

CA Updates to the Schedule of major ADOT-defined milestones Standard Work Sheet

Best Practice:	CA Manual, page 19, Project Initiation, paragraph 2: The schedule of major ADOT-defined milestones (Development Schedule) includes the dates for the project initiation letter, project start-up or kickoff, National Environmental Policy Act of 1969 (NEPA) approval, ROW, utility, and railroad clearances, construction package, federal authorization for construction, bid advertisement, and bid award and project completion date. If applicable, the schedule may include dates for pre-planning, federal authorization for preliminary engineering, design stages I, II, III, and IV, Pavement Design Memo, and final PS&E. The CA Agency must notify the ADOT PM and ADOT LPA Section of schedule changes in a timely manner.
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Who:	CA personnel (CA) involved in project development and the CA Liaison (notification). ADOT Project Managers (PM) assigned to CAs, LPA Process Manager (Rolanda Smedley) and Oversight and Monitoring Manager (O&M Manager; Jennifer Catapano). Effective July 15, 2022.	Date:	15-Jul-22
		Revision:	1

Frequency	Action/steps		Action Details/how to complete the steps
Once	A	CA add project to STIP	CA adds CA project to their State Transportation Improvement Program.
Once	B	MPD loads ADOT eSTIP system	MPD loads the STIP data into the ADOT eSTIP system. https://estip.azdot.gov/
Once	C	Automated ADOT system	Once necessary approvals are met (if needed) the project data flows directly from eSTIP into Workfront.
Once	1	CA submits a Development Schedule in the Initiation packet.	Once the project is in the MPO TIP and STIP, the CA must request project initiation from the ADOT LPA Program Section before the project development process begins. Project Initiation will provide the CA with a federal project number, and an ADOT project number. Along with other required items, the initiation form must include a detailed schedule of major ADOT-defined milestones (Development Schedule). The completed project initiation packet should be emailed to LocalPublicAgencySection@azdot.gov with a cc: to the PM.
Quarterly (or as needed)	2	Report any changes to the initial Development Schedule to the PM.	At a minimum, changes to the initial Development Schedule should be reported to the PM, via email, no later than the last business day of each State Fiscal Quarter (September/December/March/June). If there are no changes, email that there are no updates for that quarter. Changes to the final deliverable (authorization package) must be sent to the PM as soon as the change occurs. Cc: the O&M Manager and LPA Process Manager .
Monthly	3	Update WorkFront	ADOT PM will update WorkFront within 10 business days of receiving the updated Development Schedule.
Monthly	4	Confirm WorkFront is updated	The LPA Process Section will confirm that all cc'd information was updated into WorkFront, as required.

Forms / File links: <https://azdot.gov/sites/default/files/2019/05/certification-acceptance-manual.pdf>