

# Appendix A

## Acronyms/Abbreviations

### -A-

AADT - Annual Average Daily Traffic

AASHTO - American Association of State Highway and Transportation Officials

AC - Asphaltic Concrete

ACP - Advanced Check Prints *(or 95% Final Plans)*

ADA - Americans with Disabilities Act

ADT - Average Daily Traffic

AG - Attorney General

AICP - American Institute of Certified Planners

ANSI - American National Standards Institute

APA - American Planning Association

APBP - Association of Pedestrian and Bicycle Professionals

APS - Accessible Pedestrian Signal

### -B-

BA - Biological Assessment

BE - Biological Evaluation

BMP - Best Management Practices

BMS - Bridge Management System

BO - Biological Opinion

BR - Bridge Replacement and Rehabilitation

### -C-

CAAA - Clean Air Act Amendments of 1990

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CAD - Computer Aided Drafting

CCS - Consultant Contract Services

CEA - Cooperative Endeavor Agreement (*now called Entity-State Agreement, formerly called City-State Agreement or Sponsor-State Agreement*)

CEI - Construction Engineering and Inspection

CE - Categorical Exclusions (*NEPA*)

CEQ - Council on Environmental Quality

CFDA - Catalog of Federal Domestic Assistance

CFR - Code of Federal Regulations

CMAQ - Congestion Mitigation and Air Quality Program

CMP - Congestion Management Process

CMS - Congestion Management System

COE - (*U.S. Army*) Corps of Engineers; also USACE

COG - Council of Governments

CRPC - Capital Region Planning Commission (*Baton Rouge MPO*)

CRS - Cultural Resource Survey

CSS - Context Sensitive Solutions

CUF - Commercially Useful Function

CZMA - Coastal Zone Management Act

CZMP - Coastal Zone Management Program

**-D-**

DA - Damage Assessment (*Forms*); also District Administrator

DB - Design Build

DBE - Disadvantaged Business Enterprise

DCC - District Construction Coordinator

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DCRT - *(Louisiana)* Department of Culture, Recreation, and Tourism

DDHV - Directional Design Hourly Volume

DEIS - Draft Environmental Impact Statement

DEQ - *(Louisiana)* Department of Environmental Quality

DHV - Design Hourly Volume

DIR - Damage Inspection Report *(used on Emergency Relief Projects)*

DNR - *(Louisiana)* Department of Natural Resources

DOC - *(Federal)* Department of Commerce

DOI - *(Federal)* Department of the Interior

DOT - *(Federal)* Department of Transportation *(same as USDOT)*

DOTD - *(Louisiana)* Department of Transportation and Development

DSR - Damage Survey Report *(used on emergency relief projects)*

DS&S - Decent, Safe, and Sanitary *(housing)*

DTOE - District Traffic Operations Engineer

DUNS Number - Data Universal Numbering System

DUS - District Utility Specialist

**-E-**

EA - Environmental Assessment; also Economic Area

EAC - Enhancement Advisory Committee

EDSM - Engineering Directive Standards Manual

EEO - Equal Employment Opportunity

EIS - Environmental Impact Statement

EMD - Emergency Management Division

EO - Executive Order

EOR - Engineer of Record

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EPA - (*Federal*) Environmental Protection Agency

ER - Emergency Relief (*FHWA*)

ESA - Entity-State Agreement

**-F-**

FA - Federal Aid

FAA - Federal Aviation Administration

FAPG - Federal Aid Policy Guide

FEIS - Final Environmental Impact Statement

FEMA - Federal Emergency Management Agency

FHWA - Federal Highway Administration

FLH - Federal Lands Highway

FMIS - Federal Management Information System

FONSI - Finding of No Significant Impact

FRTPL - FHWA Recreational Trails Program for Louisiana

FTA - Federal Transit Administration

FWPCA - Federal Water Pollution Control Act of 1972

F&WS - (*Federal*) Fish and Wildlife Service (*also USFWS*)

**-G-**

GIS - Geographic Information System

**-H-**

HBRRP - Highway Bridge Replacement and Rehabilitation Program

HHS, HES - High Hazard Safety and Hazard Elimination & Safety Programs

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HOV - High-occupancy Vehicle (e.g., bus, van, carpool)

HQ - (DOTD) Headquarters

HTMPO - Houma-Thibodaux Metropolitan Planning Organization

HUD - (United States Department of) Housing and Urban Development

-I-

IJR – Interchange Justification Report

IMCAL - Imperial Calcasieu Regional Planning and Development Commission  
(Lake Charles MPO)

IM - Interstate Maintenance

I/M - Inspection/Maintenance

IMS - Intermodal Management System

IRI – International Roughness Index

ISTEA - Intermodal Surface Transportation Efficiency Act of 1991

ITE - Institute of Transportation Engineers

-J-

JPR - Joint Plan Review

-L-

LAPELS - Louisiana Association of Professional Engineers and Land Surveyors

LCG - Lafayette Consolidated Government

LF - Load Factor

LLA – Louisiana Legislative Auditor

LOC - Letter of Commitment

LOS - Level of Service

LPA - Local Public Agency

LPDES - Louisiana Pollution Discharge Elimination Systems

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LRP - Long Range Plan

LRSP - Local Road Safety Program

LTAA - Likely To Adversely Affect

LTAP - Local Technical Assistance Program

**-M-**

MOA - Memorandum of Agreement

MOU - Memorandum of Understanding

MPO - Metropolitan Planning Organization

MTS - Marine Transportation System Program

MUTCD - Manual on Uniform Traffic Control Devices for Streets and Highways

**-N-**

NAA – Nonattainment Area

NAAQS - National Ambient Air Quality Standards

NACHP - National Advisory Council for Historic Preservation

NBI - National Bridge Inventory

NBIS - National Bridge Inspection Standards

NCHRP - National Cooperative Highway Research Program

NEPA - National Environmental Policy Act

NHPA - National Historic Preservation Act

NHS - National Highway System

NLCOG - Northwest Louisiana Council of Governments (*Shreveport-Bossier MPO*)

NMFS - National Marine Fisheries Service

NOAA - National Oceanic & Atmospheric Administration

NOI - Notice of Intent (*Stormwater Permit*)

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NORPC – New Orleans Regional Planning Commission  
NPDES - National Pollutant Discharge Elimination System  
NPS - National Park Service (*of the U.S. Department of the Interior*)  
NTP - Notice-to-Proceed  
NWP - Nationwide Permit (*U.S. Army Corps of Engineers*)

**-O-**

OA - Obligation Authority  
OCOG - Ouachita Council of Governments (*Monroe MPO*)  
OJT - On-the-Job Training  
OMB - (*Federal*) Office of Management and Budget  
OSBR - Off-System Bridge Replacement

**-P-**

PC - Point of Curvature (*Curve data; point at which the curve begins*); also, Plan Change  
PCC(P) - Portland Cement Concrete (*Pavement*)  
PD - Plan Development  
PDA - Preliminary Damage Assessment  
PDEIS - Preliminary Draft Environmental Impact Statement  
PDSC - Project Delivery Steering Committee  
PE - Preliminary Engineering; Project Engineer; also Professional Engineer  
PFC - Project Finance Subcommittee  
PI - Public information and outreach component of the TMP  
PI - Point of Intersection (*Curve date; point at which the two tangents intersect*)  
PIH - Plan-in-Hand (*or 95% Preliminary Plans*)

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PL - Public Law

PM - Project Manager; also Program Manager

PMS - Pavement Management System

PPM - Policy and Procedure Memorandum

PS&E - Plans, Specifications, and Estimate

PT - Point of Tangent (*Curve data; point at which the curve ends*)

PTA - Parish Transportation Fund Act (*R.S. 48:751 – 48:762*)

PTOE – Professional Traffic Operations Engineer

**-Q-**

QA/QC - Quality Assurance / Quality Control

**-R-**

3R Guidelines - Resurfacing, Restoration, Rehabilitation Guidelines

RAPC - Rapides Area Planning Commission (*Alexandria MPO*)

R&D - Research and Development

RFI - Request for Information

RFP - Request for Proposal

RFQQ - Request for Quotation and Qualification

ROD - Record of Decision

RPC or NOROE - Regional Planning Commission (*New Orleans Region and St. Tammany Parish MPO*)

R/R - Railroad, Railway

R/W or ROW - Right-of-Way

**-S-**



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SAFETEA-LU - Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users

SRTS - Safe Routes to Schools

SCPDC - South Central Planning District Commission (*Houma-Thibodaux MPO*)

SCS - Soil Conservation Service (*of the U.S. Department of Agriculture*)

SEIS - Supplemental Environmental Impact Statement

SEQR - State Environmental Quality Review Act

SHPO - State Historical Preservation Officer

SOV - Single Occupancy Vehicle

SRTS - Safe Routes to School

STIP - Statewide Transportation Improvement Program

STP - Surface Transportation Program

SWPPP - Storm Water Pollution Prevention Plan

**-T-**

TAC - Technical Advisory Committee

TCP - Traffic Control Plan

TCM - Transportation Control Measures

TCS – Traffic Control Supervisor

TCSP – Transportation, Community and System Preservation

TCT – Traffic Control Technician

TDM - Travel Demand Management

TEA-21 - Transportation Equity Act for the 21st Century

TEP - Transportation Enhancement Program

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TIP - Transportation Improvement Program  
TMA - Transportation Management Areas  
TMP - Traffic Management Plan  
TMS - Traffic Monitoring System  
TO - Traffic Operations Component of the TMP  
TRB - Transportation Research Board  
TSM - Transportation System Management  
TTC – Temporary Traffic Control  
T2 - Technology Transfer

**-U-**

UMTA – *(Federal)* Urban Mass Transportation Administration  
USC - United States Code  
USCOE – United States Army Corps of Engineers  
USDA – United States Department of Agriculture  
USDOL - United States Department of Labor  
USDOT – United States Department of Transportation  
USFS - United States Forest Service  
USFWS – United States Fish and Wildlife Service, also F&WS  
UZA - Urbanized Area

**-V-**

VE - Value Engineering  
VMT - Vehicle Miles Traveled

**-W-**

Acronyms/Abbreviations/Terms/Definitions

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WBE - Women's Business Enterprise

WZ – Work Zone

**-Other-**

2-R - Resurfacing and Restoration

3-R - Resurfacing, Restoration, and Rehabilitation

# Terms and Definitions

The following terms and definitions are used throughout this manual. Additional terms and their definitions can also be found in other locations of this manual or its appendices.

-A-

Annual Average Daily Traffic (AADT) - The total volume of vehicle traffic of a highway or road for a year divided by 365 days.

Acadiana Regional Development District - The regional planning and resource center for eight parishes (counties) in South Central Louisiana including parts of Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermilion.

Administering Agency or Sponsor - The state, parish, city, town, village, or other public agency, public authority or nonprofit organization that is authorized and designated under its Entity-State Agreement with DOTD to design, acquire right-of-way (if applicable), construct, and administer contracts for federal aid projects. The Administering Agency may also be referred to as the local agency, agency, local government, municipality, owner, or sponsoring entity.

Administrative Settlement - A negotiated settlement of a right-of-way acquisition case in which the acquiring agency has administratively approved payment in excess of fair market value as shown on the agency's approved determination of value.

Advance Check Prints (ACP) - Project plans, profiles, and typical cross-sections that are approximately 95% complete. ACP's are developed from preliminary plans and become part of the Contract Bid Document Package when they are 100% complete.

Alexandria/Pineville Metropolitan Planning Organization - A transportation policy-making organization made up of representatives from local government and transportation authorities for the urbanized area established from the most recent decennial Census. The MPO carries out regional transportation planning efforts and receive federal planning funds for this from DOTD. They approve and select federally funded projects for the TIP. The Rapides Area Planning Commission is the Alexandria/Pineville MPO staff.

American Association of State Highway & Transportation Officials (AASHTO) - A nonprofit, nonpartisan association representing highway and transportation departments in the 50 states, the District of Columbia, and Puerto Rico. It represents all five transportation modes: air, highways, public transportation, rail and water. Its primary goal is to foster the development, operation, and maintenance of an integrated national transportation system.

American Institute of Certified Planners (AICP) – It is the American Planning Association's professional institute that provides the certification of professional planners, ethics, professional development, planning education, and the standards of planning practice.

American National Standards Institute (ANSI) - This Institute oversees the creation, promulgation, and use of thousands of norms and guidelines that directly impact businesses in nearly every sector. ANSI is also actively engaged in accrediting programs that assess conformance to standards.

American Planning Association (APA) – Is a nonprofit public interest and research organization committed to urban, suburban, regional, and rural planning. APA and its professional institute, the American Institute of Certified Planners, advance the art and science of planning to meet the needs of people and society.

Americans with Disabilities Act of 1990 (ADA) - Mandates building codes, transportation, and hiring practices to prevent discrimination against persons with disabilities, not just in projects involving federal dollars, but all new public places, conveyances, and employers.

Annual Average Daily Traffic (AADT) - The estimate of typical daily traffic on a road segment for all days of the week, Sunday through Saturday, over the period of one year.

Approval Authority - Designated as the person responsible for approving a document or stage of a federal aid transportation project.

Area of Disturbance - Activities subject to National Pollutant Discharge Elimination System (NPDES) or Louisiana Pollution Discharge Elimination Systems (LPDES) Construction Permits. Construction projects resulting in land disturbance of one or more acres of total land area. Such activities include but are not limited to clearing and grubbing, grading, excavating, and demolition.

Association of Pedestrian and Bicycle Professionals (APBP) - The only professional membership organization for pedestrian and bicycle transportation. The membership is dedicated to make bicycling and walking a viable transportation option.

Authorization – The review and approval of all of the project information and documents by the Federal Highway Administration (FHWA) that will result in the FHWA obligating the funds for the project.

Automatic Traffic Recorder - A device that records the continuous passage of vehicles across all lanes of a given section of roadway by hours of the day, days of the week, or months of the year

**-B-**

Backslope - Extends from the top of the cut at the existing grade to the bottom of the ditch.

Baton Rouge Metropolitan Planning Organization (BRMPO) - A five parish transportation policy-making organization made up of representatives from local government and transportation authorities for the urbanized area established from the most recent decennial Census. The MPO carries out regional transportation planning efforts and receive federal planning funds for this from DOTD. They approve and select federally funded projects for the TIP. The Capital Regional Planning Commission is the BRMPO staff.

Betterment - Upgrading a feature/facility above existing conditions/materials. No betterment credit is required for the replacement of devices or materials that are required by the highway project, that are equivalent standards although not identical, of the next highest grade or size when the existing devices or materials are no longer regularly manufactured, required by law under governmental and appropriate regulatory commission code, or required by current design practices and there is a direct benefit to the highway project (time savings, aesthetics, safety, environmental, and future use considerations).

Bridge Management System (BMS) - A means for managing bridges throughout design, construction, operation, and maintenance. It is used to build inventories and inspection databases, planning for maintenance, repair and rehabilitation interventions in a systematic way, optimizing the allocation of financial resources, and increasing the safety of bridge users. The major tasks are: collection of inventory data; inspection; assessment of condition and strength; repair, strengthening, or replacement of components; and prioritizing the allocation of funds. It manages bridge information to formulate maintenance programs within cost limitations. Its four basic components are: data storage, cost and deterioration models, optimization and analysis models, and updating functions.

Bridge Replacement and Rehabilitation - Federal-aid funding program administered by the Federal Highway Administration (FHWA) and DOTD for the replacement or rehabilitation of bridges.

-C-

Capital Region Planning Commission (CRPC) - Staffed and supported by the executive director and his/her technical staff that provides information and technical support to the Baton Rouge Metropolitan Planning Organization (BRMPO). As the Baton Rouge regional MPO, the Capital Region Planning Commission focuses a great deal of its resources on transportation planning issues and activities, which include highway planning, the regional ridesharing program, and air quality issues. CRPC also includes the Council of Governments serving the eleven-parish Capital Region, which includes the following parishes: Ascension, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, Tangipahoa, Washington, West Baton Rouge, and West Feliciana.

Catalog of Federal Domestic Assistance (CFDA) - Provides a full listing of all federal programs available to state and local governments; federally-recognized Native American tribal governments; territories; domestic public, quasi- public, and private profit and nonprofit organizations and institutions; specialized groups; and individuals.

Categorical Exclusion (CE) – Is a NEPA term for a category of actions that does not individually or cumulatively have a significant impact on the human environment. Therefore, neither an environmental assessment nor an environmental impact statement is required for compliance with NEPA.

Change Orders - Any changes to the plans or specifications will require a change order. The LPA P.E. is responsible for writing all change orders and submitting them for approval. Extra work should not be started until Change Order approval has been received.

City/Parish, Local Agency, or Agency – Is any municipal corporation within the state of Louisiana.

Clean Air Act Amendments of 1990 (CAAA) - Identifies “mobile sources” (vehicles) as primary sources of pollution and places requirements in metropolitan areas and states where attainment of National Ambient Air Quality Standards (NAAQS) is or could be a problem.

Coastal Zone Management (CZM) - Applicants for federal permits or licenses must certify that their project will comply with the State Coastal Zone Management Program. (The Shoreline Management Act applies to projects within 200 feet (61 m) of a shoreline.)

Coast Guard Permit - A permit issued by the Coast Guard for all structures in navigable waterways; Rivers and Harbors Act.

Code of Federal Regulations (CFR) - The codified administrative regulations of the Federal government; a compilation of the general and permanent rules of the executive departments and agencies of the Federal Government as published in the Federal Register. The Federal Highway Administration's regulations are contained in Title 23 of the CFR.

Commercially Useful Function (CUF) - Performed when a DBE is responsible for the execution of a distinct element of the work of a contract by actually managing, performing, and supervising the work involved.

Community - A major subdivision of a municipality, composed of neighborhoods, considered as a unit for planning purposes.

Complete Streets Policy - A policy to create a comprehensive, integrated, connected transportation network for Louisiana that balances access, mobility, health, and safety needs of motorists, transit users, bicyclists, and pedestrians of all ages and abilities, including users of wheelchairs and mobility aids.

Congestion Management Systems (CMS) - Requires large metropolitan areas (200,000 population or more) and states to develop management plans which make new and existing transportation facilities more effective through the use of travel demand management and operational management strategies.

Congestion Mitigation Air Quality (CMAQ) - A federal-aid project funding category where the funds are provided for projects and activities which reduce congestion and improve air quality.

Congestion Management Process (CMP) - A systematic approach developed and implemented throughout a metropolitan region, which provides for the safe and effective management and operation of new and existing transportation facilities through the use of demand reduction and operational management strategies. The CMP is required to be developed and implemented as an integral part of the metropolitan planning process in Transportation Management Areas (urbanized areas with a population over 200,000, or any area where designation as a TMA has been requested). It is an “8 Step” process: develop congestion management objectives; identify

area of application; define system or network of interest; develop performance measures; institute system performance monitoring plan; identify and evaluate strategies; implement selected strategies and manage transportation system; and monitor strategy effectiveness.

Construction - "Construction" in reference to the federally-aided highway projects means the supervising, inspecting, and actual building of a highway. It includes related activities such as locating, surveying, and mapping, resurfacing, restoration, and rehabilitation, acquisition of rights-of-way, acquisition of replacement housing sites, acquisition and rehabilitation, relocation, and construction of replacement housing, relocation assistance, elimination of hazards of railway grade crossings, elimination of roadside obstacles, and improvements which directly facilitate and control traffic flow, such as grade separation of intersections, widening of lanes, channelization of traffic, traffic control systems, and passenger loading and unloading areas.

Construction Contract Administration Manual – Located under the Construction tab on the DOTD Web Page ([WWW.DOTD.LA.GOV](http://WWW.DOTD.LA.GOV)); contains detailed instruction on contract administration, diaries, contractor payments, change orders, final estimates, etc.

Construction Engineering and Inspection (CE&I) - The supervision and inspection of construction activities to ensure the Contractor conforms to the provisions of the contract documents. This includes direct administration of the construction contract, field engineering, detailed inspection, on-site field testing of materials, field measurement and collection of data necessary to submit estimates and progress reports, review of shop drawings, preparation of record plans showing all changes from the contract plans, and maintaining a diary describing the progress of the work, specific problems encountered and all other pertinent information relative to the execution of the contract work.

Consultant - An individual, public or private organization, or institution of higher learning having expertise in professional disciplines applicable to transportation programs that may be or has been selected to provide architectural, engineering, environmental, or other related professional or technical services for a project administered by a project sponsoring entity.

Consultant Service - Utilization of professional expertise external to an agency, on a contract basis, to perform a specific study, project, or task.

Context Sensitive Solutions (CCS) - A collaborative approach to decision-making whereby transportation solutions are developed that fit within the context of their surroundings.

Contract Administration - The overall management of the work required to implement a federal aid project agreement. The tasks required of such administration may include execution of the contract(s); control of work and material; and making payments to the contractor and/or consultant.

Contract Bid Documents - Documents prepared to obtain bids from contractors to construct a federal aid project. The documents include plans, specifications, special notes, items and quantities, federal aid contract requirements, and general contract provisions.



Contract Claim - A demand by the Contractor for additional compensation or other contract adjustment brought under the terms of a contract between a sponsoring entity and its consultant or contractor.

Contract Claim Award - An amount to be paid by a sponsoring entity to a consultant or contractor on account of the resolution, by administrative or judicial means, of a Contract Claim.

Contractor - A business organization that may be selected to provide Construction goods and services for a federal-aid project.

Cooperative Endeavor Agreement (CEA) - See Entity-State Agreement.

Cost Estimate - A prediction of all costs and the value of any resources needed to complete the design, right-of-way activities, environmental studies, construction, project management, etc. as well as costs and resources paid to others for work related to a project such as utility adjustments, environmental mitigations, and railroad relocations.

Council of Governments (COG) – Is a voluntary consortium of local government representatives, from contiguous communities, meeting on a regular basis and formed to cooperate on common planning and to solve common development problems of their area.

Council on Environmental Quality (CEQ) - An office within the Executive Branch of the federal government established by the National Environmental Policy Act of 1969 (NEPA). The CEQ creates environmental policy, monitors environmental quality, prepares an annual report to Congress, and monitors federal actions. The CEQ regulations are the basis for Federal Highway Administration's National Environmental Policy Act regulations in the Code of Federal Regulations (CFR).

**-D-**

Disadvantaged Business Enterprise (DBE) - A small business concern: (a) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the case of any publicly-owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and (b) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Design Exception - A variance or departure from applicable design guidelines where the minimum values listed in the Design Guidelines cannot be met. The request for an exception that has been studied, justified, and documented is sent to the DOTD Chief Engineer. Upon approval it is recorded and noted on the plan sheet in the area of the affected exception. The note includes: the description of the exception, date of the exception approval, and name of the person approving the exception.

Design Waiver - A variance from one of the design policies (e.g., EDSMs, AASHTO guidance, etc.)

Draft Environmental Impact Statement (DEIS) - A document identifying a course of action, alternative actions, analysis of the environmental impacts of alternates considered, and proposed mitigation of impacts. The DEIS is circulated to other agencies and the public for review and comment.

Designer - The consultant or state/parish/town/city/village in-house professional design staff who design construction projects and is responsible for the accuracy and completeness of the plans and related designs prepared for the project. The designer is responsible for the quality of work of each person involved in the efforts to bring individual projects to production readiness. The designer or design consultant is responsible for the use of the standardized QC procedures and is responsible for completing and submitting to the PM all checks and checklists, review reports, computations, and other project documentation.

Design Hour Volume (DHV) - The estimated 30th highest hourly volume that will occur in the design year of the project.

Directional Design Hour Volume (DDHV) – Is the estimated 30th highest hourly volume that will occur in the design year of the project for a given direction of traffic flow.

Director of Local Public Agency Programs - Coordinates all LPA programs in DOTD and ensures DOTD stewardship and oversight for the LPA programs.

Disbursement - Once the LPA has incurred a project expense, they shall promptly present an invoice to DOTD. DOTD shall disburse funds to the LPA for payment of the invoice. Within 60 days of DOTD's disbursement of funds, the LPA shall provide the DOTD proof of payment of the aforementioned invoice. Failure to provide the proof of payment may result in the DOTD and or the FHWA finding the LPA in non-compliance with the agreement and DOTD and/or the FHWA will seek reimbursement of the funds tendered and further reserves the right to withhold any additional project payments until the matter is resolved.

District - A subdivision of the Louisiana Department of Transportation and Development (DOTD) organized to administer the affairs of the DOTD for a specific geographical area and to interact with the local agencies in that area. There are nine DOTD districts that cover the state.

District Administrator - The engineer in charge of one of the nine DOTD transportation districts in the state.

District Construction Coordinator – An engineer from the DOTD office that provides oversight for the construction project and is a resource to the LPA Responsible Charge person and their project engineer.

DOTD Program Manager (PGM): The program manager (PGM) at DOTD is responsible for meeting the overall goals of the program and its final delivery. While not directly responsible for each project that is part of the program (unless the PGM is also a project manager), the PGM must be aware of the status of each project and anticipate potential problems that could delay one of the projects in the program. The PGM should assist the project manager in resolving problems that could delay program delivery. At times when a particular project cannot be kept

on schedule, it is the PGM's responsibility to review other projects in the program and take necessary steps in making schedule adjustments to ensure the overall goals of the program are not compromised. When conflicting priorities endanger the program's success, the PGM should involve upper level management in resolving the issues and putting the program back on track.

DOTD Project Coordinator - An engineer from the DOTD district office that provides oversight for the construction project and is a resource to the LPA Responsible Charge person and their project engineer

DOTD Project Manager (PM): The project manager at DOTD is responsible for carrying out the individual projects by insuring that all project activities are completed in accordance with time and budget requirements and at the highest level of quality.

DUNS Number - The Data Universal Numbering System, abbreviated as DUNS or D-U-N-S, is a proprietary system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. It was introduced in 1963 to support D&B's credit reporting practice. It is a common standard worldwide.

-E-

Economic Area - A geographic area established by the Bureau of Economic Analysis of the Department of Commerce and used by the Federal Communications Commission to define the coverage of spectrum licenses for certain services.

Emergency Relief Program (ER) - The ER Program is intended to help state and local highway agencies pay for the extraordinary costs incurred by repairing damage to facilities functionally classified as interstates, principal arterials, minor arterials, urban collectors, and rural major collectors by either natural disasters or catastrophic failures.

Engineer of Record (EOR) - The Engineer of Record is a licensed, professional engineer responsible for the direct control and personal supervision of engineering work.

Engineering Directive Standards Manual (EDSM) - Contains directives impacting the engineering functions of the DOTD. It consolidates all directives containing policies, procedures, standards, and guides relating to the administration of the Highway Program.

Entity/Public Entity - Any state or local government; any department, agency, special purpose district, or other instrumentality of one or more state or local governments; and the National Railroad Passenger Corporation (Amtrak) and any commuter authority. (49CFR37)

Entity-State Agreement (ESA) – This document is a legally binding, written, signed, agreement between the State and the Local Public Agency identifying the funding provisions and responsibilities of each party to allocate state or federal funds to a transportation project. Entity-State Agreements are the means by which the State reimburses the Sponsoring Entity for all Federal or State-aided Locally Administered projects. Every project must have an agreement

signed by both parties before a project can move forward. The agreement must be executed prior to a reimbursable stage of a project.

Environmental Checklist - A document used in the DOTD Stage 0 Process to determine whether an action will significantly impact the environment.

Environmental Document - A term used for any document that identifies the social, economic, and environmental effects of a proposed action.

Environmental Assessment (EA) - An environmental document prepared for federally funded, permitted, or licensed projects, in accordance with NEPA that are not categorical exclusions (CE) but do not appear to be of sufficient magnitude to require an EIS. The EA provides sufficient analysis and documentation to determine if a Finding of No Significant Impact (FONSI) can be adopted or if an EIS must be prepared.

Environmental Impact Statement (EIS) - A project-specific, detailed, written statement of project environmental effects that may be required by state and/or federal law that examines the social, environmental, and economic effects of a major proposal that may create "significant" impacts. The responsible agencies are required to identify the impacts and possible mitigation, and examine alternatives to the proposed project in accordance with NEPA.

Equal Employment Opportunity (EEO) - A federal law enacted to prohibit federal contractors from discriminating against employees on the basis of race, sex, creed, religion, color, or national origin.

Executive Order (EO) - An Executive Department mandate signed by the President of the United States or the Governor of Louisiana.

**-F-**

Federal-Aid - As used in this manual, this refers to federal funds provided for the development of surface transportation projects and administered by the FHWA

Federal-Aid Policy Guide (FAPG) - Policy guidance provided to state highway agencies by FHWA indicating their interpretation of the Code of Federal Regulations (CFR).

Federal Emergency Management Agency (FEMA) - An agency of the United States Department of Homeland Security. Its primary purpose is to coordinate the response to a disaster that has occurred in the United States and overwhelmed the resources of local and state authorities. The governor of the state in which the disaster occurs must declare a state of emergency and formally request from the president that FEMA and the federal government respond to the disaster. It provides state and local governments with experts in specialized fields and funding for rebuilding efforts and relief funds for infrastructure.

Federal Highway Administration (FHWA) – Is a branch of the United States Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges. FHWA is

responsible for administering the highway transportation programs of the Department of Transportation under pertinent legislation.

Federal Lands Highway - A division of the FHWA under the United States Department of Transportation which administers the Federal Lands Highway Program. This includes survey, design, and construction of forest highway system roads, parkways and park roads, Indian reservation roads, defense access roads, and other Federal lands roads.

Federal Transit Administration (FTA) – Is a branch of the United States Department of Transportation that is the principal source of federal financial assistance to America's communities for planning, development, and improvement of public or mass transportation systems. FTA provides leadership, technical assistance, and financial resources for safe, technologically advanced public transportation to enhance mobility and accessibility, to improve the nation's communities and natural environment, and to strengthen the national economy.

FHWA Recreational Trails Program for Louisiana (FRTPL) - A Federal-aid assistance program to help states provide and maintain recreational trails for both motorized and non-motorized recreational trails use. The program provides funds for all kinds of recreational trail uses, such as pedestrian uses (hiking, running, wheelchair use), bicycling, in-line skating, equestrian use, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles.

FHWA Recreational Trails Program for Louisiana (FRTPL) Advisory Committee - This committee first convened on September 25, 1996, to identify the trail project selections. The committee is comprised of both motorized and non-motorized trail users as well as local, state, and federal governmental and nonprofit entities. Its structure and composition is determined by it in consultation with the FHWA and the FRTPL Administrator.

Field books – Numbered books provided by the DOTD General Files Section for the project. The information required in this book is in accordance with the Construction Contract Administration Manual and includes such documentation as the pay item quantities, date of installation, who was in the field, etc.

Final Acceptance - Procedure is defined by Engineering Directive Standards Manual (EDSM) III.5.1.5. The Sponsor must pass a resolution accepting the project before the DOTD can accept the project.

Final Environmental Impact Statement (FEIS) - A finalized Environmental Impact Statement signed by the lead federal agency reflects the comments obtained from the public and other agencies. It contains the same information that is required for the Draft Environmental Impact Statement (DEIS) with appropriate revisions reflecting comments received from its circulation of the DEIS and from public meetings. It documents the evaluation of the course-of-action that an agency intends to follow.

Final Estimate – Submitted by the P.E. in 30 days of the final inspection and includes:

- Form 2059;
- Completed final estimate;

- “As-built” drawings.

Final Inspection - The responsible charge/P.E. shall set up a final inspection and acceptance meeting for the project when it is complete.

Finding of No Significant Impact (FONSI) - A National Environmental Policy Act term for the federal lead-agency document presenting the reasons why a proposal will not significantly affect the environment and why an Environmental Impact Statement will not be prepared. This decision document states that no significant impacts were found as a result of the studies performed to prepare the Environmental Assessment; therefore, an Environmental Impact Statement is not required. The FONSI includes the Environmental Assessment, references any other related environmental documents, and concludes the National Environmental Policy Act (NEPA) environmental process.

Force Account - A method of performing construction work through the use of the sponsoring entity’s employees and purchased or delivered materials in place. Also, Force Account work provides a basis of payment for the construction work not covered in the contract documents and of a type not amenable to definition by a change order. Force-account reimbursement is used when it is difficult to provide adequate measurement or to estimate the cost of certain items of work. The contractor is reimbursed for the cost of the work plus overhead and profit using established weighted wage rates, equipment-rental rates, and the invoice cost of materials.

Foreslopes - The roadway fill slope or slope to the ditch extends from the outside of the shoulder to the bottom of the ditch.

Form 2059 - Completed sampling plan showing all testing and sampling has been taken and resolution for any failing tests.

Functional Classification - Functional classification is the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide. The roadways classified on the functional classification maps on the DOTD website are federal functional classifications; e.g., principal arterial, minor arterial, or collector arterial.

**-G-**

Geographic Information System (GIS) - A computerized data management system designed to capture, store, retrieve, analyze, and display geographically referenced information. GIS is used to define the highway network (spatial data which graphically represents the geometry of the highways; an electronic map) and its geographically referenced component attributes (Highway Performance Monitoring System section data, bridge data, and other data including socioeconomic data) that are integrated to perform analyses.

**-H-**

Highway Bridge Replacement and Rehabilitation Program (HBRRP) - This federal program was established under 23 U.S.C., Section 144, to enable the replacement and rehabilitation of

highway bridges when it is determined that the bridge is eligible because of structural deficiencies, physical deterioration, or functional obsolescence.

Highway-Rail Grade Crossing – Is the general area where a roadway crosses a railway, an at-grade crossing of the roadway and the railway.

Highway Traffic Data - Estimates of the amounts of person or vehicular travel, vehicle usage, or vehicle characteristics associated with a system of highways or with a particular location on a highway. These types of data include estimates of the number of vehicles traversing a section of highway or system of highways during a prescribed time period (traffic volume), the portion of such vehicles that may be of a particular type (vehicle classification), the weights of such vehicles including weight of each axle and associated distances between axles on a vehicle (vehicle weight), or the average number of persons being transported in a vehicle (vehicle occupancy).

High-occupancy vehicle (HOV) - A privately owned vehicle that carries two or more people; e.g. bus, van, carpool.

The Houma-Thibodaux Metropolitan Planning Organization (HTMPO) - A transportation policy-making organization made up of representatives from local government and transportation authorities for the urbanized area established from the most recent decennial Census. The MPO carries out regional transportation planning efforts and receive federal planning funds for this from DOTD. They approve and select federally funded projects for the TIP. The South Central Planning and Development commission is the HTMPO staff

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Imperial Calcasieu Regional Planning and Development Commission (IMCAL) - Staffed by and supported by the executive director and his/her technical staff that provides information and technical support to the Lake Charles Urbanized Area MPO which encompasses Lake Charles, Sulphur, and Westlake. As the regional MPO, the Imperial Calcasieu Regional Planning and Development Commission approves and adopts all the transportation planning activities, fosters cooperation and coordination in resolving area-wide problems beyond any individual constituency's authority or competence, and receives federal highway funds for transportation planning issues and activities. IMCAL also includes the Council of Governments serving the five-parish Southwest Louisiana Region, which includes Calcasieu, Beauregard, Cameron, Jefferson Davis, and Allen.

Improvement - Betterment in traffic service without major changes in the existing facility. This includes widening, signals, illumination, curbs, gutters, drainage, sidewalks, and other items which add value to the existing facility.

Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) - Legislation signed into law on December 18, 1991. ISTEA provided a six year program authorization for highways, highway safety and mass transportation subject to Federal appropriations. Key components of ISTEA include increased flexibility in the programming of projects, establishment of a level playing field between highway and transit projects with a consistent 80/20 matching ratio between federal

and state (or local) funds, ties into the federal Clean Air Act and Americans with Disabilities Act, and an emphasis on maintenance of the existing system and operational improvements.

International Roughness Index (IRI) - See Roughness

**-K-**

Kisatchie-Delta Regional Planning & Development District - A non-profit planning and development agency serving 54 member governments within Avoyelles, Rapides, Catahoula, LaSalle, Concordia, Winn, Grant, and Vernon of central Louisiana. The agency provides economic development assistance, Comprehensive Planning, Community Development, Federal Procurement Technical Assistance, Business Development Loans, Entrepreneurial Development, Special-Purpose Planning, and Tourism and Retirement Promotion.

**-L-**

Lafayette Consolidated Government (LCG) - Traffic and Transportation Department portion of LCG traffic and transportation department provides staff and technical support information to the Lafayette Area Metropolitan Planning Organization (MPO). As the designated MPO, the LCG Traffic and Transportation Department focuses resources on transportation planning issues and activities, including highway planning, and the regional ridesharing program. This department receives federal highway transportation funds for planning issues and activities.

Lafayette Metropolitan Planning Organization (MPO) - A transportation policy-making organization made up of representatives from local government and transportation authorities for the urbanized area established from the most recent decennial census. The MPO carries out regional transportation planning efforts and receive federal planning funds for this from DOTD. They approve and select federally funded projects for the TIP. The LCG Traffic and Transportation Department is the Lafayette MPO staff.

Lake Charles Area Metropolitan Planning Organization (MPO) - A transportation policy-making organization made up of representatives from local government and transportation authorities for the urbanized area established from the most recent decennial Census. The MPO carries out regional transportation planning efforts and receive federal planning funds for this from DOTD. They approve and select federally funded projects for the TIP. The Imperial Calcasieu Regional Planning and Development Commission (IMCAL) is the Lake Charles MPO staff.

Level of Service (LOS) - A qualitative measure describing a road's operational conditions within a traffic stream, generally described in terms of such factors as speed and travel time, freedom to maneuver, traffic interruptions, comfort and convenience, and safety. This measure indicates the capacity per unit of demand for each public facility. It is the standard measure of the relative ease of traffic flow on a scale of A to F, with free-flow being rated LOS-A and congested conditions rated as LOS-F.

Lead Agency - A federal, state, or local agency taking primary responsibility for preparing an environmental document.



Liquidated Damages - Amounts of money to be assessed against a contractor for late completion. These amounts must be related to the actual damages suffered by the owner because of the late completion.

Local Public Agency (LPA), City/Parish (CP), or Agency - Any municipal corporation within the state of Louisiana.

Local Match - That portion of a project's cost paid for with local agency funds.

Locally Owned - Owned by the public entity/sponsor.

Long Range Plan (LRP) - TEA-21 requires each Metropolitan Planning Organization (MPO) and state to prepare and update its LRP. It is a 20-year forecast plan which must consider a wide range of social, environmental, energy, and economic factors in determining overall regional goals and how transportation can best meet these goals.

Local Public Agency (LPA) - Any organization, other than the State Transportation Agency, with administrative or functional responsibilities which are directly or indirectly affiliated with a governmental body of any nation, State, or local jurisdiction. A Local Public Agency includes parish governments, city governments, municipal governments, airport authorities, transit authorities, MPOs, tribes. They are considered to be "sub recipients" by FHWA because the Federal funds flow through the DOTD first, then to the LPA.

LPA Project Engineer (LPA PE) – A licensed engineer in the State of Louisiana assigned by the Entity to provide contract administration for construction engineering and inspection contract.

- In accordance with DOTD policies, this person is responsible for the administration of the contract in accordance with DOTD's Contract Administration Manual.
- Person may be an Entity (engineer) employee or a hired consultant by the Entity.

Local Technical Assistance Program (LTAP) – A technical training, information, and assistance program designed to bridge the gap between federal, state, and local transportation professionals. Louisiana's LTAP stimulates active, progressive, and cost-effective transfer of highway technology and technical assistance to rural and local governments through a variety of resources including on-site training, a publications and videotape library, workshops, newsletters, and manuals, most of which is made available at no charge to local governments.

**-M-**

Maintenance - Defined in the United States Code as the preservation of the entire highway, including surface, shoulders, roadsides, structures, and such traffic control devices as are necessary for its safe and efficient utilization. Its activities ensure that the right-of-way and each type of roadway, roadway structure, and facility remain, as nearly as practical in its original, as constructed condition, or its subsequently improved condition, and the operation of roadway facilities and services to provide satisfactory and safe motor vehicle transportation.

Manual of Uniform Traffic Control Devices (MUTCD) - A Manual developed identifying a uniform system of traffic control devices adopted by DOTD for use on highways in Louisiana in accordance with *Louisiana State Vehicle and Traffic Law*.

Matching Funds - See Local Match

Materials Testing - The performance of tests on highway construction materials to ensure that the material meets the requirements of the specifications.

Measurement of the Work - The P.E. and his inspectors are responsible for measuring on a daily basis:

- Work that has been completed
- Documentation of the items and quantities in a field book for pay purposes.

Memorandum of Agreement (MOA) - Or cooperative agreement; a document written between parties to cooperatively work together on an agreed upon project or meet an agreed objective. The purpose of an MOA is to have a written understanding of the agreement between parties.

Memorandum of Understanding (MOU) - It describes a bilateral or multilateral agreement between two or more parties. It expresses a convergence of will between the parties, indicating an intended common line of action. It is often used in cases where parties either do not imply a legal commitment or in situations where the parties cannot create a legally enforceable agreement.

Metropolitan Planning Organization (MPO) - A Metropolitan Planning Organization (MPO) is defined in Federal Transportation Legislation (23 USC 134(b) and 49 USC 5303(c)) as the designated local decision-making body that is responsible for carrying out the metropolitan transportation planning process. An MPO must be designated for each urban area with a population of more than 50,000 people (i.e., for each Urbanized Area (UZA) defined in the most recent decennial census). It is designated by the Governor to administer the federally required transportation planning in a metropolitan area. An MPO must be in place in every urbanized area over a 50,000 population. Each MPO is responsible for the Regional Transportation Plan (RTP), Unified Planning Work Program (UPWP), Long Range Plan (LRP) and the Transportation Improvement Program (TIP) in its metropolitan area. The official name for an MPO may also be Council of Governments, Planning Association, Planning Authority, Regional or Area Planning Council, or Regional or Area Planning Commission.

**-N-**

National Bridge Inventory (NBI) – A database, compiled for the Federal Highway Administration by the DOTD, with information on all bridges and tunnels that have roads passing above or below. The owner of the bridge is responsible for the inspection and submission of data to the DOTD. The data is often used to analyze bridges and judge their conditions. The bridge inventory is developed with the purpose of having a unified database for bridges, including identification information, bridge types and specifications, operational conditions, bridge data including geometric data, and functional description, inspection data, etc. Any bridge longer than 20 feet and used for vehicular traffic is included.

National Cooperative Highway Research Program (NCHRP) - The cooperative research, development, and technology transfer (RD&T) program directed toward solving problems of national or regional significance identified by states and the FHWA, and administered by the Transportation Research Board, National Academy of Sciences. (23CFR420).

National Environmental Policy Act (NEPA) - Federal legislation passed by Congress in 1969 that calls for the examination and consideration of the proposed action on sensitive resources for all federally-funded actions. NEPA sets national environmental policy, established a basis for Environmental Impact Statements (EIS), and created the Council on Environmental Quality (CEQ).

National Highway System (NHS) - A federal highway classification created by the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and modified by TEA-21. ISTEA established a network of rural and urban roads serving major population centers, international border crossings, intermodal transportation facilities, and major travel destinations including connections to terminals designated by this act.

National Pollutant Discharge Elimination System (NPDES) – The Clean Water Act requires the United States Environmental Protection Agency (EPA) to administer and the Louisiana Pollutant Discharge Elimination System (LPDES) Surface Water Discharge Permit to be issued by the Louisiana Department of Environmental Quality (LDEQ). The LPDES restricts discharge of sediment or other pollutants resulting from construction activities into state waters, including wetlands and groundwater. These permits are required if the projected area of disturbance during construction exceeds 5 acres. It is required when the ground disturbed is exposed to erosive forces of wind or water. Examples of activities include, but are not limited to: grubbing, excavation, grading, and utilities and infrastructure installation.

Neighborhood - A secondary subdivision of a municipality, a portion of a community, considered as a unit for planning purposes.

New Construction - The building of a new roadway or structure on substantially new alignment, or the upgrading of an existing roadway or structure by the addition of one or more lanes - If 50 percent or more of the project length involves vertical or horizontal alignment changes, the project is new construction. The following types of projects are not classed as new construction, and the Resurfacing, Restoration, Rehabilitation (3-R) Guidelines apply:

- Modernization of an existing street or road by resurfacing, widening lanes, adding shoulders, or adding turn lanes at intersections.
- Temporary replacement of a street or roadway, immediately after the occurrence of a natural disaster or catastrophic failure, to restore the facility for the health, welfare, and safety of the public.

New Orleans Area Metropolitan Planning Organization - A transportation policy-making organization made up of representatives from local government and transportation authorities for the urbanized area established from the most recent decennial Census. The MPO carries out regional transportation planning efforts and receives federal planning funds for this from

DOTD. They approve and select federally funded projects for the TIP. The Regional Planning Commission is the New Orleans Area MPO staff.

New Orleans Regional Planning Commission (NORPC) - Staffed and supported by the executive director and his/her technical staff that provides information and technical support to the New Orleans Area MPO and the St. Tammany Parish MPO. As the regional MPO, the NORPC approves and adopts all the transportation planning activities, fosters cooperation and coordination in resolving area-wide problems beyond any individual constituency's authority or competence, and receives federal highway funds for transportation planning issues and activities. NORPC serves Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John, and St. Tammany parishes.

Nonattainment Area (NAA) - Any geographic area that has not met the requirements for clean air as set out in the Clean Air Act of 1990.

Nonparticipating Items - Items of project work that are not a part of the federal aid funding.

North Delta Regional Planning and Development District (North Delta RP & DD) - Staffed and supported by the executive director and his/her technical staff that provides information and technical support to the Ouachita Council of Governments, the Metropolitan Planning Organization (MPO). As the regional MPO, the North Delta RP & DD receives federal highway funds for transportation planning issues and activities. North Delta RP & DD also includes the Council of Governments serving the eleven-parish Northeast Louisiana Region, which includes Caldwell, East Carroll, Franklin, Jackson, Madison, Morehouse, Ouachita, Richland, Tensas, Union, and West Carroll.

Northwest Louisiana Council of Governments (NLCOG) - Staffed and supported by the executive director and his/her technical staff, providing information and technical support to the Shreveport-Bossier Metropolitan Planning Organization (MPO). As the regional MPO, the NLCOG focuses on transportation planning issues and activities, which includes highway planning, the regional ridesharing program, and air quality issues, and receives federal highway funds for transportation planning issues and activities. NLCOG also includes the Council of Governments serving the seven-parish Northwest Louisiana Region, which includes Bienville, Bossier, Caddo, Claiborne, Desoto, Red River, and Webster.

Notice of Completion Letter - A letter notifying the construction contractor that a project is complete.

Notice of Intent - A federal notice, printed in the Federal Register, advising that a federal action such as a new regulation or an EIS will be prepared and considered for a proposal.

Notice to Proceed - Approval in writing from DOTD to start incurring costs for a reimbursable phase of a project.

-O-

Obligation - The federal government's legal commitment (promise) to pay or reimburse the states or other entities for the federal share of a project's eligible costs. Obligation occurs when FHWA places funds in their Federal Management Information System (FMIS) on a specific project for reimbursement of funds.

Obligation Limitation - A restriction on the amount of federal assistance that may be promised (obligated) during a specified time period. This is a statutory budgetary control that does not affect the apportionment or allocation of funds. Rather, it controls the rate at which these funds may be used.

Obligation Authority (OA) - The total amount of funds that may be obligated in a year. For the Federal-Aid Highway Program, this is comprised of the obligation limitation amount plus amounts for programs exempt from the limitation.

Ouachita Council of Governments (OCOG) (Monroe MPO) - A transportation policy-making organization made up of representatives from local government and transportation authorities for the urbanized area established from the most recent decennial census. The MPO carries out regional transportation planning efforts and receives federal planning funds for this from DOTD. They approve and select federally funded projects for the TIP. The North Delta RP & DD commission is their staff. The OCOG is comprised of the city of West Monroe, the city of Monroe, the town of Richwood and the town of Sterlington.

Oversight - The act of ensuring that the Federal-aid highway program is delivered consistent with laws, regulations, and policies.

-P-

Parish Transportation Fund – The Parish Road appropriation is distributed to the sixty-four parishes for road systems maintenance. State statute provides the funds be distributed on a population-based formula. State statute provides that additional funds over the Fiscal Year 1994 appropriation level (\$34,000,000) be distributed to parishes based upon parish road mileage. The Local Match appropriation provides funding to local government to serve as match for off-system railroad crossings and bridges for federal aid.

Parish Transportation Program - Provides funding to local government for road systems maintenance, mass transit, and to serve as local match for off-system roads and bridges.

Partial Estimate - Developed each month by the P.E. in Site Manager. Once the partial estimate has been approved by DOTD, the sponsor will be issued a check to reimburse them for the percentage specified in the State/Sponsor agreement of the cost of the work for that month. Proof of payment to the contractor is required.

Pavement Structure - The combination of sub-base, base course, and surface course pavement placed on a subgrade to support the traffic load and distribute it to the roadbed.

Payment - The sponsoring entity is responsible for paying the contractor correctly and on time (within 30 days) for work performed on a monthly basis

Phase - For the purposes of federal-aid authorization and funding, the development of a project is separated into phases. DOTD's numbering system identifies each phase by the decimal. There are six phases of a project: Feasibility, Environmental, Right-of-Way, Utility Relocation, Design, and Construction. These phases are typically authorized and progress sequentially.

Plan Change (PC)/Change Order - A written agreement between the sponsoring entity and the general contractor to change a construction contract. Plan changes add to, delete from, or otherwise alter the work set forth in the contract documents at the time that the construction contract was signed. Plan changes are the legal means for changing contracts and are standard in the construction. DOTD and FHWA (if applicable) must be involved in any plan change/change order.

Plan Development (PD) - Includes all project initiation and development activities undertaken after its inclusion in the approved STIP and through the completion of Contract Bid Documents.

Parish Transportation Fund Act (PTA) - A special fund established in the state treasury to provide funding for the maintenance, construction, and repair of parish roads. The monies in the fund are disbursed to parish authorities according to the distribution formula contained in R.S. 48:756. Provisions for the Fund can be found in Article VII, § 27 of the Constitution of Louisiana and at R.S. 48:751, et seq. Used to match the federal Off-System Bridge Replacement funds.

PONTIS - A software application used by DOTD that stores bridge inspection and inventory data for the bridge management system that meets FHWA requirements. It is designed to not only support the bridge inspection process, but recommend a bridge preservation policy, predict future bridge conditions, and recommend projects to perform on one or more bridges to derive the most agency and user benefit from a specified budget.

Pre-Construction Conference - After the contract has been awarded and the Notice of Contract Execution has been sent to the contractor the entity responsible charge and the LPA PE will schedule and conduct a meeting to discuss policy on testing materials, project documentation, plan changes, and pay estimates, and to establish a channel of communication with all affected parties.

Preservation - Specialized maintenance activities that serve to extend the originally estimated useful life of each type of roadway, roadway structure, and facility but do not increase its capacity or efficiency.

Private Grade Crossing - An at-grade railroad crossing where the highway is privately owned and is intended for use by the owner or by the owner's licensees and invitees. It is not intended for public use and is not maintained by a public highway authority.

Program - A group of related projects managed in a coordinated manner to obtain benefits and control NOT available from managing them individually. DOTD typically groups similarly projects into programs for funding.

Program Manager - Coordinates and prioritizes resources across several related projects, has oversight of the purpose and status of all projects in a Program, and manages links between the projects and the overall costs and risks of the program.

Project - An undertaking to create a unique transportation product, service, or result. Typically, engineering projects are broken down into design and construction phases.

Project Delivery Steering Committee (PDSC) - The purpose of the PDSC is to advise and make policy recommendations to the DOTD Secretary on all aspects of program and project delivery, capital outlay finance and budget, including annual program budget partitions, revenue projections, revenue enhancements, innovative financing alternatives, means and impacts of funding major projects, and both short term and long range fiscal planning for programs.

Project diaries/Daily Work Reports in SiteManager -The diary entries shall be written and kept by the P.E./inspectors on a daily basis through the duration of the project, recording the work done each day with quantities, equipment, and personnel on the project, as well as weather conditions and whether a contract day was charged. Diaries are important, especially if a claim or lawsuit arises many years later.

Project Engineer (PE) - A qualified professional engineer or individual under the supervision of a professional engineer who provides direct supervision of the execution of the construction contract for the sponsoring entity provided either through DOTD or through an engineering consultant.

Project Finance Subcommittee (PFC) - The PFC is the working group that supports the PDSC. The PFC provides summarized financial departmental and program reports, and provides guidance and direction for the capital outlay program. The subcommittee is the focal point for managing funds into, and projects out of, the highway capital program.

Project Manager (PM) - The person designated to oversee development of a project and responsible for accomplishing the project objectives while managing the scope, schedule and budget.

Public Hearing - A hearing designed to afford the public the fullest opportunity to express support of, opposition to, or comment on a transportation project. It occurs at the conclusion of the Draft Environmental Impact Statement (DEIS) for all NEPA projects.

Public Involvement Plan - A required, integral part of an environmental study plan which outlines procedures for presenting information to the public, obtaining public comment, and considering public opinion.

Public Grade Crossing - A highway-rail grade crossing where the roadway is under the jurisdiction of and maintained by a public authority.

Public law (PL) - Designation for a law passed by the U.S. Congress before codification into the United States Code (USC)

Public Meeting - An announced meeting conducted by transportation officials designed to facilitate public participation in the decision-making process and to assist the public in gaining an informed view of a proposed project during the project development process

-Q-

Quality Assurance Certification - A signed statement by the Project Manager certifying that a written, pre-approved Project Quality Control Plan is in place and has been adhered to.

Quality Assurance Program - A sampling and testing program that provides assurance that the materials and workmanship incorporated in each highway construction project are in conformance with the contract specifications. The main elements of a Quality Assurance Program are acceptance testing and independent assurance sampling and testing.

Quality Assurance/Quality Control (QA/QC) - Quality Control is the independent checking of work and use of control points (approvals) to ensure a high level of confidence that each product will meet expectations. Quality Assurance is a process, set of standards, random sampling/monitoring, and training that will reasonably assure that products meeting the expectations can be produced.

-R-

Rapides Area Planning Commission (RAPC) - Staffed and supported by the executive director and his/her technical staff that provides information and technical support to the Alexandria Metropolitan Planning Organization (MPO). As the regional MPO, the Rapides Area Planning Commission focuses on transportation planning issues and activities, which includes highway planning, the regional ridesharing programs, air quality issues, and receives federal highway funds for transportation planning issues and activities. RAPC also serves the eight-parish Kisatchie-Delta Planning and Development District, which includes the following Parishes: Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon and Winn.

Record of Decision (ROD) - A NEPA document prepared by the federal lead agency based on the results of the Final Environmental Impact Statement; outlining the final decision on the proposal. It summarizes the benefits and detriments of the various project alternatives and the basis for the selection of the chosen alternative by identifying the alternatives considered, the measures to minimize harm, the outline for a monitoring or enforcement program and any mitigation measures to be included in the project. The ROD concludes the environmental process.

Regional Planning Commission (RPC) - See New Orleans RPC.

Regionally Significant Project - For the planning process, 40CFR93.101 defines a regionally significant project as: "... a transportation project (other than an exempt project) that is on a facility which serves regional transportation needs (such as access to and from the area outside of the region, major activity centers in the region, major planned developments such as new



retail malls, sports complexes, etc., or transportation terminals as well as most terminals themselves) and would normally be included in the modeling of a metropolitan area's transportation network, including at a minimum all principal arterial highways and all fixed guideway transit facilities that offer an alternative to regional highway travel." These projects are identified and used in the air quality models.

Rehabilitation - Similar to "Restoration" except the work may include reworking or strengthening the base or sub-base, recycling or reworking existing materials to improve their structural integrity, adding underdrains, improving or widening shoulders.

Relocation Plan - A plan for relocating persons and personal property displaced by public projects.

Remainder - The portion of a land parcel not acquired for public right-of-way.

Responsible Charge - The person designated as being in "responsible charge" is expected to be a public employee who is accountable for a project. For locally administered projects, the regulation requires that the person in "responsible charge" be a full time employee of the LPA. The regulation is silent about engineering credentials. Thus, the person in "responsible charge" of LPA administered projects need not be an engineer. This requirement applies even when consultants are providing construction engineering services. The responsible charge oversees and makes final decisions on engineering services work performed by in-house design or a consulting firm on any of the following areas: project development, project administration, design, survey, construction inspection.

Restoration - Work performed on pavement or bridge decks to render them suitable for resurfacing. This may include supplementing the existing roadway by increasing surfacing and paving courses to provide structural capability, and widening up to a total of 10 feet (3 meters). Restoration will generally be performed within the existing right-of-way.

Resurfacing - The addition of a layer or layers of paving material to a roadway to provide additional structural integrity, improved serviceability, and rideability.

RFI Process - The Contractor on a project has the right to submit questions to the Project Engineer for any reason through the RFI process detailed on DOTD's internet site. These questions may deal with perceived/actual plan errors, differences in field conditions, proposed better techniques and cost saving measures, etc. It will be the LPA Project Engineer's responsibility to distribute the question to the proper person, i.e., the engineer of record for plan questions. Once the question is answered, the LPA Project Engineer shall disseminate the answers to the appropriate persons. The RFI's should be kept in a project folder and submitted with the final paperwork to the Final Audit Section

Right-of-Way (ROW) - Land and/or property rights required by the state or local government for inclusion in a transportation project. It consists of both properties already part of an existing transportation facility as well as property outside of the existing facility that is required for the project. A right-of-way acquisition is the purchase or acquisition by applicable eminent domain or condemnation proceedings of a specific parcel of property required for the project. Federal

aid eligibility of right of way acquisition requires compliance with the applicable requirements of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act, and its associated rules.

Right-of-Way Certification Letter - A letter from a local agency to the Project Manager certifying that right of way has been acquired in accordance with federal regulations.

Risk - A future event(s) that has the potential to provide a benefit or detriment to the delivery of the Federal-aid Highway Program.

Risk Management – The systematic identification, assessment, planning, and management of threats and opportunities faced by DOTD projects and programs

Roadbed - The graded portion of a highway within top and side slopes, prepared as a foundation for the pavement structure and shoulder.

Roughness, IRI - A measure of a pavement's longitudinal surface profile as measured in the wheelpath by a vehicle traveling at typical operating speeds. It is calculated as the ratio of the accumulated suspension motion to the distance traveled obtained from a mathematical model of a standard quarter car traversing a measured profile at a speed of 80 km/h (50 mph). The International Roughness Index (IRI) is expressed in units of meters per kilometer (inches per mile) and is a representation of pavement roughness.

Rural Area - Any land area outside the boundaries of the federally designated urban areas as shown on the official urban area maps on the DOTD website.

**-S-**

Sampling Manual - Establishes and standardizes construction and maintenance sampling and material acceptance requirements for DOTD.

Sampling Plan - A project-specific document denoting the minimum number of samples and certificates required for each contract item to ensure adequate representation and quality of all materials incorporated into the project.

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) (2005) - The National Transportation Law enacted on August 10, 2005; the largest surface transportation authorization bill in United States history, totaling \$244.1 billion for Federal Fiscal Years 2005 through 2009. The SAFETEA-LU guarantees funding for highways, highway safety, and transit programs, and was designed to provide state and local transportation decision-makers more flexibility for solving transportation problems in their communities.

Section 4(f) – The FHWA may not approve the use of land from a significant publicly owned public park, recreation area, or wildlife and waterfowl refuge or any significant historic site unless a determination is made that: (a)(1) There is not feasible and prudent avoidance alternative and (2) the action includes all possible planning to minimize harm to the property resulting from such use; or (b) (FHWA) determines that the use of the property, including any

measure(s) to minimize harm (such as avoidance, minimization, mitigation, or enhancement measures) committed to by the application, will have a *de minimis* impact on the property.

Section 7 of the Endangered Species Act of 1973 – The purpose of this Act is to promote stewardship and conservation of species and their habitats. It insures that an action by FHWA will not jeopardize the continued existence of an endangered species or result in the destruction or adverse modification of critical habitat.

Section 106 (The “106 Process”) – It applies to federal actions with potential to affect historic properties. The historic property must be listed in or eligible for listing in the National Register of Historic Places. Historic properties can be structures, archaeological sites, objects, landscapes.

Shreveport/Bossier Metropolitan Planning Organization - A transportation policy-making organization made up of representatives from local government and transportation authorities for the urbanized area established from the most recent decennial Census. The MPO carries out regional transportation planning efforts and receive federal planning funds for this from DOTD. They approve and select federally funded projects for the TIP. The Northwest Louisiana Council of Governments is their staff. It covers the urbanized area of Caddo and Bossier parishes.

Signatory Party – Person that has authority to sign a financial commitment for the entity

SiteManager – A required tool used by the LPA CEI Consultant or Sponsor for the tracking of project quantities, diaries, and estimates. Contact Alan Rusch (225-379-1592) to obtain an identification number to access SiteManager.

Small Business Element (SBE) program - The Small Business Element (SBE) Program was created to remedy past and current discrimination against SBE firms. The intention is to level the playing field for economically disadvantaged individuals wanting to do business with DOTD on U.S. Department of Transportation federally assisted projects.

Socially and Economically Disadvantaged Individuals - Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and any other minorities or individuals found to be disadvantaged by the Small Business Administration pursuant to Section 8(a) of the Small Business Act; these individuals must be United States citizens or lawfully-admitted permanent residents.

South Central Planning & Development Commission (SCPDC) - Staffed and supported by the executive director and his/her technical staff that provides information and technical support to the Houma-Thibodaux Metropolitan Planning Organization (MPO). As the MPO for the Houma-Thibodaux region, the South Central Planning & Development Commission focuses resources on transportation planning issues and activities, which includes highway planning. SCPDC also serves the six-parish planning region, which includes Assumption, Lafourche, St. Charles, St. James, St. John the Baptist, and Terrebonne.

Special Provisions - A portion of the construction contract specifications separate from the General Provisions and covering conditions unique to a specific project.

Special Provisions - Approved additions and revisions to the *Standard Specifications* and supplemental specifications that initially apply only to an individual project or a small group of projects (special provisions that are found to have statewide application to other projects may be incorporated into the supplemental specifications and standard specifications)

Specification Book (Blue Book) - The compilation of provisions and requirements for the performance of prescribed work and the basis of payment for the work approved for general application and repetitive use.

Sponsoring Entity - A parish, city, town, village, university, or other public agency, or public authority that is authorized and designated under its agreement with DOTD to design, acquire right-of-way, construct, and administer contracts for federal reimbursable projects.

Standard Specifications - Typical construction contract specifications.

State Administered - Projects that have been delegated under 23 U.S.C. 106(c). Projects that do not require FHWA to review and approve actions pertaining to design, plans, specifications, estimates, right-of-way certification statements, contract awards, inspections, and final acceptance of Federal-aid projects on a project by project basis.

State Environmental Quality Review Act (SEQR) - The Environmental Conservation Law requires state and local agencies to make certain environmental determinations in connection with projects or when the state or local agencies directly undertake activities, policies, regulations, or procedures. Actions that will likely result in a significant effect on the environment require the preparation of an environmental impact statement described by law. The Louisiana State Department of Transportation and Development has issued regulations to comply with SEQR.

State Historic Preservation Officer (SHPO) - The SHPO is located in the LA Office of Culture, Recreation, and Tourism (CRT). Coordination with the SHPO is required on projects involving historic properties.

State Project Number (S.P. No.) - A unique number assigned to each project by the DOTD headquarters office, used in DOTD's financial management system.

Statewide Transportation Improvement Program (STIP) - A staged, four-year, statewide, intermodal program of transportation projects, consistent with the statewide transportation plan and planning processes as well as metropolitan plans (TIPs) and processes. It is submitted every two years and lists the projects proposed by MPO's and the DOTD that are approved and adopted by FHWA.

Stewardship - The efficient and effective management of the public funds that have been entrusted to the FHWA and DOTD through the stewardship agreement.

St. Tammany Urbanized Area Metropolitan Planning Organization - A transportation policy-making organization made up of representatives from local government and transportation

authorities for the urbanized area established from the most recent decennial Census. The MPO carries out regional transportation planning efforts and receives federal planning funds for this from DOTD. They approve and select federally funded projects for the TIP. The Regional Planning Commission is the St. Tammany Urbanized Area (Covington, Mandeville, and Slidell) MPO staff.

Subgrade - The top surface of a roadbed on which the pavement structure and shoulders, including curbs, are constructed.

Subbase - The layer or layers of specified or select material of designed thickness placed on a subgrade to support the base course.

Select Material - Suitable native material obtained from roadway cut or borrow areas or other similar material used for subbase, roadbed material, shoulder surfacing, slope cover, or other specific purposes.

Supplemental Work - Work that was not anticipated and was not included as a contract item (e.g., additional staking, utility work, etc.) If supplemental work is determined to be needed, a change order or contract supplemental agreement may be executed.

Supplemental Specifications - Approved additions and revisions to the *Standard Specifications* used to update the standard specifications between publications

Surety Bond - A financial obligation by a financial institution (for example a bonding company) that secures the performance of a contract obligation by a contractor in the event of the contractor's default in the performance of the contract or in the payment of subcontractors and suppliers. Other forms of security may serve the same function, such as cash, letters of credit or liquidable securities, depending on applicable laws and practices.

-T-

Transportation Demand Management (TDM) - A wide range of policies, programs, services and products that influence how, why, when, and where people travel to make travel behavior more sustainable

Transportation Equity Act for the 21st Century (TEA-21) - Authorized federal funding for transportation investment in 1998 to be used for highway, transit, and other surface transportation programs.

Transportation Management Areas (TMA) - Any area over 200,000 population (as determined by the latest decennial census) is automatically a Transportation Management Area, which subjects it to additional federal planning requirements and also entitles it to earmarked funds for

large, urbanized areas under the Surface Transportation Program. There are three TMAs: Baton Rouge, New Orleans, and Shreveport-Bossier.

Traffic Control Plans (TCP) - Required for all projects to facilitate pedestrian, bicycle, and motor vehicle traffic during the Construction Stage of a project

Traffic Control Supervisor (TCS) – Criteria to be a Traffic Control Supervisor includes: 1) Successful completion of work zone traffic control supervisor course (approved by DOTD – ATTSA & AGC); 2) pass a written exam on the above course; 3) Minimum of one year full-time field experience in work zone traffic control

Traffic Control Technician (TCT) – Criteria to be a Traffic Control Technician includes: 1) successful completion of work zone traffic control technician course (approved by DOTD) and 2) pass a written exam on the above course.

Traffic Data Collection Session - The collection of highway traffic data for a defined period of time at a specific highway location.

Traffic Management Plan (TMP) - A project specific, written plan containing a set of coordinated transportation management strategies (temporary traffic control measures and devices, public information and outreach, and operational strategies such as travel demand management, signal retiming, and traffic incident management) and describing how they will be used to manage the work zone impacts of a road project. The scope, content, and level of detail of a TMP may vary based on DOTD's work zone policy and the anticipated regional and project level work zone impacts of the project.

Transportation Advisory Committee (TAC) - Similar to a Metropolitan Planning Organization (MPO) which operates in rural areas of Louisiana.

Transportation Enhancement Program (TEP) - A federal-aid project funding category.

Transportation Equity Act for the 21st Century (TEA 21) - The Federal Highway Act for funding the national highway program that succeeds ISTEA

Transportation Improvement Program (TIP) - A document prepared by a Metropolitan Planning Organization that lists projects to be funded with FHWA/FTA funds for the next one- to four-year period. It is submitted every two years.

-U-

Urbanized Area - An area with a population over 50,000 within boundaries established by the United States Census Bureau or by responsible state and local officials in cooperation with each other. There are ten in Louisiana: Baton Rouge, New Orleans, Shreveport-Bossier, Lafayette, Slidell, Covington-Mandeville, Houma-Thibodaux, Lake Charles, Alexandria, and Monroe.

Urban Area - Any land area within the boundaries of the federally designated urban areas (population over 5,000) as shown on the official urban-area maps on the DOTD website.

Urbanized Area (UZA) - A census classification for areas having a population of 5,000 or more which meet certain population density requirements.

United States Code (USC) - Codified laws of the federal government.

**-V-**

Value Engineering (VE) - A federally mandated activity using an independent team to evaluate the best means of achieving the project objectives on projects greater than \$25 million dollars on the National Highway System.

Vehicle Miles of Travel (VMT) - The number of miles traveled nationally by vehicles for a period of one year.

Vehicle-Miles (Highway) - Miles of travel by all types of motor vehicles, as determined by the states on the basis of actual traffic counts and established estimating procedures.

Vendor - Any person or sponsoring entity who receives disbursement/reimbursement from DOTD. A required component for payment in the DOTD Accounting system.

**-W-**

Wetlands - Lands covered or partially covered by shallow water, or lands where the water table is at or near the surface; includes marshes, swamps, bogs, natural ponds, wet meadows, and river overflow. The water can be saltwater, freshwater or brackish. They have biologically diverse plant and animal life. Examples of plants include water lilies, cattails, cypress, gum, and others. The animal life can include amphibians, reptiles, birds, insects, and mammals.

## Laws & Regulations

23 USC - Title 23 of the United States Code codifies the Federal law for highway projects. Title 23 is also known as the "Highway Law".

23 CFR - Title 23 of the Code of Federal Regulations contains regulations (general and permanent rules published in the Federal Register) to implement and carry out the provisions of Federal law relating to the administration of Federal-aid for highways.

49 CFR - Title 49 of the Code of Federal Regulations contains regulations (general and permanent rules published in the Federal Register) to implement and carry out the provisions of Federal law relating to Civil Rights requirements, the Uniform Relocation Assistance and Real Property Policies, and other Federal laws and other applicable regulations as described in this manual.

RS: 48:757 - Off-system work: prohibitions; exceptions

Louisiana Administrative Code, Title 70, Transportation