

PROCEDURES FOR FUNDING PROJECTS ADMINISTERED BY DIVISION

- 1 Upon approval of the TIP by the Board of Transportation, Division requests Program Development Branch to authorize full preliminary engineering (PE) for each new project.
2. Program Development branch will forward copies of the PE authorization sheet to the appropriate Division, and/or Planning and Environmental Branch. Once full PE is authorized, environmental studies and design work can commence. This may be as simple as an environmental check list, up to and including a two step EA/FONSI.
- 3 When the environmental document for a project is approved, the Division or Planning and Environmental Branch as applicable distributes the approved planning document and notifies the appropriate Branches. Once the environmental document is approved and plans are completed, right of way (if needed) or construction can be authorized when request is made to Program Development Branch.

4. If right of way is required, the Division prepares the plans and requests authorization for right of way acquisition. The Division directs the right of way authorization request to the Program Development Branch. At the same time , two sets of right of way plans are forwarded by the Division to the appropriate Right of Way staff for right of way acquisition. Right of way acquisition can begin only after right of way acquisition is authorized by the Program Development Branch.
5. The Program Development Branch sends copies of the approved right of way authorization to the Division and Right of Way Branch.
6. Upon completion of right of way acquisition or if additional right of way is not required, the Division requests authorization for construction.

If the work is to be accomplished by Purchase Order or division contract procedures, the Division submits the estimate for purchase order contract or division contract to the Manager of Program Development and requests authorization of construction funds.

If the work is to be accomplished by Force Account, the Division submits a letter requesting force account construction authorization to the Manager of Program Development. The body of this letter shall show an estimated cost of work to be performed versus an estimated cost if it were let to contract, thus justifying the work to be done by state forces.

7. The Program Development Branch sends copies of approved construction authorization to the Division.
8. Upon notification of construction authorization, the Division may immediately advertise for bids for the construction of the project.
9. Upon receipt the bids, a copy of the estimate of the low bidder shall be submitted to Program Development Branch for adjusting funds.

For Federal-aid projects which are classified as "non-exempt", copies of all bids received should be sent to the Program Development Branch along with a letter from the Division Engineer recommending award. The Program Development Branch will then obtain FHWA concurrence in the award recommended by the Division Engineer. Upon receipt of FHWA concurrence, Program Development will notify the Division.
10. Upon completion of a project, the Division will notify the Program Development Branch so necessary steps can be made to close the project.