



Resource Administration

Alison Hart
Joshua Wilson
Matt Randall



Agenda

- Introduction :Resource Administration Team
- AZPR2X
- Project End Dates
- Inactive Projects
- Pro-rata and Sliding Scale
- Questions

Introductions

Resource Administration: Team within Financial Management Services at ADOT responsible for obligating funding to assist with the delivery of the 5 Year Transportation program. We monitor and track federal aid spend down, and ensure projects are appropriately funded and budgets available for projects to begin

- Org Chart:
 - **Program and Project Funding Administrator:** Elise Maza
 - **Accounting Manager:** Patrycja Kozaczka (oversees several teams including RA)
 - **Resource Administration Manager:** Alison Hart
 - Team Lead: Joshua Wilson
 - Accountants: Velia Gomez-Zuniga, Matthew Randall, Ryan Loos, Novalyne Flaming-Buschman, Court Cleveland

AZPR2X

FEDERAL HIGHWAY ADMINISTRATION - ARIZONA DIVISION OFFICE ARIZONA DEPARTMENT OF TRANSPORTATION		LETTER OF AUTHORIZATION AND PROJECT AGREEMENT	
"The FHWA and ADOT Stewardship and Oversight Agreement for Arizona (April, 2015)"		<input checked="" type="checkbox"/> Authorization <input type="checkbox"/> Modified Project Agreement <input type="checkbox"/> Project Agreement <input type="checkbox"/> Grant Agreement <small>This document is a condition to payment of the Federal funds obligated. It excepts and will comply with the agreement provisions set forth in 23 CFR 630.112; and its signature constitutes the making of the conditions.</small> (SEE SAME) SIGNATURE(S)	
FEDERAL AID PROJECT NO.	SUFFIX	PROGRAM / PHASE (ADOT)	COUNTY
PHX-0(371)	D	T039601C	Maricopa
DATE AUTHORIZATION EFFECTIVE		FMIS DATE	
GENERAL LOCATION 5 Intersections in the City of Phoenix			
GENERAL DESCRIPTION OF WORK Upgrade Traffic Signals			
YOU ARE AUTHORIZED TO PROCEED WITH THE WORK CHECKED BELOW:			
<input type="checkbox"/> PHASE I: PRELIMINARY ENGINEERING - SCOPING, LOCATION STUDIES, ENVIRONMENTAL STUDIES AND PRELIMINARY DESIGN <input type="checkbox"/> PHASE II: PRELIMINARY ENGINEERING - FINAL DESIGN/PREPARATION OF CONTRACT PLANS <input type="checkbox"/> ACQUISITION OF RIGHT-OF-WAY		<input checked="" type="checkbox"/> CONSTRUCTION - ADVERTISE FOR RECEIPT OF BIDS <input type="checkbox"/> CONSTRUCTION - PROCEED ON AN AGREED PRICE AND/OR FORCE ACCOUNT BASIS <input type="checkbox"/> Other:	
FUNDING	TOTAL ESTIMATED PROJECT COST(S)	FEDERAL PARTICIPATION AMOUNT(S)	FEDERAL FUNDS(S)
PREVIOUS AUTHORIZATIONS:			
THIS AUTHORIZATION	\$7,966,840.00	\$2,679,815.00	\$2,527,066.00
PROJECT TOTALS	\$7,976,840.00	\$2,679,815.00	\$2,527,066.00
OTHER (SPECIFY)			
Establish construction phase and extend project end date The total project cost of \$7,976,840 includes \$10,000.00 of funds provided by City of Phoenix previously used for PE and are not part of the requested construction cost in this authorization Federal-aid participation does not include a contribution of \$5,287,025.00 shown as funds provided by City of Phoenix. ADOT is not aware of any ineligible items these funds are attributed towards. In the event contract bids are low, it is allowable for these additional funds to be reduced, while Federal-aid funds are fully expended. Project End Date: 6/30/2030 CFDA Number: 20.205 FY25 ICAP Rate: 7.90% not applicable to this project			

- Formal contract between ADOT and FHWA that defines the scope of work and other project-related commitments
- Used as an for any of the following:
 - Any new initial project authorization at FHWA.
 - Any new initial phase authorization at FHWA.
 - Any significant change in amount or scope (~20% of original auth).
- This document gives a recap of the project request, and all supporting documentation follows this page in the request
- Details from the AZPR2X must match across all documents and in FMIS (FHWA financial system)

AZPR2X

FEDERAL HIGHWAY ADMINISTRATION - ARIZONA DIVISION OFFICE ARIZONA DEPARTMENT OF TRANSPORTATION		LETTER OF AUTHORIZATION AND PROJECT AGREEMENT			
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PHX-Q(371)	D	T039601C	Maricopa		
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FUNDING	TOTAL ESTIMATED PROJECT COST(S)	FEDERAL PARTICIPATION AMOUNT(S)	FEDERAL FUNDS(S)	APPR CODE	RATION
PREVIOUS AUTHORIZATIONS:					
THIS AUTHORIZATION	\$7,966,840.00	\$2,679,815.00	\$2,527,066.00	YS30	94.30%
PROJECT TOTALS	\$7,976,840.00	\$2,679,815.00	\$2,527,066.00		
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Project End Date: 6/30/2030 CFDA Number: 20.205 FY25 ICAP Rate: 7.90% not applicable to this project					

Some elements included in this document are:

- Authorization Type (New Authorization, Modified Project Agreement)
- Federal Aid Number
- Suffix is the Oversight of the project (T if state administered, D for locally administered)
- ADOT Project Number
- Project Name (general location)
 - Format: Road/Street Name", "Termini 1" to "Termini 2", in or near an appropriate City/Town
- Description of work
- Scope of work (PE, Construction, ROW)
- Detail of all funding sources (previous and current)
- End date
- Verbiage based on type of work and or scope

Standard Verbiage

- FHWA must be made aware of all work on the project including all participating and non-participating costs.
- Additionally, certain project types may require specific verbiage.
- Some examples may include:
 - If there is an overmatch on the project and whether that is for eligible or ineligible work
 - If there is a local contribution before the federal authorization
 - Establishing a new phase of the project (PE, ROW, Construction)
 - Any end date extensions

OTHER (SPECIFY)

Establish construction phase and extend project end date

The total project cost of \$7,976,840 includes \$10,000.00 of funds provided by City of Phoenix previously used for PE and are not part of the requested construction cost in this authorization

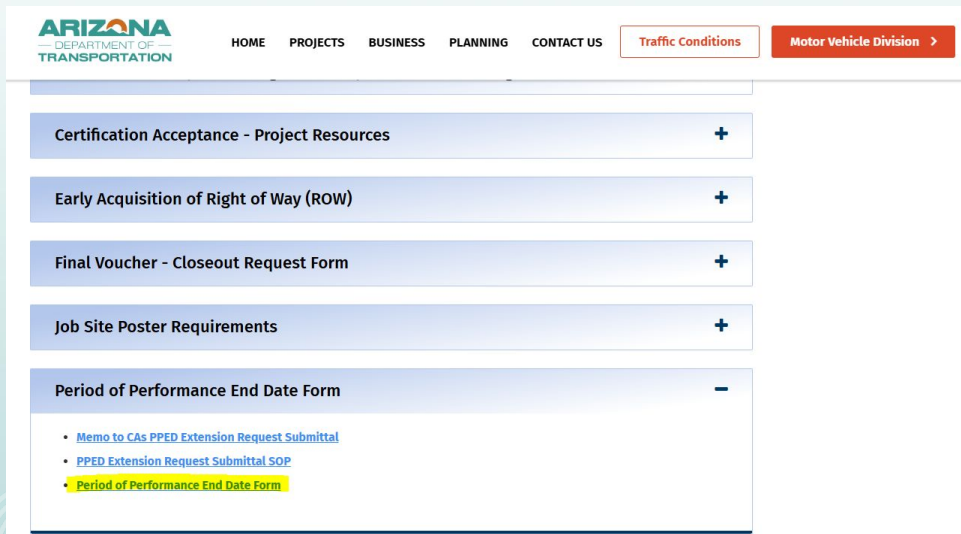
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Project End Dates

- The requirement for project end dates was implemented in December 2014 on federally funded projects
- The project end date helps determine the Period of Performance for a project or project phase (original authorization date of phase through to the end date is period of performance)
- The project end date (or period of performance end date) is the date when the project is considered complete and no further costs can be incurred
- The project end date is only for the specific scope of work that is being authorized (e.g., PE, ROW, CN) and as work is added to the project agreement, the project end date is adjusted to add the time needed for that work.
 - Once a project reaches its final stage, usually construction, we extend the end date one more time to allow time for construction work plus additional years for the final voucher process
- Resource Administrations standard work is to select an end date of June 30th of the state fiscal year the next phase is expected
 - This allows time for the new anticipated phase to come in and get authorized prior to June 30th, which ends the state fiscal year so ideally would be in by this date

Project End Dates

- The project end date should be modified if there is a documented change in the project that affects the completion schedule of the project
 - Examples include change orders, contractually allowable delays, delays in award or re-advertisement, litigation delays, etc.
- Requests to adjust the project end date for authorized activities should occur during the period of performance, prior to the project end date
 - RA suggests 90 days in advance of the current end date to allow time for the MPA completion and update in the system
 - Fill out the End Date form and submit to resourceadmin@azdot.gov
- If a progressing project has delays and the end date was not adjusted, work conducted during the lapse is not eligible for reimbursement so it is very important to monitor end dates and adjust promptly for additional costs to be allowable



The screenshot shows the Arizona Department of Transportation website. The header includes the logo and navigation links: HOME, PROJECTS, BUSINESS, PLANNING, CONTACT US, Traffic Conditions, and Motor Vehicle Division. The main content area displays a list of project resources, each with a plus or minus icon. The resources are: Certification Acceptance - Project Resources (+), Early Acquisition of Right of Way (ROW) (+), Final Voucher - Closeout Request Form (+), Job Site Poster Requirements (+), and Period of Performance End Date Form (-). Below the last item, there are three links: Memo to CAs PPED Extension Request Submittal, PPED Extension Request Submittal SOP, and Period of Performance End Date Form (highlighted in yellow).

Resource	Action
Certification Acceptance - Project Resources	+
Early Acquisition of Right of Way (ROW)	+
Final Voucher - Closeout Request Form	+
Job Site Poster Requirements	+
Period of Performance End Date Form	-

- [Memo to CAs PPED Extension Request Submittal](#)
- [PPED Extension Request Submittal SOP](#)
- [Period of Performance End Date Form](#)

Inactive Projects

- An inactive project is a project that has not had billing activity within the established timeframes set by ADOT and FHWA. The established timeframes are from the date of last billing activity. FHWA's timeframes are subject to change and ADOT's timelines would adjust accordingly.
- The timeframes are as follows:
 - 150 calendar days – Projects are first identified on the ADOT Potential Inactive Project report
 - 180 calendar days (6 Months) – Projects are considered inactive by ADOT
 - 270 calendar days (9 Months) – Projects authorized for greater than \$50,000 with no expenditures within the first nine months of federal authorization are considered inactive by FHWA
 - 270 calendar days – Projects that have unexpended federal-aid funds and have an available balance greater than \$150,000 are considered critically inactive by FHWA
- ADOT monitors inactive projects very closely through a quarterly process.
 - Must remain below 2% inactive or ADOT is put on a performance plan with FHWA to resolve the inactivity issues
- Inactive projects are at risk to lose federal funding and cause deobligation and cancellation if not resolved
- Submit invoices timely and do not request authorization until project is ready to begin

Pro Rata and Sliding Scale

- The standard federal share as identified by the Federal Highway Administration (23 U.S.C. 120) provides that except as otherwise provided, the Federal share payable shall be the following:
 - 90% for a project on the Interstate System
 - 80% for any other project
- A sliding scale State is eligible for an increased Federal share based upon the location of the project— between 90-95% for an applicable Interstate project and 80-95% for any other project
 - The amount of the upward adjustment is based on the percentage of Federal and nontaxable Indian lands in the State
- Due to Arizona having about 38.61% of Federally owned land it is one of several states that operates using the sliding scale



[Federal Share Fact Sheet](#)

Pro Rata and Sliding Scale Cont.

U.S. Department of Transportation Federal Highway Administration

Sliding Scale Rates of Federal-aid Participation in Public Lands States for Projects not on the Interstate System Pursuant to U.S.C. 120(b)(2)

Effective March 17, 1992

State	Ratio of designated public lands area to total area of State ^{1/}	Percentage of cost of Federal-Aid projects payable by Federal Government			
		50% Federal 50% State	70% Federal 30% State	75% Federal 25% State	80% Federal 20% State
Alabama	0.0200	51.0000	70.6000	75.5000	80.4000
Alaska	0.7476	87.3800	92.4300	93.6900	94.9500
Arizona	0.7150	85.7500	91.4500	92.8800	94.3000
Arkansas	0.0773	53.8700	72.3200	76.9300	81.5500
California	0.4263	71.3200	82.7500	85.6600	88.5300
Colorado	0.3654	68.2700	80.9600	84.1400	87.3100
Connecticut	0.0020	50.1000	70.0600	75.0500	80.0400

[Sliding Scale Rates of Federal-aid Participation Interstate](#)

[Sliding Scale Rates of Federal-aid Participation Non-Interstate](#)

U. S. Department of Transportation Federal Highway Administration

Sliding Scale Rates of Federal-aid Participation in Public Lands States

Rates for Interstate Programs
Pursuant to 23 U.S.C. 120(a)

Effective March 17, 1992

INTERSTATE CONSTRUCTION AND RESURFACING PROGRAMS ^{1/}

State	Ratio of designated public lands area to total area of State ^{2/}	Percentage of cost of Federal-aid projects payable by Federal Government 90% Federal / 10% State
Alaska	0.3403	93.4000
Arizona	0.4337	94.3400
California	0.1574	91.5700
Colorado	0.1206	91.2100
Idaho	0.2269	92.2700
Montana	0.1242	91.2400
Nevada	0.6923	95.0000 ^{3/}
New Mexico	0.2644	92.6400
Oregon	0.2223	92.2200
South Dakota	0.0972	90.9700
Utah	0.4183	94.1800
Washington	0.0660	90.6600
Wyoming	0.2758	92.7600

Pro Rata and Sliding Scale Conti.

- Other adjustments to Federal share
 - **Safety-** Certain specified types of projects, mostly targeting safety improvements, are eligible to receive a Federal share of 100%
 - **Indian Reservation-** When an eligible project uses funds from a program apportioned under 23 U.S.C. 104 and that project is located within the boundaries of an Indian reservation, national park, or national monument, the Federal share may be 100%
 - **Workforce development-** Subject to project approval by the Secretary, a State may obligate NHPP, STBG, Highway Safety Improvement Program (HSIP) and Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds for surface transportation workforce development, training, and education at a Federal share of 100%





Questions?

