

PROJECT DELIVERY ACADEMY

MODULE 1: Planning and Programming

LOCAL PUBLIC AGENCY

Presented by:

Lisa Pounds

Project Resource Office & Local Public Agency Manager

LIFE CYCLE OF THE PROJECT DEVELOPMENT PROCESS

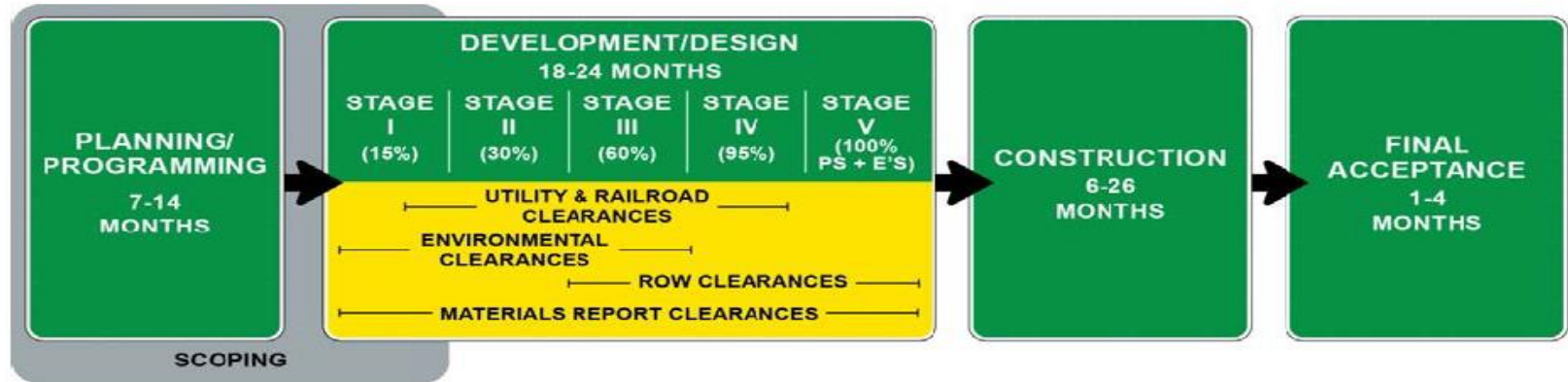


Figure 1-2 Life Cycle of the Project Development Process

LOCAL PUBLIC AGENCY

After this presentation you should be able to:

- ▶ Understand the purpose and function of the ADOT Local Public Agency (LPA) Section
- ▶ Identify the roles and types of the Local Public Agencies
- ▶ Understand project initiation and the role LPA serves regarding Project Managers
- ▶ Understand oversight and monitoring regulatory compliance

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;

- Project Initiation
- HURF
- Transportation Alternatives Program (TAP)
 - Safe Routes to School
- Off-system Bridge Program

Oversight and Monitoring: Provides Oversight & Monitoring of federally funded local transportation projects/programs

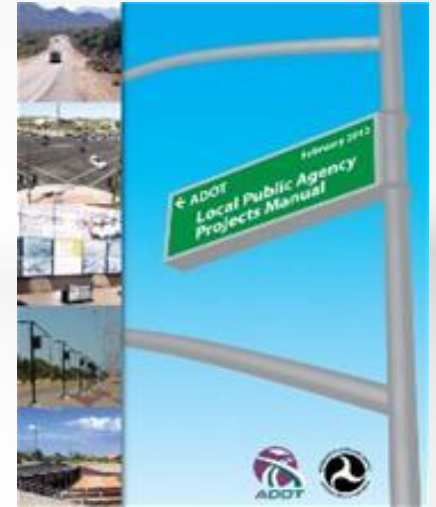
- Compliance Reviews
- Construction Site Monitoring

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

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 2019 (good for 5 years)

Self-Administration

- ▶ By an IGA and application approval process, LPAs can self-administer the design phase of a specific project.

OVERSIGHT & MONITORING

- ▶ ADOT and FHWA Stewardship and Oversight Agreement
- ▶ Compliance is required to keep the money in AZ which is a condition of using federal funds
- ▶ Accountability of funds



FINANCIAL AND REGULATORY CONSIDERATIONS

FINANCIAL

- ▶ 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.
- ▶ 10 year rule for design
- ▶ 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 ☹️

FINANCIAL AND REGULATORY CONSIDERATIONS

REGULATORY

- ▶ Project costs incurred before the federal authorization date are not eligible for reimbursement with federal funds.
- ▶ Disadvantaged Business Enterprises (DBE)
- ▶ Americans with Disabilities Act (ADA)
- ▶ LPAs can use ADOT, MAG or PAG design standards; design exceptions are a case-by-case basis
- ▶ Records must be maintained for a minimum of 10 years following FHWA project closeout in FMIS for any project Administered by ADOT.
- ▶ Buy America

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-and-partnerships/LocalPublicAgency/overview>

LOCAL PUBLIC AGENCY

Lisa Pounds – PRO & LPA Manager – 602-712-8088

Programming

Mark Henige – Program Manager – 602-712-7132

Jennifer Henderson – Project Coordinator – 602-712-4173

David Do – Project Coordinator – 602-712-8427

Oversight and Monitoring

Rolanda Smedley – Process Manager – 602-712-8352

Ben Robideau – Oversight & Monitoring Regulatory Compliance Reviewer 602-712-7878

Jennifer Catapano – LPA Liaison – 602-712-4873

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 Delivery Academy
- ▶ Project Review Board

PRO Staff

Seth Kaufman – Contract Manager

Sue Landin - Budget Analyst/Contract Manager

Phil Schaffer – Project Scheduler / Record Drawings

Lee Makler -Scheduler

Jeff Ross –Sr. Applications Developer

Jim Hampshire – Record Drawings

Karen Jim Administrative Assistant 3

QUESTIONS?

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THANK YOU