

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

Best Practice:	CA Manual, page 12, Period of Performance, paragraph 5: <i>When the CA Agency identifies the need to request an extension to the PPED, the CA Agency must notify ADOT immediately or 90 days prior to the Project End Date, whichever is sooner by completing the PPED Form. The completed form must include the reason for the extension with the proposed Period of Performance End Date. The PPED Form can be found on the ADOT Local Public Agency website. Submit the PPED Form to ADOT Resource Administration with a copy to the ADOT PM. Incomplete forms will not be processed. Any expenditures after the Project End Date are not federally reimbursable and are therefore the responsibility of the CA Agency. Requests must be submitted individually as requests cannot be combined for multiple federal/ADOT projects. Once approved by FHWA, the ADOT PM will notify the CA agency.</i>			
Who:	Certification Acceptance (CA) Agency, CA Liaison (or designee), ADOT Resource Administration (RA), ADOT Project Manager, Federal Highway Administration (FHWA). Effective July 1, 2024		Date:	1-Jul-24
			Revision:	1
Frequency	Action/steps		Action Details/how to complete the steps	
As Needed	1	Identify the need for an extension to the PPED	CA Liaison (or designee) identifies the need to request an extension to the PPED. Upon making this decision, the CA Liaison must notify ADOT immediately or 90 days prior to the Project End Date, whichever is sooner.	
Once	2	Download PPED Form	Download the PPED from the ADOT Local Public Agency website. https://azdot.gov/sites/default/files/2024-06/Period-of-Performance-End-Date-Form-Fillable.pdf	
Once	3	Complete PPED Form	The completed form must include the reason for the extension with the proposed PPED. Incomplete forms will not be processed. <i>Any expenditures after the Project End Date are not federally reimbursable and are therefore the responsibility of the CA. Requests must be submitted individually as requests cannot be combined for multiple federal/ADOT projects.</i>	
Once	4	Submit PPED Form	CA Liaison submits the completed form to RA at resourceadmin@azdot.gov with a cc to the ADOT project manager.	
Once	5	Review and Submit Form to FHWA	RA must review and submit the completed form to FHWA for approval and signature within 10 business days from receipt.	
Once	6	Approve and Update AZPR2X	Once approved by FHWA, FHWA will provide an updated AZPR2X to the ADOT PM.	
Once	7	Notify CA	The ADOT PM will notify the CA Liaison and provide the updated AZPR2X.	
Once	8	Save Approved PPED Form	The approved PPED form must be saved with the project records.	
Forms / File links: https://azdot.gov/sites/default/files/2024-07/2024-CA-Manual_Final.pdf				