

ATTACHMENT SEVEN

MAG FFY 2011 Closeout

2011

March	1st: FFY11 Project Deferral Forms and Justification Memo requirements are available 25th: Project Applications available for FFY2011 Closeout funds
March - April	Member agencies submit Project Deferral Forms and Justification Memos throughout March and April. Please make a best effort to submit before April 15
April	14th: 5:00 p.m. - Due Date and Time, for signed Project Applications for FFY2011 Closeout. Late Applications will not be accepted. TRC review/recommend/approve list of Deferred FFY 11 Federal funded projects
May	Managers, TPC and RC review/recommend/approve list of Deferred FFY 11 Federal funded projects TRC review/recommend/approve Interim FFY 2010 Closeout
May - June	Member agencies submit remaining Project Deferral Forms and Justification Memos throughout May and June.
June	Managers, TPC and RC review/recommend/approve Interim FFY 2011 Closeout 24th: TRC review/recommend/approve Final FFY 2011 Closeout
July	Managers, TPC and RC review/recommend/approve Final FFY 2011 Closeout

Project Deferral/Abandonment Form

Instructions:

Please use this form to request the deferral or abandonment of a MAG federally funded project and send an electronic copy to MAG. All project deferral requests require the completion of all three tabs in this excel workbook: DeferralApplication, ProjContactInfo, and Project Status Info.

If you are requesting that the project be deferred a second time or more, a justification letter must be submitted as well. Please review the Deferral Justification Letter Requirements. A member of the Transportation Review Committee or the Management Committee from your jurisdiction has the authority to transmit the deferral request form for the Federal FY 2011 Closeout.

Please make the best effort to submit this request before April 15, 2011. Please submit the completed form to Stephen Tate, via e-mail: fax: 602.254.6490, or mail: 302 N. 1st Avenue, Suite #300, Phoenix, AZ 85003. If there are questions, please contact Stephen M. Tate at 602.254.6300.

<mailto:state@azmag.gov>

Contact Information

Sponsoring Agency

Name of Requestor (Must be a TRC or Management Committee Member)

Phone Number

E-mail Address

Type of Request (Select One)

- Abandon Project
 Defer Project
 Other

Deferral Information

Requested Year

Number of Times including this time the project has been deferred.

Justification Memo Needed

Additional Information

Comments/Additional Information

Project Development Contact Information Form

Category		Information
TIP Information	Sponsoring Agency	<input type="text"/>
	MAG TIP ID	<input type="text"/>
	Federal Fiscal Year	<input type="text"/>
	Location	<input type="text"/>
	Work Description	<input type="text"/>
	CMAQ Funding	<input type="text"/>
Identification Numbers	ADOT TRACS	<input type="text"/>
	Federal Number	<input type="text"/>
Project Manager	Name	<input type="text"/>
	Title	<input type="text"/>
	Phone Number	<input type="text"/>
	E-Mail Address	<input type="text"/>
ADOT Project Manager Name (If Applicable)		<input type="text"/>

Project Development Status Information Form

Project Development Phase		Status (Select Only One)	Actual or Anticipated Completion Date	Comments
Design	Preliminary Project Assessment	<input type="checkbox"/> Not Started <input type="checkbox"/> Not Applicable <input type="checkbox"/> Under Development <input type="checkbox"/> Submitted for Review <input type="checkbox"/> Approved by Reviewing Agency		
	Design Concept Report	<input type="checkbox"/> Not Started <input type="checkbox"/> Not Applicable <input type="checkbox"/> Under Development <input type="checkbox"/> Submitted for Review <input type="checkbox"/> Approved by Reviewing Agency		
	30 Percent Plans	<input type="checkbox"/> Not Started <input type="checkbox"/> Not Applicable <input type="checkbox"/> Under Development <input type="checkbox"/> Submitted for Review <input type="checkbox"/> Approved by Reviewing Agency		
	60 Percent Plans	<input type="checkbox"/> Not Started <input type="checkbox"/> Not Applicable <input type="checkbox"/> Under Development <input type="checkbox"/> Submitted for Review <input type="checkbox"/> Approved by Reviewing Agency		
	95 Percent Plans	<input type="checkbox"/> Not Started <input type="checkbox"/> Not Applicable <input type="checkbox"/> Under Development <input type="checkbox"/> Submitted for Review <input type="checkbox"/> Approved by Reviewing Agency		
	PS&E Package	<input type="checkbox"/> Not Started <input type="checkbox"/> Not Applicable <input type="checkbox"/> Under Development <input type="checkbox"/> Submitted for Review <input type="checkbox"/> Approved by Reviewing Agency		
Environmental Clearance	Hazmat Report	<input type="checkbox"/> Not Started <input type="checkbox"/> Not Applicable <input type="checkbox"/> Under Development <input type="checkbox"/> Submitted for Review <input type="checkbox"/> Approved by Reviewing Agency		
	Biological Report	<input type="checkbox"/> Not Started <input type="checkbox"/> Not Applicable <input type="checkbox"/> Under Development <input type="checkbox"/> Submitted for Review <input type="checkbox"/> Approved by Reviewing Agency		
	Cultural Report	<input type="checkbox"/> Not Started <input type="checkbox"/> Not Applicable <input type="checkbox"/> Under Development <input type="checkbox"/> Submitted for Review <input type="checkbox"/> Approved by Reviewing Agency		
	Environmental Document	<input type="checkbox"/> Not Started <input type="checkbox"/> Not Applicable <input type="checkbox"/> Under Development <input type="checkbox"/> Submitted for Review <input type="checkbox"/> Approved by Reviewing Agency		
Right-of-way Clearance	<input type="checkbox"/> Not Started <input type="checkbox"/> Not Applicable <input type="checkbox"/> Under Development <input type="checkbox"/> Submitted for Review <input type="checkbox"/> Approved by Reviewing Agency			
Utilites Clearance	<input type="checkbox"/> Not Started <input type="checkbox"/> Not Applicable <input type="checkbox"/> Under Development <input type="checkbox"/> Submitted for Review <input type="checkbox"/> Approved by Reviewing Agency			
Materials Memo	<input type="checkbox"/> Not Started <input type="checkbox"/> Not Applicable <input type="checkbox"/> Under Development <input type="checkbox"/> Submitted for Review <input type="checkbox"/> Approved by Reviewing Agency			
IGA/JPA	<input type="checkbox"/> Not Started <input type="checkbox"/> Not Applicable <input type="checkbox"/> Under Development <input type="checkbox"/> Submitted for Review <input type="checkbox"/> Approved by Reviewing Agency			
Authorize Project	<input type="checkbox"/> Not Started <input type="checkbox"/> Not Applicable <input type="checkbox"/> Under Development <input type="checkbox"/> Submitted for Review <input type="checkbox"/> Approved by Reviewing Agency			



JUSTIFICATION LETTER REQUIREMENTS:

These requirements pertain only to locally sponsored, MAG federally funded projects (CMAQ funded projects) that are not included in one of the life-cycle programs and that have been previously deferred in the MAG Transportation Improvement Program (MAG). If a project in this category has never been deferred in the TIP, a justification letter is not needed.

Deferral Justification Letter Requirements

- Letter is to be printed on member agency letterhead
- Letter is to be signed by the Manager/Administrator of the jurisdiction or designated representative.
- Include the Name/Location of the Project.
- Include the TIP# of the Project.
- Include the amount of Federal Funds programmed for the project and the total cost of the project.
- Include the original year the project was programmed for.
- Include the total number of times the project has been deferred to date (excluding this request).
- Explain the status of the project in the ADOT - Local Government process.
- Explain in detail the reason for deferring the project.
- Explain how the requesting agency will commit to completing the project through the ADOT - Local Government process in the year it is requesting to defer to.

MAG staff is available to help with information and questions regarding the Deferral Justification Letter Requirements. Please contact Eileen Yazzie or Steve Tate at state@mag.maricopa.gov or (602) 254-6300.

Project Request Form for Federal FY 2011 Closeout

Instructions:

To submit a project that can utilize federal funds for the Federal FY2011 Closeout, please complete the fields below. Please complete Section B with the project information from the current TIP. If you are requesting a new project, please leave the TIP # blank. In Section C, please indicate the close out category and provide any additional information in the comment area. **Project requests for new projects or requests that result in the change in scope of an existing project in the TIP must complete an addendum for their modal category included in this spreadsheet**. All project requests require the completion of all three tabs in this excel workbook: CloseoutRequest, ProjContactInfo, and ProjectStatusInfo.

Applications for FFY2011 Closeout funds are due by Thursday, April 14, 2011 @ 5:00 p.m. under the name of the Transportation Review Committee or Management Committee member of the submitting agency. Late requests will not be accepted.

Please submit the completed form to Stephen Tate, via e-mail: fax: 602.254.6490, or mail: 302 N. 1st Avenue, Suite #300, Phoenix, AZ 85003. If there are questions, please contact Stephen M. Tate at 602.254.6300.

<mailto:state@azmag.gov>

Section A: Basic Information

Agency Name	▼		
Name of Requestor	▼		
Phone Number			
E-mail Address			
Request Type (Choose Only One)	<input type="checkbox"/> Create New 2011 CMAQ Funded Project <input checked="" type="checkbox"/> Increase CMAQ funding for a 2011 CMAQ Project <input type="checkbox"/> Advance and Increase Funding for a CMAQ Funded Project to <input type="checkbox"/> Add CMAQ Funding to a 2011 Non CMAQ Funded Project <input type="checkbox"/> Advance a Non CMAQ Funded Project to 2011 and Add CMAQ Funding		

Section B: Project Request Details

TIP Identification Number	▼			
Federal Fiscal Year	Chandler	This project will be programmed to FFY 2011 if the request is approved.		
Location	Consolidated Canal multi-use pathway at Germann and Chandler Heights			
Work Description	Install two pedestrian actuated signals (phase I)			
TIP Programming		Regional	Local	Total
Programmed Funding				
Added/Increased				
Requested TIP Funding				
Additional Information				

Project Development Contact Information Form

Category		Information
TIP Information	Sponsoring Agency	
	MAG TIP ID	
	Federal Fiscal Year	
	Location	
	Work Description	
	CMAQ Funding	
IDNs	ADOT TRACS	
	Federal Number	
Project Manager	Name	
	Title	
	Phone Number	
	E-Mail Address	
ADOT Project Manager Name (If Applicable)		

Project Development Status Information Form

Project Development Phase		Status (Select Only One)	Actual or Anticipated Completion Date	Comments
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