

FEDERAL AUTHORIZATION & RESOURCE ADMINISTRATION

- Federal Authorization:
 - o Reimbursement Program funded primarily from the Federal Highway Trust Fund (requiring a Local Match currently 5.7% for Arizona).
 - o Transportation Bill FAST Act initially expired September 30, 2020 but has been extended for one year.
 - o Funding is distributed by both Apportionments (checks) and Obligation Authority (cash).
 - o Obligation Authority is "use or lose" by September 30th – Funding packages must be submitted to ADOT for review by May 15th.
 - o Cannot fund design without construction programmed.
 - o Enduring enough time is in schedule for project to deliver in year programmed.
 - o Qualifies for the HURF swap program

UNDERSTANDING THE ROLE OF FEDERAL HIGHWAY ADMINISTRATION (FHWA)

- Uniform Guidance
 - o Applies to all non-Federal entities that administer Federal funds
 - o FHWA delivers their program using Grant (project) Agreements
 - o Codified at 2 CFR 200 (specifically 2 CFR Subpart A-F)
- See Electronic Code of Federal Regulations:
 - o www.ecfr.gov
- Project Authorization/Funds Management
 - o Projects must be properly authorized through various steps
 - o Should a project meet inactive status project will have to adhere to inactive obligations
 - o Closeout and Record Retention guidelines need to be met following project completion
 - o Project Number should be reflected on all documents and reflect specific format
 - o Six different types of Phases of Project Authorization
 - o Increased Federal Share 23 USC 120(c)3
 - Promote innovative Technologies and Practices
 - Offers Additional 5% Federal Aid – with 100% share
 - https://www.fhwa.dot.gov/innovation/resources/increased_federal_share.cfm

WORKING WITH YOUR ADOT PROJECT MANAGER (PM) - Procurement Projects:

- o Identify the project scope, schedule and budget needs.
- o Submit application for ADOT sub-program funding (as necessary).
- o Work with your COG/MPO to identify project and program funds in the State Transportation Improvement Program (STIP) and the Capital Improvement Plan (CIP).
- o Submit your project initiation packet to the ADOT Local Public Agency (LPA) section.
- o Work with your PM to evaluate the project scope, schedule and budget needs.
- o Identify contractor install vs. local install.
- o Provide target date for Intergovernmental Agreement (IGA) approval.
- o Secure approvals.
- o Return IGA to the ADOT.
- o Upon execution of the IGA, remit payment per invoice.
- o Provide design packet, location map, and itemized cost estimate.
- o Submit Public Interest Finding (PIF) – if applicable
- o Complete Systems Engineering Checklist – if applicable
- o Review documents with the ADOT PM and the ADOT Procurement Officer
- o Submit draft purchase order (PO) and submit it to the contractor.
- o Complete evaluation of materials.
- o Develop schedule for installation with the ADOT District.
- o Submit materials certifications to complete installation.
- o Request post installation inspection/verification.
- o Submit ADOT payment Request Form from the ADOT PM.
- o Initiate project closeout.

UNDERSTANDING PROCUREMENT

- o ADOT Procurement develops a timeline from start to award. There are ramifications if the award date is missed.
- o Understand the federal guidelines for Buy America.
- o Document payments to the vendor in the DOORS System.
- o Consider bundling procurement projects.
- o http://www.azdot.gov/Inside_ADOT/Procurement/Index.asp