ARIZONA DEPARTMENT OF TRANSPORTATION

PROJECT DELIVERY ACADEMY

MODULE 1: Planning and Programming

# Local Public Agency


Presented by:

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Project Resource Office & Local Public Agency Section Manager

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# LOCAL PUBLIC AGENCY

## Why does ADOT have a Local Public Agency Section?

- Federal funding from FHWA comes to the State DOTs
- ADOT administers a majority of the local agencies federally funded transportation projects
- ADOT provides a delegation of authority to eight Certification Acceptance agencies (CA)
- ADOT is responsible for the oversight and monitoring of the eight CA agencies to ensure the federal process if being followed.

Federally Funded

# ARIZONA DEPARTMENT OF TRANSPORTATION LOCAL PUBLIC AGENCY SECTION

**LPA serves ADOT to support the Federal-aid Highway Program in Arizona.**

**Programming**: Assists Local Public Agencies with navigating federal processes and programs;

- Transportation Alternatives
- Off-system Bridge Program
- HURF (ADOT Program)
- AZSMART

**Oversight and Monitoring**: Provides Oversight & Monitoring of federally funded local transportation projects/programs

- Compliance Reviews
- Construction Site Monitoring

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# PROJECT INITIATION WITH ADOT

## How does LPA assist Project Managers (PMs):

ADOT LPA Section currently initiates the project based on information provided by the LPA

1. Request project numbers
2. Initial Review of Scope and Budget
3. Hand off project to the PM to initiate IGA
4. PM will Request Federal Authorization

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# ADMINISTRATION ROLES ON LOCAL ROJECTS

1. **ADOT Administration (AA)**
   - The project is administered by ADOT; the LPA is an active stakeholder on the project team.
2. **Certification Acceptance (CA)**
   - The LPA can administer all their projects, in general, with limitation
3. **Self-administration (SA)**
   - The LPA administers one project (design phase) but only after an approval process

# ARIZONA DEPARTMENT OF TRANSPORTATION DELEGATED AUTHORITY

## Certification Acceptance Agencies

- 8 agencies
- By a master agreement, LPAs can administer their projects with some limited authority
- These agencies were recertified in 2025 (good for 5 years)

## Self-Administration

- By an IGA and application approval process, LPAs can <u>self-administer</u> the design phase of a specific project.

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# FINANCIAL AND REGULATORY CONSIDERATIONS

Important to Remember:

- LPA projects must first be listed in their regional TIP to be eligible for federal funds.
- If you use any federal funds the project becomes federalized
- Scope and budgets must be aligned.
- Project Development Administration (PDA)
- Schedule slippage can jeopardize project funding
- To be eligible, allowable costs must be reasonable, necessary and directly related to the specific project
- Inactive projects ☹

# FINANCIAL AND REGULATORY CONSIDERATIONS

## Important to Remember:

- Project costs incurred before the federal authorization date are not eligible for reimbursement with federal funds.
- Records must be maintained for a minimum of 10 years following FHWA project closeout in FMIS for any project Administered by ADOT.
- LPAs can use ADOT, MAG or PAG design standards; design exceptions are a case-by-case basis

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# Why Is ADOT Responsible for Oversight & Monitoring

- Stewardship and Oversight Agreement
- Compliance is required to keep the money in AZ which is a condition of using federal funds
- ADOT is accountable for the funds

THE TIMES
SCOTLAND
World Cup of fraud
FIFA
Blair quits role as Middle East peace envoy
MSPs throw out suicide bill

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# FINANCIAL AND REGULATORY CONSIDERATIONS

## REGULATORY

- Know and understand federal form-1273
  - No Changes to the verbiage

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# Two Helpful Resources

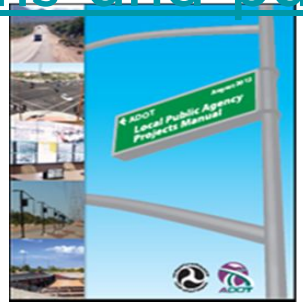
## Federal-aid Essentials

U.S. Department of Transportation Federal Highway Administration

https://www.fhwa.dot.gov/federal-aidessentials/

## Local Public Agency Projects Manual

https://www.azdot.gov/business/programs-and-partnerships/LocalPublicAgency/overview



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# LOCAL PUBLIC AGENCY

**Bret Anderson – PRO & LPA Section Manager**

## Programming

**Mark Henige – Program Manager**

- Vacant – Senior Project Coordinator
- Chandra McMillan – Project Coordinator
- Dylan Renner - Project Coordinator

## Process (Oversight and Monitoring)

**Rolanda Smedley – Process Manager**

- Jennifer Catapano - Oversight and Monitoring (O&M) Manager
- Ben Robideau – O&M Regulatory Compliance Reviewer
- Cyndi Callahan – O&M Regulatory Compliance Review and Training Coordinator

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# Project Resource Office

20-30-30-20

## What does this mean?

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# Functions of PRO

- Project Data Management
- Delivery Metrics
- Contract Management
- Record Drawings
- ROAD Portal
- Workfront
- Project Review Board

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# ADOT Delivery Goals

- Problem Identified
  - 2014 ADOT delivered  84% of the projects (State and Local) in the last 6 months of the fiscal year.  63% was in the 4th Quarter
  - Created tremendous stress and effort for staff and consultant community
  - Too many project being out on the street affects quality of the bids

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# ADOT Delivery Goals

## 20-30-30-20

- Goal was implemented in 2015
- Even out the delivery of State and Local projects administered by ADOT

**Challenge:**

- **Delivery of projects that take 6-18 months for development is like a freight train - can not make a sharp turn - it is a slow curve to change directions**

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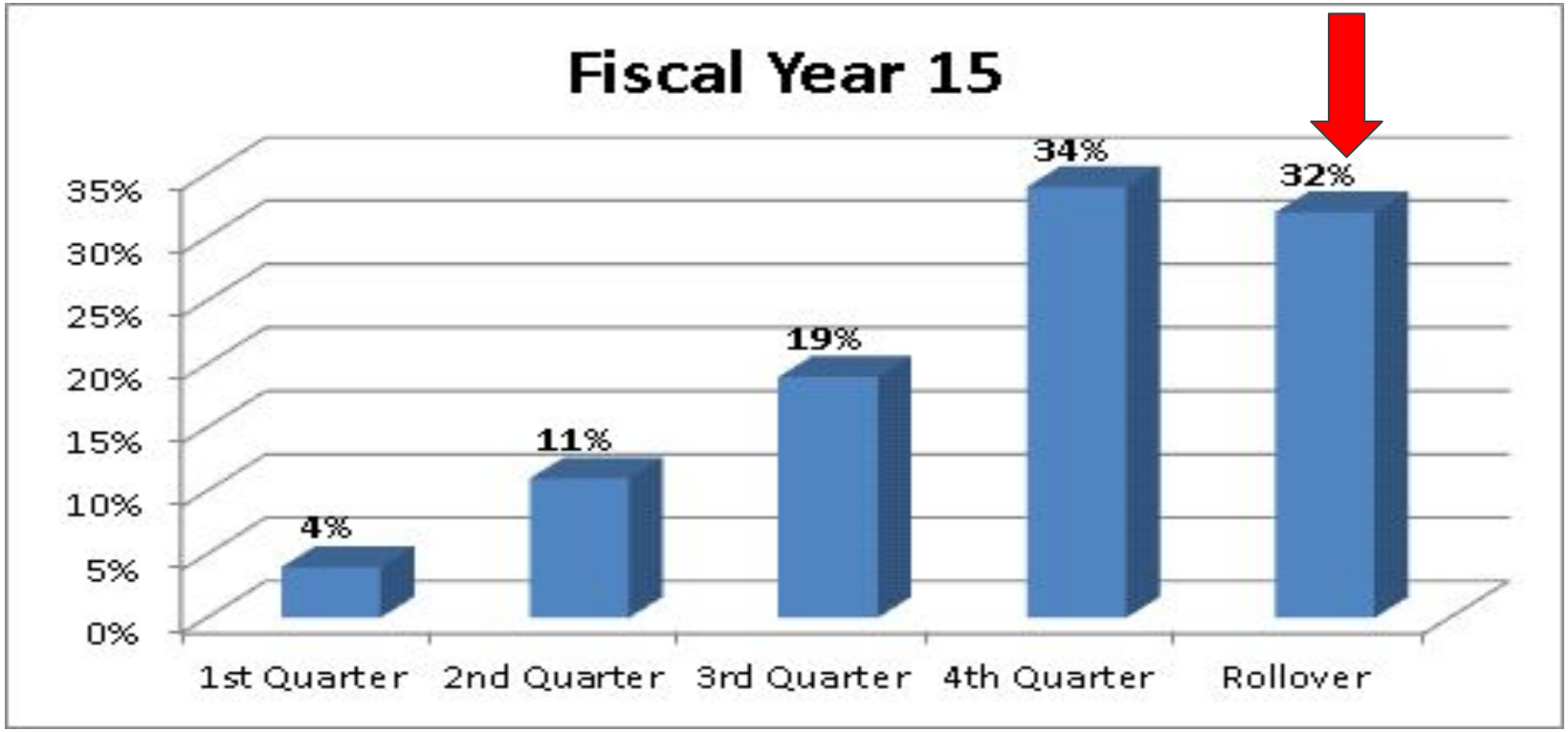
# Where We Started - Year 1



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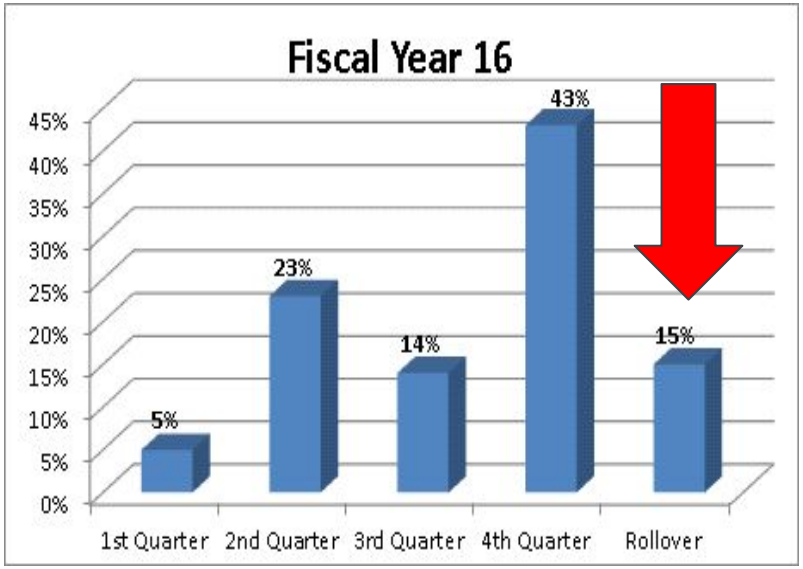
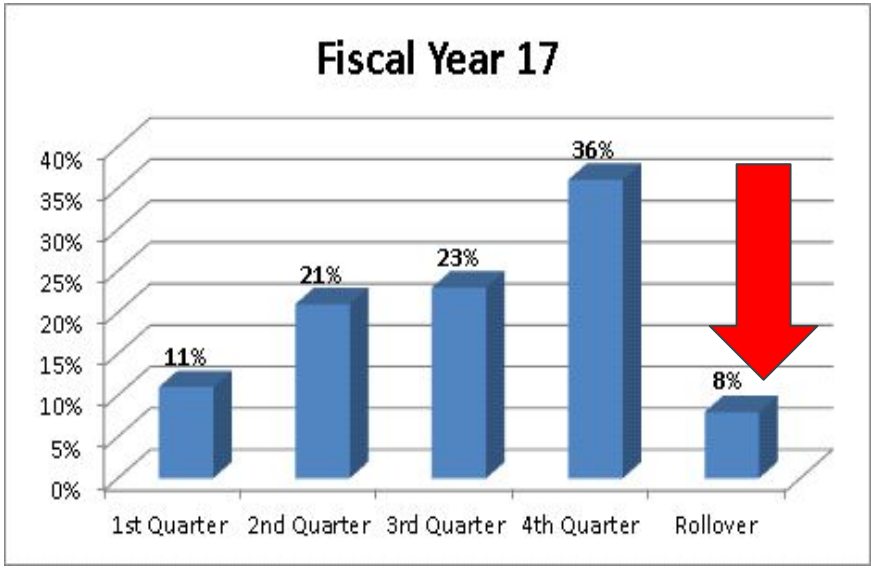
# Year 2 (FY 16)




# Year 3 (FY17)




We started to show improvement with our “5th” Quarter

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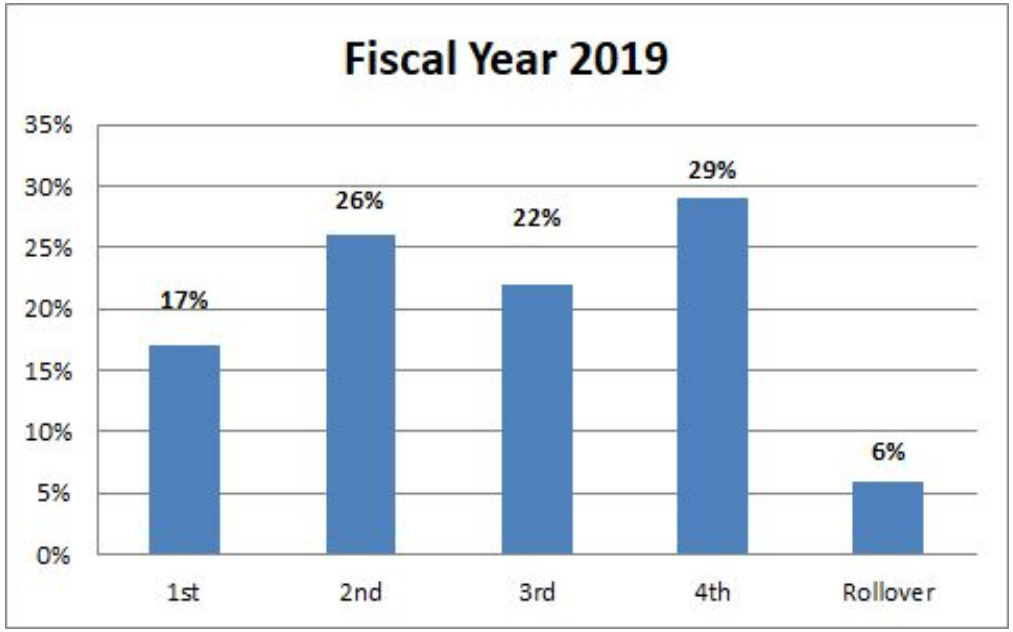
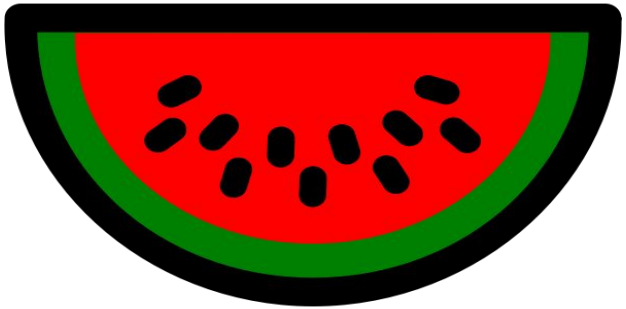
# 5th Year Progress




- Flattened out Delivery
- Success?
- Actually the result was a Watermelon



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# Quarterly Hockey Sticks

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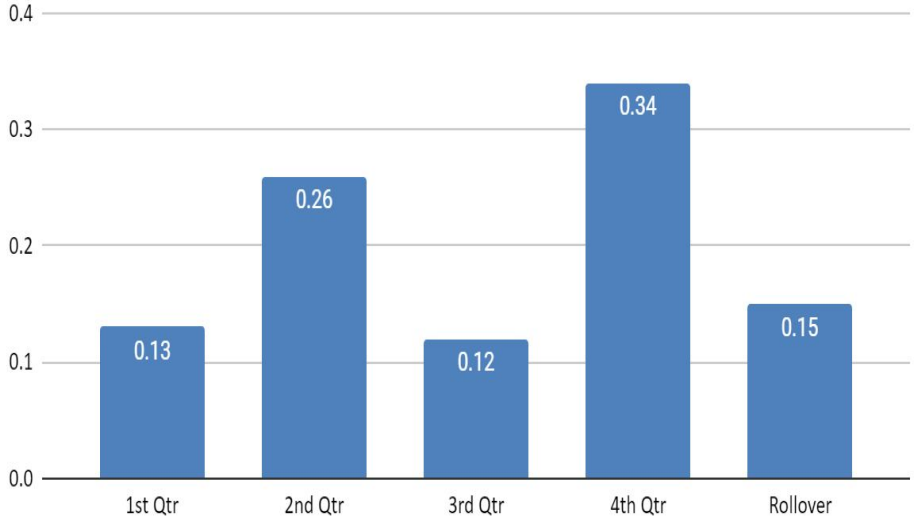
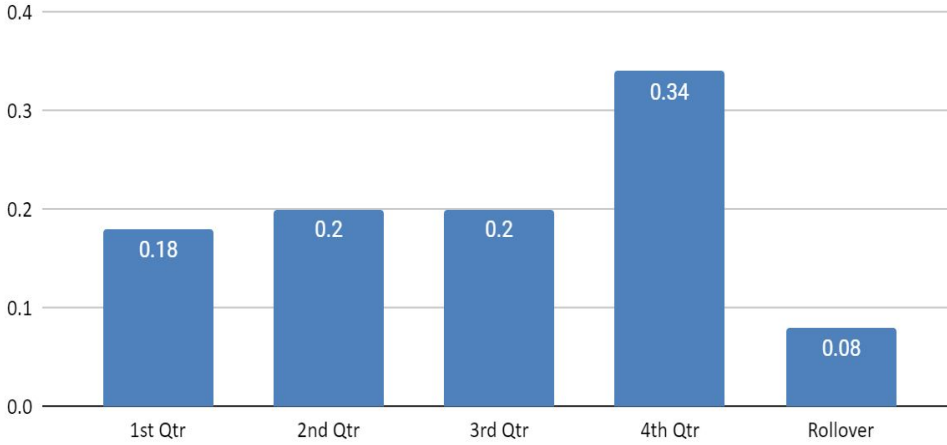
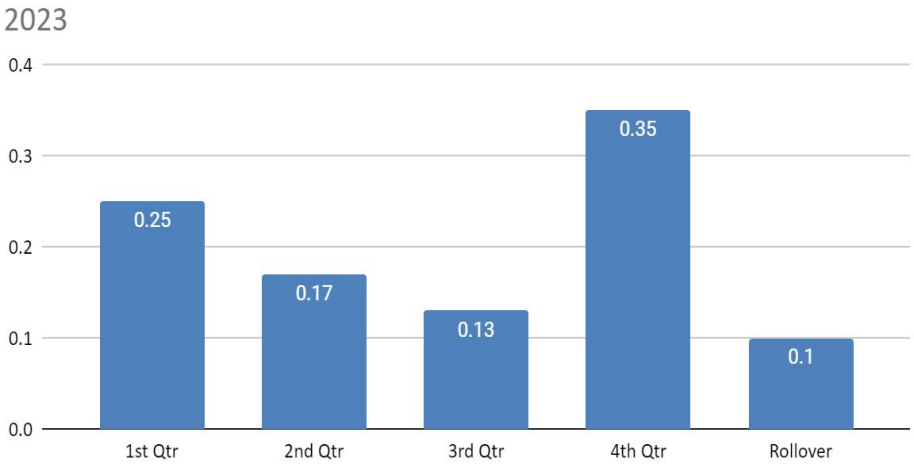
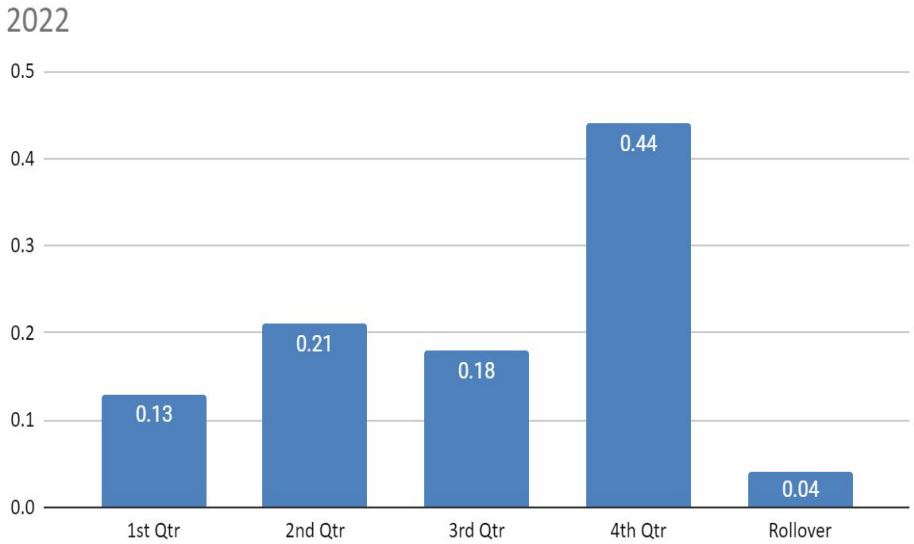
## 2020




## 2021




2023
0.4
0.3
0.2
0.1
0.0
0.25
0.17
0.13
0.35
0.1
1st Qtr
2nd Qtr
3rd Qtr
4th Qtr
Rollover


2022
0.5
0.4
0.3
0.2
0.1
0.0
0.13
0.21
0.18
0.44
0.04
1st Qtr
2nd Qtr
3rd Qtr
4th Qtr
Rollover

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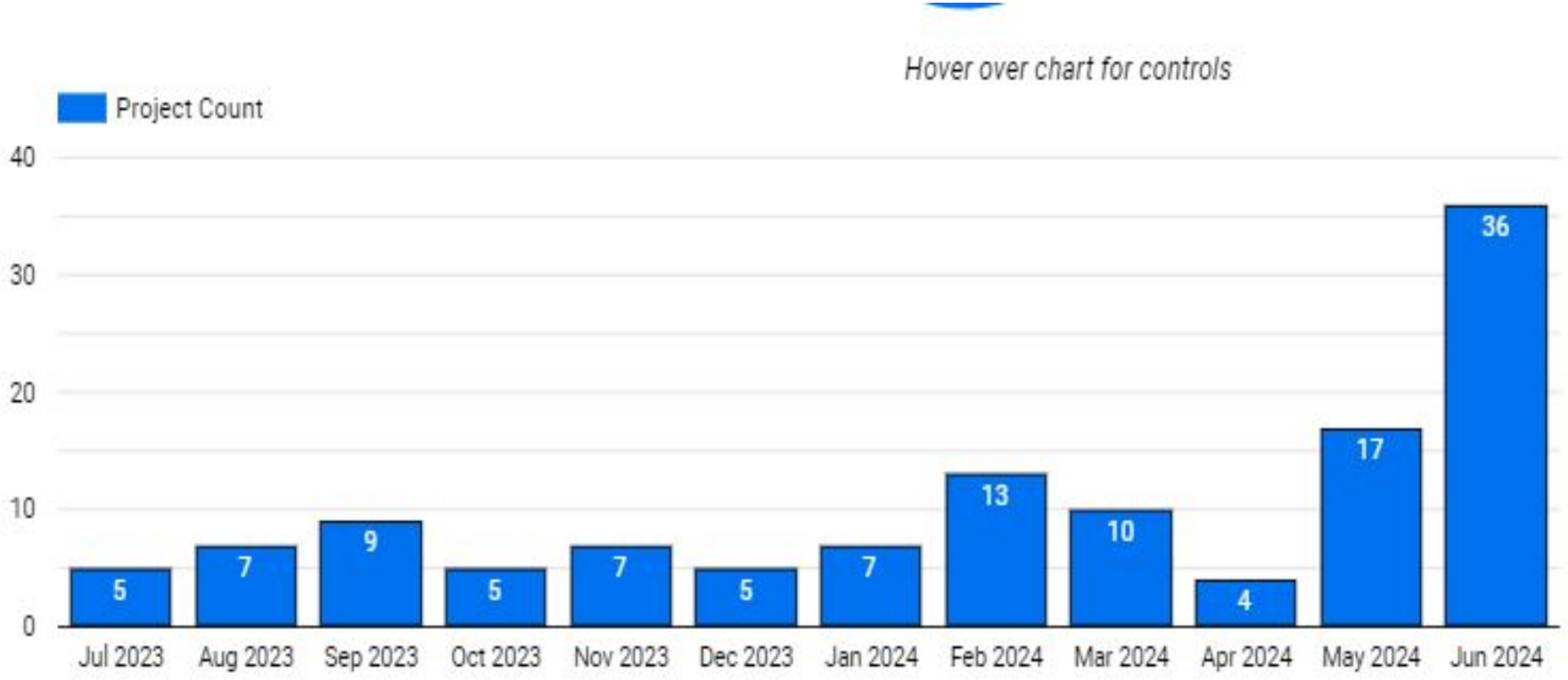

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# State Projects -FY 24 Recap

## 20%-30%-30%-20%

## Based on 71 State Projects

**1st Quarter - 14%**

**Actual 18%**

**2nd Quarter - 21%**

**Actual 15%**

**3rd Quarter - 21%**

**Actual 23%**

**4th Quarter - 14%**

**Actual 44%**

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# Local Projects - FY 24

## 35%-35%-30% based on 40 Local projects

1st Quarter - N/A

2nd Quarter - 14%

3rd Quarter - 14%

4th Quarter 12%

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# PRO Staff

**Brenda Contreras – Contract Manager**

Sue Landin - Budget Analyst/Contract Manager

Lynn Sugiyama - Record Drawings

Lee Makler -Scheduler

**Jeff Ross –Sr. Applications Developer**

Isaac Canes - Process Analyst

Jim Hampshire – Record Drawings

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# PROJECT DELIVERY ACADEMY

## MODULE 1: Planning and Programming

# QUESTIONS?