Transportation Enhancement Program Handbook

U.S. Department of Transportation
Federal Highway Administration

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The Federal Highways Administration (FHWA) Funded TE Program Provides Opportunities for Arizona

The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), signed into law by President Bush in December 1991, established a new vision for surface transportation in America. The goal of the legislation was to bring the nation's surface transportation system into the 21st century. Part of this vision included funding for projects that would enhance surface transportation sites across America. On June 9th, 1998, President Clinton signed reauthorization of ISTEA, the largest public works legislation in U.S. history. The reauthorization bill has been named the Transportation Equity Act for the 21st Century (TEA-21). TEA-21 continued and expanded the work begun with ISTEA. We are currently working under the third highway bill entitled SAFETEA-LU.

The estimated annual TE funds available to Arizona are currently about $16 million per year. In Arizona, the Arizona Department of Transportation (ADOT), Environmental and Enhancement Group, Transportation Enhancement and Scenic Roads Section administers the FHWA funded program.

The Transportation Enhancement Program Handbook is intended to guide applicants through the funding application and project development process.

What is the Transportation Enhancement Program?

The program was developed to enhance surface transportation activities by developing projects that go above and beyond what transportation departments typically do. All projects must be surface transportation-related. Eligibility requirements are screened through the program application process and validated by ADOT staff and the Transportation Enhancement Review Committee (TERC). Proposed projects must qualify in one of the 11 listed eligible activities to be eligible for enhancement funding.

Virtually Anyone can Apply for Funding with the Sponsorship of a Governmental Body

Any federal, state, tribal or local government, group, or individual may apply for enhancement funding. However, a governmental body must sponsor the project.

Private non-profit and civic organizations are encouraged to work with governmental agencies to develop project applications

This restriction is necessitated by project development and financial administration requirements. Private non-profit and civic organizations are encouraged to work with governmental agencies to develop project applications. Project applications are required and are available through Metropolitan Planning Organizations (MPOs), Councils of Governments (COGs), the ADOT website (http://www.adotenhancement.com or ADOT staff.

How Does the Funding Program Work?

The TE Program is not a grant program, it is a REIMBURSEMENT program. Project sponsors must be prepared to pay for ALL costs incurred and then request reimbursement for expenditures as specified in the required Joint Project Agreement (JPA). Requests for reimbursement may be submitted no more often than monthly. All projects require a minimum of 5.7% HARD CASH MATCH.

The project sponsor is responsible for the payment of costs over and above the approved amount in the event that a project's actual cost exceeds its approved cost. The sponsor also is responsible for items that do not qualify for TE funding. Project applications must be detailed enough for the evaluation of the project's eligibility for the program.

Project Ideas Must Complete a Multi-Level Review Process

Projects start at the local level as an idea for a specific enhancement. The people who are developing the ideas - whether it is a government entity, group, or individual - must submit their ideas to their local MPO/COG representative for evaluation.

Project Sponsorship is as Close as Your MPO/COG Representative

To receive consideration and be awarded funding, the project must be sponsored by an appropriate governmental agency. The sponsoring agency is usually a member of an MPO or COG, such as a city, county, tribe or federal land management agency. Refer to the Introduction for definitions of MPOs and COGs.

Remember, ADOT encourages private non-profit and civic organizations to work with governmental agencies to develop project applications.

If you have questions about selecting the appropriate sponsor for your project, contact your MPO/COG representative for advice.

Surf the Net

Finding Information on MPOs and COGs

Metropolitan Planning Organizations are regional organizations that plan transportation improvements on a more urbanized basis. Councils of Governments are associations of local governments that work together to address issues that affect all the communities in a common geographic area.

The MPOs and COGs in Arizona are:

Central Arizona Association of Governments [CAAG]
- (520) 689-5004
- http://www.caagcentral.org

Central Yavapai Metropolitan Planning Organization [CYMPO]
- (928) 759-5520
- http://www.cympo.com

Flagstaff Metropolitan Planning Organization [FMPO]
- (928) 779-7685, Ext. 230
- http://www.flagstaff.az.gov/Traffic/

Maricopa Association of Governments [MAG]
- (602) 254-6300
- http://www.mag.maricopa.gov/

Northern Arizona Council of Governments [NACOG]
- (928) 774-1895
- http://www.nacog.org/

Pima Association of Governments [PAG]
- (520) 792-1093
- http://www.pagnet.org/

Southeastern Arizona Governments Organization [SEAGO]
- (520) 432-5301
- http://www.seago.org/

Western Arizona Council of Governments [WACOG]
- (928) 722-1886
- http://www.wacog.com/

Yuma Metropolitan Planning Organization [YMPO]
- (928) 783-8911
- http://www.ympo.org/

What is the TERC?

The Transportation Enhancement Review Committee (TERC) reviews TE Program applications for compliance with published selection criteria. The TERC then selects and recommends projects for funding to the Arizona State Transportation Board. The 17-member TERC represents the following groups:

Group Represented	Number of TERC Members
Federal Highway Administration	1 Non-Voting Member
Arizona State Transportation Board	1
Arizona Department of Transportation	1
Maricopa Association of Governments	1
Pima Association of Governments	1
NACOG, WACOG, YMPO, SEAGO, CAAG, CYMPO, YMPO	7
Arizona Historic Advisory Commission	1
Arizona Commission on the Arts	1
Arizona Office of Tourism	1
Arizona State Parks	1
Arizona Bicycle Statewide Representative	1

All TERC members' agencies must attend the annual ranking meeting in person.

Projects Can Qualify in 11 Eligible Activities

The TE Program provides funding for projects in any one of 11 eligible activities related to surface transportation. The items listed here are the ONLY items eligible for funding. Non-eligible elements can be included in a project if:

- They are identified as separate in the cost estimate.
- A funding source other than the TE Program is identified and used.

Bike Rest Stop

Activity 1
PROVISION OF FACILITIES FOR PEDESTRIANS AND BICYCLES

Activity 1 includes walkways, pedestrian bridges, multi-use pathways, sidewalks, and support facilities for pedestrian and bicyclist use.

Activity 2
PROVISION OF SAFETY AND EDUCATIONAL ACTIVITIES FOR PEDESTRIANS AND BICYCLISTS

Activity 2 covers enhancements such as safety displays and educational activities related to surface transportation. The activities must have a broad and preferably regional target audience.

Activity 3
Not Eligible in Arizona

Colorado Trail Pathway

Activity 4
SCENIC OR HISTORIC HIGHWAY PROGRAMS (INCLUDING THE PROVISION OF TOURIST AND WELCOME CENTER FACILITIES)

In addition to the TE Program, separate grant funding is available for projects on state-designated scenic or historic roads under the ADOT Parkways, Historic, and Scenic Roads Program.

The facility must relate to the scenic, historic, cultural, archaeological, recreational, or natural qualities that contribute to the highway's designation as a scenic road.

Activity 5
LANDSCAPING AND OTHER SCENIC BEAUTIFICATION

Activity 5 is intended for landscaping activities. Funding is also included for site furniture such as benches, trash receptacles, etc.

Maintenance of landscaping does not qualify under this program.

Landscaping along 17th Avenue in Phoenix

Activity 6
HISTORIC PRESERVATION

Any work under this activity must have a strong surface transportation link and result in a project that retains its National Register of Historic Places eligibility.

The historic former Railroad Hotel, La Posada, in Winslow, Arizona

National Park Service
National Register of Historic Places

The National Register of Historic Places (NRHP) is the Nation's official list of cultural resources worthy of preservation. The NRHP is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archeological resources. Properties listed in the NRHP include districts, sites, buildings, structures, and objects that are significant in American history. The NRHP is administered by the National Park Service, which is part of the U.S. Department of the Interior.

Sites nominated for the NRHP must meet one of the following criteria:

- That are associated with events that have made a significant contribution to the broad patterns of our history; or
- That are associated with the lives of persons significant in our past; or
- That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- That have yielded or may be likely to yield, information important in prehistory or history.

For more information on the NRHP go to:
http://www.cr.nps.gov/nr/

Activity 7
REHABILITATION OF HISTORIC TRANSPORTATION BUILDINGS, STRUCTURES, OR FACILITIES

Activity 7 is for projects such as the rehabilitation of historic highway maintenance facilities, train depots, and bridges.

Dedication of rehabilitated Willcox Train Depot

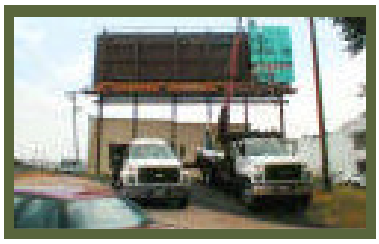
Rails to Trails in Apache County

Activity 8
PRESERVATION OF ABANDONED RAILWAY CORRIDORS (INCLUDING THE CONVERSION AND USE THEREOF FOR PEDESTRIAN OR BICYCLE TRAILS)

The rails-to-trails concept is an appropriate use of this funding activity.

Activity 9
CONTROL AND REMOVAL OF OUTDOOR ADVERTISING

Removal of outdoor advertising can improve the aesthetic quality of a roadway.



Billboard removal

Activity 10
ARCHAEOLOGICAL PLANNING AND RESEARCH

Activity 10 is intended for projects to plan and implement archaeological research related to surface transportation routes.

Activity 11
ENVIRONMENTAL MITIGATION TO ADDRESS WATER POLLUTION DUE TO HIGHWAY RUNOFF OR REDUCE VEHICLE-CAUSED WILDLIFE MORTALITY WHILE MAINTAINING HABITAT CONNECTIVITY

Activity 11 may include treatment for highway runoff, or the construction of wildlife underpasses, bridges or fences.

Activity 12
ESTABLISHMENT OF TRANSPORTATION MUSEUMS

Transportation museums established using TE funds must meet the following definition of a museum. The facility must:

- Be a legally organized not-for-profit institution or part of a not-for-profit institution or government entity
- Be essentially educational in nature
- Have a formally stated mission
- Have one full-time paid professional staff member who has museum knowledge and experience and is delegated authority and - allocated financial resources sufficient to operate the museum effectively
- Present regularly scheduled programs and exhibits that use and interpret objects for the public according to accepted standards
- Have a formal and appropriate program of documentation, care, and use of collections and/or tangible objects
- Have a formal and appropriate program of presentations and maintenance of exhibits

The Powerhouse in Kingman contains a museum on historic Route 66.

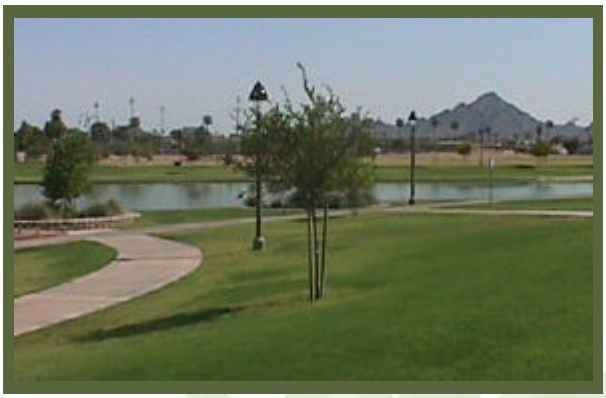
Funding is Considered for State and Local Projects.

Not to be confused with the 11 eligible activities, TE projects fall into two general categories: state projects and local projects. The federal funding cap for individual state projects is $1.5 million and the cap for individual local projects is $500,000.

Project sponsors MUST receive a notice to proceed (project authorization) from ADOT/FHWA prior to proceeding with FHWA funded design and construction. If design or construction costs are incurred prior to receiving a notice to proceed, expenditures will not be reimbursed.

State projects are associated with the state highway system.

State TE projects are defined as projects located on, adjacent to, or associated with the state highway system. Proposed projects that share right-of-way with both the state highway system and another jurisdiction are required to be located on a minimum of 75 percent of ADOT right-of-way to be considered a State Enhancement Project.



Local projects are located outside of the ADOT right-of-way.

Local TE projects are defined as projects outside of ADOT right-of-way that are sponsored by an MPO or COG member agency and that incorporate a local funding contribution. Federal agency projects (proposed by agencies such as the Bureau of Indian Affairs, Bureau of Land Management, Forest Service, and National Park Service) are processed through the MPOs and COGs as local projects.

Project sponsors MUST receive a notice to proceed (project authorization) from ADOT/FHWA prior to proceeding with FHWA funded design and construction

Special Policies and Guidelines Apply to Certain Project Components.

TE funding is intended to provide a reasonable level of enhancement. Guidelines are presented for the following site components:

- Artwork
- Signs
- Lighting
- Plants
- Landscaping width
- Turf
- Tourist and Welcome Centers
- Parking
- Utility undergrounding

Artwork Guidelines

The TE Program permits use of funding for functional or integrative art, such as artistic benches or pavement designs that complement and enhance a surface transportation-related project.

Applicants are encouraged to consult with and incorporate artists into the early phases of project design to assess opportunities for public art.

TE funding also can be used to design and construct supporting structures for artwork, such as concrete footings, support brackets and walls, based on FHWA guidelines. Art on walls must be approved by the ADOT District Engineer and the TE Section.

The TE Program does not permit the use of funding for stand-alone public art that is "art for its own sake."

Applicants are encouraged to consult with and incorporate artists into the early phases of project design to assess opportunities for public art. Artwork designed by an artist may be incorporated in the construction Plans, Specifications and Estimates (PS&E) documents for construction by the contractor. This aspect of the policy represents two approaches: artwork fabrication offsite and artists as designers.

Artwork may be constructed offsite to specification for a specific location to be installed either by the local jurisdiction's contractor or by ADOT's contractor. All ADOT construction standards must be met.

What is a Corridor Management Plan?

For additional information on Corridor Management Plans, visit the FHWA website or the ADOT Scenic Roads Website

FHWA Website (Click on *Document Library*):
http://www.byways.org/

Scenic Roads Website:
http://www.adotscenicroads.com/

Additional or specific art elements must be funded through local sources. The elements that integrate into ADOT construction must be included in the original construction documents.

Art must comply with federal guidelines if federal funds are used to pay for an artist's design work. In general, the guidelines mandate an open selection process for the artist.

Sign Guidelines

TE funds can be used to pay for permanent welcome, gateway, and interpretive signs when accompanied with other project elements that serve a surface transportation-related function.

TE funds can also be used to pay for stand-alone interpretive signing projects if the project is on a state-designated Parkway, Scenic or Historic roadway. Such projects should be endorsed by the appropriate Corridor Management Plan (CMP) Advisory Committee.

Lighting Guidelines

The intent of lighting is solely to provide safety and security for pedestrians and bicyclists. Applicants need to consider lighting for pedestrians and bicyclists on all projects. Project lighting in eligible historic properties and districts is subject to review by the State Historic Preservation Office (SHPO).

Plant Guidelines

Donated plant materials cannot be installed by the construction contractor. Donated plant materials can be installed only upon completion of the construction contract.

Landscaping Width Guidelines

Landscaping along sidewalks and pathways is intended to provide shade. It is not intended to create a recreational site. The maximum total landscaping width should not exceed 50 feet.

Turf Guidelines

The use of turf should be limited to urbanized areas, such as central business districts or areas in which turf is an element of the project's historic character.

Turf cannot exceed 25 percent of the landscaped area except in streetscape projects. A streetscape consists of the visible components within a street (or part of a street), including the private land between facing buildings, and the form of buildings, treatment of setbacks, fencing, existing trees, landscaping, driveway and street layout and surfaces, utility services, and site furnishings such as benches, lighting, signs, and barriers.

Tourist and Welcome Center Guidelines

Tourist and Welcome Centers must relate to the scenic, historic, cultural, archaeological, recreational, or natural qualities that contribute to the highway's designation as a scenic road.

They may not be established as general tourist information centers or rest areas.

TE funds cannot be used for marketing or promotion not related to the scenic roads program; staffing, operating costs, or maintenance; or to purchase items such as racks for advertising, or brochures for local or national businesses.

The facility must be publicly owned and open to the public free of charge. Information must be made available 24 hours a day. Placing some interpretive panels outside the facility is recommended to meet this requirement. If a CMP Advisory Committee exists for the route, it shall govern the development of all interpretive material. A total of 60 percent of the floor space and wall space in the "Welcome Center" shall be utilized for interpretive material following the preceding guidance. The remainder of the space can be used for operating facilities.

Parking Guidelines

Stand-alone parking lots are not fundable. Parking areas are fundable only when they are essential to the use of the transportation facility, such as with a scenic overview, visitors center, or rails-to-trails project.

Guidelines for Undergrounding Utilities

The cost of placing utilities underground is fundable only if it is ancillary to a project component that is eligible for reimbursement. The cost of placing the utilities underground shall not exceed 25 percent of the overall federal share of the project cost.

Cost Estimates are Important and Should be Developed with the Help of an Appropriate Professional.

The TERC recommends that all applicants consult the application handbook and an appropriate professional when developing a cost estimate.

The ADOT TE staff will review project applications and will provide an evaluation of constructability to the TERC before the TERC votes on project selection. The TERC will consider the site evaluation provided by TE staff in recommending projects for funding to the State Transportation Board.

A word of caution: Applicants who might intentionally submit a cost estimate that is substantially lower than the actual cost of the work to be provided in an effort to obtain a higher ranking are not viewed favorably.

For projects using federal funds for design, the project sponsor must reimburse the FHWA for design funds expended if the project is not constructed.

Specific Guidelines Apply to the Ownership, Operation, and Maintenance of TE Projects.

Lease Requirements:

Any individual, organization, or partnership may own a TE project. However, projects must be sponsored by a government agency and require a long-term lease of a minimum of 20 years.

The Winkelman Pedestrian Bridge

Operational Guidelines:

TE funds may be used for stabilization or rehabilitation of historic transportation-related structures. Enhancement funds can only be used for improvements that will be open to the public.

Fees: Transportation museums may charge a use fee if the fees generated are used for operation and maintenance of the facility.

Maintenance Guidelines:

TE funds do not cover long-term maintenance. A Joint Project Agreement for maintenance MUST be signed by ADOT and a governmental agency sponsor.

Once a project is awarded, it must follow the National Environmental Policy Act (NEPA) process and the established ADOT process for federally funded projects. The process normally takes 36 months from the date of the TE Annual Workshop to bid-ready. All projects must follow the process.

Project Development Timeline

The following project timeline is prescribed for TE projects:

- Project scoping kick-off meeting must occur within six months from the date of the annual workshop.
- Project scoping must be completed within 12 months from the date of the annual workshop.
- Environmental clearance must be obtained 18 months from the date of the annual workshop. No TE project will be allowed to proceed past Stage II (30 percent) design without environmental clearance if federal funds are used for project design.
- Design must be completed and bid-ready, with utility and right-of-way clearances, 36 months from the date of the annual workshop.
- Project bid award must be completed within 6 months of bid-ready.

Project Time Delay Policies

A project can be cancelled if it does not make sufficient progress toward construction. Delays usually are a result of insufficient right-of-way to construct the project, insufficient funding, loss of local support, constructability issues, non-attainable environmental clearance, and conflicts with other planned improvements, to name a few.

Funds for cancelled projects will be placed into the State or Local funding category for future project awards. The project sponsor must reimburse ADOT and FHWA for federal-aid design funds on projects that are cancelled.

Inactive projects are those that fail to meet the project development timelines. If the project development timelines are not met, a project cancellation notice will be issued within 30 days of failure to comply. The project sponsor may request an exception to the approved timeline if extenuating circumstances have led to project inactivity. TE staff will provide the TERC with a recommendation on either approving or denying the extension. The TERC will vote. A simple majority is required for action.

Billings

To ensure that billings progress in a timely manner, you must *request reimbursement within 12 months from the date the federal funds are authorized*, either for design (preliminary engineering) if federal funds are requested for design, or for construction of your project.

Upon project completion, you must complete your billings within 90 days. As costs are incurred, but not more than once per month, submit your reimbursement requests to the ADOT project manager on the TE invoice form along with backup data showing proof of contractor payment as ADOT cannot participate in any undocumented costs. Ensure that the construction engineering costs are included with the requests. This is a reimbursable program, so billing must coincide with percentage of work completed.

Application & Review

Application Submittal → ADOT Committee Review → State Transportation Board Approval

Project Scoping

Annual Workshop → Kick-off Meeting Project Scoping Document Draft → Project Scoping Document Final

Project Design

Kick-off Meeting Project Survey → 30% Design & Review → 60% Design & Review → 95% Design & Review

Environmental Clearance

Utility & Right of Way Clearance

Advertising & Construction

Final Plans → **FHWA Funding Authorization** → Advertising → Bid Opening & Award → Construction

Project Development Activities for Local TE Projects

The following list of project development activities highlights the major events, issues, and deadlines. It does not include all of the elements associated with project development.

1. Contact MPO/COG representative to place your project into the TIP. Project remains in the TIP until ADOT/FHWA authorization.

2. Attend TE Annual Workshop with team and ADOT project managers.

3. Attend project scoping kick-off meeting.

4. Prepare draft scoping document (Project Assessment*). The assessment must include the following elements:
   a) Title page
   b) Introduction
   c) Background data
   d) Project scope
   e) Project development considerations:
      - Environmental requirements
      - Critical outside-agency involvement
      - Right-of-way requirements
      - Utility relocation requirements
      - Seasonal considerations
      - Traffic requirements
      - Design criteria
   f) Other requirements
   g) Estimated cost
   h) Itemized estimate
   i) Vicinity map
   j) Typical section sketch
   k) Project schedule
   l) Stage I (15%) plans

5. Deposit funds into preliminary engineering account when the project scoping document is submitted*. The account covers the cost of ADOT staff review, typically $5,000.

* TE funds cannot be used to pay for this activity.

6. Prepare preliminary environmental documentation*. All documentation must be prepared in ADOT/FHWA formatting. This formatting can be found at http://www.adotenvironmental.com. Environmental documentation is not limited to but includes:
   a) Project description (mapping, project costs, right-of-way/easements, and traffic data)
   b) Impact evaluation (biological, air quality/noise, hazardous materials, federal and state water quality and miscellaneous)
   c) Public involvement
   d) Mitigation

7. Obtain approval for the final Project Assessment and the environmental document. After this step, you must get a notice to proceed from ADOT to begin incurring design costs if you intend to get reimbursed for those costs. DO NOT BEGIN DESIGN UNTIL YOU GET A WRITTEN NOTICE TO PROCEED FROM THE ADOT PROJECT MANAGER. Doing so will result in a portion of your costs not being eligible for reimbursement. ANY DESIGN WORK ANTICIPATING THE USE OF FEDERAL FUNDS MUST BE IDENTIFIED AS SUCH IN THE INITIAL PROJECT APPLICATION.

8. Attend project design kick-off meeting and field review.

9. Submit Stage II (30%) plans and cost estimate for review. If federal money is used for design, the project cannot proceed past Stage II until environmental approval is granted.

10. Submit Stage III (60%) PS&E for review. Specifications are due at this time along with all details.

11. ADOT will initiate and prepare the JPA for local and state execution.

12. Submit Stage IV (95%) PS&E.

13. Obtain utility and right-of-way clearance letters.

14. Submit final PS&E.

15. Advertise for bids. ADOT will perform this function unless the sponsor has been approved by FHWA/ADOT for self-administration or has Certification Acceptance.

16. Project construction. ADOT will administer construction unless the sponsor has been approved by FHWA/ADOT for self-administration or has Certification Acceptance.

17. Billing activities and project close-out by ADOT unless the sponsor has been approved by FHWA/ADOT for self-administration or has Certification Acceptance.

* TE funds cannot be used to pay for this activity.

Local Government Agencies Approved for Bidding and Providing Construction and Contract Administration on TE Projects

1. Coordinate with your ADOT NEPA Planner on the resolution of comments to obtain environmental clearance for the project. If the project is covered by a SHPO agreement, send 4 copies of each staged Plans to the ADOT project manager for SHPO review and comment.
2. On Local Self-administered projects, coordinate with the project manager and JPA Branch of ECS on the development of an intergovernmental agreement pertinent to the project's development, funding and maintenance.
3. Sole-sourcing of items is discouraged and is subject to the Federal Acquisition Regulations and approval by ADOT and FHWA. Additionally, if you plan to use in-house forces for construction and intend to request reimbursement for those costs, a Finding in the Public Interest must be submitted for approval in advance of submitting your request for the federal funds for construction. All costs must be fully documented.
4. Submit the following documents to the ADOT project manager prior to bid advertisement:
   a) 2-copies of the bid package, including special provisions and *half-size* plans.
   b) A copy of the Right-of-Way Clearance Letter and Utility Clearance Letter on the sponsoring agency's letterhead, with attachments from the utility companies. The sponsor's consultant, however, may do the correspondence work to secure the clearances for the project.
   c) Estimated project cost including construction administration and contingency costs. Estimate the amount of federal funds at the federal pro-rata share and the local share of matching funds. The ADOT project manager will request the authorization of federal funds on behalf of the City, Town or County. An authorization letter will be sent to you documenting the authorization of federal funds. **Do not advertise until you receive the authorization letter noted above**.
6. Submit to the ADOT project manager a Project Agreement Estimate in the FHWA format and a copy of the construction contract.
7. Before construction startup, conduct a partnering session or pre-construction meeting with the contractor and others to insure proper execution of the contract and effective project administration to achieve a well-built enhancement project.
8. Communicate with the ADOT project manager and ADOT district construction supervisor on progress during construction. Include the ADOT project manager in the distribution of monthly construction progress reports, which are to address major construction issues. Include ADOT and FHWA staff on final inspection for acceptance and dedication ceremonies. Submit a project closeout document stating that the project has been completed and accepted by the City, Town or County.
9. To ensure that billings progress in a timely manner, you must request reimbursement within 12 months from the date the federal funds are authorized. Upon project completion, you must complete your billings within 90 days. Submit the ADOT project manager progress payment requests on the TE invoice form with backup data to show proof of payment no more than once a month. Ensure that the construction engineering costs are included with the contractor payments. This is a reimbursable program, so billing must coincide with percentage of work completed.
10. If during the environmental, design or construction, the approved scope of the project is proposed to change, please send a request for change with justification to the ADOT Project Manager.

Projects Facing Cost Overruns are Subject to Specific Guidelines.

State Project Cost Overrun Policies:

Cost overruns on state projects will be resolved by the ADOT project team and management.

Local Project Cost Overrun Policies:

Several options exist to resolve cost overruns:

- Increase the amount of the local funding match
- Reduce the project scope while maintaining the project intent as approved in the application
- Request additional TE funds
- Submit a new application for the project

Wrapping up Your Project

Once your project is constructed there are a few final requirements you must follow.

Project Signage:

A project sign or plaque must be installed and include ADOT and FHWA logos

Final Inspection:

You must arrange for your completed project to receive a final inspection by ADOT.

Celebrate Your Accomplishment:

Once your project is completed, you should plan an opening celebration. Your celebration should include all those involved with the project, including ADOT and FHWA.