

Staffing Plan

Agency Documents Reviewed By ADOT LPA Section

- Organizational Chart

Submit to ADOT LPA Section before January 26, 2024

Assessment Questions

Question	Y/N	Document, Page, Paragraph <i>(To be completed by CA)</i>	Check if changed since 2019 <i>(CA to complete)*</i>	Item of Concern <i>(SME use only)*</i>
Does the Agency's Organizational Chart accurately identify current Key Personnel?				
Does the Agency's Organizational Chart identify position title and contact information for each Key Personnel?				
Does the Agency have a well-documented process for adding/deleting/modifying Key Personnel?				
Does the Agency's process include providing an advance written notice to the ADOT LPA Section when Key Personnel changes occur?				

See the list of Key Personnel and Roles and Responsibility below for more information.

Key Personnel	Role and Responsibility
Designated Approval Authority	Official with the authority to formally assume responsibility for the implementation of the project development program and delivery of FAHP projects.
CA Liaison	An executive decision maker with working knowledge of the CA Program and main point of contact for ADOT.
Responsible Charge	The person in responsible charge must be a full-time LPA staff member (not a consultant) who is qualified to successfully complete projects in accordance with all applicable state, federal, and tribal laws, regulations, and requirements.
Title VI Coordinator	Designated individual directly responsible for the management and administration of the Agency's ADOT-approved Title VI Program Plan.
ADA Coordinator	Designated individual directly responsible for the Agency's compliance with its ADA Transition Plan.
DBE Liaison	Designated individual directly responsible for implementing and monitoring DBE Program activities and advising the Agency fully and properly of DBE Program Plan issues.
ROW Agent	Designated individual directly responsible for the Agency's compliance with federal requirements for ROW activities, administration of appraisal, acquisition, and relocation activities, and preparation of the ROW Plan and ROW Clearance Letter.

The Certification Acceptance Agency attests to the following (check the following applicable box):

<input type="checkbox"/>	No changes made since 2019
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<input type="checkbox"/>	The following changes since 2019 are noted above
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Agency – Prepared by:	
Signature	
Printed Name	
Title	
Date	

ADOT – Reviewed by:	
Signature	
Printed Name	
Title	
Date	

<i>*Item of Concern Documentation:</i>
