

**PROJECT DELIVERY ACADEMY**

**MODULE 1: Planning and Programming**

# **LOCAL PUBLIC AGENCY**

**Presented by:**

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**Project Resource Office & Local Public Agency 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;

- Safe Routes to School
- Off-system Bridge Program
- HURF (ADOT Program)

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

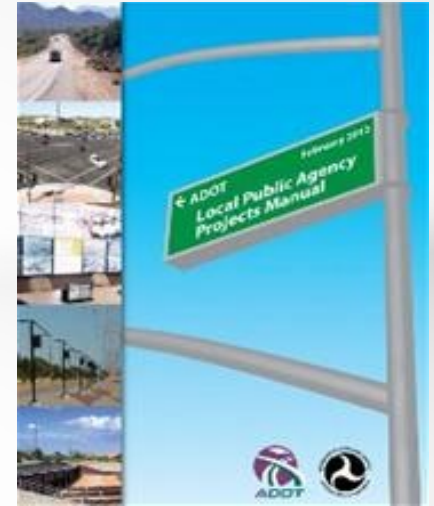
- Compliance Reviews
- Construction Site Monitoring

# 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.

# 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.
- 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

## 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-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 – Sr. Project Coordinator – 602-712-4173**

**David Do – Project Coordinator – 602-712-8427**

**Mariano Macias – Project Coordinator**

## Oversight and Monitoring

**Rolanda Smedley – Process Manager – 602-712-8352**

**Jennifer Catapano – Oversight and Monitoring Manager – 602-712-4873**

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

**Cyndi Callahan – LPA Liaison and Training Coordinator 602-712-8330**

# 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

# 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

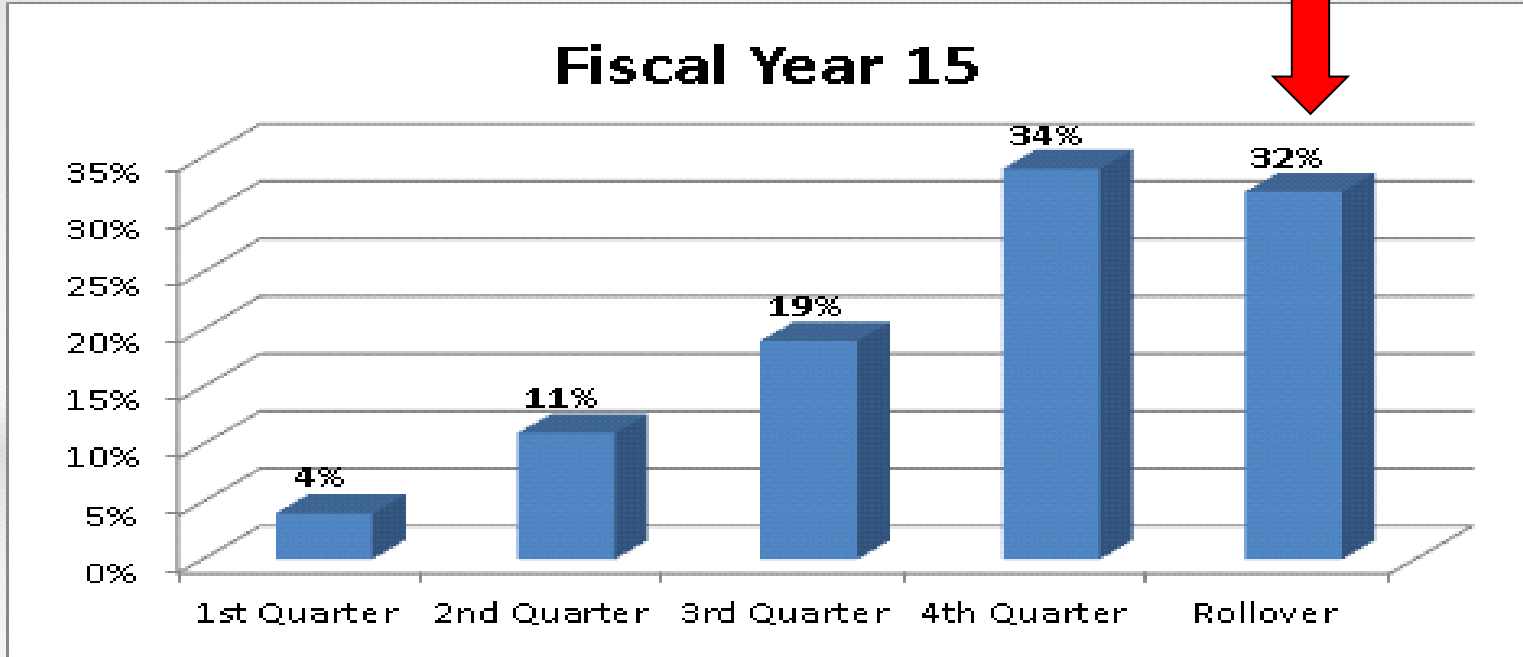
- Goal was implemented in 2015
- Even out the delivery of State and Local projects administered by ADOT

### 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**

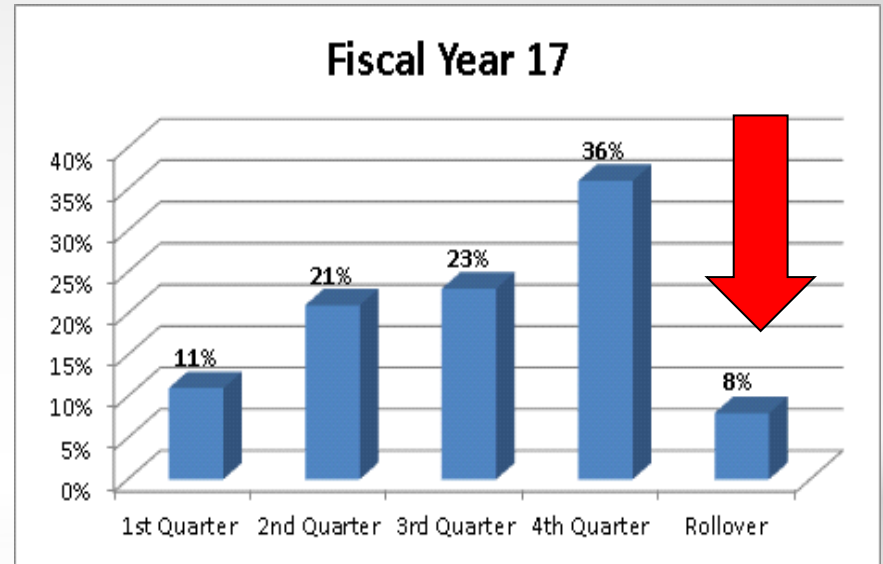
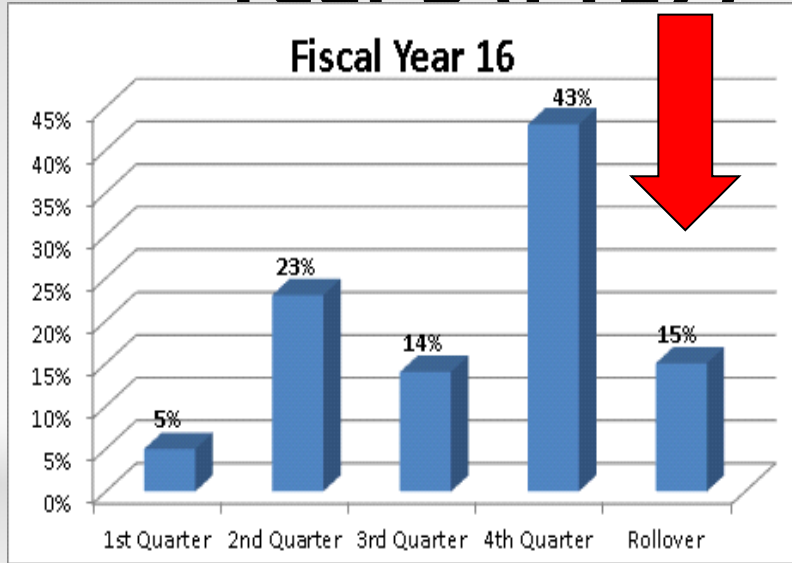


# Where We Started - Year 1



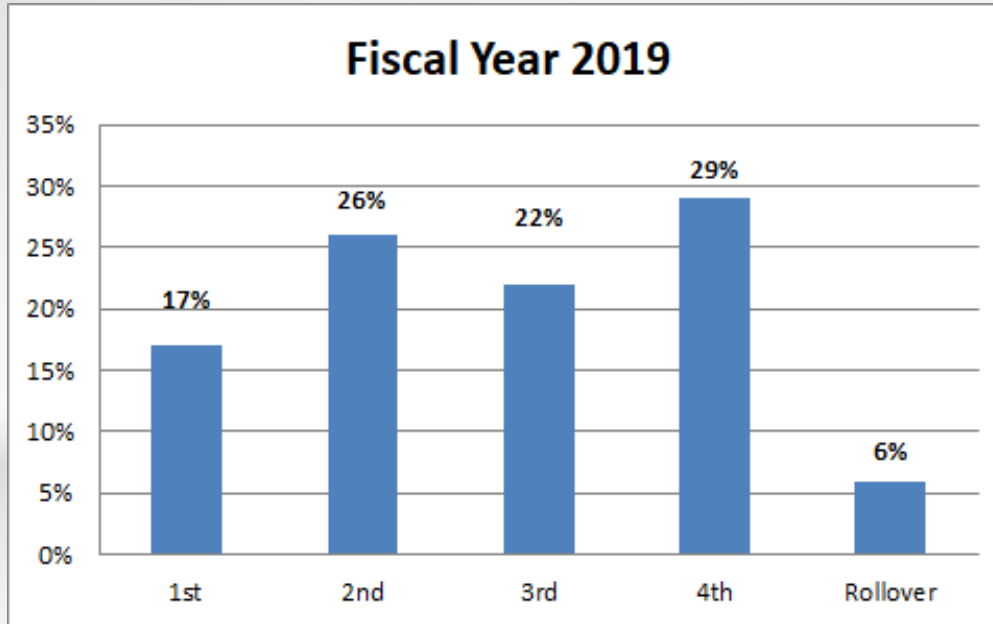
# Year 2 (FY 16)

# Year 3 (FY17)

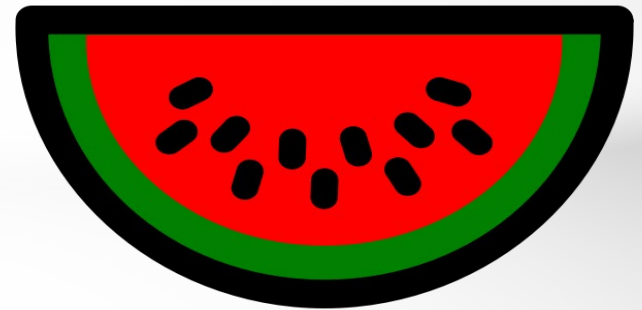


We started to show improvement with our “5th” Quarter

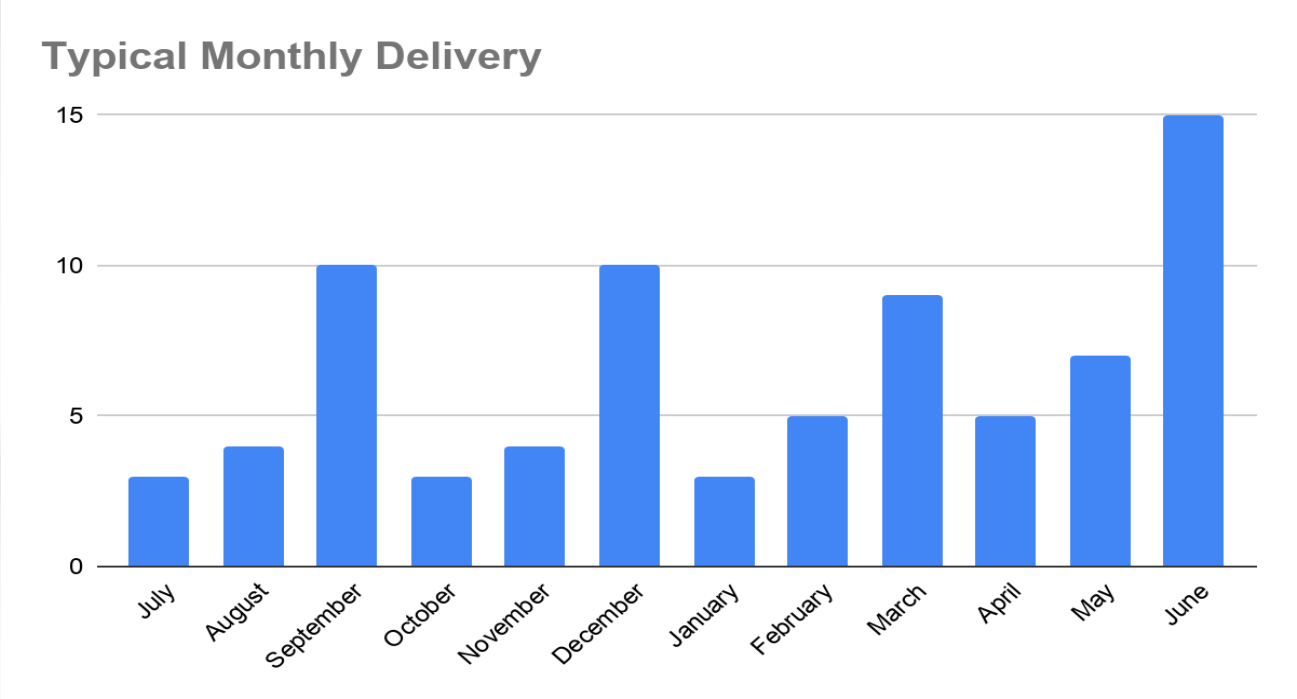
# 5th Year Progress



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



# Quarterly Hockey Sticks



# Next Metric...

## Monthly Delivery

Spread the delivery evenly throughout the year

20% in the 1<sup>st</sup> quarter should be:

July – 6%

August – 7%

September – 7%

# How To Reach This goal?

Track **Leading** Measures instead of **Lagging** Measures.

**20-30-30-20 – LAG Measure**

**Milestone Dates – Leading Measure**

# PRO Staff

Brenda Contreras – Contracts Supervisor

Sue Landin - Budget Analyst/Contract Manager

Phil Schaffer – Project Scheduler / Record Drawings

Lee Makler -Project Scheduler

Jeff Ross –Sr. Applications Developer

Jim Hampshire – Record Drawings

Karen Jim Administrative Assistant 3

**QUESTIONS?**