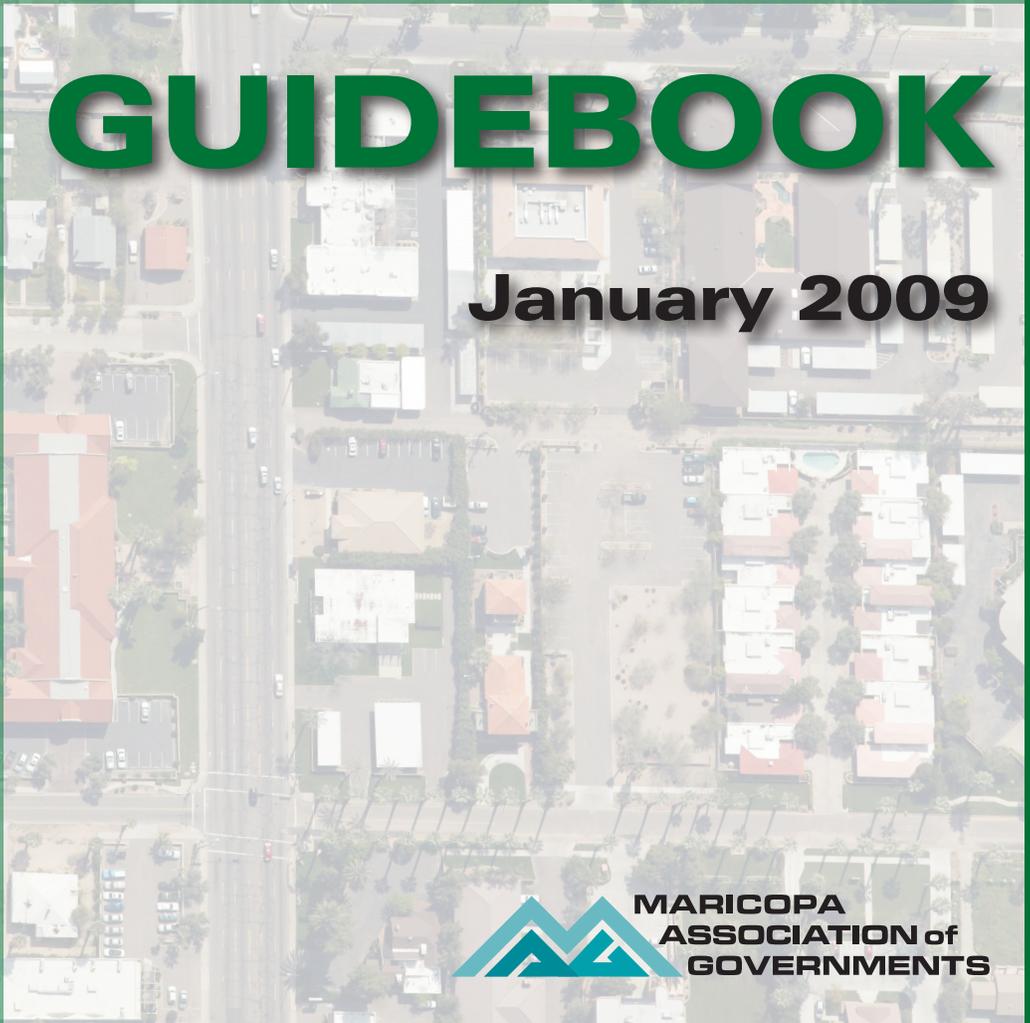


**ON THE MOVE**  
  
**PARTNERS IN PROGRESS**

# ARTERIAL LIFE CYCLE PROGRAM (ALCP)

# GUIDEBOOK

**January 2009**



  
**MARICOPA  
ASSOCIATION of  
GOVERNMENTS**

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# History and Overview of the ALCP

In 1984, Maricopa County residents voted to approve Proposition 300, which included a one-half cent sales over a twenty-year period to fund transportation improvements in the Phoenix metropolitan area. During its implementation, Proposition 300 funded several major infrastructure improvements to the freeway system in Maricopa County, including the construction of Loops 101 and 202, SR 51 and US 60. In 2004, with sunset provision of Proposition 300 nearing, voters in Maricopa County were asked to consider approving Proposition 400, a twenty-year continuation of the one-half cent sales tax instituted by Proposition 300.

## PROPOSITION 400

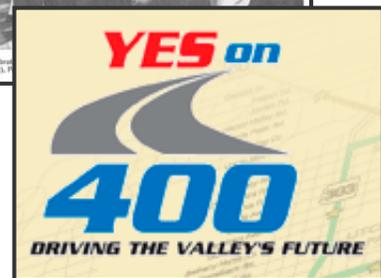
Proposition 400 was enabled with the signing of House Bill 2292 on May 14, 2003 and House Bill 2456 on February 5, 2004. These two key pieces of legislation were enacted to guide the process leading up to the Proposition 400 election on November 2, 2004 and establish the features of the half-cent tax extension.

Arizona House Bill 2292 passed during the Spring 2003 session of the Arizona Legislature and established the process for authorizing the election to extend the existing half-cent county transportation excise tax. The legislation mandated an annual report on the status of projects funded through the half-cent sales tax and required a public hearing within thirty days after publishing the annual report. Specific items to be addressed in the annual report include the:

- status of projects;
- changes to the RTP;
- changes to corridor and corridor segment priorities;
- project financing and project options; and the
- criteria used to establish priorities.



Source: AZ Republic



In February 2004, House Bill 2456 was passed by the Arizona Legislature and signed by the Governor of Arizona. The legislation authorized the election of Proposition 400, which was placed on the November 2004 ballot by the Maricopa County Board of Supervisors.

In addition to calling the election, the legislation included a number of requirements regarding the nature and administration of the tax extension. House Bill 2456 addressed the allocation of revenues from the collection of sales tax monies from January 1, 2006, to December 31, 2025, among eligible transportation modes. According to the legislation, net revenues collected from the transportation excise tax are to be distributed as follows:

- 56.2 percent to the regional area road fund for freeways and other routes in the State Highway System, including capital expense and maintenance.
- 10.5 percent to the regional area road fund for major arterial street and intersection improvements, including capital expense and implementation studies.

- 33.3 percent to the public transportation fund for the capital construction, maintenance and operation of public transportation classifications, and capital costs and utility relocation costs associated with a light rail public transit system.

### **REVENUE FIREWALLS**

The legislation created three “firewalls,” which prohibit the transfer of half-cent funding allocations from one transportation mode to another. These firewall divisions correspond to categories established for the distribution of revenues and include:

- Freeways and highways (including sub-accounts for capital and maintenance);
- Arterial streets; and,
- Public transportation (with sub-accounts for capital, maintenance and operations, and light rail).

### **FIVE -YEAR PERFORMANCE AUDIT**

Starting in 2010, performance audits will be conducted every five years to review the use of Proposition 400 revenues for transportation improvements. House Bill 2456 required the Auditor General to contract with a nationally recognized independent auditor with expertise in evaluating multimodal transportation systems and regional transportation planning, to conduct a performance audit of the Regional Transportation Plan and all projects scheduled to receive funding during the next five years. The audit will make recommendations regarding whether further implementation of a project or transportation system is warranted, warranted with modification, or not warranted.

### **MAJOR AMENDMENT PROCESS**

House Bill 2456 recognized that the Regional Transportation Plan may be updated to introduce new transportation projects or to modify the existing plan. To ensure the amendment process receives broad exposure and careful consideration, the concept of a major amendment was established. A major amendment to the Regional Transportation Plan means:

- the addition or deletion of a freeway, a route on the State Highway System, or a Fixed Guideway Transit System;
- the addition or deletion of a portion of a freeway; route on the State Highway System; or a Fixed Guideway Transit System that either exceeds one mile in length, or exceeds an estimated cost of forty million dollars as provided in the Regional Transportation Plan; or,
- the modification of a transportation project in a manner that eliminates a connection between freeways or fixed guideway facilities.

A major amendment is required if:

- an audit finding recommends a project or system in the Regional Transportation Plan is not warranted, or requires a modification that is a major amendment; or,
- the MAG Transportation Policy Committee (TPC) recommends a modification, which qualifies as a major amendment, to the Regional Transportation Plan.

The consideration and approval of a major amendment must adhere to a specific and rigorous consultation and review process set forth in legislation. A major amendment requires alternatives in the same modal category must be addressed if the alternatives would relieve congestion and improve mobility in the same general corridor. The TPC may recommend funds be moved among projects within a mode, but half-cent revenues cannot be moved among transportation modes (freeway/highway, arterial and transit).

## ENHANCEMENTS IN THE REGIONAL TRANSPORTATION PLAN

House Bill 2456 requires any change to the Regional Transportation Plan and funded projects that affect the MAG Transportation Improvement Program, including priorities, must be approved by the MAG Regional Council. If a local authority requests an enhancement to a project funded in the Regional Transportation Plan, the local authority is required to pay all costs associated with the enhancement.

## LIFE CYCLE PROGRAMS

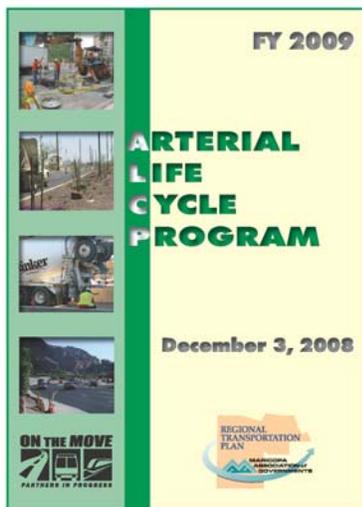
The related legislation requires agencies implementing the regional freeway, arterial, and transit programs must adopt a budget process that ensures the estimated cost of the program of improvements does not exceed the total amount of available revenues. These “life cycle programs” are the management tools used by implementing agencies to ensure that the transportation program costs and revenues are in balance, and that project schedules can be met. The implementation of the life cycle programs is divided between three agencies, the:

- Arizona Department of Transportation: Freeway/Highway Life Cycle Program
- Maricopa Association of Governments: Arterial Life Cycle Program
- Regional Public Transportation Authority: Transit Life Cycle Program

Each implementing agency must develop a schedule of projects through the life of the half-cent sales tax, monitor progress on project implementation, and balance annual and total program costs with estimated revenues.

## THE ARTERIAL LIFE CYCLE PROGRAM

The Arterial Street Life Cycle Program (ALCP) is maintained by the Maricopa Association of Governments (MAG) and implements arterial street projects in the MAG RTP that are funded from regional revenue sources. The ALCP provides regional funding to widen existing streets, improve intersections, and construct new arterial segments. The program also provides information on MAG planning studies and project implementation of the regional arterial Intelligent Transportation System (ITS) Plan funded in the program.



A total of 94 arterial capacity/intersection improvement projects are identified in the RTP and included in the Arterial Life Cycle Program. The original list of projects and funding amounts shown in the RTP-2003 is noted in Table 1. The improvements may include: (1) widening of existing arterial streets (some of these projects will focus on intersection improvements); (2) extensive upgrading of facilities; (3) constructing new facilities on new alignments; and/or (4) improving individual intersections. Although MAG is charged with the responsibility of administering the overall program, the actual construction of projects is accomplished by local government agencies that provide funding to match regional level revenues. A map of the planned arterial improvements is provided below.

The ALCP programs \$1.803 billion (2008\$) to the 94 arterial projects over a twenty-year horizon. Half-cent funds comprise \$1.1 billion (2008\$) of the \$1.803 billion (2008\$) allocated. The remaining balance consists of federal funds \$59.7 million (2008\$) in Congestion Mitigation and Air Quality (CMAQ) funds, and \$615 million (2008\$) in MAG-Surface Transportation Program (MAG-STP) funds. Projects receiving

# Table 1. Original List of ALCP Projects (2003)

Facility	Segment	Project	Length (miles)	Regional Costs (2002 Dollars, Millions)	Phase
<b>Arterial Capacity Improvements</b>					
101L	Princess Dr to Scottsdale Rd	Add frontage roads	2	\$ 19.1	I
101L south frontage roads	Hayden to Princess	Add frontage roads	1	11.4	I
Arizona Avenue	Ocotillo to Hunt Hwy	Widen and Improve Roadway	3	5.1	II
Baseline Road	Power Road to Meridian Road	Widen and Improve Roadway	6	14.7	IV
Beardsley Rd	Loop 101 to Lake Pleasant Pkwy	Construct Roadway	3	19.1	I-II
Black Mtn Pkwy	SR 51 to Blk Mtn Pkwy	Construct Roadway	1	18.5	I
Broadway Rd	Dobson Rd to Country Club Dr	Widen to 6 lanes	2	6.1	I
Carefree Highway	Cave Creek Rd to Scottsdale Rd	4 lanes +median	2	7.7	III
Crismon Rd	Broadway Rd to Germann Rd	Widen to 6 lanes	9	30.2	IV
Dobson Rd	Salt River	Construct New Bridge	1	15.3	I
El Mirage Rd	Bell Rd to Jomax Rd	Construct Roadway	6	16.1	III
	Paradise Ln over Grand Ave to Thunderbird Rd	Construct Roadway w/ Grade Separation	2	17.6	I-II
	Thunderbird to Northern Ave	Widen and Improve Roadway	4	13.8	III
Elliot Rd	Power Rd to Meridian Rd	Widen to 6 lanes	6	14.9	IV
Germann Rd	Ellsworth Rd to Signal Butte Rd	Widen to 6 lanes	2	10.3	IV
	Gilbert Road to Power Road	Widen and Improve Roadway	6	18.2	I
Gilbert Rd	Loop 202 (Santan) to Hunt Hwy	Widen Roadway	5	17.2	IV
	Salt River	Construct New Bridge	1	11.5	II
Greenfield Road	Elliot Road to Warner Road	Widen and Improve Roadway	1	3.4	IV
	University Road to Baseline Road	Widen and Improve Roadway	3	8.9	I
Guadalupe Road	Power Road to Meridian Road	Widen and Improve Roadway	6	19.0	II
Happy Valley Rd	Loop 303 to 67th Ave	6 Lane Controlled Access	5	17.0	IV
	67th Ave to I-17	6 Lane Controlled Access	4	13.6	IV
Hawes Road	Broadway Road to Ray Road	Widen and Improve Roadway	6	17.1	IV
Higley Rd Pkwy	US 60 to 202L (Red Mountain)	6 Lane Controlled Access	6	13.8	III
Jomax Rd	Loop 303 to Sun Valley Parkway	Right-of-way protection	17	17.0	III
Lake Pleasant Parkway	Beardsley to 303L	Corridor Improvements	6	46.0	II
McKellips Rd	E of Sossaman to Meridian Rd	Widen to 6 lanes	5	16.4	IV
	Gilbert Rd to Power Rd	Widen to 6 lanes	6	17.9	I
	Salt River	Construct New Bridge	1	11.5	II
	Loop 101 Pima - SRPM Indian Community	6 lanes inc. median	2	32.4	II
Meridian Rd	Baseline Rd to Germann Rd	Construct 6 lane Roadway	7	24.1	III
Mesa Dr	Broadway Rd to US 60	Widen to 6 lanes	2	7.7	I
Miller Rd/L101 Underpass	Princess to Center	Construct Underpass	0.5	11.5	III
Northern Ave	Grand Ave to Loop 101	Grand connection and ultimate const	4	70.0	III
	Loop 101 to Loop 303	L101 connection and ultimate const	8	71.3	IV
	Dysart Rd to Loop 303	R/W Protection and interim roadway	4	50.0	I
Pecos Road	Ellsworth Road to Meridian Road	Widen and Improve Roadway	3	10.4	I
Pima Rd	Deer Valley to Happy Valley & Dynamite to Cave Creek Road	4 lanes inc. drainage and ITS	7	68.4	II
	Happy Valley to Dynamite	4 lanes inc. drainage and ITS	2	19.5	III
	S. City Limits to 90th St	4 lanes, ITS	8	25.2	I
Power Rd	Baseline Rd to Williams Field Rd	Widen to 6 lanes	5	14.9	II
	Williams Field to Chandler Heights	Widen and Improve Roadway	5	17.0	IV
Price Rd Extension	Loop 202 to I-10	Construct Roadway	6	46.0	III
Queen Creek Rd	Arizona Ave to Power Rd	Widen Roadway	9	31.1	II
Ray Road	Val Vista Road to Power Road	Widen and Improve Roadway	4	13.7	IV
	Sossaman Rd to Meridian Rd	Construct 4/6 lane Roadway	5	20.7	IV
Rio Salado Pkwy	7th St to Loop 202 (SM)	Construct Roadway	7	36.7	II
Scottsdale Airport	Runway Tunnel	Additional funds (original \$40 m total)	1	57.7	III
Scottsdale Rd	Thompson Peak to Happy Valley	6 lanes inc. drainage and ITS	3	11.0	II
	Happy Valley to Carefree Hwy	6 lanes inc. drainage and ITS	6	23.4	III
Shea Blvd	Palisades Blvd to Saguaro Blvd	6 lanes +median	3	5.0	I
	Loop 101 to SR 87	Corridor Improvements	12	19.1	IV
Signal Butte Road	Broadway Road to Pecos Road	6 lanes inc. drainage and ITS	8	27.2	IV
Sonoran Pkwy	Central to 32nd Ave	Construct Roadway	4	26.8	II
Southern Ave	Country Club Dr to Recker Rd	Widen to 6 lanes	8	25.3	I
	Sossaman Rd to Meridian Rd	Widen to 6 lanes	5	14.9	IV
Thomas Rd	Gilbert Rd to Val Vista Dr	Construct 4 lane Roadway	2	4.6	I
Union Hills Dr	Hayden to Pima	Widen and Improve Roadway	1	11.2	IV
University Dr	Val Vista Dr to Hawes Rd	Widen to 6 lanes	6	17.9	IV
Val Vista Dr	University Dr to Baseline Rd	Widen to 6 lanes	3	9.1	III
	Warner Road to Pecos Road	Widen and Improve Roadway	3	9.1	II
<b>Sub-total Arterial Capacity Improvements</b>					<b>\$1,301.0</b>

Source: Maricopa Association of Governments, 2003

Facility	Segment	Comments	Regional Costs (2002 Dollars, Millions)	Phase
<b>Intersection Improvements</b>				
Arizona Ave	Elliot Rd	Improve intersection	\$ 3.1	IV
	Ray Rd	Improve intersection	3.1	I
	Chandler Blvd	Improve intersection	3.1	II
Chandler Blvd	Alma School Rd	Improve intersection	3.1	I
	Dobson Rd	Improve intersection	3.1	I
	Kyrene Rd	Improve intersection	3.1	II
Country Club Dr	University Dr	Improve intersection	2.3	III
	Brown Rd	Improve intersection	2.3	IV
Dobson Rd	Guadalupe Rd	Improve intersection	2.3	I
	University Dr	Improve intersection	2.3	III
Elliot Rd	Greenfield Rd	Improve intersection	3.1	IV
	Higley Rd	Improve intersection	3.1	IV
	Cooper Rd	Improve intersection	3.1	I
	Gilbert Rd	Improve intersection	3.1	III
	Val Vista Dr	Improve intersection	3.1	IV
Gilbert Rd	University Dr	Improve intersection	2.3	IV
Guadalupe Rd	Greenfield Rd	Improve intersection	3.1	IV
	Power Rd	Improve intersection	3.1	IV
	Cooper Rd	Improve intersection	3.1	I
	Gilbert Rd	Improve intersection	3.1	I
	Val Vista Dr	Improve intersection	3.1	III
Higley Rd Pkwy Kyrene Rd Lindsay Rd	US 60 to 202L (Red Mt.)	Construct 3 Grade Separations	22.9	III
	Ray Rd	Improve intersection	3.1	IV
	Brown Rd	Improve intersection	2.3	IV
Ray Rd	Alma School Rd	Improve intersection	3.1	I
	Dobson Rd	Improve intersection	3.1	II
	Gilbert Rd	Improve intersection	3.1	III
	McClintock Dr	Improve intersection	3.1	II
	Rural Rd	Improve intersection	3.1	II
Stapley Dr	University Dr	Improve intersection	2.3	IV
Warner Rd	Cooper Rd	Improve intersection	3.1	I
	Greenfield Rd	Improve intersection	3.1	II
<b>Sub-total Intersection Improvements</b>			<b>\$ 113.4</b>	
<b>Systemwide</b>	Intelligent Transportation Systems		<u>50.0</u>	
<b>Total</b>			<b>\$1,464.5</b>	

Source: Maricopa Association of Governments, 2003

Note: Cost estimates listed above are preliminary and subject to change in the design process.

federal funding must comply with certain federal regulations that affect the implementation process. A minimum 30% local match is required in the RTP for all ALCP projects.

The RTP allocates funding to assist in the implementation of projects identified in the Regional ITS Plan. The ITS projects smooth traffic flow and help the transportation system to operate more efficiently. An estimated \$54.2 million (2008\$) in reimbursements from regional funds will be made for ITS projects between FY 2009 and FY 2026.

The focus of the arterial ITS program is to assist MAG member agencies with the development of their arterial traffic management systems to better address jurisdictional needs. The process for identifying and recommending arterial ITS projects for funding is overseen by the MAG ITS Committee. Historically, the ITS Committee has used an objective project rating system, which is linked to the region's ITS Strategic Plan and Regional ITS Architecture, to provide guidance in prioritizing projects.

According to House Bill 2546, 10.5 percent of Regional Area Road Funds (RARF) collected are to be allocated to arterial streets, including capital expenses and implementation studies. As established in the RTP approved in 2003, 0.3 percent of RARF funds are allocated for planning studies for the region. The implementation studies are conducted by MAG and are reflected in the approved Arterial Life Cycle Program. The amount identified in the RTP for the planning period FY 2009 - FY 2026 for regional reimbursements for implementation studies totals \$50.9 million (2008\$).

#### **LEAD AGENCY DESIGNATIONS & PROJECT AGREEMENTS**

MAG reimburses ALCP projects implemented (designed and constructed) by MAG member agencies. In the ALCP, MAG signs a project agreement with the Lead Agency established for each project. The project agreement defines the scope of work, the work schedule, and the reimbursement schedule for the project. The Lead Agency designs, acquires right-of-way as needed, and constructs the project.

Typically, the Lead Agency is the local jurisdiction in which the project is located. For projects within more than one jurisdiction, the local agencies involved must agree on the Lead Agency. Alternatively, projects may be subdivided along jurisdictional or other lines following a technical study process to determine appropriate subdivisions and corresponding funding allocations. Cost increases are the responsibility of the Lead Agency and local jurisdictions. (Note that a memorandum of understanding (MOU) may be used to bridge to a full project agreement, for example to guide the conduct of a design concept study used to develop a more detailed scope of work and cost allocations to be incorporated into the more formal project agreement that is subsequently developed.)

#### **MAG COMMITTEE PROCESS**

Amendments and administrative modifications to the Arterial Life Cycle Program or projects (scope, schedule and budget) must go through the MAG Committee process, which typically involves the Transportation Review Committee, Management Committee, Transportation Policy Committee and Regional Council. Other committees or bodies may be involved on a case-by-case basis, for example, the Streets Committee for technical issues, or the Citizens Transportation Oversight Committee for information and discussion following the consultation requirements set forth in HB 2456. Changes to the arterial program are not considered "major amendments" as defined in HB 2456.

## **FIXED REGIONAL BUDGETS AND THE REALLOCATION OF UNUSED PROJECT FUNDS**

The regional funding contribution to a project budget is fixed at the amount specified in the RTP plus inflation. Capping the regional funding contribution simplifies the requirements of the life cycle management program, effectively precluding cost overruns for the regional budget. The approach also recognizes that local jurisdictions have primary responsibility for project scoping, design, right-of-way acquisition and construction, and, therefore, are in the better position to control costs.

Any regional funds remaining after the completion of an ALCP projects may be reallocated to another ALCP project in the same geographic area that serves the same general population.

## **ALLOCATION OF FEDERAL FUNDS**

Projects receiving federal funds are subject to the federal process for implementing projects, which includes required environmental, utility and right-of-way clearances. As a result, these projects may take longer to implement. It is anticipated the available federal funding will be allocated first to projects volunteered by their respective lead agencies to receive the funding; projects that may require federal funding in the future (i.e. for upgrades); and larger projects, on the basis that their impacts may be greater, their timelines longer and more able to absorb delays in the process, and a fewer total number of projects would be impacted. Availability of funding by year will also be a consideration.

## **REIMBURSEMENT BASIS**

ALCP project funding will be provided on a reimbursement basis, commensurate with progress. MAG uses a self-certification approach where local jurisdictions provide assurances work has been completed as invoiced, and the invoices are for eligible expenses, as defined in the ALCP. Prior work on Phase I ALCP projects will be recognized and reimbursed or credited toward the local match providing eligibility criteria are met and the regional budget is not exceeded.

## **RARF CLOSEOUT**

In 2007, the *ALCP Policies and Procedures* were amended and established a Regional Area Road Fund (RARF) Closeout Process. According to the policy, in the event of a surplus of RARF revenues in a given year, projects constructed earlier than programmed in the RTP may be eligible for reimbursement sooner than programmed in the ALCP. For an ALCP project to be considered eligible for RARF Closeout funds, the project or project segment must be closed out and all ALCP Project Requirements must be submitted and accepted by MAG Staff. The determination and allocation of ALCP RARF Closeout funds for eligible projects are made according to the established priorities that include the chronological order of the programmed reimbursements. Detailed information about the RARF Closeout Process can be found in the approved *ALCP Policies and Procedures*.

## **ELIGIBLE PROJECTS**

In keeping with HB 2456, eligible expenditures are restricted to design, right-of-way, and construction and are limited to capacity and safety projects in general. Directly related projects, such as ITS, are also eligible.

## **REPORTING REQUIREMENTS AND AUDIT CONSIDERATIONS**

House Bill 2456 requires an annual report on the use of Proposition 400 funds. Additional reporting and information retrieval requirements apply in support of the audits required under HB 2456. In addition to an annual report requirement, HB 2456 requires an audit of the ALCP Program to be conducted every five years starting in 2010.

Requirements for the performance audits and the financial audits will differ. Overall approaches for addressing financial and other aspects of the life cycle programs for the RTP may be addressed in a broader process than just the arterial program. However, it is anticipated that program may need to address due diligence, including:

- completion of the project as specified in the RTP (length, number of lanes added, other) for the cost specified;
- procedural issues (for example, verification of expenditures against allowable costs, and monitoring of project implementation);
- disposition of excess funds or capital (for example, right-of-way);
- audit compliance (process);
- meeting voter expectations and other factors.

# 2007 Update Regional Transportation Plan

Fig. 9-3

REGIONAL  
TRANSPORTATION  
PLAN

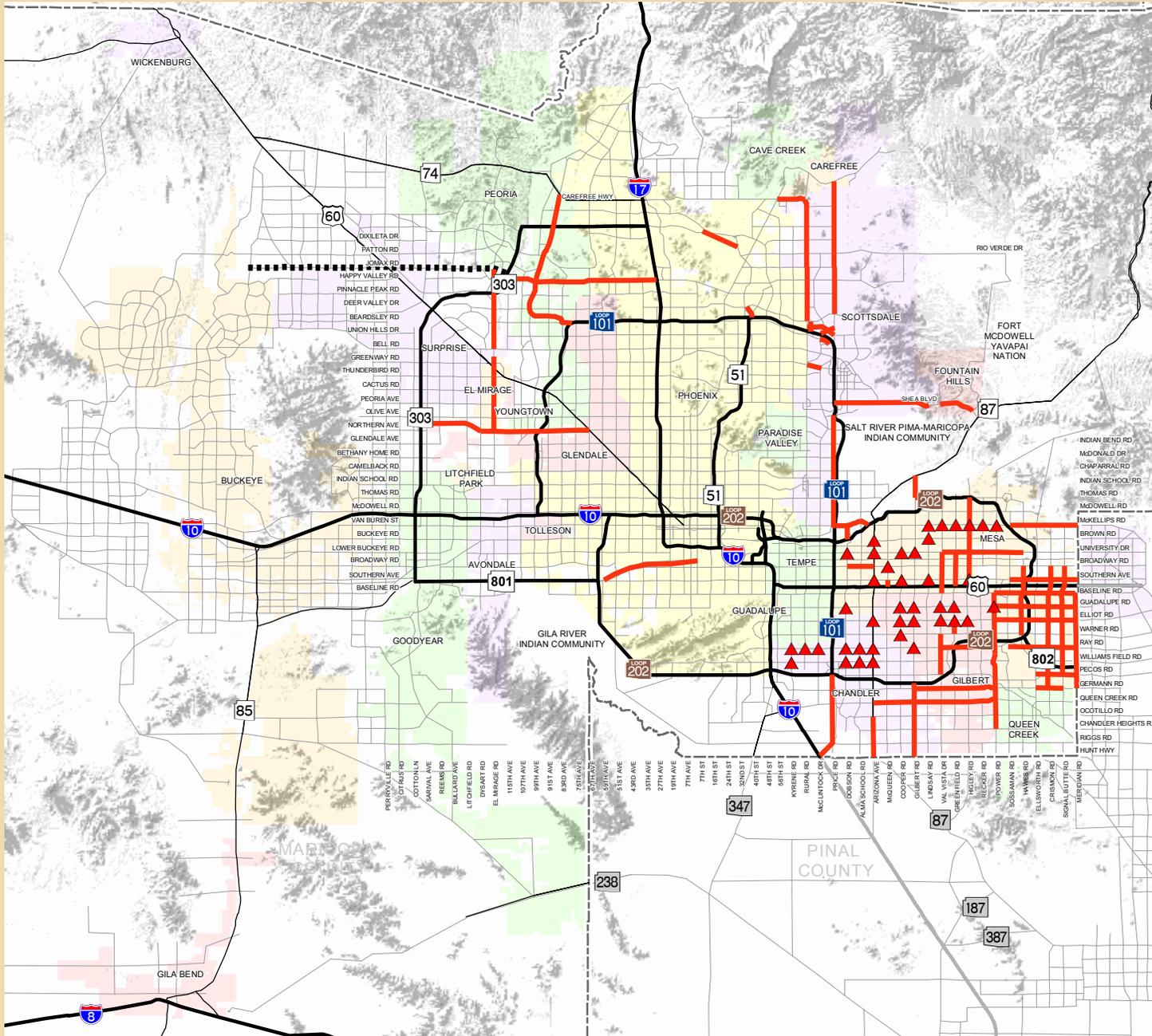


## Planned Arterial Street Improvements

- Improved Intersections
- New/Improved Arterials
- Right of Way Preservation
- County Boundary
- Freeways
- Highways
- Other Roads

*Alignments for new freeway, highway, arterial, and light rail/high capacity transit facilities will be determined following the completion of appropriate design and environmental studies.*

*Regional transportation facilities in Pinal County are planned by the Central Arizona Association of Governments (CAAG).*



While every effort has been made to ensure the accuracy of this information, the Maricopa Association of Governments makes no warranty, expressed or implied, as to its accuracy and expressly disclaims liability for the accuracy thereof.



# Arterial Life Cycle Program Objectives

## **EFFECTIVE AND EFFICIENT IMPLEMENTATION OF THE RTP**

Facilitate the effective and efficient implementation of the arterial component of the RTP. In support of this objective, the Program should:

- Ensure Projects are implemented in a manner consistent with the RTP, including any updates or amendments;
- Include the means to track Project implementation against requirements established in the RTP and the ALCP; and,
- Be administratively simple.

## **FISCAL INTEGRITY**

Ensure the fiscal integrity of the regionally funded arterial component of the RTP. In support of this objective, the Program should:

- Establish comprehensive financial and reporting requirements for each Project; and
- Coordinate with the RTP and the other modal programs on key financial, accounting and reporting policies, procedures and practices.

## **ACCOUNTABILITY**

Provide the means to track and ensure effective and efficient Project implementation. In support of this objective, the Program should:

- Employ comprehensive Project Agreements, or other legal instruments, that detail agency roles and responsibilities in the implementation of specific Projects; and
- Provide the means within each Project Agreement, Project Overview and Project Reimbursement Request to track Project implementation, performance and successful completion of individual Projects and the Program.

## **TRANSPARENCY**

Provide members of the public, elected officials, stakeholders, participating agencies and others with ready access to information on the Program and on each Project. In support of this objective, the Program should:

- Include substantial public and stakeholder consultation as part of the implementation process for each Project; and
- Require that material changes to Projects in the Program be subject to public and stakeholder consultation through the MAG Committee Process as well as any other consultation processes, including within the community or communities affected, as specified in the associated Project Agreements.

## **COMPLIANCE**

Comply with all applicable federal, state and local requirements in the implementation of Projects.

- Consistency with the RTP generally means that an ALCP Project meets Project the eligibility requirements specified in Section 300, the Project regional reimbursement is fiscally constrained, and the reimbursement is in the original RTP phase.
- The Program must be flexible and allow adjustments as needed in support of meeting the key objectives.

## **ALCP Policies and Procedures**

In 2004, the Maricopa Association of Governments (MAG) initiated the development of the Arterial Life Cycle Program (ALCP, or the “Program”) to provide management and oversight for the implementation of the arterial component of the Regional Transportation Plan (RTP, or the “Plan”). MAG is the designated Metropolitan Planning Organization (MPO) for the Maricopa region. MAG serves the role designated in ARS: 28-6308 as the “regional planning agency” for this region.

The *ALCP Policies and Procedures* (Policies) were developed in coordination with the Transportation Review Committee during workshops held in 2004 and early 2005 and are consistent with the requirements in House Bill 2456, passed in 2004 in association with the development of the Regional Transportation Plan (RTP) and Proposition 400. The Transportation Policy Committee reviewed and recommended the *ALCP Policies and Procedures* for approval on June 21, 2006. The Regional Council approved the *ALCP Policies and Procedures* on June 28, 2006. Since then, the MAG Regional Council has approved amendments and administrative modifications to the Policies. The current Policies were approved by the MAG Regional Council on December 19, 2007.

The ALCP relies upon two main elements:

1. Policies, which provide direction to decisions and processes, in conjunction with procedures, which specify the steps needed to implement these specified policies; and,
2. Project Agreements (PA), which define the roles and requirements for agencies participating in the implementation of each Project.

The *ALCP Policies and Procedures* is a separate publication and establishes specific policies and procedures for ALCP implementation. For a copy of the *ALCP Policies and Procedures*, please contact MAG Staff at 602-254-6300.

## **ALCP Project Requirements**

Lead Agencies must complete three Project Requirements for an ALCP Project to be eligible for reimbursement under the Arterial Life Cycle Program.

- 1) Project Overview (PO)
- 2) Project Agreement (PA)
- 3) Project Reimbursement Request (PRR)

The first requirement is the Project Overview Form, which includes a project description, budget summary, and project schedule. The second requirement is a Project Agreement between the Lead Agency and the Maricopa Association of Governments (MAG). Once MAG Staff accepts the Project Overview, a Project Agreement may be initiated by MAG at the request of the Lead Agency.

Project Reimbursement Requests are comprised of three sections: a request form payment form, an invoice form, and a progress report. To be eligible for reimbursement, each section must be completed and returned to MAG. Project Reimbursement Requests may not be submitted more than once a month.

For advanced Projects, a Progress Report must be submitted at each milestone. Lead Agencies are not required to submit a full Project Reimbursement Request for advanced Projects until the fiscal year reimbursement is programmed. However, MAG Staff encourages Lead Agencies to submit a full Project Reimbursement Request at project closeout to avoid the misplacement of invoices and other data required for reimbursement.

## **HELPFUL TIPS!**

When completing the Project Overview or Project Reimbursement Request Forms ...

- Use the current version of the Approved ALCP and Transportation Improvement Program (TIP). Figures listed in the forms must match those listed in the ALCP specified. Current versions are available for download on the MAG Website.
- Use the correct Project ID number as listed in the approved ALCP
- Include all MAG TIP numbers related to the project on the form
- The budget summary table as included in the Project Overview form must be completed. Incomplete or inaccurate tables will be returned to the Lead Agency for revisions.
- The regional share should equal 70% of the eligible Project Expenditures or the maximum amount listed in the ALCP, whichever is less.
- Download and use electronic versions of the forms! Saving the project information, such as the name and description, on a form will reduce the time spent on filling out forms. Update project information, such as actual expenditures, as needed.
- We're here to help! If you are unsure about how to complete a form, contact MAG Staff for assistance by email or phone.

Phone: 602-254-6300

Email: [chopes@mag.maricopa.gov](mailto:chopes@mag.maricopa.gov)

## ARTERIAL LIFE CYCLE PROGRAM

### Fiscal Year 2009 Schedule

2008	
September	<b>25th:</b> Transportation Review Committee (TRC) Project changes to amend/administratively modify the current Transportation Improvement Program (TIP), Regional Transportation Plan (RTP), and Arterial Life Cycle Program (ALCP)*
October	Managers, Transportation Policy Committee (TPC), and Regional Council (RC) review/recommend/approve project changes to amend/administratively modify the current TIP, RTP, and ALCP*
November	<b>17th:</b> TIP/ALCP Data Entry System available to member agencies for 2009-2014 project updates
December	<b>4th:</b> TRC review/recommend/approve project changes to amend/administratively modify the current TIP, RTP, and ALCP*
2009	
January	Managers, TPC, and RC review/recommend/approve project changes to amend/administratively modify the current TIP, RTP, and ALCP* <b>9th: Due Date,</b> Member Agencies submit 2009-2014 ALCP project updates for inclusion in the 2010-2014 TIP via the TIP/ALCP Data Entry System
February	<b>6th: Due Date,</b> Member agencies submit 2015-2026 ALCP project updates for the Draft FY10 ALCP via the TIP/ALCP Data Entry System <b>20th:</b> MAG Staff will provide Member Agencies with the first draft of the FY2010 ALCP for review and comment
March	<b>20th: Due Date,</b> Member agencies submit comments for Draft FY2010 ALCP <b>26th:</b> TRC review/recommend/approve project changes to amend/administratively modify the current TIP, RTP, and ALCP*
April	Managers, TPC and RC review/recommend/approve project changes to amend/administratively modify the current TIP, RTP, and ALCP* <b>15th:</b> MAG Staff will determine the availability of RARF Closeout Funds and Eligible Projects <b>23rd:</b> TRC review/recommend ALCP projects for RARF Closeout Funds
May	Managers, TPC and RC review/recommend/approve ALCP projects for RARF Closeout Funds <b>28th:</b> TRC review/recommend/approve Draft FY2010 ALCP
June	<b>1st: Due Date,</b> Member Agencies submit final Project Reimbursement Requests for FY2009 <b>1st: Due Date,</b> Member Agencies recommended to receive RARF Closeout Funds submit final versions of all ALCP project requirements Managers, TPC and RC review/recommend/approve Draft FY2010 ALCP

*\*If necessary*

# Resources

## **ARTERIAL LIFE CYCLE PROGRAM WEBSITE**

The primary source for electronic information on the Arterial Life Cycle Program. The site includes links to download current versions of the ALCP Program, Schedule, Policies and Procedures, and Status Reports. Quarterly, MAG Staff prepares a status report on the implementation of the Arterial Life Cycle Program. Status reports included information on the current ALCP Schedule, RARF revenues, and the status of current and advanced ALCP projects. Project Requirement Forms are also available for download. <http://www.mag.maricopa.gov/project.cms?item=5034>

## **MARICOPA ASSOCIATION OF GOVERNMENTS HOMEPAGE**

The Maricopa Association of Governments (MAG) is a Council of Governments serving the metropolitan Phoenix area. MAG provides a regional forum for analysis, discussion and resolution of issues including areas of transportation, air quality, environment, regional development and social services. Regional planning documents, newsletters, and other resources are available through this site.

<http://www.mag.maricopa.gov/display.cms>

## **MAG FEDERALLY FUNDED TIP PROJECTS WEBSITE**

This site provides members of the public and local government staff with status information on the development of MAG federally funded projects currently proceeding through the Arizona Department of Transportation-Local Government process. This website is intended to serve as a "one-stop-shop" for information about local sponsored federal projects. <http://fedtip.mag.maricopa.gov/index.asp>

## **MAG TRANSPORTATION DIVISION WEBSITE**

The MAG Transportation Division website provides access to the Regional Transportation Plan (RTP), the Transportation Improvement Program (TIP), and the Arterial Life Cycle Program. Additional information on traffic data, forecasts, and modeling as well as other transportation programs, studies, and reports can be accessed from this website. <http://www.mag.maricopa.gov/division.cms?item=>

## **MAG TRANSPORTATION IMPROVEMENT PROGRAM**

The MAG Transportation Improvement Program (TIP) is a five-year schedule of specific projects to be constructed across the Phoenix metropolitan region. The currently approved and previous versions of the MAG TIP are available for download on the TIP home page. Additional information on air quality conformity analysis and the 2009-2013 MAG Federal Fund Program are also available.

<http://www.mag.maricopa.gov/project.cms?item=413>

## **ARIZONA DEPARTMENT OF TRANSPORTATION HOMEPAGE**

The Arizona Department of Transportation (ADOT) mission is to provide products and services for a safe, efficient, cost-effective transportation system that links Arizona to the global economy, promotes economic prosperity and demonstrates respect for Arizona's environment and quality of life. Through ADOT's home page, users can locate information in communication and community partnership, statewide planning, public transportation and traffic conditions. <http://www.azdot.gov>

### **ADOT LOCAL GOVERNMENT'S SECTION WEBSITE**

The function of the Local Government Section is to provide service to Counties, Cities, Towns and Tribal Governments in the area of programming, technical planning, scheduling, engineering expertise, project documents & construction plans reviews/approvals, coordination with FHWA, appropriate ADOT groups/sections, and provide project development guidelines. The home page provides links to active projects, environmental issues and the Project Development Manual.

<http://www.azdot.gov/highways/Localgov/index.asp>

### **ADOT REGIONAL AREA ROAD FUND WEBSITE**

An ADOT website that provides information on the Regional Area Road Fund (RARF) including current revenues, previous fiscal year revenue receipts, and forecasted revenues.

[http://www.azdot.gov/Inside ADOT/fms/rarflink.asp](http://www.azdot.gov/Inside_ADOT/fms/rarflink.asp)

### **ARIZONA REVISED STATUTES SEARCH ENGINE**

An Arizona State Legislature website where users can search for House Bills and State Statutes by legislative session, title, year and topic. Users can also access the Arizona House, Senate, and Legislative home pages and Governor's Office home page through this link.

<http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>

### **MARICOPA COUNTY RECORDER'S OFFICE/ELECTION RESULTS WEBSITE**

The Official Website of the Maricopa County Recorder and Elections Department. The website provides information on unofficial and official election results, district maps, and the election calendar.

<http://recorder.maricopa.gov/electionresults/>