**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**