

KEY PRESENTATION POINTS – LEARNING GUIDE

FEDERAL AUTHORIZATION

- The Federal Aid Highway Program requires a state or local match – 5.7% for Arizona.
- Apportionments (checks) – Amount set in program authorization bill.
- Obligation Authority (cash) – Amount set annually in budget bills.
- State projects are featured in the Five Year Capital Program.
- Local projects are listed in the State Transportation Improvement Program (STIP).
- The 01D subphase is set up for the ADOT staff charges.
- The 03D subphase is required when using ADOT on-call for design regardless if the funding is local or federal dollars.
- The project end date is the final date when the recipient may perform work to be allowable for reimbursement on a federally-funded project.

FHWA AND THEIR ROLE IN AUTHORIZATION

- 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.
- Requesting authorization before a project is ready to proceed is a prohibited practice.
- A project should be advertised promptly after authorization. FHWA's expectation is Award and Notice to Proceed occur within 3 months of authorization.
- A project is considered inactive if it has not had expenditures in 6 months.
- The closeout process should occur soon after the project is physically completed.

WORKING WITH YOUR ADOT PROJECT MANAGER (PM)

- Eric Prosnier oversees City of Scottsdale, City of Tucson, City of Mesa, Maricopa County, City of Tempe, City of Chandler, Pima County.
- Jennifer Acuna oversees City of Phoenix.
- The ADOT PM is responsible for communicating to ADOT management if the project is on schedule for delivery. They also:
 - Coordinate submittals with ADOT Environmental and Right of Way Groups.
 - Verify federal regulations.
 - Submit required documentation to ADOT Financial Management Services.
 - Review and submit closeout paperwork.
 - Hold quarterly update meeting with CA agencies.
 - Approve reimbursement requests.