LAKE HAVASU
Metropolitan Planning Organization

Technical Advisory Committee (TAC) Meeting

Tuesday, September 22, 2026



900 N. London Bridge Rd., Bldg. B
Lake Havasu, AZ 86404
(928)-453-2824

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Ron Foggin, Lake Havasu City (Chair)
Steven Latoski, Mohave County (Vice Chair)
Will Randolph, ADOT
Todd Steinberger, ADOT
Roland Hulse, WACOG
Jess Knudson, Lake Havasu City
Jeff Thuneman, Lake Havasu City
Scott Holtry, Mohave County

Lake Havasu Metropolitan Planning Organization
900 London Bridge Road, Bldg. B
Lake Havasu City, AZ 86404
(928) 453-2823
www.LHMPO.org

TECHNICAL ADVISORY COMMITTEE (TAC) MEETING

Tuesday, September 22, 2026
10:00 AM
Location: Virtual (Zoom)
https://zoom.us/j/5430611521
Zoom Meeting ID: 543 061 1521 | Call-in: 1-669-900-9128

Shaded items are action items

1. **Call to Order**

   Ron Foggin, TAC Chair

2. **Roll Call**

   Tommy Martin, LHMPO Transportation Planner

3. **Title VI – Notice to the Public**

   Tommy Martin, LHMPO Transportation Planner

4. **Call to the Public**

   This item is to provide an opportunity for citizens wishing to address the TAC on issues within the jurisdiction of the LHMPO planning area that are not on the agenda. Comments shall be limited to three (3) minutes or less.

   Ron Foggin, TAC Chair

5. **Discussion and Possible Action to Approve the TAC Meeting Minutes of July 28, 2026**

   Ron Foggin, TAC Chair

6. **Discussion and Possible Action to Approve the FY 2027-FY 2031 Transportation Improvement Program Amendment #2 (Administrative) – 5307/Surface Transportation Block Grant Public Transit and Carbon Reduction Program**

   Carbon Reduction Program (CRP):
   LHM-C25-101, ADOT STIP ID 104652 – Multi-Use Path Upgrades, Lake Havasu City: Update Other Funds Local amount in Construction Phase to $71,941 for overage on construction cost.

   Sarah Lojewski, LHMPO Director

   5307/STBG Public Transit:

1. LHT-24-307, ADOT STIP ID 103828, Change Federal Funding Year from FFY2024 to FFY2027
2. LHT-24-308, ADOT STIP ID 104658, Change Federal Funding Year from FFY2024 to FFY2028
3. LHT-23-303, ADOT STIP ID 103321, Change Federal Funding Year from FFY2025 to FFY2027. Project's Federal 5307/STBG Funding in amount of $112,466 stays the same, the local match needs to be updated to $28,116.

Patrick Cipres, LHC Transit Manager

7. Discussion and Possible Action to Approve the Renewal of Urban SDK Software License

Renewal of Urban SDK license for a 3-year term using Carbon Reduction Program funds. Software is currently used by LHMPO and the LHC Police Department.

Sarah Lojewski, LHMPO Director and Sergeant Jerry Burns, LHC PD

8. Discussion and Possible Action to Approve an Amendment to the LHMPO FY26/27 Unified Planning Work Program

UPWP Amendment to include 3-year renewal of Urban SDK license in FY 2027 using CRP funds in the amount of $78,870.

Sarah Lojewski, LHMPO Director

9. HURF Exchange Presentation – ADOT

Overview of the ADOT HURF Exchange Program.

Mark Henige and Jennifer Workman, ADOT

10. LHMPO Report – Project and Studies Update

Updates on current status of RTP, HSIP projects, CRP, and HURF Exchange projects.

Tommy Martin, LHMPO Transportation Planner

11. Discussion and Updates of ADOT Northwest District Regional Projects

Updates on West Kingman Interchange Project and Maintenance Litter Contract.

Todd Steinberger, P.E., ADOT Northwest District Assistant District Engineer

12. Discussion of the Current ADOT Programs and Events

Updates on ADOT FY27-31 Five-Year Construction Program, ADOT 2055 Next Move Arizona Long Range Transportation Plan, Transportation Alternative Program, AZ SMART Program, State Freight Plan, and COG/MPO Manual Update.

Will Randolph, ADOT MPD Regional Transportation Planner

13. Discussion of Projects, Studies, & Events in Mohave County

No current updates.

Roland Hulse, WACOG Transportation Manager

14. Upcoming Meeting Schedule

LHMPO Executive Board Meeting: **October 20, 2026, 2:00 PM**

LHMPO TAC Meeting: **November 17, 2026, 10:00 AM** (In-Person @ LHC Public Works w/ virtual)

15. ADJOURN

Pursuant to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and other nondiscrimination laws and authorities, LHMPO does not discriminate on the basis of race, color, national origin, sex, age, or disability. Persons that require a reasonable accommodation based on language or disability should contact LHMPO's Title VI Coordinator at lojewskis@lhcaz.gov. Requests should be made as early as possible to ensure LHMPO has an opportunity to address the accommodation.

De acuerdo con el Título VI de la Ley de Derechos Civiles de 1964, la Ley de Estadounidenses con Discapacidades (ADA por sus siglas en inglés) y otras normas y leyes antidiscriminatorias, la Organización de Planificación Metropolitana de Lake Havasu (LHMPO por sus siglas en inglés) no discrimina por motivos de raza, color, origen nacional, sexo, edad o discapacidad. Las personas que requieran asistencia (dentro de lo razonable) ya sea por el idioma o discapacidad deben ponerse en contacto con el Director Ejecutivo de la Organización de Planificación Metropolitana de Lake Havasu (LHMPO por sus siglas en inglés) en lojewskis@lhcaz.gov. Las solicitudes deben hacerse lo antes posible para asegurar que la Organización de Planificación Metropolitana de Lake Havasu (LHMPO por sus siglas en inglés) tenga la oportunidad de hacer los arreglos necesarios.

In an effort to determine who attends our meetings and to improve participation in the planning process, the LHMPO asks you please fill out the following voluntary survey:
https://docs.google.com/forms/d/e/1FAIpQLSfcVaS6fU1kTF_So2QoPfOsfDZjqlBpbTwqsI6HLwFxL5Xy-Q/viewform

En un esfuerzo por determinar quién asiste a nuestras reuniones y mejorar la participación en el proceso de planificación, la LHMPO le pide que complete la siguiente encuesta voluntaria:
https://docs.google.com/forms/d/e/1FAIpQLSe6I7lM8eKfcf9mxiJcUmuLMbpLfnQ3vWCNKbigDMW4CQXb0g/viewform

Item #5

ACTION ITEM

TAC Meeting Minutes of July 28, 2026

TAC Chair or TAC Vice-Chair

Agenda Item # 5

LAKE HAVASU MPO
REQUEST FOR ACTION

SUBJECT: Action to Approve the Meeting Minutes

SUBMITTED BY: Sarah Lojewski, LHMPO Director

AGENDA TYPE: Discussion and Possible Action

ATTACHMENTS:

Technical Advisory Committee meeting minutes of July 28, 2026.

SUMMARY/BACKGROUND:

Technical Advisory Committee meeting minutes of July 28, 2026.

ACTION OPTION:

Motion to approve July 28, 2026, Meeting Minutes.

OR

Motion to approve July 28, 2026, Meeting Minutes, with noted changes.

RECOMMENDATION:

Motion to approve July 28, 2026, Meeting Minutes.

Ron Foggin, Lake Havasu City (Chair)
Steven Latoski, Mohave County (Vice Chair)
Will Randolph, ADOT
Todd Steinberger, ADOT
Roland Hulse, WACOG
Jess Knudson, Lake Havasu City
Jeff Thuneman, Lake Havasu City
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TECHNICAL ADVISORY COMMITTEE (TAC) MEETING MINUTES

Tuesday, July 28, 2026
10:00 AM
Location: Virtual (Zoom)
https://zoom.us/j/5430611521
Zoom Meeting ID: 543 061 1521 | Call-in: 1-669-900-9128

Shaded items are action items

1. **Call to Order**

   Chair Ron Foggin called the meeting to order at 10:00am.

2. **Roll Call**

   Tommy Martin performed roll call. Present: Chair Ron Foggin, Vice Chair Steve Latoski, Members: Jeff Thuneman, Will Randolph, Roland Hulse, Jess Knudson, Todd Steinberger, Matt Gunderson (for Scott Holtry)

3. **Title VI – Notice to the Public**

   Tommy Martin read the Title VI notice to the public.

4. **Call to the Public**

   Chair Ron Foggin made a call to the public. No public comment.

5. **Discussion and Possible Action to Approve the TAC Meeting Minutes of March 24, 2026**

   Roland Hulse motioned to approve the March 24, 2026, meeting minutes. Jeff Thuneman seconded. Approved.

6. **Discussion and Possible Action to Approve the FY 2027-FY 2031 Transportation Improvement Program Amendment #1 – 5310 Awards**

   Sarah Lojewski presented the 5310 Transit amendments to be listed in the LHMPO TIP. The 4 projects have no impact on LHMPO fiscal constraint or other regional funding. The projects added are for Capital Preventative Maintenance, Operating funds and Mobility Management. The 5310 projects are for Rise, WACOG, New Horizons, and AZ Board of Regents.

   Jeff Thuneman motioned to approve the FY 2027-2031 TIP Amendment for 5310 awards. Roland Hulse seconded. Approved.

7. **Discussion and Possible Action to Approve the FY 2027 RTAC Priority Projects**

   Sarah Lojewski presented the FY2027 RTAC Priority Project List. The 7 projects presented included the Intersections Improvement Study, Multi-Use Trail Landscaping and Effluent Irrigation, Kiowa

Boulevard Improvements, Safe Routes to School Improvements, McCulloch Blvd & Beachcomber Blvd, Retroreflective Signal Backplates, and Pavement Preservation.
Jeff Thuneman motioned to approve the FY2027 RTAC Priority Project list as presented. Jess Knudson seconded. Approved.

8. Regional Transportation Plan – Update and Draft RTP Document Tour

Chris Johannes and Kristen Faltz from Kimley-Horn presented an update on the Draft RTP.

9. LHMPO Report – Project and Studies Update

Tommy Martin provided an update on LHMPO and regional projects including: Safe Routes to School Study, TA applications, HSIP projects in design and construction, CRP project out for construction bids (multi-use path upgrades), and LHC HURF exchange projects currently in design and construction.

10. Discussion and Updates of ADOT Northwest District Regional Projects

Todd Steinberger provided an update on the West Kingman Traffic Interchange Project, Maintenance Litter Contract, new HSIP project on SR 95 north of City limits (passing lane). Chair Ron Foggin asked for update on the I-40/SR 95 interchange bridge project and the selection of a new ADOT District Administrator. Mr. Steinberger provided a schedule update on the bridge project (under design with construction start in late FY27). Mr. Steinberger informed the TAC that the District Administrator role has been filled.

11. Discussion of the Current ADOT Programs and Events

Will Randolph provided updates on the 5-year construction program and upcoming steps for the next annual review cycle of FY28-32. Mr. Randolph informed the TAC of the selection of a new P2P manager to replace Jason James. Mr. Randolph provided an update on the ADOT 2055 Long Range Transportation Plan, Transportation alternative program awards, ADOT Route Transfer Study, State Freight Plan, and ADOT COG/MPO manual update.

12. Discussion of Projects, Studies, & Events in Mohave County

Roland Hulse had no updates for WACOG.

13. Upcoming Meeting Schedule

Chair Ron Foggin provided the schedule of upcoming LHMPO Executive Board and TAC meetings to be held as follows:

LHMPO Executive Board Meeting: August 11, 2026, 2:00 PM

LHMPO TAC Meeting: September 22, 2026, 10:00 AM

14. ADJOURN

Chair Ron Foggin adjourned the meeting at 11:03 AM.

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Item #6

ACTION ITEM

Amendment to FY27-31 TIP – Transit and CRP

Sarah Lojewski, LHMPO Director

Agenda Item # 6

LAKE HAVASU MPO
REQUEST FOR ACTION

SUBJECT: **Discussion and Possible Action to Approve Amendment #2 to FY 2027-FY2031 Transportation Improvement Program (TIP)**

SUBMITTED BY: Sarah Lojewski, MPO Director

AGENDA TYPE: Discussion & Possible Action

ATTACHMENTS:

- Memo/Summary
- Updated TIP table for 5307/STBG Public Transit Funds
- Updated TIP table for CRP Funds
- FY 2027 Administrative Amendment #2

SUMMARY/BACKGROUND:

See attachments.

This Amendment makes the following corrections to 5307/STBG Public Transit projects:

1. LHT-24-307, ADOT STIP ID 103828, Change Federal Funding Year from FFY2024 to FFY2027
2. LHT-24-308, ADOT STIP ID 104658, Change Federal Funding Year from FFY2024 to FFY2028
3. LHT-23-303, ADOT STIP ID 103321, Change Federal Funding Year from FFY2025 to FFY2027 Federal Funding 5307/STBG Funding $112,466 stays the same. The local match needs to be updated to $28,116.

This Amendment also makes the following change to CRP project LHM-C25-101, ADOT STIP ID 104652:

1. Update Construction Phase “Other Funds Local” funding amount from $0 to $71,941 due to construction bid overage and local funding responsibilities per terms of the IGA. This update has no impact on LHMPO funding or fiscal constraint but is an administrative change to accurately capture total project costs.

ACTION OPTION:

Motion to approve Amendment #2 to the FY2027-FY2031 TIP.

OR

Action as a result of the discussion

RECOMMENDATION:

Motion to approve Amendment #2 to the FY2027-FY2031 TIP.

The following memo outlines the administrative modifications made to the FY2027-2031 LHMPO Transportation Improvement Program (TIP) in **Amendments # 2 (Administrative)**

FY2027-FY2031 TIP – Amendment # 2
The following outlines changes made to the TIP:

Carbon Reduction Program (CRP)
Action Taken:
This Amendment makes the following change to CRP Project LHM-C25-101, ADOT STIP ID 104652:

1. Update Construction Phase "Other Funds Local" funding amount from $0 to $71,941 due to construction bid overage and local funding responsibilities per terms of the established IGA. This update has no impact on LHMPO fiscal constraint or other regional funding but is an administrative change to accurately capture total project costs.

Lake Havasu Transit 5307/STBG Public Transit
Action Taken:
Local public/city transit projects are funded with 5307 FTA federal dollars and must be listed in the LHMPO TIP. However, these projects have no impact on LHMPO fiscal constraint or other regional funding. Any changes made to the 5307 Transit section of the TIP are considered Administrative.

The following are 5307/STBG Public Transit projects that have already taken place and are for informational purposes only:

Project Corrections

1. LHT-24-307 ADOT STIP ID 103828 Change Federal Funding Year from FFY2024 to FFY2027
2. LHT-24-308 ADOT STIP ID 104658 Change Federal Funding Year from FFY2024 to FFY2028
3. LHT-23-303 ADOT STIP ID 103321 Change Federal Funding Year from FFY2025 to FFY2027 Federal Funding 5307/STBG Funding $112,466 stays the same the local match needs to be updated to $28,116.

2026 UPDATE

Lake Havasu City Transit - 5307 / CARES Act / Transit STBG

TIP ID #	Project Phase / Description	ADOT eSTIP ID	Project Sponsor	Project Name / Location	Fed Aid Type	Fed Aid Funding Year	Federal Funds Source	Federal Funds	Local Match	Other Funds Local	Total Cost
2023											
LHT-23-301	FTA Vehicle	102341	Lake Havasu City Transit	FTA Vehicle	**5307**	**FFY2020/FFY2021**	FTA	$ 150,000	$ 26,471	$ -	**$ 176,471**
LHT-23-302	FTA Vehicle	102344	Lake Havasu City Transit	FTA Vehicle	**5307**	**FFY2023**	FTA	$ 200,000	$ 35,294	$ -	**$ 235,294**
							TOTALS	**$350,000**	**$61,765**	**$0**	**$411,765**
2024											
LHT-24-303	Capital	103322	Lake Havasu City Transit	FTA Vehicle	**5307**	**FFY2020/FFY2021**	FTA	$ 180,000	$ 31,765		**$ 211,765**
LHT-24-304	Capital	103323	Lake Havasu City Transit	FTA Vehicle	**5307**	**FFY2024**	FTA	$ 200,000	$ 35,294	$ -	**$ 235,294**
LHT-23-303	Capital	103321	Lake Havasu City Transit	Vehicle Wireless Camera Technology	**STBG**	**FFY2021/ FFY2022/ FY2023**	FTA	$ 112,466	$ 6,411	$ -	**$ 118,877**
							TOTALS	**$492,466**	**$73,470**	**$0**	**$565,936**
2025											
LHT-25-301	Operating	103325	Lake Havasu City Transit	Operating Expenses	**5307**	**FFY2021**	FTA	$458,000	$229,000		**$687,000**
LHT-23-302	Capital	102344	Lake Havasu City Transit	FTA Vehicle	**5307**	**FY2025**	FTA	$ 200,000	$ 35,294	$ -	**$ 235,294**
LHT-25-303	Capital	103327	Lake Havasu City Transit	FTA Vehicle	**5307**	**FFY2024**	FTA	$400,000	$60,000		**$460,000**
							TOTALS	**$1,058,000**	**$324,294**	**$0**	**$1,382,294**
2026											
LHT-26-301	Operating	103328	Lake Havasu City Transit	Operating Expenses	**5307**	**FFY2022 / FFY2023**	FTA	$440,000	$220,000		**$660,000**
LHT-26-305	Operating	104659	Lake Havasu City Transit	Vehicle/Building Maintenance FY27-FY29	**5307**	**FFY2022**	FTA	$60,000	$12,000		**$72,000**

2026 UPDATE

TIP ID #	Project Phase / Description	ADOT eSTIP ID	Project Sponsor	Project Name / Location	Fed Aid Type	Fed Aid Funding Year	Federal Funds Source	Federal Funds	Local Match	Other Funds Local	Total Cost
LHT-26-306	Operating	104660	Lake Havasu City Transit	Operating Expenses	**5307**	**FFY2023**	FTA	$300,000	$150,000		**$450,000**
							TOTALS	**$800,000**	**$382,000**	**#REF!**	**$1,182,000**
2027											
LHT-23-303	Capital	103321	Lake Havasu City Transit	Vehicle Wireless Camera Technology	**STBG**	**FFY2021/ FFY2022/ FY2023**	FTA	$ 112,466	$ 28,116	$ -	**$ 140,582**
LHT-24-307	Maintenance	103828	Lake Havasu City Transit	Vehicle/Building Maintenance	**5307**	**FFY2020**	FTA	$ 42,000	$8,400		**$ 50,400**
LHT-27-302	Capital	103830	Lake Havasu City Transit	FTA Vehicle	**5307**	**FFY2024/F FY2025**	FTA	$400,000	$60,000		**$460,000**
LHT-27-303	Capital	106009	Lake Havasu City Transit	FTA Vehicle	**5307**	**FFY2023/F FY2024**	FTA	$200,000	$30,000		**$230,000**
LHT-27-305	Capital	106010	Lake Havasu City Transit	FTA Vehicle	**5307**	**FFY2024**	FTA	$200,000	$30,000		**$230,000**
LHT-27-306	Capital	106011	Lake Havasu City Transit	FTA Vehicle	**5307**	**FFY2024**	FTA	$200,000	$30,000		**$230,000**
LHT-27-307	Capital	106012	Lake Havasu City Transit	Vehicle Technology	**5307**	**FFY2024**	FTA	$10,000	$2,000		**$12,000**
LHT-27-308	Maintenance	106367	Lake Havasu City Transit	Preventative Maintenance	**STBG**	**FFY2025**	FTA	$60,000	$12,000		**$72,000**
LHT-27-309	Operating	106362	Lake Havasu City Transit	Operating Expenses	**STBG**	**FFY2025**	FTA	$36,929	$2,105		**$39,034**
							TOTALS	**$1,261,395**	**$202,621**	**$0**	**$1,464,016**
2028											
LHT-24-308	Maintenance	104658	Lake Havasu City Transit	Vehicle/Building Maintenance FY24-FY26	**5307**	**FFY2024**	FTA	$ 60,000	$12,000		**$ 72,000**
LHT-28-301	Operating	106013	Lake Havasu City Transit	Operating Expenses	**5307**	**FFY2025**	FTA	$391,665	$391,665		**$783,330**

2026 UPDATE

TIP ID #	Project Phase / Description	ADOT eSTIP ID	Project Sponsor	Project Name / Location	Fed Aid Type	Fed Aid Funding Year	Federal Funds Source	Federal Funds	Local Match	Other Funds Local	Total Cost
LHT-28-302	Maintenance	104662	Lake Havasu City Transit	Vehicle/Building Maintenance	**5307**	**FFY2025**	FTA	$60,000	$12,000		**$72,000**
LHT-28-303	Capital	106014	Lake Havasu City Transit	FTA Vehicle	**5307**	**FFY2024/FFY2025**	FTA	$200,000	$30,000		**$230,000**
LHT-28-304	Capital	106015	Lake Havasu City Transit	FTA Vehicle	**5307**	**FFY2025**	FTA	$200,000	$30,000		**$230,000**
LHT-28-305	Capital	106015	Lake Havasu City Transit	FTA Vehicle	**5307**	**FFY2025**	FTA	$200,000	$30,000		**$230,000**
LHT-28-306	Capital	106363	Lake Havasu City Transit	FTA Vehicle	**STBG**	**FFY2026**	FTA	$37,000	$2,109		**$39,109**
							TOTALS	**$1,148,665**	**$507,774**	**$0**	**$1,656,439**
2029											
LHT-29-301	Maintenance	106368	Lake Havasu City Transit	Vehicle/Building Maintenance	**5307**	**FFY2026**	FTA	$60,000	$12,000		**$72,000**
LHT-29-302	Capital	106364	Lake Havasu City Transit	FTA Vehicle	**5307**	**FFY2026**	FTA	$200,000	$30,000		**$230,000**
LHT-29-303	Capital	106365	Lake Havasu City Transit	FTA Vehicle	**5307**	**FFY2026**	FTA	$200,000	$30,000		**$230,000**
LHT-29-304	Capital	106369	Lake Havasu City Transit	Vehicle Technology	**5307**	**FFY2026**	FTA	$10,000	$2,000		**$12,000**
LHT-29-305	Operating	104661	Lake Havasu City Transit	Operating Expenses	**5307**	**FFY2026**	FTA	$330,000	$330,000		**$660,000**
LHT-29-306	Capital	106366	Lake Havasu City Transit	FTA Vehicle	**STBG**	**FFY2026**	FTA	$37,000	$2,109		**$39,109**
								$837,000	**$406,109**		**$1,243,109**

Projects highlighted in "Yellow" show an amended change in this updated summary

Note: This is an overall listing of all Lake Havasu Transit projects that have been preliminarily approved by Lake Havasu City, by year, for 2024 to 2030. Some

Terms:

5307 Funding - Allocated funding for transit

STBG Funding - Allocated funding for transit

Jeanette Buckley, Lake Havasu City Transit

Lake Havasu Metropolitan Planning Organization (MPO)
FY 2027-2031 Transportation Improvement Program

Carbon Reduction Program (CRP) Projects

TIP ID #	ADOT ID # (E-STIP)	Project Phase	Project Sponsor	Project Name	Project Location	Length	Functional Classifications	Lanes Before	Lanes After	Fed Aid Type	Federal Funds Source	Federal Funds	Other Fed Funds	Local Match	Other Funds Local	HURF Exchange	Total Cost
2026																	
LHM-C25-101	104652	Design	Lake Havasu MPO	Multi-Use Path Upgrades,Lake Havasu City	Varies Along State Route 95 within Right-of-Way	-	Urban Principal Arterial	-	-	**CRP**	FHWA		$ -	$ -	$ 52,660.00	$ -	**$ 52,660.00**
LHM-C25-101	104652	Construction	Lake Havasu MPO	Multi-Use Path Upgrades,Lake Havasu City	Varies Along State Route 95 within Right-of-Way	-	Urban Principal Arterial	-	-	**CRP**	FHWA	$ 456,106	$ -	$ 27,570.00	$ 71,941.00	$ -	**$ 555,617.00**
											TOTALS	**$ 456,106.00**	**$ -**	**$ 27,570.00**	**$ 124,601.00**	**$ -**	**$ 608,277.00**
2027																	
										CRP	FHWA						**$ -**
											TOTALS	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
2028																	
										CRP	FHWA						**$ -**
											TOTALS	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
2029																	
										CRP	FHWA						**$ -**
											TOTALS	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
2030																	
										CRP	FHWA						
											TOTALS	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
2031																	
										CRP	FHWA	$ -	$ -	$ -	$ -	$ -	**$ -**
											TOTALS	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Notes:

1. **"CRP" funded programs are selected by LHMPO. Projects with other funding sources are required to be included, but are selected through various grant applications**
2. **Projects labeled with "Not Approved" or "Not Awarded" and highlighted in **Blue** are considered to be in "Parking Lot" status and waiting for eligibility determination from ADOT, FHWA and or approval by LHMPO**
3. **Projects highlighted in "Yellow" show an amended change in this updated summary**

Terms: **"CRP" : Carbon Reduction Program**

Note: This is an overall listing of all Lake Havasu MPO projects that have been preliminarily approved by the TAC, by year, for 2027 to 2031. Some projects will need to be moved or reprogrammed due to funding availability. Prior years shown for information purposes as they are projects in progress.

Item #7

ACTION ITEM

Renewal of Urban SDK license

Sarah Lojewski, LHMPO Director

Agenda Item # 7

LAKE HAVASU MPO
REQUEST FOR ACTION

SUBJECT: Action to Approve the Renewal of Urban SDK software license

SUBMITTED BY: Sarah Lojewski, LHMPO Director

AGENDA TYPE: Discussion and Possible Action

ATTACHMENTS:

SUMMARY/BACKGROUND:

Urban SDK is a geospatial data analytics software currently in use by LHMPO and the LHC PD. The current 1 year license is due to expire in December. LHMPO would like to renew the license for a 3 year term utilizing CRP funds. The funding source and eligibility has been approved by ADOT.

ACTION OPTION:

Motion to approve the 3 year license renewal of Urban SDK software

OR

Motion to approve the renewal of Urban SDK software, with noted changes.

RECOMMENDATION:

Motion to approve the 3 year license renewal of Urban SDK software.



Urban SDK

&

City of Lake Havasu City, Arizona

Prepared For:

Sarah Lojewski

City of Lake Havasu City, Arizona

Prepared By:

Cole Daninger

Urban SDK

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About Us

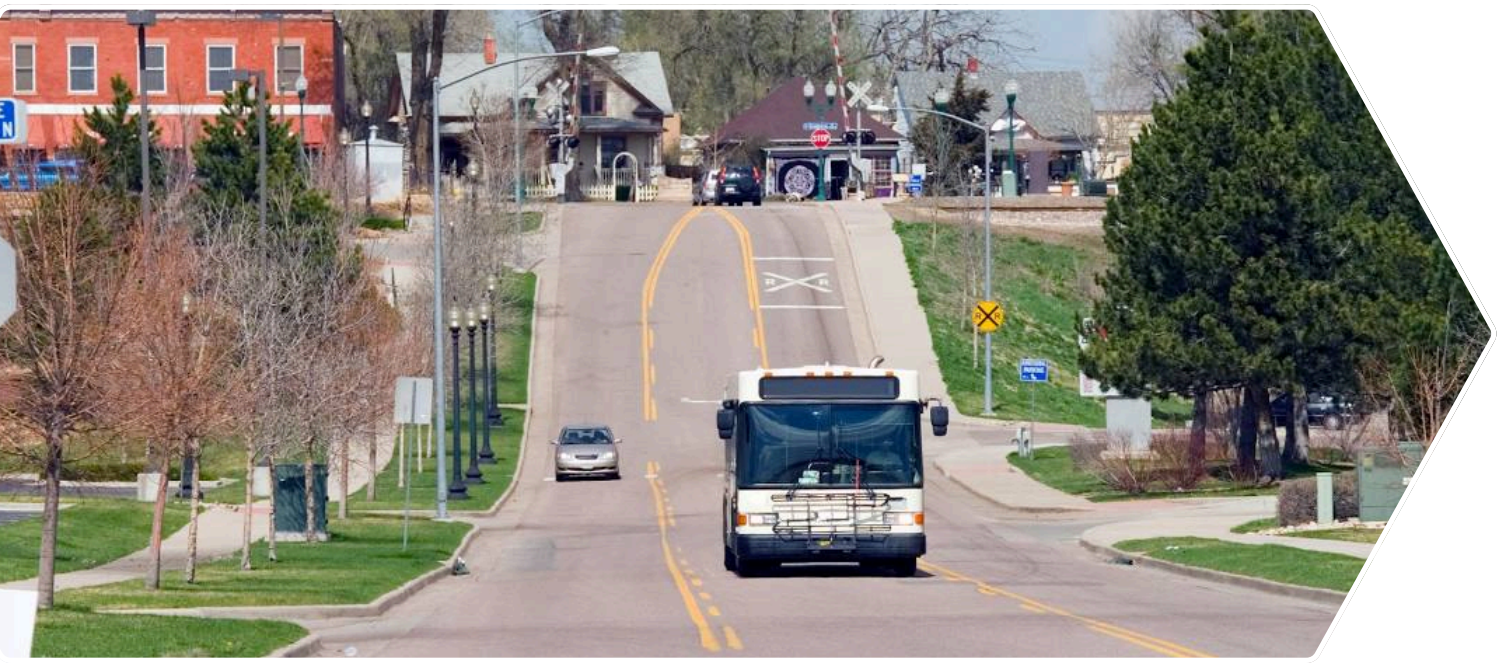
Urban SDK is a leading provider of geospatial AI solutions, equipping public leaders with actionable insights and automation for mission-critical decisions. Established in 2018 and headquartered in Jacksonville, Florida, Urban SDK is the only platform on the market that provides a comprehensive System of Action to state and local governments. Our team of military veterans, engineers, scientists, policymakers, and entrepreneurs are all committed to the same unified vision: easing the burdens of community leaders through innovation.

Our System of Action unifies data, workflows, and AI so local governments can break free from technical debt and respond to changing conditions at scale. In doing so, Urban SDK's approach delivers measurable ROI to each of our customers, enabling agencies to recapture time, budget and precision in order to accelerate projects, refine resource allocations and respond more quickly to their constituents.

Our partners throughout North America leverage Urban SDK to help:

- Replace manual data collection and empower decision making
- Orchestrate regulated processes and operating procedures
- Align staff with decision support systems to increase efficiency
- Connect disparate departments to achieve common goals
- Enable officials to adjust actions based on changing conditions

Popular Use Cases



Including Traffic Calming, Urban SDK aids clients with daily mission critical objectives such as:

- **Traffic Calming -** Reducing speeds and improving pedestrian/bike safety
- **Traffic Enforcement -** Proactively reducing risky driving behaviors and ensuring compliance with traffic codes
- **School Zone Safety -** Reducing speeds and improving safety near schools
- **Work Zone Monitoring -** Monitoring traffic, safety, and compliance around road construction zones
- **Traffic Safety Analysis -** Prioritizing resources where crime and traffic risks overlap
- **Event Impact Monitoring -** Tracking congestion, blocked emergency lanes, and road closures before, during, and after major events
- **Cut-Through Traffic -** Identifying local residential streets or unintended routes used to bypass congestion, accidents, or delays on main thoroughfares
- **Sidewalk Inventory -** Performing ADA audits and safety workflows without field visits

Traffic Calming

Definition

Traffic calming is a set of strategies and roadway design measures aimed at reducing speeds, discouraging cut-through traffic, and improving pedestrian/bike safety.

Challenges of the Current Process

80% of traffic calming requests are perception issues and never meet local ordinance or criteria standards. Collecting manual data for these perception issues is a massive drain on resources and budgets.

How Urban SDK Solves These Issues

With Urban SDK, agencies now have the ability to identify roadways that qualify for traffic calming prior to complaints. They are able to cut back on a majority of the historical data previously collected, and focus on areas that meet calming criteria.

Key Objectives Improved by Urban SDK

- Speed reduction
- Volume control
- Safety improvements
- Livability goals

Required Urban SDK Data

01 Speed Module

02 Volume Module

Add-On Options

01 Workflows (Highly recommended)

02 Crash Integration (Could be a requirement-based agency policy)

Platform Features

- Satellite/aerial maps
- Measurement tools
- Geofencing and layering
- Dashboards and reports

Departments that Benefit

Public Works

More efficient calming investments

Engineering

Quicker preparation of studies & plans

Planning

Aligns calming with mobility/zoning

Law Enforcement (Traffic Division)

Enforces in calm areas

Elected Officials

Political champions for livability



Statement of Work (SOW)

Goals

The purpose of this Statement of Work (SOW) is to define the scope, deliverables, and responsibilities associated with Urban SDK's provision of roadway data for City of Lake Havasu City, Arizona.

This engagement will deliver comprehensive datasets that support the organization's safety, planning, and operational analysis initiatives.

Responsibilities



Urban SDK

- Provide data access and updates as defined in this SOW.
- Conduct onboarding and training sessions for staff.
- Conduct a full Q&A of all data to ensure locations and results meet the client's needs.
- Maintain application uptime and ensure timely delivery of data.
- Provide customer support throughout the engagement.

City of Lake Havasu City, Arizona

- Provide designated points of contact for project oversight and user access assignments.
- Ensure timely attendance at training and onboarding sessions.

Pricing & Fees

Pricing Overview

Contract Start Date	**2027-01-01**
Contract End Date	**2029-12-31**
Proposal Expires	**[Document.ExpirationDate]**

Products & Services

Year 1

M1/M2: Traffic Calming and Speed Enforcement
Quantity 1
Price $25,000.00
Total $25,000.00

Tier: Edge User Seats
Quantity 5
Price $0.00
Total $0.00

Customer Support
Quantity 1
Price $0.00 per year
Total $0.00 per year

Section total $25,000.00

Year 2

M1/M2: Traffic Calming and Speed Enforcement
Quantity 1
Price $26,270.00
Total $26,270.00

Tier: Edge User Seats
Quantity 5
Price $0.00
Total $0.00

Customer Support	Price $0.00 per year
Quantity 1	Total $0.00 per year

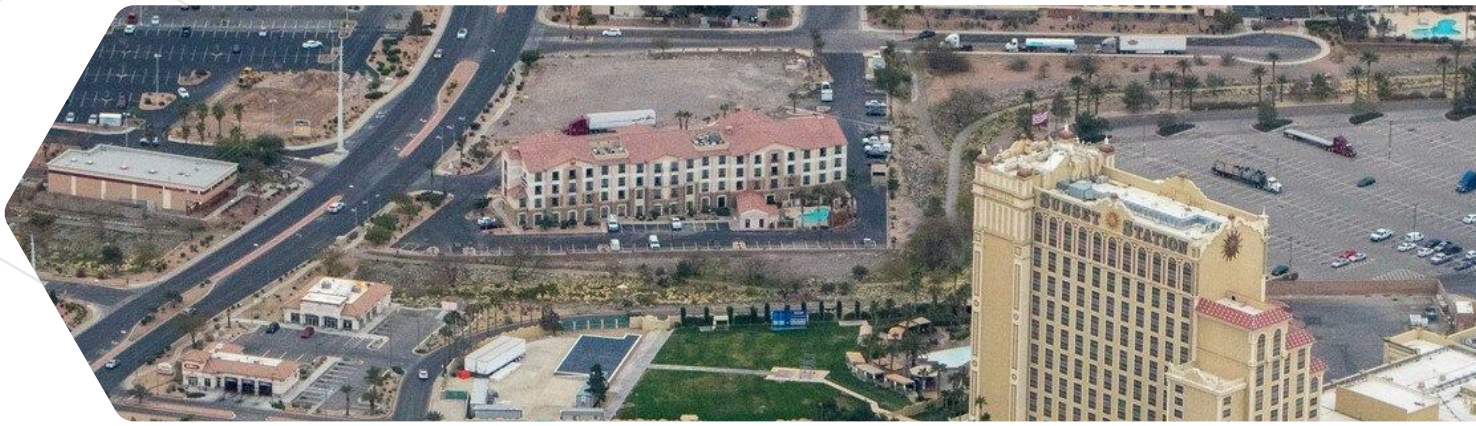
Section total $26,270.00

Year 3

M1/M2: Traffic Calming and Speed Enforcement	Price $27,600.00
Quantity 1	Total $27,600.00
Tier: Edge User Seats	Price $0.00
Quantity 5	Total $0.00
Customer Support	Price $0.00 per year
Quantity 1	Total $0.00 per year

Section total $27,600.00

Total **$78,870.00**



Proposal Comments

URBAN SDK, INC.

Urban SDK will provide **City of Lake Havasu City, AZ** with comprehensive Speed and Volume data for every roadway. This includes:

- **Traffic Calming:** Provides clear, continuous insight into real speeding issues. It pinpoints true hotspots, separates perception from reality, and shows how speeds change over time. Agencies can quickly see what works, respond to emerging problems, and demonstrate measurable progress toward safer streets.
- **Speed Enforcement**: Identifies recurring violations and high-risk behaviors so agencies can target enforcement where it has the greatest impact. It highlights the best times and locations for deployment, tracks changes after enforcement, and measures compliance improvements to ensure strategies are data-driven, equitable, and effective.
- **User Seats**: 5 Administrative Seats

Contract Start Date 01/01/2027
Contract End Date 12/31/2029

Our agreement is effective as of the Effective Date set forth below, is entered into by and between the Buyer identified as Customer below (“Customer”) and Urban SDK, Inc., a Delaware corporation, with its principal place of business located at 10151 Deerwood Park Boulevard, Building 100 Ste 100 Jacksonville, Florida 32256 (“Urban SDK”). The parties acknowledge and agree that they have read and understand this Agreement and, upon execution, are legally bound by it.

This Agreement includes this “Signature” or any other ordering document referencing this Agreement, the Terms and Conditions available at Terms and Conditions, all statements of work entered into in connection with this Agreement (“Statement(s) of Work”).

Client Signature

_____ _____

Signature Date

_____

Printed name

Urban SDK Signature

_____ _____

Countersignature Date

_____

Printed name

Item #8

Action Item

UPWP Amendment

Sarah Lojewski, LHMPO Director

Agenda Item # 8

LAKE HAVASU MPO
REQUEST FOR ACTION

SUBJECT: **Discussion and Possible Action to Approve Amendment #2 to FY2026-FY2027 Unified Planning Work Program (UPWP)**

SUBMITTED BY: Sarah Lojewski, MPO Director

AGENDA TYPE: Discussion & Possible Action

ATTACHMENTS:

- Memo/Summary
- Amended page from FY26-27 UPWP

SUMMARY/BACKGROUND:

This Amendment makes the following addition to Work Element 200 – Regional Planning & Coordination of the UPWP:

Adds a 3 year license renewal purchase of Urban SDK software utilizing LHMPO CRP funding.

ACTION OPTION:

Motion to approve Amendment #2 to the FY2026-FY2027 UPWP.

OR

Action as a result of the discussion

RECOMMENDATION:

Motion to approve Amendment #2 to the FY2026-FY2027 UPWP.

"Engineering District Workshops" to assist with regional prioritization of State System projects.

- Assist local agencies with converting STBG projects to HURF Exchange.
- Assist local agencies with ADOT LPA project initiation paperwork (if necessary).
- Assist local agencies with ADOT HSIP project applications and submittals.
- Assist local agencies with TA project applications and submittals. If the MPO does not hire a consultant to assist with the TA Program, the MPO may still submit applications for project scoping (pending final ADOT eligibility criteria and policy).
- **Contract for Services - Safety Data Collection & Analysis; & HSIP Application Development**
  Through an informal procurement process (three quotes method) tentatively scheduled for **FY 2027,** the LHMPO might hire a consultant to conduct regional crash data analysis, identify and prioritize potential safety projects, and assist local public agencies with application development for ADOT's upcoming call for HSIP projects (FY28-29). ***PENDING** if ADOT announces the call for FY28/29 HSIP Projects during this 2-year UPWP/Work Program cycle (FY26/27).
- **Contract for Services – 2050 Regional Transportation Plan continued from FY25**
  Through a formal procurement process scheduled **in FY 2026** the LHMPO has hired a consultant to complete the Regional Transportation Plan (2050).
- **Contract for Services – Transportation Alternative (TA) Project Scoping & Application Development Assistance**
  Through an informal procurement process (Three Quote Method) scheduled sometime **in FY 2026 and/or FY 2027,** the LHMPO might hire a consultant to conduct regional data analysis, identify, Lake Havasu MPO prioritize, and scope potential TA projects; and assist local public agencies with application development for ADOT's upcoming call for TA projects. ***PENDING** ADOT announcement of the call for TA Projects during this 2-year **UPWP**/Work Program cycle (FY26/27).
- **HURF Exchange projects**
  The MPO will utilize the HURF exchange program to convert STBG funds to HURF Exchange funding to complete the design and construction of traffic signal improvements following final recommendations from the Traffic Signal Analysis and Modeling study.
- **Software Purchase**
  Purchase of a one-year license of Urban SDK geospatial AI data acquisition software for use by LHMPO and member agencies. LHMPO will utilize CRP funding for this purchase.
  Renew Urban SDK license in FY 2027 for a 3 year term utilizing LHMPO CRP funds.

Public Involvement & Title VI

The LHMPO will utilize a Public Involvement Plan (Participation Plan) to ensure the civil rights of all interested parties are protected through an opportunity to review and comment on the planning activities for the LHMPO region. The Public Involvement Plan defines a process by which to provide the public with reasonable opportunities to be involved in the transportation planning of the LHMPO region. The Public Involvement Plan process will be used in the development of the RTP, TIP, and any federally funded planning study conducted by the LHMPO.

Proposed Public Involvement & Title VI Activities:

LHMPO Staff in coordination with the LHMPO TAC and Executive Board, will work to:

- Continue to adhere to the Public Involvement Plan (PIP), Limited English Proficiency Policy (LEP) and Title VI Plans.
- Prepare, maintain and amend as necessary the Title VI Plan, LEP, and PIP to reflect any changes in board or committee membership, regional demographics, and/or to comply with additional FHWA, FTA, or ADOT requirements.
- Continue posting Title VI Notices at each meeting (both in-person and virtually).

Item #9

HURF Exchange Presentation

(Information Only)

Mark Henige and Jennifer Workman, ADOT

ADOT Highway User Revenue Fund (HURF) Exchange Program

LHMPO TAC Meeting

September 22, 2026

Presented by Mark Henige

ADOT LPA Program Manager

ARIZONA DEPARTMENT OF TRANSPORTATION

Rev 7/21/26

Highway User Revenue Fund (HURF)

- The state of Arizona taxes motor fuels and collects a variety of fees and charges relating to the registration and operation of motor vehicles on the public highways of the state.
- These revenues are deposited in the Arizona HURF and are then distributed to the State Highway Fund and to cities, towns and counties on the basis of county origin of gasoline sales and city or town population within each County based on the current Census data. Distribution formulas and other HURF resources can be found online at: https://azdot.gov/about/financial-management- services/transportation-funding/highway-user-revenue-fund-hurf



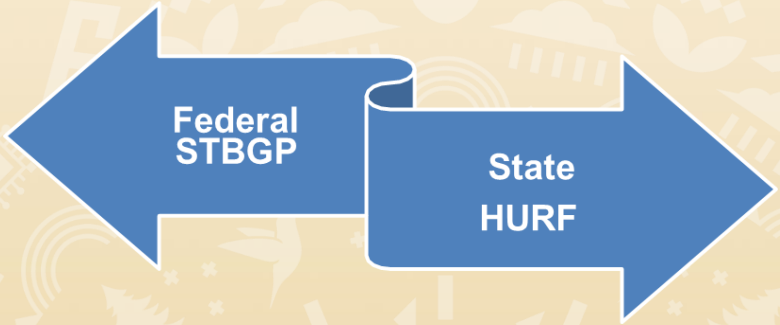
Surface Transportation Block Grant Program (STBGP)

- STBGP is a **federal-aid transportation program**, administered by the Federal Highway Administration (FHWA), which provides funding used by States and localities for transportation improvement projects in urbanized areas of the State with a population of over 200,000; STBGP 50-200K, STBGP 5-50K, or Rural areas under 5K.
- To use STBGP funding, federal law requires LPAs to be "certified" by the Federal Highway Administration (FHWA) to administer federal aid projects.
- Annually, ADOT provides federal 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.
- The use of federal funding also requires compliance with certain federal environmental, procurement and other regulations.



HURF Exchange Program Overview

- The HURF Exchange Program is the ability to swap federal STBGP funds for State HURF funds.
- ADOT policy FIN 5.01 establishes a clear expectation of timely project delivery.
- Limited to STBGP funding and must meet STBGP eligibility criteria.
- Limited to Arizona cities, towns, and counties with populations of 200,000 or less. Because tribal nations are not eligible to receive HURF funding directly, tribal nations can work through another direct recipient such as a city or county.
- ADOT will pay $0.90 in State Highway Funds (SHF) for each $1.00 of federal funding exchanged.
- COG/MPO project ledgers will reflect all HURF Exchange transactions.



- Projects designed with Federal Funds are **not** eligible for HURF Exchange for other phases. All new projects, and each phase thereof, must be programmed with HURF Exchange or local funds.
- Final voucher to be conducted on all projects. Projects are subject to audit.
- Repayment required if project not built within 2 years of the completion of design, or 3 years from the date of the initial obligation of HURF Exchange funding, whichever is earlier.
- ADOT may choose not to engage in a HURF Exchange in cases of misuse of, or failure to repay, HURF Exchange funding.
- Projects that are not showing progress may be de-obligated after consultation with local agency and appropriate COG/MPO. De-obligated or released funds returned to COG/MPO for reprogramming.
- HURF Exchange follows the ADOT Inactive Policy (see ADOT Inactive Project Policy-link on ADOT HURF Exchange Program webpage).

Benefits of HURF Exchange Program

- To use STBGP funding, federal law requires LPAs to be certified by the FHWA to administer federal-aid projects. Since most cities, towns, and counties with populations of 200,000 or less receive very little federal funding, it is not cost effective to become certified. Therefore, these LPAs must contract with a certified entity (such as ADOT) to develop and construct federally funded projects. The HURF exchange program targets these LPAs and enables them to build projects using state funding.
- Less restrictive design and construction standards.
- Fewer requirements (No Buy America.. No Davis Bacon).
- Less project oversight.
- Lower project costs (No local match requirements, No ADOT Project Delivery Review (PDA) fees).
- Self-administered as opposed to ADOT administered.
- Constructed and open to traffic more quickly than fed-aid projects.
- 90% of funds provided up front (in phases) instead of reimbursed (final 10% is reimbursement).

HURF Exchange Eligibility

To be eligible for the HURF Exchange program, a project must:

- Have as its primary purpose be for the improvement of the efficiency, reliability and safety of the traveling public.
- Be on the federal aid system and be eligible for federal STBGP funding (limits eligibility to projects on roads classified as **urban minor collectors or above**; projects on local roads are not eligible).
- Have all phase(s) approved by the COG/MPO Technical Advisory Committee and be programmed as HURF Exchange in the approved, fiscally-constrained portion of the Transportation Improvement Plan (TIP); and
- Demonstrate a realistic schedule indicating all phases of the project will be completed within three years of the date of finance authorization of the design phase.

Eligible Projects & Costs

- Costs directly associated with the design, acquisition or right of way, and construction of the project, including necessary safety items.
- Other items unavoidably required for the primary purpose of the project, which is to improve the efficiency and safety of motor vehicle travel on the roadway, may be considered part of the eligible costs. These items may include utility relocation, sidewalks, ADA ramps and safety features.
- On the federal aid system (no local roads) and eligible for STBGP funding.
- All phase(s) and funding sources must be programmed in an approved, fiscally-constrained TIP.

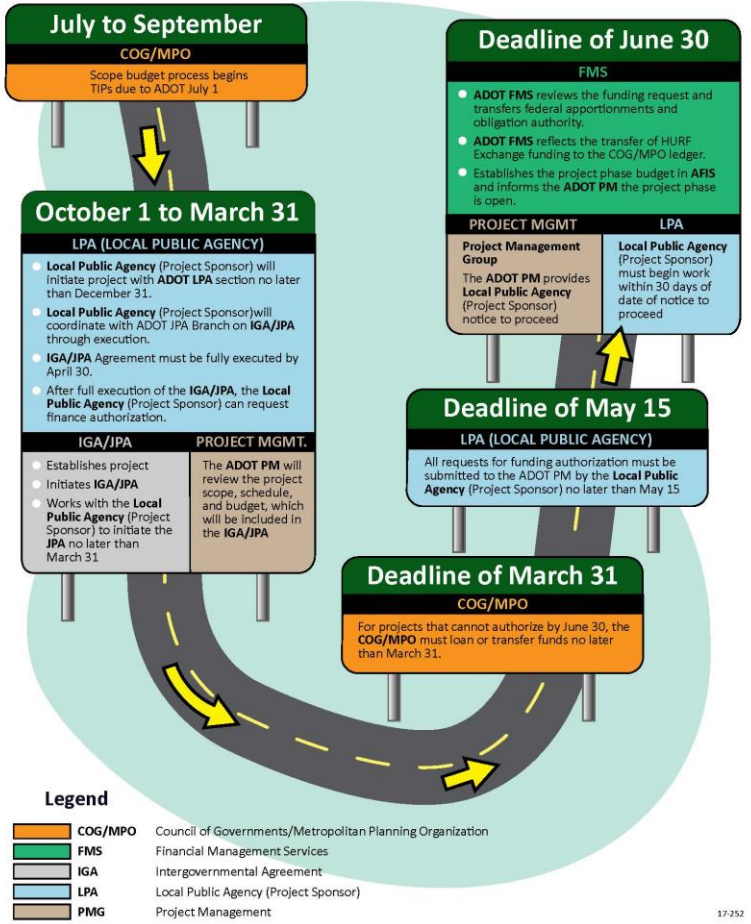


Ineligible Projects & Costs

- Maintenance, which is scheduled or unscheduled work that is performed to preserve existing infrastructure, in reaction to an event (crash) or season (potholes), or work requiring regular reoccurring attention, such as fence repair, culvert cleanouts, etc.
- Scoping.
- 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 HURF Exchange project.
- Betterments of utilities.
- Any other costs which are not eligible costs as defined in the previous slide.



HURF Exchange Timeline



Planning & Programming

PLANNING/ PROGRAMMING

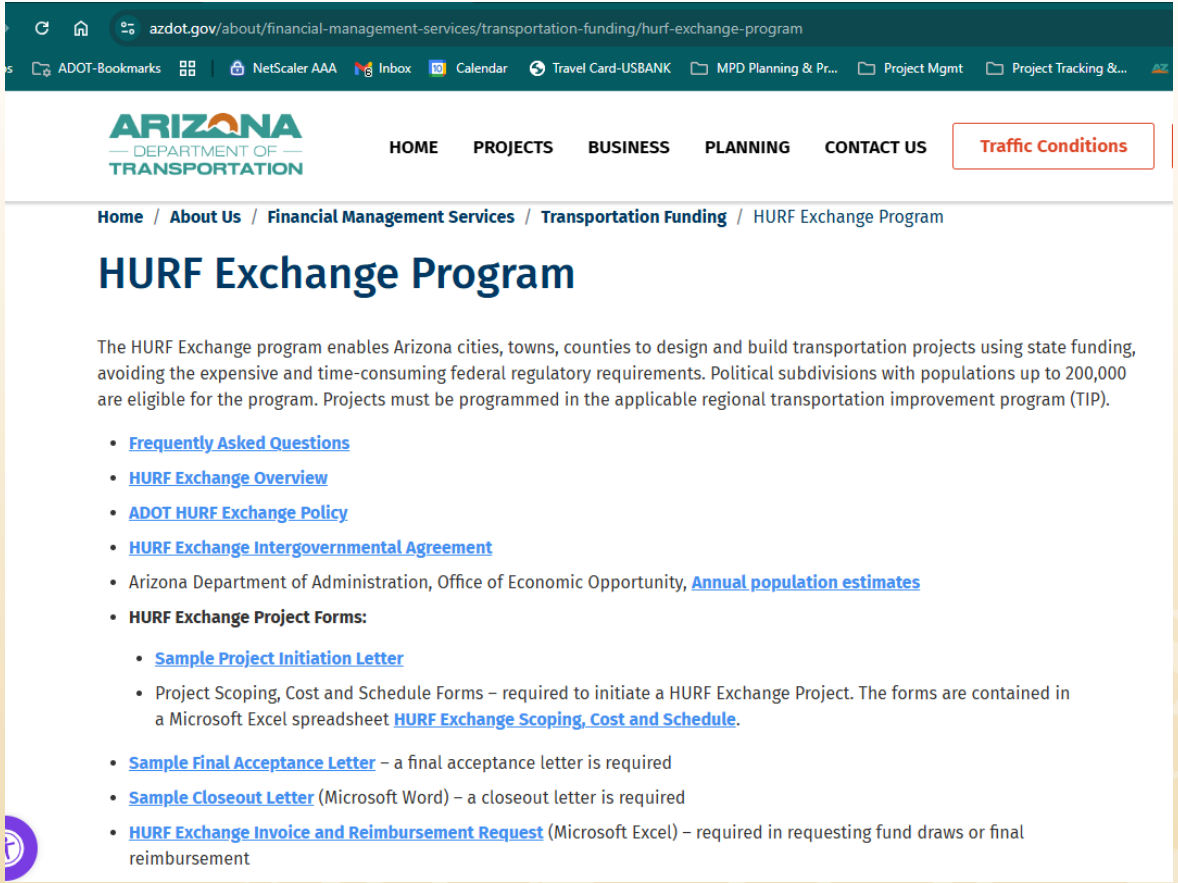
ADOT partners with Councils of Governments (COGs) and Metropolitan Planning Organizations (MPOs) as a conduit for funding to the local public agencies.

- Before a project can be initiated, Project Sponsors must apply and be selected for funding through their regional COG/MPO TIP approval process.
- Applications should identify a realistic preliminary scope, schedule, and budget so that appropriate funding can be programmed.
- All phases of funding must be programmed in the regional TIP.
- TIPs must show a fully funded project, including any local funds being contributed to the project.

Upon receipt of a new application, ADOT LPA Section will…

- Review the scope, schedule, and budget to ensure project is feasible and meets program eligibility requirements.
- Request an ADOT Project Number and ADOT Project Coordinator to be assigned to manage the project.
- Send an Establishment Letter with the ADOT Project Number, along with the name and contact information for the ADOT Project Coordinator who has been assigned.
- Initiate an IGA.
- Submit a Project Funding Request to ADOT Finance once Project Sponsor submits authorization packet for each project phase requesting HURF Exchange funds.
- Send Notice to Proceed letter to Project Sponsor letting them know that work can begin on the work phase authorized.
- Receive draw forms and invoices and confirm eligible items.
- Track project progress to ensure project is progressing according to schedule and coordinate updates to scope, schedules, and/or budgets as needed.
- Conduct project walk through at the end of construction when project is substantially complete.
- Submit final draw and closeout packet to ADOT Finance.

HURF Exchange Project Initiation Resources



https://azdot.gov/business/programs-and-partnerships/local-public-agency/federal-aid-highway-programs-lpa

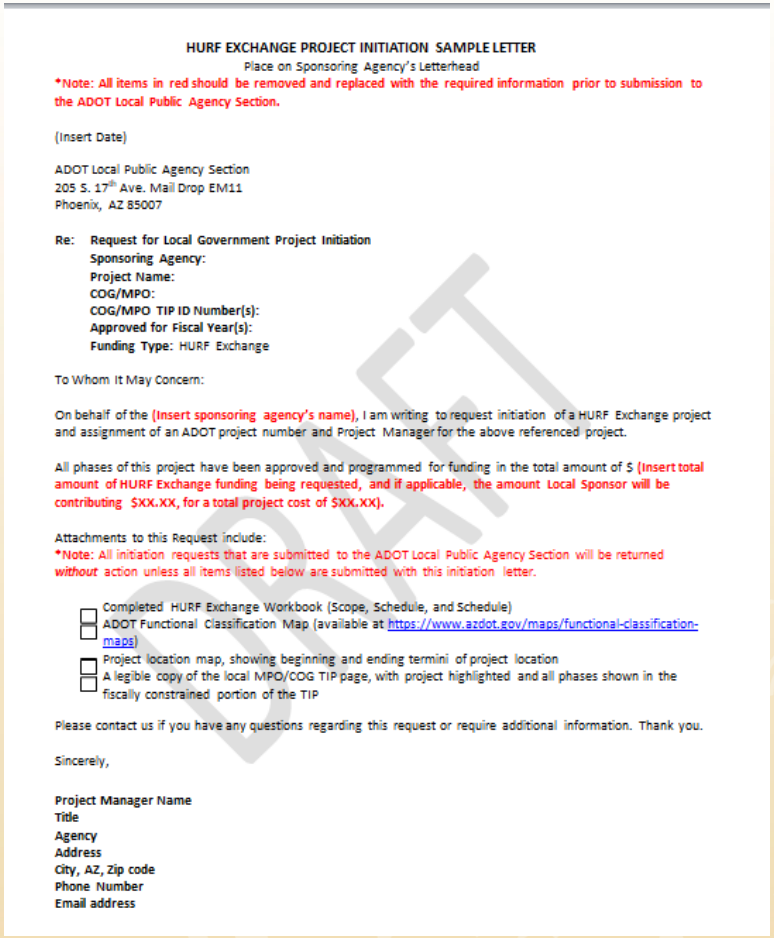
or

https://azdot.gov/about/financial-management-services/transportation-funding/hurf-exchange-program

Required Forms & Documentation

- HURF Exchange Project Initiation Letter
- HURF Exchange Workbook (Scope, Schedule, Budget) Form
- ADOT Function Classification Map (https://azdot.gov/node/5623)
- Project Location Map: Shows boundaries of project/ beginning and ending termini
- A legible copy of the local MPO/COG TIP page, with all phases of the project highlighted and all phases and funding shown in a fiscally constrained programmed year.
- If project was Designed with local funds and is only requesting Construction funds, a copy of the final design plans.

HURF Exchange Project Initiation Letter



HURF EXCHANGE PROJECT INITIATION SAMPLE LETTER

Place on Sponsoring Agency's Letterhead

*Note: All items in red should be removed and replaced with the required information prior to submission to the ADOT Local Public Agency Section.

(Insert Date)

ADOT Local Public Agency Section
205 S. 17th Ave. Mail Drop EM11
Phoenix, AZ 85007

Re: **Request for Local Government Project Initiation**
Sponsoring Agency:
Project Name:
COG/MPO:
COG/MPO TIP ID Number(s):
Approved for Fiscal Year(s):
Funding Type: HURF Exchange

To Whom It May Concern:

On behalf of the **(Insert sponsoring agency's name)**, I am writing to request initiation of a HURF Exchange project and assignment of an ADOT project number and Project Manager for the above referenced project.

All phases of this project have been approved and programmed for funding in the total amount of $ **(Insert total amount of HURF Exchange funding being requested, and if applicable, the amount Local Sponsor will be contributing $XX.XX, for a total project cost of $XX.XX).**

Attachments to this Request include:
*Note: All initiation requests that are submitted to the ADOT Local Public Agency Section will be returned *without* action unless all items listed below are submitted with this initiation letter.

- ☐ Completed HURF Exchange Workbook (Scope, Schedule, and Schedule)
- ☐ ADOT Functional Classification Map (available at https://www.azdot.gov/maps/functional-classification-maps)
- ☐ Project location map, showing beginning and ending termini of project location
- ☐ A legible copy of the local MPO/COG TIP page, with project highlighted and all phases shown in the fiscally constrained portion of the TIP

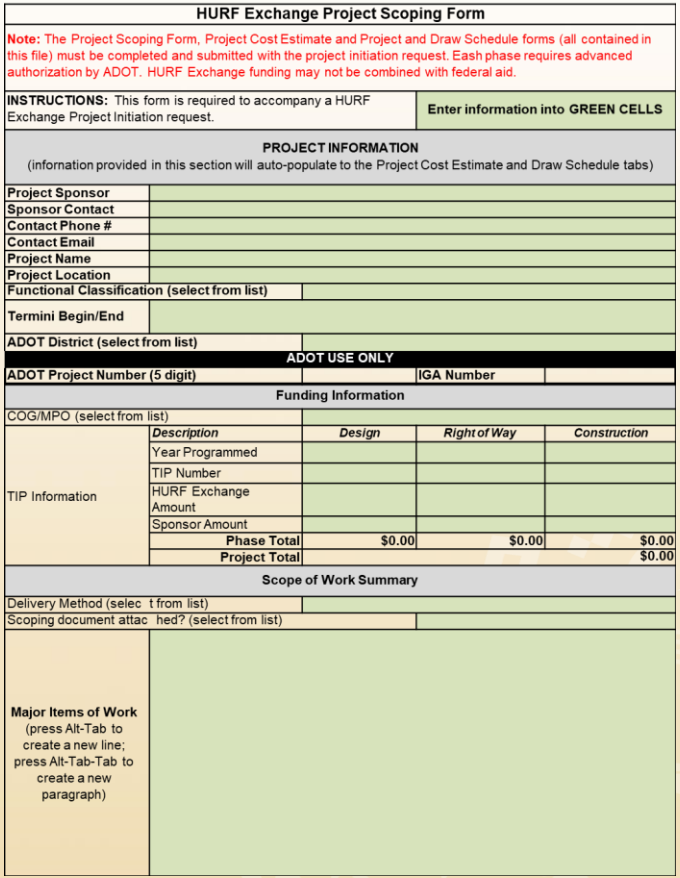
Please contact us if you have any questions regarding this request or require additional information. Thank you.

Sincerely,

Project Manager Name
Title
Agency
Address
City, AZ, Zip code
Phone Number
Email address

- Must be placed on Project Sponsor's Letterhead.
- All notes in red are instructional. These fields should be removed once the information requested has been added.
- All fields in the "Re" section should match the information in the regional COG/MPO's TIP.
- Has a checklist showing what the required documentation will be in the "Attachments" section.
- Needs to be signed by the Project Manager or City Engineer in charge of managing the project.

HURF Exchange Workbook (Scope, Schedule, Budget) Form



HURF Exchange Project Scoping Form

Note: The Project Scoping Form, Project Cost Estimate and Project and Draw Schedule forms (all contained in this file) must be completed and submitted with the project initiation request. Eash phase requires advanced authorization by ADOT. HURF Exchange funding may not be combined with federal aid.

INSTRUCTIONS: This form is required to accompany a HURF Exchange Project Initiation request.	**Enter information into GREEN CELLS**

PROJECT INFORMATION
(infornation provided in this section will auto-populate to the Project Cost Estimate and Draw Schedule tabs)

Project Sponsor	
Sponsor Contact	
Contact Phone #	
Contact Email	
Project Name	
Project Location	
Functional Classification (select from list)	
Termini Begin/End	
ADOT District (select from list)	

ADOT USE ONLY

ADOT Project Number (5 digit)		**IGA Number**	

Funding Information

COG/MPO (select from list)				
TIP Information	***Description***	***Design***	***Right of Way***	***Construction***
	Year Programmed			
	TIP Number			
	HURF Exchange Amount			
	Sponsor Amount			
	Phase Total	**$0.00**	**$0.00**	**$0.00**
	Project Total			**$0.00**

Scope of Work Summary

Delivery Method (selec t from list)	
Scoping document attac hed? (select from list)	
Major Items of Work (press Alt-Tab to create a new line; press Alt-Tab-Tab to create a new paragraph)	

- Needs to be updated any time there is a change in the scope, schedule, or budget.
- Helpful if a revision date is added to the header in the excel document.
- Has 3 Tabs: Scope, Schedule, Budget
- Project Information on Scope Tab will automatically transfer to the other two tabs
- Complete fields in Green. Other fields will auto populate or should not be changed.
- Major Items of Work should include all work being completed, including length of the project, beginning and ending termini, and detailed description of work being performed.

HURF Exchange Workbook (Scope, Schedule, Budget) Form

HURF Exchange Project Cost Estimate

Note: The Project Scoping Form, Project Cost Estimate and Project and Draw Schedule forms (all contained in this file) must be completed and submitted with the project initiation request. Eash phase requires advanced authorization by ADOT. HURF Exchange funding may not be combined with federal aid.

INSTRUCTIONS: This form is required to accompany a HURF Exchange Project Initiation request. List all items necessary to develop and construct the project. The sponsoring agency is responsible for verifying all costs and their accuracy. Construction cost overruns will be the responsibility of the sponsoring agency.

Enter values into GREEN CELLS

PROJECT INFORMATION
(fields below will be populated based on information entered on the Project Scoping Form tab)

Project Sponsor	0
Sponsor Contact	0
Contact Phone #	0
Contact Email	0
Project Name	0
Project Location	0
Termini Begin/End	0
COG/MPO	0
Design TIP Number	0
Right of Way TIP Number	0
Construction TIP Number	0

ADOT USE ONLY ADOT Project Number 0

STAGE I – SCOPING (15% Preliminary Design)
NOT ELIGIBLE FOR HURF EXCHANGE FUNDING

STAGES II, III, IV and V - DESIGN

DESIGN COSTS

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
PS&E's - Plans, Special Provisions, Cost Estimates & Schedules (10%-20% of construction cost.)	Lump Sum	1		$0.00
GEOTECHNICAL INVESTIGATION (If a report is necessary, anticipate 5% of construction cost) Includes testing, Geotech Report, Materials & Pavement Design Report) ***Enter $0 in Unit Price column if none required.***	Lump Sum	1		$0.00
DRAINAGE REPORT (If a report is necessary, anticipate 5% of construction cost) ***Enter $0 in Unit Price column if none required)***	Lump Sum	1		$0.00
STORM WATER POLLUTION PREVENTION PLAN (Required if there is over 1 acre of total disturbance, 1% of construction cost) ***Enter $0 in Unit Price column if none required.***	Lump Sum	1		$0.00
			SUBTOTAL – PROJECT DESIGN COSTS	**$0.00**

RIGHT OF WAY COSTS

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
RIGHT OF WAY , Costs for pre-acquisition activities (plans, title reports, appraisals, etc)	Lump Sum	1		$0.00
RIGHT-OF-WAY ACQUISITION (if necessary)	Lump Sum	1		$0.00
			SUBTOTAL – RIGHT OF WAY COSTS	**$0.00**

STAGE V – CONSTRUCTION

SITE PREPARATION & HARDSCAPE CONSTRUCTION

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
INSTALLATION OF STORMWATER POLLUTION PREVENTION MEASURES (If over 1 acre of disturbance, 5% of construction costs) ***Enter $0 in Unit Price column if area of disturbance is less than one acre.***	Lump Sum	1		$0.00
SITE PREPARATION (Clearing and grubbing, plant salvage)	Lump Sum	1		$0.00
DEMOLITION				
Sawcut	Linear Foot			$0.00
Remove Structures and Obstructions	Lump Sum	1		$0.00
Remove Fencing	Linear Foot			$0.00
Remove Structural Concrete	Cubic Yard			$0.00
Remove Asphaltic Concrete Pavement				$0.00
Remove Concrete Sidewalks, Slabs				$0.00
HAZARDOUS MATERIALS ABATEMENT (If applicable, include heavy metals & asbestos; 5% of construction cost) ***Enter $0 in Unit Price column if none required.***	Lump Sum	1		$0.00
UTILITY RELOCATION (If necessary) Only the cost of utilities needing relocation as a direct result of the HURF Exchange project is eligible for HURF Exchange.	Lump Sum	1		$0.00
RETAINING WALL (Concrete, SF of face above the footing)	Square Footage Facing			$0.00
EARTHWORK				
General Excavation	Cubic Yard			$0.00
Drainage Excavation				$0.00
Structural Excavation				$0.00
Structural Backfill				$0.00
Borrow (In Place)				$0.00
CURB & GUTTER	Linear Foot			$0.00
ROADWAY/PAVING				
Milling	Square Yards			$0.00
Paving	Tons			$0.00
AGGREGATE BASE	Cubic Yard			$0.00
PATHWAY OR SIDEWALK MATERIALS				
Concrete	Square Foot			$0.00
Colored Concrete				$0.00
Stamped Color Concrete				$0.00
Precast Concrete Pavers				$0.00
Asphaltic Concrete	Tons			$0.00
Polymer or Resin Stabilized Surface	Square Foot			$0.00
CROSSWALK ENHANCEMENT				
Concrete Pavers	Square Foot			$0.00
Stamped Asphalt				$0.00
Stamped Concrete				$0.00
Concrete				$0.00
Integral Color Concrete				$0.00
PEDESTRIAN ADA RAMP	Square Foot			$0.00
CULVERT EXTENSIONS	Linear Foot			$0.00
			SUBTOTAL - SITE PREPARATION & HARDSCAPE CONSTRUCTION	**$0.00**

OTHER CONSTRUCTION ITEMS (List line items)

ITEM DESCRIPTION	UNIT (Lump Sum, Ton, etc.)	QUANTITY	UNIT PRICE	TOTAL
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
			SUBTOTAL - OTHER CONSTRUCTION LINE ITEMS	**$0.00**

MOBILIZATION AND ADMINISTRATION COSTS

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
CONTRACTOR MOBILIZATION (Typically 8% of construction cost)	Lump Sum	1		$0.00
TRAFFIC CONTROL (0-8% of construction cost)	Lump Sum	1		$0.00
CONSTRUCTION SURVEY & LAYOUT (Typically 1% of construction cost)	Lump Sum	1		$0.00
CONSTRUCTION CONTINGENCIES (Typically 5% of construction cost)	Lump Sum	1		$0.00
CONSTRUCTION ADMINISTRATION Typically 20% of construction cost)	Lump Sum	1		$0.00
			SUBTOTAL – MOBILIZATION & ADMINISTRATION COSTS	$0.00
			TOTAL STAGE V COSTS (CONSTRUCTION)	**$0.00**
			TOTAL PROJECT COST	**$0.00**

SUMMARY OF HURF EXCHANGE AND SPONSOR FUNDS

The data below is automatically calculated based on the information entered above and the amount programmed in the TIP as entered on the Project Scoping Form.

PHASE	HURF EXCHANGE	SPONSOR FUNDS	TOTAL
~~TOTAL DESIGN~~	$0.00	$0.00	$0.00
TOTAL RIGHT OF WAY	$0.00	$0.00	$0.00
TOTAL CONSTRUCTION	$0.00	$0.00	$0.00
TOTALS	$0.00	$0.00	**$0.00**

Prepared by:
Name _____
Title _____
Company _____
Phone _____
Email _____

HURF Exchange Workbook (Scope, Schedule, Budget) Form

HURF Exchange Project and Draw Schedules

Note: The Project Scoping Form, Project Cost Estimate and Project and Draw Schedule forms (all contained in this file) must be completed and submitted with the project initiation request. Eash phase requires advanced authorization by ADOT. HURF Exchange funding may not be combined with federal aid.

INSTRUCTIONS: This form is required to accompany a HURF Exchange Project Initiation request. Enter the Estimated Completion Dates as requested for each Stage of Development and Construction. Also enter the Expected Draw Dates for these phases. Draw amounts for each phase are auto-calculated based on the amount programmed in the TIP as entered on the Project Scoping Form.

Enter dates into GREEN CELLS

Project Information
(fields below will be populated based on information entered on the Project Scoping Form tab)

Project Sponsor	#NAME?
Sponsor Contact	0
Contact Phone #	0
Contact Email	0
Project Name	0
Project Location	0
Termini Begin/End	0
COG/MPO	0
Design TIP Number	0
Right of Way TIP Number	0
Construction TIP Number	0

ADOT USE ONLY | ADOT Project Number |

Project Development

Development Schedule		HURF Exchange Funding Draw Schedule		
Stage	Estimated Completion Date	Draw %	Amount	Expected Draw Date
Project Initiation		30%	$ -	
IGA Executed		30%	$ -	
Request for Authorization to ADOT		30%	$ -	
Authorization/Start of Phase Work		10%	$ -	
Stage II		Total	$ -	
Stage III				
Stage IV				
Bid Ready				

Right of Way

Acquisition Schedule		HURF Exchange Funding Draw Schedule		
Activity	Estimated Completion Date	Draw %	Amount	Expected Draw Date
Request for Authorization to ADOT		30%	$ -	
Authorization/Start of Phase Work		30%	$ -	
All Parcels Acquired By		30%	$ -	
		10%	$ -	
		Total	$ -	

Construction

Construction Schedule		HURF Exchange Funding Draw Schedule		
Activity	Estimated Completion Date	Draw %	Amount	Expected Draw Date
Request for Authorization to ADOT		30%	$ -	
Authorization/Start of Phase Work		30%	$ -	
Bid Advertisement		30%	$ -	
Bid Opening		10%	$ -	
Bid Award		Total	$ -	
Notice to Proceed to Contractor				
Substantial Completion				
Final Project Walk-through				
Final Acceptance				

The Final 10% is reimbursed to the Sponsor as follows:

- For projects involving multiple phases funded with HURF Exchange - the final 10% for each phase, except for the last, will be reimbursed within 30 days of the receipt and approval of an invoice and documentation demonstrating the phase is complete.
- At final Project completion - the final 10% will be reimbursed upon completion of the project final voucher by ADOT.

- If Design and/or ROW are locally funded, work schedules should be included, even if the Draw Schedule is N/A.
- The first 3 draws are up front payments and should be submitted in 30% increments as work is progressing for the authorized work phase.
  - Draw #1 is submitted at the same time as "Authorization/Start of Work".
  - Draw #2 should be submitted when work is 30% complete.
  - Draw #3 should be submitted when work is 60% complete.
- The Final Draw (Draw #4) is a reimbursement for the final 10% of authorized funds. This should be submitted with all remaining invoices paid to the contractor after all work for the phase is completed. In Construction, this also includes the project walk through and will be submitted with the closeout packet at the time of Final Acceptance.

Transportation Improvement Plan (TIP)

NACOG
Northern Arizona Council of Governments

SUB-REGION	SPONSOR	NACOG TIP ID #	STATE eSTIP ID #	PROJECT NAME	TYPE OF WORK	LENGTH	LANES BEFORE	LANES AFTER	FUND	FUNCTIONAL CLASSIFICATION	FY22	FY23	FY24	FY25	FY26	FY27	FY28	LOCAL MATCH FUNDS	LOCAL ADDITIONAL FUNDS	TOTAL FUNDS
Highway User Revenue Fund Exchange Program (HX)																				
																		LOCAL CONTRIBUTION		TOTAL FUNDS
	Town of Eagar	EAG 23-001C	100472	South Main St Mill & Overlay	Construction	1.00	2	2	HX	Major Collector		$623,527						$0		$623,527
	Apache County*	AAP 23-001D		Snowflake Highway Cold-In-Place-	Design	8.00	2	2	HX	Major Collector		$0						$0		$0
	Apache County*	AAP 25-001C		Snowflake Highway Cold-In-Place-	Construction	8.00	2	2	HX	Major Collector				$896,665				$0		$896,665
	Town of Springerville*	SPG 24-001C		Pima Drive, Hwy 60 to Navajo St., Springerville - Reconstruction	Construction	0.21	2	2	HX	**Minor Collector			$200,000					$113,608		$313,608
	Town of Springerville*	SPG 26-002 C		Tumbling T Drive, Slash 4th st to Hwy 60, Springerville - Reconstruction	Construction	0.49	2	2	HX	**Minor Arterial					$539,165			$89,187		$628,352
	City of Page	PAG 23-003C	101761	Vista Avenue Pavement Rehab	Construction	0.20	2	2	HX	Urban Major C		$439,742						$0		$439,742
	Town of Williams*	WMS 24-001C		Route 66 East, I-40 access control, Williams	Construction	-	2	2	HX	Major Collector			$520,943					$230,000		$750,943
Navajo	Navajo County*	NVA 22-001D	102702	McLaws Road, Holbrook, Rehabilitation	Design	-	2	2	HX	Minor Collector	$200,000							$30,402		$230,402
	Navajo County*	NVA 24-001C	102702	McLaws Road, Holbrook, Rehabilitation	Construction	-	2	2	HX	Minor Collector			$555,300					$602,255		$1,157,555
	City of Show Low	SLW 25-003C		North 11th Street, E. Cooley to E. Hunting, Show Low - Roadway Improvements	Construction	0.20	2	2	HX	Minor Collector				$555,300				$2,700		$558,000
	City of Winslow	WIN 23-002D	101762	Mike's Pike West Sidewalk	Design	1.30	2	2	HX	Urban Collector	$0							$121,900		$121,900
	City of Winslow	WIN 23-002C	101762	Mike's Pike West Sidewalk	Construction	1.30	2	2	HX	Urban Collector	$607,063							$0		$607,063
	Town of Taylor	TAY 23-001C	101770	Willow Lane Sidewalk	Construction	0.56	2	2	HX	Minor Collector		$393,972						$100,000		$493,972
	City of Holbrook	HOL 26-002D		TBD	Design	-	-	-	HX						$157,500					$157,500
	City of Holbrook	HOL 28-002C		TBD	Construction	-	-	-	HX								$397,800			$397,800
Yavapai	Town of Clarkdale*	CLD 22-001D	102680	Main St & Broadway Overlay	Design	0.75	2	2	HX	Major Collector	$0							$85,000		$85,000
	Town of Clarkdale*	CLD 22-001C	102680	Main St & Broadway Overlay	Construction	0.75	2	2	HX	Major Collector			$664,780					$225,000		$889,780
	Town of Jerome	JER 21-001R	101773	Town of Jerome Drainage Improvements	Right of Way	-	2	2	HX	Major Collector								$100,000		$100,000
	Town of Jerome	JER 22-001C	101773	Town of Jerome Drainage Improvements	Construction	-	2	2	HX	Major Collector	$500,000							$0		$500,000
	Town of Camp Verde	CVD 25-002D		Main Street & Montezuma Castle Highway, Camp Verde - Intersection Realignment	Design	0.15	2	2	HX	Major Collector				$150,000				$0		$150,000
	Town of Camp Verde	CVD 26-002C		Main Street & Montezuma Castle Highway Intersection, Camp Verde - Realignment	Construction	0.15	2	2	HX	Major Collector					$514,780			$939,720		$1,454,500

- Must be approved through the regional COG/MPO TIP processes.
- Must be legible.
- Must show all work phases for the project (highlighted).
- Must show fully funded project, including any local funds.
- Must show project phases in fiscally constrained program years.

Maps

There are two types of maps required with the Project Initiation packet.

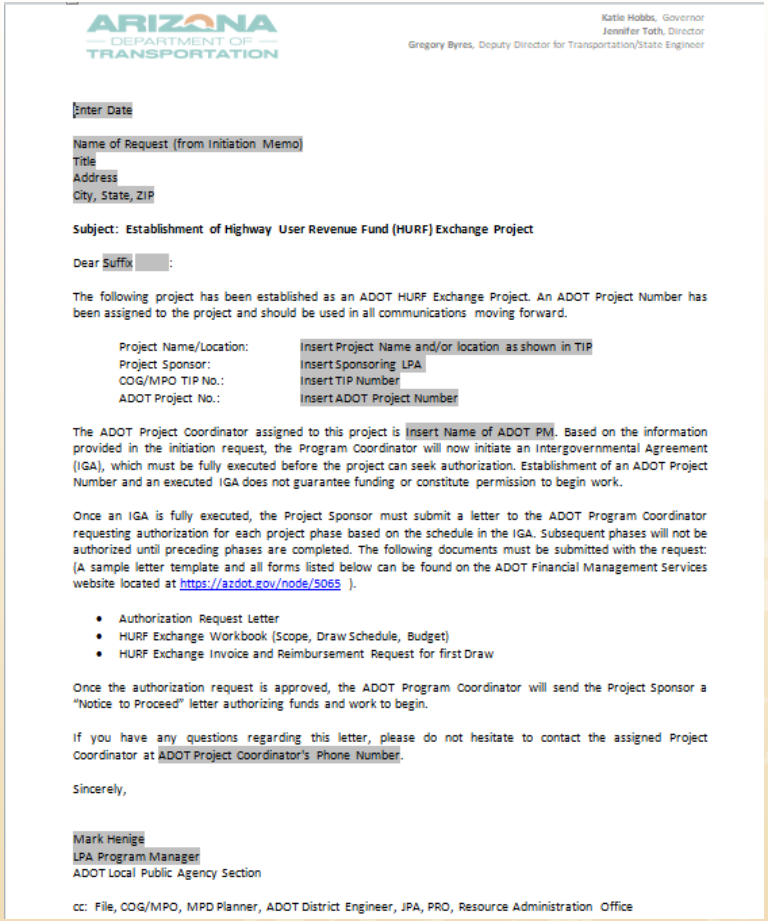
Location Map:

- Shows beginning and ending termini of the project.

Functional Classification Map:

- Available on the ADOT Webpage (https://azdot.gov/planning/data-and-information/data-analytics)
- Functional Classification Maps are approved by FHWA and must show that the project is an Urban Minor Collector or above, meeting the eligibility requirements for an STBGP project.

Project Establishment Letter



ARIZONA DEPARTMENT OF TRANSPORTATION

Katie Hobbs, Governor
Jennifer Toth, Director
Gregory Byres, Deputy Director for Transportation/State Engineer

Enter Date

Name of Request (from Initiation Memo)
Title
Address
City, State, ZIP

Subject: Establishment of Highway User Revenue Fund (HURF) Exchange Project

Dear Suffix :

The following project has been established as an ADOT HURF Exchange Project. An ADOT Project Number has been assigned to the project and should be used in all communications moving forward.

Project Name/Location:	Insert Project Name and/or location as shown in TIP
Project Sponsor:	Insert Sponsoring LPA
COG/MPO TIP No.:	Insert TIP Number
ADOT Project No.:	Insert ADOT Project Number

The ADOT Project Coordinator assigned to this project is Insert Name of ADOT PM. Based on the information provided in the initiation request, the Program Coordinator will now initiate an Intergovernmental Agreement (IGA), which must be fully executed before the project can seek authorization. Establishment of an ADOT Project Number and an executed IGA does not guarantee funding or constitute permission to begin work.

Once an IGA is fully executed, the Project Sponsor must submit a letter to the ADOT Program Coordinator requesting authorization for each project phase based on the schedule in the IGA. Subsequent phases will not be authorized until preceding phases are completed. The following documents must be submitted with the request: (A sample letter template and all forms listed below can be found on the ADOT Financial Management Services website located at https://azdot.gov/node/5065).

- Authorization Request Letter
- HURF Exchange Workbook (Scope, Draw Schedule, Budget)
- HURF Exchange Invoice and Reimbursement Request for first Draw

Once the authorization request is approved, the ADOT Program Coordinator will send the Project Sponsor a "Notice to Proceed" letter authorizing funds and work to begin.

If you have any questions regarding this letter, please do not hesitate to contact the assigned Project Coordinator at ADOT Project Coordinator's Phone Number.

Sincerely,

Mark Henige
LPA Program Manager
ADOT Local Public Agency Section

cc: File, COG/MPO, MPD Planner, ADOT District Engineer, JPA, PRO, Resource Administration Office

- Does not authorize work to begin.
- Shows assigned ADOT Project Number.
- Shows ADOT Project Coordinator assigned to the project and their contact information.
- Includes next steps and an attachment of important information and what to expect during the HURF Exchange Process.

Project Establishment Letter

OTHER IMPORTANT INFORMATION

ADOT policy FIN 5.01 - establishes a clear expectation of timely project delivery, it along with other forms and helpful resources can be found on the ADOT Financial Management Services website: https://azdot.gov/node/5065.

Availability and Amount

- Availability of the HURF Exchange Program is at ADOT's discretion. ADOT reserves the right to discontinue the program at any time.
- The HURF Exchange rate is $.90 in SHF for each $1.00 in federal obligation authority exchanged.

Funds Management

- STBGP funds will be converted to HURF Exchange funding only at the time an approved HURF Exchange project phase seeks finance authorization. Conversions not associated with a HURF Exchange project finance authorization will not be processed.

Eligibility, Projects and Costs

- To be eligible for the HURF Exchange program, a project must:
  - Have as its primary purpose the improvement of the efficiency, reliability and safety of the traveling public;
  - Be on the federal aid system and be eligible for federal STBGP funding (limits eligibility to projects on roads classified as rural minor collectors or above; projects on local roads are not eligible);
  - Have all phase(s) approved by the COG/MPO Technical Advisory Committee and be programmed as HURF Exchange in the approved, fiscally-constrained portion of the Transportation Improvement Plan (TIP); and
  - Demonstrate a realistic schedule indicating all phases of the project will be completed within **three years** of the date of finance authorization
- HURF Exchange funds may be used only for Eligible Costs directly related to the design, right of way and construction of eligible HURF Exchange projects. Ineligible costs are the responsibility of the Project Sponsor and include, but are not limited to, the following:
  - Maintenance.
  - Scoping.
  - 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 HURF Exchange project.
  - Betterments of utilities.
  - Any other costs which are not defined as Eligible Costs.

Project Billing

- The invoicing schedule for each phase of HURF Exchange projects will follow a standard protocol of 30%/30%/30%/10%.
  - Prior to the start of the phase - the Project Sponsor will submit the HURF Exchange Draw and Final Reimbursement Invoice for 30% of the HURF Exchange funding for that phase to the ADOT Program Coordinator assigned to the project. After adjusting the project phase ADOT will advance 30% of the HURF Exchange amount to the Project Sponsor within 30 days of receipt and approval of the invoice and required documentation
  - At 30% completion of the phase work – at least 30 days but not more than 60 days prior to when the funds will be needed, the Project Sponsor will submit a HURF Exchange Draw and Final Reimbursement Invoice for an additional 30% of the HURF Exchange funding to the ADOT Program Coordinator assigned to the project. The invoice must include copies of project phase invoices received and/or expenses incurred and paid to date which demonstrate the work is progressing to the 30% mark. ADOT will advance the next 30% to the Project Sponsor within 30 days of receipt and approval of the invoice and accompanying documentation.
  - At 60% completion of the phase work - at least 30 days but not more than 60 days prior to when the funds will be needed, the Project Sponsor will submit a HURF Exchange Draw and Final Reimbursement Invoice for an additional 30% of the HURF Exchange funding to the ADOT Program Coordinator assigned to the project. The invoice must include copies of project phase invoices received and/or expenses incurred and paid to date which demonstrate the work is progressing to the 60% mark. ADOT will advance the next 30% to the Project Sponsor within 30 days of receipt and approval of the invoice and accompanying documentation.
  - Final 10%: i. For Projects involving multiple phases – the final 10% for each phase, except for the last, will be reimbursed within 30 days of the receipt and approval of a HURF Exchange Draw and Final Reimbursement Invoice and documentation demonstrating the phase is completed. ii. At final Project completion - The final 10% of HURF Exchange funding will be reimbursed as outlined in the Section G, Project Close-out.
- Projects are expected to progress according to the scope, schedule and budget in the IGA. In accordance with ADOT Inactive Project Obligation policies and procedures, Project Sponsors will be required to justify the viability of those projects which do not demonstrate adequate progress. If such justification is not provided, the funding will be de-obligated by ADOT.

Project Close-out

- Within 15 days of substantial completion of the construction phase, the Project Sponsor is to notify the ADOT Program Coordinator. The ADOT Program Coordinator will notify the applicable ADOT district that the project is substantially complete and will schedule a final project walk-through. The Project Sponsor, applicable COG/MPO and an ADOT district representative (and possibly FHWA if federal funds were used to design the project) must complete the final project walk-through before the close-out package is submitted.
- Within 60 days of the completion of the project, the Project Sponsor will submit the close-out package to the ADOT Program Coordinator. The close-out package must include a HURF Exchange Draw and Final Reimbursement Invoice for the final 10%, the Project Acceptance letter from the Project Sponsor to the contractor, and a close-out letter to ADOT.
- 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 Project Sponsor 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.

Miscellaneous

- The total duration of a HURF Exchange project is a maximum of three years, including all phases:
  - If a project has not reached substantial completion within three years of the date of finance authorization of the first HURF Exchange funded phase, the Project Sponsor must repay all HURF Exchange funds to ADOT. Upon receipt of an invoice from ADOT, the Project Sponsor has 30 days to remit the full amount.
  - If a project developed (including Right of Way acquisition) with HURF Exchange funds is not constructed within two years of the completion of design, the Project Sponsor must repay all HURF Exchange funds to ADOT. Upon receipt of an invoice from ADOT, the Project Sponsor has 30 days to remit the full amount.
- Project Sponsors 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.
- 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.
- Any HURF Exchange funding used for ineligible costs or purposes, or otherwise misused, must be repaid by the Project Sponsor within 30 days of receipt of an invoice from ADOT.
- ADOT reserves the right to refuse to enter into further HURF Exchange transactions with a Project Sponsor which owes repayment of previous HURF Exchange funding or has misused funds.
- ADOT assumes no liability or financial responsibility for HURF Exchange projects. Project Sponsors 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.

Intergovernmental Agreement

- Must be fully executed before the project can seek authorization for any work phases.
- Process can take 3 to 6 months.
- ADOT Project Coordinator assigned to the project will initiate an Intergovernmental Agreement (IGA).
- ADOT JPA staff will assign an analyst to draft the IGA.
- ADOT JPA staff will draft the IGA and coordinate the execution of the IGA.
- If there are any major changes to the scope, schedule, or budget, a TIP Amendment and/or IGA Amendment may be required before authorization can be requested.

Authorization

HURF EXCHANGE REQUEST FOR AUTHORIZATION SAMPLE LETTER
Place on Sponsoring Agency's Letterhead
*Note: All items in red should be removed and replaced with the information being requested prior to submitting the ADOT Local Public Agency Section for initiation.

(Insert Date)

ADOT Local Public Agency Section
205 S. 17th Ave. Mail Drop EM11
Phoenix, AZ 85007

Subject: **Request for Authorization on HURF Exchange Project**

Project Name:
Project Phase: (Design/Construction/ROW/Other)
Sponsoring Agency:
ADOT Project Number:

To Whom It May Concern:

I am writing to request authorization to exchange $ (insert amount) of STBGP funds to $ (insert amount) of HURF Exchange funds for the above referenced project. This authorization request is for the (insert project phase Design/Construction/ROW/Other, if other specify phase of work) phase.

Work for this phase is scheduled to begin on (insert date anticipated to begin work). The anticipated date for completion of this phase of work is (insert date anticipated to complete work).

The Scope, Schedule, and/or Budget have not changed since this project was established as a HURF Exchange project *(if changes were made, the IGA must be amended prior to requesting authorization)*. Attached you will find a copy of the HURF Exchange Invoice and Reimbursement form requesting the first payment as outlined on the Draw Schedule and executed IGA.

Please contact us if you have any questions regarding this request or require additional information. Thank you.

Sincerely,

Project Sponsor's Name
Title
Agency
Address
City, AZ, Zip code
Phone Number
Email address

Enclosure(s): HURF Exchange Workbook (Scope, Draw Schedule, Budget) form
HURF Exchange Draw Schedule Invoice and Reimbursement Request Form

- Upon execution of the IGA, the Project Sponsor may request authorization for each project phase. Subsequent phases will not be authorized until preceding phases are completed.
- Each phase of the project must be ready to proceed at the time of authorization.
- Project Sponsor will submit the Request for Authorization Letter, First Draw & Invoice Form, and if there are any changes to the scope, schedule, or budget from the time of project initiation, an updated HURF Exchange Workbook.
- ADOT Project Coordinator will complete the Project Funding Request and submit it, along with the first draw and supporting documentation to ADOT Finance for approval.
- Upon approval, ADOT Finance will process the first draw payment.

Notice to Proceed



ARIZONA DEPARTMENT OF TRANSPORTATION

Katie Hobbs, Governor
Jennifer Toth, Director
Greg Byres, Deputy Director for Transportation/State Engineer

Enter Date

Name of Requestor
Title of Requestor
Address
City, State, ZIP

Subject: Notice to Proceed for HURF Exchange Project

Dear SuffixInsert Last Name of Requestor:

The following project has been authorized for HURF Exchange funding for the Insert Phase of Project (Construction/Design) phase of this project. The effective date of this authorization is Insert effective date.

Project Name:	Insert Project Name
Project Location:	Insert Project Location (as shown on TIP)
Project Sponsor:	Insert Sponsoring LPA
COG/MPO:	Insert COG/MPO
COG/MPO TIP No.:	Insert TIP Number
ADOT Project No.:	Insert ADOT Project Number

Work may now begin on the project phase authorized. Project Sponsors must begin work, initiate selection of consultants/contractors or advertise the project, as applicable, within 60 days of the date of this authorization. Within 60 days of the selection of consultants or the award of a contract for each project phase, as applicable, Project Sponsors are required to submit the final itemized project scope, budget and schedule including the dates the work will start and end and the anticipated dates of each progress payment request. The submission is to include the consultant scope with itemized costs, or the itemized cost breakout for the awarded contract, as applicable.

Prior to payment, the Project Sponsor will need to submit the HURF Exchange Draw and Final Reimbursement Invoice for each scheduled draw (30%, 60%, 90%, and 10%) in accordance with the draw schedule, as outlined in the executed IGA. All HURF Exchange submissions and invoices are to be submitted to the assigned ADOT Program Coordinator, who is responsible for reviewing, approving and forwarding invoices to FMS for payment within 10 days of receipt.

The ADOT Program Coordinator assigned to this project is Insert Name of ADOT Program Coordinator. If you have any questions regarding this letter, please do not hesitate to contact the assigned Program Coordinator at ADOT PM's Phone Number.

Sincerely,

Mark Henige
LPA Program Manager
ADOT Local Public Agency Section

Cc: File, COG/MPO, ADOT District, MPD, PRO, Resource Administration Office, JPA Section

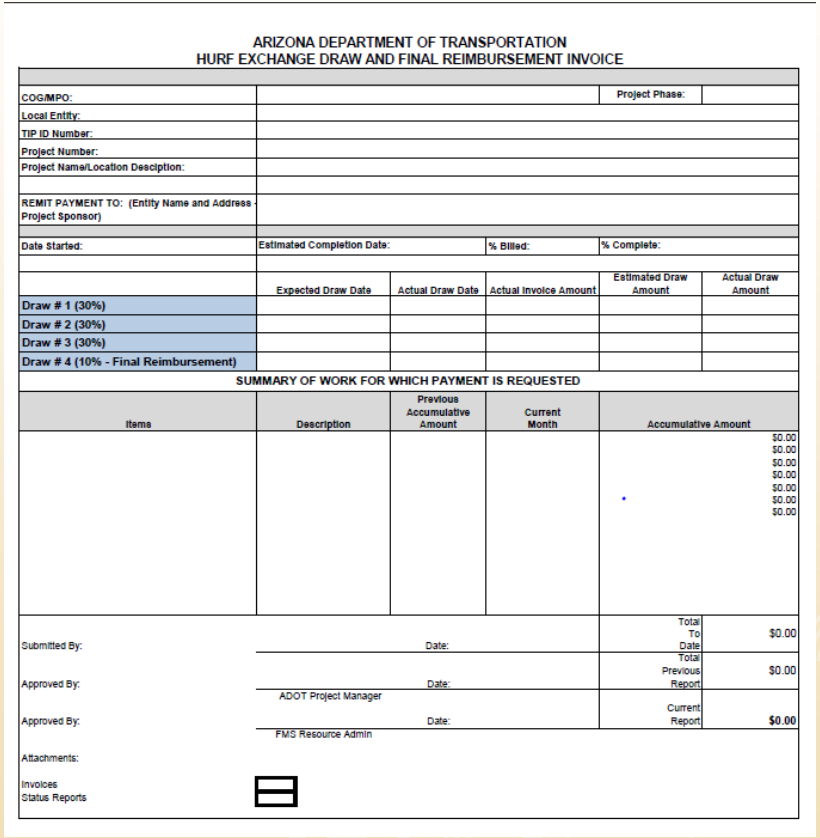
ARIZONA DEPARTMENT OF TRANSPORTATION
206 S. 17th Ave. | Phoenix, AZ 85007 | azdot.gov

- Upon authorization from ADOT Finance, ADOT Project Coordinator will send a NTP letter to Project Sponsor indicating that work may begin on the authorized phase of work.
- Project Sponsors must begin work, initiate selection of consultants/contractors or advertise the project, as applicable, within 60 days of the date of authorization.
- Includes next steps and an attachment of important information and what to expect during the HURF Exchange Process.

Project Billing/Submitting Draws

- The invoicing schedule for each phase of HURF Exchange projects will follow a standard protocol of 30%/30%/30%/10%.
- At the time of authorization of the work phase, Project sponsor will submit the HURF Exchange Draw and Final Reimbursement Invoice form for the first 30% of the funding.
- At 30% completion of the phase work – at least 30 days but not more than 60 days prior to when the funds will be needed, the Project Sponsor will submit the second draw for an additional 30% of funding and include copies of project phase invoices received and/or expenses incurred and paid to date which demonstrate the work is progressing to the 30% mark.
- At 60% completion of the phase work - at least 30 days but not more than 60 days prior to when the funds will be needed, the Project Sponsor will submit the third draw for an additional 30% of funding and include copies of project phase invoices received and/or expenses incurred and paid to date which demonstrate the work is progressing to the 60% mark.
- Final 10% - For projects with multiple phases, the final 10% for each phase will be submitted with documentation showing that all work is completed.

Draw & Final Reimbursement Invoice Form



ARIZONA DEPARTMENT OF TRANSPORTATION
HURF EXCHANGE DRAW AND FINAL REIMBURSEMENT INVOICE

COG/MPO:				Project Phase:	
Local Entity:					
TIP ID Number:					
Project Number:					
Project Name/Location Description:					
REMIT PAYMENT TO: (Entity Name and Address - Project Sponsor)					
Date Started:	Estimated Completion Date:		% Billed:	% Complete:	
	Expected Draw Date	Actual Draw Date	Actual Invoice Amount	Estimated Draw Amount	Actual Draw Amount
Draw # 1 (30%)					
Draw # 2 (30%)					
Draw # 3 (30%)					
Draw # 4 (10% - Final Reimbursement)					

SUMMARY OF WORK FOR WHICH PAYMENT IS REQUESTED

Items	Description	Previous Accumulative Amount	Current Month	Accumulative Amount
				$0.00 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00

Submitted By:	Date:	Total To Date	$0.00
Approved By:	Date:	Total Previous Report	$0.00
ADOT Project Manager Approved By:	Date:	Current Report	$0.00
FMS Resource Admin			

Attachments:

Invoices
Status Reports

- All fields must be completed.
- Information in the Draw schedule should be completed as applicable. Current draw information should be added to the “Actual” columns. Future draw information should remain in the “Expected” columns.
- Draw dates should match what was submitted in the HURF Exchange Workbook.
- “Accumulative Amount” should be the actual total of the items, up to the amount authorized.
- “Total To Date” in the signature section should equal the “Total Previous Report” plus the “Current Report” amounts.
- Report must be signed and dated.

Final Reimbursement for Design

- Upon completion of the Design, Project Sponsor will submit the final Draw and all remaining invoices for reimbursement of the remaining 10% of authorized funds.
- A copy of the final design plans should be submitted to the Project Coordinator assigned to the project.
- For all project phases, after deducting ineligible costs, if the final project phase amount is less than the amount authorized, the remaining funds will be returned to the COG/MPO for reprogramming.
- For all project phases, after deducting ineligible costs, if the final project phase amount is more than the amount authorized, the Project Sponsor is responsible for the difference.

Final Project Closeout (Construction)

- Within 15 days of substantial completion of the construction phase, the Project Sponsor will submit a copy of the final bid-tabs to the Project Coordinator assigned to the project and schedule a final project walk through.

  ** A project is considered substantially complete when all lanes of traffic are finished and accepted and traffic can move unimpeded at the posted speed; all signage is in place and accepted; all guardrails, drainage devises, ditches , excavation and embankment have been accepted; and the only work left to complete is incidental, away from the paved portion of the road, and does not affect the safety or convenience of the traveling public).*

- Within 60 days of the completion project, after the project walk through has been completed, the Project Sponsor will submit the close-out package to ADOT.
  - ❖ HURF Exchange Draw and Final Reimbursement Invoice for the final 10%
  - ❖ Acceptance letter from the Project Sponsor to the Contractor
  - ❖ Close-out letter to ADOT
- 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 Project Sponsor 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 funds will be released from the project and returned to the COG/MPO appearing as a credit on the ledger.

HURF EXCHANGE PROJECT - SAMPLE FINAL ACCEPTANCE LETTER TO CONTRACTOR

Place on Sponsoring Agency's Letterhead

*Note: All items in red should be removed and replaced with the required information prior to submission to the ADOT Local Public Agency Section.

(Insert Date)

Name of appropriate individual associated with the contractor
Company Name
Address
City, State Zip

Re: Final Project Acceptance
ADOT Project Number:
Project Name:
Project Location:
COG/MPO TIP ID Number:

Dear Mr./Ms._____:

This letter shall serve to confirm that (Insert sponsoring agency's name) found the project work on the above referenced project to be substantially complete effective (Insert date), including:

1. Punch list items
2. Other
3. Other
4. Other

Please consider this project as accepted and complete. Thank you.

Sincerely,

Project Manager Name
Title
Agency
Address
City, AZ, Zip code
Phone Number
Email address

DRAFT

HURF EXCHANGE PROJECT - SAMPLE CLOSEOUT LETTER TO ADOT

Place on Sponsoring Agency's Letterhead

*Note: All items in red should be removed and replaced with the required information prior to submission to the ADOT Local Public Agency Section.

(Insert Date)

ADOT Local Public Agency Section
205 S. 17th Ave. Mail Drop EM11
Phoenix, AZ 85007

Re: HURF Exchange Project Closeout

ADOT Project Number:
Project Name:
Project Location:
COG/MPO:
COG/MPO TIP ID Number:

To Whom It May Concern:

The (Insert sponsoring agency's name) received the final deliverables on (Insert date) for the above referenced HURF Exchange project.

The undersigned certifies that:

1. The work in the subject contract has been inspected for deficiencies;
2. The required project review was conducted by representatives of (Insert sponsoring agency's name), (Insert COG/MPO) and ADOT on (Insert date);
3. The contractor has fulfilled all contractual obligations; and
4. The contractor was paid in full by (Insert sponsoring agency's name) on (Insert date).

Attached is the following required documentation:
*Note: All Final Acceptance letters to the ADOT Local Public Agency Section will be returned ***without*** action unless all items listed below are submitted with this letter.

- ☐ An invoice for the final 10% of HURF Exchange funding for eligible costs on the project;
- ☐ Documentation reflecting payment in full by (Insert sponsoring agency's name) to the contractor; and
- ☐ The project final acceptance letter from (Insert sponsoring agency's name) to the contractor.

Please consider this project as accepted and complete. Please contact us if you have any questions regarding this request or require additional information. Thank you.

Sincerely,

Project Manager Name
Title
Agency
Address
City, AZ, Zip code
Phone Number
Email address

DRAFT

Miscellaneous

- Projects are expected to progress according to the scope, schedule and budget in the IGA. In accordance with ADOT Inactive Project Obligation policies and procedures, Project Sponsors will be required to justify the viability of those projects that do not demonstrate adequate progress. If such justification is not provided, the funding will be de-obligated by ADOT.
- ADOT assumes no liability or financial responsibility for HURF Exchange projects. Project Sponsors are solely responsible for complying will all applicable laws, rules and regulations, for any additional funding required to complete the project and any claims due to delays, change orders, or any other circumstances.
- 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 the fiscal year in which the funds are credited.
- Project Sponsors 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.

Corresponding Policies & Procedures

- HURF Exchange Program Policies and Forms – https://azdot.gov/about/financial-management-services/transportation-funding/hurf-exchange-program
- Executive Order 2011-04, Designating the Arizona Department of Administration as the State Agency Responsible for Preparing Official Population Estimates and Projections for the State of Arizona
- Arizona Department of Administration, Office of Economic Opportunity - State, County and Place Level Population Estimates: https://population.az.gov/population-estimates
- 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 Inactive Project Obligation policy and procedures
- State of Arizona Accounting Manual: https://gao.az.gov/publications/SAAM/

Questions



ADOT LPA Section Contacts/Resources

Mark Henige
LPA Program Manager
mhenige@azdot.gov
(480) 486-4216

Jennifer Workman
LPA Senior Coordinator
jworkman@azdot.gov
(602) 712-7814

LPA Section Website
https://azdot.gov/business/programs-and-partnerships/local-public-agency/federal-aid-highway-programs-lpa
(Azdot.gov- Business- Programs and Partnerships- Local Public Agency Section)

- ❖Certification Acceptance (CA) Information
- ❖Project Initiation
- ❖Federal Aid Program Overviews
- ❖Communication Bulletins
- ❖EDC Stakeholder Meetings
- ❖Training Resources
- ❖Resource Materials (LPA Manual, CA Manual)
- ❖Links to other ADOT Technical Group Pages

Item #10

LHMPO Report

(Information Only)

Tommy Martin, LHMPO Senior Transportation Planner

PROJECTS IN DESIGN

LHMPO

Project Name:	**Lake Havasu MPO Safe Routes to School Scoping Project**												
Project Location:	McCulloch Blvd, Lake Havasu Ave, and SR95												
Program:	STBG/TA	**Des FY:**	24	**TIP ID:**	LHM-TA24-101	**Const FY:**	N/A	**TIP ID:**	N/A	**ADOT #:**	T0563	**Fed ID:**	LHM-0(001)T
Type of Work:	Various Locations throughout Lake Havasu Region												
ADOT PM:	Chris Rodriguez, (602) 617-9560												
Project Status:	Scoping Report is still being finalized with recommended alternatives. No design or construction funds.												

LAKE HAVASU CITY

Project Name:	**McCulloch Blvd Smoketree Ave to Acoma Blvd, Lake Havasu City**												
Project Location:	McCulloch Blvd												
Program:	HSIP	**Des FY:**	27	**TIP ID:**	LHM-H27-102	**Const FY:**	28	**TIP ID:**	LHM-H27-102	**ADOT #:**	T0658	**Fed ID:**	LHV-0(217)T
Type of Work:	Installation of crosswalks, stop bars, pavement-marking, painted bulb-outs, two radar speed feedback signs and reconstruction of non-compliant ADA curb ramps.												
ADOT PM:	Steve Boschen, (602) 320-7148												
Project Status:	IGA initiated. Consultant advertisement scheduled for 9/14/2026.												
Project Name:	**Traffic Signal ITS - Lake Havasu City**												
Project Location:	Lake Havasu Metro												
Program:	HRFX	**Des FY:**	26	**TIP ID:**	LHM 22-112	**Const FY:**	28	**TIP ID:**	LHM 22-112	**ADOT #:**	T0756	**Fed ID:**	N/A
Type of Work:	Traffic signal; ITS												
ADOT PM:	Jennifer Workman, (602) 712-7814												
Project Status:	Recevied revised Draw Schedule on 8/26/2026: ● DRAW #1: (5/15/26) ● DRAW #2: (est. 10/31/26) ● DRAW #3: (est. 11/30/26) ● DRAW #4: (due 12/31/2026)												
Project Name:	**Traffic Signal Cabinet Upgrades**												
Project Location:	LakeHavasu Ave/Mesquite Ave, Lake Havasu Ave/McCulloch Blvd, and Lake Havasu Ave/Swanson												
Program:	HRFX	**Des FY:**	N/A	**TIP ID:**	N/A	**Const FY:**	26	**TIP ID:**	LHM26-101	**ADOT #:**	T0730	**Fed ID:**	N/A
Type of Work:	Upgrade traffic cabinets												
ADOT PM:	Jennifer Workman, (602) 712-7814												
Project Status:	Received revised Draw Schedule on 9/10/2026 ● DRAW #1: (req. 5/1/26) ● DRAW #2: (req. 5/1/26) ● DRAW #3: (req. 5/1/26) ● DRAW #4: due 1/31/2027												

MOHAVE COUNTY

Project Name:	**London Bridge Road, North of Lake Havasu City**												
Project Location:	London Bridge Rd from County Limit to 740 feet north of Retail Center Blvd												
Program:	HSIP	**Des FY:**	27	**TIP ID:**	LHM-H27-101	**Const FY:**	28	**TIP ID:**	LHM-H27-101	**ADOT #:**	T0646	**Fed ID:**	MM0-0(235)T
Type of Work:	High friction surface treatment & shoulder widening												
ADOT PM:	Chris Rodriguez, (602) 617-9560												
Project Status:	In ADOT LPA project initiation process.												

Item #11

ADOT District Engineer's Report

(Information Only)

Todd Steinberger, ADOT, Assistant District Engineer, Northwest District

Item #12

ADOT Planner's Report

(Information Only)

Will Randolph, ADOT, Regional Transportation Planner, MPD

Item #13

WACOG Transportation Report

(Information Only)

Roland Hulse, WACOG Transportation Manager