



U.S. Department
of Transportation
**Federal Highway
Administration**

ARIZONA DIVISION

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June 22, 2016

In Reply Refer To:
(727.x)
(TRAP 19 - MPO)
FY 2017 Work Plan Approval
Statewide Planning and Research Program
MPO and COG Work Programs

Mr. Michael Kies, Division Director
Multimodal Planning Division
Arizona Department of Transportation, (300B)
Phoenix, Arizona 85007

Dear Mr. Kies:

We have reviewed your May 20, 2016 letter requesting our approval of the State Planning and Research Work Program, the Metropolitan Planning Organization Work Plans and the Council of Governments Work Programs. The period of this work program is July 1, 2016 through June 30, 2017 and is approved effective July 1, 2016. Please take special note of the third bullet. Any change to the Work Program involving a new work element regardless of cost, shall be submitted to FHWA, through ADOT if applicable, for approval. This submittal shall include a brief scope of work and budget associated with the new work element. Failure to obtain this approval will result in billings for the new work element being deemed non-participating for Federal funds. Our office will be monitoring this requirement during the Work Program year for compliance.

This approval is made subject to the following summary of Federal regulations, which apply to federally funded planning work programs:

- That FHWA planning and research funds (as defined in 23 CFR 420.103) shall be administered in accordance with the provisions of 49 CFR Part 18 and 23 CFR Part 420.
- Work program activities must be eligible under 23 USC 134, 135, 505 or 49 U.S.C. 53030-5305, 5313(b) and the provision of 23 CFR 420 and 23 CFR 450.
- Prior Approval is required for the following changes:
 - Budgetary Changes –
 1. Increase in federal funds [49 CFR 18.30(c)(1)(i)]
 2. Cumulative transfer among already approved work program line items of 10% of the total federal funds or \$100,000 [49 CFR 18.30(c)(1)(ii)]
 - Programmatic Changes –
 1. Change in the scope or objectives of activities (e.g., adding or deleting line items) [49 CFR 18.30(d)(1)]
 2. Extending the period of performance past the approved work program period. [49 CFR 18.30(d)(2)].
 3. Transferring substantive programmatic work to a third party (e.g., consultant work not identified in the original work program) [49 CFR 18.30(d)(4)]


-Capital expenditures including purchase of equipment if not included in UPWP. [2 CFR 200 Subpart E and Appendix VII]

- The following prior approval requirements are waived:
 1. Change in key person. [49 CFR 18.30(d)(3)]
 2. Publish reports resulting from the activities in the work program. Reports prepared for FHWA funded work shall include appropriate credits, references and disclaimer statements [23 CFR 420.117(e)].
 3. The use of program income as a match for Federal funds or to perform additional eligible work [49 CFR 18.25(g)]
- If not included in the Federal-aid project agreement, the SPR and each UPWP work program shall include certifications that the State transportation agency and the recipients of PL and SPR funds will comply with the suspension and debarment provision of 49 CFR Part 29 and the lobbying restrictions set forth in 49 CFR Part 20.
- The Single Audit Act Amendment of 1996 requires that an independent audit be completed of any non-federal entity expending \$750,000 or more in Federal funds from all sources in a fiscal year. The audit shall be completed no later than 13 months following the end of the Grant Period. [49 CFR 18.26, 2 CFR 200 Subpart F]
- Annual progress and financial summaries shall be submitted 90 days (3 months) after the end of the report period. The report may be more frequent if deemed necessary by FHWA. [23 CFR 420.117(c)]

The Transportation Planning Final Rule added two new Planning Emphasis Areas (Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and enhance travel and tourism). [23 CFR 450.206]

Sincerely,



 Karla S. Petty
Division Administrator

ec:

Dennis Smith (MAG), Farhad Moghimi (PAG), Charlene Fitzgerald (YMPO), Chris Bridges (CYMPO), David Wessel (FMPO), Irene Higgs (SCMPO), Dan Coxworth (SVMPO), Jean Knight (LHMPO), Randy Heiss (SEAGO), Kenneth Hall (CAG), Chris Fetzer (NACOG), Brian Babiars (WACOG)
Angela Ringor (ADOT), Patrick Stone (ADOT), Dominique Paukowits (FTA), Alexander Smith (FTA)

ecc:

EStillings, RTruely, AHansen
ESS:cdm