



U.S. Department  
of Transportation

**Federal Highway Administration**

[Arizona Division](#)

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**Federal Transit Administration**

[Region IX](#)

90 7th St, Ste 15-300

San Francisco, CA 94103

(415) 734-9490 – Main

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June 28, 2023

In Reply Refer To:  
(TRAP 21 – Work Plans)  
FY 2024-2025 Work Plan Approval  
Statewide Planning and Research Program  
MPO and COG Work Programs

SENT ELECTRONICALLY

Mr. Paul Patane, Division Director  
Multimodal Planning Division  
Arizona Department of Transportation, (300B)  
206 S. 17<sup>th</sup> Avenue  
Phoenix, Arizona 85007

Dear Mr. Patane:

The Federal Highway Administration and Federal Transit Administration Region IX have jointly reviewed your June 7, 2023 letter requesting 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, 2023 through June 30, 2025 and is approved effective July 1, 2023. 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 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 23 CFR Part 200 and 23 CFR Part 420.
- Work program activities must be eligible under 23 USC 134, 135, 505 or 49 U.S.C. 5303-5305 and 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
    2. Cumulative transfer among already approved work program line items greater of 10% of the total federal funds or \$100,000
  - Programmatic Changes –
    1. Change in the scope or objectives of activities (e.g., adding or deleting line items)
    2. Extending the period of performance past the approved work program period.

3. Transferring substantive programmatic work to a third party (e.g., consultant work not identified in the original work program)  
-Capital expenditures including purchase of equipment if not included in UPWP.

- The following prior approval requirements are waived:
  1. Change in key person.
  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
  3. The use of program income as a match for Federal funds or to perform additional eligible work
- 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.
- 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.
- Please note any expenditures incurred prior to July 1, 2023 or after June 30, 2025 will be deemed ineligible for Federal reimbursement under this Work Program approval grant period.

If you have questions or would like additional information, please contact Mr. Romare Truely of FHWA Arizona Division at (602) 382-8978 or [romare.truely@dot.gov](mailto:romare.truely@dot.gov); or Ms. Arianna Valle of FTA Region IX at (602) 382-8967 or [arianna.valle@dot.gov](mailto:arianna.valle@dot.gov).

Sincerely,

Karla S. Petty  
Division Administrator  
FHWA Arizona Division

By: Edward S. Stillings, P.E.  
Senior Transportation Planner

cc: Paul Patane (ADOT), Clemenc Ligocki (ADOT), Jason James (ADOT), Eric Anderson (MAG), Ed Zuercher (MAG), Crystal Figueroa (YMPO), Vincent Gallegos (CYMPO), Kate Morley (MetroPlan), Irene Higgs (SCMPO), Karen Lamberton (SVMPO), Justin Hembree (LHMPO), Randy Heiss (SEAGO), Andrea Robles (CAG), Chris Fetzer (NACOG),

Brian Babiars (WACOG), Angela Ringor (ADOT), Elise Maza (ADOT), Sam Diaz (FTA),  
Arianna Valle (FTA)

Internal ec: Ed Stillings (FHWA), Romare Truely (FHWA), Alan Hansen (FHWA), Roman  
Moreno (FHWA), Sharzae Cameron (FHWA), Anthony Sarhan (FHWA), Karla Petty (FHWA),  
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