

2015

FHWA and LADOTD Stewardship and Oversight Agreement



Developed in Partnership
by the
Federal Highway
Administration

and the
Louisiana Department
of Transportation and
Development

March 2015



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**STEWARDSHIP AND OVERSIGHT AGREEMENT
ON PROJECT ASSUMPTION AND PROGRAM OVERSIGHT
BY AND BETWEEN
FEDERAL HIGHWAY ADMINISTRATION, LOUISIANA DIVISION
AND THE
LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

SECTION I. BACKGROUND AND INTRODUCTION

The Federal-aid Highway Program (FAHP) is a federally-assisted program of State-selected projects. The Federal Highway Administration (FHWA) and the State Departments of Transportation have long worked as partners to deliver the FAHP in accordance with Federal requirements. In enacting 23 U.S.C. 106(c), as amended, Congress recognized the need to give the States more authority to carry out project responsibilities traditionally handled by FHWA. Congress also recognized the importance of a risk-based approach to FHWA oversight of the FAHP, establishing requirements in 23 U.S.C. 106(g). This Stewardship and Oversight (S&O) Agreement sets forth the agreement between the FHWA and the Louisiana Department of Transportation and Development (LDOTD) on the roles and responsibilities of the FHWA and the LDOTD with respect to Title 23 project approvals and related responsibilities, and FAHP oversight activities.

The scope of FHWA responsibilities, and the legal authority for LDOTD assumption of FHWA responsibilities, developed over time. The U.S. Secretary of Transportation delegated responsibility to the Administrator of the FHWA for the FAHP under Title 23 of the United States Code, and associated laws. (49 CFR 1.84 and 1.85) The following legislation further outlines FHWA's responsibilities:

- Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991;
- Transportation Equity Act for the 21st Century (TEA-21) of 1998;
- Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) of 2005; and
- Moving Ahead for Progress in the 21st Century Act (MAP-21) of 2012 (P.L. 112-141).

The FHWA may not assign or delegate its decision-making authority to a State Department of Transportation unless authorized by law. Section 106 of Title 23, United States Code (Section 106), authorizes the State to assume specific project approvals. For projects that receive funding under Title 23, U.S.C., and are on the National Highway System (NHS) including projects on the Interstate System, the State may assume the responsibilities of the Secretary of the U.S. Department of Transportation under Title 23 for design, plans, specifications, estimates, contract awards, and inspections with respect to the projects unless the Secretary determines that the assumption is not appropriate. (23 U.S.C. 106(c)(1)) For projects under Title 23, U.S.C. that are

not on the NHS, the State shall assume the responsibilities for design, plans, specifications, estimates, contract awards, and inspections unless the State determines that such assumption is not appropriate. (23 U.S.C. 106(c)(2))

For all other project activities which do not fall within the specific project approvals listed in Section 106 or are not otherwise authorized by law, the FHWA may authorize the LDOTD to perform work needed to reach the FHWA decision point, or to implement FHWA's decision. However such decisions themselves are reserved to FHWA.

The authority given to the LDOTD under Section 106(c)(1) and (2) is limited to specific project approvals listed herein. Nothing listed herein is intended to include assumption of FHWA's decision-making authority regarding Title 23, U.S.C. eligibility or Federal-aid participation determinations. The FHWA always must make the final eligibility and participation decisions for the Federal-aid Highway Program.

Section 106(c)(3) requires FHWA and the LDOTD to enter into an agreement relating to the extent to which the LDOTD assumes project responsibilities. This Stewardship and Oversight Agreement (S&O Agreement), includes information on specific project approvals and related responsibilities, and provides the requirements for FHWA oversight of the FAHP (Oversight Program), as required by 23 U.S.C. 106(g).

SECTION II. INTENT AND PURPOSE OF S&O AGREEMENT

The intent and purpose of this S&O Agreement is to document the roles and responsibilities of the FHWA's Louisiana Division Office (FHWA or Division) and the Louisiana Department of Transportation and Development (LDOTD) with respect to project approvals and related responsibilities, and to document the methods of oversight which will be used to efficiently and effectively deliver the FAHP.

The Project Action Responsibility Matrix, Attachment A to this S&O agreement and as further described in Section VIII of this S&O agreement, identifies FHWA FAHP project approvals and related responsibilities LDOTD assumes from FHWA on a program-wide basis pursuant to 23 U.S.C. 106(c) and other legal authorities. Upon execution of this agreement, Attachment A shall be controlling and except as specifically noted in Attachment A, no other agreements, attachments, or other documents shall have the effect of delegating or assigning FHWA approvals to LDOTD on a program-wide basis or have the effect of altering Attachment A.

SECTION III. ASSUMPTION OF RESPONSIBILITIES FOR FEDERAL-AID PROJECTS ON THE NATIONAL HIGHWAY SYSTEM

- A. The LDOTD *may assume* the FHWA's Title 23 responsibilities for design; plans, specifications, and estimates (PS&E); contract awards; and inspections, with respect to *Federal-aid projects on the National Highway System (NHS)* if both the *LDOTD* and *FHWA* determine that assumption of responsibilities is appropriate.

- B. Approvals and related activities for which the LDOTD has assumed responsibilities as shown in Attachment A will apply program wide unless project specific actions for which the Division will carry out the approval or related responsibilities are documented in accordance with the FHWA Project of Division Interest/Project of Corporate Interest Guide (FHWA PoDI/PoCI Guide) located at http://www.fhwa.dot.gov/federalaid/stewardship/140328_podipoci.pdf.
- C. The LDOTD may not assume responsibilities for Interstate projects that are in high risk categories. (23 U.S.C. 106(c)(1))
- D. The LDOTD is to exercise any and all assumptions of the Secretary responsibilities for Federal-aid projects on the NHS in accordance with Federal laws, regulations and policies.

SECTION IV. ASSUMPTION OF RESPONSIBILITIES FOR FEDERAL-AID PROJECTS OFF THE NATIONAL HIGHWAY SYSTEM

- A. The LDOTD *shall assume* the FHWA’s Title 23 responsibilities for design, PS&Es, contract awards, and inspections, with respect to *Federal-aid projects off the NHS (non-NHS)* unless the *LDOTD* determines that assumption of responsibilities is not appropriate. (23 U.S.C. 106(c)(2))
- B. Except as provided in 23 U.S.C.109(o), the LDOTD is to exercise the Secretary’s approvals and related responsibilities on these projects in accordance with Federal laws.
- C. The LDOTD, in its discretion, may request FHWA carry out one or more non-NHS approvals or related responsibilities listed as “State” in Attachment A on a program-wide basis. For a project specific request, the LDOTD may request FHWA carry out any approval or related responsibility listed in Attachment A off the NHS. Such project-specific requests shall be documented in accordance with the FHWA PoDI/PoCI Guide.
- D. Pursuant to 23 U.S.C. 109(o), non-NHS projects shall be designed and constructed in accordance with State laws, regulations, directives, safety standards, design standards, and construction standards.

SECTION V. ASSUMPTION OF RESPONSIBILITIES FOR LOCALLY ADMINISTERED PROJECTS

The LDOTD may permit local public agencies (LPAs) to carry out the LDOTD’s assumed responsibilities on locally administered projects. The LDOTD is responsible and accountable for LPA compliance with all applicable Federal laws and requirements.

SECTION VI. PERMISSABLE AREAS OF ASSUMPTION UNDER 23 U.S.C. 106(c)

LDOTD’s assumption of responsibilities under 23 U.S.C. 106(c) may cover only activities in the following areas:

- A. Design which includes preliminary engineering, engineering, and design-related services directly relating to the construction of a FAHP-funded project, including engineering, design, project development and management, construction project management and inspection, surveying, mapping (including the establishment of temporary and permanent geodetic control in accordance with specifications of the National Oceanic and Atmospheric Administration), and architectural-related services.
- B. PS&E which represents the actions and approvals required before authorization of construction. The PS&E package includes geometric standards, drawings, specifications, project estimates, certifications relating to completion of right-of-way acquisition and relocation, utility work, and railroad work.
- C. Contract awards which include procurement of professional and other consultant services and construction-related services to include advertising, evaluating, and awarding contracts.
- D. Inspections which include general contract administration, material testing and quality assurance, review, and inspections of Federal-aid contracts as well as final inspection/acceptance.
- E. Approvals and related responsibilities affecting real property as provided in 23 CFR 710.201(i) and any successor regulation in 23 CFR Part 710.

SECTION VII. FEDERAL APPROVALS AND RELATED RESPONSIBILITIES THAT MAY NOT BE ASSUMED BY THE LDOTD

- A. Any approval or related responsibility not listed in Attachment A cannot be assumed by the State without prior concurrence by FHWA Headquarters. The following is a list of the most frequently-occurring approvals and related responsibilities that may not be assumed by the LDOTD:
 - Civil Rights Program approvals;
 - Environmental approvals, except those specifically assumed under other agreements. (23 U.S.C. 326 and 327; programmatic categorical exclusion agreements);
 - Federal air quality conformity determinations required by the Clean Air Act;
 - Approval of current bill and final vouchers;
 - Approval of federally-funded hardship acquisition, protective buying, and 23 U.S.C. 108(d) early acquisition;
 - Project agreements and modifications to project agreements and obligation of funds (including advance construction);
 - Planning and programming pursuant to 23 U.S.C. 134 and 135;
 - Special Experimental Projects (SEP-14 and SEP-15);
 - Use of Interstate airspace for non-highway-related purposes;

- Any Federal agency approval or determination under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended, and implementing regulations in 49 CFR Part 24;
 - Waivers to Buy America requirements;
 - Approval of Federal participation under 23 CFR 1.9(b);
 - Provide pre-approval for preventive maintenance project (until FHWA concurs with LDOTD procedures);
 - Requests for credits toward the non-Federal share of construction costs for early acquisitions, donations, or other contributions applied to a project;
 - Functional replacement of property;
 - Approval of a time extension for preliminary engineering projects beyond the 10-year limit, in the event that actual construction or acquisition of right-of-way for a highway project has not commenced;
 - Approval of a time extension beyond the 20-year limit for right of way projects, in the event that actual construction of a road on the right-of-way is not undertaken;
 - Determine need for Coast Guard Permit;
 - Training Special Provision – Approval of New Project Training Programs; and
 - Any other approval or activity not specifically identified in Attachment A unless otherwise approved by the FHWA, including the Office of Chief Counsel.
- B. For all projects and programs, the LDOTD will comply with Title 23 and all applicable non-Title 23, U.S.C. Federal-aid program requirements, such as metropolitan and statewide planning; environment; procurement of engineering and design related service contracts (except as provided in 23 U.S.C. 109(o)); Civil Rights including Title VI of the *Civil Rights Act*, and participation by Disadvantaged Business Enterprises; prevailing wage rates; and acquisition of right-of-way, etc.
- C. This Agreement does not modify the FHWA’s non-Title 23 program approval and related responsibilities, such as approvals required under the Clean Air Act; National Environmental Policy Act, Executive Order on Environmental Justice (E.O. 12898), and other related environmental laws and statutes; the Uniform Act; and the Civil Rights Act of 1964 and related statutes.

SECTION VIII. PROJECT ACTION RESPONSIBILITY MATRIX

Attachment A, Project Action Responsibility Matrix, to this S&O Agreement identifies FAHP project approvals and related responsibilities. The Matrix specifies which approvals and related responsibilities are assumed by the LDOTD under 23 U.S.C. 106(c) or other statutory or regulatory authority, as well as approvals and related responsibilities reserved to FHWA.

SECTION IX. HIGH RISK CATEGORIES

- A. In 23 U.S.C. 106(c), Congress directs that the Secretary shall not assign any approvals or related responsibilities for projects on the Interstate System if the Secretary determines the project to be in a high risk category. Under 23 U.S.C. 106(c)(4)(B), the

Secretary may define high risk categories on a national basis, State-by-State basis, or national and State-by-State basis.

B. The Division has determined there are no high risk categories.

SECTION X. FHWA OVERSIGHT PROGRAM UNDER 23 U.S.C. 106(g)

- A. In 23 U.S.C. 106(g), Congress directs that the Secretary shall establish an oversight program to monitor the effective and efficient use of funds authorized to carry out the FAHP. This program includes FHWA oversight of the State's processes and management practices, including those involved in carrying out the approvals and related responsibilities assumed by the State under 23 U.S.C. 106(c). Congress defines that, at a minimum, the oversight program shall be responsive to all areas relating to financial integrity and project delivery.
- B. The FHWA shall perform annual reviews that address elements of the LDOTD's financial management system in accordance with 23 U.S.C. 106(g)(2)(A). FHWA will periodically review the LDOTD's monitoring of subrecipients pursuant to 23 U.S.C. 106(g)(4)(B).
- C. The FHWA shall perform annual reviews that address elements of the project delivery systems of the LDOTD, which elements include one or more activities that are involved in the life cycle of project from conception to completion of the project. The FHWA will also evaluate the practices of the LDOTD for estimating project costs, awarding contracts, and reducing costs. 23 U.S.C. 106(g)(2) and (3).
- D. To carry out the requirements of 23 U.S.C. 106(g), the FHWA will employ a risk management framework to evaluate financial integrity and project delivery, and balance risk with staffing resources, available funding, and the State's transportation needs. The FHWA will work collaboratively with the LDOTD to assess the risks inherent with the FAHP and funds management, and how that assessment will be used to align resources to develop appropriate risk response strategies.

Techniques the Division and LDOTD may use to identify and analyze risks and develop response strategies include the following:

- Program Assessments;
- FIRE Reviews;
- Program Reviews;
- Certification Reviews;
- Recurring or periodic reviews such as the Compliance Assessment Program (CAP); and
- Inspections of project elements or phases.

These techniques will be carried out in a manner consistent with applicable Division Standard Operating Procedures or other control documents relating to program assessments, FIRE, program reviews, CAP, etc.

The following Division's processes and standard operating procedures are used to carry out the requirements of 23 U.S.C. 106(g):

- Program Reviews Policy & Procedures
- Billing Review/Improper Payment Review Process
- Inactive Obligations Management Process
- State Single Audit Findings and Recommendations
- Compliance Assessment Program (CAP) Reviews Policy and Procedures
- Project of Division Interest (PoDI)/Project of Corporate Interest (PoCI) Oversight Plans Development and Implementation Policy and Procedures

E. Program Responsibility Matrix

Attachment B to this S&O Agreement is the Program Responsibility Matrix that identifies all relevant FHWA program actions, and Division and LDOTD program contact offices and personnel.

F. Manuals and Operating Agreements

LDOTD manuals, agreements and other control documents that have been approved for use on Federal-aid projects are listed in Attachment C to this S&O Agreement.

G. Stewardship and Oversight Indicators

The Division and LDOTD have jointly established Stewardship and Oversight Indicators (Indicators). The Indicators are used to set targets, track trends, and implement countermeasures and actions when the data is moving away from the desired target direction. Indicators provide documented evidence that the LDOTD assumption of responsibilities is functioning appropriately. Stewardship and Oversight Indicators should be reviewed on an annual basis. If utilized, the Indicators shall be incorporated by reference to this S&O Agreement.

Stewardship and Oversight Indicators are reviewed on an annual basis. The process for monitoring and setting the Indicators is documented in LDOTD's Oversight and Reporting Requirements for the Federal-aid Highway Program listed in Attachment C to this S&O Agreement

SECTION XI. LDOTD OVERSIGHT AND REPORTING REQUIREMENTS

A. LDOTD Oversight and Reporting Requirements

The LDOTD is responsible for demonstrating to the FHWA how it is carrying out its responsibilities in accordance with this S&O Agreement. In order to fulfill this responsibility, the LDOTD will perform activities, processes, and procedures in

accordance with LDOTD's Oversight and Reporting Requirements for the Federal-aid Highway Program listed in Attachment C to this S&O Agreement.

B. LDOTD Oversight of Locally Administered Projects

- B.1. LDOTD is required to provide adequate oversight of subrecipients including oversight of any assumed responsibilities the LDOTD delegates to a LPA.
- B.2. Pursuant to 23 U.S.C. 106(g)(4), the LDOTD shall be responsible for determining that subrecipients of Federal funds have adequate project delivery systems for locally administered projects and sufficient accounting controls to properly manage such Federal-aid funds. The LDOTD is also responsible for ensuring compliance with reporting and other requirements applicable to grantees making sub-awards, such as monthly reporting requirements under the Federal Funding Accountability and Transparency Act of 2006, PL 109-282 (as amended by PL 110-252).
- B.3. The LDOTD acknowledges that it is responsible for sub-recipient awareness of Federal grant requirements management of grant awards and sub-awards, and is familiar with and comprehends pass through entity responsibilities (2 C.F.R. 200.331 Requirements for Pass-thru EntitiesOMB). The LDOTD shall carry out these responsibilities using the actions, programs, and processes described in the latest version of the LDOTD's LPA Manual and the LDOTD's Oversight and Reporting Requirements for the Federal-aid Highway Program listed in Attachment C to this S&O Agreement.
- B.4. The LDOTD shall assess whether a sub-recipient has adequate project delivery systems and sufficient accounting controls to properly manage projects, using the actions, programs, and processes described in the latest version of the LDOTD's LPA Manual and the LDOTD's Oversight and Reporting Requirements for the Federal-aid Highway Program listed in Attachment C to this S&O Agreement.
- B.5. The LDOTD shall assess whether a sub-recipient is staffed and equipped to perform work satisfactorily and cost effectively, and that adequate staffing and supervision exists to manage the Federal project(s), by using the actions, programs, and processes described in the latest version of the LDOTD's LPA Manual and the LDOTD's Oversight and Reporting Requirements for the Federal-aid Highway Program listed in Attachment C to this S&O Agreement.
- B.6. The LDOTD shall assess whether sub-recipient projects receive adequate inspection to ensure they are completed in conformance with approved plans and specifications, by using the actions, programs, and processes

described in the latest version of the LDOTD's LPA Manual and the LDOTD's Oversight and Reporting Requirements for the Federal-aid Highway Program listed in Attachment C to this S&O Agreement.

- B.7. The LDOTD shall ensure that when LPAs elect to use consultants for engineering services, the LPA, as provided under 23 CFR 635.105(b), shall provide a full-time employee of the agency to be in responsible charge of the project. The LDOTD's process to ensure compliance with this requirement is documented by the actions, programs, and processes described in the latest version of the LDOTD's LPA Manual and the LDOTD's Oversight and Reporting Requirements for the Federal-aid Highway Program listed in Attachment C to this S&O Agreement.
- B.8. The LDOTD shall ensure that project actions will be administered in accordance with all applicable Federal laws and regulations. The LDOTD will use the process on required approvals on sub-recipient projects in accordance with the latest version of the LDOTD's LPA Manual and LDOTD's Oversight and Reporting Requirements for the Federal-aid Highway Program listed in Attachment C to this S&O Agreement, and approved on sub-recipient administered projects
- B.9. The LDOTD shall document its oversight activities for LPA-administered projects and findings, and how it will share this information with the FHWA in accordance with the process described in the latest version of the LDOTD's Oversight and Reporting Requirements for the Federal-aid Highway Program listed in Attachment C to this S&O Agreement.

The LDOTD's Local Public Agency (LPA) Program, which has been reviewed and determined adequate pursuant to FHWA Order 5020.2 (Stewardship and Oversight of Federal-Aid Projects Administered by Local Public Agencies, August 14, 2014) provide local agencies with statewide policies and standards to ensure they: 1) have acceptable review and oversight plans on LPA-administered projects; 2) have suitable written agreements with LPAs, regarding roles and responsibilities; and 3) have established an overall stewardship and oversight framework to ensure LPAs have adequate project delivery systems and accounting controls.

SECTION XII. IMPLEMENTATION AND AMENDMENTS

- A. This S&O Agreement will take effect as of the effective date of the signature of the FHWA Louisiana Division Administrator, who shall sign this S&O Agreement last.
- B. This S&O Agreement supersedes all previous stewardship agreements unless specifically incorporated herein.
- C. The Division and LDOTD agree that updates to this Agreement will be considered periodically on a case-by-case basis or when:

- Significant new legislation, Executive orders, or other initiatives affecting the relationship or responsibilities of one or both parties to the S&O Agreement occurs;
 - Leadership, or leadership direction, changes at the LDOTD or FHWA; or
 - Priorities shift as a result of audits, public perception, or changes in staffing at either the LDOTD or Division Office.
- D. The Division and LDOTD agree that changes may occur to the contents of the Attachments to this S&O Agreement and documents incorporated by reference into the S&O Agreement. Except as provided in paragraph XII.E and F, changes to the Attachments and documents incorporated by reference will not require the Division and LDOTD to amend this S&O Agreement. The effective date of any revisions to one of these documents shall be clearly visible in the header of the revised document. This Agreement and any revisions to this document shall be posted on the Division's S&O Agreement internet site within five (5) business days of the effective date.
- E. Any changes to the high risk categories must be documented by an amendment to this S&O Agreement.
- F. Any changes to the Project Action Responsibility Matrix must be approved by the FHWA Office of Infrastructure in writing and documented by an amendment to this S&O Agreement

EXECUTION BY THE FHWA LOUISIANA DIVISION OFFICE

Executed this _____ day of _____, 201__.

Signature

Charles W. Bolinger, P.E.
Division Administrator
Federal Highway Administration

EXECUTION BY THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

Executed this _____ day of _____, 201__.

Signature

Sherri H. LeBas, P.E.
Louisiana Department of Transportation
and Development

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ATTACHMENT A – PROJECT ACTION RESPONSIBILITY MATRIX

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ATTACHMENT A – PROJECT ACTION RESPONSIBILITY MATRIX

The following matrix identifies Federal-aid highway program (FAHP) project approvals and related responsibilities on a program-wide basis. The matrix specifies which actions are assumed by the State under the provisions of 23 U.S.C. 106(c) or other statutory or regulatory authority, as well as those which are reserved to FHWA. Projects classified as PoDI projects are not covered by the matrix, as those projects will be governed by a separate PoDI plan that specifies FHWA and State responsibilities for the project.

The LDOTD is responsible for ensuring all individual elements of the project are eligible for FAHP funding, but all final eligibility and participation determinations are retained by FHWA.

PROJECT ACTION RESPONSIBILITY MATRIX (as of February 6, 2015) (Excluding PODI AND POCI Projects, which are governed by PODI/POCI Plans)		
ACTION	AGENCY RESPONSIBLE	
	PROJECTS ON THE NHS	PROJECTS OFF THE NHS
	Assumption of FHWA Responsibilities under 23 U.S.C. 106(c) or other statutory or regulatory authority	Assumption of FHWA Responsibilities under 23 U.S.C. 106(c) or other statutory or regulatory authority
PROGRAMMING (All phases)		
Ensure project in Statewide Transportation Improvement Program (STIP)/Transportation Improvement Program (TIP)	STATE	STATE
Identify proposed funding category	STATE(1)	STATE(1)
FINANCIAL MANAGMENT (All phases)		
Obligate funds/approve Federal-aid project agreement, modifications, and project closures (project authorizations) (Note: this action cannot be assumed by State)	FHWA	FHWA
Authorize current bill (Note: this action cannot be assumed by State)	FHWA	FHWA
Review and Accept Financial Plan and Annual Updates for Federal Major Projects over \$500 million [23 U.S.C. 106(h)] (Note: this action cannot be assumed by State)	FHWA	FHWA
Review Cost Estimates for Federal Major Projects over \$500 million [23 U.S.C. 106(h)] (Note: this action cannot be assumed by State)	FHWA	FHWA

ATTACHMENT A – PROJECT ACTION RESPONSIBILITY MATRIX

PROJECT ACTION RESPONSIBILITY MATRIX (as of February 6, 2015) (Excluding PODI AND POCI Projects, which are governed by PODI/POCI Plans)		
ACTION	AGENCY RESPONSIBLE	
	PROJECTS ON THE NHS	PROJECTS OFF THE NHS
	Assumption of FHWA Responsibilities under 23 U.S.C. 106(c) or other statutory or regulatory authority	Assumption of FHWA Responsibilities under 23 U.S.C. 106(c) or other statutory or regulatory authority
Develop Financial Plan for Federal Projects between \$100 million and \$500 million. [23 U.S.C. 106(i)]	STATE	STATE
ENVIRONMENT (All phases)		
All EA/FONSI, EIS/ROD, 4(f), 106, 6(f) and other approval actions required by Federal environmental laws and regulations. (Note: this action cannot be assumed by STATE except under 23 U.S.C. 327)	FHWA(2)	FHWA(2)
Categorical Exclusion approval actions (Note this action cannot be assumed by the State except through an assignment under 23 U.S.C. 326 or 327, or through a programmatic agreement pursuant to Section 1318(d) of MAP-21 and 23 CFR 771.117(g))	FHWA(2)	FHWA(2)
PRELIMINARY DESIGN (Design Phase)		
Consultant Contract Selection	STATE (3)	STATE (3)
Sole source Consultant Contract Selection	FHWA (3)	STATE (3)
Approve hiring of consultant to serve in a “management” role (Note: this action cannot be assumed by State) [23 CFR 172.9]	FHWA	FHWA
Approve consultant agreements and agreement revisions (Federal non-Major Projects) [23 CFR 172.9]	STATE	STATE
Approve consultant agreements and agreement revisions on Federal Major Projects [23 CFR 172.9] (Note: this action cannot be assumed by State)	FHWA	FHWA
Approve exceptions to design standards [23 CFR 625.3(f)]	STATE	STATE
Interstate System Access Change [23 USC 111] (Note: this action cannot be assumed by State)	FHWA	N/A

ATTACHMENT A – PROJECT ACTION RESPONSIBILITY MATRIX

PROJECT ACTION RESPONSIBILITY MATRIX (as of February 6, 2015) (Excluding PODI AND POCI Projects, which are governed by PODI/POCI Plans)		
ACTION	AGENCY RESPONSIBLE	
	PROJECTS ON THE NHS	PROJECTS OFF THE NHS
	Assumption of FHWA Responsibilities under 23 U.S.C. 106(c) or other statutory or regulatory authority	Assumption of FHWA Responsibilities under 23 U.S.C. 106(c) or other statutory or regulatory authority
Interstate System Access Justification Report [23 USC 111] (Note: action may be assumed by State pursuant to 23 USC 111(e))	FHWA	N/A
Airport highway clearance coordination and respective public interest finding (if required) [23 CFR 620.104]	STATE	STATE
Approve Project Management Plan for Federal Major Projects over \$500 million [23 USC 106(h)] (Note: this action cannot be assumed by State)	FHWA	FHWA
Approve innovative and Public-Private Partnership projects in accordance with SEP-14 and SEP-15 (Note: this action cannot be assumed by State)	FHWA	FHWA
Provide pre-approval for preventive maintenance project (until FHWA concurs with STATE procedures) (Note: this action cannot be assumed by State)	FHWA	FHWA
DETAILED / FINAL DESIGN (Design Phase)		
Provide approval of preliminary plans for unusual/complex bridges or structures on the Interstate. [23 USC 109(a) and FHWA Policy]	FHWA (4)	N/A
Provide approval of preliminary plans for major unusual/complex bridges or other bridges or structures (non-Interstate). [23 USC 109(a) and FHWA Policy]	FHWA	STATE
Approve retaining right-of-way encroachments [23 CFR 1.23 (b) & (c)]	FHWA	STATE
Approve use of local force account agreements [23 CFR 635.104 & 204]	STATE	STATE
Approve use of publicly owned equipment [23 CFR 635.106]	STATE	STATE

ATTACHMENT A – PROJECT ACTION RESPONSIBILITY MATRIX

PROJECT ACTION RESPONSIBILITY MATRIX (as of February 6, 2015) (Excluding PODI AND POCI Projects, which are governed by PODI/POCI Plans)		
ACTION	AGENCY RESPONSIBLE	
	PROJECTS ON THE NHS	PROJECTS OFF THE NHS
	Assumption of FHWA Responsibilities under 23 U.S.C. 106(c) or other statutory or regulatory authority	Assumption of FHWA Responsibilities under 23 U.S.C. 106(c) or other statutory or regulatory authority
Approve the use of proprietary products, processes [23 CFR 635.411]	STATE	STATE
Concur in use of publicly furnished materials [23 CFR 635.407]	STATE	STATE
RIGHT-OF-WAY (Design and Operational Phases)		
Make feasibility/practicability determination for allowing authorization of construction prior to completion of ROW clearance, utility and railroad work [23 CFR 635.309(b)]	FHWA	STATE
Make public interest finding on whether State may proceed with bid advertisement even though ROW acquisition/relocation activities are not complete for some parcels [23 CFR 635.309(c)(3)]	FHWA for Interstate STATE for Non-Interstate	STATE
Ensure compliant ROW certificate is in place [23 CFR 635.309(c)]	STATE	STATE
Approve Hardship and Protective Buying [23 CFR 710.503] (If a Federal-aid project) (Note: this action cannot be assumed by State)	FHWA	FHWA
Approve Interstate Real Property Interest Use Agreements [23 CFR 710.405] (Note: this action cannot be assumed by State)	FHWA	N/A
Approve non-highway use and occupancy [23 CFR 1.23(c)]	FHWA for Interstate STATE for Non-Interstate (3)	STATE (3)

ATTACHMENT A – PROJECT ACTION RESPONSIBILITY MATRIX

PROJECT ACTION RESPONSIBILITY MATRIX (as of February 6, 2015) (Excluding PODI AND POCI Projects, which are governed by PODI/POCI Plans)		
ACTION	AGENCY RESPONSIBLE	
	PROJECTS ON THE NHS	PROJECTS OFF THE NHS
	Assumption of FHWA Responsibilities under 23 U.S.C. 106(c) or other statutory or regulatory authority	Assumption of FHWA Responsibilities under 23 U.S.C. 106(c) or other statutory or regulatory authority
Approve disposal at less than fair market value of federally funded right-of-way, including disposals of access control [23 U.S.C. 156] (Note: this action cannot be assumed by State)	FHWA	FHWA
Approve disposal at fair market value of federally funded right-of-way, including disposals of access control [23 CFR 710.409] (Note: 23 CFR 710.201 authorizes FHWA and STATE to agree to scope of property-related oversight and approvals for all actions except those on the Interstate System)	FHWA for Interstate STATE for Non-Interstate (3)	STATE (3)
Requests for credits toward the non-Federal share of construction costs for early acquisitions, donations or other contributions applied to a project (note: this action cannot be assumed by State)	FHWA	FHWA
Federal land transfers [23 CFR 710, Subpart F] (Note: this action cannot be assumed by State)	FHWA	FHWA
Functional replacement of property [23 CFR 710.509] (Note: this action cannot be assumed by State)	FHWA	FHWA
SYSTEM OPERATIONS AND PRESERVATION (Design Phase)		
Accept Transportation Management Plans (23 CFR 630.1012(b))	STATE	STATE
Approval of System Engineering Analysis (for ITS) [23 CFR 940.11]	FHWA	STATE
PS&E AND ADVERTISING (Design Phase)		
Approve PS&E [23 CFR 630.201]	STATE	STATE

ATTACHMENT A – PROJECT ACTION RESPONSIBILITY MATRIX

PROJECT ACTION RESPONSIBILITY MATRIX (as of February 6, 2015) (Excluding PODI AND POCI Projects, which are governed by PODI/POCI Plans)		
ACTION	AGENCY RESPONSIBLE	
	PROJECTS ON THE NHS	PROJECTS OFF THE NHS
	Assumption of FHWA Responsibilities under 23 U.S.C. 106(c) or other statutory or regulatory authority	Assumption of FHWA Responsibilities under 23 U.S.C. 106(c) or other statutory or regulatory authority
Authorize advance construction and conversions [23 CFR 630.703 & 709] (Note: this action cannot be assumed by State)	FHWA	FHWA
Approve utility or railroad force account work [23 CFR 645.113 & 646.216]	STATE	STATE
Approve utility and railroad agreements [23 CFR 645.113 & 646.216]	STATE	STATE
Approve use of consultants by utility companies [23 CFR 645.109(b)]	STATE	STATE
Approve exceptions to maximum railroad protective insurance limits [23 CFR 646.111]	STATE	STATE
Authorize (approve) advertising for bids [23 CFR 635.112, 309]	STATE	STATE
CONTRACT ADVERTISEMENT AND AWARD (Design Phase) All contracts to be done by competitive bidding unless otherwise authorized by law		
Approve cost-effectiveness determinations for construction work performed by force account or by contract awarded by other than competitive bidding [23 CFR 635.104 &.204]	FHWA	STATE
Approve emergency determinations for contracts awarded by other than competitive bidding [23 CFR 635.104 &.204]	STATE	STATE
Approve construction engineering by local agency [23 CFR 635.105]	STATE	STATE
Approve advertising period less than 3 weeks [23 CFR 635.112]	STATE	STATE
Approve addenda during advertising period [23 CFR 635.112]	STATE	STATE
Concur in award of contract [23 CFR 635.114]	STATE	STATE

ATTACHMENT A – PROJECT ACTION RESPONSIBILITY MATRIX

PROJECT ACTION RESPONSIBILITY MATRIX (as of February 6, 2015) (Excluding PODI AND POCI Projects, which are governed by PODI/POCI Plans)		
ACTION	AGENCY RESPONSIBLE	
	PROJECTS ON THE NHS	PROJECTS OFF THE NHS
	Assumption of FHWA Responsibilities under 23 U.S.C. 106(c) or other statutory or regulatory authority	Assumption of FHWA Responsibilities under 23 U.S.C. 106(c) or other statutory or regulatory authority
Concur in rejection of all bids [23 CFR 635.114]	STATE	STATE
Approval of Design-Build Requests-for-Proposals and Addenda [23 CFR 635.112]	FHWA	STATE
CONSTRUCTION (Construction Phase)		
Approve changes and extra work [23 CFR 635.120]	STATE	STATE
Approve contract time extensions [23 CFR 635.120]	STATE	STATE
Concur in use of mandatory borrow/disposal sites [23 CFR 635.407]	STATE	STATE
Accept materials certification [23 CFR 637.207]	STATE	STATE
Concur in settlement of contract claims [23 CFR 635.124]	FHWA	STATE
Concur in termination of construction contracts [23 CFR 635.125]	FHWA	STATE
Waive Buy America provisions [23 CFR 635.410] (Note: this action cannot be assumed by State)	FHWA	FHWA
Final inspection/acceptance of completed work [23 USC 114(a)]	STATE	STATE
CIVIL RIGHTS (All phases)		
Approval of Disadvantaged Business Enterprise (DBE) Project Contract Goal set by the State DOT under 49 CFR 26.51(d). [49 CFR 26.51(e)(3)]	STATE	STATE

ATTACHMENT A – PROJECT ACTION RESPONSIBILITY MATRIX

PROJECT ACTION RESPONSIBILITY MATRIX (as of February 6, 2015) (Excluding PODI AND POCI Projects, which are governed by PODI/POCI Plans)		
ACTION	AGENCY RESPONSIBLE	
	PROJECTS ON THE NHS	PROJECTS OFF THE NHS
	Assumption of FHWA Responsibilities under 23 U.S.C. 106(c) or other statutory or regulatory authority	Assumption of FHWA Responsibilities under 23 U.S.C. 106(c) or other statutory or regulatory authority
Acceptance of Bidder’s Good Faith Efforts to Meet Contract Goal [49 CFR 26.53] or of Prime Contractor’s Good Faith Efforts to Find Another DBE Subcontractor When a DBE Subcontractor is Terminated or Fails to Complete Its Work [49 CFR 26.53(g)] (Note: this action cannot be performed by the FHWA)	STATE	STATE
Equal Employment Opportunity (EEO) Contract Compliance Review Approval [23 CFR Part 230, Subpart D]).	STATE	STATE
Training Special Provision – Approval of Project Goal for training slots or hours [23 CFR Part 230, Subpart A]	STATE	STATE
Training Special Provision – Approval of New Project Training Programs (Note: this action cannot be assumed by State) [23 CFR 230.111(d), (e)]	FHWA	FHWA
FOOTNOTES:		
(1) State is responsible for ensuring that all individual elements of the project are eligible. FHWA will check that the scope of the project as described in submitted project agreement is eligible for the category of funding sought. All final eligibility and participation determinations are retained by FHWA. (2) If there is a 23 U.S.C. 326 or 325 assignment or PCE agreement, decisions are handled in accordance with those assignments or agreements. (3) State’s process and modifications to, or variation in process, require FHWA approval. (4) Unusual/Complex bridges and structures are those that the Division determines to have unique foundation problems, new or complex designs, exceptionally long spans, exceptionally large foundations, complex hydrologic (including climate change and extreme weather events) aspects, complex hydraulic elements or scour related elements, or that are designed with procedures that depart from currently recognized acceptable practices (i.e., cable-stay, suspension, arch, segmental concrete, moveable, truss, tunnels, or complex geotechnical walls or ground improvement systems)		

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

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ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

The following matrix is a list of program actions. The matrix identifies the Responsible Program Office as well as Point of Contact (*in parenthesis*) for Division and LDOTD.

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Appropriations, Allotments, Obligations	31 USC 1341(a)(1)(A)& (B); 31 USC 1517(a); 23 USC 118(b), 23 USC 121	As needed	Not Applicable	Office of Chief Financial Officer	Financial Management Team (Financial Manager)	Management & Finance Budget Office (Budget Analyst 4)	State will monitor appropriations, allotments and obligations to ensure that all funding is used efficiently within each quarter and use all Obligation Authority (OA) by the end of the year.
Approval of Indirect Cost Allocation Plans (ICAPs)	49 CFR Part 18; 2 CFR 200 Subpart E (previously 2 CFR 225); ASMBC-10	As needed	Not Applicable	Office of Chief Financial Officer	Financial Management Team (Financial Manager)	Management & Finance Financial Services Office (Accountant Admin 5)	The State will certify that the ICAP was prepared in accordance with 2 CFR 200 Subpart E.
FIRE Program Activities	FHWA Order 4560.1B (or as superseded)	Ongoing		Office of Chief Financial Officer	Financial Management Team (Financial Specialist)	Management & Finance (Deputy Undersecretary 3 Management & Finance Financial Services Office Budget Administrator 2)	State will continue to provide oversight and conduct reviews to ensure Federal-aid compliance. FHWA will review and monitor. State responsibilities include multiple tasks in support of risk assessments, conducting reviews and implementation of recommendations.
Audit Coordination/FHWA Financial Statement Audit/State External Audit Reviews/State Internal Audit Reviews	FMFIA, 49 CFR 18.26; OMB Circular A-123, 133; GAAP, CFO Act of 1990; DOT Order 8000.1C	As needed	Not Applicable	Office of Chief Financial Officer	Financial Management Team (Financial Specialist)	Management & Finance Audit & Quality Control Office (Audit Director 3, Deputy Undersecretary 3)	State assures corrective action is taken to resolve audit findings and FHWA will monitor activities to ensure implementation.

¹ All actions taken on or after December 26, 2014, shall be governed by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200. Part 200 of 2 CFR supersedes 49 CFR Parts 18 and 19, and requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in OMB guidances); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Improper Payments Review	Improper Payments Information Act of 2002, PL 107-300, Improper Payments Elimination and Recovery Act of 2010, PL 111-204, Improper Payments Elimination and Recovery Improvement Act of 2012, PL 112-248	Annually		Office of Chief Financial Officer	Financial Management Team (Financial Specialist)	Management & Finance Financial Services Office (Accountant Admin 5)	State will provide all information necessary to document sampled payments and FHWA offices will review and complete appropriate data submittal forms.
Transfer of Funds between programs or to other FHWA offices or agencies as requested by State	23 USC 126	As needed	Not Applicable	Office of Chief Financial Officer	Financial Management Team (Financial Manager)	Management & Finance Budget Office (Budget Administrator 2 Budget Analyst 4)	State will submit requests for transfer and FHWA approves and processes the funding transfers between programs, to other States, to other agencies, and to FHWA HQ, Federal Lands, or Research offices.
Reviews of State Transportation Departments Financial Management Systems - Financial Integrity	23 USC 106(g)(2)(A)	Annually	Not Applicable	Office of Chief Financial Officer	Financial Management Team (Financial Manager)	Division of Administration	23 USC 106(g)(2)(A) states that the Secretary shall perform annual reviews that address elements of the State transportation departments' financial management systems that affect projects approved under subsection (a).
Review Adequacy of Sub-recipient Project Delivery Systems and Sufficient Accounting Controls to Manage Federal Funds	23 USC 106(g)(4)(A)(i)	As needed	Not Applicable	Office of Chief Financial Officer	Financial Management Team (Financial Manager)	Management & Finance Audit & Quality Control Office (Audit Director 3)	
Periodic Reviews of States Monitoring of sub-recipients	23 USC 106(g)(4)(B)	As needed	Not Applicable	Office of Infrastructure	Financial Management Team (Financial Manager)	Management & Finance Audit & Quality Control Office (Audit Director 3)	

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Approval of Increased Federal Share Agreement (Sliding Scale)	23 USC 120(b)(2)	As determined by the Federal Share Agreement	Not Applicable	Office of Chief Financial Officer	Not Applicable	Not Applicable	A State must enter into an agreement with FHWA for use of the increased Federal share allowable under this section, which must be reviewed and updated periodically as agreed to in the agreement. States must demonstrate that they are in compliance with the statute and the agreement.
Prepare / Review Title VI Plan Accomplishments and Next Year's Goals	23 CFR 200.9(b)(10)	Annually	1-Oct	Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division office reviews and comments.
Prepare / EEO Contractor Compliance Plan accomplishments and next year's goals	23 CFR 230, Subpart C, Appendix A, Part I, III	Annually	1-Oct	Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division office reviews and comments.
Prepare / Review State Internal EEO Affirmative Action Plan (Title VII) Accomplishments and Goals	23 CFR 230.311	Annually	1-Oct	Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Courtesy copy to HQ.
Review DBE Program Revisions	49 CFR 26.21(b)(2)	As needed	Not Applicable	Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division sends to HCR for review and approval as
Prepare / DBE Uniform Awards and Commitment Report	49 CFR 26, Appendix B	Semi-Annual	June 1st December 1st	Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division Office reviews and sends to HCR
Prepare / Annual Analysis and Corrective Action Plan (if necessary)	49 CFR 26.47(c)	Annual (as necessary)	December 31st	Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division Office approves sends copy to HCR

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Prepare / State DBE Program Goals	49 CFR 26.45(f)(1)	Triennial	August 1st	Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division reviews and approves; HCC provides legal sufficiency review and approval sends copy to HCR
Prepare / Review On-the-Job-Training (OJT) goals & accomplishments	23 CFR 230.111(b)	Annually	TBA	Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division office reviews and comments.
Approval of OJT and DBE Supportive Services fund requests	23 CFR 230.113 & 23 CFR 230.204	Annual	TBA	Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division recommends approval submits to HCR for final approval
Return of any unused discretionary grant program funding	23 CFR 230.117(2)	Annual	TBA	Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division works with HCR and CFO
Prepare / Review of Report on Supportive Services (OJT & DBE)	23 CFR 230.113(g), 230.121(e), 230.204(g)(6)	Quarterly		Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division office reviews and comments.
Prepare / Review Annual Contractor Employment Report (Construction Summary of Employment Data (Form PR-1392)	23 CFR 230.121(a); Appendix D to Subpart A, Part 230, General Information and Instructions	Annually	1-Dec	Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Recommendation sent to HQ for approval.
Prepare / Review State DOT Employment Statistical Data (EEO-4)	23 CFR, Subpart C, Appendix A	Biannual	1-Dec	Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Report sent to HQ quarterly for informational purposes and recommendation sent to HQ annually for approval.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Prepare / Review Annual Federal Projected Awards Reports - Historically Black Colleges & Universities/Tribal Colleges & Universities/Hispanic Serving Institutes, American Indian Alaskan Native, Asian Pacific & American Islander.	Presidential Executive Orders: 13230, 13256, 13270, 13361, 13515	Annual	TBA	Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Divisions submit data to HCR who prepares report for DOCR
Prepare / Review ADA Complaint Reports of Investigation	28 CFR 35.190	As needed	Not Applicable	Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division office reviews, FHWA HQ approves and issues finding.
Review Americans with Disabilities Act (ADA) /Sec. 504 Program Plan accomplishments and next year's goals	49 CFR 27.11(c), EO 12250	Annually	1-Oct	Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division office reviews and comments.
Return of unexpended funds used for Summer Transportation Institutes	23 CFR 230.117(2)	Annual	August 30; however, State procurement rules may govern	Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Divisions work with HCR and CFO
Prepare / Review Request for National Summer Transportation Institute (NSTI) Proposals (SOWs)	23 USC 140(b)	Annual	TBA	Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Divisions recommend approval. HCR gives final approval
Prepare / Review NSTI Report (questionnaire)	23 USC 140(b)	Annual	October 15th	Office of Civil Rights	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Divisions provide to HCR
Receipt of State Consultation Process with Tribal Governments	23 CFR 450.210(c)	As needed	Not Applicable	Office of Federal Lands Highway	Program Delivery Team (Transportation Planner)	Multimodal Planning (Transportation Planning Administrator) Environmental (Environmental Engineer Administrator)	Informational Purposes.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Approval of Contracting Procedures for Consultant Selection	23 CFR 172.5 & 172.9	As needed	Not Applicable	Office of Infrastructure	Project Delivery Team (Project Delivery Team Leader)	Consultant Contract Services (Consultant Contract Administrator)	FHWA Division Office Approval.
Determination of High Risk Categories - Limitation on Interstate Projects	23 USC 106(c)(4)(B)	As needed	Not Applicable	Office of Infrastructure	Project Delivery Team (Project Delivery Team Leader)	Engineering (Chief Engineer)	Office of Program Administration determines national categories and must concur on any State designations.
Approval of State 3R Program	23 CFR 625.4(a)(3), 23 USC 109(n)	As needed	Not Applicable	Office of Infrastructure	Division Leadership Team (Engineering Coordinator)	Systems Preservation (Pavement Preservation Program Manager)	FHWA Division Office Approval.
Verify adoption of Design Standards (National Highway System, including Interstate)	23 CFR 625, 23 USC 109(b), 23 USC 109(c)(2), 23 USC 109(o)	As needed	Not Applicable	Office of Infrastructure	Project Delivery Team (Area Engineer–Design)	Engineering (Chief Engineer)	FHWA HQ regulatory action to adopt NHS standards.
Approval of preliminary plans of Major and Unusual Bridges on the Interstate Highway System	(M1100.A)	As needed	Not Applicable	Office of Infrastructure	Project Delivery Team (Project Delivery Team Leader/Area Engineer) Program Delivery Team (Bridge Engineer)	Bridge Design (Bridge Design Engr. Administrator)	Director of HIBT has approval of preliminary plans of Major and Unusual Bridges on the Interstate Highway System (M1100.A)
Approval of State Standard Specifications	23 CFR 625.3	As needed	Not Applicable	Office of Infrastructure	Division Leadership Team (Engineering Coordinator)	Contract and Specification (Contract and Specification Engineer)	FHWA Division Office Approval.
Verify State Design Exception Policy complies with FHWA Policy	23 CFR 625.3	As needed	Not Applicable	Office of Infrastructure	Project Delivery Team (Area Engineer-Design)	Road Design (Road Design Engineer Administrator)	FHWA Division Office Approval.
Approval of State Standard Detail Plans	23 CFR 625.3	As needed	Not Applicable	Office of Infrastructure	Division Leadership Team (Engineering Coordinator)	Engineering (Chief Engineer)	FHWA Division Office Approval.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Approval of Pavement Design Policy	23 CFR 626.3	As needed	Not Applicable	Office of Infrastructure	Division Leadership Team (Engineering Coordinator)	Pavement and Geotechnical (Pavement and Geotechnical Engr. Administrator)	FHWA Division Office Approval.
Review of Value Engineering Policy and Procedures	23 CFR 627.1(b)&(c), 23 CFR 627.7 FHWA Order 1311.1B	As needed	Not Applicable	Office of Infrastructure	Project Delivery Team (Area Engineer-VE)	Project Management (Cost Estimate and Value Engineering Director)	FHWA Division Office Review.
Review of Value Engineering Annual Report	23 CFR 627.7, FHWA Order 1311.1B	Annual	Not Applicable	Office of Infrastructure	Project Delivery Team (Area Engineer-VE)	Project Management (Cost Estimate and Value Engineering Director)	FHWA Division Office collects, reviews, and submits to HQ for review and reporting.
Review and Approval of Interstate Access Requests	23 USC 111, 23 CFR 710, 74 FR 43743-43746 (Aug. 27, 2009)	As needed	Not Applicable	Office of Infrastructure	Project Delivery Team (Project Delivery Team Leader)	Engineering (Chief Engineer)	FHWA Division Office approval with concurrence from HQ on more complex access requests.
Approval of Liquidated Damages Rate	23 CFR 635.127	Every 2 years	Not Applicable	Office of Infrastructure	Project Delivery Team (Project Delivery Team Leader)	Construction (Chief Construction Engineer)	FHWA Division Office Approval.
Approval of Quality Assurance Program	23 CFR 637.205	As needed	Not Applicable	Office of Infrastructure	Division Leadership Team (Engineering Coordinator)	Materials Lab (Materials Lab Administrator)	State administrators, with programmatic agreement by the Division Office, as part of their materials testing and construction quality assurance/acceptance program.
Assure Central Laboratory accredited by AASHTO Accreditation Program or FHWA approved comparable program	23 CFR 637.209	As needed	Not Applicable	Office of Infrastructure	Division Leadership Team (Engineering Coordinator)	Materials Lab (Materials Lab Administrator)	State administrators, with programmatic agreement by the Division Office, as part of their materials testing and construction quality assurance/acceptance program.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Assure Non-STD designated lab performing Independent Assurance sampling and testing accredited by AASHTO Accreditation Program or FHWA approved comparable program	23 CFR 637.209	As needed	Not Applicable	Office of Infrastructure	Division Leadership Team (Engineering Coordinator)	Materials Lab (Materials Lab Administrator)	State administrators, with programmatic agreement by the Division Office, as part of their materials testing and construction quality assurance/acceptance program.
Assure Non-STD designated lab used in dispute resolution accredited by AASHTO Accreditation Program or FHWA approved comparable program	23 CFR 637.209	As needed	Not Applicable	Office of Infrastructure	Division Leadership Team (Engineering Coordinator)	Materials Lab (Materials Lab Administrator)	State administrators, with programmatic agreement by the Division Office, as part of their materials testing and construction quality assurance/acceptance program.
Review Independent Assurance Annual Report	23 CFR 637.207	Annually	1-Mar	Office of Infrastructure	Division Leadership Team (Engineering Coordinator)	Materials Lab (Materials Lab Administrator)	State administrators, with programmatic agreement by the Division Office, as part of their materials testing and construction quality assurance/acceptance program.
Assure Labor Compliance - Prevailing Wage Rate	23 USC 113	As needed	Not Applicable	Office of Infrastructure	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	FHWA Division Office Review and Approval
Determination of Eligible Preventive Maintenance Activity - Cost-Effective Means of Extending Useful Life Determination	23 USC 116(e)	As needed	Not Applicable	Office of Infrastructure	Division Leadership Team (Engineering Coordinator)	Systems Preservation (Pavement Preservation Program Manager)	FHWA Division Office Approval
Approval of Utility Agreement / Alternate Procedure	23 CFR 645.119	As needed	Not Applicable	Office of Infrastructure	Project Delivery Team (Realty Officer)	Road Design (Utility Relocation Engineer)	FHWA Division Office Approval
Approval of Utility Accommodation Policy	23 CFR 645.215, 23 USC 109(l), 23 USC 123	As needed	Not Applicable	Office of Infrastructure	Project Delivery Team (Realty Officer)	Road Design (Utility Relocation Engineer)	FHWA Division Office Approval
Review Bridge Construction, Geotechnical, and	23 CFR 650	As needed	Not Applicable	Office of Infrastructure	Project Delivery Team (Area Engineer)	Chief Engineer Construction and Maintenance	

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Hydraulics					Program Delivery Team (Bridge Engineer)	(Chief Construction Engineer) Pavement and Geotechnical (Pavement and Geotechnical Engr. Administrator) Public Work and Water Resource (Hydraulics Design Engineer Administrator)	
Review Plans of Corrective Action established to address NBIS compliance issues	23 CFR 650, 23 USC 144	Annually		Office of Infrastructure	Program Delivery Team (Bridge Engineer)	Structures and Facilities Maintenance (Bridge Maintenance Administrator)	Division office performs annual compliance review and reports results to HQ.
Review NBI Data Submittal	23 CFR 650 Subpart C, Annual Memo from HQ, 23 USC 144	Annually	1-Apr	Office of Infrastructure	Program Delivery Team (Bridge Engineer)	Structures and Facilities Maintenance (Bridge Maintenance Administrator)	Division resolve errors with States; States submit to HQ.
Review structurally deficient bridge construction Unit Cost submittal	23 USC 144	Annually	1-Apr	Office of Infrastructure	Program Delivery Team (Bridge Engineer)	Bridge Design (Bridge Design Engr. Administrator)	Submit to HQ.
Review Section 9 of the Rivers and Harbors Act Submittals (Bridge Permits)	23 CFR 650 Subpart H; 33 CFR 114 & 115	As needed	Not Applicable	Office of Infrastructure	Project Delivery Team (Area Engineer/ Environmental Coordinator) Program Delivery Team (Bridge Engineer)	Bridge Design (Bridge Design Engr. Administrator)	
Approval for reduction of expenditures for off-system bridges	23 USC 133(g)(2)(B)	As needed	Not Applicable	Office of Infrastructure	Financial Management Team (Financial Manager) Program Delivery Team (Bridge Engineer)	Office of the Secretary (Deputy Undersecretary) Management & Finance Financial (Office of the Financial Services Administrator)	The FHWA Administrator may reduce the requirement for expenditures for off-system bridges if the FHWA Administrator determines that the State has inadequate needs to justify the expenditure.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Determination on Adequacy of State's Asset Management Plan	23 USC 119(5)	Annually beginning second fiscal year after establishment of the process		Office of Infrastructure	Program Delivery Team (Transportation Planner)	Multimodal Planning (Data Collection & Management Systems Administrator)	
Certification and Recertification of States Process for Development of State Asset Management Plan	23 USC 119(6)	Recertification every four years after establishment of the process		Office of Infrastructure	Program Delivery Team (Transportation Planner)	Multimodal Planning (Data Collection & Management Systems Administrator)	
Review Reporting on Performance Targets	23 USC 150(e)	Beginning four years after enactment of MAP-21 and biennially thereafter		Office of Infrastructure	Division Leadership Team (Engineering Coordinator)	Multimodal Planning (Data Collection & Management Systems Administrator)	
Review National Highway System Performance Achievement Plan for Actions to achieve the targets (when State does not achieve or make significant progress toward achieving)	23 USC 119(7)	Required if State does not achieve targets (or significant progress) for 2 consecutive reports		Office of Infrastructure	Division Leadership Team (Engineering Coordinator)	Multimodal Planning (Data Collection & Management Systems Administrator)	
States and sub-recipient failure to maintain projects - Notice and withholding Federal-aid Funds	23 USC 116(d)	As needed	Not Applicable	Office of Infrastructure	Division Leadership Team (Engineering Coordinator)	Office of Operations (Chief of Maintenance)	
Emergency Relief (ER) Damage Assessments and Reports	23 CFR 668 23 USC 120 and 125	As needed	Not Applicable	Office of Infrastructure	Division Leadership Team (Engineering Coordinator)	Office of Operations (Chief of Maintenance)	Perform with State.
Toll Credit and Maintenance of Effort (MOE) Calculation and Agreement	23 USC 120(i)	Annually		Office of Infrastructure	Financial Management Team (Financial Manager)	Office of the Secretary (Undersecretary)	State will calculate the amount of eligible toll credit and submit for approval. FHWA will review and approve the request.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Local Public Agency (LPA) Oversight	49 CFR Part 18 – 18.37 and 18.40; OMB Circular A-133; 23 USC 106(g)(4)	As needed	Not Applicable	Office of Infrastructure	Project Delivery Team (Area Engineer-LPA)	Office of the Secretary (Director of LPA Programs)	States are responsible to ensure that LPAs are aware of all the applicable Federal-aid Program requirements; States are responsible to ensure monitoring and oversight to assure compliance with Federal requirements. 23 USC further reinforces stressing accountability on “project delivery systems” and “accounting controls.”
Approval to Sell, Lease or Otherwise Dispose of a Ferry Purchased with Federal-aid Funds	23 USC 129 (c)(6)	As needed	Not Applicable	Office of Infrastructure	Program Delivery Team (Transportation Planner)	Operation Division (Structures and Facilities Maintenance Administrator)	Division Office reviews and submits for Office of Program Administration for Administrator Approval
Territorial Highway Program - Approval of Territory Agreement	23 USC 165(c)(5)	Reviewed and Revised as needed every two years		Office of Infrastructure	Not Applicable	Not Applicable	Division Office works with Office of Program Administration and HCC
TIFIA Credit Program	23 USC 601-609	As needed	Not Applicable	Office of Innovative Program Delivery	Financial Management Team (Financial Manager)	Office of the Secretary (Undersecretary, Deputy Secretary)	Project sponsors submit requests for credit assistance to the TIFIA JPO for review; approval by the Secretary
GARVEEs	23 USC 122; GARVEE Guidance 3/14	As needed	Not Applicable	Office of Innovative Program Delivery	Financial Management Team (Financial Manager)	Office of the Secretary (Undersecretary, Deputy Secretary)	MOUs strongly suggested for each GARVEE issue. FM contacts OIPD for review/concurrence before final approval
State Infrastructure Banks	NHS Act Section 308; 23 USC 610; SIB Guidance 3/14	Annual Report	Not Applicable	Office of Innovative Program Delivery	Financial Management Team (Financial Manager)	Office of the Secretary (Undersecretary, Deputy Secretary)	Division sends copy of report to OIPD. SIB submits annual report to Division Office.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Section 129 Tolling Authority Requests	23 USC 129(a)	As needed	Not Applicable	Office of Innovative Program Delivery	Financial Management Team (Financial Manager)	Office of the Secretary (Undersecretary, Deputy Secretary)	At the option of the project sponsor, may execute a Tolling Eligibility MOU with the Division Office; HIN coordinates FHWA HQ review
Section 166 HOV/HOT Lanes Tolling Authority Requests	23 USC 166(d)	As needed	Not Applicable	Office of Innovative Program Delivery	Financial Management Team (Financial Manager)	Office of the Secretary (Undersecretary, Deputy Secretary)	At the option of the project sponsor, may execute a Tolling Eligibility MOU with the Division Office; HIN coordinates FHWA HQ review
Value Pricing Pilot Program Tolling Authority Requests	ISTEA Section 1012(b)	As needed	Not Applicable	Office of Innovative Program Delivery	Financial Management Team (Financial Manager)	Office of the Secretary (Undersecretary, Deputy Secretary)	Requests submitted to HIN to coordinate review; approval by the Administrator
Interstate System Reconstruction and Rehabilitation Pilot Program Tolling Authority Requests	TEA-21 Section 1216(b)	As needed	Not Applicable	Office of Innovative Program Delivery	Financial Management Team (Financial Manager)	Office of the Secretary (Undersecretary, Deputy Secretary)	Applications submitted to HIN to coordinate review; approval by the Administrator
Annual Audit of Toll Facility Records and Certification of Adequate Maintenance - Report Submittal	23 USC 129(a)(3)(B); TEA-21 Section 1216(b)(5)(B); SAFETEA-LU Section 1604(b)(3)(A); ISTEA Section 1012(b)(3)	Annually		Office of Innovative Program Delivery	Financial Management Team (Financial Manager)	Office of the Secretary (Undersecretary, Deputy Secretary)	Division Office to receive the reports.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Project Management Plan (Major Projects)	23 U.S.C. 106(h)(2)	Prior to first federal authorization of construction funds for a Major Project	Not Applicable	Office of Innovative Program Delivery	Project Delivery Team (Mega Projects Engineer)	Project Management (Project Manager)	Division Office will provide approval after receiving concurrence from HQ Office of Innovative Program Delivery. Division Office will conduct concurrent review with HQ Office of Innovative Program Delivery. State DOT or Project Sponsor will prepare and submit Project Management Plan.
Financial Plan (Major Projects)	23 U.S.C. 106(h)(3)	Prior to first federal authorization of construction funds for a Major Project and then annually.	Annually as noted in the approved Initial Financial Plan	Office of Innovative Program Delivery	Project Delivery Team (Mega Projects Engineer)	Project Management (Project Manager)	Division Office will provide approval after receiving concurrence from HQ Office of Innovative Program Delivery. Division Office will conduct concurrent review with HQ Office of Innovative Program Delivery. State DOT or Project Sponsor will prepare and submit annual Financial Plans.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Financial Plan (Other Projects)	23 U.S.C. 106(i)	Prior to first federal authorization of construction funds for an Other Project and then annually.	Annually as noted in the approved Initial Financial Plan	Office of Innovative Program Delivery	Project Delivery Team (Mega Projects Engineer)	Project Management (Project Manager)	Other Projects are defined as projects with an estimated total cost of \$100 million or more that have not been designated as Major Projects. Division Office will review and approve Financial Plans for Other Projects in accordance with its stewardship and oversight agreement with the State DOT or Project Sponsor. State DOT or Project Sponsor will prepare and submit annual Financial Plans to the Division Office, only upon request.
Review Designation and Re-designation of Primary Freight Network	23 USC 167(d)	One year after enactment of MAP-21 and every ten years thereafter		Office of Operations	Program Delivery Team (Transportation Planner)	Multimodal Planning (Transportation Planning Administrator)	Under development, initial PFN designation scheduled for Spring 2014 completion.
Review Development and Update of National Freight Strategic Plan	23 USC 167(f)	Three years after enactment of MAP-21 and every five years thereafter		Office of Operations	Program Delivery Team (Transportation Planner)	Multimodal Planning (Transportation Planning Administrator)	OST lead
Review Freight Transportation Conditions and Performance Report	23 USC 167(g)	Two years after enactment of MAP-21 and every two years thereafter		Office of Operations	Program Delivery Team (Transportation Planner)	Multimodal Planning (Transportation Planning Administrator)	OST lead
Review HOV Operations Report for Tolloed Use and Low-Emission and Energy-Efficient Vehicle Use	23 USC 166(d)	Annually		Office of Operations	Program Delivery Team (Transportation Planner)	Multimodal Planning (Transportation Planning Administrator)	

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Congestion Partnerships Assessment	Annual Memo from HQ	Annually	1-Jul	Office of Operations	Program Delivery Team (Traffic Operation/ITS Engineer)	Operation Division (Deputy Assistant Secretary of Operations)	Complete with partners and forward to HQ.
Operations Support Program	Annual Memo from HQ	Annually	1-Jul	Office of Operations	Program Delivery Team (Traffic Operation/ITS Engineer)	Operations Division (Deputy Assistance Secretary of Operations)	Eligibility determination made by HQ. July 1 date for approval to issue funding for current FY.
Traffic Incident Management Self-Assessment	Annual Memo from HQ	Annually	1-Jul	Office of Operations	Program Delivery Team (Traffic Operation/ITS Engineer)	Operations Division (Deputy Assistance Secretary of Operations)	Complete with partners and forward to HQ.
Work Zone Self-Assessment	Annual Memo from HQ	Annually	7/1/2013, This project is currently on hiatus and has not been determined whether it will be reestablished or not.	Office of Operations	Program Delivery Team (Safety Program Coordinator)	Engineering Division (Chief Construction Engineer)	Complete with partners and forward to HQ.
Approval of State-Prepared Manual on Uniform Traffic Control Devices - State Traffic Control Manuals	23 CFR 655.603, 23 USC 109(d)	As needed	Not Applicable	Office of Operations	Program Delivery Team (ITS/Operations Engineer)	Engineering Division (Traffic Engineering Division Administrator)	
Review Vehicle Size & Weight Enforcement Plan	23 CFR 657.11, 23 USC 127	Annually	1-Oct	Office of Operations	Program Delivery Team (ITS/Operations Engineer)	LA Department of Public Safety	
Review Vehicle Size & Weight Enforcement Certification	23 CFR 657.13, 23 USC 141	Annually	1-Jan	Office of Operations	Program Delivery Team (ITS/Operations Engineer)	LA Department of Public Safety	
Approval of National Network Modifications	23 CFR 658.11	As needed	Not Applicable	Office of Operations	Program Delivery Team (Transportation Planner)	Multimodal Planning (Transportation Planning Administrator)	

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Intelligent Transportation System Architecture & Standards	23 CFR Part 940	As needed	Not Applicable	Office of Operations	Program Delivery Team (ITS/Operations Engineer)	Operations Division (ITS Engineer Administrator)	
Approval of Work Zone Significant Project Determination	23 CFR 630.1010	As needed		Office of Operations	Project Delivery Team (Project Delivery Team Leader)	Engineering Division (Project Development Division Administrator)	
Approval of Exceptions to Work Zone Procedures for Interstate Projects	23 CFR 630.1010	As needed		Office of Operations	Project Delivery Team (Project Delivery Team Leader)	Engineering Division (Project Development Division Administrator)	
Approval of Work Zone Policy and Procedures Conformance Review	23 CFR 630.1014	At appropriate intervals		Office of Operations	Program Delivery Team (Safety Program Coordinator)	Engineering Division (Chief Construction Engineer)	
Process Review of Work Zone Safety and Mobility Procedures	23 CFR 630.1008, 23 USC 109(e)(2), 23 USC 112(g)	Every 2 years		Office of Operations	Program Delivery Team (Safety Program Coordinator)	Engineering Division (Chief Construction Engineer)	
Approval of State Planning Work Program and Revisions (Part 1)	23 CFR 420.111, 23 CFR 420.115, and 23 CFR 420.209	Annually	Prior to Program Period	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner/Community Planner)	Office of Asst. Sec. Multimodal Planning (DOTD Program Specialist 5)	FHWA Division Office Approval.
Approval of State Research and Development Work Program (Part 2)	23 CFR 420.111, 23 CFR 420.115, and 23 CFR 420.209	Annually	Prior to Program Period	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner)	LTRC (Associate Director for Research)	FHWA Division Office Approval.
Approval of State's Distribution of Planning Funds Formula - Allocation Formulas for PL Funds	23 CFR 420.109, 23 USC 104(d)(2)(A)(i)	When Revised	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner)	Multimodal Planning (Transportation Planning Administrator)	FHWA Division Office Approval.
Review of State Public Involvement Procedures	23 CFR 450.210(a)	As needed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Highway Program Engineer & Environmental Engineer Administrator)	FHWA Division Office Review to Assure Compliance.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Receipt of State Consultation Process for Non- metropolitan Local Officials	23 CFR 450.210(b)	As needed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Highway Program Engineer)	Informational Purposes.
Review of Long-range Statewide Transportation Plan	23 CFR 450.214	As needed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner)	Multimodal Planning (Transportation Planning Administrator)	FHWA Division Office Review to Assure Compliance.
Approval of Statewide Transportation Improvement Program (STIP)	23 CFR 450.216, 23 CFR 450.218(a) & (c), 23 USC 135(g)(7)	At least every 4 years	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Transportation Planning Administrator)	Joint FHWA and FTA approval.
Approval of STIP Amendments	23 CFR 450.218(a) & (c)	As needed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Highway Program Engineer)	Joint FHWA and FTA approval.
Finding of Consistency of Planning Process with Section 134 and 135	23 USC 135(g)(8), 23 CFR 450.218(b)	Concurrent with STIP approval	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner)	Multimodal Planning (Transportation Planning Administrator)	FHWA and FTA issue a joint finding concurrent with STIP approval.
Review of State Self-certification that Planning Process is in Accordance with Applicable Requirements	23 CFR 450.218(a)	Submitted with proposed STIP or STIP amendments	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Transportation Planning Administrator)	Received with STIP.
Approval of Transportation Management Area (TMA) MPO Unified Planning Work Programs (UPWP)	23 CFR 450.308(b) and 23 CFR 420 (Subpart A)	Prior to Program End	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner)	Multimodal Planning (Transportation Planning Administrator)	
Approval of Non-TMA UPWA	23 CFR 450.308(b) and 23 CFR 420 (Subpart A)	Prior to Program End	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner)	Multimodal Planning (Transportation Planning Administrator)	May use simplified work statement.
Approval of UPWP Revisions and Amendments (All MPO's)	23 CFR 420.115	As needed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner)	Multimodal Planning (Transportation Planning Administrator)	

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Review of UPWP Performance and Expenditure Reports (All MPO's)	23 CFR 420.117(b)	Not more frequently than quarterly	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner)	Multimodal Planning (Transportation Planning Administrator)	
Approval of Report Before Publication (All MPO's)	23 CFR 420.117(e)	As needed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner)	Multimodal Planning (Transportation Planning Administrator)	Waiver may be granted.
Approval to use Planning Funds outside Urbanized Areas for States Receiving Minimum Apportionment	23 USC 104(d)(1)(A)(ii)	As needed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Program Delivery Team Leader)	Multimodal Planning (Transportation Planning Administrator)	
Review of Metropolitan Planning Area Boundary (Establishment and Changes)	23 CFR 450.312	As needed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Transportation Planning Administrator)	Approval by MPO and the Governor, shape files forwarded to HQ. (Comment: No action is required by FHWA/FTA).
Review of Metropolitan Transportation Planning Organizations (MPO) Designation and Re-designation	23 CFR 450.310	As needed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Transportation Planning Administrator)	Require agreement between Governor and local governments.
Review of Metropolitan Planning Agreements (MPA) for Attainment or Entire Nonattainment Area	23 CFR 450.314(a)	When Completed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Program Delivery Team Leader)	Multimodal Planning (Transportation Planning Administrator)	Between MPO/State DOT/Transit Operator. Included in UPWP or Prospectus (23 CFR 450.314(d)).
Review of MPA - for MPA that do not include the entire nonattainment or maintenance area	23 CFR 450.314(b), 23 USC 109(j)	When Completed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Program Delivery Team Leader)	Multimodal Planning (Transportation Planning Administrator)	Between MPO/State DOT/State AQ Agency.
Review of MPO Public Participation Procedures	23 CFR 450.316(a)	As needed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Transportation Planning Administrator)	Must be developed and published.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Review of Metropolitan Transportation Plan (MTP) in Attainment Areas (and Updates)	23 CFR 450.322	Every 4 years	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Transportation Planning Administrator)	
Review of MTP in Non-Attainment and Maintenance Areas (and Updates)	23 CFR 450.322	Every 5 years	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Program Delivery Team Leader)	Multimodal Planning (Transportation Planning Administrator)	
Review of MTP Amendments	23 CFR 450.322(c)	As Needed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Program Delivery Team Leader)	Multimodal Planning (Transportation Planning Administrator)	
Air Quality Conformity Determination on LRTP in Non-attainment and Maintenance Areas	23 CFR 450.322(d)	Concurrent with LRTP updates at least every 4 years and as needed on amendments	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Transportation Planning Administrator)	After receipt of MPO determination; Joint FHWA and FTA determination; In consultation with the Environmental Protection Agency (EPA).
Review of Transportation Improvement Program (TIP)	23 CFR 450.300(a); 23 CFR 450.324(b); 23 CFR 450.328(a), 23 USC 134(j)(1)(D)	Prior to Program Period	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Transportation Planning Administrator)	No succinct Federal approval action is required for the TIP. FHWA/FTA approval of the TIP is through the STIP approval process.
Review of TIP Amendments	23 CFR 450.324(a); 23 CFR 450.328(b)	As needed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Transportation Planning Administrator)	No succinct Federal approval action is required for the TIP. FHWA/FTA approval of the TIP is through the STIP approval process.
Approval of Air Quality Conformity Determination on TIP	23 CFR 450.326; 23 CFR 450.328	At least every 4 years, or when the TIP has been modified (unless exempt projects)	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner)	Multimodal Planning (Transportation Planning Administrator)	Applies to non-attainment and maintenance areas only. After receipt of MPO determination, joint determination with FTA (in cooperation with EPA).

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Federal Finding of Consistency of Planning Process with Section 134 and 135	23 CFR 450.218(b); 23 CFR 450.334(a)	Concurrent with (S)TIP submittal	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Program Delivery Team Leader)	Multimodal Planning (Transportation Planning Administrator)	At least every four years, joint finding with FTA when TIP is submitted.
In Metropolitan Planning Areas, Review of State and MPO Self-certification that Planning Process is in Accordance with Applicable Requirements	23 CFR 450.334 (a), 23 CFR 218(a)	Annually or concurrent with the STIP/TIP cycle	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Transportation Planning Administrator)	Required for all MPO's. May be included in the STIP, TIP, or UPWP, at least every 4 years.
In TMA's, Certification that Planning Process is in Accordance with Applicable Requirements	23 CFR 450.334(b), 23 USC 134(k)(5)	Every 4 years		Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Transportation Planning Administrator)	Joint FHWA and FTA Certification.
Approval of Federal-Aid Urban Area Boundaries	23 CFR 470.105 (a), 23 USC 101(a)(33)	As needed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Highway Inventory Engineer)	
Approval of Revision of Functional Classification	23 CFR 470.105 (b)	As needed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Highway Inventory Engineer)	
Approval by Administrator of Interstate Additions & Revisions	23 USC 103(c)(1)(D), 23 CFR 470.111, 23CFR 470.115 (a)	As needed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Transportation Planning Administrator)	Approval by HQ – Administrator.
Approval by Office Director of National Highway System (NHS) Additions and Revisions	23 USC 103(b)(3), 23 CFR 470.113 and 470.115(a)	As needed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Community Planner)	Multimodal Planning (Transportation Planning Administrator)	Approved by HQ - Office Director.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Review of CMAQ Annual Report	CMAQ Guidance Memo October 31, 2006	Annually	1-Mar	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner)	Multimodal Planning (Transportation Planning Administrator)	Division provides information on CMAQ projects including: amount of obligation, project description and location, and air quality benefits. The report must be submitted via the web-based CMAQ Tracking System.
Transportation Planning Excellence Awards		Annually	1-Feb	Office of Planning, Environment & Realty	Program Delivery Team (Program Delivery Team Leader)	Multimodal Planning (Transportation Planning Administrator)	Call for entries for the FHWA FTA Transportation Planning and Excellence Awards.
Approval of Local Technical Assistance Program (LTAP) Centers Work Plan and Budget	FHWA LTAP Field Manual	Annually	31-Mar	Office of Planning, Environment & Realty	Program Delivery Team (Program Delivery Team Leader)	LTRC (LTAP Director)	FHWA HQ approval.
Approval of Public Involvement Program Procedures	23 CFR 771.111(h), 23 USC 128	As needed	Not Applicable	Office of Planning, Environment & Realty	Project Delivery Team (Environmental Coordinator)	Environmental (Environmental Engineer Administrator)	
Approval of NEPA Procedures, including Section 4(f)	23 CFR 771; 23 CFR 774; SAFETEA-LU 6007 & 6009, 23 USC 109(h)	As needed	Not Applicable	Office of Planning, Environment & Realty	Project Delivery Team (Environmental Coordinator)	Environmental (Environmental Engineer Administrator)	
Approval of Noise Policies	23 CFR 772.7, 772.9, and 772.13, 23 USC 109(i)	As needed	Not Applicable	Office of Planning, Environment & Realty	Project Delivery Team (Environmental Coordinator)	Environmental (Environmental Engineer Administrator)	FHWA approves State' noise abatement policy.
EIS Status Updates	FHWA Strategic Goal - EIS Timeliness	Quarterly	(Fiscal Year - Oct, Jan, Apr, Jul)	Office of Planning, Environment & Realty	Project Delivery Team (Environmental Coordinator)	Environmental (Environmental Engineer Administrator)	Monitor time required to complete EIS's. Determine projects which have exceeded recommended timeline (3 years). Identify projects which should be listed as dormant. Submit to HEPE.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Endangered Species Act Cost Report		Annually	1-Mar	Office of Planning, Environment & Realty	Project Delivery Team (Environmental Coordinator)	Environmental (Environmental Engineer Administrator)	
Exemplary Ecosystem Initiatives Applications		Annually	1-Apr	Office of Planning, Environment & Realty	Project Delivery Team (Environmental Coordinator)	Environmental (Environmental Engineer Administrator)	
Approval of Acquisitions, Appraisals, and Relocations Program and Procedures	49 CFR Part 24, The UA	As needed	Not Applicable	Office of Planning, Environment & Realty	Project Delivery Team (Realty Officer)	Right-of-Way Permits (ROW Administrator)	
Early Acquisitions	23 CFR 710.501	As needed	Not Applicable	Office of Planning, Environment & Realty	Project Delivery Team (Realty Officer)	Right-of-Way Permits (ROW Administrator)	
Local Public Agency Oversight	49 CFR 24.4(b); 23 CFR 710.201	As needed	Not Applicable	Office of Planning, Environment & Realty	Project Delivery Team (Realty Officer)	Right-of-Way Permits (Assistant ROW Administrator for Production)	
Approval of Highway Facility Relinquishment	23 CFR 620.203	As needed	Not Applicable	Office of Planning, Environment & Realty	Project Delivery Team (Realty Officer)	Right-of-Way Permits (Property Management Officer)	
Approval of ROW Disposal Authorization Request	23 CFR 710.409	As needed	Not Applicable	Office of Planning, Environment & Realty	Project Delivery Team (Realty Officer)	Right-of-Way Permits (Property Management Officer)	
Approval of ROW Operations Manual (Organization, Policies and Procedures), Updates, and Certification	23 CFR 710.201	January 1, 2001 and every 3 years thereafter or as required by changes in State law or Federal regulation or law	Not Applicable	Office of Planning, Environment & Realty	Project Delivery Team (Realty Officer)	Right-of-Way Permits (ROW Administrator)	
Approval of Exception to Charging Fair Market Value	23 CFR 710.403 and 23 CFR 710.409	As needed	Not Applicable	Office of Planning, Environment & Realty	Project Delivery Team (Realty Officer)	Right-of-Way Permits (ROW Administrator)	

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Approval of Interstate Real Property Use Agreements	23 CFR 710.405	As needed	Not Applicable	Office of Planning, Environment & Realty	Project Delivery Team (Realty Officer)	Right-of-Way Permits (ROW Administrator)	
Approval of Request for Federal Land Transfer	23 CFR 710.601	As needed	Not Applicable	Office of Planning, Environment & Realty	Project Delivery Team (Realty Officer)	Right-of-Way Permits (ROW Administrator)	
Approval of Request for Direct Federal Acquisition	23 CFR 710.603	As needed	Not Applicable	Office of Planning, Environment & Realty	Project Delivery Team (Realty Officer)	Right-of-Way Permits (ROW Administrator)	
Approval of Outdoor Advertising Policies and Procedures, and Regulation and Procedure Approval	23 CFR 750.304, 23 CFR 750.705, 23 USC 131	As needed	Not Applicable	Office of Planning, Environment & Realty	Project Delivery Team (Realty Officer)	Maintenance (Outdoor Advertising Officer)	
Approval of Requests to Exempt Certain Nonconforming Signs, Displays, and Devices	23 CFR 750.503	As needed	Not Applicable	Office of Planning, Environment & Realty	Project Delivery Team (Realty Officer)	Maintenance (Outdoor Advertising Officer)	
Approval of Railroad Agreement Alternate Procedure	23 CFR 646.220	As needed	Not Applicable	Office of Planning, Environment & Realty	Project Delivery Team (Realty Officer)	Right-of-Way Permits (ROW Administrator)	
Approval of Uniform Act Waivers and Waivers from Availability of Comparable Replacement Dwelling before Displacement	49 CFR 24.7, 49 CFR 24.204(b)	As needed	Not Applicable	Office of Planning, Environment & Realty	Project Delivery Team (Realty Officer)	Right-of-Way Permits (ROW Administrator)	Requests reviewed and approved by HEPR Office Director.
Review of Uniform Relocation Assistance & Real Property Acquisition Report -(OMB Form 2125-0030)	49 CFR 24.9c & Appendix B 49 CFR 24.603	Annually	15-Nov	Office of Planning, Environment & Realty	Project Delivery Team (Realty Officer)	Right-of-Way Permits (ROW Administrator)	Submitted to FHWA Headquarters (HQ).
Review of Real Property Acquisition Statistical Report	FHWA Order 6540.1	Annually	15-Nov	Office of Planning, Environment & Realty	Project Delivery Team (Realty Officer)	Right-of-Way Permits (ROW Administrator)	

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Approval of Management Process and Project Selection Procedures and Certification for Research, Development & Technology Transfer Program and Revisions to Process	23 CFR 420.115 and 23 CFR 420.209	As needed	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Program Delivery Team Leader)	LTRC (Associate Director for Research)	FHWA Division Office Approval.
Periodic Review of States Management Process of the Research, Development & Technology Transfer Program	23 CFR 420.209	Periodic	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner)	LTRC (Associate Director for Research)	FHWA Division Office Periodic Review.
Approval of Performance and Expenditure Reports for SPR Research Work Programs	23 CFR 420.117	No less frequently than annual and no more frequently than quarterly	90 Days After End Of Period	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner)	LTRC (Associate Director for Research)	FHWA Division Office Approval.
Approval of SPR research reports	23 CFR 420.117	Prior to publication unless prior approval is waved	Not Applicable	Office of Planning, Environment & Realty	Program Delivery Team (Transportation Planner)	LTRC (Associate Director for Research)	FHWA Division Office Approval unless waived.
Annual Traffic Reports	Traffic Monitoring Analysis System and Traffic Monitoring Guide reporting	When Published	As needed	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Multimodal Planning (Highway Inventory Engineer)	When Published
Approval of Annual Field Review Report	HPMS Field Review Guidelines (June 2001) Continuous Process Improvement Model for HPMS(February 2003)	Annually	1-Nov	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Multimodal Planning (HPMS Engineer)	Review memo to HQ.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Approval of Certified Public Road Mileage	23 CFR 460.3(b)	Annually	1-Jun	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Multimodal Planning (HPMS Engineer)	Each year, the Governor of each State and territory or a designee must certify Public Road Mileage. FHWA division reviews the Mileage and sends to HQ with division review/concurrence. This is reported to NHTSA for Apportionment of Safety Funds.
Approval of Data Submittal	23 CFR 420.105(b), HPMS Field Manual	Annually	15-Jun	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Multimodal Planning (Highway Inventory Engineer)	State DOT sends directly to Division Office and HQ.
Highway Statistics Reports	Guide to Reporting Highway Statistics			Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Multimodal Planning (Highway Inventory Engineer)	State DOT of Division Office sends directly to HQ.
Motor Fuels Report	A Guide to Reporting Highway Statistics, Chapter 2	Due 60 days after end of each reporting month		Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Louisiana Office of Motor Vehicles	
Vehicles and Drivers (561, 562, 566, and 571)	A Guide to Reporting Highway Statistics, Chapters 3, 4, 5, and 6	1-Apr	1-Apr	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Louisiana Office of Motor Vehicles	
Finance (531, 532, 541, 542, and 543 (optional))	A Guide to Reporting Highway Statistics, Chapters 8 and 9	1-Apr	1-Apr	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Louisiana Department of Revenue	
Transportation Bond Referendums	A Guide to Reporting Highway Statistics, Chapter 9	When Published	When Published	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Louisiana Department of Revenue	
State DOT / Toll Authority Audits and Published Annual Reports and Form 539 (optional)	A Guide to Reporting Highway Statistics, Chapter 10	When Published	When Published	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Louisiana Department of Revenue	Annually, Due as soon as available.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Finance (536)	A Guide to Reporting Highway Statistics, Chapter 11	30-Sep	30-Sep	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Louisiana Department of Revenue	Biennially for odd-numbered years. Due nine months after end of reporting year
Finance (534)	A Guide to Reporting Highway Statistics, Chapter 12	15-Jun	15-Jun	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Louisiana Department of Revenue	Annually for State, Biennially for local
Highway Finance and Tax Legislation	A Guide to Reporting Highway Statistics, Chapter 13	When Published	When Published	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Louisiana Department of Revenue	
State DOT Budgets and Published Annual Reports	A Guide to Reporting Highway Statistics, Chapter 13	When Published	When Published	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Louisiana Department of Revenue	
Motor Fuel Oversight Review	July 24, 2001 HQ Memo	Initial baseline reports no later than December 31, 2003		Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Louisiana Office of Motor Vehicles	Annual progress reports and statement of verification by June 30. Submitted via UPACS.
Review of Biennial - Toll Facilities in the United States	23 CFR 450.105(b) HPMS Field Manual	Biennially - Odd Years	June 15 (Odd Years)	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Louisiana Department of Revenue	Division Office sends to HQ.
State Highway Maps (Tourist)		When Published	When Published	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Multimodal Planning (Transportation Planning Engineer)	Two copies to each Division Office and 100 copies to HQ.
Traffic Flow Maps		When Published		Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Multimodal Planning (Highway Inventory Engineer)	When Published.
Vehicle Classification Data	MAP-21, HPMS Field Manual, Traffic Monitoring Guide	15-Jun	15-Jun	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Multimodal Planning (Highway Inventory Engineer)	Part of Annual HPMS submittal.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Highway Use Tax Evasion Grant Awards	23 USC 143	Annual	Not Applicable	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Louisiana Department of Revenue	FHWA along with the Internal Revenue Service will review applications and select awardees for projects designed to reduce or eliminate fuel tax evasion. FHWA will also review annual progress reports on projects.
Heavy Vehicle Use Tax (HVUT) – Certification of verifying proof-of-payment of HVUT	23 CFR 669.7	1-Jul	1-Jul	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Louisiana Office of Motor Vehicles	Each year, the Governor of each State, or a designee must certify that the State is verifying that the HVUT has been paid before they issue or renew registrations on vehicles over 55,000 lbs. The HVUT program is administered by the Internal Revenue Service.
Heavy Vehicle Use Tax (HVUT) – Certification of verifying proof-of-payment of HVUT	23 CFR 669	Annual	1-Jan	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Louisiana Office of Motor Vehicles	Each year, the Governor of each State, or a designee must certify that the State is verifying that the HVUT has been paid before they issue or renew registrations on vehicles over 55,000 lbs. The HVUT program is administered by the Internal Revenue Service.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Heavy Vehicle Use Tax (HVUT) – Triennial review of State program	23 CFR 669.21	Triennial	Not Applicable	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Louisiana Office of Motor Vehicles	Every 3 years, the local Division Office will perform a review of the State process for verifying that the HVUT has been paid before a registration can be issued or renewed for vehicles over 55,000 lbs. The HVUT program is administered by the Internal Revenue Service.
Permanent ATR Data	Heavy Vehicle Travel Information System Field Manual	Monthly	Monthly	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Multimodal Planning (Highway Inventory Engineer)	Submit monthly, within 20 days after the close of the month for which the data were collected.
Continuous Automatic Vehicle Classifier Data	Heavy Vehicle Travel Information System Field Manual	Monthly	Monthly	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Multimodal Planning (Highway Inventory Engineer)	Send up to one week of data per quarter
Weight and Vehicle Classification Data Collected at Weigh-in-motion sites	Heavy Vehicle Travel Information System Field Manual	15-Jun	As needed	Office of Highway Policy information	Program Delivery Team (Transportation Planner)	Multimodal Planning (Highway Inventory Engineer)	WIM data collected at non-continuous sites during a year should be submitted by June 15 of the following year. If continuous WIM data are available, then up to one week of data per quarter.
Approval of MAP-21 compliant SHSP update within the legislatively required timeframe.	23 U.S.C. 148 (d)(2)(B)	Non Recurring	By Aug. 1 of the fiscal year after the HSIP final rule is established	Office of Safety	Program Delivery Team (Safety Program Coordinator)	Multimodal Planning (Highway Safety Section Administrator)	FHWA Division Offices provide copy of SHSP process approval letter to HQ.
Highway Safety Improvement Program (HSIP) and Railway-Highway Crossing Program (RHCP) Reports	23 USC 148(h), 23 CFR 924.15	Annually	31-Aug	Office of Safety	Program Delivery Team (Safety Program Coordinator)	Multimodal Planning (Highway Safety Section Administrator)	As per MAP-21 guidance, reports are due to FHWA Division Office by August 31st and to the Office of Safety by September 30.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Transportation Performance Management (TPM) for Safety	23 USC 150, 23 USC 134, 23 USC 135, 23 USC 148(i)	Annually	31-Aug	Office of Safety	Program Delivery Team (Safety Program Coordinator)	Multimodal Planning (Transportation Planning Engineer)	Per MAP-21, States and MPOs must set targets for established measures. Targets must be assessed for achievement
Review Drug Offender Driver's License Suspension Law & Enforcement Certification (Section 159)	23 USC 159 23, CFR 192.5	Annually	1-Jan	Office of Safety	Program Delivery Team (Safety Program Coordinator)	Multimodal Planning (Highway Safety Administrator Administrator/Executive Counsel)	Certifications due to the Division Office by January 1.
Section 154/164 Compliance Status - Funds Reservation	23 USC 154 and 23 USC 164	Annually	30-Oct	Office of Safety	Program Delivery Team (Safety Program Coordinator)	Multimodal Planning (Highway Safety Administrator)	States must submit a Shift letter to the Division Office by Oct. 30 indicating how to apply the penalty. New penalty states have additional time. The Office of Safety processes the compilation of information in a memo to the CFO.
Review Safety Belt Compliance Status	23 USC 153, 23 CFR 1215.6	Annually	Annually	Office of Safety	Program Delivery Team (Safety Program Coordinator)	Multimodal Planning (Highway Safety Administrator)	NHTSA
High Risk Rural Roads (HRRR) Special Rule	23 USC 148(g)(1)	Annually	Annually	Office of Safety	Program Delivery Team (Safety Program Coordinator)	Multimodal Planning (Highway Safety Administrator)	After the final FARS and HPMS data are available, FHWA HQ will inform the States if the HRRR Special Rule applies for the following FY.

ATTACHMENT B – PROGRAM RESPONSIBILITY MATRIX

Activity	Authority ¹	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible	LDOTD Responsible	Remarks
Older Drivers and Pedestrians Special Rule	23 USC 148 (g)(2)	Annually	31-Aug	Office of Safety	Program Delivery Team (Safety Program Coordinator)	Multimodal Planning (Highway Safety Administrator)	States should include in their annual HSIP reports (due August 31st) the calculations performed, verifying whether the Older Driver Special Rule applies in the State. If the Special Rule applies to a State in a given year, the State must include in its subsequent SHSP strategies to address the increases in the fatality and serious injury rates for drivers and pedestrians over the age of 65.
FHWA Emergency Preparedness Program	Executive Order 12656 and FHWA Order 1910.2C	As needed	Not Applicable	Office of Operations	Project Delivery Team (Area Engineer-EC)	Emergency Operations (Emergency Operations Director)	National Programs.

ATTACHMENT C – FHWA/LDOTD MANUALS AND OPERATING AGREEMENTS

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ATTACHMENT C – FHWA/LDOTD MANUALS AND OPERATING AGREEMENTS

The following matrix is a list of manual and operating agreements. The matrix identifies the Responsible Program Office as well as Point of Contact (*in parenthesis*) for Division and LDOTD.

Activity	Authority	Frequency / Due	FHWA Division Responsible	LDOTD Responsible	Remarks
GENERAL					
LDOTD Oversight and Reporting Requirements for the Federal Aid Highway Program	23 U.S.C. 106	As Needed	Division Leadership Team (Engineering Coordinator)	Engineering Division (Project Development Division Administrator)	
CIVIL RIGHTS					
ADA/Section 504 Program Plan	N/A	As Needed	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division Office reviews and comments
Annual Overall DBE Goal	N/A	As Needed	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	FHWA Division Office reviews, comments and issues acceptance. Also requires FHWA HQ legal review and approval.
Title VI Program Plan	N/A	As Needed	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division Office reviews, comments and issues acceptance.
Unified Certification Program MOU	N/A	As Needed	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division Office reviews, comments and approves.
DBE Program Plan	N/A	As Needed	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division Office reviews, comments and approves.
EEO Contractor Compliance Program Plan	N/A	As Needed	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division Office reviews, comments and issues concurrence.
Internal EEO Program Plan	N/A	As Needed	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division Office reviews, comments and issues acceptance.
On the Job Training Program	N/A	As Needed	Division Leadership Team (Civil Rights Specialist)	Compliance Programs (Compliance Programs Director)	Division Office reviews, comments and approves.
FINANCE MANAGEMENT					
Federal Authorization Checklist	N/A	As Needed	Financial Management Team (Financial Manager)	Management & Finance Budget Office (Budget Administrator 2)	
Federal-aid Desk Manual	N/A	As Needed	Financial Management Team (Financial Manager)	Management & Finance Budget Office (Budget Administrator 2)	
LDOTD SOP for Governing Approval of Indirect Cost Rate	N/A	As Needed	Financial Management Team (Financial Manager)	Management & Finance Financial Services Office (Budget Administrator 2)	

ATTACHMENT C – FHWA/LDOTD MANUALS AND OPERATING AGREEMENTS

Activity	Authority	Frequency / Due	FHWA Division Responsible	LDOTD Responsible	Remarks
Audit Manual	N/A	As Needed	Financial Management Team (Financial Manager)	Management & Finance Audit & Quality Control Office (Budget Administrator 2)	
LDOTD SOP for FHWA RASPS Billing, Reporting, Payment Processing & Reconciliation	N/A	As Needed	Financial Management Team (Financial Manager)	Management & Finance Financial Services Office (Budget Administrator 2)	
PLANNING					
DOTD Rural Consultation Process	23 CFR 450.210(b)	As needed or as revised by State	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Transportation Planning Administrator)	
Statewide Transportation Planning Public Involvement Procedures	23 CFR 450.210(a) & 23 CFR 450.210(c)	As needed or as revised by State	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Transportation Planning Administrator)	Includes Tribal Consultation Process
Internal Compliance Process for State Self-Certification	23 CFR 450.218	Submitted with proposed STIP or STIP amendments	Program Delivery Team (Transportation Planner)	Multimodal Planning (Transportation Planning Administrator)	
Procedures to Amend or Administratively Modify the Louisiana Statewide (STIP) and Transportation Improvement Programs (TIPs)	23 CFR 450.218 & 23 CFR 450.326; 23 CFR 450.328	As submitted by State & MPOs	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Transportation Planning Administrator)	currently being updated.
MPO Approved Procedures for MPO Self-Certification (Non-TMAs)	23 CFR 450.334(a)	At least every 2 years, with submittal of TIP as part of the STIP	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Transportation Planning Administrator)	
MPO Public Participation Plans	23 CFR 450.316	As needed or revised by MPOs	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Transportation Planning Administrator)	
National LTAP Strategic Plan	FHWA LTAP Field Manual	Annually by December 31	Program Delivery Team (Program Delivery Team Leader)	LTRC (LTAP Director)	
LTRC Research Manual	23 CFR 420.111 & 23 CFR 420.207	Annually by June 30 & As Needed	Program Delivery Team (Transportation Planner/ Program Delivery Team Leader)	LTRC (Associate Director, Research/Associate Director, Technology Transfer & Training)	currently being updated by LTRC
Coordination process with local governments for Functional Classification of highways/streets	23 CFR 470.105(b)	As needed or as revised by State	Program Delivery Team (Transportation Planner/Community Planner)	Multimodal Planning (Highway Inventory Engineer)	to be developed

ATTACHMENT C – FHWA/LDOTD MANUALS AND OPERATING AGREEMENTS

Activity	Authority	Frequency / Due	FHWA Division Responsible	LDOTD Responsible	Remarks
Stage 0 Checklist for PEL	23 CFR 450.212; 23 CFR 450.318; Appendix A to 23 CFR 450	As needed	Project Delivery Team (Environmental Coordinator) Program Delivery Team (Program Delivery Team Leader)	Multimodal Planning (Project Scoping Engineer)	need to be updated
DOTD Project Selection Process for the CMAQ Program	MAP-21 Section 1113; 23 USC 149	As needed	Program Delivery Team (Transportation Planner)	Multimodal Planning (Project Control Engineer)	recently updated
Federal Lands Access State Agreement for Federal Lands Access Program	MAP 21 -Section 1119	As needed	Program Delivery Team (Transportation Planner/ Program Delivery Team Leader)	Multimodal Planning (Transportation Planning Administrator)	to be developed
State Agreement with Department of Culture, Recreation, and Tourism for the Recreational Trails Program	Section 206 of title 23 & Section 1122 of MAP-21 (23 U.S.C. 213(b), 101(a)(29))	As submitted by State	Program Delivery Team (Community Planner)	Project Management (Enhancement Program Manager)	
DOTD approved project selection process for the Transportation Alternatives Program	Section 1122 of MAP-21 (23 U.S.C. 213(b), 101(a)(29))	As needed	Program Delivery Team (Community Planner)	Project Management (Enhancement Program Manager)	
ENVIRONMENTAL					
Environmental Policy	N/A	As Needed	Project Delivery Team (Environmental Coordinator)	Environmental (Environmental Engineer Administrator)	Last Revision 5/2000
Context Sensitive Solution Policy	23 USC 109(c)(2)	As Needed	Project Delivery Team (Environmental Coordinator)	Environmental (Environmental Engineer Administrator)	Last Revision 2/2006
Complete Streets Policy	2009 Senate Concurrent Resolution 110	As Needed	Program Delivery Team (Transportation Planner)	Multimodal Planning (Undersecretary Office of Multimodal Planning)	Last Revision 7/2010
Project Delivery Manual	N/A	As Needed	Project Delivery Team (Environmental Coordinator)	Project Management (Project Management Director)	
Manual of Standard Practice - Stage 1	N/A	As Needed	Project Delivery Team (Environmental Coordinator)	Environmental (Environmental Engineer Administrator)	
Noise Policy	23 CFR 772	As Needed	Project Delivery Team (Environmental Coordinator)	Environmental (Environmental Engineer Administrator)	
Public Involvement Procedures	23 CFR 771.111(h)(1)	As Needed	Project Delivery Team (Environmental Coordinator)	Environmental (Environmental Engineer Administrator)	Last Revision 7/2011 Approved by FHWA; labeled interim as the CSS implementation team may suggest modifications
Underground Storage Tanks & Contaminated Sites PPM 48	N/A	As Needed	Project Delivery Team (Environmental Coordinator)	Environmental (Environmental Evaluation Unit)	Last Revision 7/1995

ATTACHMENT C – FHWA/LDOTD MANUALS AND OPERATING AGREEMENTS

Activity	Authority	Frequency / Due	FHWA Division Responsible	LDOTD Responsible	Remarks
Stormwater management	CWA; EPA's proposed rules	TBD	Project Delivery Team (Environmental Coordinator)	Environmental (Environmental Evaluation Unit)	To Be Developed
DESIGN					
LADOTD Local Public Agency Manual	N/A	As Needed	Project Delivery Team (Area Engineer-LPA)	Office of the Secretary (Director of LPA Programs)	
LADOTD Road Design Procedures and Details	23 CFR 625.1, .2 & .3(a)	As Needed	Project Delivery Team (Area Engineer-Design)	Road Design (Road Design Engineer Administrator)	
Engineering Directives and Standards	23 CFR 625.1, .2 & .3(a)	As Needed	Project Delivery Team (Area Engineer-Design)	Road Design (Road Design Engineer Administrator)	
LADOTD – Design Exception/Design Waiver Form	23 CFR 625.3 (f)	As needed	Project Delivery Team (Area Engineer)	Road Design (Design Engineer)	
LADOTD Road Design Procedures and Details Manual- Section 2.3	23 CFR 625.3 (f)	As needed	Project Delivery Team (Area Engineer)	Road Design (Design Engineer)	
LADOTD Minimum Design Guidelines	23 CFR 625.4 (a)	As needed	Project Delivery Team (Area Engineer-Design)	Road Design (Road Design Engineer Administrator)	
3R Minimum Design Guidelines for Rural NHS (Non-Interstate)	23 CFR 625.4 (a)	As needed	Project Delivery Team (Area Engineer-Design)	Road Design (Road Design Engineer Administrator)	
3 R Minimum Design Guidelines for Urban and Suburban NHS (Non Interstate)	23 CFR 625.4 (a)	As needed	Project Delivery Team (Area Engineer-Design)	Road Design (Road Design Engineer Administrator)	
LADOTD Project Delivery Manual	23 CFR 625	As needed	Project Delivery Team (Area Engineer-Design)	Project Management (Project Management Director)	
LADOTD Project Cost Estimate Procedures	23 CFR 630 Subpart B	As needed	Project Delivery Team (Area Engineer)	Project Management (Value Engineering and Cost Estimate Director)	
Local Public Agency Manual, Project Delivery Process and Flowchart	23 CFR 635.105 and .106(g)	As updated	Project Delivery Team (Area Engineer-LPA)	Office of the Secretary (Director of LPA Programs)	
LADOTD Title 70 Transportation Part II - Utilities (Chapter 5)	23 CFR 645 Subpart A	As Needed	Project Delivery Team (Area Engineer)	Road Design (Road Design Engineer Administrator)	
BRIDGE/TUNNELS					
EDSM I.1.1.15 Uniform Bridge Re-Rating Policy	N/A	As Needed	Program Delivery Team (Bridge Engineer)	Bridge Design (Bridge Design Engr. Administrator)	
EDSM I.1.1.8 Establishment of Uniform, Regulatory Truck Weight Limits for Structurally Deficient Highway Bridges Located on Public Roads	N/A	As Needed	Program Delivery Team (Bridge Engineer)	Bridge Design (Bridge Design Engr. Administrator)	

ATTACHMENT C – FHWA/LDOTD MANUALS AND OPERATING AGREEMENTS

Activity	Authority	Frequency / Due	FHWA Division Responsible	LDOTD Responsible	Remarks
EDSM II.3.1.5 Use of Precast Reinforced Concrete 3-Sided Structures, Metal Arch Structures, and Structural Plate Structures	N/A	As Needed	Program Delivery Team (Bridge Engineer)	Bridge Design (Bridge Design Engr. Administrator)	
EDSM IV.4.1.2 Louisiana Bridge Inspection and Load Rating Standards	N/A	As Needed	Program Delivery Team (Bridge Engineer)	Structures and Facilities Maintenance (Bridge Maintenance Administrator)	
Federal-aid Off-System Bridge Program Guidelines - DOTD	N/A	As Needed	Program Delivery Team (Bridge Engineer)	Bridge Design (Bridge Design Engr. Administrator)	(To Be Reviewed)
LA DOTD Geotechnical Engineering Design Guide No. 8	N/A	As Needed	Program Delivery Team (Bridge Engineer)	Pavement and Geotechnical (Pavement and Geotechnical Engr. Administrator)	(To Be Reviewed)
LA DOTD Geotechnical Design Procedure Manual - DOTD	N/A	As Needed	Program Delivery Team (Bridge Engineer)	Pavement and Geotechnical (Pavement and Geotechnical Engr. Administrator)	(To Be Developed)
LA DOTD Bridge Design Manual	N/A	As Needed	Program Delivery Team (Bridge Engineer)	Bridge Design (Bridge Design Engr. Administrator)	
LA DOTD Bridge Design Section Policy on QC-QA	N/A	As Needed	Program Delivery Team (Bridge Engineer)	Bridge Design (Bridge Design Engr. Administrator)	
LA DOTD Bridge Design Technical Memorandums	N/A	As Needed	Program Delivery Team (Bridge Engineer)	Bridge Design (Bridge Design Engr. Administrator)	
LA DOTD Bridge Inspection QC/QA Manual	N/A	As Needed	Program Delivery Team (Bridge Engineer)	Bridge Design (Bridge Design Engr. Administrator)	
LA DOTD Bridge Maintenance Directives (#1 through #13)	N/A	As Needed	Program Delivery Team (Bridge Engineer)	Bridge Design (Bridge Design Engr. Administrator)	
LA DOTD Bridge/Tunnel Incident: Protocols and Data Management	N/A	As Needed	Program Delivery Team (Bridge Engineer)	Bridge Design (Bridge Design Engr. Administrator)	(To Be Developed)
LA DOTD Hydraulics Manual	N/A	As Needed	Program Delivery Team (Bridge Engineer)	Bridge Design (Bridge Design Engr. Administrator)	
LA DOTD LRF Bridge Design Manual	N/A	As Needed	Program Delivery Team (Bridge Engineer)	Bridge Design (Bridge Design Engr. Administrator)	(Being Updated)
LA DOTD Policies and Guidelines for Bridge Rating and Evaluation	N/A	As Needed	Program Delivery Team (Bridge Engineer)	Bridge Design (Bridge Design Engr. Administrator)	

ATTACHMENT C – FHWA/LDOTD MANUALS AND OPERATING AGREEMENTS

Activity	Authority	Frequency / Due	FHWA Division Responsible	LDOTD Responsible	Remarks
ROW					
ROW Manual	23 CFR 710.201 c)	As needed but no less than once every 5 years	Project Delivery Team (Realty Officer)	Right-of-Way Permits (ROW Administrator)	Note: Next mandatory update January 1, 2016
Outdoor Advertisement Manual	23 CFR 710.201 c)	As needed but no less than once every 5 years	Project Delivery Team (Realty Officer)	Office of Operations (ITS Engineer Administrator)	New Revision - Under Development
LADOTD LPA ROW Manual	23 CFR 710.201 c)	As needed but no less than once every 5 years	Project Delivery Team (Realty Officer)	Right-of-Way Permits (ROW Administrator)	Update to coincide with ROW Manual Update
LADOTD Title Research Manual	N/A	As needed	Project Delivery Team (Realty Officer)	Right-of-Way Permits (ROW Administrator)	
SAFETY					
Strategic Highway Safety Plan	23 USC 148, 23 CFR 924	Update every 5 years	Program Delivery Team (Safety Program Coordinator)	Multimodal Planning (Highway Safety Administrator)	FHWA to approve SHSP process
HSIP Project Listing	23 USC 148, 23 CFR 924	As needed	Program Delivery Team (Safety Program Coordinator)	Multimodal Planning (Highway Safety Administrator)	FHWA to be involved in revisions to the control document.
FHWA Guidance on HSIP Annual Report Requirements	23 USC 148, 23 CFR 924	As needed	Program Delivery Team (Safety Program Coordinator)	Multimodal Planning (Highway Safety Administrator)	FHWA to be involved in revisions to the control document.
LDOTD Project Selection Manual	23 USC 148, 23 CFR 924	As needed	Program Delivery Team (Safety Program Coordinator)	Multimodal Planning (Transportation Planning Administrator)	FHWA to be involved in revisions to the control document.
Safe Routes to School Project Listing	23 CFR 652	As needed	Program Delivery Team (Safety Program Coordinator)	Multimodal Planning (Highway Safety Administrator)	FHWA to determine the acceptability of revisions.
Local Road Safety Program Project Listing	23 USC 148, 23 CFR 924	As needed	Program Delivery Team (Safety Program Coordinator)	Multimodal Planning (Highway Safety Administrator)	FHWA to determine the acceptability of revisions.
Safety Study Guidance	23 USC 148, 23 CFR 924	Continuous	Program Delivery Team (Safety Program Coordinator)	Multimodal Planning (Highway Safety Administrator)	FHWA to be involved in revisions to the control document.
Highway-Rail Safety Program Project Listing	23 USC 148, 23 CFR 924	As needed	Program Delivery Team (Safety Program Coordinator)	Engineering Division (Highway -Rail Safety Engineer)	FHWA to approve revisions.
LDOTD Crossing Consolidation and Closure Procedures	23 USC 148, 23 CFR 924	As needed	Program Delivery Team (Safety Program Coordinator)	Engineering Division (Highway -Rail Safety Engineer)	FHWA to be involved in revisions to the control document.
Rail Crossing Public Meeting Procedures	23 USC 148, 23 CFR 924	As needed	Program Delivery Team (Safety Program Coordinator)	Engineering Division (Highway -Rail Safety Engineer)	FHWA to be involved in revisions to the control document.

ATTACHMENT C – FHWA/LDOTD MANUALS AND OPERATING AGREEMENTS

Activity	Authority	Frequency / Due	FHWA Division Responsible	LDOTD Responsible	Remarks
FRA Highway-Rail Safety Action Plan	23 USC 148, 23 CFR 924	As needed	Program Delivery Team (Safety Program Coordinator)	Engineering Division (Highway -Rail Safety Engineer)	FHWA to be involved in revisions to the control document.
Railroad Surface Crossing Program Procedures	23 USC 148, 23 CFR 924	As needed	Program Delivery Team (Safety Program Coordinator)	Engineering Division (Highway -Rail Safety Engineer)	FHWA to be involved in revisions to the control document.
Highway-Rail Pre-emption Program Procedures	23 USC 148, 23 CFR 924	As needed	Program Delivery Team (Safety Program Coordinator)	Engineering Division (Highway -Rail Safety Engineer)	FHWA to be involved in revisions to the control document.
LDOTD Highway-Rail Grade Separation Project Selection and Prioritization Process	23 USC 148, 23 CFR 924	As needed	Program Delivery Team (Safety Program Coordinator)	Engineering Division (Highway -Rail Safety Engineer)	FHWA to be involved in revisions to the control document.
LDOTD Complete Streets Policy	USDOT Policy Statement	As needed	Program Delivery Team (Transportation Planner)	Multimodal Planning (Bicycle and Pedestrian Coordinator)	FHWA to be involved in revisions to the control document.
EDSM II.2.1.10 Requirements for Construction of Pedestrian Sidewalk Facilities	23 CFR 652	Continuous	Division Leadership Team (Civil Rights Specialist)	Engineering Division (Road Design Administrator)	FHWA to be involved in revisions to the control document.
EDSM II.2.1.14 Bicycle and Pedestrian Facilities	23 CFR 652	Continuous	Program Delivery Team (Transportation Planner)	Multimodal Planning (Bicycle and Pedestrian Coordinator)	FHWA to be involved in revisions to the control document.
LDOTD ADA Standard Plans	49 CFR 27.11©	Continuous	Division Leadership Team (Civil Rights Specialist)	Engineering Division (Road Design Administrator)	FHWA to be involved in revisions to the control document.
LDOTD Bicycle and Pedestrian Master Plan	23 CFR 652	Continuous	Program Delivery Team (Transportation Planner)	Multimodal Planning (Bicycle and Pedestrian Coordinator)	FHWA to be involved in revisions to the control document.
EDSM II.3.1.3, Guardrail	23 USC 109, 23 CFR 625	Continuous	Program Delivery Team (Safety Program Coordinator)	Engineering Division (Bridge Design Administrator)	FHWA to be involved in revisions to the control document.
EDSM II.3.1.4, Guardrail, other Bridge Rail End Treatment, Curbs and Sidewalks on Urban Bridges	23 USC 109, 23 CFR 625	Continuous	Program Delivery Team (Safety Program Coordinator)	Engineering Division (Bridge Design Administrator)	FHWA to be involved in revisions to the control document.
LDOTD Temporary Traffic Control Standard Plans	23 USC 109, 23 CFR 625	Continuous	Program Delivery Team (Safety Program Coordinator)	Engineering Division (Traffic Engineering Division Administrator)	FHWA to be involved in revisions to the control document.
EDSM Data for Pavement Preservation Projects, V.I.1.1.11	23 USC 148, 23 CFR 924	Continuous	Division Leadership Team (Civil Rights Specialist)	Engineering Division (Road Design Administrator)	FHWA to be involved in revisions to the control document.
OPERATIONS					
State Manual of Uniform Traffic Control Devices (MUTCD)	23 CFR 655.603 (b)	Within 2 years of update to MUTCD	Program Delivery Team (ITS/Operations Engineer)	Engineering Division (Traffic Engineering Division Administrator)	FHWA to determine acceptability of revisions.
LADOTD EDSM III.1.1.23 Development of a Traffic Control Plan	23 CFR 655.603 (b)	As needed	Program Delivery Team (ITS/Operations Engineer)	Engineering Division (Traffic Engineering Division Administrator)	FHWA to be involved in revisions to control document.

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Activity	Authority	Frequency / Due	FHWA Division Responsible	LDOTD Responsible	Remarks
LADOTD EDSM VI.2.1.3 Supplemental Guide Signs on Interstate Highways	23 CFR 655.603 (b)	As needed	Program Delivery Team (ITS/Operations Engineer)	Engineering Division (Traffic Engineering Division Administrator)	FHWA to determine acceptability of revisions.
LADOTD EDSM VI.3.1.6 Installation of New Traffic Signals	23 CFR 655.603 (b)	As needed	Program Delivery Team (ITS/Operations Engineer)	Engineering Division (Traffic Engineering Division Administrator)	FHWA to determine acceptability of revisions.
DOTD Traffic Engineering Manual	23 CFR 655.603 (b)	As needed	Program Delivery Team (ITS/Operations Engineer)	Engineering Division (Traffic Engineering Division Administrator)	FHWA to be involved in revisions to control document.
DOTD Traffic Signal Manual	23 CFR 655.603 (b)	As needed	Program Delivery Team (ITS/Operations Engineer)	Engineering Division (Traffic Engineering Division Administrator)	FHWA to be involved in revisions to control document.
LADOTD EDSM I.4.3.2 New Interchange Requests (Revised)	23 USC 111	As needed	Program Delivery Team (ITS/Operations Engineer)	Engineering Division (Traffic Engineering Division Administrator)	FHWA to determine acceptability of revisions.
LADOTD EDSM IV.2.1.4 Multi-lane Roadways and Median Openings (Revised)	23 USC 111	As needed	Program Delivery Team (ITS/Operations Engineer)	Engineering Division (Traffic Engineering Division Administrator)	FHWA to be involved in revisions to control document.
LADOTD EDSM IV.1.1.14 Median Crossovers on Interstate Highways	23 USC 111	As needed	Program Delivery Team (ITS/Operations Engineer)	Engineering Division (Traffic Engineering Division Administrator)	FHWA to approve revisions.
DOTD Policy for Controlled Access Highways (Revised)	23 USC 111	As needed	Program Delivery Team (ITS/Operations Engineer)	Engineering Division (Traffic Engineering Division Administrator)	FHWA to determine acceptability of revisions.
DOTD Traffic Impact Policy	23 USC 111	As needed	Program Delivery Team (ITS/Operations Engineer)	Engineering Division (Traffic Engineering Division Administrator)	FHWA to determine acceptability of revisions.
DOTD Design Guidelines (Geometric)	23 USC 111; 23 CFR 625	As needed	Program Delivery Team (ITS/Operations Engineer)	Engineering Division (Traffic Engineering Division Administrator)	FHWA to determine acceptability of revisions.
LADOTD EDSM VI.1.1.5 Roundabout Study and Approval	23 USC 111; 23 CFR 625	As needed	Program Delivery Team (ITS/Operations Engineer)	Engineering Division (Traffic Engineering Division Administrator)	FHWA to determine acceptability of revisions.
LADOTD EDSM VI.1.1.8 Transportation Management Plans (TMP)	23 CFR 630 Subpart J	As needed	Program Delivery Team (ITS/Operations Engineer)	Engineering Division (Traffic Engineering Division Administrator)	FHWA to be involved in revisions to control document.
DOTD Microsimulation Modeling Policy (Revised)	23 USC 111; 23 CFR 625	As needed	Program Delivery Team (ITS/Operations Engineer)	Engineering Division (Traffic Engineering Division Administrator)	FHWA to determine acceptability of revisions.
LADOTD EDSM VI.2.1.10 Dynamic Message Signs (DMS) Operating Procedures	23 CFR 940	As needed	Program Delivery Team (ITS/Operations Engineer)	Operations Division (ITS Engineer Administrator)	FHWA to determine acceptability of revisions.
DOTD Policy on Management and Operations of ITS and Traffic Management Centers (TMC)	23 CFR 940	As needed	Program Delivery Team (ITS/Operations Engineer)	Operations Division (ITS Engineer Administrator)	FHWA to determine acceptability of revisions.
Acadiana Regional ITS Architecture	23 CFR 940	As needed	Program Delivery Team (ITS/Operations Engineer)	Operations Division (ITS Engineer Administrator)	FHWA to determine acceptability of revisions.

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Activity	Authority	Frequency / Due	FHWA Division Responsible	LDOTD Responsible	Remarks
Alexandria Regional ITS Architecture	23 CFR 940	As needed	Program Delivery Team (ITS/Operations Engineer)	Operations Division (ITS Engineer Administrator)	FHWA to determine acceptability of revisions.
Baton Rouge Regional ITS Architecture	23 CFR 940	As needed	Program Delivery Team (ITS/Operations Engineer)	Operations Division (ITS Engineer Administrator)	FHWA to determine acceptability of revisions.
Houma Regional ITS Architecture	23 CFR 940	As needed	Program Delivery Team (ITS/Operations Engineer)	Operations Division (ITS Engineer Administrator)	FHWA to determine acceptability of revisions.
Lake Charles Regional ITS Architecture	23 CFR 940	As needed	Program Delivery Team (ITS/Operations Engineer)	Operations Division (ITS Engineer Administrator)	FHWA to determine acceptability of revisions.
Monroe Regional ITS Architecture	23 CFR 940	As needed	Program Delivery Team (ITS/Operations Engineer)	Operations Division (ITS Engineer Administrator)	FHWA to determine acceptability of revisions.
New Orleans Regional ITS Architecture	23 CFR 940	As needed	Program Delivery Team (ITS/Operations Engineer)	Operations Division (ITS Engineer Administrator)	FHWA to determine acceptability of revisions.
Shreveport Regional ITS Architecture	23 CFR 940	As needed	Program Delivery Team (ITS/Operations Engineer)	Operations Division (ITS Engineer Administrator)	FHWA to determine acceptability of revisions.
Statewide ITS Architecture	23 CFR 940	As needed	Program Delivery Team (ITS/Operations Engineer)	Operations Division (ITS Engineer Administrator)	FHWA to determine acceptability of revisions.
Multi-State ITS Architecture	23 CFR 940	As needed	Program Delivery Team (ITS/Operations Engineer)	Operations Division (ITS Engineer Administrator)	FHWA to determine acceptability of revisions.
Policy on Development of Systems Engineering Analysis for ITS Projects	23 CFR 940	As needed	Program Delivery Team (ITS/Operations Engineer)	Operations Division (ITS Engineer Administrator)	To be developed.
Policy on Development of ITS Regional Architectures	23 CFR 940	As needed	Program Delivery Team (ITS/Operations Engineer)	Operations Division (ITS Engineer Administrator)	To be developed.
Policy on Traffic Incident Management Performance Measures	23 CFR 940	As needed	Program Delivery Team (ITS/Operations Engineer)	Operations Division (ITS Engineer Administrator)	To be developed.
Policy on Oversize/Overweight Vehicle Enforcement	23 CFR 657	As needed	Program Delivery Team (Planning Engineer)	Operations Division (Transportation Planning Administrator)	To be developed.
CONTRACT ADMINISTRATION					
Construction Consultant Selection Manual Revised 2007	23 CFR 172.9	As Needed	Project Delivery Team (Project Delivery Team Leader)	Office of Engineering (Consulting Contract Administrator)	Based on discussion with DOTD, it will be beneficial to update the manual.
EDSM III.1.1.15 Force Account Work and Emergency Repairs Contract	N/A	As Needed	Project Delivery Team (Project Delivery Team Leader)	Office of Engineering (Contract Services Administrator)	EDSM exists however it does not identifies procedures to process cost effectiveness determinations.
Addendum Notification Sheet	N/A	As Needed	Project Delivery Team (Project Delivery Team Leader)	Office of Engineering (Consulting Contract Administrator)	Internal DOTD Procedures existed, but there is a need to revise.

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Bid Results Review and Award Of Contract Procedures	N/A	As Needed	Project Delivery Team (Project Delivery Team Leader)	Office of Engineering (Contract Services Administrator)	Internal DOTD Procedures exist, however it has never submitted for FHWA for review. It is recommended that LADOTD and FHWA develop formal procedures.
LADOTD Design Build Manual	N/A	As Needed	Project Delivery Team (Area Engineer-DB)	Office of the Secretary (Executive Counsel)	Based on discussion with DOTD, a revision is suggested to incorporate discussion of Alternate Technical Concepts and concurrence in award approvals.
CONSTRUCTION					
Construction Contract Administration Manual	Chief Construction Engineer	As Needed	Project Delivery Team (Project Delivery Team Leader)	Construction (Chief Construction Engineer)	
Standard Specifications For Roads And Bridges	Chief Engineer	As Needed	Division Leadership Team (Engineering Coordinator)	Contracts and Specifications (Contracts and Specifications Engineer)	
Engineering Directives & Standards Manual (EDSM)	Chief Engineer	As Needed	Project Delivery Team (Project Delivery Team Leader)	Engineering (Chief Engineer)	
Temporary Traffic Control Details	Chief Engineer	As Needed	Program Delivery Team (Program Delivery Team Leader)	Engineering Division (Work Zone Engineer)	
Training Certification Program for Inspectors	LTRC	As Needed	Division Leadership Team (Engineering Coordinator)	Structured Training Programs (DOTD Structured Training Director)	
Standard Plans	Chief Engineer	As Needed	Division Leadership Team (Engineering Coordinator)	Construction (Chief of Systems Engineering)	
Materials Sampling Manual	23 CFR 637 B	As Needed	Division Leadership Team (Engineering Coordinator)	Materials Lab (Materials Lab Administrator)	
Application of Quality Assurance Specifications for Asphalt Concrete Mixtures	23 CFR 637 B	As Needed	Division Leadership Team (Engineering Coordinator)	Materials Lab (Materials Lab Administrator)	
Application of Quality Assurance Specifications for Portland Cement Concrete Pavements and Structures	23 CFR 637 B	As Needed	Division Leadership Team (Engineering Coordinator)	Materials Lab (Materials Lab Administrator)	
Application of Quality Assurance Specifications for Precast-Prestressed Concrete Plants	23 CFR 637 B	As Needed	Division Leadership Team (Engineering Coordinator)	Materials Lab (Materials Lab Administrator)	
Application of Quality Assurance Specifications for Embankment and Base Course	23 CFR 637 B	As Needed	Division Leadership Team (Engineering Coordinator)	Materials Lab (Materials Lab Administrator)	

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Activity	Authority	Frequency / Due	FHWA Division Responsible	LDOTD Responsible	Remarks
LADOTD Construction Quality Assurance Program for Design-Build Projects	23 CFR 637 B	As Needed	Division Leadership Team (Engineering Coordinator)	Materials Lab (Materials Lab Administrator)	
Field Test Procedures Manual	23 CFR 637 B	As Needed	Division Leadership Team (Engineering Coordinator)	Materials Lab (Materials Lab Administrator)	
SYSTEM PRESERVATION					
Guidance for Preservation/ Rehabilitation/Replacement (PRR) Projects	23 C.F.R. 625	As Needed	Division Leadership Team (Engineering Coordinator)	Systems Preservation (PRR Program Manager)	
3R Minimum Design Guidelines Rural	23 C.F.R. 625	As Needed	Division Leadership Team (Engineering Coordinator)	Systems Preservation (PRR Program Manager)	Replacement and Major Rehab
3R Minimum Design Guidelines Urban & Suburban	23 C.F.R. 625	As Needed	Division Leadership Team (Engineering Coordinator)	Systems Preservation (PRR Program Manager)	Replacement and Major Rehab
DOTD Pavement PRR Minimum Design Guidelines Rural	23 C.F.R. 625	As Needed	Division Leadership Team (Engineering Coordinator)	Systems Preservation (PRR Program Manager)	Replacement and Major Rehab
DOTD Pavement PRR Minimum Design Guidelines Urban & Suburban	23 C.F.R. 625	As Needed	Division Leadership Team (Engineering Coordinator)	Systems Preservation (PRR Program Manager)	Replacement and Major Rehab
Guidance for Safety Improvements for PRR Projects	23 C.F.R. 625	As Needed	Program Delivery Team (Safety Program Coordinator)	Systems Preservation (PRR Program Manager)	
Safety Assessment Process	N/A	As Needed	Program Delivery Team (Safety Program Coordinator)	Systems Preservation (PRR Program Manager)	Internal document
Road Safety Assessment (RSA)	N/A	As Needed	Program Delivery Team (Safety Program Coordinator)	Multimodal Planning (Highway Safety Administrator)	Internal document
Guidelines for the Application of Preventive Maintenance and Rehabilitation Practices for Pavement Preservation	23 U.S.C. 116	As Needed	Division Leadership Team (Engineering Coordinator)	Systems Preservation (PRR Program Manager)	Manual
Selection of Treatments and Projects for Pavement Preservation	23 U.S.C. 116	As Needed	Division Leadership Team (Engineering Coordinator)	Systems Preservation (PRR Program Manager)	
Pavement Management Manual	23 C.F.R. 500.106	As Needed	Division Leadership Team (Engineering Coordinator)	Data Collection & Management Systems (Pavement Management Engineer)	
Reference Measurements of Pavement Management Roadway Elevations	23 C.F.R. 500.106	As Needed	Division Leadership Team (Engineering Coordinator)	Data Collection & Management Systems (Pavement Management Engineer)	
Highway Inventory Collection Manual	N/A	As Needed	Division Leadership Team (Engineering Coordinator)	Data Collection & Management Systems (Pavement Management Engineer)	Used for Asset Inventory Collection
Final Report (Collection Vendor)	N/A	Bi-Annual	Division Leadership Team (Engineering Coordinator)	Data Collection & Management Systems (Pavement Management)	Documents collection parameters for each Bi-Annual collection cycle

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Activity	Authority	Frequency / Due	FHWA Division Responsible	LDOTD Responsible	Remarks
				Engineer)	
Final QA Report (Collection Vendor)	N/A	Bi-Annual	Division Leadership Team (Engineering Coordinator)	Data Collection & Management Systems (Pavement Management Engineer)	Documents QA for each Bi-Annual collection cycle
2007 Recording and Coding Guide for the Structure Inventory and Appraisal of the State's Bridges	N/A	As Needed	Program Delivery Team (Bridge Engineer)	Structures and Facilities Maintenance (Bridge Maintenance Administrator)	
Louisiana DOTD Pontis Inspection Manual	N/A	As Needed	Program Delivery Team (Bridge Engineer)	Structures and Facilities Maintenance (Bridge Maintenance Administrator)	
LADOTD's Highway Bridge Preservation Funding of Preventive Maintenance Activities	23 U.S.C. 116 23 U.S.C. 144 (MAP-21) 23 U.S.C. 144 (SAFETEA-LU)	As needed	Project Delivery Team (Project Delivery Team Leader)	Bridge Design (Bridge Design Engr. Administrator)	
LADOTD's Highway Bridge Preservation Funding of Preventive Maintenance Activities - Cleaning and Painting of Structural Steel Amendment	23 U.S.C. 116 23 U.S.C. 144 (MAP-21) 23 U.S.C. 144 (SAFETEA-LU)	As needed	Project Delivery Team (Project Delivery Team Leader)	Bridge Design (Bridge Design Engr. Administrator)	
LADOTD Maintenance Guide	N/A	As needed	Division Leadership Team (Engineering Coordinator)	Office of Operations (Chief of Maintenance)	
LADOTD Activity Code Guide	N/A	As needed	Division Leadership Team (Engineering Coordinator)	Office of Operations (Chief of Maintenance)	

