

PLANNING AND PROGRAMMING, PROJECT INITIATION, FEDERAL AUTHORIZATION, AND WORKING WITH THE ADOT PM

2/9/2022

KEY PRESENTATION POINTS – LEARNING GUIDE

PLANNING AND PROGRAMMING PROJECTS

- The Transportation Improvement Program (TIP) outlines the five year program of Councils of Government and Metropolitan Planning Organizations within Arizona. The TIP is approved by each COG and MPO board, ADOT and the Federal Highway Administration.
- The state fiscal year starts July 1. The federal fiscal year starts October 1.
- Be proactive with programming projects. Air quality contingent projects may require more planning time.

PROJECT INITIATION OF CA PROJECTS

- ADOT Local Public Agency (LPA) Program section will assist the Certification Acceptance (CA) agency with initiating federal funded projects.
 - LPA Program will review the following forms, submitted by CAs for project initiation:
 - Project request letter on agency letterhead
 - A legible copy of the local COG/MPO TIP page
 - Scoping letter
 - ADOT functional classification map
 - Project location map
 - ADOT LPA project initiation form
 - Other documents as needed.
- ADOT LPA Program section will assign an ADOT project number, federal ID number, ADOT project manager and environmental coordinator for a project.
- LPA Program section will send the CA an establishment letter.

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.
- The 01D subphase is set up for ADOT staff charges.
- The project end date is the final date when the recipient may perform work to be allowable for reimbursement on a federally-funded project.

WORKING WITH YOUR ADOT PROJECT MANAGER (PM)

- Michael Andazola oversees City of Scottsdale, City of Tucson, City of Mesa, Maricopa County, City of Tempe, City of Chandler, Pima County
- Dana Cherry is overseeing the City of Phoenix until an ADOT project manager is assigned.
- The ADOT PM is responsible for communicating to ADOT management and the CA that 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 a quarterly update meeting with (most) CA agencies.
 - Approve reimbursement requests.