

**PIMA ASSOCIATION OF GOVERNMENTS  
TRANSPORTATION PLANNING DIVISION**

**PROJECT DEVELOPMENT ACTIVITIES FUND (PDAF) GUIDELINES**

Approved by PAG Regional Council on April 24, 2002

**I. GOALS OF PDAF**

PAG established Project Development Activity Funds (PDAF) to facilitate development of transportation related projects and to ensure that a pool of viable projects is available for future programming within the PAG region.

PDAF funding is intended to “*make projects happen*”. This could be achieved through -

- jump starting a project that is having trouble getting off the ground,
- accelerating a key project,
- developing scope & budget information to help a project compete for construction funding

Construction projects are not eligible for PDAF funds. While there is no annual sub-allocation of PDAF to individual PAG member jurisdictions, PAG’s goal is to see that each member is able to take advantage of PDAF during the course of PAG’s 5-year Transportation Improvement Program (TIP).

**II. APPLICANTS AND SPONSORS**

Applicants may include local governments, tribes, and citizen or non-profit groups. If an applicant is not a local government, it must have a local government sponsor, or a tribal agency. The local government sponsor must submit all project applications and will be responsible for project implementation.

**III. ELIGIBLE TYPES OF PROJECTS**

PDAF funding is provided from PAG’s 12.6% funding category. Hence development activities are limited to arterial roadways only. Bicycle and pedestrian projects are eligible if they relate to an arterial roadway. Transit projects are not eligible. The following types of development activities or projects are anticipated:

- Major Investment or Corridor Studies (MIS)
- Design Concept Reports (DCR)
- Engineering & Design Studies
- Right of way Acquisitions
- Non-Traditional Projects

Construction projects are not eligible under the scope of PDAF. Projects shall demonstrate a strong linkage to the regional transportation system by proximity, function, or impact. Projects should be related to routes which have a federal functional classification of minor arterial or above.

**IV. PDAF SUBMITTAL DEADLINES**

PDAF funds are typically allocated once each fiscal year (defined as July 1 to June 30). Requests for PDAF applications will be due to PAG by **April 1** of each year. These applications will then be considered at the TIP subcommittee meeting in April, and then forwarded as needed through PAG’s regular TIP

approval process. After the initial TIP funding cycle, if any PDAF funds remain unallocated, PAG may consider a second round of PDAF applications in the same fiscal year. In this case, an appropriate schedule will be announced to the PAG member jurisdictions.

All project submittals must be made by the local government sponsor, in writing, and using the appropriate submittal form available from PAG. These submittals should be sent to PAG's Transportation Planning Division, Attn: TIP Planner, 177 N. Church #501 Tucson, AZ 85701.

## V. FUNDING LIMITATIONS

In order to maximize the use of these funds by as many jurisdictions and types of projects as possible, the total funding requests from each applicant should not exceed \$50,000.

## VI. APPROVAL PROCESS

Requests for new projects or increases in funding up to \$10,000 will be processed in accordance with approved TIP Amendment policies and procedures.

## VII. FUNDING AVAILABLE

A maximum of PDAF funding available is estimated at \$350,000 per year or as determined by the TIP subcommittee.

Funds that have not been used pursuant to the project completion schedule below may be forfeited and made available for new project requests.

Any project which was not approved during a funding cycle must be resubmitted in order to be considered during the next funding cycle.

Additional funds, if needed, may be approved if cash flow is available or if un-utilized funds have been released, and/or upon approval of PAG's Regional Council.

## VIII. PROJECT COMPLETION SCHEDULE

Since the goal of PDAF is *"to make projects happen"*, applicants requesting PDAF should be able to initiate work almost immediately and adhere to the following schedule. A written report of project progress must be submitted to PAG within 60 days following approval. Any variances from the schedule below should be noted and explained in the report.

<b><i>Type of Project</i></b>	<b><i>Expected Start</i></b>	<b><i>Expected Completion</i></b>
MIS or Corridor Studies	12 months	6 - 18 months
Design Concept Reports	6 months	6 - 12 months
Engineering & Design Studies	6 months	6 - 18 months
Right-of-way Acquisitions	3 months	6 - 9 months
Non-Traditional, Projects	6 months	6 - 9 months

PDAF funds reserved for projects which have not been completed within 24 months of their funding approval will be automatically forfeited and the funds will be returned to the PDAF fund balance for application to other projects.

#### **IX. APPLICATION FORM**

The PDAF application form must be submitted by a government sponsor using the form provided for PDAF requests. Application forms may be requested from the TIP Programming Manager. Additional information which the applicant feels may strengthen their request may also be submitted.

#### **X. WAIVER**

Nothing in these policies shall prohibit any applicant or sponsor from requesting a waiver of any of the referenced provisions.

#### **XII. DISBURSEMENTS / REIMBURSEMENT TO PAG**

PDAF funds will be disbursed to project sponsors in accordance with adopted cash management procedures. PAG may request reimbursement for right of way acquisition and engineering and design projects which are not constructed within 5 years of PAG's original disbursement of funds. Reimbursement does not apply to MIS, Corridor, or DCR.