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## **200.00 PROJECT DEVELOPMENT PROCESS**

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### **200.30 PROJECT INITIATION**

When the project is in the MPO TIP and STIP, the CA Agency must request project initiation, a federal project number, and an ADOT project number from the ADOT LPA Section before the project development process begins. The request includes:

- LPA Project Initiation Letter
- LPA Project Data Sheet
- Project Scoping Letter
- Functional Classification Map
- Project Location Map (including project starting and ending termini)
- Road classification
- Estimated cost for design and construction, including construction administration
- Schedule of major ADOT-defined milestones
- Approved portion of the MPO TIP showing the project, federal-aid funding source, and year of programming (or amendment and approval letter)
- Funding source for ADOT Project Development Administration (PDA) fee, if applicable
- Backup documents (application, workbook, etc.)

The schedule of major ADOT-defined milestones includes the dates for the project initiation letter, 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. If applicable, the schedule may include dates for pre-planning, federal authorization for preliminary engineering, design stages I, II, III, and IV, Pavement Design Memo, and final PS&E. The CA Agency must notify the ADOT PM and ADOT LPA Section of schedule changes in a timely manner.

Copies of the approved portions of the MPO TIP and STIP concerning the project must show all funding sources, including the federal-aid funding source and year of programming.

If the CA Agency seeks federal-aid funding for the ADOT PDA fee, then the project initiation request must include the PDA fee with any design costs.

ADOT will provide a federal project number and an ADOT project number. The ADOT environmental planner assigned to a project will be listed on the initiation letter provided by ADOT along with the PM assigned.

#### **ADOT Project Development Administration (PDA) Fees**

The CA Agency must pay ADOT PDA fees for required work completed by ADOT staff in the delivery of FAHP projects. The ADOT PDA fee is an estimated amount that can vary depending on the type and complexity of a project. Currently, the presumptive amount is a minimum of \$10,000. The fee funds the following ADOT work activities, which may vary depending on the type and complexity of the project:

- Project Management and Coordination
- Environmental Document Review
- ROW Activities

When the CA Agency initiates a project with the ADOT LPA Section, ADOT will send the CA Agency an invoice for the ADOT PDA fee before federal authorization of the project. The CA Agency must submit payment within 30 days of receipt of the invoice. When ADOT receives payment, project management and coordination can begin. During the project lifecycle, the ADOT PM will manage the ADOT PDA budget and notify the CA Agency if the budget needs to be increased. ADOT will bill the CA Agency in increments of \$5,000 for additional PDA fees until project construction starts. When the project has been completed and closed, ADOT will return any remaining funds in the PDA budget to the CA Agency.