

Staffing Plan

Agency Documents Reviewed By ADOT LPA Section

Organizational Chart

Submit to ADOT LPA Section before March 29, 2019

Assessment Questions

Question	Y/N	Document, Page, Paragraph
Does the Agency's Organizational Chart accurately identify current Key Personnel?		
Does the Agency's Organizational Chart identify position title and contact information for each Key Personnel?		
Does the Agency have a well-documented process for adding/deleting/modifying Key Personnel? Does the Agency's process include providing an advance written notice to the ADOT LPA Section when Key Personnel changes occur?		

See the list of Key Personnel and Roles and Responsibility below for more information.

Key Personnel	Role and Responsibility
Designated Approval Authority	Official with the authority to formally assume responsibility for the implementation of the project development program and delivery of FAHP projects.
CA Liaison	An executive decision maker with working knowledge of the CA Program and main point of contact for ADOT.
Responsible Charge	Note: If the responsible charge is not a full-time Agency employee, the Agency must designate a full-time employee in responsible charge for the project.
Title VI Coordinator	Designated individual directly responsible for the management and administration of the Agency's ADOT-approved Title VI Program Plan.
ADA Coordinator	Designated individual directly responsible for the Agency's compliance with its ADA Transition Plan.
DBE Liaison	Designated individual directly responsible for implementing and monitoring DBE Program activities and advising the Agency fully and properly of DBE Program Plan issues.
ROW Agent	Designated individual directly responsible for the Agency's compliance with federal requirements for ROW activities, administration of appraisal, acquisition, and relocation activities, and preparation of the ROW Plan and ROW Clearance Letter.

Agency – Prepared by:	
Signature	
Printed Name	
Title	
Date	

ADOT – Reviewed by:	
Signature	
Printed Name	
Title	
Date	