

**PROJECT
REFERENCE**

for

Route

Highway

Section Name

Other Identifying Information

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NOTE: This Project Reference originally was developed as a cooperative effort among the Federal Highway Administration, the Bureau of Land Management (Arizona State Office) and the Arizona Department of Transportation. It now is intended to be used on all projects managed by ADOT. It is composed, in part, of copies of original documents stored elsewhere in official files. Copies of the documents are provided for inclusion in the Project Reference as they are created and made available to appropriate stakeholders. Where Agency “concurrence,” “approval,” or “consultation” is referenced, the discussion pertains to actions located on public lands under the jurisdiction of the Federal or State Agency

Section 1.1 – Purpose of Project Reference

The purpose of this reference document (Project Reference) is to provide a roadmap and compendium of documents and information applicable to the implementation of this project. Not all project-related information is available when the Project Reference is initially created and information changes as the project progresses through the design and implementation stages, each of which occur over a period of several years. It is therefore anticipated that there will be both change and growth of the contents included in the Project Reference over time.

The Project Reference will be initiated when a project begins (when an ADOT tracking “TRACS” number is assigned). Information will be included as it is generated, leading to a continuous change in the physical content as information becomes available and decisions are made during project development. New sections may be added to the basic list as the need arises.

The Project Reference has no specific status in or of itself and does not change or supersede any other document(s). As a roadmap, the Project Reference provides a convenient collection of data and information that was originally developed, approved and filed elsewhere for specific purposes. It does not attempt to repeat, interpret, clarify or modify information or direction existent elsewhere. It is simply a compilation of project-related information collected by and for the convenience of the holder. When continuously updated, it provides a collection of reference material for a specific project.

Section 1.2 - Project Design and Implementation

Project design and implementation are discovery processes that result in continuing adjustments and changes. As project knowledge increases and the design matures, the need for different solutions often becomes apparent and designs and mitigation measures change in response. Therefore, the design is not considered “final” until the project is placed under contract. Even then, some modification, consistent with the environmental documents and within the scope and parameters of the design guidelines, may be dictated by on-site conditions. Even though there is some flexibility for modification, ADOT must ensure that the final design meets both the approved environmental clearance and the design criteria.

Section 1.3 - Project Summary

Please enter project summary here, including breakdown of acres by ownership (private, federal, state) Refer to sample reference for guidance

Section 2 – Documents

2.1 GUIDING DOCUMENTS

	Document	Responsible Party	Comments
A.	Land Management Agency Agreements Applicable to this Project	PM designated on TRACS	
B.	Interagency Agreements Applicable to this Project	PM designated on TRACS	
C.	Programmatic Agreements (such as cultural and weed control)	PM designated on TRACS	
D.	Joint Project Agreements	9170 or PM designated on TRACS	
E.	Stakeholder Lists (To be updated frequently)	PM designated on TRACS	
F.	Engineering Scoping Documents	PM designated on TRACS	
	Scoping Letter		
	Project Assessment		
	Feasibility/Corridor Study		
	Location/Design Concept Report		
	Scoping/Other		
G.	[Placeholder]		
H.	[Placeholder]		
I.	Other		

2.2 ENVIRONMENTAL DOCUMENTS

	Document	Responsible Party	Comments
A.	401 Certifications	Org 9151	
B	404	Org 9151	
	Certification Application		
	Jurisdictional Delineation		
	Individual Permits		
	Nationwide Permits		
	Preconstruction Notice (PCN)		
C.	Air Quality Report	Org 9152	
D.	Biology	Org 9152	
	Survey Reports		
	Biological Evaluation		
	Biological Review		
	In-house evaluations		
	Invasive Species		
	Agency Scoping Letters		
	USFWS Concurrence		
	AGFD Concurrence		
	Biological Opinion		
	Agency Correspondence		
	Native Plants		
E.	Clearance Documents	Org 9151	
	Categorical Exclusions		
	Environmental Determination		
	Environmental Assessment		
	Environmental Impact Statement		
	Environmental Overview		
	Finding of No Significant Impact (FONSI)		
	Geotechnical Clearances		See Section 2.3 (G)

2.2 ENVIRONMENTAL DOCUMENTS (continued)

	Document	Responsible Party	Comments
E.	Clearance Documents (continued)	Org 9151	
	Reassessments		
	Record of Decision (ROD)		
	Re-evaluations		
	Supplemental EA		
	Supplemental EIS		
F.	Clearance Memo	Org 9151	
G	Cultural	Org 9152	
	Report		
	SHPO Letter		
	Agency Letter		
	Cultural Initiation Form (CIF)		
	Programmatic Agreements/Memorandums of Agreement		See Section 2.1(C)
H.	Floodplains	Org 9151	
I.	Hazmat	Org 9152	
	PISA		
	Report		
	Phase I		
	Phase II		
J.	Noise Report	Org 9152	
K.	Riparian/Wetlands	Org 9151	
L	Tribal Information	Org 9152	
M.	Visual	Org 9151	
N.	Other	Org 9151	

2.3 DESIGN

	Document	Responsible Party	Comments
A.	Design Scope of Work /Dictionary of Standard Work Tasks	PM designated on TRACS	
	Design Scope of Services		
	Responsibility Matrix		
	MC Task Order		
	Project Number Request		
B.	Consultant Selection/Notification	PM designated on TRACS	
C.	[Placeholder		
D.	Design Kick Off Partnering Workshop Report	PM designated on TRACS	
E.	Design Progress Meeting Notes	PM designated on TRACS	
F.	Design Agreements	PM designated on TRACS	
	(These are changes that are outside of, or a change to the scope of work or mitigation requirements)		
G.	Geotechnical and Archaeological Testing and Recovery Approval		
	Field Investigation Plan & Archaeological Testing and Recovery Plan	9910 or 9152	
	Temporary Right of Entry for ground disturbing activities	9340	
	Environmental Clearance/ground disturbing activities	9151	
	Storm Water Pollution Prevention Plan (SWPPP) for ground disturbing activities	9910	
	Geotechnical Design Report	9908	
H.	Materials Final Design Memo	9912	

2.3 DESIGN (continued)

	Document	Responsible Party	Comments
I.	Design Submittals	PM designated on TRACS	
	Stage II		
	Stage III		
	Stage IV		
	PS&E		
J.	Utility and Railroad Coordination	9440	
	Agreements with Utilities and Railroad companies		
	Railroad Clearance		
	Utility Clearance		
K.	Right of Way Information		
	Right of Way Contract	9370 or 9380	
	Right of Way Clearance	9390	
	Demo/Improvement Report	9320	
	Right of Entry / Ground Disturbing Activities		See Section 2.3(G)
	Right of Way Plans	9340	
	Right of Way Disposal	9330	
L.	Drainage	9597	
	Initial Drainage Report		
	Final Drainage Report		
	Flood Plain Coordination		
M.	Roadside Development	9596	
	Plant Inventory/Transplant Plans		
	Resource Protection Plan		
	Storm Water Pollution Prevention Plan (SWPPP)		
N.	Project Changes	PM designated on TRACS	
	Project Change Request		
	PPAC & Board Approval Documents		

2.3 DESIGN (continued)

	Document	Responsible Party	Comments
O.	Contracts and Specifications	9460	
	Bid Schedule and Summary		
	Addendums		
	Engineers & Agreement Estimates		
	Bid Advertisement		
	[Placeholder]		
	Award and Board Minutes		
P.	Other		

2.4 ANCILLARY PERMITS AND AGREEMENTS

	Document	Responsible Party	Comments
A.	Site Agreements	PM designated on TRACS	
	Nursery		
	Staging		
	Magazine		
B.	Borrow-Material Pit Information (including environmental clearance)	9908	
C.	Weed Control	9596	
D.	Burn Permit	RE designated on Design Stakeholder List	
E.	Private Party Agreements	PM designated on TRACS or RE designated on Design Stakeholder List	
F.	Access Permits	PM designated on TRACS	
G.	Construction Water	PM designated on TRACS or RE designated on Design Stakeholder List	
H.	Other		

2.5 CONSTRUCTION ACTIVITIES

	Document	Responsible Party	Comments
A.	Mitigation/Monitoring Requirements	RE designated on Design Stakeholder List	See Section 2.2(B) and (F)
B.	Construction Kick Off Partnering Workshop Report	RE designated on Design Stakeholder List	
C.	Storm Water Pollution Prevention Plan (SWPPP) – Construction	RE designated on Design Stakeholder List	
D.	Notice of Intent (NOI)	RE designated on Design Stakeholder List	
E.	404 Extension	RE designated on Design Stakeholder List	
F.	Weed Control	9596	
G.	Notice of Termination (NOT) (Contractor)	RE designated on Design Stakeholder List	
H.	Schedule and Work Sequence Information	RE designated on Design Stakeholder List	
I.	Subcontractor List	RE designated on Design Stakeholder List	
J.	Public Notification	RE designated on Design Stakeholder List	
K.	Supplemental Agreement Tracking System (SATS)	RE designated on Design Stakeholder List	
L.	Meeting Notes	RE designated on Design Stakeholder List	
M.	Final Acceptance	RE designated on Design Stakeholder List	
N.	Initiate Right of Way Disposal if needed		See Section 2.3 (K)

2.5 CONSTRUCTION ACTIVITIES (continued)

	Document	Responsible Party	Comments
O.	Construction Partnering Close Out Workshop Report	RE designated on Design Stakeholder List	
P.	As-Built Plans/Final Costs	PM designated on TRACS or RE designated on Design Stakeholder List	
Q.	Other		

2.6 POST CONSTRUCTION PUNCH LIST

	Document	Responsible Party	Comments
A.	Vegetation Survivability	9596	
B.	Monitoring Commitments	RE designated on Design Stakeholder List	
C.	Fence Maintenance	RE designated on Design Stakeholder List	
D.	Erosion	9596	
E.	Notice of Termination (NOT) (ADOT)	RE designated on Design Stakeholder List	
F.	MOU/JPA Commitments	PM designated on TRACS or RE designated on Design Stakeholder List	
G.	Initiate Right of Way Disposal if needed		See Section 2.3 (K)
H.	Other		

Section 3.1 – List of Known Agreements

Agreements Affecting ADOT		
List of Known Agreements with Land Management Agencies		
BLM; FHWA	<p>Interagency Agreement, Bureau of Land Management and Federal Highway Administration (AA 851-IA2-40)</p> <p style="text-align: center;">July 27, 1982</p>	<p>This National level MOU articulates the requirements and process to be used by FHWA to appropriate Public lands administered by the BLM for highway use.</p>
ADOT; FHWA (AZ); USDA FS (SW Region)	<p>Memorandum of Understanding Among The Arizona Department of Transportation, the Federal Highway Administration, Arizona Division and the USDA, Forest Service, Southwestern Region Regarding the Construction, Operation and Maintenance of Highways in Arizona Crossing National Forest System Lands (06-MU-11031600-013)</p> <p style="text-align: center;">October 20, 2005</p>	<p>This <u>MOU</u>, among the Arizona office of FHWA, the Southwestern Region of USDA Forest Service and ADOT establishes the principles under which the agencies agree to collaborate in transportation construction and maintenance projects on National Forest System lands.</p>
ADOT; BLM (AZ); FHWA (AZ)	<p>Memorandum of Understanding between the Arizona Department of Transportation, The Federal Highway Administration, Arizona, and the Bureau of Land Management, Arizona (AZ-931-0309 – Amendment #2)</p> <p style="text-align: center;">March 21, 2006</p>	<p>This <u>MOU</u> - among ADOT and the Arizona offices of the BLM and FHWA - establishes the principles under which the agencies agree to collaborate in Land Use and Project Planning. The document includes Appendices (Operating Agreement, Project Reference) that provide specific direction on agency roles, responsibilities and operating procedures.</p>
BLM (AZ); FHWA (AZ); ADOT	<p>Memorandum of Understanding between the Department of the Interior, Bureau of Land Management, Arizona State Office, All Arizona Field Offices and U.S. Department of Transportation, Federal Highway Administration, Arizona Division Office as a Cooperating Agency, and the State of Arizona, Arizona Department of Transportation as a Cooperating Agency (AZ-910-0417)</p> <p style="text-align: center;">September 10, 2004</p>	<p>This <u>MOU</u> among BLM, FHWA and ADOT establishes the principles under which ADOT and FHWA will collaborate as cooperating agencies with the BLM on its Land and Resource Management planning efforts.</p>

	ADOT; FHWA (AZ); USDA FS (SW Region)	<p>Memorandum of Understanding between the Arizona Department of Transportation, the Federal Highway Administration and USDA Forest Service, Southwestern Region (03-MU-11030600-48)</p> <p style="text-align: center;">May 27, 2003</p>	<p>This <u>MOU</u> among ADOT, FHWA and USDA Forest Service establishes a cooperative process and protocols for survey and control of invasive species and hazardous vegetation within ADOT easements that cross National Forest System lands within the Southwestern Region.</p>
	USDA Forest Service; FHWA	<p>Memorandum of Understanding between United States Department of Agriculture, Forest Service and United States Department of Transportation, Federal Highway Administration Regarding the Appropriation and Transfer of National Forest System Lands for Highway Purposes (no number assigned)</p> <p style="text-align: center;">August 20, 1998</p>	<p>This National level <u>MOU</u> articulates the requirements and process to be used by FHWA to appropriate National Forest System lands for highway use. Its language specifically amends and supersedes similar direction previously issued on May 11, 1981.</p>
	ADOT USFS	<p>Memorandum of Understanding between the Arizona Department of Transportation, Highways Division and the United States Department Agriculture, Forest Service on procedures related to state highways over national forest lands. (16-R3-92-0025)</p> <p style="text-align: center;">April 14, 1992</p>	<p>This <u>MOU</u> establishes procedures for coordinating the location, design, construction, management, operation, maintenance, signing, access, protection, conservation of environment, and other matters related to State highway development, use, and occupancy of National Forest Lands.</p>

List of Known Agreements with Other Agencies

<p>Corps (AZ); FHWA (AZ) ADOT</p>	<p>Operating Agreement – The Integration Process Relative to the National Environmental Policy Act and Section 404 of the Clean Water Act for projects involving: US Army Corps of Engineers – Arizona Area Office, Arizona Division of the Federal Highway Administration, Arizona Department of Transportation (No number assigned) February 8, 2005</p>	<p>This <u>Operating Agreement</u> describes the protocols used to meet NEPA requirements of both FHWA and COE with one document</p>
<p>EPA (Region IX); FHWA (AZ)</p>	<p>US Environmental Protection Agency, Region IX, US Department of Transportation Federal Highway Administration, Arizona Division, Memorandum of Understanding, Sole Source Aquifer Review Pursuant to Section 1424(e) of the Safe Drinking Water Act (No MOU number assigned) November 27, 2002</p>	<p>This <u>MOU</u> outlines the coordination protocols to be used by the EPA and FHWA within the bounds of designated soul source aquifers within Arizona to verify that the potential impacts of projects will not cause health hazards or cause the installation of additional treatment facilities to meet National Primary Drinking Water Regulations.</p>
<p>FHWA (AZ); SHPO (AZ);</p>	<p>Programmatic Agreement among the Federal Highway Administration, The Arizona State Historic Preservation Office, the Advisory Council on Historic Preservation, and the Arizona Department of Transportation for Administration of the Federal Aid – Highway Program (No number assigned) December 21, 2001</p>	<p>This <u>Programmatic Agreement</u> establishes agreed upon roles, responsibilities and activities the agencies will take to coordinate the protection of cultural sites that could be affected by highway projects</p>
<p>FHWA; National Conference of SHPOs; Advisory Council</p>	<p>Nationwide Programmatic Agreement Among the Federal Highway Administration (FHWA), the National Conference of State Historic Preservation Officers (National Conference of SHPOs), and the Advisory Council on Historic Preservation (ACHP), for Implementation of Transportation Enhancement Activities (no number assigned) April 29, 1997</p>	<p>This National level <u>Programmatic Agreement</u> establishes agreed upon roles, responsibilities and activities the agencies will take to coordinate the protection of cultural sites that could be affected by highway projects. It provides the basic agreement that states agencies can tier to.</p>

	FHWA (AZ); ADOT; SHPO (AZ)	<p>Interim Procedures for the Treatment of Historic Roads (no number assigned)</p> <p style="text-align: center;">November 15, 2002</p>	<p>This document provides temporary guidance agreed upon among FHWA (AZ), ADOT and SHPO (AZ) for interim procedures for in-use and abandoned Historic Roads with ADOT project areas while a Historic Roads Programmatic Agreement is being prepared.</p>
	FHWA (AZ); ADOT	<p>Arizona Programmatic Categorical Exclusion Approval (no number assigned)</p> <p style="text-align: center;">August 4, 2000</p>	<p>FHWA issued this approval to provide ADOT with authority to make a determination that federally funded projects that meet FHWA's regulatory requirements under 23 CFR 771.117(c) (i.e., Group 1) are categorically excluded from detailed NEPA analysis and articulates the process to be used for actions which qualify under 23 CFR 771.117(d) (Group 2).</p>
	ADOT; AZGFD	<p>Memorandum of Understanding between Arizona Highway Department and Arizona Game and Fish Department Regarding Highway Construction and Management of Wildlife Resources (no number assigned)</p> <p style="text-align: center;">December 31, 1963</p>	<p>Establishes how ADOT and AZGFD will communicate about proposed highway projects and collaborate minimize impacts to wildlife resources within Arizona.</p>
	FHWA (AZ); SHPO (AZ); ADOT	<p>Programmatic Agreement among the Federal Highway Administration, The Arizona State Historic Preservation and the Arizona Department of Transportation for Administration of the Transportation and Enhancement and Local Government Programs (SHPO-2003-0979)</p> <p style="text-align: center;">May 20, 2003</p>	<p>This <u>Programmatic Agreement</u> establishes agreed upon roles, responsibilities and activities the agencies will take to coordinate the protection of cultural sites that could be affected by Local Government projects</p>
	ADOT (AZ) SHPO (AZ)	<p>Programmatic Agreement between the Arizona Department of Transportation and the Arizona State Historic Preservation Officer regarding implementation of the cultural resources management program for the Arizona Department of Transportation</p> <p style="text-align: center;">July 16, 2001</p>	<p>This <u>Programmatic Agreement</u> establishes agreed upon roles, responsibilities and activities the agencies will take to coordinate the protection of cultural sites that could be affected by state highway projects.</p>
	ADOT FHWA	<p>Operating Partnership Agreement between the Arizona Department of Transportation and the Arizona Division of the Federal Highway Administration regarding the administration of Federal-aid transportation projects in the State of Arizona.</p> <p style="text-align: center;">November 4, 2004</p>	<p>This ADOT-FHWA <u>Operating Partnership</u> defines the respective responsibilities of ADOT and establishes procedures and implementation in accordance with 23 USC 106(b) and applicable State laws and regulations.</p>

Section 3.2 – Links to Planning and Long Range Plans

Section 3.3 – Project Reference Template

Section 4 – [Placeholder]