

FEDERAL AUTHORIZATION OF A PROJECT

8/10/2022

Module 2 provides an overview by Project Resource Office (PRO) staff on various resources, reports and tools available to ADOT employees, including understanding the role of the Project Review Board (PRB), project expenditure reports and systems such as the Project Information Retrieval Tool (PIRT). Attendees will learn how a project is federally authorized by ADOT Financial Management Services (FMS) and Federal Highway Administration (FHWA). Accounts Receivable and Payable staff from FMS explain the steps to keep our contractors paid in a timely manner.

WELCOME AND INTRODUCTION

8:00 am - 8:05 am (5 minutes)

Cyndi Callahan, Academy Facilitator for Project Resource Office, Local Public Agency Section

PROJECT REVIEW BOARD (PRB)

8:05 am - 8:25 am (20 minutes)

Lee Makler, Transportation Engineering Specialist, Project Resource Office

FEDERAL AUTHORIZATION

8:25 am - 8:55 am (30 minutes)

Elise Maza, Program/Project Funding Administrator, Financial Management Services

Alison Hart, Resource Administration Manager, Financial Management Services

FEDERAL HIGHWAY ADMINISTRATION (FHWA)

8:55 am - 9:55 am (60 minutes)

Aryan Lirange, Senior Urban Engineer, FHWA

Roman Moreno, Finance Manager, FHWA

Ammon Heier, Area Engineer, FHWA

BREAK

9:55 am - 10:05 am (10 minutes)

ACCOUNTS RECEIVABLE

10:05 am - 10:25 am (20 minutes)

Mary Cooper, Accounts Receivable

CONTRACTS PAYABLE

10:25 am - 10:45 am (20 minutes)

Michael Bruder, Contracts Payable Supervisor

PROJECT EXPENDITURE REPORTS

10:45 am - 11:15 am (30 minutes)

Sue Landin, Budget Analyst, Project Resource Office

PROJECT INFORMATION RETRIEVAL TOOL (PIRT) & DESIGN ITEMIZED COST ESTIMATE (DICE)

11:15 am - 11:45 am (30 minutes)

Jeff Ross, Senior Lead Applications Developer, Project Resource Office

CLOSING REMINDERS AND SURVEY

11:45 am - 11:55 pm (10 minutes)

Cyndi Callahan, Academy Facilitator for Project Resource Office, Local Public Agency Section