Yuma Metropolitan Planning Organization

TECHNICAL ADVISORY
REGULAR MEETING AGENDA

TECHNICAL ADVISORY COMMITTEE (TAC)
Regular Meeting
Thursday, August 14, 2014
9:00 AM

GYEDC
899 Plaza Circle, Suite 2
Yuma, AZ 85365

YMPO TAC MEMBERS

Chairman	Joseph Grant, Public Works Director, Town of Wellton
Vice-Chairman	Roger Patterson, Yuma County Engineer
Member	John Starkey, Building Safety Director, City of San Luis
Member	Monty Stansbury, Planning & Zoning Director, Yuma County
Member	Joshua Scott, City Engineer, City of Yuma
Member	Omar Heredia, Planner, Cocopah Indian Tribe
Member	Jennifer Albers, Principal Planner, City of Yuma
Member	Mark Hoffman, Senior Planner, ADOT
Member	Joel Olea, Director of Public Works, City of Yuma
Member	Samuel Palacios, Public Works Director, City of Somerton

YMPO TAC EX-OFFICIO'S

YCIPTA	John Andoh, Transit Director
CALTRANS	Jacob Armstrong
FHWA	Romare Truely
FTA	Alex Smith
EPA	Wienke Tax

I. CALL TO ORDER

A. City of Yuma declaration of votes

II. CALL TO THE PUBLIC

This item is to provide an opportunity for presentation of comments by the public. Individuals wishing to address the committee need not request permission in advance and are limited to three (3) minutes.

III. APPROVAL OF THE JULY 2014 MINUTES

(Charles A. Gutierrez, YMPO)..... DISCUSSION/ACTION

IV. YMPO EFFORTS ON THE SOUTHWEST ARIZONA/SONORAN BINATIONAL REGION

(Charles A. Gutierrez, YMPO)..... DISCUSSION/ACTION

V. HIGHWAY TRUST FUNDS

(Charles A. Gutierrez, YMPO) ..... DISCUSSION

VI. HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)

(Charles A. Gutierrez, YMPO)…… …… …DISCUSSION/ACTION

a. Call for Projects
b. New Application
c. Transit
d. YMPO Regional Strategic Transportation Safety Plan

VII. TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT #3

(Charles A. Gutierrez, YMPO) ……..…DISCUSSION/ACTION

VIII. TAC PROJECT STATUS REPORTS

Town of Wellton:

Yuma County:

South Frontage Road
County 19th St Bridge
County 14th St Overlay
Highway 80

City of San Luis:

US95/Main St.
Avenue E Roadway Widening

City of Yuma:

City of Somerton:

TE Project-Somerton Canal Pathway
TE Project-Main St: Bingham to Somerton Ave
TE Project-Cesar Chavez Pathway

ADOT:

Cocopah Indian Tribe:

YCIPTA:

Yuma Short Range Transit Plan
Bus Stops in Yuma and Yuma County

IX. PROJECT UPDATES

A. PARA projects
B. Yuma Regional Strategic Transportation Safety Plan (YRSTSP)
C. YMPO

X. NEW ITEMS OF BUSINESS FOR FUTURE AGENDAS

A. TIP Amendments
B. HSIP

XI. PROGRESS REPORTS

A. **YMPO TAC Meeting,** July 10, Charles A. Gutierrez and Melissa Ramos attended
B. **2014 APA AZ Conference Planning Meeting,** July 10, Mark Teuscher attended
C. **MPO/COG Director Workshop,** July 17, Charlene FitzGerald attended
D. **MPO/COG Planners Meeting,** July 18, Charlene FitzGerald attended and Charles Gutierrez Participated
E. **Mobility Management Meeting,** July 18, Charlene FitzGerald attended
F. **YRDG Meeting,** July 22, Charlene FitzGerald attended
G. **ADOT Webinar regarding Federal Reimbursement on Projects,** July 22, Chona Medel participated
H. **San Luis Chamber of Commerce BIEN Outreach,** July 23, Charlene FitzGerald, Melissa Ramos and Chona Medel attended
I. **GoToMeeting Invitation- CTS Meeting,** July 28, Mark Teuscher participated
J. **ADOT BECO Disparity Study Discussion,** July 29, Chona Medel participated
K. **US Mexico Freight Planning Peer Exchange San Diego,** July 29-30, Charlene FitzGerald attended

XII. ADJOURNMENT

Notice: In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, YMPO does not discriminate on the basis of disability in the admission of or access to, or treatment or employment in, its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in YMPO programs, activities, or services, contact Charles A. Gutierrez at 928-783-8911.

Yuma Metropolitan Planning Organization

TECHNICAL ADVISORY
REGULAR MEETING MINUTES

TECHNICAL ADVISORY COMMITTEE (TAC)
Regular Meeting
Thursday, July10, 2014
9:00 AM

GYEDC
899 Plaza Circle, Suite 2
Yuma, AZ 85365

YMPO TAC MEMBERS PRESENT

Vice-Chairman	Roger Patterson, Yuma County Engineer
Member	Mark Hoffman, Senior Planner, ADOT
Member	Joel Olea, Director of Public Works, City of Yuma
Member	Samuel Palacios, Public Works Director, City of Somerton
Member	John Starkey, Building Safety Director, City of San Luis
Member	Jennifer Albers, Principal Planner, City of Yuma
Member	Monty Stansbury, Planning & Zoning Director, Yuma County

YMPO TAC MEMBERS ABSENT

Chairman	Joseph Grant, Public Works Director, Town of Wellton
Member	Omar Heredia, Planner, Cocopah Indian Tribe
Member	Joshua Scott, City Engineer, City of Yuma

YMPO STAFF PRESENT

Senior Planning Manager	Charles A. Gutierrez
Administrative Assistant	Melissa Ramos

I. CALL TO ORDER

Vice-Chairman Roger Patterson called the Technical Advisory Meeting to order at 9:05am.

A. City of Yuma declaration of votes: Joel Olea-3 and Jennifer Albers-2

II. CALL TO THE PUBLIC

This item is to provide an opportunity for presentation of comments by the public. Individuals wishing to address the committee need not request permission in advance and are limited to three (3) minutes.

Charles Gutierrez announced that Mark Teuscher will continue working for the YMPO and Mark Teuscher's title will be changing to Mobility Manager. Mark Teuscher will be the Mobility Manager for the Yuma region.

III. APPROVAL OF THE JUNE 2014 MINUTES

Vice-Chairman Roger Patterson requested that YMPO TAC EX-OFFICIO'S ABSENT be taken off the minutes and be noted when they are present.

Jennifer Albers motioned to approve the minutes of June 12, 2014 as amended by the TAC members.

Samuel Palacios seconded

Motioned carried unanimously

IV. ARIZONA BODER MASTE PLAN UDATE

Charles Gutierrez gave a demonstration on how to use the AZ BMP website and asked the TAC committee to review Chapter 8 in the Arizona Border Master Plan and to look for their respective infrastructure projects that need to be updated and submit to the YMPO. All projects need to be completed as this update will be submitted to ADOT by YMPO. The due date for the update is July 23.

V. HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) UPDATE

Charles Gutierrez informed the TAC committee that there is approximately $490,000 of HSIP funds available for fiscal year 2015 and those funds need to be obligated quickly. If the funds are not obligated the funds may be loaned out to other jurisdictions and will be paid back at a later time just as funds were loaned out to SEAGO in FY 14. Charles Gutierrez announced AMEC as the consulting firm for the Yuma Regional Strategic Transportation Safety Plan (YRSTSP). The contract is under negotiation and should be completed shortly. Charles Gutierrez gave the TAC members the opportunity to discuss and choose the process of how the TAC meetings will be held for the YRSTSP. Charles Gutierrez suggested the TAC members select a sub-committee and Charles Gutierrez will the project manager with guidance from Charlene FitzGerald. The final decision was that all TAC members will be involved with the process of the YRSTSP. The first meeting will take place in August. There will be several meetings during the process of the YRSTSP including public participation.

VI. TRANSPORTATION IMPROVEMENT PROGRAM (TIP) UPDATE

Charles Gutierrez updated the TAC members on the loan reduction for FY 14 San Luis project SAN-12-08C Avenue E Widening. The original amount was $1,660,000 and the amount that it has been reduced to is $1,055,163. Prior to the YMPO Executive Board meeting in June there was recommendation to change the TIP.

VII. TAC PROJECT STATUS REPORTS

Town of Wellton:

Yuma County:

South Frontage Road- ongoing
County 19th St Bridge- ongoing
County 14th St Overlay- Bid opening was the 7th of November
Highway 80- ongoing

City of San Luis:

US95/Main St. – negotiating- construction should start in the summer
Avenue E Roadway Widening- goes out to bid in August

City of Yuma:

City of Somerton:

TE Project-Somerton Canal Pathway-100% design, waiting for ADOTs final comments.
TE Project-Main St: Bingham to Somerton Ave- Bidding was reviewed and the bid was over budget by 30% and will be advertised again
TE Project-Cesar Chavez Pathway-Project Assessment is complete and waiting for final reviews.
Main St. and Highway 95 pavement preservation- construction willing start between March and April of 2015

ADOT:

I8 project- paving is half way completed with bridge work ongoing and final completion is in September

Cocopah Indian Tribe:

YCIPTA:

VIII. PROJECT UPDATES

A. PARA projects- Yuma School District-TAC meeting was help for working paper #2 looking for comments. Working paper #2 has a detailed list of schools and improvements that could be done.

Yuma Transportation Master Plan- final TAC meeting is July 10 to discuss draft final report that was submitted and go over comments

B. Yuma Regional Strategic Transportation Safety Plan (YRSTSP)-AMEC is the selected consulting firm

C. YMPO- In-Kind Match sheets need to be completed and turned into YMPO staff. YRSTSP will require different In- Kind Match sheets. All of the time dedicated to the YRSTSP is completely In- Kind Match time. Please include all staff that contributes time to the YRSTSP.

IX. NEW ITEMS OF BUSINESS FOR FUTURE AGENDAS

A. TIP Amendments
B. HSIP

Please have **NEW ITEMS OF BUSINESS FOR FUTURE AGENDAS** available two weeks prior to the scheduled TAC meeting.

X. PROGRESS REPORTS

- **A.** **YMPO TAC Meeting,** June 12, Charles A. Gutierrez, Melissa Ramos, and Mark Teuscher attended
- **B.** **San Luis Rio Colorado Transportation and Development Tour to El Golfo,** June 16, Charlene FitzGerald attended
- **C.** **AMC, June 18-19,** Charlene FitzGerald attended
- **D.** **AMC, June 20,** Charles A. Gutierrez attended
- **E.** **AzTA's Annual "Advance",** June 20, Charlene FitzGerald attended
- **F.** **NPRM on Performance webinar,** June 24, Charles A. Gutierrez participated
- **G.** **YMPO/ADOT Monthly Meeting,** June 25, Charles A. Gutierrez and Charlene FitzGerald attended
- **H.** **Chamber Transportation Meeting,** June 26, Charles A. Gutierrez attended
- **I.** **YMPO Executive Board Meeting,** June 26, Charlene FitzGerald, Chona Medel, and Charles Gutierrez attended
- **J.** **San Luis II POE Presidential Permit, Traffic Projects, Environmental, and Feasibility Study**, June 30, Charlene FitzGerald and Charles A. Gutierrez participated
- **K.** **Yuma School District Number One Plan of Improvement Review TAC Meeting,** July 1, Charles A. Gutierrez attended
- **L.** **YMPO Regional Mobility Committee Quarterly Meeting,** July 9**,** Mark Teuscher and Melissa Ramos participated

XI. ADJOURNMENT

Vice-Chairman Roger Patterson adjourned the meeting at 10:17am.

Notice: **In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, YMPO does not discriminate on the basis of disability in the admission of or access to, or treatment or employment in, its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in YMPO programs, activities, or services, contact Charles A. Gutierrez at 928-783-8911.**

Minutes prepared by:	**Minutes Submitted by:**	**Minutes approved by:**
Melissa Ramos	Charles Gutierrez	Joseph Grant, YMPO TAC
YMPO Administrative Assistant	YMPO Senior Planning Manager	Chairman

Yuma Metropolitan Planning Organization

502 S. Orange Ave.
Yuma, Arizona 85364
www.ympo.org

Phone: (928) 783-8911
Fax: (928) 329-1674

Local Governments and Citizens Working Together

To: YMPO Technical Advisory Committee (TAC)

From: Charles A. Gutierrez, Senior Planning Manager

Date: May 6, 2014

Subject: **Staff Report May 20, 2014 TAC Meeting**

Item III. Approval of the July 2014 Minutes

YMPO is requesting approval of the July, 2014 Minutes.

Item IV. YMPO Efforts on the Southwestern Arizona/Sonoran Binational Region

YMPO is presenting the Regional Efforts that are being made with the Arizona/Sonoran Binational efforts with Linking Transportation and Economic Development according to the MAP 21 Transportation Bill.

Item V. Highway Trust Funds

YMPO is updating the information of the Reauthorization of the Transportation Bill.

Item VI. Highway Safety Improvement Program (HSIP)

ADOT has launched the new guidelines for submission of HSIP projects and the new timeline for submission of projects. Since, YMPO is the HSIP Manager for the Safety funds, the YMPO Agencies will follow the guidelines set forth by ADOT. YMPO is calling for projects as of this TAC meeting. We only have until September 15 to submit for projects with eligibility due no later than October 31, 2014.

YMPO is also asking the municipalities their thoughts on the Transit aspect of the HSIP funds. Where does YCIPTA stand for receiving HSIP Funds? For example if a bus stop fits the criteria of a safety project, who is the sponsor of the project YCIPTA or the Municipality?

YMPO will be having the Kickoff for the Safety Plan on August 27, 2014. The invite will be sent out.

Yuma Metropolitan Planning Organization

502 S. Orange Ave.
Yuma, Arizona 85364
www.ympo.org

Phone: (928) 783-8911
Fax: (928) 329-1674

Local Governments and Citizens Working Together

Item VII. Transportation Improvement Plan (TIP) Amendment #3

ADOT has asked the YMPO to change the amount of the Loan for the Ave E Widening project in the San Luis Region. The amount of the current approved loan amount is $1,051,136. The new amount will be $344,267. ADOT final determination of construction costs came in with a cost saving of $706,869 savings. ADOT is requesting the loan amount be reduced to the $344,267. (Good news for San Luis) The amount for the loan is now Fed: $344,267, Local: $20,809, Total: $365,076.

ADOT Local HSIP Application Guidelines

APPLICATION FOR LOCAL HSIP PROJECTS

ADOT Guidance on HSIP Funded Road Safety Improvement Projects

1 ***Two categories of road safety improvements: "Systemic" projects and "Spot Specific" projects. All projects must be identified through a data-driven process, reduce potential fatalities and serious injury crashes, and relate back to Emphasis Areas in the Arizona Strategic Highway Safety Plan (SHSP). Links to the Arizona SHSP, the Arizona HSIP Manual, and the Crash Modification Factors Clearinghouse can be found at http://azdot.gov/Highways/Traffic/9620.asp***

"Systemic Projects" are those projects that implement systemic road safety improvements across a road nework. These are projects that can be implemented with minimal clearances required, usually system-or corridor-wide. A data anaylysis that identifies crash trends and risk factors with a prioritized list of potential locations that could benefit from the systemic safety improvements utilizing highly-effective countermeasures is required. Contact ADOT Traffic Safety Section for technical assistance if needed. See http://safety.fhwa.dot.gov/systemic/ for more information.

"Spot Specific Projects" are those projects that would implement safety improvements focused at a specific location. Applications for this category of projects require a study, network screening, supporting crash data, benefit-cost ratio > 1.0 and proven countermeasures. These projects may require environmental, utility and ROW clearances.

2 ***Examples of Road Safety Improvement Projects***

Improve **Roadway Segment Safety:**
Milled in shoulder and centerline rumble strips
Install delineation for barriers and obstacles
Upgrade markings (wider and more durable materials) including Raised Pavement Markers
Upgrade regulatory and warning signs
Shoulder widening
Enhanced delineation at horizontal curves
Road Diets
High Friction course applications
Install new Streetlighting

Improve **Signalized Intersection Safety:**
Converting traffic signal heads from 8-inch incandescent/LED to 12-inch LED
Installation of new advance street name signing
Backplates with Retroreflective Borders

Improve Unsignalized Intersection Safety:
Upgrade STOP signs – larger and/or retroreflective upgrade
Install advance stop ahead pavement markings

Improve Pedestrian Safety:
Install pedestrian countdown signals
Install and/or upgrade pedestrian crosswalk pavement markings
Enhanced school crossing signals, signing and/or pavement markings
Provide mid-block crosswalk advance stop bars
Provide pedestrian refuge islands and medians
Install Pedestrian Hybrid Beacons (Ref: http://safety.fhwa.dot.gov/provencountermeasures/)

Improve Emergency Response:
Establish or upgrade mileposts and milepost system (Not applicable to urban arterial streets)

Establish Inventory of Traffic Control Devices:
Inventory of signs, traffic signals, etc. required for implementing systematic improvements

3 ***Example Safety Improvements that may qualify to be 100% HSIP funded (see 23 U.S.C. 120 (c) for complete list):***

Roundabouts
Traffic Signals
Pavement Markings
New or Replacement Road Signs - i.e. to meet MUTCD retroreflectivity requirements
Street Lighting - May require more indepth environmental clearances

4 ***Additional Requirements***

Cover Letter (required with project): Summary of application. The Commitment to the safety project,, how much HSIP funding, etc. Just a short summary of your application. When completed please print and sign your letter and .pdf it along with the final version of this Excel application. The final version of the Excel application must include any modifications to project scope and project cost made during the project review process .

The amount of HSIP funding shown in the Cost Estimate of the final Excel application MUST match the amount approved by COG/MPO.

ADOT and Federal Highway Administration both are required to give concurrence of **eligibility** for all HSIP Local Government Projects. Please note that eligibility does not give you authorization to begin work.

Any changes in project cost above 20% will need to be re-submitted for eligibility and approval.

Any changes in project scope will need to be re-submitted for eligibility and approval.

The ADOT Admin fee is manditory for all projects and is due and payable with your first submittal to ADOT if not 100% Federally funded.

ADOT clearances and an executed IGA are required and must be completed prior to May 1, 20XX. If you are a Certified Acceptance (CA) Agency no IGA is required, but you are still required to have all clearances completed by May 1, 20XX.

Merchandise must be installed within one year of purchase. Merchandise **can not** be stockpiled for future use.

Work must not be classified as **maintenance** such as normal operating expenses and routine repair. HSIP funds cannot be used to "salvage" items without crediting costs back to the project. HSIP funds cannot be used to "upgrade" items, but hey can be used to bring an item up to current standards when replacing if they were substandard prior to approval of this project.

If you are doing planning/study project; must result in a design/construction project.

Reimbursement for Installation: As indicated in 23 CFR 635.112(e): "No public agency shall be permitted to bid in competition or to enter into subcontracts with private contractors." There are no exceptions to this competitive bidding policy. However, under limited circumstances a public agency may be permitted to undertake efforts normally reserved for the private sector (Publicly Owned Equipment, Convict Produced Materials, and State Owned/Furnished/Designated Materials). Otherwise, unless it is an emergency situation or an attempt was made to bid installation competitively and was not successful, installation will not be eligible for Federal-aid reimbursement.

Clearance **Letters:** Templates are provided for your use. Once you have received an executed IGA and federal authorization you can submit your clearance letters to the appropriate ADOT Technical Section. **Required:** Environmental, Utilities and Right of Way Clearance. Materials Memo may be required for certain types of work.

ADOT LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM
APPLICATION

Agency:		**Name of Project:**	
County:		**COG/MPO:**	
Contact:	**Phone:**		**E-Mail:**
Type of Safety Improvement:		**Systemic:** ☐YES ☐NO	
Mark all that apply to your project:	☐PE ☐Const. ☐Procurement ☐Planning - Study		
Anticipated **Cost** Estimate:		$60,360.00	
Anticipated **dollar** amount **of HSIP Funding:**		$60,360.00	
Anticipated **Dollar amount of Local Match (5.7%):**		$0.00	
Anticipated Dollar amount **of Other:**		$0.00	
Funding Source: ☐100% HSIP ☐94.3% HSIP			
Design Year (Construction year cannot be the same):	☐FY15 ☐FY16		
Construction Year:	☐FY15 ☐FY16 ☐FY17 ☐FY18		
Administration of Project:	**Agency:** ☐YES ☐NO	**ADOT:** ☐YES ☐NO	

1. Describe your safety improvement project in detail: (50 words or less)

1a.

2. Describe the location of your safety project:

2a.

3. How was the proposed location's) identified?

3a.

4. What is the safety justification for the proposed project?

4a.

5	**Will there be ground disturbing activities?**	☐YES	☐NO
6.	**Is project within applicants ROW?**	☐YES	☐NO
6a.	**If NO please explain:**		
7	Will there be any utility **relocation needed?**	☐YES	☐NO
7a.	**If YES please explain:**		
8	**Does the project support Arizona's Strategic Highway Safety Plan?**	☐YES	☐NO
9.	**Are there any Studies, RSA's or Other evaluations that support this project?**	☐YES	☐NO
10.	**Detailed cost estimate attached:**	☐YES	☐NO

"Systemic" Safety Project

1.	**If purchasing equipment or materials, who will install?**	☐Town/City ☐County ☐Contractor ☐Tribe	
2.	**Does the project require proprietary items (23CFR 635.411)?:**	☐YES	☐NO

"Name of Project" should be same as what will be put in TIP once eligibility is given

Note: Design year and construction (funding) year cannot be the same.
Note: Prefer that a FY is skipped between design & construction.
Note: Project Administration by the Agency requires approval from ADOT/FHWA.

Note: HSIP eligible scope of work - Work must not be classified as maintenance such as normal operating expenses and routine repair. Please include what the current item is and what you are upgrading to.

Note: For "Systematic" improvements describe project coverage such as Citywide, Townwide, Various Locations, all corridors, all school zones etc.

Example: The Town just recently inventoried and identified signs that do not meet retro reflectivity requirements. Example: The City's Engineering Group analyzed five years of crash data (2009 - 2013) to determine which intersections would potentially benefit the most from the HSIP Safety funds.

Example: The determination of the emergency preemption cards locations, the City used a systematic approach to identify key signalized intersections where safe passage for emergency vehicles was needed via emergency signal preemption.

Example: The determination of pedestrian count down head locations, the City of Tempe staff used a systematic approach that identified key "high-pedestrian" activity locations within the City. It was determined that all intersections along the existing Metro Light Rail Alignment experience heavy volumes of pedestrian traffic.

Note: Provide the safety justification for each proposed safety improvement . Example: Advanced Dilemma-Zone Detection is intended to safely control the major-road approaches to isolated signalized intersections, reducing the frequency of crashes associated with traffic signal phase change (for example, rear-end and angle crashes).

Example: The intent of countdown pedestrian signals is to provide additional visual information to pedestrians crossing at signalized intersections. The countdown display indicates the number of seconds remaining for the pedestrian phase. It states in the 2009 edition of The Manual on Uniform Traffic Control Devices (MUTCD) by the US DOT FHWA, that pedestrian change interval countdown displays shall be used if the interval is more than seven

Example: The City would like to put in place a sign management inventory system to identify all sign types and prioritize, which will bring the City into compliance with the requirements of the MUTCD (e.g. size, legend and retroflectivity).

ADOT ~ EPG~ Local Government Projects-Guidance & Documents

Reimbursement for Installation: As indicated in *23 CFR 635.112(e)* : "No public agency shall be permitted to bid in competition or to enter into subcontracts with private contractors." There are no exceptions to this competitive bidding policy. However, under limited circumstances a public agency may be permitted to undertake efforts normally reserved for the private sector (Publicly Owned Equipment, Convict Produced Materials, and State Owned/Furnished/Designated Materials). Otherwise, unless it is an emergency situation or an attempt was made to bid installation competitively and was not successful, installation will not be eligible for Federal-aid reimbursement
If YES, Requires ADOT/FHWA approval for a "Cost Effectiveness"/"Finding in the Public Interest".

ADOT LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM
APPLICATION

Agency:		**Name of Project:**	
County:		**COG/MPO:**	
Contact:		**Phone:**	**E-Mail:**

"Name of Project" should be same as what will be put in TIP once eligibility is given

3.	**Is a list of locations for systemic projects provided on the attached form?**	☐YES	☐NO
4.	**How will the proposed locations be prioritized for replacement? (explain below)**		
4a.			

Example: Locations will be prioritized for upgrades based on warning, regulatory and street name signs. Example: These locations were prioritized based on prioritization in our sign management system.

"Spot" Improvement Projects Only

(The following items are required)

1.	Completed B/C Ratio **Tabulation Sheet** Attached **(Required):**	☐YES	☐NO
2.	3-5 Years Crash **Data-sort by year & severity or correctable action (attached):**	☐YES	☐NO
3.	Project vicinity map is provided:	☐YES	☐NO

Benefit/Cost Ratio Tabulation Sheet is a "TAB" in this workbook.

"ADOT" Review and Comments

(ADOT Use)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

LOCAL AGENCY LETTERHEAD

August 6, 2014

Ms. Mona Aglan-Swick, P.E.
Traffic Engineering Group, Traffic Safety Section
Arizona Department of Transportation
1615 W. Jackson ST., MD 065R
Phx, AZ 85007-3217

RE: Local Highway Safety Improvement Program (HSIP) Project Request and Application
COG/MPO:
Agency:
Project Name:
Project Location:

Dear Ms. Aglan-Swick:

The [insert agency name] is submitting herewith a project application for local Highway Safety Improvement Program (HSIP) local funding. This road safety improvement project has been approved by the COG/MPO Regional Council to be funded with HSIP funds allocated to the region. The proposed request is for the [describe each countermeasure being constructed or the safety item being procured.] [Describe how the installation or procurement of this countermeasure will correct or improve the highway safety problem.] [Insert a statement that indicates who is doing the work i.e. City Staff or Contractor]. [Insert a statement that there will or will not be ground distrubing activities or utility relocations anticipated.]

[This paragraph has to identify how many crashes that occurred during the most recent 5-year period that the proposed countermeasure is based on. i.e. intersection related pedestrian crashes for pedestrian countdown heads] During a x-year period ending xxxxxx 20xx, the City/Town experienced xxx total pederstrian intersection related crashes including xx fatal, xx incapacitating, xx non-incapacitating, and xx possible injury crashes. With a Crash Reduction Factor (CRF) of xx% obtained from [insert source document] for all crashes, the City/Town could see a 5-year reduction of xxx crashes. [Contact ADOT Traffic Section for this information if you do not have it available.]

[insert agency name] has determined that, in accordance with 23 USC 148(a)(4))(A), this project is consistent with the [COG/MPO's and] State's 2014 SHSP. It supports [insert appropriate emphasis area title for one of both of the SHSPs].

HSIP funds in the amount of $XX,XXX are being requested for this project. With FHWA Arizona Division Office concurrence the above safety improvement items are eligible to be funded at 100% or 94.3% [which is appropriate]Federal share per 23 U.S.C. 120(c) as described in Code of Federal Register 23 CFR Part 924. Therefore, the [insert agency name] does not propose to contribute any local match for the above mentioned project or proposes committing the 5.7% local match in the amount of $XXXX. Furthermore, the [insert agency name] is not requesting reimbursement for staff time for installation. [if applicable] Table 2 summarizes the anticipated cost estimate projected for this project.

If you have any questions, please contact me at XXX-XXX-XXXX or email XXXXXXXX@XXXXXXX.XXX .

Sincerely,

your name & title
your section/department
address

RE: Local Highway Safety Improvement Program (HSIP) Project Request and Application
COG/MPO:
Agency:
city, state and zip code

Attachments: Application (excel format) to include cost estimate, vicinity map and/or list of locations
Study/RSA Reports
If applicable: B/C Ratio and Crash Data
Proposed design & construction timeline

LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM
APPLICATION - COST ESTIMATE

Agency:		Name of Project:	Procurement of Sign Panels - Local Agency Staff Installs

HSIP Project Cost Estimate Worksheet

Project Cost Estimate:	Description:	Quantity:	Cost (Unit):	Total Cost	HSIP:	Local Match:	Other Amt:	TOTAL COST
					100.00%	0.00%	0.00%	
Planning or Study:		0	$ -	$ -	$ -	$ -	$ -	$ -
Preliminary Engineering:		0	$ -	$ -	$ -	$ -	$ -	$ -
ADOT Admin Costs:		1	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ -	$ -	$ 30,000.00
Sub-Total			**$ 30,000.00**	**$ 30,000.00**	**$ 30,000.00**	**$ -**	**$ -**	**$ 30,000.00**
Materials:	RWM Signs (SF)	1000	$ 20.00	$ 20,000.00	$ 20,000.00	$ -	$ -	$ 20,000.00
Materials:	Mounting Hardware (ea)	500	$ 6.00	$ 3,000.00	$ 3,000.00	$ -	$ -	$ 3,000.00
Materials:		0	$ -	$ -	$ -	$ -	$ -	$ -
Materials:		0	$ -	$ -	$ -	$ -	$ -	$ -
Materials:		0	$ -	$ -	$ -	$ -	$ -	$ -
Materials:		0	$ -	$ -	$ -	$ -	$ -	$ -
Materials Sub-Total:				$ 23,000.00	$ 23,000.00	$ -	$ -	$ 23,000.00
Sales Tax		**10.00%**		$ 2,300.00	$ 2,300.00	$ -	$ -	$ 2,300.00
Sub-Total			**$ -**	**$ 25,300.00**	**$ 25,300.00**	**$ -**	**$ -**	**$ 25,300.00**
Construction Admin :		**14.00%**			$ 3,542.00	$ -	$ -	$ 3,542.00
Contingencies :		**5.00%**			$ 1,265.00	$ -	$ -	$ 1,265.00
Post Design:		**1.00%**			$ 253.00	$ -	$ -	$ 253.00
		0			$ -	$ -	$ -	$ -
		0			$ -	$ -	$ -	$ -
		0			$ -	$ -	$ -	$ -
		0			$ -	$ -	$ -	$ -
		0			$ -	$ -	$ -	$ -
		0			$ -	$ -	$ -	$ -
Sub-Total				$ -	**$ 5,060.00**	**$ -**	**$ -**	**$ 5,060.00**
								$ -
TOTAL REQUEST					**$ 60,360.00**	**$ -**	**$ -**	**$ 60,360.00**

Comments:

ADOT LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM
APPLICATION - COST ESTIMATE

Agency:		Name of Project:	Procurement of Sign Panels - Contractor Installed

HSIP Project Cost Estimate Worksheet

Project Cost Estimate:	Description:	Quantity:	Cost (Unit):	Total Cost	HSIP:	Local Match:	Other Amt:	TOTAL COST
					100.00%	0.00%	0.00%	
Planning or Study:		0	$ -	$ -	$ -	$ -	$ -	$ -
Preliminary Engineering:		0	$ -	$ -	$ -	$ -	$ -	$ -
ADOT Admin Costs:		1	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ -	$ -	$ 30,000.00
Sub-Total			**$ 30,000.00**	**$ 30,000.00**	**$ 30,000.00**	**$ -**	**$ -**	**$ 30,000.00**
Materials:	RWM Signs (SF)	1000	$ 20.00	$ 20,000.00	$ 20,000.00	$ -	$ -	$ 20,000.00
Materials:	Mounting Hardware (ea)	500	$ 6.00	$ 3,000.00	$ 3,000.00	$ -	$ -	$ 3,000.00
Materials:		0	$ -	$ -	$ -	$ -	$ -	$ -
Materials:		0	$ -	$ -	$ -	$ -	$ -	$ -
Materials:		0	$ -	$ -	$ -	$ -	$ -	$ -
Materials:		0	$ -	$ -	$ -	$ -	$ -	$ -
Materials Sub-Total:				$ 23,000.00	$ 23,000.00	$ -	$ -	$ 23,000.00
Traffic Control:		**10.00%**		$ 2,300.00	$ 2,300.00	$ -	$ -	$ 2,300.00
Mobilization:		**10.00%**		$ 2,300.00	$ 2,300.00	$ -	$ -	$ 2,300.00
Sub-Total			**$ -**	**$ 25,300.00**	**$ 25,300.00**	**$ -**	**$ -**	**$ 25,300.00**
Construction Admin :		**14.00%**			$ 3,542.00	$ -	$ -	$ 3,542.00
Contingencies :		**5.00%**			$ 1,265.00	$ -	$ -	$ 1,265.00
Post Design:		**1.00%**			$ 253.00	$ -	$ -	$ 253.00
Communications		**5.00%**			$ 1,265.00	$ -	$ -	$ 1,265.00
		0			$ -	$ -	$ -	$ -
		0			$ -	$ -	$ -	$ -
		0			$ -	$ -	$ -	$ -
		0			$ -	$ -	$ -	$ -
		0			$ -	$ -	$ -	$ -
Sub-Total					**$ 6,325.00**	**$ -**	**$ -**	**$ 6,325.00**
								$ -
TOTAL REQUEST					**$ 61,625.00**	**$ -**	**$ -**	**$ 61,625.00**

Comments:

Agency:		Name of Project:	Inventory/Procure Regulatory/Warning/Streetname Signs and phased local agency install

Project Cost Estimate Worksheet

Project Cost Estimate:	Description:	Quantity:	Cost (Unit):	Total Cost	HSIP: 100.00%	Local Match: 0.00%	Other Amt: 0.00%	TOTAL COST
Preliminary Engineering:		1	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ -	$ -	$ 100,000.00
ADOT Admin Costs - Phase 1:		1	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ -	$ -	$ 30,000.00
Total Phase 1 - Project Year 1				**$ 130,000.00**	**$ 130,000.00**	**$ -**	**$ -**	**$ 130,000.00**
ADOT Admin Costs-Year 2:		1	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ -	$ -	$ 30,000.00
Materials:	Regulatory Signs	1	$ 50.00	$ 50.00	$ 50.00	$ -	$ -	$ 50.00
Materials:	Mounting Hardware	1	$ 6.00	$ 6.00	$ 6.00	$ -	$ -	$ 6.00
Sub-Total Material Cost - Phase 2				$ 56.00	$ 56.00	$ -	$ -	$ 56.00
Sales Tax:		10.00%		$ 5.60	$ 5.60	$	$	$ 5.60
Equipment and Installation Sub-Total Phase 2 - Year 2				$ 61.60	$ 61.60	$ -	$ -	$ 61.60
Construction Admin :		14.00%		$ 8.62	$ 8.62	$	$ -	$ 8.62
Contingencies :		5.00%		$ 3.08	$ 3.08	$	$ -	$ 3.08
Post Design:		1.00%		$ 0.62	$ 0.62	$	$	$ 0.62
Administration Sub-Total Phase 2 - Year 2				$ 12.32	$ 12.32	$ -	$ -	$ 12.32
Total Phase 2 - Project Year 2				**$ 30,073.92**	**$ 30,073.92**	**$ -**	**$ -**	**$ 30,073.92**
ADOT Admin Costs-Year 3:		1	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ -	$ -	$ 15,000.00
Materials:	Regulatory Signs	1	$ 50.00	$ 50.00	$ 50.00	$ -	$ -	$ 50.00
Materials:	Mounting Hardware	1	$ 6.00	$ 6.00	$ 6.00	$ -	$ -	$ 6.00
Sub-Total Material Cost - Phase 3				$ 56.00	$ 56.00	$ -	$ -	$ 56.00
Sales Tax:		10.00%		$ 5.60	$ 5.60			$ 5.60
Equipment and Installation Sub-Total Phase 3 - Year 3				$ 61.60	$ 61.60	$ -	$ -	$ 61.60
Construction Admin :		14.00%		$ 8.62	$ 8.62	$	$ -	$ 8.62
Contingencies :		5.00%		$ 3.08	$ 3.08	$	$ -	$ 3.08
Post Design:		1.00%		$ 0.62	$ 0.62			$ 0.62

Administration Sub-Total Phase 3 - Year 3				$ 12.32	$ 12.32	$ -	$ -	$ 12.32
Total Phase 3 - Project Year 3				**$ 15,073.92**	**$ 15,073.92**	**$ -**	**$ -**	**$ 15,073.92**
ADOT Admin Costs-Year 4:		1	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ -	$ -	$ 15,000.00
Materials:	Regulatory Signs	1	$ 50.00	$ 50.00	$ 50.00	$ -	$ -	$ 50.00
Materials:	Mounting Hardware	1	$ 6.00	$ 6.00	$ 6.00	$ -	$ -	$ 6.00
Sub-Total Material Cost - Phase 4				$ 56.00	$ 56.00	$ -	$ -	$ 56.00
Sales Tax:		**10.00%**		$ 5.60	$ 5.60	$	$	$ 5.60
Equipment and Installation Sub-Total Phase 4 - Year 4				$ 61.60	$ 61.60	$ -	$ -	$ 61.60
Construction Admin :		**14.00%**		$ 8.62	$ 8.62	$	$ -	$ 8.62
Contingencies :		**5.00%**		$ 3.08	$ 3.08	$	$ -	$ 3.08
Post Design:		**1.00%**		$ 0.62	$ 0.62			$ 0.62
Administration Sub-Total Phase 2 - Year 2				$ 12.32	$ 12.32	$ -	$ -	$ 12.32
Total Phase 4 - Project Year 4				**$ 15,073.92**	**$ 15,073.92**	**$ -**	**$ -**	**$ 15,073.92**
Total Request				**$ 190,221.76**	**$ 190,221.76**	**$ -**	**$ -**	**$ 190,221.76**

ADOT LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM
APPLICATION - COST ESTIMATE

Agency:		Name of Project:		Procurement of Safety Items not 100% HSIP eligible (no contractor)				
HSIP Project Cost Estimate Worksheet								
Project Cost Estimate:	**Description:**	**Quantity:**	**Unit Cost:**	**Total Cost:**	**HSIP:**	**Local Match:**	**Other Amt:**	**TOTAL COST**
					94.30%	5.70%	0.00%	
Planning or Study:		0		$ -	$ -	$ -	$ -	$ -
Preliminary Engineering:		0		$ -	$ -	$ -	$ -	$ -
ADOT Admin Costs:		1	$ 30,000.00	$ 30,000.00	$ 28,290.00	$ 1,710.00	$ -	$ 30,000.00
Sub-Total				**$ 30,000.00**	**$ 28,290.94**	**$ 1,710.00**	**$ -**	**$ 30,000.00**
Construction:		0		$ -	$ -	$ -	$ -	$ -
Materials:	Item not 100% HSIP eligible	4000	$ 20.00	$ 80,000.00	$ 75,440.00	$ 4,560.00	$ -	$ 80,000.00
Materials:		0		$ -	$ -	$ -	$ -	$ -
Materials:		0		$ -	$ -	$ -	$ -	$ -
Materials:		0		$ -	$ -	$ -	$ -	$ -
Materials:		0		$ -	$ -	$ -	$ -	$ -
Materials Sub-Total		0		$ 80,000.00	$ 75,440.00	$ 4,560.00	$ -	$ 80,000.00
Sales Tax:		**10.00%**		$ 8,000.00	$ 7,544.00	$ 456.00	$ -	$ 8,000.00
Sub-Total				**$ 88,000.00**	**$ 82,984.00**	**$ 5,016.00**	**$ -**	**$ 88,000.00**
Construction Admin :		**14.00%**		$ 12,320.00	$ 11,617.76	$ 702.24	$ -	$ 12,320.00
Contingencies :		**5.00%**		$ 4,400.00	$ 4,149.20	$ 250.80	$ -	$ 4,400.00
Post Design		**1.00%**		$ 880.00	$ 829.84	$ 50.16	$ -	$ 880.00
				$ -	$ -	$ -	$ -	$ -
				$ -	$ -	$ -	$ -	$ -
				$ -	$ -	$ -	$ -	$ -
				$ -	$ -	$ -	$ -	$ -
				$ -	$ -	$ -	$ -	$ -
				$ -	$ -	$ -	$ -	$ -
Sub-Total				**$ 17,600.00**	**$ 16,596.80**	**$ 1,003.20**	**$ -**	**$ 17,600.00**
TOTAL REQUEST				**$ 135,600.00**	**$ 127,871.74**	**$ 7,729.20**	**$ -**	**$ 135,600.00**

Comments:

ADOT LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM
APPLICATION - COST ESTIMATE

Agency:			Name of Project:		Spot Improvement with Non-HSIP construction included				
HSIP Project Cost Estimate Worksheet									
Project Cost Estimate:	**Description:**	**Unit**	**Quantity:**	**Unit Cost:**	**Total Cost:**	**HSIP:** 94.30%	**Local Match:** 5.70%	**Other Amt:** 6.03%	**TOTAL COST**
Design:			1	$200,000.00	$ 200,000.00	$ 188,600.00	$ 11,400.00	$ 12,053.30	$ 212,053.30
ROW Acquisition:			1	$ 60,000.00	$ 60,000.00	$ 56,580.00	$ 3,420.00	$ 3,615.99	$ 63,615.99
Environmental Clearance			1	$ 15,000.00	$ 15,000.00	$ 14,145.00	$ 855.00	$ 904.00	$ 15,904.00
ADOT Admin Costs:			1	$ 31,828.00	$ 31,828.00	$ 30,013.80	$ 1,814.20	$ -	$ 31,828.00
Design Sub-Total					**$ 306,828.00**	**$ 289,339.74**	**$ 17,489.20**	**$ 16,573.28**	**$ 323,401.28**
Construction:	Removal of existing structures	EA	1	$ 10,000.00	$ 10,000.00	$ 9,430.00	$ 570.00	$ -	$ 10,000.00
Construction:	Base Course Prep	SY	200	$ 3.00	$ 600.00	$ 565.80	$ 34.20	$ -	$ 600.00
Construction:	Wearing surface	Ton	2,000	$ 100.00	$ 200,000.00	$ 188,600.00	$ 11,400.00	$ -	$ 200,000.00
Construction:	Pavement Marking	LF	3,000	$ 0.50	$ 1,500.00	$ 1,414.50	$ 85.50	$ -	$ 1,500.00
Construction:	Relocate signage	EA	6	$ 150.00	$ 900.00	$ 848.70	$ 51.30	$ -	$ 900.00
Construction:			0		$ -	$ -	$ -	$ -	$ -
HSIP Eligible Sub-Total			0		$ 213,000.00	$ 200,859.00	$ 12,141.00	$ -	$ 213,000.00
Construction:	Base Course Prep	SY	40	$ 2.00	$ 80.00			$ 80.00	$ 80.00
Construction:	Concrete	CY	100	$ 125.00	$ 12,500.00			$ 12,500.00	$ 12,500.00
Consturction:	Install New Signage	EA	8	$ 135.00	$ 1,080.00			$ 1,080.00	$ 1,080.00
Construction:					$ -			$ -	$ -
Non-HSIP Eligible Sub-Total					$ 13,660.00			$ 13,660.00	$ 13,660.00
Construction Sub-Total					$ 226,660.00	$ 200,859.00	$ 12,141.00	$ 13,660.00	$ 226,660.00
Traffic Control:			10.00%		$ 22,666.00	$ 20,085.90	$ 1,214.10	$ 1,366.00	$ 22,666.00
Mobilization:			10.00%		$ 22,666.00	$ 20,085.90	$ 1,214.10	$ 1,366.00	$ 22,666.00
Construction Sub-Total					$ 271,992.00	$ 241,030.80	$ 14,569.20	$ 16,392.00	$ 271,992.00
Construction Admin :			14.00%		$ 38,078.88	$ 35,908.38	$ 2,170.50	$ 2,294.88	$ 40,373.76
Contingencies :			5.00%		$ 13,599.60	$ 12,824.42	$ 775.18	$ 819.60	$ 14,419.20
Post Design:			1.00%		$ 2,719.92	$ 2,564.88	$ 155.04	$ 163.92	$ 2,883.84
Communications:			5.00%		$ 13,599.60	$ 12,824.42	$ 775.18	$ 819.60	$ 14,419.20
					$ -	$ -	$ -	$ -	$ -
Post Sub-Total					$ 67,998.00	$ 64,122.10	$ 3,875.90	$ 4,098.00	$ 72,096.00
Post Const Sub-Total					$ 339,990.00	**$ 305,152.90**	**$ 18,445.10**	**$ 20,490.00**	**$ 344,088.00**
TOTAL REQUEST					**$ 667,489.28**	**$ 594,492.64**	**$ 35,934.30**	**$ 37,063.28**	**$ 667,489.28**

Comments:

ONLY Required for Spot Safety Improvement Projects

Agency:		Name of Project:	

Benefit / Cost Ratio Tabulation

Annual Benefit Tabulation

Severity	Annual Average	Estimated CRF* Reduction	Total Reduction	Unit Cost	Annual Benefit
Fatal	0.00	0%	0.00	$5,800,000	$0
Incapacitating Injury	0.00	0%	0.00	$400,000	$0
Non Incapacitating Injury	0.00	0%	0.00	$80,000	$0
Possible Injury	0.00	0%	0.00	$42,000	$0
No Injury	0.00	0%	0.00	$4,000	$0
Unknown	0.00	0%	0.00	$4,000	$0
				Total Annual Benefits	$0

Costs

Total Construction Costs	$0
Project Life (years)	0
Interest Rate (%)	8%
Capital Recovery Factor	#DIV/0!
Annual Construction Cost	#DIV/0!
Annual Maintenance Cost	0
Total Annual Costs	#DIV/0!

Benefit / Cost

Annual Benefit	Annual cost	Benefit / Cost Ratio
$0	#DIV/0!	#DIV/0!

*REQUIRED: Site each CRF Source, including page number etc.

Annual Average Number of Crashes (divided) Number of Years of Data

Crash Reduction Factors CRF References **Multiple Improvements** Use a Combined CRF(if applicable)
1-(1-0.3)*(1-0.3)*(1-0.3) = 0.66 or 66%
Max. of 3 CRFs Crash Type, Severity and Area Type must be same

Construction Cost Include Design, Right of Way and Construction if seeking reimbursement for any of these elements.

Project Life http://www.azdot.gov/highways/traffic/standards/PGP/TM231.pdf Traffic PGP, Section 231, pg 231-7

Interest Rate (Current Rate 8%) http://www.azdot.gov/highways/traffic/standards/PGP/TM231.pdf Traffic PGP, Section 231, pg 231-8

Capital Recovery (Auto Fill) http://www.azdot.gov/highways/traffic/standards/PGP/TM231.pdf Traffic PGP, Section 231, pg 231-8

Operating and Maintenance Cost Subtract existing annual operating and maintenance cost to obtain the annual maintenance cost difference
http://www.azdot.gov/highways/traffic/standards/PGP/TM231.pdf Traffic PGP, Section 231, pg 231-2

Benefit/Cost Ratio (BC) B/C > = 1.0 may be eligible for HSIP funds

Site each CRF Source: You are required to site each CRF Source used : EXAMPLE: "Safety Reviews of Existing Roads: a Quantitative Safety Assessment Methodology" In Transportation Research Record: Journal of the Transportation Research Board, No. 1922, pg 67

LOCAL AGENCY LETTERHEAD

8/6/2014

Mr. Louis Malloque
Right of Way Agent III
ADOT Right of Way Group – Project Management
Arizona Department of Transportation
205 South 17th Avenue, MD 612E
Phoenix, AZ 85007-3212
(602) 712-8755
LMalloque@azdot.gov

RE: **TIP No.:**
ADOT Project No.:
Federal Project No.:
ADOT FY **Highway Safety Improvement Program (HSIP) - Regionally Managed Government Project**
Right of Way Clearance and Certification

Dear Mr. Malloque,

This project consists of …… All work is to be done within the City/Town/County of XXXXX public right of way. No additional rights of way or easements are needed to do the work necessary for this project.

All procurement costs are to be funded with federal Highway Safety Improvement Program (HSIP) funds programmed for Fiscal Year 20XX. No native ground disturbing activities are anticipated. (TIP Number) provides the City/Town/County with $XXX,XXX in HSIP federal funds and no local match is required. All installation costs will be borne by the City/Town/County of XXXXX.

Attached please find the required certification to clear the right of way so this project can proceed. Your review and approval of this finding is respectively requested.

If you have any questions, please contact me at XXX-XXX-XXXX or by email at XXXXXX .

Sincerely,

your name & title
your section/department
address
city, state and zip code

CC: XXXXX, HSIP Local Gov't Program Manager
XXXXX, Urban/Statewide Project Manager

Attachments: HSIP Right of Way Certification

HSIP RIGHT OF WAY CERTIFICATION

Project:

Name of Project:

Location:

The County/City/Town of _____ hereby certifies in connection with the right of way for _____ that:

All required right of way for construction of this project has now been acquired, or is covered by Right of Entry or Order of Immediate Possession, except as noted in Certificate, as set forth in detail below:

1. **STATUS OF NEW RIGHT OF WAY:**

a. Total number of parcels required	
b. Parcels acquired by purchase	
b1. Amount of Federal dollars spent on acquisition	$ -
b2. Amount of Local dollars spent on acquisition	$ -
c. Parcels acquired by dedication	
d. Parcels covered by Right of Entry	
e. Parcels covered by Order of Immediate Possession	

2. **RIGHT OF WAY ACQUIRED FOR OTHER PURPOSES:**

Was any right of way not included above acquired since January 1, 1971?

Yes _____ No _____

(If answer is "Yes", attach a statement listing each such parcel indicating the date and how it was acquired)

3. **SCHEDULE FOR REMOVAL OF IMPROVEMENTS AND OBSTRUCTION:**

Initial one (1) statement below:

a. No improvements or obstructions are involved.	N/A
b. Removal of improvements and obstructions is included in the State's construction contract.	
c. Improvements and obstructions will be removed by City/County forces or by separate contract prior to _____ (Date).	

(If "c" is checked, attach detailed list with schedule of their removal)

4. **PARCEL INVENTORY:**

Attached hereto is an inventory listing each parcel required for this project. The listing shows parcel number, name of owner, interest acquired, or to be acquired, and status of acquisition (acquired, Right of Entry, Order of Immediate Possession, or other).

N/A

HSIP RIGHT OF WAY CERTIFICATION

Project:

Name of Project:

Location:

5. COMPLIANCE WITH RELOCATION ASSISTANCE AND PAYMENTS PROVISIONS OF FEDERAL AND STATE LAW:

Initial one (1) of the following two (2) statements:

a. No families or businesses are being displaced. N/A
b. and businesses are being complied with. _____

(If there are displacements, initial "b" and complete the schedule below)

1. Number of dwellings displaced: _____

a. Owner-occupied _____
b. Rental units _____

2. Number of other displacements: _____

a. Businesses displaced _____
b. Farm operations displaced _____
c. Non-profit organizations displaced _____

CERTIFICATE

This project may now be certified as conforming to one of the Statement Nos. (1, 2, 3, 4) below:

Please initial number 5 verifying all laws were followed.

1. All necessary rights of way have been acquired including legal and physical possession. _____

2. Although all necessary rights of way have not been fully acquired, the right to occupy and to use all rights of way required for the proper execution of the project has been acquired. _____

3. The circumstances with respect to acquisition or right of occupancy And use of a few parcels warrant proceeding with the advertisement of bids on the basis it will be in the best public interest to do so in advance of completion of the acquisition of the rights of the said few parcels. _____

4. No new right of way required. All existing right of way was obtained prior to January 2, 1971. _____

5. We certify all applicable state and Federal rules and regulations including the Uniform Act has been complied with. **Please initial here >>>>>>>>>>** _____

County/City: _____

Title: _____

By: _____
(Please Print Name)

Signature: _____

Date: _____

LOCAL AGENCY LETTERHEAD

8/6/2014

Mr. Muhammad Saleque, PE
ADOT Utilities and Railroad Engineering Section
MAG Utility Coordinator Supervisor
Arizona Department of Transportation
205 South 17th Avenue, MD 618E
Phoenix, AZ 85007-3212
(602) 712-6228
MSaleque@azdot.gov

RE: **TIP No.:**
ADOT Project No.:
Federal Project No.:
ADOT FY **Highway Safety Improvement Program (HSIP) - Regionally Managed Government Project**
Utility Clearance Letter

Dear Mr. Saleque,

This project consists of ..... Due to the nature of the proposed work on this project no utility conflicts are anticipated.

All work is to be done within the City/Town/County of XXXXX public right of way. All procurement costs are to be funded with federal Highway Safety Improvement Program (HSIP) funds programmed for Fiscal Year 20XX. No native ground disturbing activities are anticipated. (TIP Number) provides the City/Town/County with $XXX,XXX in HSIP federal funds and no local match is required. All installation costs will be borne by the City/Town/County of XXXXX.

With respect to utilities, this project to procure XXXXX can be released for bid when ready to do so. Your review and approval of this finding is respectively requested.

If you have any questions, please contact me at XXX-XXX-XXXX or by email at XXXXXX .

Sincerely,

your name & title
your section/department
address
city, state and zip code

CC: XXXXX, HSIP Local Gov't Program Manager
XXXXX, Urban/Statewide Project Manager

Attachments: Vicinity map and/or list of locations

LOCAL AGENCY LETTERHEAD

8/6/2014

Ms Patricia Hunter, RLA
Environmental Planning Group
Arizona Department of Transportation
1611 West Jackson Street, MD EM02
Phoenix, AZ 85007-3212
(602) 712-6895
PHunter@azdot.gov

RE: **ADOT FY** **Highway Safety Improvement Program (HSIP) - Regionally Managed Government Project**
Federal Project No.:
ADOT Project No.:
TIP No.:
Environmental Clearance Letter

Dear Ms. Hunter

The City /Town/County of XXXXX has determined that this project meets the criteria of a Group One Categorical Exclusion in accordance with 23 CFR 771.117(c) and the Arizona Programmatic Categorical Exclusion.

The scope of this project consists of purchasing of traffic signal equipment that will then be installed by City forces at various locations within the City of XXXXX. The installation by City/Town/ County forces will not involve any federal funding. The traffic signal equipment consists of 154 new pedestrian countdown heads. See the attachment map (or summary table) for the locations that they will be installed. The new heads will be installed in existing housing that are on the existing poles. There will be no native ground disturbance as a result of this project. There are no rights-of-way or temporary construction easements planned or required.

Due to the nature of this project's scope of work, there are no hazardous materials concerns present and no effect to threatened or endangered species. The project will have no potential to affect historic properties, as it will not result in any ground disturbing or in any visual, auditory, or atmospheric effects. Hence the finding that this project is consistent with the Group I CE parameters as defined by Item 15 in the 2010 Operating Agreement between Arizona Division of FWHA and the ADOT Environmental Planning Group.

If you have any questions, please contact me at XXX-XXX-XXXX or by email at XXXXXX .

Sincerely,

your name & title
your section/department
address
city, state and zip code

CC: XXXXXX, HSIP Local Gov't Program Manager
XXXXX, Urban/Statewide Project Manager

Attachments: Vicinity map and/or list of locations