



SEAGO TRANSPORTATION ADVISORY COMMITTEE

AMENDED AGENDA FOR SEAGO TAC

Date:	March 16, 2017
Time:	10 a.m.
Location:	Cochise College Benson Center, 1025 State Hwy. 90, Benson, Arizona
Call-in No.	Call Chris Vertrees (520-432-5301 ext. 209) (cdvertrees@seago.org) 48 hrs. in advance of meeting date for call-in information.

Individuals wishing to participate in the meeting telephonically may do so by contacting Chris Vertrees at (520) 432-5301 extension 209. Contact must be made at least 48 hours before the meeting in order to obtain the call-in information. Please note that the option to participate telephonically may not be available unless requested as instructed above.

Si necesita acomodaciones especiales o un intérprete para esta conferencia, deben ponerse en contacto con Chris Vertrees al número (520) 432-5301, extensión 209, por lo menos setenta y dos (72) horas antes de la conferencia.

Voting TAC Members	Mark Hoffman – ADOT MPD Michelle Johnson –Benson Andy Haratyk – Bisbee Ian McGaughey – Clifton Karen Lamberton – Cochise County Lynn Kartchner – Douglas John Basteen – Duncan	Michael Bryce (Vice-Chair) – Graham County Phil Ronnerud –Greenlee Co. TBD - Huachuca City Juan Guerra – Nogales Dave Teel – Patagonia Jeff McCormick – Pima Randy Petty - Safford	Marvin Mull – San Carlos Apache Tribe (SCAT) Jesus Valdez (Chair) – Santa Cruz County Heath Brown – Thatcher Donna Driskell Tombstone Galo Galovale– Willcox
Guests, Staff, and Other Expected Attendees	Chris Vertrees – SEAGO		

Shaded items are action items.

ITEM	SUBJECT	PRESENTER	PAGE
1.	Call to Order and Introductions	Jesus	N/A
2.	Call to the Public	Jesus	N/A
3.	Approval of Minutes of January 26, 2017	Jesus	3-6
4.	STP/HSIP Ledger Reports	Chris	7-8
5.	TIP Report ➤ Discussion and Possible Action on Current TIP • Administrative Changes • Proposed Amendments	Chris	9-12
6.	Approval of SEAGO 2018-2022 Draft TIP	Chris	13-15
7.	HURF Exchange Program Update	Chris	16-26
8.	Arizona Local Public Agency Stakeholder Council Meeting Schedule	Chris	27
9.	SHSP TAC Meeting Reminder		28
10.	District Engineers' Report ➤ Status of State Highway Projects Quarterly Project Report	TBD	N/A



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11.	Regional Local Program Reports > Status of Local Projects <ul style="list-style-type: none"> • STP Projects • Update on Enhancement Projects • Update on HSIP Projects • Update on all Planning Studies 	Towns, Cities, Counties, & ADOT	N/A
12.	Items for General Discussion	All	N/A
13.	Items for Next Meeting	All	N/A
14.	Next Meeting Date: May 18, 2017	Jesus	N/A
15.	Adjourn		

Direction may be given to SEAGO staff on any item on the agenda



SEAGO TRANSPORTATION ADVISORY COMMITTEE

MEETING MINUTES FOR January 26, 2017

Date:	January 26, 2017		
Time:	10 a.m.		
Location:	Cochise College Benson Center, 1025 State Hwy. 90, Benson, Arizona		
Voting TAC Members Present	Michelle Johnson, Benson Karen Lamberton, Cochise Mark Hoffman, ADOT Jesus Valdez, Santa Cruz Juan Guerra, Nogales	Michael Bryce, Graham Andy Haratyk, Bisbee Heath Brown, Thatcher Phil Ronnerud, Greenlee Ian McGaughey, Clifton	Lynn Kartchner, Douglas
Guests, Staff, and Other Attendees	Chris Vertrees, SEAGO		

1. Call to Order and Introductions

Chair Jesus Valdez called the meeting to order at 10:07 a.m. TAC members, guests and SEAGO staff introduced themselves.

2. Call to the Public

Chair Jesus Valdez made a Call to the Public and no one spoke.

3. Approval of Minutes of November 17, 2016

Chair Jesus Valdez asked for a motion to approve the November 17, 2016 Minutes.

MOTION: Michelle Johnson moved to approve the November 17, 2016 Minutes.

SECOND: Ian McGaughey

ACTION: APPROVED UNANIMOUSLY

4. STP/HSIP Ledger Reports

Chris Vertrees presented the STP/HSIP Ledger Reports that were included in the TAC packet on pages 6 and 7.

5. TIP Report

Chris Vertrees presented the TIP Report. Chris advised the TAC of the following proposed amendments:

DGS13-05 - City of Douglas - (Joe Carlson SRTS): This is a Safe Routes to School Project funded with HSIP funds. We have \$250,000 programmed for this project. However, the current construction estimate is \$320,000. This project was programmed in FY16 for \$200,000 for



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design. However, only \$40,000 was used. The unused \$160,000 was reprogrammed. If approved, this project will be programmed in FY17 in the amount of \$70,000 Federal funding. The project is eligible for 100% HSIP funding, so no local match will be required.

SCC12-12 (River Road and Pendleton Drive Safety Improvements) and SCC12-03 (Rio Rico and Pendleton Drive Intersection Improvements) are in need of additional HSIP funding to complete the design phase of each project. If approved, each project will be programmed in the following manner:

SCC12-12 (River Road and Pendleton Drive Safety Improvements): Federal - \$56,373 and \$3,627 Local

SCC12-03 (Rio Rico and Pendleton Drive Intersection Improvements): Federal - \$70,467 and \$4,533 Local

Chris advised that ADOT has recommended (Santa Cruz County and the City of Nogales have concurred) that the two CMAQ funded and programmed projects, I-19/Ruby Road TI Design (SCC18-01) and the Valle Verde/Paseo Verde Paving project (NOG19-01), swap programmed years. This change would move the Nogales paving project to FY2018 and the Santa Cruz County Ruby Road TI Design project to FY2019. This change was recommended due to the ongoing I-19, East Frontage Road, Ruby Road to Rio Rico Drive Project Assessment. The PA will not be complete until November 2017. Swapping the program years for the two projects will allow for delivering a CMAQ project in FY2018 as planned and will place the Santa Cruz County Ruby Road TI Design project in the correct year to follow the PA recommendations.

Chair Jesus Valdez asked for a motion to approve the discussed TIP Amendments.

MOTION: Heath Brown moved to approve the TIP Amendments as discussed.

SECOND: Juan Guerra

ACTION: APPROVED UNANIMOUSLY

6. Transportation Issues Position Statement

Chris Vertrees presented the Transportation Issues Position Statement located on page 12 through 16 of their TAC Packet. Each issue of the Statement was reviewed by the TAC. The TAC was in agreement with the issues identified in the Statement. The TAC felt that Position Statement #5 (Reject Efforts To Lower The Title 34 Limitation On Use of Local Forces) was extremely imported and requested that it be elevated to Position Statement #2 in the final Position Statement presented to the SEAGO Executive Board for approval. The TAC also discussed the need to use stronger wording to emphasize the need to build SR 189 Phase 1 and 2 at the same time. Chris will work with Randy on the wording of Position Statement #3 (Explore All possible Options To Build Phases 1 and 2 of the SR 189 Project in FY19).

Chair Jesus Valdez asked for a motion to approve the discussed Transportation Issues Position Statement.



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MOTION: Michelle Johnson moved to approve the Transportation Issues Statement with the modifications to Position Issue Statement #5 and #3.

SECOND: Juan Guerra

ACTION: APPROVED UNANIMOUSLY

7. Approval of SEAGO TAC 2017 Meeting Calendar

Chris Vertrees advised the TAC that the 2017 meeting calendar was located on page 17 of their packet. Chris asked if anyone saw any conflicts with the calendar. No one identified any conflicts.

Chair Jesus Valdez asked for a motion to approve the SEAGO TAC 2017 Meeting Calendar.

MOTION: Jesus Valdez moved to approve the SEAGO TAC 2017 Meeting Calendar

SECOND: Andy Haratyk

ACTION: APPROVED UNANIMOUSLY

8. Election of Officers

Chris Vertrees advised the TAC of the following:

Article 6 of the SEAGO TAC Bylaws requires that a Chairperson and Vice-Chairperson be elected at the first meeting of the new calendar year. Our current officers are:

Chairperson: Jesus Valdez – Santa Cruz County

Vice Chairperson: Michael Bryce – Graham County

The Bylaws provide no direction in regards to length of service limitations. Therefore, the TAC could elect to keep the current Chair and Vice-Chair in place or elect new officers. The TAC discussed the selection of officers and indicated the preference to keep the current officers in place.

Chair Jesus Valdez asked for a motion to approve the selection of officers.

MOTION: Andy Haratyk moved to keep our current officers in place for another year.

SECOND: Heath Brown

ACTION: APPROVED UNANIMOUSLY

9. SHSP Site Visit Prioritization

Chris Vertrees advised the TAC that there is approximately \$35,000 available in HSIP funding to conduct law enforcement site visits for our Strategic Highway Safety Plan. The \$35,000 includes travel costs, data collection time, data analysis, and reporting. The time needs of each site will be unique and will be dependent on agency cooperation, organization, and available resources. Therefore, the financial capability to visit all sites may not be possible.

Chris advised the TAC that the draft SHSP Site Visit Matrix was located on page 20 of their



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packet. He advised that was developed based upon current crash data, discussions at our TAC meetings and with our consultant team. The Matrix shows the fatal, incapacitating injury, and total crashes reported for the last 5 year reporting period (2011 through 2015) by each of our agencies. The TAC reviewed and discussed the matrix. No changes were recommended. However, the TAC directed Chris to take steps to save travel costs by ensuring that agencies located near each other be conducted during the same trip.

Chair Jesus Valdez asked for a motion to approve the SHSP Site Visit Matrix.

MOTION: Ian McGaughey moved to approve the SHSP Site Visit Matrix with the additional cost saving direction.

SECOND: Karen Lamberton

ACTION: APPROVED UNANIMOUSLY

10. Discussion and Selection of a SEAGO LPA Representative

Chris Vertrees advised the TAC that we are in need of a new representative for the Arizona Local Public Agency (LPA) Stakeholder Council. The purpose of the LPA Stakeholder Council is to develop partnerships that enhance communication among the state's local public agencies, ADOT and FHWA. Each MPO and COG has been asked to have a representative on the Council. Karen Lamberton and Heath Brown have both served as the SEAGO representative. After discussion Karen Lamberton volunteered to serve as our representative. However, she felt that other TAC members should also attend the meetings in support of LPA issues. After further discussion, it was decided that Chris will get the meeting schedule from ADOT and that a sign-up sheet be provided at the next meeting for those interested in attending.

11. District Engineers' Report

Representatives from our District Engineers offices were unable to attend due to scheduling conflicts. Chris did distribute the LPA Section Project Planning Update.

12. Regional Local Program Reports

Those in attendance reported their current status of local projects and issues.

13. Items for General Discussion

Chair Jesus Valdez asked if anyone had items for general discussion. No one spoke.

14. Items for Next Meeting

Chris Vertrees reported that the agenda for our March meeting will be kept short due to our SHSP TAC Meeting that will follow our TAC Meeting. Items for next meeting include approval of the SEAGO 2018-2022 TIP, project reviews if needed, and an a LPA Stakeholder Council Meeting Schedule and meeting sign-up sheet will be provided for those interested in attending.

15. Next Meeting Date January 17, 2017 at the Cochise College Benson Center.

MEETING ADJOURNED AT 12:10 PM

SEAGO Draft STP Ledger 2017-2021
Revised: March 2017

New OA rate from ADOT effective FFY 2017 Action	94.9% * OA Rate	Projected Fed Funds *		Cumulative Balance	
		Apportionment	OA	Apportionment	OA
STP Carry Forward FY16	94.9%	\$223,196	\$211,590	\$223,196	\$211,590
FY 2017 Allocation	94.9%	\$1,001,206	\$950,144	\$1,224,402	\$1,161,734
Davis Road MP 9.9 Bid Savings		\$482,675	\$482,675	\$1,707,077	\$1,644,409
Repay SVMPO for FY15/16 Loans		-\$905,637	-\$905,637	\$801,440	\$738,772
Greenlee County: Campbell Blue Bridge		-\$223,210	-\$223,210	\$578,230	\$515,562
Douglas - Joe Carlson SFTS		-\$66,010	-\$66,010	\$512,220	\$449,552
Tech Transfer (LTAP)		-\$10,000	-\$10,000	\$502,220	\$439,552
FY 2016 Balance				\$502,220	\$439,552
FY 2018 Allocation	94.9%	\$1,001,206	\$950,144	\$1,503,426	\$1,389,697
Douglas: Chino Road Extension Phase 2 (Tentative)		-\$2,357,500	-\$2,357,500	-\$854,074	-\$967,803
Cochise County: Davis Road ROW		-\$250,920	-\$250,920	-\$1,104,994	-\$1,218,723
Repay SVMPO for FY16 Loan #2		-\$69,870	-\$69,870	-\$1,174,864	-\$1,288,593
Tech Transfer (LTAP)		-\$10,000	-\$10,000	-\$1,184,864	-\$1,358,463
FY 2018 Balance				-\$1,184,864	-\$1,358,463
FY 2019 Allocation	94.9%	\$1,001,206	\$950,144	-\$183,658	-\$408,319
Tech Transfer (LTAP)		-\$10,000	-\$10,000	-\$193,658	-\$418,319
FY 2019 Balance				-\$193,658	-\$418,319
FY 2020 Allocation	94.9%	\$1,001,206	\$950,144	\$807,548	\$531,826
20th Ave, Phase II (Construction) Safford		-\$2,000,000	-\$2,000,000	-\$1,192,452	-\$1,468,174
Tech Transfer (LTAP)		-\$10,000	-\$10,000	-\$1,202,452	-\$1,478,174
FY 2020 Balance				-\$1,202,452	-\$1,478,174
FY2021 Allocation	94.9%	\$1,001,206	\$950,144	-\$201,246	-\$528,030
Tech Transfer (LTAP)		-\$10,000	-\$10,000	-\$211,246	-\$538,030
FY 2021 Balance				-\$221,246	-\$548,030

- * Notes: 1. Updated: March 2017
2. OA Rate is at 94.9% is subject to change
3. STP Apportionments are ADOT estimates and subject to change.

This is an internal SEAGO document, and is used to provide a general overview of STP funds for a five year period.

OA = Obligated Authority. This is the amount of money that can actually be obligated to SEAGO based upon the OA %.

STP = Surface Transportation Program funds. This amount is allocated to SEAGO based upon the 2010 population

Balance carry-over is no longer allowed. Excess funds must be utilized or loaned to another COG or to the State.

SEAGO HSIP Ledger 2017-2020

Revised: March 2017

New OA rate from ADOT effective FFY 2016 Action	94.9% * OA Rate	Projected Fed Funds *		Cumulative Balance	
		Apportionment	OA	Apportionment	OA
HSIP Balance 10/1/16		\$118,850	\$112,670	\$118,850	\$112,670
FY 2017 Allocation	94.9%	\$519,767	\$493,259	\$638,617	\$605,929
Repay SVMPO Loan*		-\$496,377	-\$496,377	\$142,240	\$109,552
Repayment from YMPO		\$105,000	\$105,000	\$247,240	\$214,552
SEAGO/SVMPO Strategic Highway Safety Plan		-\$50,000	-\$50,000	\$197,240	\$164,552
Santa Cruz County: River Road/ Pendleton Design		-\$56,580	-\$56,580	\$140,660	\$107,972
Santa Cruz County: Rio Rico/Pendleton Design		-\$70,725	-\$70,725	\$69,935	\$37,247
Graham County: Reay Lane/Safford Bryce Intersection		-\$66,010	-\$66,010	\$3,925	-\$28,763
FY 2017 Balance				\$3,925	-\$28,763
FY 2018 Allocation	94.9%	\$519,767	\$493,259	\$523,692	\$464,496
None		\$0	\$0	\$523,692	\$464,496
FY 2018 Balance				\$523,692	\$464,496
FY 2019 Allocation	94.9%	\$0	\$0	\$0	\$0
(Local HSIP Funding Allocation Discontinued)					

- * Notes: 1. Updated: March 2107
 2. Reflects ADOT assigned OA Rate of 94.9%
 3. HSIP Apportionments are ADOT estimates and subject to change.

This is an internal SEAGO document, and is used to provide a general overview of HSIP funds for a five year period.

OA = Obligated Authority. This is the amount of money that can actually be obligated to SEAGO based upon the OA %.
 HSIP = Highway Safety Improvement Program funds. This amount is allocated to SEAGO based upon ADOT's distribution formula.
 Balance carry-over is no longer allowed. Excess funds must be utilized or loaned to another COG.



TAC PACKET

TO: SEAGO TAC
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: MARCH 6, 2017
RE: TIP REPORT

At the request of ADOT, the following two projects were administratively changed/added to our TIP following the TAC meeting:

GGH 12-04 - Graham County - (Reay Lane Canal Ditch Relocation): This is an HRRRP project. The ADOT Project Manager requested that construction funds be decreased to \$184,200 (a decrease of \$68,000) and that those funds be added to FY17 for ROW. Total project costs did not change. The project has been programmed in the following manner: Federal - \$68,000 and \$4,110 Local.

GGH 13-04 - Graham County – (8th Avenue & Airport Road Intersection): This project was identified in ADOT’s repurposing plan of Earmark funding (Safford Bridge) as approved by Congress as part of the FY 2016 Appropriations Bill. This is an HRRRP project programmed for FY18. The ADOT Project Manager requested that \$700,000 of repurposed HPP funds (100% Federal funds) be added to FY17 for Design and that \$1,377,000 of repurposed HPP funds (100% Federal funds) to FY18 for Construction.

SEAGO TIP Amendment #3 is attached for your records.

SEAGO REGION
2017- 2021 TIP Amendment #3
Approved By: TAC - 1/26/17 Administrative Council- 2/9/17 Executive Board - 2/24/17

TIP YEAR Project ID	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	LOCAL MATCH	OTHER FUNDS	TOTAL COST		
2017															
DGS13-05	City of Douglas	Joe Carlson Safe Routes to School	Douglas			Construction Sidewalks, Crosswalks, Striping & ADA Ramps			SRTS	\$250,000			\$250,000		
DGS13-05	City of Douglas	Joe Carlson Safe Routes to School	Douglas			Construction Sidewalks, Crosswalks, Striping & ADA Ramps			STP	\$66,010	\$3,990		\$70,000		
ST-TE-15	State	Sidewalks: Hwy 92: MP353-353.4, Naco Hwy: Naco Hwy-Collins Rd, Bisbee	Hwy 92:MP353-353.4, Naco Hwy: Naco Hwy-Collins Rd, Bisbee			Construction/Sidewalks			TE18	\$706,987	\$42,734		\$749,721		
GEH-BR-08	Greenlee County	Campbell Blue Bridge Replacement	Blue River Road (FR 281), 8.8 South of E Jct US 180	61 feet		Design			Rural Local	2	2	STP	\$200,000	\$12,089	\$212,089
GGH12-03	Graham County	Reay Lane/Safford Bryce Road	Intersection			Construction			Rural Major Collector	2	2	HRRRP	\$424,350	\$25,650	\$450,000
GGH12-03	Graham County	Reay Lane/Safford Bryce Road	Intersection			Construction			Rural Major Collector	2	2	HSIP	\$66,010	\$3,990	\$70,000
SEA15-02	SEAGO/SVMPO Region	Regional Strategic Highway Safety Plan	Various Locations	N/A		Planning Study			Varies	N/A	N/A	HSIP	\$50,000	\$3,022	\$53,022
SCC12-12	Santa Cruz County	River Road and Pendleton Drive Safety Improvements	River Road and Pendleton Drive	Varies		Design			Rural Major Collector	2	2	HSIP	\$56,580	\$3,420	\$60,000
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection			Design			Rural Major Collector			HSIP	\$70,725	\$4,275	\$75,000
ST-TE-21	State	Town of Pima US 70 Pedestrian Bridge Extension	US 70, Town of Pima			Construction: Pedestrian Bridge						TE17	\$561,792	\$33,958	\$595,750
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection			Design			Rural Major Collector	2	2	HPP	\$700,000		\$700,000
GGH13-04	Graham County	Reay Lane Irrigation Canal Ditch Relocation	Reay Lane Between US70 & Safford Bryce Road in Safford	.2 miles		ROW			Rural Minor Collector	2	2	HRRRP	\$68,000	\$4,110	\$72,110
GGH13-04	Graham County	Reay Lane Irrigation Canal Ditch Relocation	Reay Lane Between US70 & Safford Bryce Road in Safford	.2 miles		Construction			Rural Minor Collector	2	2	HRRRP	\$184,200	\$11,134	\$195,334
		LTAP							STP				\$10,000		
		TOTAL FOR 2017											\$3,414,654	\$148,373	\$3,563,027
2018															
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection			Construction			Rural Major Collector	2	2	HPP	\$1,377,000		\$1,377,000
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection			Construction			Rural Major Collector	2	2	HRRRP	\$2,300,000		\$2,300,000
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles		Construction			Urban Minor Arterial	2	2	STP	\$2,357,500	\$142,500	\$2,500,000
CCH18-01	Cochise County	Davis Road Project Assessment and DCR	Davis Road from Hwy 191 to N. Central Highway	1.6 miles		ROW			Rural Major Collector	2	2	STP	\$250,920	\$16,143	\$267,063
NOG 19-01	City of Nogales	Valle Verde/Paseo Verde Paving Project	Valle Verde Dr. and Paseo Verde Drive between Grand Ave. and W. Mesa Verde Dr.	1150 Feet		Construction			Urban Local	2	2	CMAQ	\$471,675	\$26,885	\$498,560
CLF16-01	Town of Clifton	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet		Construction			Rural Local	2	2	Off-System Bridge	\$729,896	\$44,118	\$774,014
		LTAP							STP				\$10,000		
		TOTAL FOR 2018											\$7,496,991	\$103,612	\$7,600,603
2019															
SCC12-12	Santa Cruz County	River Road and Pendleton Drive Safety Improvements	River Road and Pendleton Drive	Varies		Construction			Rural Major Collector	2	2	HRRRP	\$534,354	\$30,486	\$564,840
SCC 18-01	Santa Cruz County	I-19/Ruby Road TI-Improvements	I-19/Ruby Road TI			Design			Rural Major Collector	2	2	CMAQ	\$984,256	\$59,494	\$1,043,750
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection			Construction			Rural Major Collector			HRRRP	\$754,400	\$45,600	\$800,000
		LTAP							STP				\$10,000		
		TOTAL FOR 2019											\$2,283,010	\$135,580	\$2,418,590
2020															
SAF12-02	City of Safford	20th Ave, Phase II	Relation St to Golf Course Rd	.63 Miles		Construction			Urban Minor Arterial	3	5	STP	\$2,000,000	\$120,891	\$2,120,891
		LTAP							STP				\$10,000		
		TOTAL FOR 2019											\$2,010,000	\$120,891	\$2,130,891

SEAGO REGION
2017 - 2021 TIP Amendment #3
Approved By: TAC - 1/26/17 Administrative Council - 2/9/17 Executive Board- 2/24/17

2021												
	LTAP								STP	\$10,000		\$10,000
	TOTAL FOR 2020									\$10,000	\$0	\$10,000
BRIDGE PROJECTS												
GGH-BR-02	Graham County	Ft. Thomas River Structure No. 8131	Ft. Thomas River	1000 feet	Scoping, Design, Environmental ROW, and Construction	Rural Local	2	2	Off System Bridge	\$1,000,000	\$60,445	\$1,060,445
GEH-BR-07	Greenlee County	Replacement Structure 8149: Phase 2	Wards Canyon Road, 3.39 miles E Jct US 191	31 feet	Replacement	Rural Local	2	2	Off System Bridge	\$424,350	\$25,650	\$450,000
	TOTAL BRIDGE PROJECTS									\$1,424,350	\$86,095	\$1,510,445
	TOTAL FOR FIVE YEAR PROGRAM									\$16,639,005	\$594,550	\$17,233,555
FUNDING OBLIGATED IN 2016												
ST-TE-16	State	US 70 MP 291 SUP and East Entry Monument (San Carlos Apache Tribe)	US 70 MP 291		Construction/SUP, landscaping, lighting entry monument				TE17	\$956,055	\$57,789	\$1,013,844
GGH-TE-13	Graham County	Golf Course Road SUP	Golf Course Rd from Reay Ln to 20th Ave	7,150 ft	Construction	TE Shared Use Path			TE 18	\$454,752	\$27,488	\$482,240
ST-TE-20	State	SR 191, Sidewalk Project	SR 191, Sidewalk project		Construction: Sidewalks				TE18	\$312,543		\$312,543
GGH13-04	Graham County	Reay Lane Irrigation Canal Ditch Relocation	Reay Lane Between US70 & Safford Bryce Road in Safford	.2 miles	ROW	Rural Minor Collector	2	2	HRRRP	\$20,746	\$1,254	\$22,000
SCC15-02	Santa Cruz County	Santa Cruz County: Nogales Non-Attainment Area Surfacing	Multiple unpaved roads in the unincorporated Rio Rico area of Santa Cruz County.	9.7 miles	Construction (Chipsealing)		2	2	CMAQ	\$457,355	\$27,645	\$485,000
SCC15-02	Santa Cruz County	Santa Cruz County: Nogales Non-Attainment Area Surfacing	Multiple unpaved roads in the unincorporated Rio Rico area of Santa Cruz County.	9.7 miles	Construction (Chipsealing)		2	2	CMAQ	\$150,000	\$9,067	\$159,067
CCH-19-01	Cochise County	Davis Rd. Improvements	Davis Road MP 9	1 mile	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$1,830,468	\$104,337	\$1,934,805
CCH12-09	Cochise County	Davis Rd. Realignment	SR80 to SR191	24miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	HPP	\$1,993,821	\$110,643	\$2,114,338
CCH14-04	Cochise County	Davis Road Improvements	SR191 to Central Highway	1.6 miles	PE (Design Review)	Rural Major Collector	2	2	STP	\$56,373	\$ 3,627	\$60,000
DGS12-05	City of Douglas	Chino Road Extension Phase 1	Chino Road: 3rd Street to 9th Street	.9 miles	Construction	Urban Minor Arterial	2	2	STP	\$46,978	\$3,022	\$50,000
ADOT16-01	ADOT	Bankard Avenue and UPRR railroad crossing 742-038V	Bankard Avenue, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$305,000		\$305,000
ADOT16-02	ADOT	Baffert Place and UPRR railroad crossing 742-036G	Baffert Place, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$313,000		\$313,000
ADOT16-03	ADOT	Banks Bridge-UPRR RR crossing 742-040W	Banks Bridge east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$484,500		\$484,500
ADOT16-04	ADOT	Calle Sonora-UPRR RR crossing 742-037N	Calle Sonora, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$484,500		\$484,500
ADOT16-05	ADOT	Court Street and UPRR railroad crossing 742-041D	Court Street, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$143,000		\$143,000
ADOT 15-01	ADOT	Mt. Turnbull Rd and AZER railroad crossing safety improvements DOT#742-307K	Mt. Turnbull Road (AKA Home Alone Rd), south of US70 @ MP 295.8 in Bylas, Graham County, AZ	0.1	Railroad-Highway Grade Crossing improvements		2	2	HSIP-RGC	\$360,000		\$360,000
GEH-BR-08	Greenlee County	Campbell Blue Bridge Replacement	Blue River Road (FR 281), 8.8 South of E Jct US 180	61 feet	Design	Rural Local	2	2	STP	\$200,000	\$11,400	\$211,400
CLF16-01	Town of Clifton	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Design	Rural Local	2	2	Off-System Bridge	\$235,750	\$14,250	\$250,000
NOG 14-01	City of Nogales	Citywide Traffic Sign Replacement	City Wide	N/A	Construction				HSIP	\$119,517		\$119,517
NOG12-06	City of Nogales	Crawford Street Pavement Project	Sonoita Ave to McNab Drive	0.37	Construction	Urban Collector	2	5	STP	\$485,000	\$29,316	\$514,316
	LTAP								STP	\$10,000		\$10,000
	TOTAL FOR 2016									\$9,419,358	\$401,425	\$9,820,783

Future Construction Projects												
THR12-13	Town of Thatcher	Church Street Widening	US 70 to Stadium Avenue	5,400 feet	Construction	Urban Major Collector	2	3	STP	\$3,017,600	\$182,400	\$3,200,000
CCH12-10	Cochise County	Davis Rd. Improvements	Davis Road MP 13	1 mile	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$924,560	\$55,885	\$980,445

SEAGO REGION
2017- 2021 TIP Amendment #3
Approved By: TAC - 1/26/17 Administrative Council- 2/9/17 Executive Board - 2/24/17

CCH15-01	Cochise County	Davis Rd. Improvements	Davis Road MP 5	0.61 miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$1,045,000	\$63,165	\$1,108,165
SAF12-02	City of Safford	20th Ave, Phase 3	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$1,337,000	\$80,815	\$1,417,815

SEAGO Region FY 2016 5310 Awards							
Project ID	Project Sponsor	Project Name	Project Location	Award Type	Federal Share	Local Share	Total Award
SEA-17-01	Easter Seals Blake Foundation - Greenlee Community	Minivan with Ramp to replace VIN 1323	Clifton	Capital	\$39,237	\$4,360	\$43,597
SEA-17-02	Easter Seals Blake Foundation - Graham City Work	Minivan with Ramp to replace VIN 2620	Safford	Capital	\$39,237	\$4,360	\$43,597
SEA-17-03	SEACRS, Inc	Minivan with Ramp to replace VIN 5556	Sierra Vista	Capital	\$39,237	\$4,360	\$43,597
SEA-17-04	SEACRS, Inc	Cutaway with Lift - 14 Passenger to replace VIN 2427	Sierra Vista	Capital	\$56,677	\$6,297	\$62,974
SEA-17-05	Senior Citizens of Patagonia, Inc	Minivan with Ramp Expansion for Sonoita/Elgin	Patagonia	Capital	\$39,237	\$4,360	\$43,597
SEA-17-06	Horizon Health and Wellness	Minivan with No Lift to replace VIN 9862	Sierra Vista	Capital	\$25,290	\$2,810	\$28,100
SEA-17-07	SEAGO	Regional Mobility Manager	Region-wide	Mobility Management	\$135,000	\$33,750	\$168,750
SEA-17-08	SEAGO	Regional Training Program	Region-wide	Mobility Management	\$100,000	\$25,000	\$125,000
SEA-17-09	Easter Seals Blake Foundation - Graham City Work	Minivan with Ramp to replace VIN 1325	Graham County	Capital	\$39,237	\$4,360	\$43,597
SEA-17-10	Easter Seals Blake Foundation - Greenlee Work	Minivan with Ramp to replace VIN 1324	Greenlee County	Capital	\$39,237	\$4,360	\$43,597
SEA-17-11	Easter Seals Blake Foundation - SAGE Graham County	Transit Program Operating Funds	Graham County	Operating	\$40,000	\$40,000	\$80,000
SEA-17-12	Easter Seals Blake Foundation - SAGE Greenlee County	Transit Program Operating Funds	Greenlee County	Operating	\$5,000	\$5,000	\$10,000
SEA-17-13	Santa Cruz Training Program, Inc.	Transit Program Operating Funds	Nogales	Operating	\$10,000	\$10,000	\$20,000
SEA-17-14	Senior Citizens of Patagonia, Inc	Transit Program Operating Funds	Patagonia	Operating	\$8,000	\$8,000	\$16,000
SEA-17-15	Volunteer Interfaith Caregiver Program	Transit Program Operating Funds	Sierra Vista	Operating	\$40,000	\$40,000	\$80,000
Total FY16 Awards					\$655,389	\$197,017	\$852,406



TAC PACKET

TO: SEAGO TAC
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: MARCH 7, 2017
RE: SEAGO REGION DRAFT 2018-2022 TIP

The SEAGO Region 2018-2022 TIP needs be submitted to ADOT by **July 1, 2017**. Due to the SEAGO TAC, Administrative Council, and Executive Board schedules, and the forty-five (45) day public participation process, the 2018-2022 Draft TIP needs to be approved for submission to Administrative and Executive Committees at this meeting of the TAC.

The following adjustments to the 2017-2021 TIP were made in the drafting of the 2018-2022 TIP:

- All projects listed as Obligated in 2016 section of the TIP have been removed from the TIP.
- All FY 2017 projects that are expected to obligate by June 30, 2017, have been moved to the Obligated in 2017 section of the TIP.
- **THR12-13 – Town of Thatcher – (Church Street Widening):** The project has been advanced from Future Construction Projects section of the TIP and tentatively programmed for FY 2022.
- FY 2017 Transit Projects have been removed from the Draft 2018-2022 TIP.

Attachments: Draft 2018-2022 TIP

SEAGO REGION
 Draft 2018- 2022 TIP (Public Comment)
 Approved By: TAC - Administrative Council- Executive Board -

TIP YEAR Project ID	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	LOCAL MATCH	OTHER FUNDS	TOTAL COST
2018													
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection		Construction	Rural Major Collector	2	2	HPP	\$1,377,000			\$1,377,000
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection		Construction	Rural Major Collector	2	2	HRRRP	\$2,300,000			\$2,300,000
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles	Construction	Urban Minor Arterial	2	2	STP	\$2,357,500	\$142,500		\$2,500,000
CCH18-01	Cochise County	Davis Road Project Assessment and DCR	Davis Road from Hwy 191 to N. Central Highway	1.6 miles	ROW	Rural Major Collector	2	2	STP	\$250,920	\$16,143		\$267,063
NOG 19-01	City of Nogales	Valle Verde/Paseo Verde Paving Project	Valle Verde Dr. and Paseo Verde Drive between Grand Ave. and W. Mesa Verde Dr.	1150 Feet	Construction	Urban Local	2	2	CMAQ	\$471,675	\$26,885		\$498,560
CLF16-01	Town of Clifton	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Construction	Rural Local	2	2	Off-System Bridge	\$729,896	\$44,118		\$774,014
		LTAP							STP	\$10,000			\$10,000
TOTAL FOR 2017										\$7,496,991	\$229,646		\$7,726,637
2019													
SCC12-12	Santa Cruz County	River Road and Pendleton Drive Safety Improvements	River Road and Pendleton Drive	Varies	Construction	Rural Major Collector	2	2	HRRRP	\$534,354	\$30,486		\$564,840
SCC 18-01	Santa Cruz County	I-19/Ruby Road TI-Improvements	I-19/Ruby Road TI		Design	Rural Major Collector	2	2	CMAQ	\$984,256	\$59,494		\$1,043,750
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection		Construction	Rural Major Collector			HRRRP	\$754,400	\$45,600		\$800,000
		LTAP							STP	\$10,000			\$10,000
TOTAL FOR 2018										\$2,283,010	\$135,580		\$2,418,590
2020													
SAF12-02	City of Safford	20th Ave, Phase II	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$2,000,000	\$120,891		\$2,120,891
		LTAP							STP	\$10,000			\$10,000
TOTAL FOR 2019										\$2,010,000	\$120,891	\$0	\$2,130,891
2021													
		LTAP							STP	\$10,000			\$10,000
TOTAL FOR 2019										\$10,000	\$0		\$10,000
2022													
THR12-13	Town of Thatcher	Church Street Widening	US 70 to Stadium Avenue	5,400 feet	Construction	Urban Major Collector	2	3	STP	\$3,017,600	\$182,400		\$3,200,000
		LTAP							STP	\$10,000			\$10,000
TOTAL FOR 2020										\$3,027,600	\$182,400	\$0	\$3,210,000
BRIDGE PROJECTS													
GGH-BR-02	Graham County	Ft. Thomas River Structure No. 8131	Ft. Thomas River	1000 feet	Environmental ROW, and Construction	Rural Local	2	2	Off System Bridge	\$1,000,000	\$60,445		\$1,060,445
GEH-BR-07	Greenlee County	Soap Box Canyon Bridge Replacement Structure 8149: Phase 2	Wards Canyon Road, 3.39 miles E Jct US 191	31 feet	Replacement	Rural Local	2	2	Off System Bridge	\$424,350	\$25,650		\$450,000
TOTAL BRIDGE PROJECTS										\$1,424,350	\$86,095		\$1,510,445
TOTAL FOR FIVE YEAR PROGRAM										\$16,251,951	\$754,612		\$17,006,563
FUNDING OBLIGATED IN 2017													
DGS13-05	City of Douglas	Joe Carlson Safe Routes to School	Douglas		Construction	Sidewalks, Crosswalks, Striping & ADA Ramps			SRTS	\$250,000			\$250,000
DGS13-05	City of Douglas	Joe Carlson Safe Routes to School	Douglas		Construction	Sidewalks, Crosswalks, Striping & ADA Ramps			STP	\$66,010	\$3,990		\$70,000
ST-TE-15	State	Sidewalks: Hwy 92: MP353-353.4, Naco Hwy: Naco Hwy-Collins Rd, Bisbee	Hwy 92:MP353-353.4, Naco Hwy: Naco Hwy-Collins Rd, Bisbee		Construction/Sidewalks				TE18	\$706,987	\$42,734		\$749,721
GEH-BR-08	Greenlee County	Campbell Blue Bridge Replacement	Blue River Road (FR 281), 8.8 South of E Jct US 180	61 feet	Design	Rural Local	2	2	STP	\$200,000	\$12,089		\$212,089
GGH12-03	Graham County	Reay Lane/Safford Bryce Road	Intersection		Construction	Rural Major Collector	2	2	HRRRP	\$424,350	\$25,650		\$450,000

SEAGO REGION
Draft 2018 - 2022 TIP Amendment (Public Comment)
Approved By: TAC - Administrative Council - Executive Board-

GGH12-03	Graham County	Reay Lane/Safford Bryce Road	Intersection		Construction	Rural Major Collector	2	2	HSIP	\$66,010	\$3,990		\$70,000
SEA15-02	SEAGO/SVMPO Region	Regional Strategic Highway Safety Plan	Various Locations	N/A	Planning Study	Varies	N/A	N/A	HSIP	\$50,000	\$3,022		\$53,022
SCC12-12	Santa Cruz County	River Road and Pendleton Drive Safety Improvements	River Road and Pendleton Drive	Varies	Design	Rural Major Collector	2	2	HSIP	\$56,580	\$3,420		\$60,000
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection		Design	Rural Major Collector			HSIP	\$70,725	\$4,275		\$75,000
ST-TE-21	State	Town of Pima US 70 Pedestrian Bridge Extension	US 70, Town of Pima		Construction: Pedestrian Bridge				TE17	\$561,792	\$33,958		\$595,750
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection		Design	Rural Major Collector	2	2	HPP	\$700,000			\$700,000
GGH-13-04	Graham County	Reay Lane Irrigation Canal Ditch Relocation	Reay Lane Between US70 & Safford Bryce Road in Safford	.2 miles	ROW	Rural Minor Collector	2	2	HRRRP	\$68,000	\$4,110		\$72,110
GGH-13-04	Graham County	Reay Lane Irrigation Canal Ditch Relocation	Reay Lane Between US70 & Safford Bryce Road in Safford	.2 miles	Construction	Rural Minor Collector	2	2	HRRRP	\$184,200	\$11,134		\$195,334
	LTAP								STP	\$10,000			\$10,000
		TOTAL FOR 2016								\$3,414,654	\$148,373		\$3,563,027

Future Construction Projects													
CCH12-10	Cochise County	Davis Rd. Improvements	Davis Road MP 13	1 mile	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$924,560	\$55,885		\$980,445
CCH15-01	Cochise County	Davis Rd. Improvements	Davis Road MP 5	0.61 miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$1,045,000	\$63,165		\$1,108,165
SAF12-02	City of Safford	20th Ave, Phase 3	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$1,337,000	\$80,815		\$1,417,815

ARIZONA DEPARTMENT OF TRANSPORTATION POLICIES AND PROCEDURES

FIN-5.01 HURF Exchange Program

Effective: October 1, 2017

Supersedes: None

Responsible Office: Financial Management Services,
Office of the Chief Financial Officer

Review: October 1, 2019

Transmittal: 2017-October

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1.01 PURPOSE

To ensure the timely and effective use of Highway User Revenue Fund (HURF) Exchange funds for the benefit of the traveling public. Due to the less restrictive and more flexible nature of HURF Exchange funding, projects are expected to cost less and progress much more rapidly than federal aid projects.

1.02 SCOPE / APPLICABILITY

This policy applies to the Arizona Department of Transportation's (ADOT) management of the HURF Exchange program, as well as ADOT's interactions with Arizona Councils of Governments (COG) and Metropolitan Planning Organizations (MPO) wishing to participate in the HURF Exchange program and any local project agency (LPA) wishing to receive HURF Exchange funding.

1.03 AUTHORITY

[A.R.S. § 28-6993\(G\)](#)

1.04 BACKGROUND

Annually, ADOT provides federal Surface Transportation Block Grant Program (STBGP) funding on a discretionary basis to Arizona's Councils of Governments (COG) and Metropolitan Planning Organizations (MPO), which then program the funds for specific local projects in the applicable region. To use STBGP funding, federal law requires LPAs to be "certified" by the Federal Highway Administration (FHWA) to administer federal aid projects. Since most cities/towns/counties receive very limited federal funding, it is not cost effective to become certified. Therefore, these LPAs must contract with a certified entity (usually ADOT) to develop and construct their projects.

The use of federal funding also requires compliance with certain federal environmental, procurement and other regulations. These requirements typically result in higher costs than if the project were built with non-federal funds.

ADOT routinely administers federally-funded projects and can generally deploy the discretionary federal funding quickly. In light of this, the COGs/MPOs and ADOT supported legislation in the early 1990s authorizing the exchange of HURF monies distributed to the State Highway Fund

(SHF) for COG/MPO STPBG funding. Known as “HURF Exchange,” this program enables cities/towns/counties to build their projects themselves using state funding, avoiding the expensive and time-consuming federal regulatory requirements. Because the HURF Exchange results in reduced costs and administrative burden for the cities/towns/counties and transfers that burden to ADOT, the statute allows ADOT to pay \$.90 cents in SHF for each \$1 of federal funding exchanged.

The HURF Exchange program is offered at ADOT’s discretion.

1.05 DEFINITIONS

Apportionments	Surface Transportation Block Grant Program (STBGP) funds provided by ADOT to COGs/MPOs on a discretionary basis.
Arizona Financial Information System (AFIS)	The Arizona State accounting system
COG/MPO ledger	The COG/MPO federal aid funding ledger. This document reflects the authorization status of projects in the current federal fiscal year, apportionments and obligation authority, transfers and loans, available and lapsing funds. Ledgers are prepared by ADOT Resource Administration for each COG/MPO and posted monthly on ADOT’s website at: http://www.azdot.gov/about/FinancialManagementServices/transportation-funding/federal-aid-highway-program .
Federal Highway Administration (FHWA)	A division of the US Department of Transportation specializing in highway transportation
Fiscal Management Information System (FMIS)	FHWA’s major financial information system for tracking federally-funded projects
Final Voucher unit	FMS unit responsible for preparing a final project accounting for each project.
Financial Management Services (FMS)	ADOT division responsible for project funding, accounting, final vouchers, accounts receivable, accounts payable and other accounting and financial management functions.
Fully executed IGA	An IGA which has received all required approvals and opinions and has been signed by all parties.
HURF Exchange sub-fund	A sub-fund of the State Highway Fund (SHF) to which SHF monies are transferred for approved and authorized HURF Exchange

	projects.
Infrastructure Delivery and Operations (IDO)	ADOT division responsible for the management, design and construction of state and local transportation projects.
IGA	Intergovernmental agreement
Monthly Receipts and Expenditures Report	A monthly report prepared by the General Ledger unit of ADOT Financial Management Services reflecting receipts and expenditures by fund/sub-fund.
Multimodal Planning Division (MPD)	ADOT division responsible for managing the planning of the statewide transportation network.
Obligation Authority	The amount of apportionments which may be obligated in a federal fiscal year. ADOT provides obligation authority, on a discretionary basis, to COGs/MPOs.
Resource Administration Database	The Access database used by Resource Administration to track federal aid and HURF Exchange funding and produce the COG/MPO ledgers.
Resource Administration	ADOT’s Financial Management Services Resource Administration unit, which processes and obligates project funding.
Surface Transportation Block Grant Program (STBGP)	A category of funding under the federal aid highway program. The subcategories of STBGP applicable to the HURF Exchange program are Under 200,000 population and Under 5,000 population. These categories appear on the COG/MPO ledgers as “STP Other.”

1.06 POLICY

A. Availability and Amount

1. Availability of the HURF Exchange Program is at ADOT’s discretion. ADOT reserves the right to discontinue the program at any time. Appropriations, transfers, distributions or revenue shortfalls which diminish SHF revenues may result in the immediate discontinuation of the program.
2. The amount of HURF Exchange available will be determined annually in conjunction with the development of the ADOT Five Year Transportation Facilities Construction Program (5-year Program).
3. The only types of federal aid eligible for exchange are the Under 200,000 population and Under 5,000 population categories of STBGP provided to COGs/MPOs. The annual

amount of HURF Exchange available to each COG/MPO for programming will be based on its pro-rata share of discretionary funding in these categories.

4. Federal aid apportionments and obligation authority will be exchanged for SHF based on the process discussed in Section 1.06.E. The HURF Exchange rate is \$.90 in SHF for each \$1.00 in federal obligation authority exchanged.
5. All discretionary funding, including federal aid and HURF Exchange funds, must be transferred or loaned to another COG/MPO or ADOT by March 31 or obligated to projects by June 30 of each fiscal year. Any funding remaining at July 1 will revert to ADOT.

B. Funds Management

1. HURF Exchanges and HURF Exchange project transactions will be reflected on the COG/MPO federal aid funding ledgers produced by the ADOT Resource Administration database.
2. ADOT General Ledger will transfer funding from the SHF into the HURF Exchange sub-fund (DT2030/D2030__) as each project phase is authorized. An exhibit for the HURF Exchange sub-fund will be presented in the Monthly Receipts and Expenditures Report.
3. A monthly reconciliation will be performed by ADOT Resource Administration of the AFIS HURF Exchange sub-fund and the Resource Administration database.
4. HURF Exchange projects will be subject to ADOT's Inactive Project Obligation policy and procedures, which includes inactive projects.

C. Eligible Projects and Costs

1. In order to be eligible for the HURF Exchange program, a project must have as its primary purpose the improvement of the efficiency and safety of motor vehicle travel on roadways. Pursuant to A.R.S. § 28-6993(G), all HURF Exchange projects must be on the federal aid system and be eligible for federal STBGP funding. Projects on local roads are not eligible. All phase(s) of HURF Exchange projects must also be approved by the COG/MPO Technical Advisory Committee and programmed as HURF Exchange in the approved, fiscally-constrained Transportation Improvement Plan (TIP).
2. HURF Exchange funds may be used only for costs directly related to the design, right of way and construction of eligible HURF Exchange projects. Ancillary items such as utility relocation required for the primary purpose of the project, sidewalks and ADA ramps may be included in the eligible project. Other costs, including but not limited to the following, are not eligible for HURF Exchange and are the responsibility of the LPA:
 - Maintenance of the HURF Exchange project.
 - Costs incurred prior to date of finance authorization.
 - Any items outside of the project right of way.

- Utility relocation which is not directly and unavoidably caused by the road work.
 - Betterments of utilities.
3. Project phases authorized with federal aid prior to October 1, 2017 are not eligible for HURF Exchange funding. The phase must be completed with its current funding type.
 4. Subsequent phases of federally-funded projects authorized prior to October 1, 2017 are eligible for HURF Exchange funding, subject to applicable federal requirements. These projects may still be subject to oversight by ADOT and/or the Federal Highway Administration (FHWA).
 5. As of the effective date of this Policy, all new projects, and each phase thereof, must be programmed as either HURF Exchange **or** federally funded. After October 1, 2017, any new projects authorized with federal funds will not be eligible for HURF Exchange.

D. Project Initiation and Intergovernmental Agreements (IGA)

1. All HURF Exchange projects require an IGA and must be initiated through the ADOT Local Public Agency (LPA) section. The LPA will request project initiation and must provide the project scope, schedule, project budget, a map showing the project location and the functional classification of the roadway, a copy of the transportation improvement plan (TIP) listing reflecting the HURF Exchange programming and any other documents which may be required.

For each phase of the project, additional documents will also be required at the time of finance authorization of the phase based on the delivery method as discussed in Section E, Finance Authorization.

2. Upon receipt of a complete submission, the LPA section will:
 - a. Establish an ADOT project number and forward the project to the Project Management Group (PMG) which will assign an ADOT Project Manager (PM), and
 - b. Initiate an IGA, which must be fully executed before the project can seek finance authorization.
3. The PM must review any projects funded with federal aid prior to the effective date of this Policy with FHWA to identify applicable federal requirements. The PM must ensure these requirements are incorporated into the IGA.
4. The PM must also review the project scope to identify any ineligible costs under the HURF Exchange program. Such costs will be identified in the IGA and will be the responsibility of the LPA.
5. Changes in the project scope, schedule or budget may require amendment of the IGA. To help avoid this, PMs should carefully review and discuss project documentation with

LPAs to ensure the project scope can actually be completed on time and with the funding provided.

6. A fully executed IGA does not guarantee funding or constitute permission to begin work. The LPA must request and receive finance authorization for each project phase in advance of starting work as discussed in Section E, Finance Authorization. Expenditures incurred prior to the date of finance authorization of the applicable phase are not eligible for HURF Exchange.

E. Finance Authorization

1. Upon full execution of the IGA, the LPA may request finance authorization. Such authorization is to be requested and approved for each project phase based on the schedule in the IGA. Subsequent phases will not be authorized until preceding phases are completed, with the exception of a right of way phase that must be undertaken currently with design.
2. Each phase of a HURF Exchange project must be ready to proceed and must receive finance authorization by June 30 of the fiscal year(s) reflected in the IGA. Funding for project phases which cannot proceed pursuant to this schedule will not be obligated. The applicable COG/MPO is responsible for transferring or loaning the funds to another COG/MPO or ADOT by March 31 or programming it to other projects which can authorize by June 30 of the fiscal year. Any remaining funding will revert to ADOT on July 1. The LPA is responsible for working with the applicable COG/MPO to reprogram the funds for the affected phase(s).
3. To ensure the June 30th deadline is met, the request should be submitted to the ADOT PM no later than May 15th. Depending on the delivery method of the phase, the following documents must accompany the finance authorization request:
 - a. If performed by the LPA's staff or with consultants/contractors selected based on qualifications – the TIP listing, the final, itemized project budget, scope and schedule including the start and completion of work.
 - b. If a competitive bid is required - the TIP listing, bid package, and the project schedule including the timeframes for advertising, bid opening, award, start and completion of work.
 - c. Other documents as requested by ADOT.
4. Upon receipt of a complete finance authorization submission, the PM will prepare a Project Funding Request (PRF) for the applicable phase of the project, checking the HURF Exchange box. The PFR, including the project scope, schedule and budget and TIP listing, will be emailed to the ADOT Resource Administration email box.
5. Upon receipt of a complete and accurate PFR, Resource Administration will review the project phase information to ensure eligibility under the HURF Exchange program. Once

eligibility is confirmed, Resource Administration will transfer 100% of the federal apportionments and obligation authority from the applicable COG/MPO ledger to ADOT. This transaction will appear as a “transfer out” on the ledger.

6. Resource Administration will fund each project phase as HURF Exchange at 90% of the federal obligation authority transferred to ADOT. This transaction will appear as a “transfer in” of HURF Exchange funding to the COG/MPO on the ledger.
7. For projects with federally-funded phases authorized prior to the effective date of this policy, Resource Administration will also amend the end date of the project in FMIS and AFIS based on the schedule reflected in the IGA.
8. Upon completion of the ledger transfers, Resource Administration will approve the PFR and notify ADOT General Ledger to transfer the authorized HURF Exchange amount from the SHF to the HURF Exchange sub-fund.
9. When the funds have been transferred into the HURF Exchange sub-fund, Resource Administration will obligate the HURF Exchange funds on the project phase, establish the project phase budget in AFIS and inform the PM the project phase is open. The PM will notify the LPA that the project phase may be advertised, consultants may be selected or work can begin.
10. LPAs must begin work, initiate selection of consultants/contractors or advertise the project, as applicable, within 30 days of the date of authorization.
11. Upon selection or award of consultants/contractors for each project phase, as applicable, LPAs are required to submit the final, itemized project budget, scope, and schedule including the start and completion of work to the ADOT PM as follows:
 - a. If performed by consultants/contractors selected based on qualifications - within thirty (30) days of selection. The submission should include the consultant scope with itemized costs.
 - b. If a competitive bid is required - within thirty (30) days of award. The submission should include an itemized cost breakout for the awarded contract.
 - c. IGA amendments may be required if the final, itemized project budget, scope, and schedule varies from that reflected in the IGA.
12. For all project phases, if the final, itemized project budget is less than the amount authorized, the ADOT PM will inform Resource Administration, which will release the excess HURF Exchange funding from the project phase and return it to the COG/MPO. This transaction will be reflected on the applicable COG/MPO ledger as a credit in the HURF Exchange column. These funds must be transferred or loaned to another COG/MPO or ADOT by March 31 or obligated to projects by June 30 of each fiscal year.

If the final, itemized project phase budget is greater than the amount of HURF exchange funding authorized, the LPA is responsible for the difference.

13. As each subsequent phase is authorized, any preceding phases will be closed in AFIS pursuant to ADOT's Project Obligation policy and any remaining funds will be returned to the COG/MPO for reprogramming. These funds must be transferred or loaned to another COG/MPO or ADOT by March 31 or obligated to projects by June 30 of each fiscal year.

F. Project Billing

1. The invoicing schedule for each phase of HURF Exchange projects will follow a standard protocol of 30%/30%/30%/10%:

- a. Within 10 business days of the date of finance authorization for each project phase and prior to the start of work - the LPA will submit to the ADOT PM an invoice for 30% of the HURF Exchange funding for that phase. This initial invoice may be submitted with the documents required in Section 1.06.E.11.

After adjusting the project phase budget as discussed in Section 1.06.E.12, ADOT will advance 30% of the HURF Exchange amount to the LPA within 30 days of receipt and approval of the invoice and documents required in Section 1.06.E.10.

- b. At 30% completion of the work – the LPA will submit to the ADOT PM an invoice for an additional 30% of the HURF Exchange funding. The invoice must include copies of project invoices and expenses incurred and paid to date which demonstrate the work is progressing to the 30% mark. ADOT will advance the next 30% to the LPA within 30 days of receipt and approval of the invoice and accompanying documentation.
- c. At 60% completion - the LPA will submit to the ADOT PM an invoice for an additional 30% of the HURF Exchange funding. The invoice must include copies of project invoices and expenses incurred and paid since the previous draw which demonstrate the work is progressing to the 60% mark. ADOT will advance the next 30% to the LPA within 30 days of receipt and approval of the invoice and accompanying documentation.
- d. At final completion - The final 10% of HURF Exchange funding will be paid on a reimbursement basis as outlined in the Section G, Project Close-out.

2. Projects are expected to progress according to the scope, schedule and budget in the IGA and submitted pursuant to Section 1.06.E.10. In accordance with ADOT Project Obligation policies and procedures, LPAs will be required to justify the viability of those projects which do not demonstrate adequate progress or the funding will be deobligated by ADOT. Deobligated HURF Exchange funds will be returned to the applicable COG/MPO and must be transferred or loaned to another COG/MPO or ADOT by March 31 or obligated to projects by June 30 of each fiscal year.

3. Expenditures made prior to the date of finance authorization are not eligible for HURF Exchange.
4. All HURF Exchange submissions and invoices are to be submitted to the assigned ADOT PM, who is responsible for reviewing, approving and forwarding invoices to FMS for payment within 10 days of receipt.
5. Any invoicing protocol proposed for the IGA which varies from the 30%/30%/30%/10% structure must be approved in advance in writing by the ADOT Chief Financial Officer.

G. Project Close-out

1. The LPA, applicable COG/MPO and ADOT representative (and possibly FHWA if federal funds were used to design the project) must complete a final project review, which should be done before the close-out package is submitted.
2. Within 60 days of the completion of the project, the LPA will submit the close-out package to the ADOT PM. The close-out package must include an invoice for the final 10%, the Project Acceptance letter from the LPA to the contractor, and a close-out letter to ADOT.
3. The ADOT PM will review and approve the close-out package and submit it to Resource Administration.
4. Resource Administration will review the close-out package to ensure all documentation has been received. Upon confirmation, Resource Administration will forward the close-out package to the FMS Final Voucher unit.
5. A final voucher review will be conducted on all HURF Exchange projects. ADOT will reimburse the final 10% of the cost of the project to the LPA within 30 days of the completion of the final voucher. Upon payment of the final 10%, the project will be closed out in AFIS, any remaining funding will be released from the project and no further invoices will be processed.
6. Any released funding will be returned to the COG/MPO, and will appear as a credit to the project in the HURF Exchange section on the COG/MPO ledger. The released funds must be transferred or loaned to another COG/MPO or ADOT by March 31 or obligated to projects by June 30 of each fiscal year.

H. Miscellaneous

1. Any HURF Exchange funds deobligated, released or otherwise removed from projects will be returned to the applicable COG/MPO for reprogramming and will appear on the ledger as a credit to the project in the HURF Exchange section on the COG/MPO ledger. The released funding and must be transferred or loaned to another COG/MPO or ADOT by March 31 or obligated to projects by June 30 of each fiscal year. Any remaining funding will revert to ADOT on July 1.

2. ADOT employees are required to track their time on each HURF Exchange project using the administrative phase. These costs will not be billed to LPAs without amendment of this policy in advance.
3. If a project developed (including Right of Way acquisition) with HURF Exchange funds is not constructed within two years of the completion of development, the LPA must repay all HURF Exchange payments to ADOT. Upon receipt of an invoice from ADOT, the LPA has 30 days to remit the full amount.

The repaid funds will be deposited in the HURF Exchange sub-fund of the SHF and will be returned to the applicable COG/MPO to be transferred or loaned to another COG/MPO or ADOT by March 31 or obligated to projects by June 30 of each fiscal year. The returned funds will appear on the ledger as a credit to the project in the HURF Exchange section.

4. LPAs are required to retain all records related to a HURF Exchange project for a period of five years after the date of the final payment of HURF Exchange funding from ADOT.
5. All HURF Exchange projects are subject to audit. ADOT may refer projects to the State Auditor General or ADOT's Internal Audit unit in cases of suspected misuse of HURF Exchange funding.
6. ADOT reserves the right to refuse to enter into further HURF Exchange transactions with a LPA which owes repayment of previous HURF Exchange funding or has misused HURF Exchange funds.
7. ADOT assumes no liability or financial responsibility for HURF Exchange projects. LPAs are solely responsible for complying with all applicable laws, rules and regulations, for any additional funding required to complete the project and for any claims due to delays, change orders or any other circumstances.

I. Shutdown Process

1. Certain situations result in the diminishment of SHF revenues, and may result in the immediate discontinuation of the program. These include, but are not limited to: appropriations, transfers, or distributions of HURF or SHF funds; legislative fund sweeps; declining revenues or revenue shortfalls; delays in federal reimbursements; significant changes in federal aid funding or pro rata match requirements; and economic or market conditions. In such situations, ADOT may choose to discontinue the HURF Exchange program.
2. ADOT will implement a shutdown process as follows:
 - a. FMS will determine the effective date of the shutdown.
 - b. FMS will notify IDO, MPD, the JPA group and the COGs/MPOs of the shutdown date as soon as possible.

- c. HURF Exchange IGAs which are fully executed as of the shutdown date will be honored. No further HURF Exchange IGAs will be executed or initiated after the shutdown date.
- d. COGs/MPOs will need to reprogram any remaining HURF Exchange projects with federal aid. All applicable federal requirements will apply.
- e. All federal aid projects (with the exception of those of CA agencies) will be administered by ADOT. ADOT staff will charge their time directly to the projects and the LPA will be billed for these charges.
- f. The March 31 deadline for the transfer or loan to another COG/MPO or ADOT, the June 30 deadline for obligation of funds to projects and reversion to ADOT on July 1 will continue to apply.

1.07 CORRESPONDING POLICIES AND DOCUMENTATION

FIN-2.01 Funds Control Policy

FIN-5.09 Charging/Distributing Costs to Local, State and Federal Projects

MGT-14.01 Department-wide Agreement Policy

ADOT Local Public Agency Projects Manual: <http://azdot.gov/docs/default-source/business/lpa-manual.pdf?sfvrsn=50>

ADOT Project Development Process Manual: <http://azdot.gov/docs/projects/project-development-process.pdf?sfvrsn=0>

ADOT Project Funding Request

ADOT Project Obligation policy and procedures (in development)

State of Arizona Accounting Manual: <https://gao.az.gov/publications/SAAM/>

Functional Classification Maps: <http://www.azdot.gov/maps/functional-classification-maps>

Chris Vertrees

From: Jennifer Catapano <JCatapano@azdot.gov>
Sent: Tuesday, March 07, 2017 4:50 PM
To: cdvertrees@seago.org
Cc: Jodi Rooney
Subject: Every Day Counts Arizona Local Public Agency Stakeholder Council Meeting

Hello Chris,

How are you? I hope all is well. Jodi forwarded your email to me. Please forward me the name of the representative when you make the decision. I will forward them information about the meeting expectations and agenda.

Below are the meeting dates for 2017:

March 9, 2017
June 15, 2017
September 14, 2017
December 7, 2017

All meetings are from 10:00 am to 2:00 pm at the Maricopa Association of Governments office in Phoenix.

Please let me know if there is anything else that you need.

Best,

Jennifer T. Catapano
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ADOT



SEAGO/Sierra Vista MPO Strategic Highway Safety Plan TAC Meeting

**Cochise College Benson Center
1025 State Route 90, Benson
March 16, 2017 – 11:15 AM to 1:00 PM**

- 1. Preliminary Network Screening Results**
- 2. Crash Dashboard Demo**
- 3. Additional Traffic Volume and Crash Data**
- 4. Safety Plan Vision and Goal**
- 5. Draft Emphasis Areas and Safety Strategies**
- 6. Stakeholder/Public Involvement**
- 7. Next Steps**