

KEY PRESENTATION POINTS – LEARNING GUIDE

PROJECT REVIEW BOARD (PRB)

PRB is the first step in the ADOT Project Change Control System. The next two steps are the Priority Planning Advisory Committee (PPAC) and the State Transportation Board.
PRB acts on changes to the current Program.

FEDERAL AUTHORIZATION

The Federal Aid Highway Program requires a state or local match. 5.7% for Arizona.
Programming is done from most restrictive categories first (HSIP, CMAQ, Rail) and the most flexible category (STBGP Flex) is saved for last.
State projects programmed on needs/competition basis
Projects in the 5-Year program are approved by the State Transportation Board.

FEDERAL HIGHWAY ADMINISTRATION (FHWA)

Authorization is required before work starts or is advertised for consultant services or construction.
The authorization request must have a clearly defined scope of work, title and description.
An inactive project has not had expenditures in 6 months.
The project closeout process should occur soon after the project is physically completed.

ACCOUNTS RECEIVABLE (AR)

AR invoices and collects money for local match on projects.
They submit weekly request for reimbursement from FHWA.
They assist other ADOT units with invoicing and collections.
AR also works with the Attorney General's office on uncollectible amount.

ACCOUNTS PAYABLE (AP)

July 1 – The fiscal year begins – new program begins
Responsible for payments to contractors, construction, engineering consultants, local governments, railroads, Utility, and telecom payments.
AP enters contracts Payable invoices for ECS, Aviation, MPD, Utility and Railroads, and local projects.

PROJECT EXPENDITURE REPORTS

This type of report was developed to provide information and transparency of actual project cost to local governments, track ADOTs actual development cost, track cost trends on some project and monitor and track expenses for state and local projects.
The report will show project charges and will list the employee name that made the charge.

PROJECT INFORMATION RETRIEVAL TOOL (PIRT) & DESIGN ITEMIZED COST ESTIMATE (DICE)

PIRT is ADOTs read only, one stop shop, for design, schedule, financial and other valuable project information.
PIRT collates data from the many systems across the agency into a single point of access to quickly and accurately provide relevant information and reports to its many customers.
DICE is a web based application used to derive the cost and man-hours required to complete the design phase for construction projects.
Users enter technical group functions and hours to forecast the effort and resources required to deliver a project

ACRONYM LIST

Accounts Payable (AP)
Accounts Receivable (AR)
Database Info Reconciliation Transmittal (DIRT)
Design Itemized Cost Estimate (DICE)
Estimated Engineering Construction Cost (E2C2)
Federal Highway Administration (FHWA)
Financial Management Services (FMS)
Highway User Revenue Fund (HURF)
Notice to Proceed (NTP)
Project Information Retrieval Tool (PIRT)
Project Management Group (PMG)
Project Planning Advisory Committee (PPAC)
Project Resource Office (PRO)
Project Review Board (PRB)