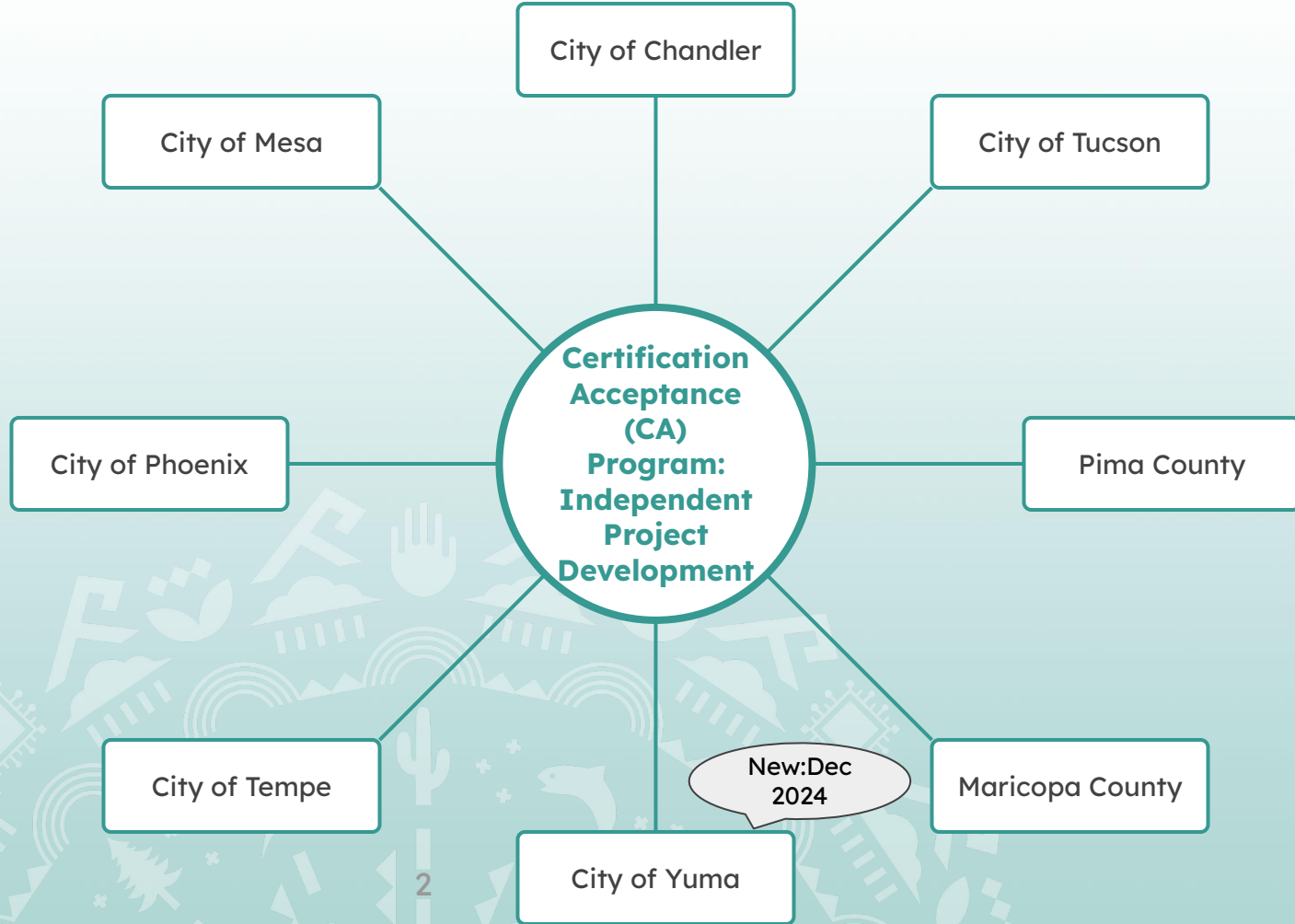




The Certification Acceptance

A Procedural Roadmap for CA Agencies to navigate federal authorization, compliance, and project delivery.

Through the CA Program, CAs with proven capability, experience, and resources are authorized to independently manage the project development process while adhering to all federal, state regulations.





Quarterly/Monthly CA Meetings :

Process Updates

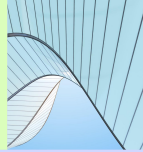
Inactive Project Lists

Project End Dates



CA Agency Execution

Develops design and environmental documentation..



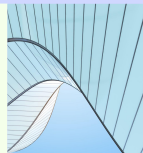
Procures right-of-way and manages utility coordination.



Directly administers construction and prepares schedules.



Quarterly/Monthly CA Meetings



ADOT PM Oversight

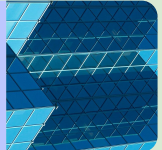
Coordinates submittals with Environmental Planning & ROW.



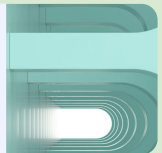
Verifies federal regulations are satisfied.



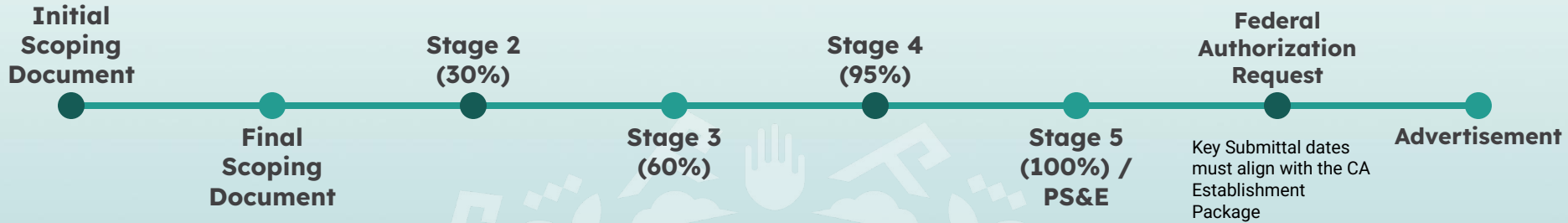
Submits documentation to ADOT Finance for Federal Authorization.



Reviews closeout paperwork up to final voucher



Project Development Lifecycle



Project Change

Funding/Scoping Changes

Schedule Changes

HSIP: HSIP letter needs to be updated to reflect additional funds or changes to scoped items.

Scope of Work: Must be reported to FHWA for their records.

TIP: Must reflect correct funding amounts and type of work.

Reference the new CA updates to schedule Standard Operating Procedure (SOP) (Feb 2026) to properly document Changes.

Deconstructing the PS&E Package

Core Documents

- Final Sealed Plans
- Final Sealed Specifications (Bid Book)
- Map
- Signed Systems Engineering Checklist (if applicable)

Financials

- Construction Estimate Recap (PDF and Excel)
- Current STIP/TIP

Clearances & Approvals

- Letter Requesting Federal Authorization
- NEPA, URR, & R/W Clearances
- DBE Goal Assessment
- Materials QA Plan approval/concurrence

Internal Distribution & Review Roles

Environmental

NEPA/CE Clearance

ADOT BECO

Establishing the DBE Goal %

Right of Way

ROW Clearance

The ADOT Project Manager

Serves as the central dispatcher for this internal distribution.

PS&E: The Final Package

Engineering

- Final Sealed Plans
- Final Sealed Specifications (“Bid Book”)
- Construction Estimate PDF/Excel

Env & ROW

- NEPA, URR, & R/W Clearances

Financial

- Current STIP/TIP alignment
- Recap PDF/Excel
- Letter Requesting Federal Authorization

Compliance

- DBE Goal Assessment
- Federal Wage Language
- Signed Systems Engineering Checklist (If applicable)
- Materials QA Plan concurrence

The Authorization Engine: Processing Inputs & Verification

Inputs: PS&E Package

- Prepared FARA (Funding Info & Recap)
- Federal Funding Request DocuSign Letter
- Final Sealed Plans & Specifications (Bid Book)

Verification Process

- Initiated and prepared by the ADOT PM
- Requires co-signature by ADOT Environmental Planner
- Digital routing and signatures via DocuSign

Output: Formal Construction Funding Request

Authorization to Advertise

The Official Trigger

Notificat
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The email from the **FHWA Area Engineer** serves as the **ONLY** official notification and authorization to advertise.

The AZPR2X Document

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Provided to the agency only after **3 authorized signatures** are fully secured.

CA Action Required

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n

Once authorized, the CA Agency must notify the **ADOT PM** of the exact Advertisement Date and provide all final documentation.

Order Confirmation

USA TODAY CO.



Order Confirmation

Not an Invoice

Account Number:	1387263
Customer Name:	City Of Phoenix- Legals
Customer Address:	City Of Phoenix- Legals 200 W Washington ST 15TH Floor Jona Banks Phoenix AZ 85003-1611
Contact Name:	City Of Phoenix- Legals
Contact Phone:	
Contact Email:	mailbox.advertising@phoenix.gov
PO Number:	14764

Date:	04/27/2026
Order Number:	12284926
Prepayment Amount:	\$ 0.00

Column Count:	1.0000
Line Count:	156.0000
Height in Inches:	11.7800

Print

Product	#Insertions	Start - End	Category
PNI Business Gazette	2	04/30/2026 - 05/07/2026	City of Phoenix
PNI ozcentral.com	1	04/30/2026 - 05/07/2026	City of Phoenix

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$15.60
Tax Amount	\$0.00
Service Fee 3.99%	\$0.62
Cash/Check/ACH Discount	-\$0.62
Payment Amount by Cash/Check/ACH	\$15.60
Payment Amount by Credit Card	\$16.22

Order Confirmation Amount	\$15.60
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Affidavit of Publication

T0424 - 01C - Affidavit of Publication - 32nd St & Thomas Rd Safety Improvements

1 message

Paul W NjiRaini <paul.njiraini@phoenix.gov>

Wed, May 6, 2026 at 9:53 AM

To: Dana Cherry <dcherry@azdot.gov>

Cc: Myesha Harris <myesha.harris@phoenix.gov>, STR CA Liaison <str.caliaison@phoenix.gov>

Good morning, Dana-

Hope you are doing well. Attached is the Affidavit of Publication for the advertisement of the 32nd St & Thomas Rd Safety Improvements.

Please feel free to reach me if any additional information is needed.

Best Regards,

Paul W NjiRaini

602.206.1188

Post-Bid Award Analysis

The Trigger Event

If the winning bid is significantly **below** the engineer's estimate, a **Revised Recap** is strictly required.

The Winning Bid

Compare the winning contractor's total against the original Engineer's Estimate to determine federal funding eligibility adjustments.

Post-Bid Checklist

Conduct comprehensive Bid Analysis.

Ongoing Project Management & Compliance

FHWA Project End Date

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sy

Any work performed past this date will **not be eligible** for federal reimbursement.

Changes & Schedule

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Manage **Change Orders** per the Feb 2026 Monthly Construction Schedule Update SOP.

Manage Process Request

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Coordinate and track all formal process requests to ensure timely project execution and compliance.

The Closeout Vault

Financial & Legal

- Final reconciliation statement
- Final pay request
- Contractor's affidavit

Compliance & Records

- Certified payrolls
- DBE Final Payment certificate
- Record Drawing Documentation

Delivery Acceptance

- CA Agency final acceptance
- Final acceptance letter
- List of installed items

Final Voucher - Closeout Request Form

Record Drawing Documentation Form

ADOT PM & Program Contacts

Project Inquiries

ADOT Project Management Group, (PMG)
Dana Cherry, Transportation Engineering Specialist
DCherry@azdot.gov

Program Inquiries

Local Public Agency (LPA) Process Branch
Jennifer Catapano, Oversight and Monitoring Manager
JCatapano@azdot.gov

Digital Resource: ADOT LPA Website

<https://azdot.gov/business/programs-and-partnerships/local-public-agency>

<https://azdot.gov/business/programs-and-partnerships/local-public-agency/certification-acceptance>

Your ADOT Project Manager is your primary conduit for federal authorization, compliance, and closeout.