



Federal Aid Administration Options for Local Public Agencies (LPA)

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ADOT Administration (AA)

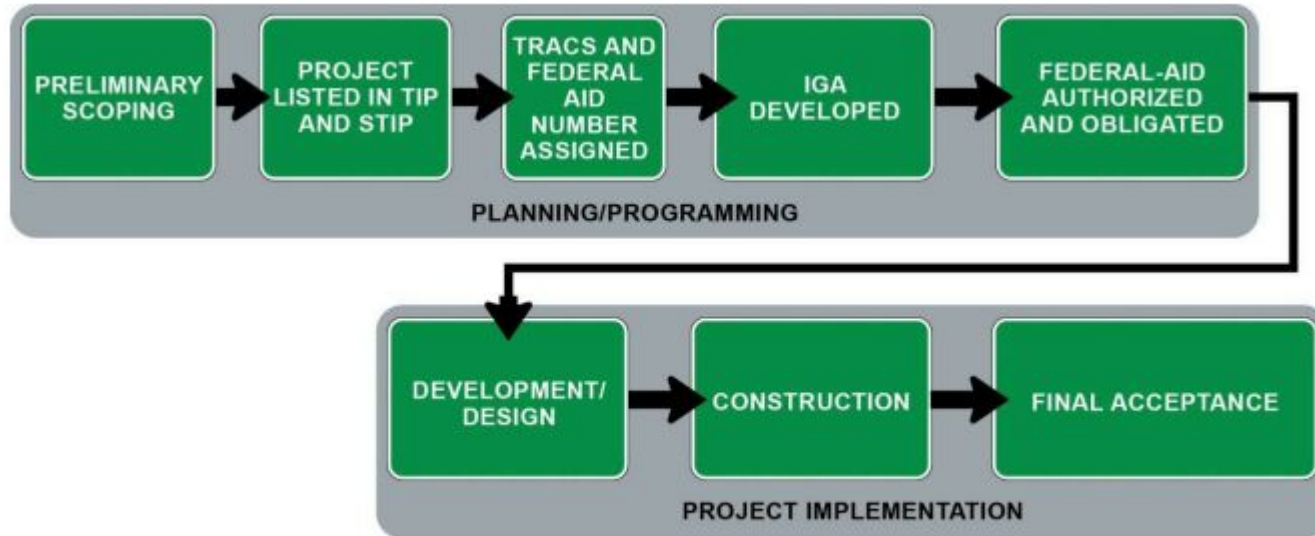


Figure 2-1 ADOT-Administration Process

ADOT Administered (AA)

- Planning Programming (MPD)
- Finance (FMS)
- Legal (JPA)
- FHWA
- Development /Design (PMG)
 - Environmental
 - Right of Way
 - Utilities
- Construction Districts
- Final Acceptance Close out (FMS / Districts)

Resources for ADOT Administered

ADOT Joint Project Administration Website

<https://azdot.gov/sites/default/files/2019/05/jpa-guidelines.pdf>

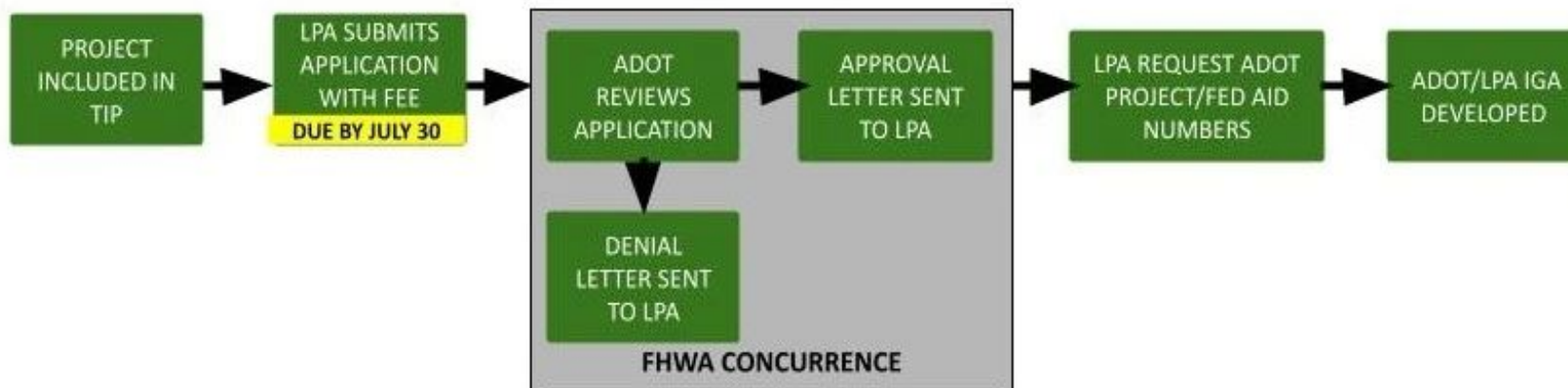
FHWA and ADOT Stewardship and Oversight Agreement for Arizona

<https://azdot.gov/sites/default/files/2025-01/StewardshipOversightAgreement.pdf>

Contract Administration

<https://www.fhwa.dot.gov/programadmin/contracts/cacc.pdf>

Self Administration (SA)



Self Administration (SA)

- Project by Project Basis
- LPA Applies for Self Administration
- LPA can select consultant for Design
- Design plans must be Federal Aid Standards
 - ADOT will review plans
- ADOT Still administer:
 - Environmental
 - Right of Way
 - Utilities
 - Advertisement
 - Construction

Time Frame

LPAs should allow sufficient time to develop the project and to process the self-administration application. It can take up to 2 years to develop a project after it is entered into a regional TIP and the STIP. Additionally, it can take up to 3 months from the time of application for self-administration status to receive approval to self-administer a project.

IGA development can begin as soon as the TRACS and federal-aid numbers have been assigned and must be fully executed before federal-aid funding can be authorized. Any work on the project performed before the federal-aid funding authorization effective date is not eligible for reimbursement.

LPAs should allow up to 6 months for development and execution of the IGA. The IGA process should begin before, or as early as possible in, the federal fiscal year to ensure that funding can be authorized in a timely manner.

Myth

Self-administration saves money. Don't count on it. LPAs are held fully accountable to ADOT for compliance with all aspects of the LPA project development process and FAHP requirements. Therefore, the costs of self-administered projects may be equal to or higher than those of projects administered by ADOT.

The self-administration process may not be as rigorous or labor intensive as the Certification Acceptance Program process, but LPAs considering self-administration status should carefully evaluate their resources and conduct a cost-benefit analysis on a project-by-project basis to ensure that the overall expected benefits outweigh the associated costs, effort, and time involved.

Resources for Self Administered

<https://azdot.gov/sites/default/files/2019/06/ecs-consultant-contract-manual.pdf>

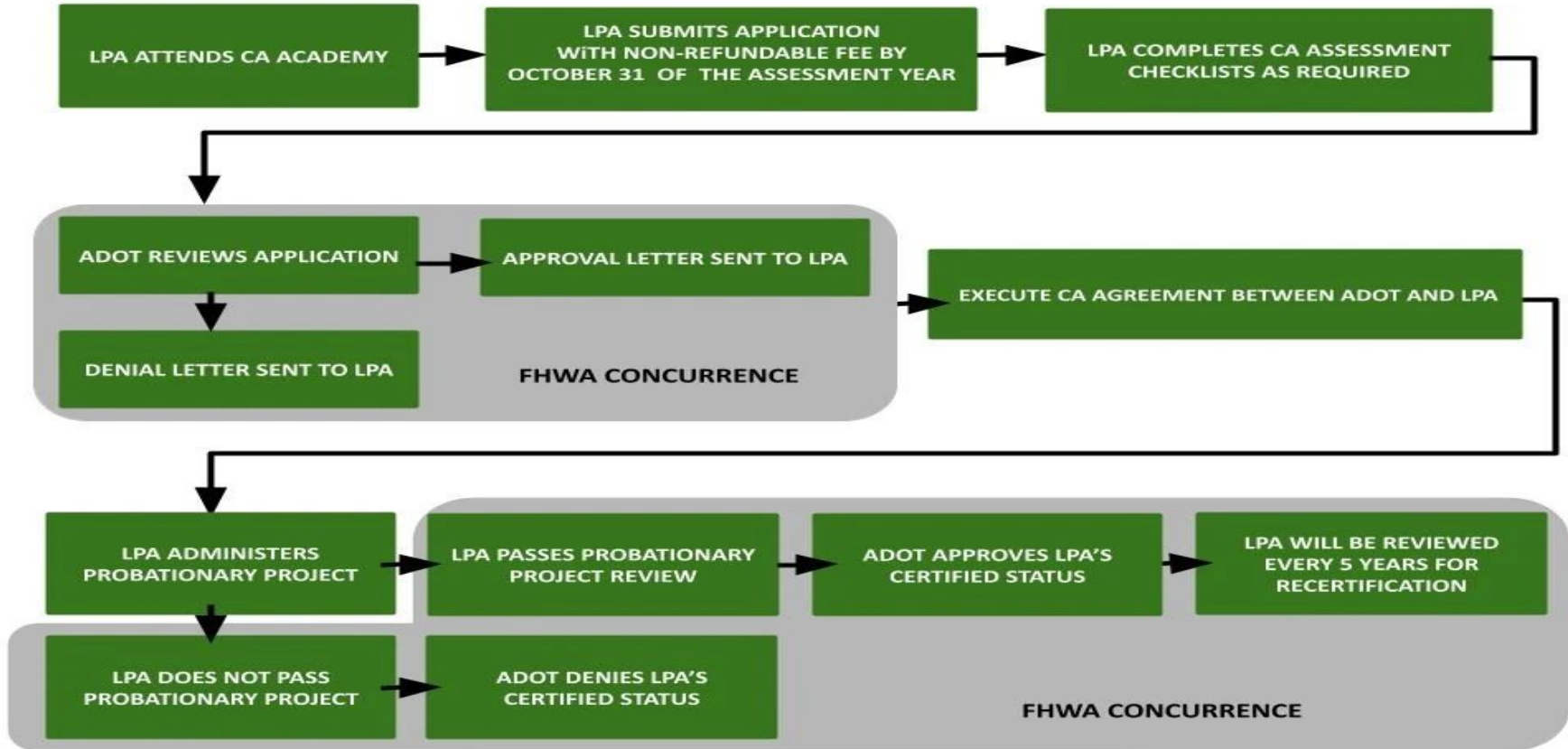
<https://azdot.gov/sites/default/files/2019/06/adot-typical-production-rates.pdf>

[DOT LPA Projects Manual Chapter 3 - Self-Administration \(3-1\)](#)

SA Application

https://docs.google.com/document/d/1i5EELRuBrDWuEDWU_LNWDHlixdwWDbh_pT15CZtMdYc/edit?tab=t.0

Certification Acceptance



Certification Acceptance (CA)

Currently we have 8 CA Agencies

- Chandler
- Mesa
- McDOT
- Pima County
- Phoenix
- Tempe
- Tucson
- Yuma (Probation) New

Certification Acceptance (CA)

CA Agency - Matrix of Delegated Authority, 2024 Recertification

CA Agency	Procurement					CA Agreement Signature Date
	Construction Contractors	Materials	Materials & Contractor to Install	Design-A/E	Design-A/E On Call1	
Partial Certification - No Design Authority (Probationary)						
Yuma	Permitted	Permitted	Permitted	No	No	December 5, 2024
Partial Certification - No Design Authority						
Tempe	Permitted	Permitted	Permitted	No	No	September 13, 2024
Phoenix	Permitted	Permitted	Permitted	No	No	October 7, 2024
Full Certification - Design Authority						
Chandler	Permitted	Permitted	Permitted	Permitted	No	September 13, 2024
Mesa	Permitted	Permitted	Permitted	Permitted	No	August 21, 2024
Pima County	Permitted	Permitted	Permitted	Permitted	No	August 21, 2024
Tucson	Permitted	Permitted	Permitted	Permitted	No	August 23, 2024
Full Certification with A/E On-Call						
Maricopa County	Permitted	Permitted	Permitted	Permitted	Permitted	August 21, 2024

Legend Key

1

Approved by ADOT to self - administer Design On-Call (consultants pre-qualified for specific services)

Certification Acceptance (CA)

CA Material

<https://azdot.gov/business/programs-and-partnerships/local-public-agency/certification-acceptance>

Next CA Academy will be July 2027

Checklist

<https://azdot.gov/business/programs-and-partnerships/local-public-agency/2024-certification-process>

Questions

