



PROJECT DELIVERY ACADEMY

MODULE 1: Planning and Programming

LOCAL PUBLIC AGENCY

Presented by:

Bret Anderson

Project Resource Office & Local Public Agency Section Manager



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 is being followed.
- Federally Funded



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



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



ADMINISTRATION ROLES ON LOCAL PROJECTS

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 self-administer the design phase of a specific project.



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 ☹️



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

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





FINANCIAL AND REGULATORY CONSIDERATIONS

REGULATORY

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



Two Helpful Resources

Federal -aid Essentials



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

Local Public Agency Projects Manual

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





Bret Anderson – PRO & LPA Section

Manager

Programming

Mark Henige – Program Manager

Jennifer Workman – 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

Project Resource Office

20-30-30-20

What does this mean?

Functions of PRO

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

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

ADOT Delivery Goals

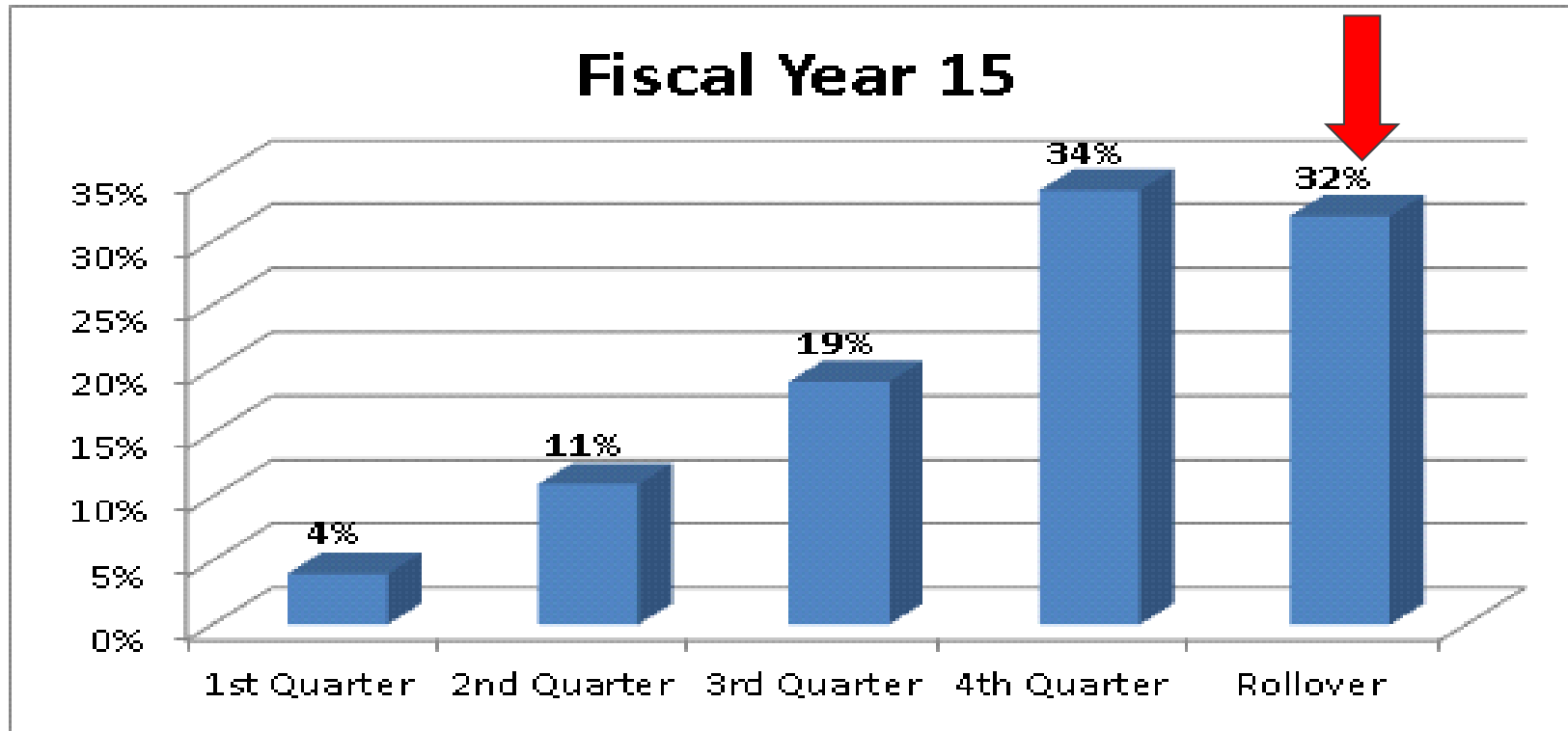
20-30-30-20

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

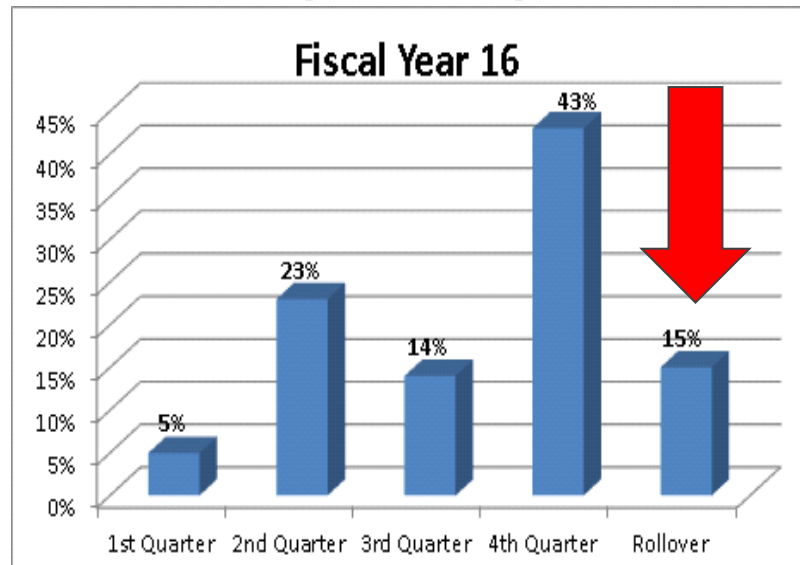
Challenge:

- **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**

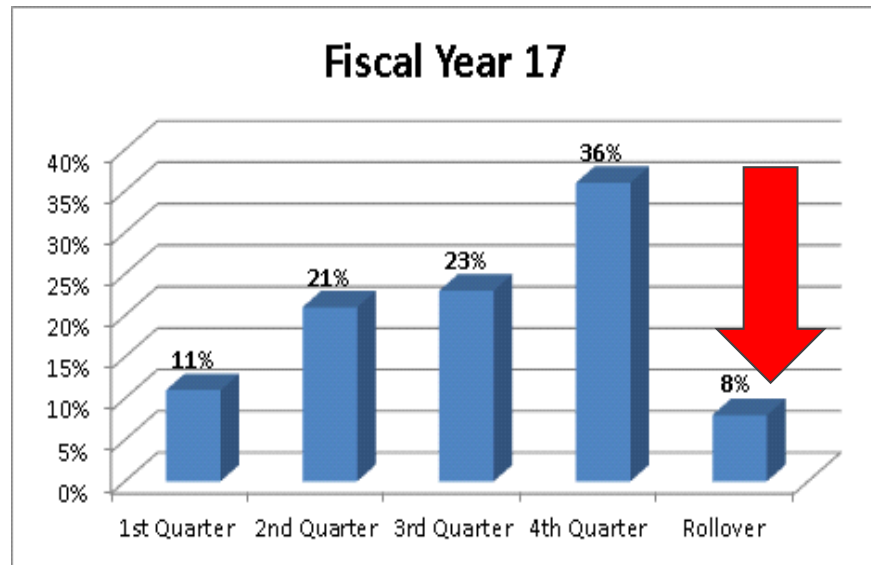
Where We Started - Year 1



Year 2 (FY 16)

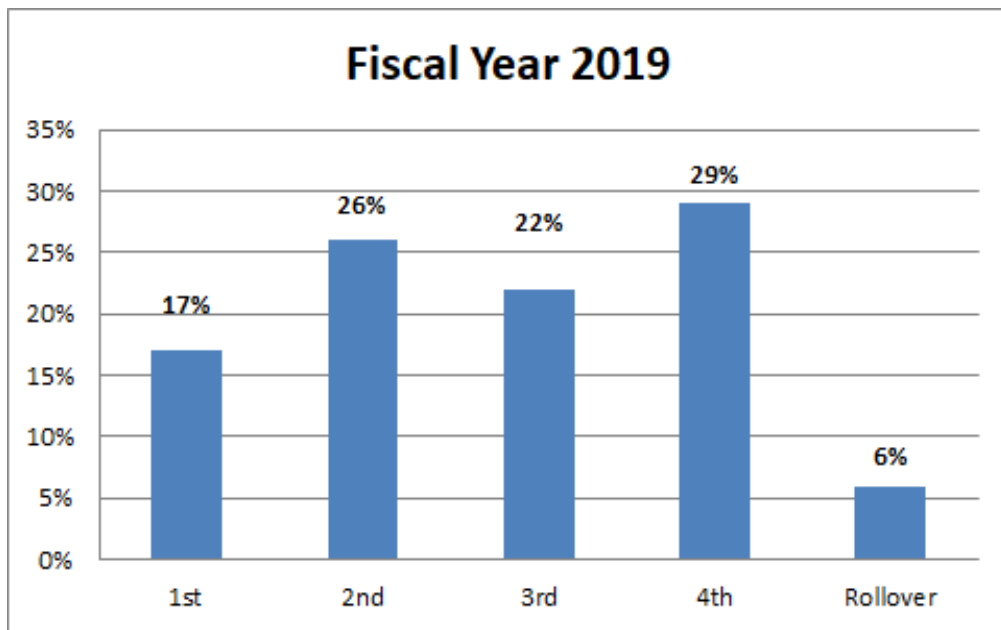


Year 3

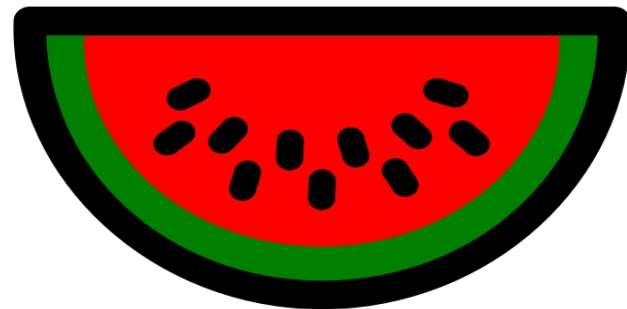


We started to show improvement with our “5th” Quarter

5th Year Progress

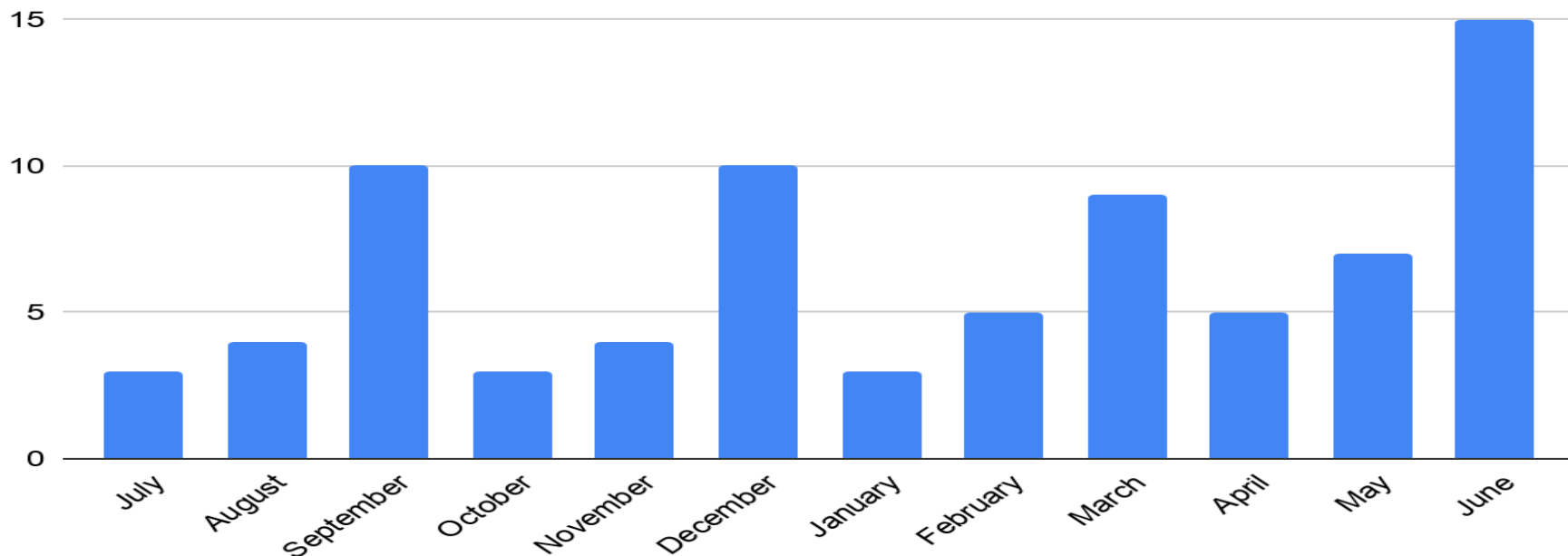


- Flattened out Delivery
- Success?
- Actually the result was a Watermelon

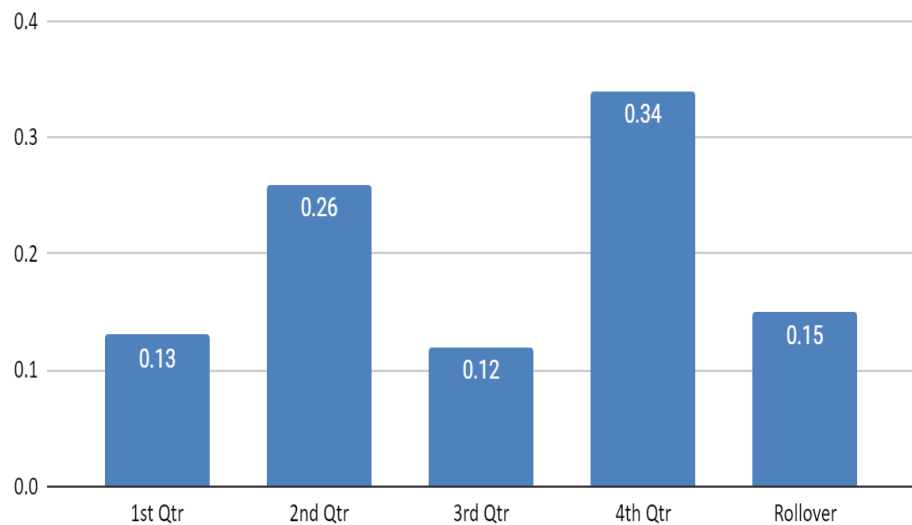


Quarterly Hockey Sticks

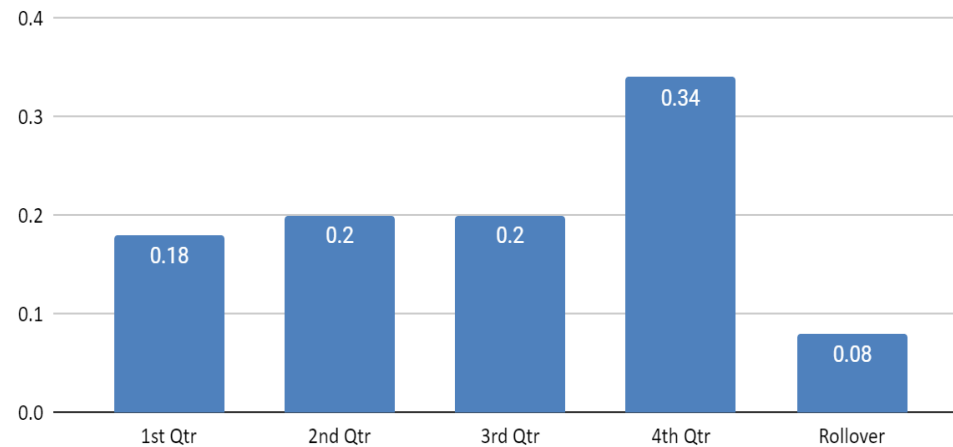
Typical Monthly Delivery



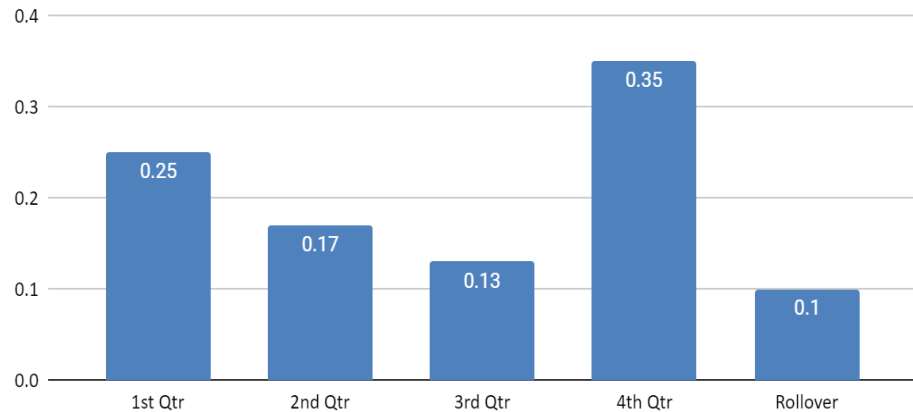
2020



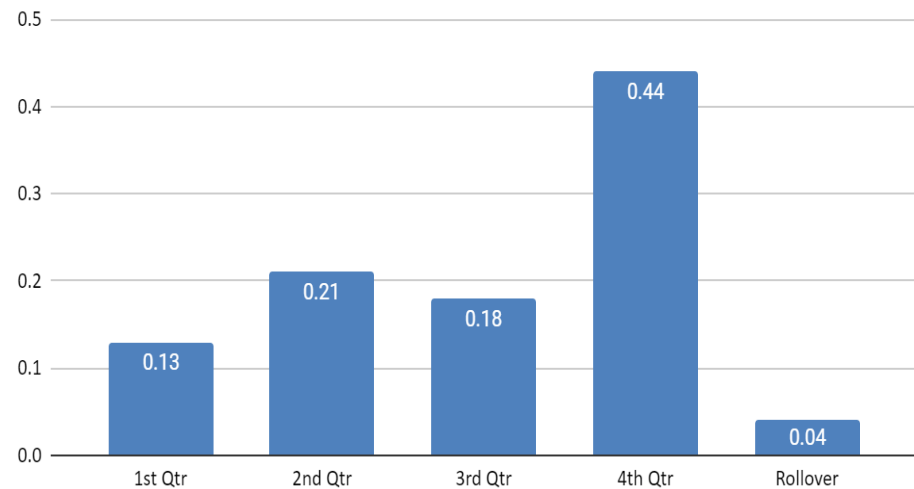
2021



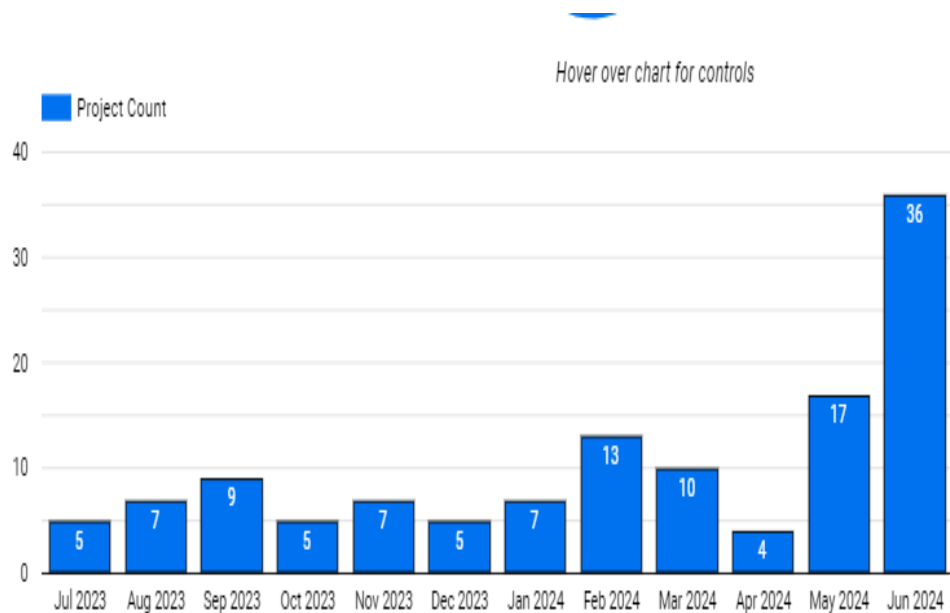
2023



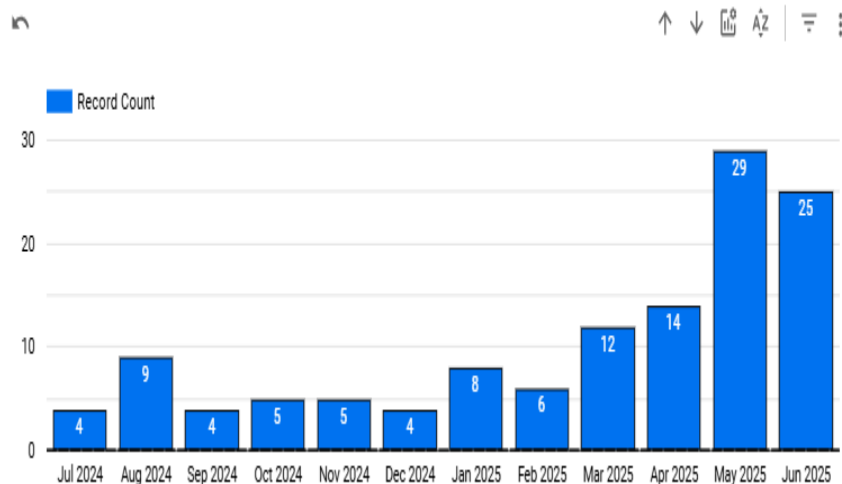
2022



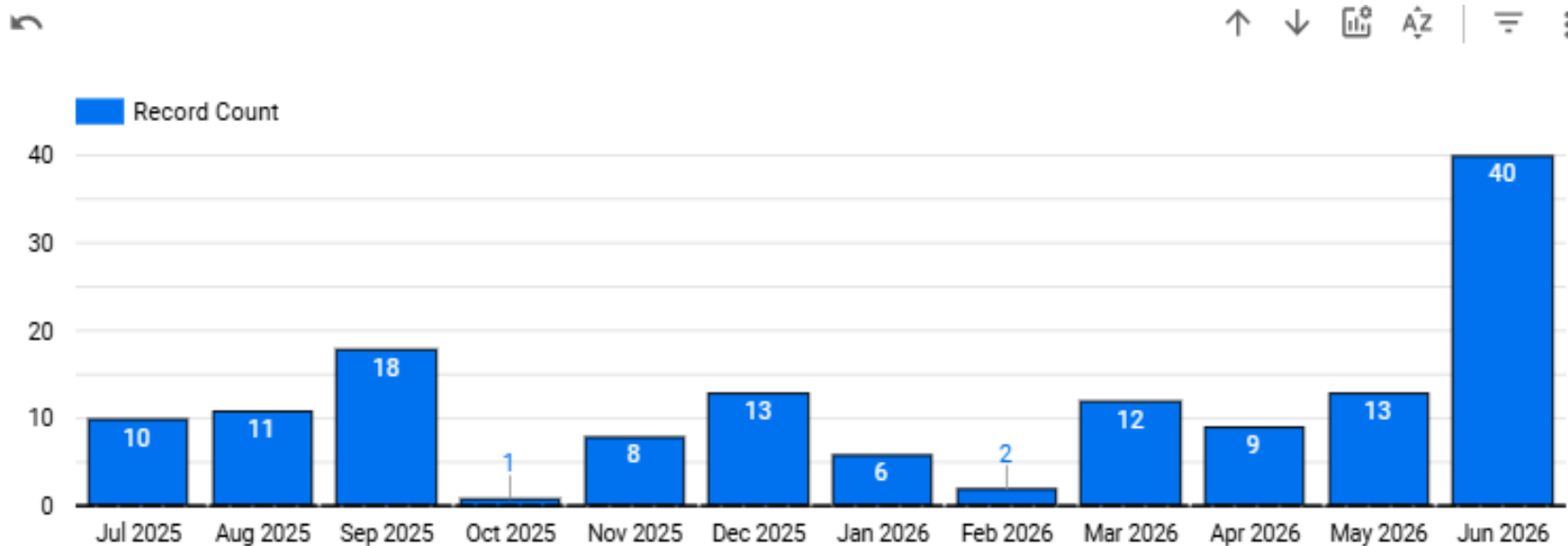
FY 2024



FY 2025



FY 2026





State Projects -FY 26 Recap

20%-30%-30%-20%

Based on 97 State Projects

1st Quarter - 31%

2nd Quarter - 30%

Actual 23%



Actual 23%

3rd Quarter - 20%

4th Quarter - 19%

Actual 20%

Actual

24%



Local Projects - FY 26

20%-30%-30%-20% based on 80 Local projects

1st Quarter - 28

3rd Quarter - 7

2nd Quarter - 12

4th Quarter 33

PRO Staff

Brenda Contreras – Contract Manager

Sue Landin - Budget Analyst/Contract Manager

Lynn Sugiyama - Record Drawings

Laura Thames -Scheduler

Jeff Ross –Sr. Applications Developer

Isaac Canes - Process Analyst

Jim Hampshire – Record Drawings

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QUESTIONS?