

## MEMORANDUM

TO: Certification Acceptance (CA) Agencies

FROM: Rolanda Smedley, Process Manager, Local Public Agency (LPA) Section

CC: Bret Anderson, LPA Section Manager, LPA Section

Jennifer Catapano, Oversight and Monitoring Manager, LPA Section

Steve O'Brien, Sr. Division Admin/Group Manager, Project Management Group (PMG)

Vivian Li, Senior Project Manager, PMG

Dana Cherry, Transportation Engineering Specialists, PMG

DATE: August 8, 2024

RE: Period of Performance End Date (PPED) Extension Request Submittal Standard Operating Procedure (SOP)

---

The purpose of this SOP is to provide a clear understanding of the sequence of steps required to request an extension to the PPED. It outlines the actions to be taken by all parties involved.

Should you have questions or concerns regarding this memo, please contact Jennifer Catapano, Oversight and Monitoring Manager at [jcatapano@azdot.gov](mailto:jcatapano@azdot.gov).

Thank you.