

Standard Work for: COG, MPO, and TMA Two-Year Work Program Approval Process

Description of the task:		Tasks and schedule to approve and authorize COG, MPO, & TMA Two-Year Work Programs		Revision Date: 3/29/2019
Process Owner:		Dan Gabiou		Revision #:
Purpose:		To clarify tasks & deadlines for developing a Two-Year Work Program		Document Owner: Dan Gabiou
TASK		DEADLINE	RESPONSIBLE PARTY	NOTES
1	Begin developing Draft Work Program (WP)	Dec / Jan	ADOT / COGs / MPOs / TMAs	Identify proposed WP tasks and cost estimates with appropriate stakeholders
2	ADOT reviews COG WP tasks internally	Feb 1	ADOT	The Regional Planning Manager distributes the Draft COG WP Template to internal staff for review and comment
3	ADOT distributes COG WP template	Mar 1	ADOT	
4	Draft MPO / TMA WP due to ADOT	Prior to Annual WP Review	MPOs / TMAs	Draft WP to be sent to ADOT Regional Planner
5	COG WP comments due to ADOT	Mar 31	COGs	WP comments to be sent to ADOT Regional Planner
6	Annual WP Review	Mar - Apr	FHWA / FTA / ADOT / MPOs / TMAs	FHWA schedules Annual WP Reviews. MPOs and TMAs are responsible for reserving a meeting room and preparing WP materials for FHWA / FTA / ADOT's review.
7	Technical Advisory Committee (TAC) / Council / Board WP Adoption (Optional)	May 22	COGs / MPOs / TMAs	This task is based on COG / MPO / TMA's bylaws; not an ADOT / FHWA / FTA requirement. Any Council / Board requested changes could be addressed via a WP Amendment.
8	Final WP Due to ADOT Regional Planner	May 22	COGs / MPOs / TMAs	The Final WP must be signed by the senior-ranking COG / MPO / TMA staff or delegated authority
9	COG / MPO / TMA submit Funding Authorization Request Letters (PL / SPR / STBG) to ADOT	May 22	COGs / MPOs / TMAs	Authorization Request Letters must be separated (one letter per funding source) for two-year period. Submit to MPDAuthorization@azdot.gov and cc the Regional Planner.

10	ADOT Submits WP to FHWA / FTA	Jun 7	ADOT	ADOT compiles all COG / MPO / TMA WPs with ADOT's WP
11	FHWA / FTA WP Approval	Jun 30	FHWA / FTA / ADOT	FHWA / FTA provide notice of approval of all WPs; ADOT then distributes approved WP
12	Funding Authorizations (PL / SPR / STBG)	Jun 30	ADOT / FHWA	ADOT will provide Funding Authorizations to the COGs / MPOs / TMAs for PL / SPR / STBG after receiving FHWA authorization
13	Final 4 th Quarter (thru June 30) Invoices Due	July 30	COGs / MPOs / TMAs	
14	Project Close-Out Letters Due to ADOT	July 30	COGs / MPOs / TMAs	Project Close-Out Letters may be submitted earlier than July 30 th depending on the project's schedule
15	ADOT Pays Final Invoices	Aug 30	ADOT	
16	ADOT Completes Close-Out Process	Dec 31	ADOT	Close-Out Process includes De-Obligating funds, Re-Obligating funds, and Final Voucher
<p>*NOTES*</p> <p>1) All steps may begin earlier than the designated timeframes and adjusted according to the COG, MPO, or TMA's bylaws; however, the deadlines related to submitting the Draft WP and Final WP to ADOT must be met.</p> <p>2) FHWA, FTA, and ADOT reserve the right to adjust the tasks and schedule requirements as needed.</p> <p>3) COG, MPO, and TMAs must submit PL, SPR, and STBG invoices to ADOT no more frequently than monthly and no less frequently than quarterly.</p>				