

PLANNING ASSISTANCE FOR RURAL AREAS

FY18 PRELIMINARY SCOPING PROCESS

➤ **Step 1: Applications Submitted**

The LPA or Tribal Applicant submits the PARA Application to the ADOT MPD PARA Program Manager. The PARA Program Manager and Pre-Scoping Selection Committee will select projects based on need and funding availability.

➤ **Step 2: Pre-Scoping Initiation**

The ADOT MPD Project Manager designates a **Pre-Scoping Team*, and schedules an initial Kick-Off Meeting and Field Review.

*PARA Pre-Scoping Team Members include:

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|-----------------------------------|--------------------------------------|
| ✓ Applicant Representative(s) | ✓ ADOT Bridge (as needed) |
| ✓ ADOT MPD Project Manager | ✓ ADOT Materials (as needed) |
| ✓ ADOT District Representative(s) | ✓ ADOT NEPA Planner (as needed) |
| ✓ COG/MPO Representative(s) | ✓ ADOT Right-of-Way (as needed) |
| ✓ Pre-Scoping Consultant team | ✓ ADOT Utilities (as needed) |
| ✓ ADOT Roadway (as needed) | ✓ FHWA Representative(s) (as needed) |
| ✓ ADOT Traffic Safety (as needed) | ✓ BIA Representative(s) (as needed) |
| ✓ ADOT Pavement (as needed) | ✓ *Other Stakeholders (as needed) |

**Other Stakeholders may include (but are not limited to): other federal/tribal/state/local agencies, utility companies, local businesses, school districts, and etc.*

➤ **Step 3: Kick-Off Meeting and Field Review**

The consultant and Pre-Scoping Team will attend the Kick-Off Meeting. The consultant will provide information on any known environmental issues and engineering deficiencies based on available information. The Pre-Scoping Team will discuss the proposed Scope of Work, and then perform a Field Review to verify details and refine the Scope of Work. (1 day)

➤ **Step 4(a): Field Review Report Preparation**

The consultant will document all findings from the Field Review via a Field Review Report or Meeting Minutes and submit to the Pre-Scoping Team for review. (2 weeks)

➤ **Step 4(b): Scope of Work and Field Review Report Acceptance**

The Project Team reviews the Field Review Report for accuracy and provides comments or approval. (2 weeks)

➤ **Step 4(c): Comment Resolution Conference Call (As needed)**

The Project Manager may schedule a Conference Call to resolve any comments on the Field Review Form and finalize the Scope of Work / project limits. (2-3 weeks based on Pre-Scoping Team availability)

➤ **Step 5(a): Draft Pre-Scoping Report Preparation**

The consultant will prepare a **Draft Pre-Scoping Report* and submits to the Pre-Scoping Team for review. (2 weeks)

*Draft Pre-Scoping Report includes:

- Schedule to complete project design (including NEPA/ROW/Utility clearances), final design, and construction
- Cost Estimate to complete project design, obtain clearances, and a planning level construction cost estimate (using ADOT's E2C2 tool or similar methodology)
- Scoping Document which lists all Scope of Work activities

➤ **Step 5(b): Draft Pre-Scoping Report Review**

The Pre-Scoping team will review the Draft Pre-Scoping Report and provide comments or approval. (2 weeks)

➤ **Step 5(c): Comment Resolution Conference Call (As needed)**

The Project Manager may schedule a Conference Call to resolve any comments on the Draft Pre-Scoping Report. (2-3 weeks based on Pre-Scoping Team availability)

➤ **Step 6(a): Final Pre-Scoping Report Preparation**

The consultant revises the Pre-Scoping Report based on comments received and submits to the Project manager. (2 weeks)

➤ **Step 6(b): Final Pre-Scoping Report Distribution**

The Project Manager verifies all comments have been addressed and distributes the Pre-Scoping Final Report to the Pre-Scoping Team for their records. (2 weeks)

Total Pre-Scoping Timeframe = Approximately 3-4 months
(from Kick-Off Meeting to Final Pre-Scoping Report)

Implementation

The PARA Pre-Scoping Report will identify potential funding sources. Once the Final Pre-Scoping Report is received, the LPA or Tribe could then determine which funding source(s) to pursue:

- Local funds, via an internal Capital Improvement Program;
- Regional federal funds, via the appropriate regional Transportation Improvement Program (contact your Council of Governments or Metropolitan Planning Organization);
- Tribal funds, via the Tribal Transportation Improvement Program (contact the Bureau of Indian Affairs Regional Office or Federal Highway Administration's Central Lands Department);
- Grant funds; or
- Alternative funding (Public Private Partnerships, bonding, or other methods).

ADOT's PARA Pre-Scoping program does not offer design or construction funding for a project, nor does it guarantee the above potential funding sources will be awarded.