FEDERAL AUTHORIZATION AND WORKING WITH ADOT   **11/4/2020**

Module 2 offers a discussion from ADOT Financial Management Services (FMS) as they explain federal authorization steps and requirements. Attendees will then hear from Federal Highway Administration (FHWA) and understand their role in authorization. Project Management Group (PMG) staff will discuss the best ways to communicate and work with your ADOT project manager.

AGENDA

WELCOME AND INTRODUCTION	**8:00 am-8:15 am (15 minutes)**

Karla Petty, Division Administrator, FHWA
Rolanda Smedley, Process Manager, ADOT
Jennifer Catapano, Local Public Agency Liaison, ADOT

FEDERAL AUTHORIZATION	**8:15 am-9:15 am (60 minutes)**

Elise Maza, Program/Project Funding Administrator, ADOT
Alison Hill, Resource Administration Manager, ADOT
Maria Coronado, Accountant III, ADOT
Patrycja Kozaczka, Accounting Manager, ADOT
- Understanding Federal Aid
- Certification Acceptance (CA) Packet Overview
- 01D vs. 03D
- Project End Dates
- Inactive Projects

BREAK	**9:15 am-9:25 am (10 minutes)**

FHWA AND THEIR ROLE IN AUTHORIZATION	**9:25 am-10:25 am (60 minutes)**

Tom Deitering, Project Delivery Team Leader, FHWA
Roman Moreno, Finance Manager, FHWA
Susan Webber, Area Engineer, FHWA
- Project Funds Management
- Project Authorization Package
- Commonly Non-Participating Items/Change Orders

BREAK	**10:25 am-10:35 am (10 minutes)**

FEDERAL AUTHORIZATION AND WORKING WITH ADOT   11/4/2020

AGENDA

WORKING WITH YOUR ADOT PROJECT MANAGER	10:35 am-11:35 am (60 minutes)

Jennifer Acuna, Senior Project Manager, ADOT
Eric Prosnier, Project Manager, ADOT
- The Role of the ADOT Project Manager
- Scheduling and Reporting
- Design Phase, Advertisement and Closeout

CLOSING REMARKS AND SURVEY	11:35 pm-11:50 am (15 minutes)

Rolanda Smedley, Process Manager, ADOT
Jennifer Catapano, Local Public Agency Liaison, ADOT
- Training survey
- Next meeting date
  - December 3, 2020 at 8 am
  - Module 3 - Clearances