

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).

Choose One:

The Scope, Schedule, and/or Budget have changed since this project was established as a HURF Exchange project. Attached you find a revised copy of the HURF Exchange Workbook (Scope, Draw Schedule, Budget) form with the most current project information. As well as the HURF Exchange Invoice and Reimbursement form requesting the first payment as outlined on the Draw Schedule.

Or;

The Scope, Schedule, and/or Budget have not changed since this project was established as a HURF Exchange project. Attached you will find a copy of the HURF Exchange Invoice and Reimbursement for 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 (if applicable)
HURF Exchange Draw Schedule Invoice and Reimbursement Request Form