

Project Delivery Academy Learning Guide

Wednesday, August 14, 2024

Module 2 - Federal Authorization of a Project

Webinar

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 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.
- The project closeout process should occur soon after the project is physically completed.

Federal Authorization

- The Federal Aid Highway Program requires a state or local match.
- State projects programmed on a needs/competition basis.
- Projects in the 5-Year program are approved by the State Transportation Board.

Project Accounting and Payroll

- Project Master should be used by project managers, Multimodal Planning, Aeronautic, Transit and other sections within ADOT.
- The user will enter in the new project information for all project phases. The system assigns federal aid project numbers.
- Payroll reports are separated by department. Emails noting incorrect information will be sent to the project manager.

Project Expenditure Reports

- This report provides information and transparency of actual project costs to local governments, tracks ADOTs actual development cost, tracks cost trends and monitors and tracks expenses for state and local projects.
- The report will show project charges and will list the employee name that made the charge.

Accounts Receivable (AR)

- AR invoices and collects money for the local match on projects.
- They submit weekly requests for reimbursement from FHWA.
- They assist other ADOT units with invoicing and collections.

Contracts Payable (CP)

- July 1 – The state fiscal year and new program begins at ADOT.
- CP is responsible for payments to contractors, engineering consultants, local governments, railroads, Utility, and telecom payments.