the Vice Chair Position

The vice chair position has become vacant due to the advancement of Ms. Maria Angelica Deeb to the chair position. At the meeting policies and procedures for soliciting letters of interest and appointing of the vice chair position will be discussed.

8. MAG Federal Fund Programming Guidelines and Procedures Update

At the direction of the Managers Federal Fund Working Group, the Street Committee with representatives from other MAG technical committees is revising and updating the MAG Federal Fund Programming Guidelines. This update is scheduled to be completed by February, 2015.

At the previous meeting, revised sections of the Guidelines that address guiding principles, project sponsor responsibilities and progress reporting were presented. Since then the comments of the Committee and several MAG agencies have been incorporated. For the most part these changes are minor and concern wording and grammar. Please see Attachment Three for a copy of the revised Guidelines sections addressed in the previous meeting.

Revised sections of the Guidelines concerning project selection and committee review of project applications are contained in Attachment Four. The revisions primarily address:

- Readability,
- Add several technical determinations that need to be made by technical committees, and
- Require that safety be considered in the selection of projects.

7. For information and discussion.

8. For information, discussion and approval of revisions to the Guidelines concerning guiding principles, project sponsor responsibilities and progress reporting.

9. Arterial Life Cycle Program Status Report May 2014 – November 2014

The Arterial Life Cycle Program Status Report provides detail about the status of projects, revenues, and other relevant program information for the period between May 2014 - November 2014. This is the program's nineteenth status report and the first published in FY 2015. Please see Attachment Three for more information.

10. Request for Future Agenda Items

Topics or issues of interest that the Transportation Review Committee would like to have considered for discussion at a future meeting will be requested.

11. Member Agency Update

This section of the Agenda will provide Committee members with an opportunity to share information regarding a variety of transportation-related issues within their respective communities.

12. Next Meeting Date

The next regular Street Committee meeting will be scheduled for Wednesday, November 12, 2014 at 1:00 p.m. in the MAG Offices, Ironwood Room. Please note that the meeting day is on a Wednesday as the preceding Tuesday falls on Veterans Day.

Adjournment

9. For information and discussion.

10. For formation and discussion.

11. For formation and discussion.

12. For information.

MINUTES OF THE  
MARICOPA ASSOCIATION OF GOVERNMENTS  
STREET COMMITTEE

Tuesday September 9, 2014 1:00 p.m.  
MAG Offices, Suite 300,  
302 North First Avenue, Phoenix, Arizona 85003

MEMBERS ATTENDING

|   |   |
|---|---|
| Dana Owsiany, Phoenix, Chair Woman                  | # Bill Fay, City of Maricopa  |
| Susan Anderson, ADOT                                | Laurie Kattreh for Jack M. Lorbeer,<br>Maricopa County                              |
| Emil Schmid, Apache Junction                        | Maria Angelica Deeb, Mesa   |
| Charles Andrews, Avondale                           | * James Shano, Paradise Valley  |
| Jose Heredia, Buckeye                               | # Scott Bender, Pinal County  |
| Warren White for Dan Cook, Chandler                 | Ben Wilson, Peoria  |
| Chris Hauser, El Mirage                             | * Janet Martin, Queen Creek   |
| *@Aryan Lirange, FHWA                               | # Jennifer Jack for Elaine Cabrera, Salt<br>River Pima-Maricopa Indian<br>Community |
| # Morris Taylor for Wayne Costa, Florence           | Evelyn Ng for Phil Kercher, Scottsdale  |
| * Tim Oliver, Gila River Indian Community           | Suneel Garg, Surprise   |
| Tom Condit, Gilbert                                 | Isaac Chivera, Tempe  |
| Purab Adabala for Bob Darr, Glendale                | * Jason Earp, Tolleson  |
| # Hugh Bigalk, Goodyear                             | * Grant Anderson, Youngtown   |
| # David Gue for Darryl Crossman, Litchfield<br>Park |   |

\* Members neither present nor represented by Proxy

# Members attending by phone

@Ex-officio member, non voting member

OTHERS PRESENT

|  |                   |
|--|-------------------|
| Kristen Sexton, Avondale                   | John Bullen, MAG  |
| Renate Ehm, Mesa (Chair, Safety Committee) | Teri Kennedy, MAG |
| Chris Turner-Noteware, Phoenix             | David Massey, MAG |
|  | Stephen Tate, MAG |

1. Call to Order

Chair Woman Dana Owsiany called the meeting to order at 1:03 p.m.

2. Introductions and Attendance

A roll call of members attending the meeting was conducted. The following member agencies were not represented at the meeting: FHWA, Gila River Indian Community, Paradise Valley, Queen Creek, Tolleson, Youngtown.

3 Approval of the August 12, 2014 Meeting Minutes

Ms. Maria Deeb moved to approve the minutes. Mr. Chris Hauser seconded the motion. The motion carried unanimously.

4 Call to the Audience

No members of the audience requested to speak before the Committee.

5. Transportation Programming Manager's Report

Ms. Teri Kennedy briefed the Committee. She noted that the MAP-21 legislation is due to conclude on September 30 and that there is not a continuing resolution at this time. It is expected that funding will continue at 2014 levels.

She welcomed the ex officio members from other MAG committees.

She noted that a PM-10 Street Sweeper application workshop was held in the morning. Approximately \$1.4 million of funding is available. Applications were released on August 28th. A second workshop is scheduled for September 23rd. Applications are due to the MAG offices at 10 AM on September 30th.

She noted that the 2015 Transportation Programming Guidebook is available on the website and will be available in printed form soon. She added that the only upcoming calls for projects during fiscal year 2015 are the PM-10 Street Sweepers and Transportation Alternatives Non-Infrastructure funding programs.

She stated that as applications are received, agencies will be issued a receipt and note any incomplete applications. Applications will then be posted on the MAG website on October 3rd. The Street Committee will then give the applications a technical review at the October 14th meeting, and representatives of the applying agencies will be present to answer questions. The Air Quality Technical Advisory Committee will then review the applications for approval by Management Committee and Regional Council.

Regarding previous committee items, she stated that there has been no response regarding the National Highway System designation changes.

Ms. Maria Deeb asked if there was a timeline for receiving a response. Ms. Kennedy responded that it could take up to three months or more to receive a response.

6. Update of the Strategic Transportation Safety Plan

Mr. Sarath Joshua briefed the Committee. He provided an overview of the previous Strategic Transportation Safety Plan (STSP) created in 2005 and the currently ongoing development process to update the Plan.

Mr. Joshua noted that MAP-21 requires projects programmed and administered by MAG and ADOT to meet safety performance measures and targets. He noted that the MAG STSP will

have to align with the ADOT safety plan, and the performance measures and targets will depend on how ADOT sets their targets. He added that as part of the plan development process, a working group addressed strategies and performance measures to address the action areas established based on crash data as part of the plan development process. This working group also provided recommendations of regional practices that would be part of the implementation of the STSP. He provided an overview of the development of the strategies, performance measures, and recommendations. He also provided a listing of the recommended practices, which were ranked based on cost and ease of implementation.

One of these recommendations was to encourage submittal of Transportation Improvement Program (TIP) projects that include safety elements, for improving safer access for all modes, by including safety as an explicit project evaluation criteria for all TIP projects. He noted that MAG staff with oversight by the Safety Committee would be developing safety criteria with guidelines on how to score projects according to their guidelines. The actual scoring will be done by the modal committees as part of their regular TIP project selection process. He noted that projects programmed in the past had safety improvement issues but that safety improvements were only implied in the past. This recommendation would specifically address safety improvements as part of the programming process.

Ms. Deeb noted that projects in the Regional Transportation Plan (RTP) had been programmed with specific cost estimates and asked whether currently programmed projects would be expected to add safety improvements as a result of these recommendations. Mr. Joshua responded that this approach is intended for the programming process moving forward and that projects currently programmed in the Arterial Life Cycle Program (ALCP) will not be reevaluated. Ms. Kennedy added that for projects that are already programmed, there is a call for projects for spot safety improvements which could provide funding for existing projects with potential safety concerns. Next August will have a call for projects for fiscal years 2018 and 2019. She also noted that agencies with intersections with one of the highest crash rates in the state could apply to ADOT for Highway Safety Improvement Program (HSIP) funding.

Mr. Warren White inquired regarding additional detail on the safety features being recommended and also regarding developer-funded projects. Mr. Joshua responded that the Federal government has created a list of possible safety improvements known as the Crash Modification Factors Clearinghouse. This listing also provides estimated cost/benefit ratios and will be incorporated into analysis of safety improvements as part of the plan development process.

Mr. Purab Adabala moved to approve the recommendation. Mr. Charles Andrews seconded the motion. The motion carried with Mr. White abstaining.

7. MAG Federal Fund Programming Guidelines and Procedures Update - Review of Sections on Principles, Project Sponsor Responsibilities and Progress Reporting.

Mr. Stephen Tate briefed the Committee. He provided an overview of the current Federal fund programming guidelines and procedures and the intent and process of the currently ongoing update. He also provided a schedule for the guidelines update process, noting that the Street Committee's work must be completed by February 2015. He also provided an overview of the proposed changes to the principles, project sponsor responsibilities, and

progress reporting. He noted that Street Committee members are requested to review the proposed changes and send revisions by Friday, September 26th. He also noted that it is anticipated that the Committee will take action to approve the changes at the October 14th meeting.

Responding to an inquiry from Chair Owsiany, Ms. Kennedy noted that the proposed changes to the guidelines are noted in the handout provided by Mr. Tate. Ms. Kennedy then provided an overview of the changes. She noted that the guidelines and principles are applicable regardless of project sponsor, and that ADOT has been specifically included as they receive a suballocation of CMAQ funding for the Freeway Management System. ADOT staff have indicated that they are okay with reporting. Ms. Kennedy added that these reports help with keeping track of funding and also help with closeout. She noted that the overall goal is to ensure that we spend all of the funding as efficiently and equitably as possible.

Mr. Andrews inquired whether the rules are being changed for project deferrals. Ms. Kennedy responded that in the future, the Committee will be looking at project workbooks, project milestones, and the associated policy. She noted that there may need to be changes to project milestones based on MAP-21 environmental requirements. Mr. Tate added that the Committee will be looking at the dynamic TIP process in the future. Mr. John Bullen noted that the ALCP operates independently and is excluded from this process.

Mr. Andrews then inquired whether ADOT will be providing input on the project workbooks. Ms. Kennedy responded that the workbooks are distributed to agencies and once they are returned to MAG they go to the Street Committee, TRC, and Regional Council for review. The workbook report is also submitted to ADOT to double check with their numbers and submittal timelines. If ADOT or MAG staff determine that a project may not meet a milestone, agency staff will be consulted to determine if the project needs to be deferred. If the project may need a second deferral, MAG staff will work with agency to move the project forward to avoid a second deferral.

Ms. Deeb noted that the Local Public Agency (LPA) manual has been updated and that project submissions and authorization requests are now due to ADOT on June 1st.

8. Request for Future Agenda Items

No agencies requested any future agenda items.

9. Member Agency Update

Ms. Kennedy noted that the Transportation Programming Guidebook is now available on the MAG website.

Adjournment

The meeting adjourned at 2:00 p.m.



U.S. Department  
of Transportation

**Federal Highway  
Administration**

# Design & Construction of ADA Facilities in the Public R-O-W



Designing and constructing traffic signals, sidewalks, crosswalks, and curb ramps to meet ADOT and ADA Requirements.

This very valuable, 8-hour course is intended to educate participants about Americans with Disability Act (ADA) Section 504 requirements in the Public Right-of-Way that can assist designers, inspectors, construction personnel, in meeting ADA compliance. District Engineers, Group Managers, Standards Engineers, Area Engineers, Designers, Plan Reviewers, Resident Engineers, Project Managers, Construction Inspectors, and Maintenance Supervisors are encouraged to attend. Agencies that construct highways, roads, streets and other elements of the Public Right-of-Way should be trained on the legal and technical requirements for implementing Federal accessibility regulations and other requirements applied to the public Right-of-Way.

Participants in this course will learn about the new Public Right-of-Way Accessibility Guidelines (PROWAG) including:

- Laws, Regulations and Pedestrian Characteristics
- Pedestrian Access Route (PAR)
- Curb Ramps and Other Transitions
- Detectable Warning (Truncated Domes)
- Pedestrian Crossings
- Accessible Pedestrian Signals (APS)
- Street Furniture and Parking
- Work Zones and Maintenance

*In addition, there will be an exciting hands-on field exercise to give participants an experience from the perspective of a person with disabilities. The field exercise takes place rain or shine. A safety-vest is required.*



2014  
Workshop Schedule  
8:00 AM-4:00 PM

See Schedule and enroll for  
TCH3271 here:

Outside of ADOT:

<http://www.azltap.org/Services/Training/schedule.html>

ADOT Staff::

[http://adotnet/Training/ITD\\_Technical/Schedules.asp](http://adotnet/Training/ITD_Technical/Schedules.asp)





[About AZ LTAP](#) [Services](#) [Calendar](#) [Contributing Agency](#) [Library](#) [Forms](#)

**Workshop Schedule & [Descriptions](#)**

**AZ LTAP TRAINING SCHEDULE**

All training is scheduled On-Demand Requested by Contributing Member Agencies

If there are no seats available, you may still register, which places you on the waiting list. Seat fill occurs on a first-come, first-served basis as they become available.

Wait lists help determine additional training demand

| Course Code | Class Name   | Start Date | End Date   | Location | Avail Seats | Registration Fees/Notes  |
|-------------|--|------------|------------|----------|-------------|--|
| NHI141031   | Business Relocation Under the Uniform Act                | 10/7/2014  | 10/9/2014  | Phoenix  | 3           | ADOT \$0; LG \$300; P \$600  |
| TCH1168     | ATSSA - Workzone Traffic Control Technician              | 10/7/2014  | 10/7/2014  | Yuma     | 8           | ADOT \$0; LG \$85; P \$170   |
| LTP0129C    | Understanding Modified Asphalt Binder Technology         | 11/12/2014 | 11/12/2014 | Phoenix  | 47          | ADOT \$0; LG \$90; P \$90. Please use the attached <a href="#">enrollment form</a> for this workshop. Thank you. |
|             |  |            |            |          |             |  |
| TCH3271     | Design and Construction ADA Facilities In the Public ROW | 2/4/2015   | 2/4/2015   | Surprise | 15          | ADOT \$0; LG \$0; P \$35   |
| TCH3271     | Design and Construction ADA Facilities in the Public ROW | 4/15/2015  | 4/15/2015  | Phoenix  | 22          | ADOT \$0; LG \$0; P \$35   |
| TCH3271     | Design and Construction ADA Facilities In the Public ROW | 10/14/2015 | 10/14/2015 | Phoenix  | 29          | ADOT \$0; LG \$0; P \$35   |
|             |  |            |            |          |             |  |
| TCH3046     | Certified Payroll Workshop                               | 10/8/2014  | 10/8/2014  | Phoenix  | 3           | No Fee   |
| TCH3046     | Certified Payroll Workshop                               | 11/12/2014 | 11/12/2014 | Phoenix  | 9           | No Fee   |
| TCH3046     | Certified Payroll Workshop                               | 12/10/2014 | 12/10/2014 | Phoenix  | 10          | No Fee   |

October 1, 2014

Contributing Member Agency Employees are Free unless noted  
 LG = Local Government (Not From A Contributing Member Agency)  
 P = Private Sector, Non-Local Government, etc.

**1130 North 22nd Avenue, Phoenix, Arizona 85009**  
**602.712.4050 Phone ~ 602.712.3007 Fax**  
[ttraining@azdot.gov](mailto:ttraining@azdot.gov)

Attachment #2

**FY2015 Street Sweeper Applications Received**

| Count | Applicati on ID | Agency     | Age of Sweeper being replaced | Description of Area   | Federal Cost        | Local Cost        | Total Cost          | Notes and Questions: Street Committee 10- Agency ID 14-2014 |
|-------|-----------------|------------|-------------------------------|---|---------------------|-------------------|---------------------|---|
| 1     | BKY-01          | Buckeye    | 3/1/2006                      | Rooks Road to 195th Ave, Indian School Road to Beloat Road  | \$ 222,863          | \$ 27,756         | \$ 250,619          |   |
| 2     | CHN-01          | Chandler   | 1/1/2005                      | Price rd s. of western canal to Chandler Blvd, then east to Gilbert rd, then north along city boundary back to western canal between Ariz ave and Mc Queen. | \$ 236,822          | \$ 14,315         | \$ 251,137          |   |
| 3     | CHN-02          | Chandler   | 3/1/2006                      | Dobson s. of Queen Creek jogging south east to Mc Queen & hunt hwy, then east to Valvista, then north along city boundary to Gilbert rd & Queen Creek.      | \$ 236,822          | \$ 14,315         | \$ 251,137          |   |
| 4     | GDY-01          | Goodyear   | 2/2008                        | Dysart Road to Perryville Road from Camelback Road to Riggs Road  | \$ 218,884          | \$ 13,230         | \$ 232,114          |   |
| 5     | MAR-01          | Maricopa   | 10/1/2008                     | City of Maricopa  | \$ 238,687          | \$ 15,228         | \$ 253,915          |   |
| 6     | MAR-02          | Maricopa   | 10/1/2008                     | City of Maricopa  | \$ 238,687          | \$ 15,228         | \$ 236,164          |   |
| 7     | PEO-01          | Peoria     | 9/1/2007                      | Peoria City Limits: Northern Ave to Sr 74 and 67th Ave to El Mirage Rd  | \$ 239,844          | \$ 14,847         | \$ 254,691          |   |
| 8     | PHX-01          | Phoenix    | Oct, 2001                     | 107th Ae to 16th St, Camelback Rd. to Dobbins Rd.   | \$ 220,936          | \$ 31,178         | \$ 252,114          | #133322   |
| 9     | PHX-02          | Phoenix    | 8/1/2006                      | 107th ave to 16th St, Camelback Rd. to Dobbins Rd.  | \$ 220,936          | \$ 31,178         | \$ 252,114          | #633910   |
| 10    | PNL-01          | Pinal Co.  | NA                            | San Tan Area - thompson Rd to Quail Run Ln, Bella Vista Rd to Germann Rd  | \$ 223,473          | \$ 26,518         | \$ 249,991          |   |
| 11    | PNL-02          | Pinal Co.  | NA                            | Stanfield Area - I-8 to SR238, Fuqua Road to Western Pinal County Line  | \$ 223,473          | \$ 26,518         | \$ 249,991          |   |
| 12    | PNL-03          | Pinal Co.  | NA                            | Apache Junction Area - Meridian Rd to Barkley Rd and Baseline Rd to McDowell Alignment  | \$ 223,473          | \$ 26,518         | \$ 249,991          |   |
| 13    | SCT-01          | Scottsdale | 8/14/2006                     | Bell Road to Doubletree Ranch Road, and Loop 101 Freeway to 144th Street.   | \$ 201,444          | \$ 12,176         | \$ 213,620          |   |
| 14    | SUR-01          | Surprise   | DEC-06                        | City Wide   | \$ 214,750          | \$ 14,101         | \$ 228,850          |   |
| 15    | SUR-02          | Surprise   | 1/1/2006                      | City Wide   | \$ 214,750          | \$ 14,101         | \$ 228,850          |   |
| 16    | SUR-03          | Surprise   | 7/1/2005                      | City Wide   | \$ 214,750          | \$ 14,101         | \$ 228,850          |   |
| 17    | SUR-04          | Surprise   | 12/1/2006                     | City Wide   | \$ 214,750          | \$ 14,101         | \$ 228,850          |   |
|       |                 |            |                               |   | <b>\$ 3,805,343</b> | <b>\$ 325,408</b> | <b>\$ 4,112,999</b> |   |

|           |             |
|-----------|-------------|
| Available | \$1,404,238 |
| Demand    | 271%        |

October 7, 2014

FROM: Stephen Tate  
TO: Members of the MAG Street Committee  
SUBJECT: MAG Federal Fund Programming Guidelines and Procedures Update

The Managers MAG Federal Fund Working Group has charged the MAG Street Committee with augmented representation from the ITS Committee, the Bicycle and Pedestrian Committee and the Safety Committee with responsibility for revising the MAG Federal Fund Programming Guidelines by the end of February 2015. To accomplish this, MAG staff will divide the Guidelines into sections, revise and update them and present the revised sections for the Committee to review and update as needed. It is anticipated that the revised sections will be presented and reviewed in an initial Committee meeting, and at the following meeting, the revised sections as updated by the Committee will be approved for inclusion in the Guidelines.

In September the Committee reviewed sections of the Guidelines that address “Guiding Principles”, “Project Sponsors Responsibilities”, and “Progress Reporting”. Since then the comments of the Committee, as well as comments received from ADOT and Maricopa County have been incorporated in the revised Guidelines. These comments focused on correcting the date for submitting documents to reference June 1<sup>st</sup> as the deadline, indicating that ADOT may grant extensions and grammar changes. Committee action to approve these revised sections is requested. Please see Attachment 3 for copies of the approved and revised guidelines for principles, roles and reporting.

Proposed revisions to the Guidelines for project selection are also to be addressed at the October meeting of the Street Committee. These revisions to this section primarily concern timely notice of calls for projects, determinations to be made by technical committees and sponsoring agency approval of changes to submitted projects. Please see Attachment 4 for a listing of the approved and revised Guidelines.

### **Background**

The MAG Management Committee formed the Managers MAG Federal Fund Working Group to develop and revise the MAG Federal Fund Programming Guidelines and Procedures. The Guidelines were approved by the Regional Council in October 2011 and govern the MAG programming process for the selection and closeout of projects that are funded with federal funding available to MAG.

Since their approval, the Guidelines have not been updated and a number of changes have occurred that warrant their update, including the following:

- Problems with the readability of the Guidelines,
- The imposition of a State mandated deadline for authorizing projects that differs from that used by the Federal Highway Administration, and
- The creation of several new federal funding sources available to MAG.

The Working Group has requested that the Street Committee with representatives from the ITS Committee, the Bicycle and Pedestrian Committee and the Safety Committee review and revise the Guidelines for the approval of the Working Group. To allow the revised Guidelines to be used in the project selection process, the Guidelines update needs to be completed by end of February, 2015

To update the Guidelines, MAG staff will divide the Guidelines into parts, revise them and distribute them to the Street Committee for review and update. It is anticipated that this will be carried out over a two meeting cycle. In the first meeting the Staff developed revisions will be presented for review and revision by the Committee and in the second meeting, the Committee will approve as appropriate the updated parts of the Guidelines. The cycle will be repeated for each part of the Guidelines until the update is completed.

#### **Revisions Sections of the Guidelines Pertaining to Project Selection (See Attachment 4)**

##### Revisions to the Transportation Programming Guidebook

References in the Guidelines have to the Transportation Programming Guidebook have been changed to establish the Programming Guidebook as a central location for informing agencies of planned calls for projects. This does not supplant notices of calls for projects that are typically transmitted by MAG.

##### Addition of References to Calls for projects

The Guidelines do not require MAG to transmit calls for projects. A section is added to the Guidelines detailing that MAG will provide timely notice of calls for projects and make applications available on its website.

##### Addition of Certain Determinations that are to be made by Technical Committees

A section is added requiring that technical committees explicitly determine that projects that are submitted are:

- sufficiently defined to allow technical evaluation,
- feasible and do not include fatal flaws,
- have a reasonable schedule for development,
- have reasonable cost estimates, and
- performance data submitted are reasonable

##### Addition of Safety Item

A section in the Guidelines is added to indicate that safety will be considered in the selection of projects.

#### Addition of a Requirement for Agency Buyoff on Project Changes During the Selection Process

The Transportation Review Committee and MAG policy committees may make revise the scope, schedule and budgets of projects during the project selection and approval process. A provision is added to the Guidelines requiring the sponsoring agency to agree to the changes prior to the inclusion of the project in the TIP.

### **Revised Sections of the Guidelines Pertaining to Principles, Roles and Reporting (See Attachment 3)**

#### Revisions to Guiding Principles

The approved and revised versions of the Guidelines for the section titled “100. Guiding Principles,” are included with this memo for the review of the Committee. The revised version includes notes detailing the changes. The major changes are as follows:

- The scope of the Guidelines is expanded to include all Federal funding under MAG control to all recipients (e.g. ADOT) and excludes reporting requirements on Federal funding not under MAG control.
- References to redistributed obligation authority are expanded to indicate that MAG seeks to maximize the use of its obligation authority
- Adds a principle encouraging ADOT and FHWA to maximize the authorization of federal funding up to the programmed amount and to allow the transfer of federal funding, where applicable, between project phases (e.g. from design to construction).
- Add a principle referenced in Section 1000 of the Guidelines to indicate that unused project funding be returned to MAG. This is a long standing practice.

#### Revisions to Project Sponsor Responsibilities & Typical Timeline

The approved and revised versions of the Guidelines for the section titled “200. Project Sponsor Responsibilities & Typical Timeline” are included with this memo for the review of the Committee. The revised version makes the following major changes:

- Removes references to “typical timelines and schedules.” These will be addressed in separate sections that detail the project selection, closeout and TIP amendment processes.
- Consolidates the responsibilities into a single section.

#### Consolidation and Revision of Progress Reporting

As written the Guidelines are very difficult to read as they are written as a step by step guide for programming and managing a federally project. To address this issue it is proposed to break the guidelines into separate sections for project selection, the MAG closeout, TIP changes and progress reporting.

The revised section consolidates reporting from the following:

- 500.1-Step 4: Project Information Update & Commitment
- 500.1-Step 5: Project Development & Status Report
- 1000. Post Obligation Policies

The major changes concerning the Commitment Letter and the Status Report are as follows:

- The ADOT mandated deadline for submission of project information is specifically identified as reporting schedules are keyed to it.
- Project scheduling included in the Commitment Letter has been moved to the Status Report. In the approved Guidelines the scheduling information is duplicated in both the Commitment Letter and the Status Report.
- Provision is made for a City Manager, Community Manager, or County Administrator to designate a signee for the Commitment Letter. There has been some confusion about who at an agency is authorized to sign a Commitment Letter and in larger agencies having a City Manager sign a Commitment Letter may prove difficult.
- Clarification of Commitment Letter requirements for projects with multiple work phases or projects that are reprogrammed. The provisions identified in this section are already in practice.
- Clarification of Status Report requirement for projects that are reprogrammed. The provisions identified in this section are already in practice.

The section on post obligation policies - “1000 Post Obligation Policies” – has been replaced by a report intended to partially meet Federal requirements on reporting on obligated projects and to improve financial information needed for the MAG closeout. The Code of Federal Regulations includes a requirement that an annual report be produced on federally funded projects that obligated in the prior program year. This report is to be published in accord with MPO’s (e.g. MAG’s) public participation criteria for the TIP and to include at a minimum the following information for each project:

- The party responsible for the project,
- Sufficient information to identify the project,
- The amount of funding programmed in the TIP,
- The funding that was obligated during the previous program year for the project, and
- The remaining funding available for the project.

As this information is to be provided through a cooperative process between the State Highway Agency – ADOT - and the MPO, MAG will prepare the report based on ADOT information and only request that member agencies review and update the information as needed.

The previous report focused on inactive projects per criteria used by the Federal Highway Administration. As this report is not a requirement of MAG, MAG will address the issue by facilitating ADOT efforts to contact member agencies with projects that are deemed to inactive and encourage the agencies to address the issue with ADOT.

## 100. Guiding Principles

1. The MAG Federal Fund Programming Principles for the Region shall comply with federal laws. The Principles will be reviewed and updated for compliance as new state, and federal laws are adopted.
2. The MAG Federal Fund Programming Principles will incorporate policy direction, as appropriate from Regional Council approved MAG Transportation Plans.
3. The MAG Federal Fund Programming Principles and changes to the Principles will be approved through the MAG Committee Process including the Transportation Review Committee, the Management Committee, the Transportation Policy Committee, and the Regional Council. Please see Appendix A for the MAG Committee Structure chart.
4. The MAG Federal Fund Programming Principles are applicable to Congestion Mitigation Air Quality (CMAQ) funded projects that are competitively selected and programmed through the MAG process. These projects compose part of the MAG Federal Fund Program.
5. The sliding scale for federal funding in Arizona sets the maximum share for federal highway funding at 94.3 percent of the total programmed cost of the project. Notwithstanding the current continuing resolution for the surface transportation act, all CMAQ funded projects programmed for FY 2015 or later will be programmed at a 94.3 percent federal match, with a local contribution of 5.7 percent. ITS, Bike and Pedestrian projects programmed in 2012-2014, were programmed at a 70% federal and a 30% local match, while paving projects programmed 2012-2014 were programmed at 94.3% federal and a 5.7% local match. Due to a shift in the economy, all projects programmed beginning in 2015 with CMAQ funds will be programmed at the maximum federal match level of 94.3% federal with a 5.7% local contribution as the costs are explained in the application.
6. The MAG Federal Fund Status Report will report on projects funded with Surface Transportation Program (STP), transportation enhancement funds (STP-TEA), CMAQ, Highway Safety Improvement Program (HSIP), and Safe Routes to School, however, the Federal Fund Programming Principles are only applicable to CMAQ funded projects.
7. Federal Obligation Authority (OA) is the total amount of federal funds that may be obligated in a given fiscal year. It expires at the end of each federal fiscal year. MAG attempts to utilize all OA, made available to the region to avoid the loss of federal funding and to ensure the competitiveness of the region in obtaining federal funding from statewide sources.
8. The development of federal funded projects will be monitored and reported on to ensure that OA is fully used, to increase prospects of receiving a share of redistributed obligation authority received by Arizona, to improve the timely completion of federal projects, and to provide feedback to MAG member agencies on implementation and the programming process.

## Attachment 3 – Approved Guidelines – Principles, Roles and Reporting

Recipients of federal funding will be expected to provide MAG with updated project scope, schedule and budget documents twice a year. The Project Status Reports serve as the basis for programming decisions concerning the project, including obligation, deferment, advancement, deletion, and de-obligation.

9. A commitment will be made to use CMAQ funds at the same rate as Surface Transportation Program (STP) funds. STP funds will not be obligated at a higher rate than CMAQ funds, which means the obligation authority percentage for CMAQ funds will be approximately the rate for STP funds.
10. *The Transportation Programming Guidebook (Guidebook)* will be published annually, prior to the start of the application process. The *Guidebook* will describe and provide the programming schedule and deadlines for the MAG Federal Fund Program, application forms, federal fund estimates, programming process information per modal type, and contact information.
11. In accordance with the Clean Air Act, projects that are committed measures in the MAG air quality plans are legally binding for implementation. Examples include: Paving Unpaved Road Projects, PM-10 Certified Street Sweepers, and Paving Unpaved Road Shoulders. In addition, these types of projects are essential for demonstrating air quality conformity for the Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP).

### 200. Project Sponsor Responsibilities & Typical Timeline

Please review Table 1 and Table 2 for Typical Timelines for construction and non-construction/procurement projects.

#### 200.1: Project Sponsor Responsibilities

1. The project sponsor is responsible for all aspects of the federal project development process including:
  - a. the MAG Competitive application process,
  - b. Engineering and design of the project to the federal standards, and completion of federal required clearances. This review process is administered by the Arizona Department of Transportation (ADOT) or a certification acceptance (CA) agency,
  - c. If federal funding is not programmed for design, engineering, and clearance work, the project sponsor is responsible for the costs.
  - d. The required local match and additional funds that are needed to complete the project, including any project cost increases. The amount of MAG federal funds available for a project is the programmed amount listed in an approved TIP.
2. A typical timeline for federal projects, from the application process to federal obligation/authorization, is outlined below. This generally takes 5 years. Please note this does not include construction or procurement which occurs after federal obligation/authorization.
  - **Please see Table 1 and Table 2 for typical timelines for federal projects. There are two tables, one for construction projects, and one for non-construction/procurement projects.**

### Attachment 3 – Approved Guidelines – Principles, Roles and Reporting

- a. **Step 1: Project Application Process** - 5 months
  - b. **Step 2: TIP Approval Process** - 6 months
  - c. **Step 3: Local Project Commitment Period** - 11 months for construction projects, and 23 months for non-construction/procurement projects
  - d. **Step 4: Project Information Update & Commitment** - 6 months
  - e. **Step 5: Federal Project Development Process** - 31 months for construction projects, and 13 months for non-construction/procurement projects. Upon completion, the project can be authorized by the Federal Highway Administration (FHWA).
3. Normally, MAG opens the competitive application process three-four years prior to the year that funds are available.
    - a. If the competitive application process is following an abnormal schedule, ex: the competitive application process is open two or three years prior to available funds, Step 3: Local Project Commitment Period is reduced in order to allow enough time for Federal Development Process.
  4. The project and local funds for the work phases of the project must be documented in an approved local Capital Improvement Program (CIP)/budget document.
    - a. Once MAG Regional Council approves a construction project to be included in the MAG TIP, the sponsor agency normally has 11-17 months prior to project kick off to secure local funding for the project and have it included in an approved local Capital Improvement Program (CIP)/budget document.
    - b. Once MAG Regional Council approves a procurement/non-construction project to be included in the MAG TIP, the sponsor agency normally has 30 months prior to project kick off to secure local funding for the project and have it included in an approved local Capital Improvement Program (CIP)/budget document.
  5. Once project kick off has occurred, the project sponsor must show continuous progress towards obligation and completion of the project. Failure to work continuously on project development will result in deferral or deletion of the project.
  6. During the project development, the project sponsor is responsible to submit to MAG twice a year, the status of the project development milestones, requests for projects changes, and any major technical conflicts.

### 500.1 – Step 4: Project Information Update & Commitment

1. In July of each year, six months prior to project kick off, MAG will send the Sponsor Agency notification of the due date for obligation, and by December, the project sponsor must provide MAG with the following information:
  - a. An updated project development schedule as found in Appendix D.
  - b. An updated scope for the project compatible with the programming of the project.
  - c. An updated project budget for the project including any costs not listed in the TIP such as design and right-of-way costs borne by the agency.
  - d. A commitment letter signed by the Manager/Designated Representative that local funds, staff time, and resources are committed to develop, obligate, implement, and complete the project as noted in the project development schedule.
  - e. A copy of an approved local Capital Improvement Program (CIP)/budget document that documents the project work phases and local funds committed to complete the project.
2. This information will be presented in the December – January Status Report.
3. The project will be deleted from the TIP if the project sponsor does not commit to the project and submit the required information for Step 4.
  - a. Funds from deleted projects will go back to the region to be reprogrammed.

### 500.2 - Project Development Schedule & Status Report

1. The project development schedule is the basis of the project tracking system and the dynamic TIP process. Please see Appendix D for the project development milestone schedule.
2. ADOT has set a deadline for both certified accepted (CA) agencies and local governments to submit authorization/obligation requests by July 30th of the year they are programmed in the MAG TIP. This Dynamic TIP Process is based on meeting the July 30<sup>th</sup> obligation deadline of each year.
3. The project development schedule will be:
  - a. Initially developed in the project application;
  - b. Revised and committed to during Step 3-4, which happens prior to project kick-off, (30 months prior to scheduled obligation for construction projects or 18 months prior to scheduled obligation for non-construction projects); and
  - c. Reported on every six months during project development to obligation.
4. Every December - January and May – July, a status report based on the project development milestone schedule will be submitted through the MAG Committee Process for review and action. This report will serve as the basis for necessary actions for the dynamic TIP programming process related to moving, adding, or deleting projects in Tier 1, Tier 2 and Tier 3.
  - a. Due dates for project sponsor to provide project status information are December 1<sup>st</sup> and May 1<sup>st</sup> of each year.
  - b. Each year, MAG will provide a schedule when information is due, which will be published in the MAG Transportation Programming Report.
  - c. Please see Appendix E for a general schedule of due dates and process related to the dynamic TIP Process.
5. The December – January status report will focus on projects in 3<sup>rd</sup> year meeting Step 4: Information Update & Project Commitment and tracking progress on project development.

## Attachment 3 – Approved Guidelines – Principles, Roles and Reporting

6. The May – July status report will focus on projects to be programmed in the upcoming fiscal year, and progress on project development.

## 1000. Post Obligation Policies

1. All local sponsored federally funded projects that have obligated (e.g. received FHWA authorization) need to show financial activity within 6 months of obligation and on a routine basis until the completion of the project. If for a 12 month consecutive period, an obligated project has not show financial actively, it may in some cases be deemed by FHWA as inactive and may be subject to deobligation by the Federal Highway Administration.
2. Once a project is obligated, member agencies must provide the following information to MAG in September, February and May for inclusion in the MAG project development status report:
  - a. Date of Obligation from FHWA
  - b. Date of anticipated/Actual bid of the project
  - c. Date of anticipated/Actual award of the contract for the project
  - d. Amount billed to ADOT for reimbursement to the date of the report
  - e. Date of anticipated/actual close-out/final voucher of the project through FHWA/ADOT
3. If on three consecutive status reports, no financial activity is shown, the sponsoring agency will submit a written explanation of why no financial activity has occurred on the project and may be required to provide a presentation to the TRC on the issue.
4. If a federal fund project does not use the full amount of its programmed and obligated federal funds, the remaining balance of unused federal funds, will be returned to the region to be reprogrammed if the obligation authority is still available.
  - a. The member agency shall notify MAG of the amount of unused federal funds once construction and invoicing is completed with ADOT.
  - b. MAG will also verify, and report on any funds returned to the region as reported by the ADOT federal fund ledgers.

## 300. Regional Project Selection: Step 1 - 2

### 300.1 - Step 1: Application Process:

1. MAG will request member agencies to submit new project applications for consideration in the MAG Federal Fund Program dependent on the needs established by the *Guidebook*.
  - a. Project applications submitted from prior years will not be retained or used.
2. A general schedule for the competitive application process is shown in FIGURE B.
3. A pre-application workshop/meeting will be held for MAG member agencies to review available funding, applications, schedules, and due dates for the competitive project selection process for MAG Federal funds.
4. A project can be sponsored and funded by one agency; be a joint project with multiple funding partners; or be considered a regional project.
  - a. A Joint Project has more than one agency financially contributing to the project. It is required that the application:
    - i. Be submitted by the sponsoring agency that will be responsible for implementing the project and reporting to MAG;
    - ii. List the main contacts for all agencies involved;
    - iii. Document how the local cost component will be shared between the partnering agencies; and
    - iv. Include signatures from each jurisdiction's Manager(s)/Administrator(s) or designated representative.
  - b. A Regional Project is a transportation project that is sponsored and funded by one or more MAG member agencies that impacts other jurisdictions besides those sponsoring the project and the project concept is consistent with an approved MAG Plan.
5. The application forms will annotate and define the required information.
  - a. Each application will have a checklist of application components to be completed by the sponsoring agency. The information that is required will be identified on the checklist.
  - b. Each application will be signed by the Manager/Administrator of the jurisdiction or designated representative.
6. It is required that completed applications are submitted before or on the due date and time identified on the application form. Late applications will not be accepted.
  - a. Completed applications will be printed, signed by the jurisdiction Manager/Administrator or designated representative, and submitted via at least one of the following means: fax, e-mail (scan of signed application), mail, or in person.
  - b. If a completed application is faxed or e-mailed with the required signature, it is accepted at that time, but it is required that within one week of the application due date, the original signed copy will follow either in the mail or be delivered in person.
  - c. Upon receiving the application, MAG staff will review the submitted application for required information. MAG staff will complete an application receipt indicating the date and time it was received, and whether the application was complete or incomplete.

## Attachment 4 – Approved Guidelines – Project Selection

- i. If the application is incomplete, the application receipt will note the incomplete fields.
    - ii. The sponsoring agency will have two working days to complete the incomplete fields. The due date and time to submit incomplete field information will be noted on the application receipt.
    - iii. If the sponsoring agency fails to provide the incomplete information and to re-submit the application by the due date and time, the application will be rejected.
  - d. The application will also be submitted electronically for ease of data entry.
7. MAG staff will review the application to verify the eligibility of the project, and project components in the context of the current federal regulations following the receipt of the project applications.
  - a. MAG staff will work with the Federal Highway Administration (FHWA) to determine eligibility for the requested project.
  - b. The current federal guidelines related to the CMAQ funding, which is available from, 'The Congestion Mitigation and Air Quality Improvement Program (CMAQ) under the SAFETEA-LU Interim Program Guidance' can be accessed online at: <http://www.fhwa.dot.gov/environment/cmaq06gd.pdf>. Copies are also available at MAG.
  - c. The new federal guidelines signed on July 2, 2012, Moving ahead for Progress in the Twenty-first Century (MAP-21) are effective on October 1, 2012 will be integrated into an update of this policy. Additional information will be available at: <http://www.fhwa.dot.gov/map21/>
  - d. If a project is not eligible under the current federal regulations, a notification will be sent to the project contact within two weeks.
  - e. If certain project components are not eligible under the current federal regulations, MAG staff will work with the jurisdiction to modify the project budget components for eligibility purposes. MAG staff and the sponsoring agency representatives will present and explain the original and modified application at the appropriate technical advisory committee.

### **300.2 - Step 2: Project Selection & Inclusion in TIP Process:**

1. MAG has an established project application, programming schedule, project evaluation process, and project selection process that are explained and published in *The Transportation Programming Guidebook*.
2. Complete and eligible project applications submitted for consideration in the MAG Federal Fund Program are processed through the MAG Committee Process for project evaluation and selection. This process includes an evaluation of the expected emissions reductions and cost effectiveness, a project evaluation process at the Technical Advisory Committees (TAC), and project selection through the MAG Committee Process: Transportation Review Committee (TRC), Management Committee, and Transportation Policy Committee (TPC) for review and recommendation, and then Regional Council for approval.

## Attachment 4 – Approved Guidelines – Project Selection

3. In accordance with federal CMAQ guidance, an evaluation of the expected emissions reductions and cost effectiveness is conducted for all proposed CMAQ funded projects by MAG staff for consideration by the Air Quality Technical Advisory Committee (AQTAC). The role of the AQTAC is to forward the evaluation of proposed CMAQ funded projects to the Transportation Review Committee (TRC) and the Technical Advisory Committees for use in prioritizing projects.
4. A Congestion Management Process (CMP) analysis will be conducted, as appropriate, during the project evaluation process. MAG has developed a CMP evaluation tool that will be integrated into the ranking process for Bicycle, Pedestrian, and Intelligent Transportation System (ITS) Projects.
5. The transportation project types and responsible technical advisory committees (TAC) are:
  - a. Bicycle & Pedestrian Projects that will be presented, reviewed, ranked at the Bicycle and Pedestrian Committee, and then forwarded to the TRC.
  - b. Intelligent Transportation System (ITS) Projects that will be presented, reviewed, and ranked at the ITS Committee, and then forwarded to the TRC.
  - c. Paving Unpaved Road Projects will be presented, reviewed, and ranked at the Street Committee, ranked at the Air Quality TAC, and then forwarded to the TRC.
  - d. PM-10 Certified Street Sweeper Projects will be reviewed at the Street Committee, ranked at the Air Quality TAC, and then forwarded to the MAG Management Committee.
  - e. In addition, the AQTAC will forward a ranking of Air Quality Projects to the Transportation Review Committee.
6. The TAC's role is to develop and administer a project evaluation process that involves a technical evaluation, project criteria analysis, and a qualitative assessment that is guided by the goals and objectives of the MAG Regional Transportation Plan (RTP), and Federal guidelines.
  - a. Each modal TAC will assess the application data provided to determine its reasonableness and accuracy for use in air quality effectiveness analysis.
  - b. The TAC is responsible to implement its project evaluation process and produce a ranked order list of project applications to be considered for Federal funding. The rank ordered list is then forwarded to the TRC.
  - c. Technical Advisory Committees cannot change the project scope, schedule, budget, or requested federal funds during the evaluation process. The TAC's purpose is to rank order projects as submitted in the application through a project evaluation process.
7. Project information from the complete applications will be sent to the technical advisory committee (TAC) for a tiered review process. Please see FIGURE C for flow charts.
  - a. At the first TAC meeting, the sponsoring agency will present the project and the TAC will review the application information.
  - b. If the committee would like further clarification on project information contained in the application, the project sponsor can answer clarification questions at the first meeting, and the project sponsor also has the opportunity to clarify information on the application for the second TAC meeting. The Committee cannot change scope, schedule, nor budget for requested funds.
    - The MAG Staff person for that TAC will provide the date for revised application information to be submitted to MAG in preparation for the second TAC meeting.

## Attachment 4 – Approved Guidelines – Project Selection

- c. The expected emissions reductions and cost effectiveness for all proposed CMAQ funded projects are evaluated by MAG staff for consideration by the AQTAC. A congestion management analysis will be conducted, as appropriate, during the project evaluation process.
    - d. At the second TAC meeting, any clarified project information is presented, and the project ranking can move forward based on the TAC approved process including the technical evaluation, project criteria analysis, and the qualitative assessment.
    - e. The ranked list of projects and evaluation summary is then forwarded from the TAC to the Transportation Review Committee for project selection, and then continues through the MAG Committee Process.
    - f. The PM-10 Certified Street Sweeper ranked list of projects and evaluation summary is forwarded directly from the AQTAC to the Management Committee for project selection, and then to the MAG Regional Council.
  8. The Transportation Review Committee's (TRC) role is to review the evaluation and analysis completed by the TACs, and recommend projects to be selected and programmed with federal funds based on guidelines established for project selection.
    - a. The TRC can make recommendations to change the project scope, schedule, or budget during the project selection process.
    - b. If the amount of federal funds for a project is recommended to be lower than initially requested in the project application, or the scope of the project is recommended to be changed, the project application with the proposed changes will be sent back to the Manager/Administrator of the jurisdiction or designated representative for acceptance of new funding amounts or scope change.
      - At the same time, MAG staff will determine if the CMAQ evaluation is affected.
      - The programming process is delayed accordingly.
    - c. The recommended projects selected for federal funds and a summary of the TRC selection process will then be forwarded to the MAG Management Committee, TPC, and Regional Council for approval.
  9. Step 2: Projects selected and approved by MAG Regional Council to be programmed with federal funds will be included in the MAG Transportation Improvement Program (TIP).
    - a. Title 23 of the U.S. Code, Section 134 (j) specifies that the TIP shall include projects only if full funding can be reasonably anticipated to be available within the time period contemplated for completion of the project. In nonattainment and maintenance areas, projects included in the first two years of the TIP shall be limited to those for which funds are available and committed.<sup>1</sup>
    - b. This requirement is for all funding sources including the local match funds for projects programmed with federal funds.
  10. For construction projects that are selected to be programmed with federal funds into the MAG Transportation Improvement Program (TIP), a design/clearance phase will be programmed based on the initial project application and the project development schedule.
    - a. The amount of MAG federal funds available for a project is the programmed amount listed in an approved TIP. Member agencies are responsible for any project cost increases.
-

#### Attachment 4 – Approved Guidelines – Project Selection

- b. The application will allow members to ask for federal funding for all phases of the project. Yet, if funding is approved only for construction, the project sponsor must use local funds for the project development – design, clearances, right of way – in the years prior to construction. This will be reflected in the project phases as programmed in the TIP.