

CA Updates to the Schedule of major ADOT-defined milestones Standard Operating Procedures					
Criteria:		ADOT Certification Acceptance Manual, January 2026, page 20, Project initiation, paragraph 2: The ADOT Defined Milestones are identified in the LPA Project Initiation Form. These dates include: IGA execution, federal authorization for preliminary engineering, bid ready (100% final design plans), construction start, and project end. The following schedule dates may be defined in the supporting documents of the project initiation packet and updated during the project kickoff meeting: pre-planning, project start-up or kickoff, National Environmental Policy Act of 1969 (NEPA) approval, ROW, utility, and railroad clearances, construction package, federal authorization for construction, bid advertisement, and bid award, and project completion date, design stages I, II, III, and IV, Pavement Design Memo, and final PS&E. The CA must notify the ADOT PM and ADOT LPA Section of changes to the initial developed schedule no later than the last business day of each State Fiscal Quarter along with detailed reasons for the delay. ADOT has developed a Standard Operating Procedure (SOP) for CA Updates to Schedule of ADOT Defined Milestones that can be found on our Local Public Agency website.			
Who:		CA personnel (CA) involved in project development and the CA Liaison (notification). ADOT Project Managers (PM) assigned to CAs and ADOT LPA Process Section. Effective February 10, 2026.		Date: 10-Feb-26	
				Revision: 4	
<i>Frequency</i>		<i>Action/steps</i>		<i>Action Details/how to complete the steps</i>	
Once		A CA add project to STIP		CA adds CA project to their State Transportation Improvement Program.	
Once		B MPD loads ADOT eSTIP system		MPD loads the STIP data into the ADOT eSTIP system. https://estip.azdot.gov/	
Once		C Automated ADOT system		Once necessary approvals are met (if needed) the project data flows directly from eSTIP into Workfront.	
Once		1 CA submits a Development Schedule in the Initiation packet.		Once the project is in the MPO TIP and STIP, the CA must request project initiation from the ADOT LPA Program Section before the project development process begins. Project Initiation will provide the CA with a federal project number, and an ADOT project number. Along with other required items, the ADOT Defined Milestones are identified in the LPA Project Initiation Form. These dates include: IGA execution, federal authorization for preliminary engineering, bid ready (100% final design plans), construction start, and project end. The following schedule dates may be defined in the supporting documents of the project initiation packet and updated during the project kickoff meeting: pre-planning, project start-up or kickoff, National Environmental Policy Act of 1969 (NEPA) approval, ROW, utility, and railroad clearances, construction package, federal authorization for construction, bid advertisement, and bid award, and project completion date, design stages I, II, III, and IV, Pavement Design Memo, and final PS&E. The completed project initiation packet should be emailed to LocalPublicAgencySection@azdot.gov with a cc: to the PM.	
Quarterly (or as needed)		2 Report any changes to the initial Development Schedule to the PM .		At a minimum, changes to the initial Development Schedule should be reported to the PM, via email, no later than the last business day of each State Fiscal Quarter (September/December/March/June). If there are no changes, email that there are no updates for that quarter. Changes to the final deliverable (authorization package) must be sent to the PM as soon as the change occurs. cc: lpasectionom@azdot.gov	
Immediately (as needed)		3 Provide a preferred schedule if requesting project deferment		If the CA is requesting a project be deferred to another Fiscal Year, a preferred updated Development Schedule should be provided to the PM, via email, at the time of the deferment request. cc: lpasectionom@azdot.gov	
Monthly		4 Update WorkFront		ADOT PM will update WorkFront within 10 business days of receiving the updated Development Schedule.	
Forms / File link: 2026 CA Manual, Effective 01.21.2026					