

**Certification Acceptance Training MODULE 2**

**FEDERAL AUTHORIZATION AND WORKING WITH ADOT**

**11/4/2020**

**KEY PRESENTATION POINTS – LEARNING GUIDE**

FEDERAL AUTHORIZATION

* The Federal Aid Highway Program requires a state or local match – 5.7% for Arizona.
* Apportionments (checks) – Amount set in program authorization bill.
* Obligation Authority (cash) – Amount set annually in budget bills.
* State projects are featured in the Five Year Capital Program.
* Local projects are listed in the State Transportation Improvement Program (STIP).
* The 01D subphase is set up for the ADOT staff charges.
* The 03D subphase is required when using ADOT on-call for design regardless if the funding is local or federal dollars.
* The project end date is the final date when the recipient may perform work to be allowable for reimbursement on a federally-funded project.

FHWA AND THEIR ROLE IN AUTHORIZATION

* Authorization is required before work starts, or is advertised for consultant services or construction.
* The authorization request must have a clearly defined scope of work, title and description.
* Requesting authorization before a project is ready to proceed is a prohibited practice.
* A project should be advertised promptly after authorization. FHWAs expectation is Award and Notice to Proceed occur within 3 months of authorization.
* A project is considered inactive if it has not had expenditures in 6 months.
* The closeout process should occur soon after the project is physically completed.

WORKING WITH YOUR ADOT PROJECT MANAGER (PM)

* Eric Prosnier oversees City of Scottsdale, City of Tucson, City of Mesa, Maricopa County, City of Tempe, City of Chandler, Pima County.
* Jennifer Acuna oversees City of Phoenix.
* The ADOT PM is responsible for communicating to ADOT management if the project is on schedule for delivery. They also:
  + Coordinate submittals with ADOT Environmental and Right of Way Groups.
  + Verify federal regulations.
  + Submit required documentation to ADOT Financial Management Services.
  + Review and submit closeout paperwork.
  + Hold quarterly update meeting with CA agencies.
  + Approve reimbursement requests.

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