

## TERC Annual Project Review Process

On an annual basis, the TERC will review projects and request that sponsors explain to the Committee why their projects are inactive and their future plans to successfully construct the project.

### Prior to the Meeting

At least 8 weeks prior to the annual review, TE PMs will provide notice to the sponsor and the MPO/COG TERC member regarding the upcoming meeting and their current inactive status.

A project shall be considered inactive for any of the following reasons:

- It was awarded 3 or more full years prior and has not yet been bid for construction.
- There has been no activity or communication regarding the project in 6 months or more.
- The project has unresolved issues that are creating delay and/or preventing the project from moving forward, such as constructability issues, issues with any of the major clearance areas (environmental, ROW, utilities), eligibility concerns, or budget shortfalls that cannot be addressed through reduction of scope.
- Due to budget or constructability constraints, the scope must be reduced to such an extent that the project is no longer consistent with the intent of the original application as awarded by the TERC.

Approximately 1 month prior to the meeting date, an invitation letter will be sent to the project sponsor, with a copy to the TERC MPO/COG member and FHWA, informing them of the need to present to the TERC. [See invitation letter template.](#)

### At the Meeting

Each project sponsor must be prepared to present information to the Committee regarding project status, schedule, costs and any issues encountered. Handouts are to be limited to 4 pages, including schedule and at least one map. Ten minutes will be allotted for each presentation and follow up discussion.

In the event that a response is not received from the sponsor, a project may be cancelled as outlined in the Arizona Transportation Enhancement Program Application.

### After the meeting

Once the Committee makes a determination regarding the project, within 14 working days of the meeting, the TE PM will send a letter to the project sponsor informing them of the TERC's decision. This letter will also be sent to the MPO/COG TERC member and FHWA specifying requirements for reporting future milestones. [See notification letter template.](#)

Note that this decision may not necessarily occur at the same meeting, depending on the number of projects under review. The TERC may need to hold a follow up meeting to finalize project decisions.

### Meeting Follow Up

At the next TERC Policy and Procedures meeting, the status of the projects will be reviewed and if any projects remain inactive, a decision will be made regarding continuation or cancellation of the project. This decision will be provided back to the sponsor in written form. [See follow up letter template.](#)