

# **Local Bridge Initiative**

## **Federal-aid Process Group**

### **Process Maps and Narrative**

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## Definitions and Terminology

## TERMS USED IN THE PROCESS MAPS

| ACRONYM | TERM   |
|---------|--|
| ACHP    | Advisory Council on Historic Preservation                  |
| APE     | Area of Potential Effect                                   |
| CE      | Categorical Exclusion                                      |
| CED     | Categorical Exclusion Document                             |
| CMS     | Congestion Management System                               |
| DEIS    | Draft Environmental Impact Statement                       |
| EA      | Environmental Assessment                                   |
| EIS     | Environmental Impact Statement                             |
| FEIS    | Final Environmental Impact Statement                       |
| FHWA    | Federal Highway Administration                             |
| FONSI   | Finding of No Significant Impact                           |
| MOA     | Memorandum of Agreement                                    |
| MPO     | Metropolitan Planning Organization                         |
| NEPA    | National Environmental Policy Act                          |
| NHS     | National Highway System                                    |
| NJDOT   | New Jersey Department of Transportation                    |
| NRHP    | National Register of Historic Places                       |
| PS&E    | Plans, Specifications, and Estimate                        |
| ROD     | Record of Decision   |
| SHPO    | State Historic Preservation Office                         |
| SIP     | State Implementation Plan                                  |
| STIP    | State Transportation Improvement Program                   |
| TEA-21  | Transportation Equity Act for the 21 <sup>st</sup> Century |
| TES     | Technical Environmental Study                              |
| TIP     | Transportation Improvement Program                         |

## **DEFINITIONS**

**Advisory Council on Historic Preservation (ACHP)** - Independent agency charged with coordinating Federal, State, and local and private preservation efforts and advising the President and Congress on matters of historic preservation. It acts in an advisory capacity and is typically the final “sign-off” in the Section 106 process.

**Alternate Procedures** - A procedure authorized by 23 CFR 106(b), 23 USC 117(a) and 23 CFR 640 for administering Federal-Aid projects. This procedure gives the State Highway Departments authority to administer certain classifications of projects.

**Area of Potential Effect (APE)** – The geographic area or areas within which an undertaking (project) may directly or indirectly cause changes in the character or use of historic properties, if any such properties exist.

**Categorical Exclusions (CE)** - A classification of projects, which have been determined not to individually or cumulatively have a significant impact on the human or natural environment and are therefore exempt from the preparation of an Environmental Assessment or Environmental Impact Statement. They are identified in FHWA’s regulations 23 CFR 771(c) and when appropriately documented, additional projects may also qualify as CE’s Pursuant to 771.117(d).

**Categorical Exclusion Document (CED)**- The CED is the State’s terminology for a Categorical Exclusion in accordance with NEPA.

**Congestion Management System (CMS)** - Process that results in an appropriate analysis of all reasonably available travel demand reduction and operational management strategies for a corridor. The analysis must demonstrate how far such strategies can go in eliminating the need for additional SOV capacity in the corridor.

**Cultural Resource** - Term used to denote both architectural (above ground) and archaeological (below ground) resources, which have some type of historical significance.

**Design Element** - A particular feature of a design (lane width, cross slope, curb, beam guide rail, etc.).

**Design Exception Report**- A report that documents, based upon accident analysis, any design element that does not meet design standards.

**Design Standard** - An authoritative principle or rule containing specific criteria and controls for design. The American Association of State Highway and Transportation Officials (AASHTO) standards are typically used on highway projects.

**Draft Environmental Impact Statement (DEIS)** - Draft version of an EIS that documents evaluation of the potential environmental impacts of a project.

**Effect Determination - Section 106**- An undertaking has an effect on a historic property when the undertaking may alter characteristics of the property that may qualify the property for inclusion in the National Register. Alteration to features of the property’s location, setting or use may be relevant, depending on a property’s significant characteristics, in determining the effect on a property.

*No Effect*- a finding that may involve a historic resource, but has no impact to the properties that make it eligible for the historic register.

*No Adverse Effect* - Under certain conditions a project may have an effect on a property that does not diminish the historic properties that make it eligible for the National Register.

*Adverse Effect* – This results when the effect on a historic property may diminish the integrity of the property’s location, design, setting, materials, workmanship, feeling, or association.

**Environmental Assessment (EA)** - Document prepared for projects identified in FHWA’s regulations as Class III type projects or those projects for which it is unclear if there is a potential for significant environmental impacts. Provides information on the alternatives considered and their associated impacts. After the EA is made available and a public comment period held, if the project is determined not to have a significant impact on the environment then FHWA issues a Finding of No Significant Impact (FONSI). If the project is determined to have a Significant Impact, an EIS must be prepared.

**Environmental Impact Statement (EIS)** - Document prepared for projects identified in FHWA’s regulations as Class I type projects or those projects, which have the potential for significant environmental impacts. Provides information on the alternatives considered and their associated impacts. It is circulated to the public and to review agencies for “comments” and is prepared as a draft and final document. Its approval is a Record of Decision prepared by FHWA and published in the Federal Register.

**Federal Register** - The official publication for Presidential Documents, Executive Orders as well as Notices, Rules, and Proposed Rules from Federal Agencies and organizations; regulations (also known as rules) regarding such laws as Section 106 of the National Historic Preservation Act are published in the Federal Register prior to their codification in the Code of Federal Regulations (CFR).

**Final Environmental Statement (FEIS)** - Final version of an EIS which documents evaluation of the potential environmental impacts of a project and the consideration of comments on the draft EIS and public involvement process, in making the recommendation for the Preferred Alternative to be developed using federal funds or the conclusion that the No Build Alternative will be chosen.

**Federal Highway Administration (FHWA)** - Federal agency which oversees the disbursement of federal funds for highway projects. Also required to ensure that all applicable federal laws have been met before releasing those funds to the State Department of Transportation.

**Feasibility Assessment** - A fatal flaw analysis of various project alternatives that satisfy a particular problem statement. At the end of feasibility assessment an Initially Preferred Alternative and its proposed “project footprint” is identified.

**Final Scope Development** - The NJDOT’s phase of scoping that includes project alternate review, immediately following Feasibility Assessment. It further develops the design of alternatives to determine the details of the environmental impacts of a particular project and alternatives.

**Full Oversight** - A Federal-Aid highway project processing category, which requires complete Federal Highway Administration review of all project development processes.

**Local Outreach** - Loosely used to denote the NJDOT’s Public Involvement Process. The Department’s Bureau of Project Scope Development uses the term to mean soliciting input from local interests (municipal, township, county) on a particular transportation problem to help better define that problem and understand the public perception of the transportation issues of an area. An “Information Center” is usually beyond the level of involvement for Local Outreach and is typically part of the Community Involvement Process.

**Memorandum of Agreement (MOA) - Section 106** - typically an agreement signed by the NJDOT, SHPO, FHWA, and ACHP, and other possible interested parties, which

documents the methods that will be used to minimize or mitigate impacts of projects on historic resources.

**Metropolitan Planning Organization (MPO)** – A forum for cooperative transportation decision making for the Metropolitan Planning Area

**National Highway System (NHS)** - An interconnected system of principal arterial routes which serve major population centers, international border crossing, ports, airports, public transportation facilities and other intermodal transportation facilities and other major travel destinations; which meet national defense requirements; and serves interstate and interregional travel.

**National Register of Historic Places (NRHP)** – The Nation's official list of cultural resources worthy of preservation. The NRHP was authorized under the National Preservation Act of 1966 and is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archeological resources.

**National Environmental Policy Act (NEPA)** – A 1969 Act, which nationally legislated and required the preparation of environmental impact statements for major federal actions and the review of what impacts a Federal project has on the Environment.

**Needs Assessment** - A report, which is prepared to identify the shortcomings of a particular roadway (can range from the corridor level to site specific). It typically focuses on congestion/capacity issues and occasionally safety issues.

**Purpose and Need**- The purpose and need is a problem statement against which alternatives are evaluated during the NEPA process. The alternative that has the least environmental impact but still meets the purpose and need is the project that must be selected under NEPA.

**Record of Decision (ROD)** - Document prepared by FHWA which presents the basis for the decision, summarizes any mitigation measures that will be incorporated in the project, and documents any required Section 4(f) approval. Further Federal funding may not be secured for a project until a ROD has been signed.

**Section 4 (f)** - Generally accepted term to mean the process of complying with the requirements to document that there are no prudent or feasible alternatives to the “use” of publicly owned parks, recreation areas, wildlife refuges and historic sites. Originated from Section 4(f) of the 1966 DOT Act recodified as Section 303 in Title 49.

**Section 4 (f) “Individual or Self-Standing”** - For projects classified as a CE and which use property protected under Section 4(f), and which do not meet the criteria of either Temporary Occupancy or one of the Programmatic Section 4(f)’s, then a separate document must be prepared (an Individual or Self-Standing Section 4(f)) which presents the evaluation of alternatives to avoid the use of Section 4(f) land and the evaluation of all possible measures to minimize harm to such lands.

**Section 4 (f) “Programmatic”** - FHWA has prepared, processed and signed several “Programmatic” Section 4 (f) documents, which if the project’s use of the Section 4(f) property meets the criteria of these document, Individual Section (4) documents do not need to be prepared and the Section 4(f) approval can be done at the FHWA district level.

**Section 106 or Section 106 Process** - Loosely used to mean the process of complying with the National Historic Preservation Act. Basically requires the identification of properties on or eligible for the National Register of Historic Places and then determining what “effect” the Federally Funded highway project will have on the resources.

**Scoping** – The project development process that includes development of concepts and alternatives, fatal flaw analysis, compliance with NEPA, and preliminary engineering.

The process by which a solution to a defined transportation engineering problem is sought.

**State Historic Preservation Officer (SHPO)** - State designated official that offers the official opinions of the State Historic Preservation Office in the Section 106 process.

**State Implementation Plan (SIP)** – Portion, or portions of an applicable implementation plan approved or promulgated, or the most recent revision thereof under sections 110 and 175A of the Clean Air Act.

**Statewide Transportation Improvement Program (STIP)**- The STIP is a staged multiyear, Statewide, intermodal program of transportation projects that is consistent with the MPOs' and, if pertinent, the State's transportation plans. The STIP is fiscally-constrained.

**Substandard Design Element** - A design element that does not meet the specified design value.

**Technical Environmental Study (TES)** - Document, which contains the technical detail by subject (ex. ecology) of studies done to evaluate the environmental impacts of a proposed project.

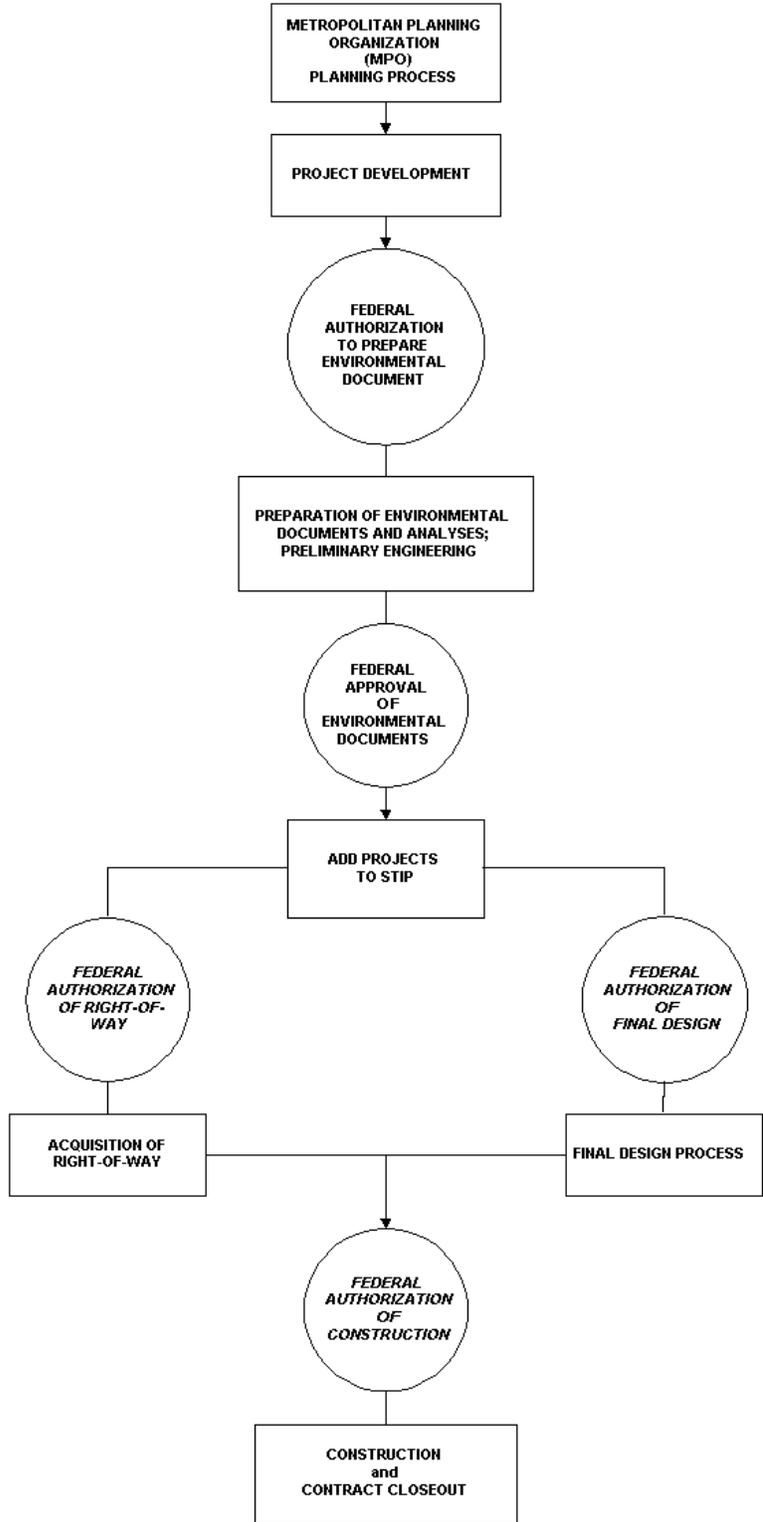
**Transportation Enhancement (TE) Program** – The TE program is a fixed 10 percent set-aside of the Surface Transportation Program authorized under 23 U.S.C. It is a program that was established to enhance the transportation system for activities that may not normally be eligible for regular Federal-aid funding.

**Transportation Improvement Program (TIP)** – A staged, multi-year, intermodal program of transportation projects that is consistent with the transportation plan.

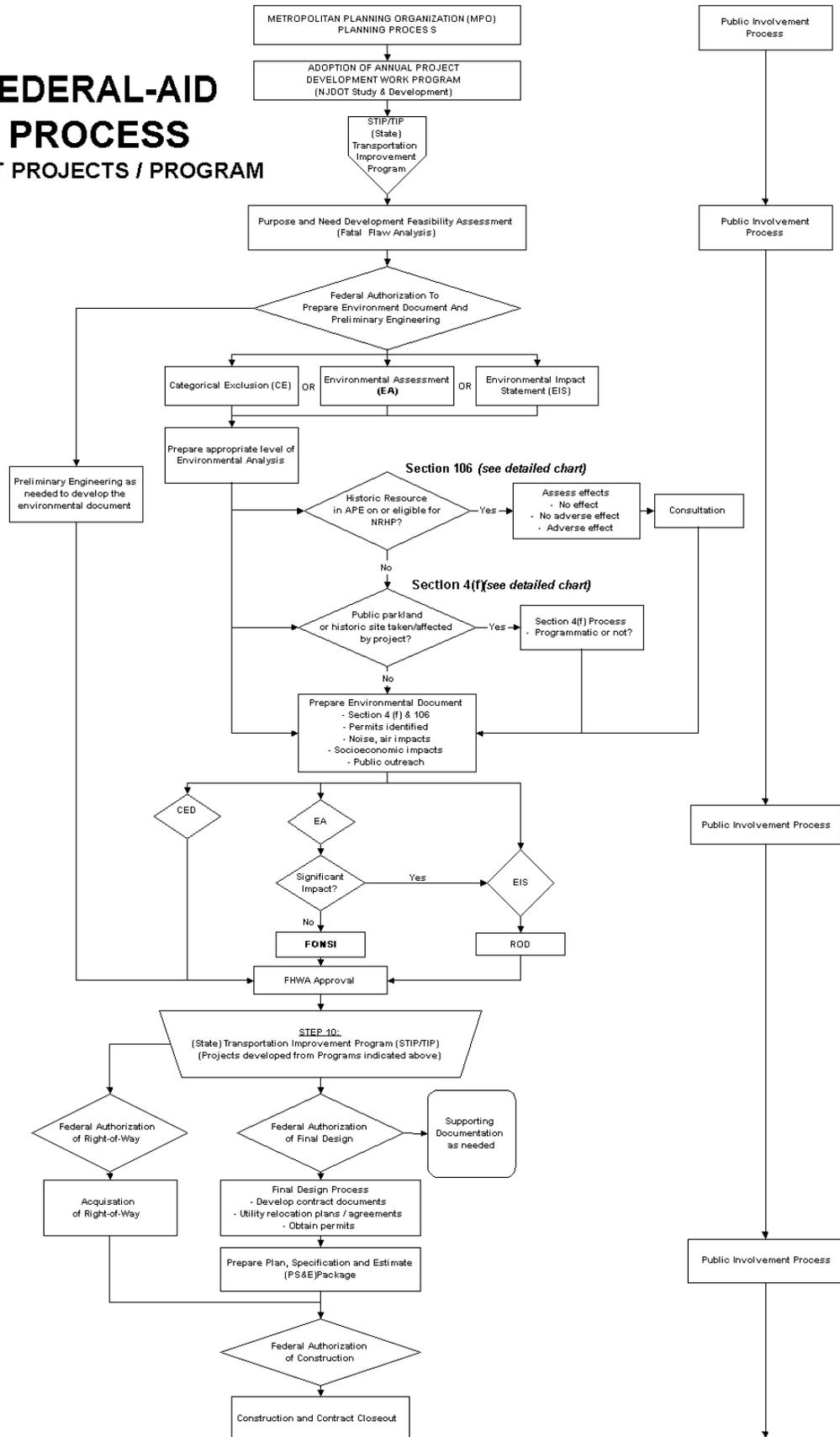
## Process Maps

- Major Milestones and Federal Authorizations
- NJDOT Projects/Program
- Transportation Enhancements Program
- Locally Sponsored Projects

# THE FEDERAL-AID PROCESS MAJOR MILESTONES & FEDERAL AUTHORIZATIONS

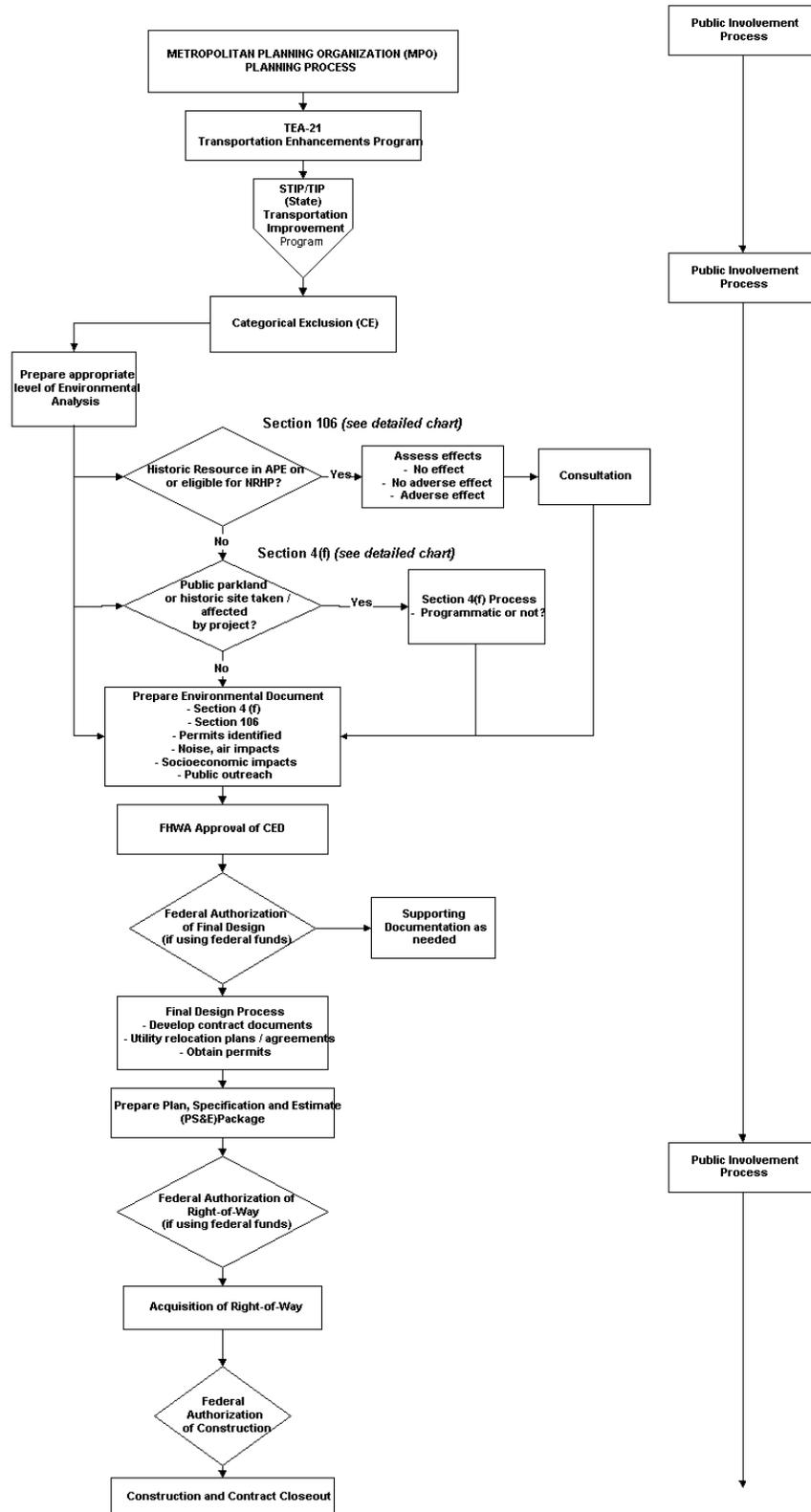


# FEDERAL-AID PROCESS NJDOT PROJECTS / PROGRAM



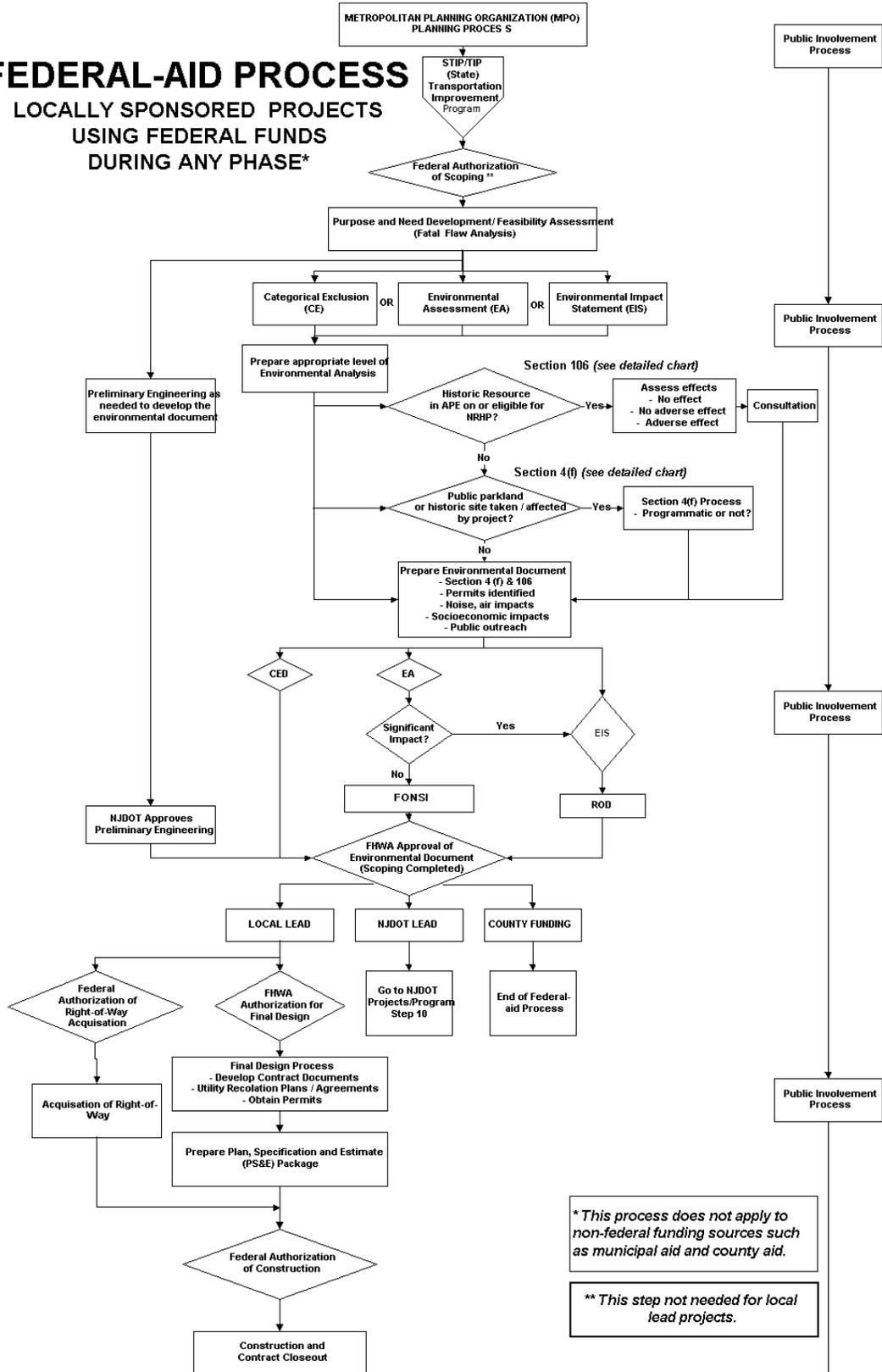
# THE FEDERAL-AID PROCESS

## TRANSPORTATION ENHANCEMENTS PROGRAM



# FEDERAL-AID PROCESS

## LOCALLY SPONSORED PROJECTS USING FEDERAL FUNDS DURING ANY PHASE\*



Note: Local agencies may elect to use their own funds for some steps; however, if they will use Federal funds for the project at any time, they still must follow this process.

Narrative to Accompany the  
Process Maps

## **METROPOLITAN PLANNING PROCESS (LISTED ON ALL FLOWCHARTS)**

Metropolitan planning funds are authorized by TEA-21 funding legislation. On an annual basis, the Metropolitan Planning Organization (MPO) develops and details a unified planning work program (UPWP) for the coming fiscal year. This UPWP details the annual planning activities for its region.

The Metropolitan Planning Organizations develop a Regional Transportation Plan (RTP) that sets goals and objectives for planning in the MPO's region. The RTP identifies transportation indicators as measures of achieving these goals. The RTP includes long-range investment strategies for improving transportation conditions in the region.

## **STIP/TIP (STATE) TRANSPORTATION IMPROVEMENT PROGRAM**

Each MPO develops a Draft TIP comprising a schedule of projects and programs to be funded on an annual basis. The draft TIP is subject to air quality conformity determination. Public comments on the draft TIP are received and MPOs adopt their Final TIP that is submitted to the NJDOT/NJ Transit. The state compiles the TIP into the STIP and submits it to the USDOT for approval. Projects using federal funds must be included in the STIP.

There are three MPOs in New Jersey.

The North Jersey Transportation Planning Authority (NJTPA) is comprised of the following counties: Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union and Warren. For more information, contact the NJTPA at 973-639-8400.

The Delaware Valley Regional Planning Commission (DVRPC) is comprised of the following counties: Burlington, Camden, Gloucester, and Mercer. For more information, contact the DVPRC at 215-592-1800.

The South Jersey Transportation Planning Organization (SJTPO) is comprised of the following counties: Atlantic, Cape May, Cumberland, and Salem. SJTPO can be reached at 856-794-1941.

## **PURPOSE AND NEED DEVELOPMENT**

The purpose of this phase of project development is to clearly define the project purpose/need (i.e. Problem Statement) and to recommend a project "concept" which will satisfy the purpose/need. The problem must first be identified as having local, regional or statewide significance, along with its implementation priorities. An analysis of physical deficiencies, traffic volumes, accident history, community input, appropriate regulatory agency input, modal options and environmental screening are the key efforts included under this phase. The potential for SIP/TIP Conformity and CMS involvement is also evaluated.

For more information, contact the Bureau of Statewide Planning at 609-530-2873.

## **FEASIBILITY ASSESSMENT**

During Feasibility Assessment, sufficient preliminary engineering is done to determine whether the project concept (e.g. bridge replacement, intersection modification, lane widening, etc.) submitted with the Problem Statement can be developed into a feasible and “buildable” project in light of any existing community, environmental and other physical constraints. Several “build” alternatives are normally developed during this stage along with their preliminary “project footprint.” If a “fatal flaw” is discovered, such as overwhelming public opposition, the project may be terminated or returned to the concept development phase. If a particular alternative can be determined as having “reasonable assurance” of obtaining community support, environmental permits and design approval, while meeting the project’s purpose and need, the alternative is then recommended for further development in the next stage of the flow chart.

For more information, contact the Manager, Bureau of Project Scope Development at 609-530-5262.

## **ENVIRONMENTAL PROCEDURES**

Use of Federal Aid or the need for Federal Agency approvals/ permits requires compliance with the Nation's environmental laws, including the National Environmental Policy Act, Historic Preservation Act, Endangered Species Act, USDOT Act of 1966, Clean Water Act, Clean Air Act, among many. Projects must follow procedures outlined in FHWA rules published in the Federal Register as well as executive orders and procedural guidance documents published by the Federal Government.

The applicant must also demonstrate compliance with New Jersey’s environmental laws, regulations and executive orders.

It is incumbent on the applicant to become familiar with these requirements, either directly or through hired experts and to develop projects in accordance with these processes. Expert guidance can be obtained from the NJDOT regarding State and Federal environmental requirements for federal aid by contacting the number below. Access to requirements and training can also be obtained from this section.

For more information, contact the Policy Support/ Special Services Section of the Bureau of Environmental Services at 609-530-2989.

## **PUBLIC INVOLVEMENT**

Public Involvement begins during planning and is a continuous activity that is tracked and developed along with a project. Regardless of whether a project follows the pipeline process, a public involvement action plan should be developed and implemented, and revised and updated as needed at each stage. This is in accordance with NJDOT's Public Involvement Action Plan (PIAP) policy which was implemented in September 1998. The public's involvement in a project's development will vary with the project type, its complexity, the environmental sensitivity and the community interest.

For more information, contact NJDOT's Office of Community Relations at 609-530-2110.

## **NJDOT PROJECTS/PROGRAM**

### **Federal Authorization to Prepare Environmental Document and Preliminary Engineering**

Federal authorization to prepare an environmental and preliminary engineering document generally is the first project specific authorization. The request must be sent to FHWA prior to commencement of any work. The department must submit a request through the Federal-aid section. If a consultant is being used, the selecting agency must follow pre-approved consultant selection procedures. The request should contain, at a minimum, a scope of work, the consultant proposal and cost breakdown, in-house man-hours, a STIP reference, and for NJDOT project, a Feasibility Assessment Report (please see attached authorization check list).

### **Preliminary Engineering as Needed to Develop the Environmental Document**

The only engineering activities permitted during the first authorizations are activities that are required to make an environmental determination. Under 23 CFR, Section 771.117 states “engineering to define the elements of a proposed action or alternative so that social, economic, and environmental effects can be assessed;” all other engineering work should be completed during the final design authorization.

### **Federal Authorization for Right of Way (ROW)**

Authorization for the acquisition of ROW can only commence after the approval of the environmental document. All ROW acquisitions must follow the Uniform Relocation Act and other pertinent ROW laws and regulations, regardless of the funding source. The request for federal participation must be sent prior to the commencement of any funds. The request should include a list of parcel numbers required for the project, scope summary document, ROW plans, cost estimate, and approved environmental document (please see attached authorization check list). Note that if it has been more than a year since approval of the original environmental document or 90 days since the approval of the last Environmental Re-Evaluation (ER), then a new ER must be completed before any funds can be expended.

### **Federal Authorization of Final Design**

Final design authorization is generally the second or third project specific request for funds. The request is made after the approval of the environmental document and a project alternative has been identified. As with all federal requests for funds, prior authorization is required before commencement of any work. The request should include a scope of work, an approved environmental document, a STIP reference, consultant and cost proposal when applicable, in-house man-hour estimate, and scope development package if required (please see attached authorization check list). Note that if it has been more than a year since approval of the original environmental document or 90 days since the approval of the last Environmental Re-Evaluation (ER), then a new ER must be completed before any funds can be expended.

## **Acquisition of Right-of-Way**

All acquisition of ROW and relocations must be completed in conformance with the Uniform Relocation Act and other pertinent laws and regulations regardless of funding source. The NJDOT ROW section must review and provide a certification stating such to our office. Specific questions regarding ROW acquisitions should be directed to the NJDOT Bureau of ROW.

## **Final Design Process**

During the final design process, the selected alternative should be advanced and final design and construction details should be completed. Details of final utility relocations should be finalized. The permits should be acquired and specifications should be developed. Note that there are specific federal specifications that must be included in all federal contracts. The permits for the project should be acquired and any provisions needed in the plans and specifications should be noted.

## **Plans, Specifications, and Estimates (PS&E)**

The Final PS&E package should be completed prior to preparing the federal construction authorization.

## **Federal Authorization of Construction**

The authorization for construction for Non-NHS projects should include, at a minimum, a construction ER, an NJDOT ROW certification, an NJDOT Design Certification, a STIP reference, and a request to close out the PE project, if funded with federal funds. Again, an approval must be made before the construction project is advertised for receipt bids. If the project is on the NHS or is full-oversight, other documentation may be required (please refer to the attached authorization checklist). NJDOT must concur in the rejection of bids based on the documentation that was provided. This needs to be put in the file and a copy sent to the FHWA for their files.

## **Construction Closeout**

Once the project is complete, a request must be made to close out the federal construction project. At a minimum, for non-NHS projects, an NJDOT construction certification must be sent to the FHWA office with a request to close out the federal project. If the project is on the NHS or full-oversight, additional information is required to close out the project. Please refer below for additional information.

## *Project Closeout Procedures*

### 1. Full Oversight Projects

FHWA Area Engineer conducts final inspection. All comments must be resolved prior to the project closeout. The following documents are submitted:

- a) Regional Construction Engineer Certification
- b) Materials Certification (LB-96)
- c) Certified Final Estimate
- d) Final Change Order
- e) Commission Acceptance of Project (AD-12)
- f) Labor Certification (DC-123)
- g) FHWA-47 (FA-8), if over \$1,000,000

### 2. Certification Acceptance and NHS Alternate Procedures

FHWA Area Engineer may or may not attend Final Inspection. Any comments must be resolved prior to project closeout. The following documents are required:

- a) Regional Construction Engineer Certification
- b) Certified Final Estimate
- c) FHWA-47 (FA-8), if over \$1,000,000
- d) Materials Certification (LB-96)

### 3. Non-NHS

FHWA Area Engineer will not conduct any inspections. The following document is required:

- a) Regional Construction Engineer Certification

## **ENHANCEMENT**

### **PREPARE CED**

The Sponsor shall prepare and submit a 1-page project description to the Department of Transportation for review and approval. This information will then be used by the Sponsor for the preparation of the Categorical Exclusion Document (CED).

### **APPROVAL OF ENVIRONMENTAL DOCUMENT**

The Sponsor shall obtain SHPO approval and submit the CED should submit to the Department for approval.

### **AUTHORIZATION TO PROCEED WITH FINAL DESIGN**

For Federally Funded Design Projects, the sponsor submits the following:

1. Detailed Scope of Work and Cost Estimate for Force Account projects, or
2. Final negotiated Consultant Proposal with associated costs and certification of Consultant Selection process in accordance with Federal Policies.

Upon completion of the above, the Project Manager will obtain Federal authorization to proceed with the Final Design.

***THE SPONSOR SHALL NOT START DESIGN WORK UNTIL WRITTEN AUTHORIZATION TO PROCEED IS RECEIVED FROM THE DEPARTMENT OF TRANSPORTATION.***

### **SPONSOR PREPARES PLANS, SPECIFICATIONS AND ESTIMATE**

The following preliminary items must be submitted:

1. Preliminary plans, specifications and engineer's estimate
2. Design Exception, if necessary
3. Construction Bar Chart

The following items must be submitted for final approvals:

1. Final plans, specifications with appropriate Federal wage rates and attachments and estimate (PS&E package)
2. Necessary certifications
3. Authorization to install (traffic signals and/or channelization)

### **FEDERAL AUTHORIZATION OF RIGHT OF WAY**

The sponsor submits the necessary documents in accordance with Federal guidelines to the DOT for Federal authorization.

### **ACQUISITION OF RIGHT OF WAY**

Upon Federal authorization, the sponsor obtains right of way.

**FEDERAL AUTHORIZATION OF CONSTRUCTION**

The DOT shall review final submissions and obtain construction authorization from the Federal Highway Administration

*SPONSOR SHALL NOT ADVERTISE UNTIL WRITTEN AUTHORIZATION TO PROCEED IS RECEIVED FROM THE DEPARTMENT OF TRANSPORTATION.*

## **LOCAL SCOPING**

### **FEDERAL AUTHORIZATION OF STUDIES**

The Sponsor shall prepare a detailed scope of work, cost estimate and a copy of affidavit for Request for Qualifications

### **PURPOSE AND NEED DEVELOPMENT**

The Consultant shall prepare the necessary design studies, alternatives analysis and design report.

### **ENVIRONMENTAL DOCUMENT**

Upon approval of the above, the sponsor to submit necessary environmental documents for approvals. These are necessary prior to proceeding with final engineering.

***UPON APPROVAL OF THE SCOPING DOCUMENTS, THE PROJECT  
CAN BE CONSIDERED FOR ADVANCEMENT TO FINAL DESIGN AND  
CONSTRUCTION.***

## **LOCAL LEAD**

### **PREPARE CED**

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### **APPROVAL OF ENVIRONMENTAL DOCUMENT**

The CED should be submitted to the Department for approval.

### **AUTHORIZATION TO PROCEED WITH FINAL DESIGN**

The Sponsor must prepare a Design Report for review and approval. Sample copies may be provided.

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***THE DOT WILL DETERMINE DBE AND TRAINEE REQUIREMENTS***

The following items must be submitted for final approvals:

1. Final plans, specifications with appropriate Federal wage rates and attachments and estimate (PS&E package)
2. Necessary certifications
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## **LOCAL GOVERNMENT SERVICES**

### **FEDERAL AID CONTACTS**

#### **LOCAL GOVERNMENT SERVICES – MOUNT ARLINGTON**

JOSEPH JAGNIATKOWSKI

200 STIERLI COURT

MOUNT ARLINGTON, NJ 07856

PHONE: 973-770-5070

FAX: 973-770-5172

HUNTERDON, MORRIS, SOMERSET, SUSSEX AND WARREN COUNTIES

#### **LOCAL GOVERNMENT SERVICES – NEWARK**

ALBERT MAIOCCHI

153 HALSEY STREET, 5<sup>TH</sup> FLOOR

NEWARK, NJ 07102

PHONE: 973-877-1500

FAX 973-877-1556

BERGEN, ESSEX, HUDSON, PASSAIC AND UNION COUNTIES

#### **LOCAL GOVERNMENT SERVICES – FREEHOLD**

ROBERT WERKMEISTER

100 DANIELS WAY

FREEHOLD, NJ 07728

PHONE: 732-308-4002

FAX: 732- 308-4003

BURLINGTON, MERCER, MIDDLESEX, MONMOUTH AND OCEAN COUNTIES

#### **LOCAL GOVERNMENT SERVICES – CHERRY HILL**

STEPHEN MOY

ONE EXECUTIVE CAMPUS

ROUTE 70 WEST, 3<sup>RD</sup> FLOOR

CHERRY HILL, NJ 08002

PHONE: 856-486-6618

FAX: 856-486-6771

ATLANTIC, CAMDEN, CAPE MAY, CUMBERLAND, GLOUCESTER AND SALEM COUNTIES

# **FHWA AUTHORIZATION CHECKLIST**

## AUTHORIZATION CHECKLIST

|                     |              |  |
|---------------------|--------------|--|
| Federal Project No. |              |  |
|                     | Design       |  |
|                     | Construction |  |
|                     | ROW          |  |
|                     | Utility      |  |
| Route and Section   |              |  |
| Date Received       |              |  |
| Date Authorized     |              |  |
| Reviewer            |              |  |

|                              |   |     |    |    |          |
|------------------------------|---|-----|----|----|----------|
| Initial P.E. Authorizations: |   |     |    |    |          |
| All                          |   | Yes | No | NA | Comments |
|                              | - Was consultant proposal submitted (subconsultants)?           |     |    |    |          |
|                              | - Was in-house man-hours included?                              |     |    |    |          |
|                              | - Is the STIP reference correct?                                |     |    |    |          |
|                              | - Is the additive factor correct? (2.1756)                      |     |    |    |          |
|                              | - Is the Fiscal Data sheet accurate?                            |     |    |    |          |
|                              | - Has Feasibility Report been submitted?                        |     |    |    |          |
|                              | - Other Issues  |     |    |    |          |
| Final Design Authorization:  |   |     |    |    |          |
| All                          |   | Yes | No | NA | Comments |
|                              | - Is environmental document approved?                           |     |    |    |          |
|                              | - Is the STIP reference correct?                                |     |    |    |          |
|                              | - Was consultant proposal submitted (including subconsultants)? |     |    |    |          |
|                              | - Was in-house man-hours included?                              |     |    |    |          |
|                              | - Is the additive factor correct?(2.1756)                       |     |    |    |          |
|                              | - Is the Fiscal Data sheet accurate?                            |     |    |    |          |
|                              | - Has Final Scope Development package been submitted?           |     |    |    |          |

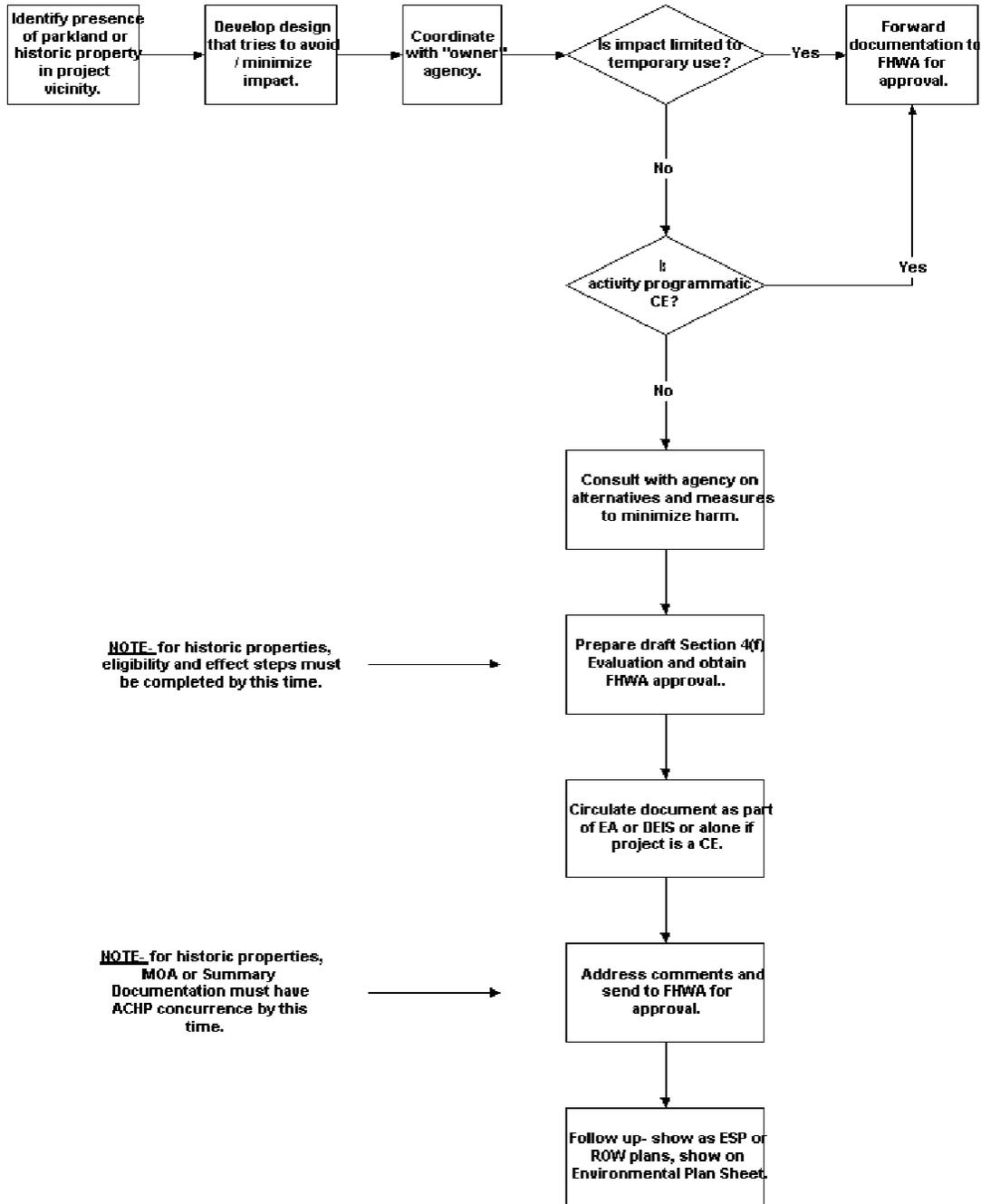
| Construction Authorization: |   |     |    |    |          |
|-----------------------------|---|-----|----|----|----------|
| Full                        |   | Yes | No | NA | Comments |
|                             | - Was PS&E complete?                                    |     |    |    |          |
|                             | - Was environmental clearance documentation, submitted? |     |    |    |          |
|                             | - Was environmental commitments checklist included?     |     |    |    |          |
|                             | - Was ROW certification included?                       |     |    |    |          |
|                             | - Was Utilities certification included?                 |     |    |    |          |
|                             | - Was Design certification submitted?                   |     |    |    |          |
|                             | - Is the STIP reference correct?                        |     |    |    |          |
|                             | - Is there a request to close out P.E.?                 |     |    |    |          |
|                             | - Is the Fiscal Data sheet accurate?                    |     |    |    |          |
|                             | - Was QA Certification included?                        |     |    |    |          |
|                             | - Other Issues  |     |    |    |          |
| Alt                         |   | Yes | No | NA | Comments |
|                             | - Was environmental clearance documentation submitted?  |     |    |    |          |
|                             | - Was environmental commitments checklist included?     |     |    |    |          |
|                             | - Was ROW certification included?                       |     |    |    |          |
|                             | - Was Utilities certification included?                 |     |    |    |          |
|                             | - Was Design certification submitted?                   |     |    |    |          |
|                             | - Is the STIP reference correct?                        |     |    |    |          |
|                             | - Is there a request to closeout P.E.?                  |     |    |    |          |
|                             | - Is the Fiscal Data sheet accurate?                    |     |    |    |          |
|                             | - Was QA Certification included?                        |     |    |    |          |
|                             | - Other Issues  |     |    |    |          |
| Non-NHS                     |   | Yes | No | NA | Comments |
|                             | - Was environmental clearance documentation submitted?  |     |    |    |          |
|                             | - Was environmental commitments checklist included?     |     |    |    |          |
|                             | - Was ROW certification submitted?                      |     |    |    |          |
|                             | - Was Design certification included?                    |     |    |    |          |

|                                    |  |            |           |           |                 |
|------------------------------------|--|------------|-----------|-----------|-----------------|
|                                    | - Is the STIP reference correct?                       |            |           |           |                 |
|                                    | - Is there a request to closeout P.E.?                 |            |           |           |                 |
|                                    | - Is the Fiscal Data sheet accurate?                   |            |           |           |                 |
|                                    | - Other Issues   |            |           |           |                 |
| <b>Right of Way Authorization:</b> |  |            |           |           |                 |
|                                    |  | <b>Yes</b> | <b>No</b> | <b>NA</b> | <b>Comments</b> |
|                                    | - Was environmental clearance documentation submitted? |            |           |           |                 |
|                                    | - Scope Summary Document submitted?                    |            |           |           |                 |
|                                    | - Is the STIP reference correct?                       |            |           |           |                 |
|                                    | - Were ROW plans received?                             |            |           |           |                 |
|                                    | - Is the ROW cost estimate acceptable?                 |            |           |           |                 |
|                                    | - Is the Fiscal Data sheet accurate?                   |            |           |           |                 |
|                                    | - Other issues?  |            |           |           |                 |
|                                    |  |            |           |           |                 |

P:\CHCKLIST\AUTHORIZ.TBL.wpd

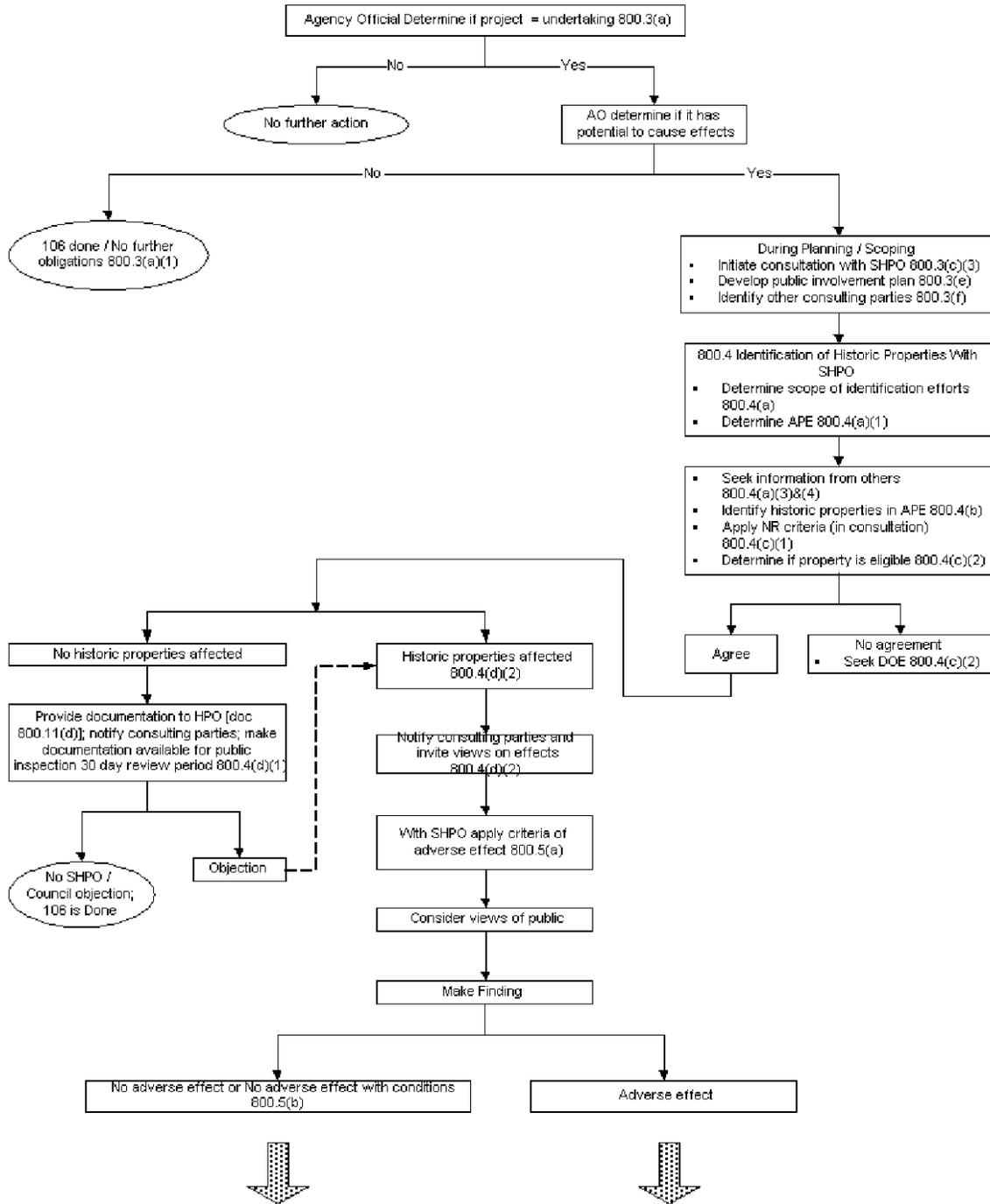
## **SECTION 4(f) AND SECTION 106 FLOWCHARTS**

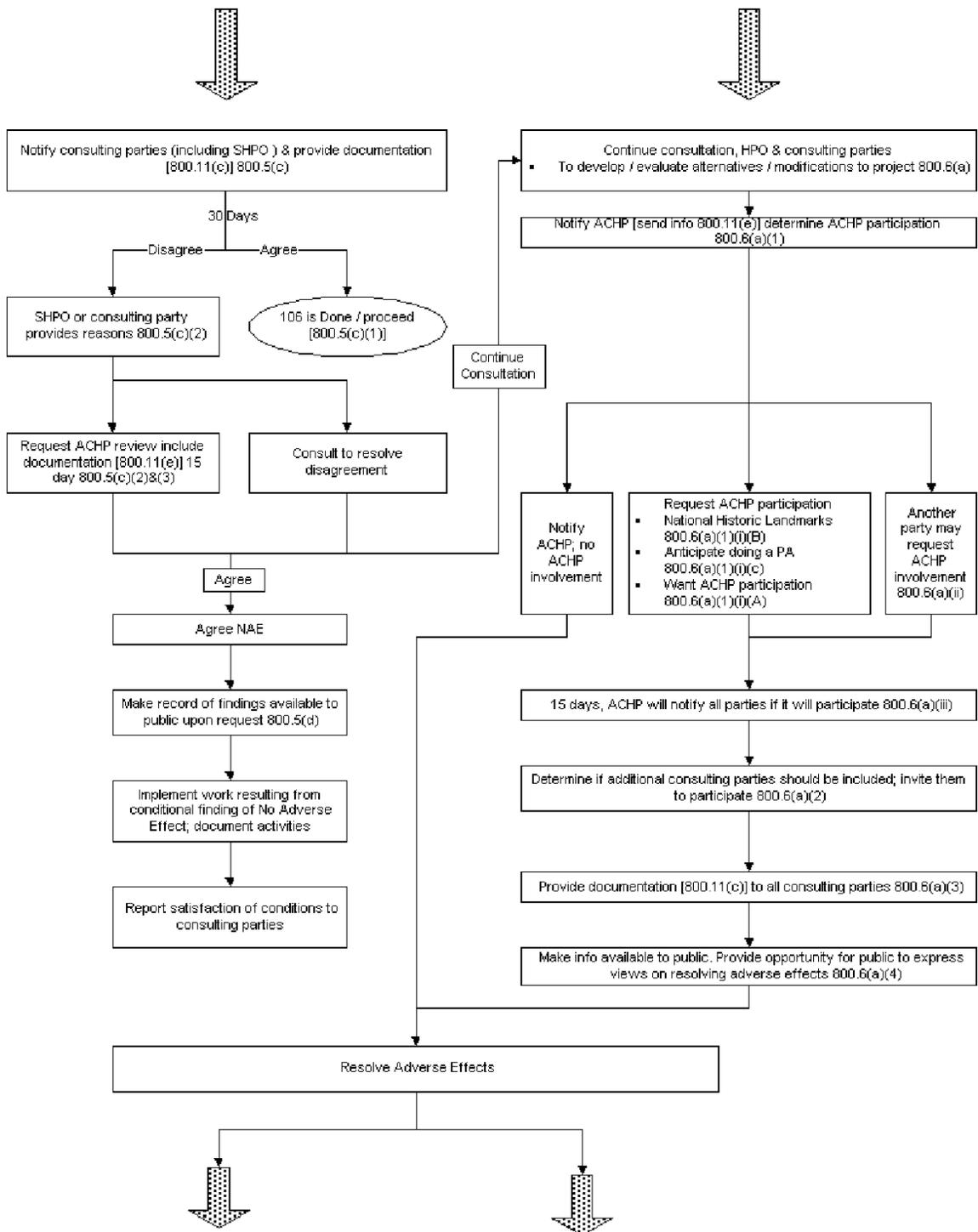
# SECTION 4(f) PROCESS

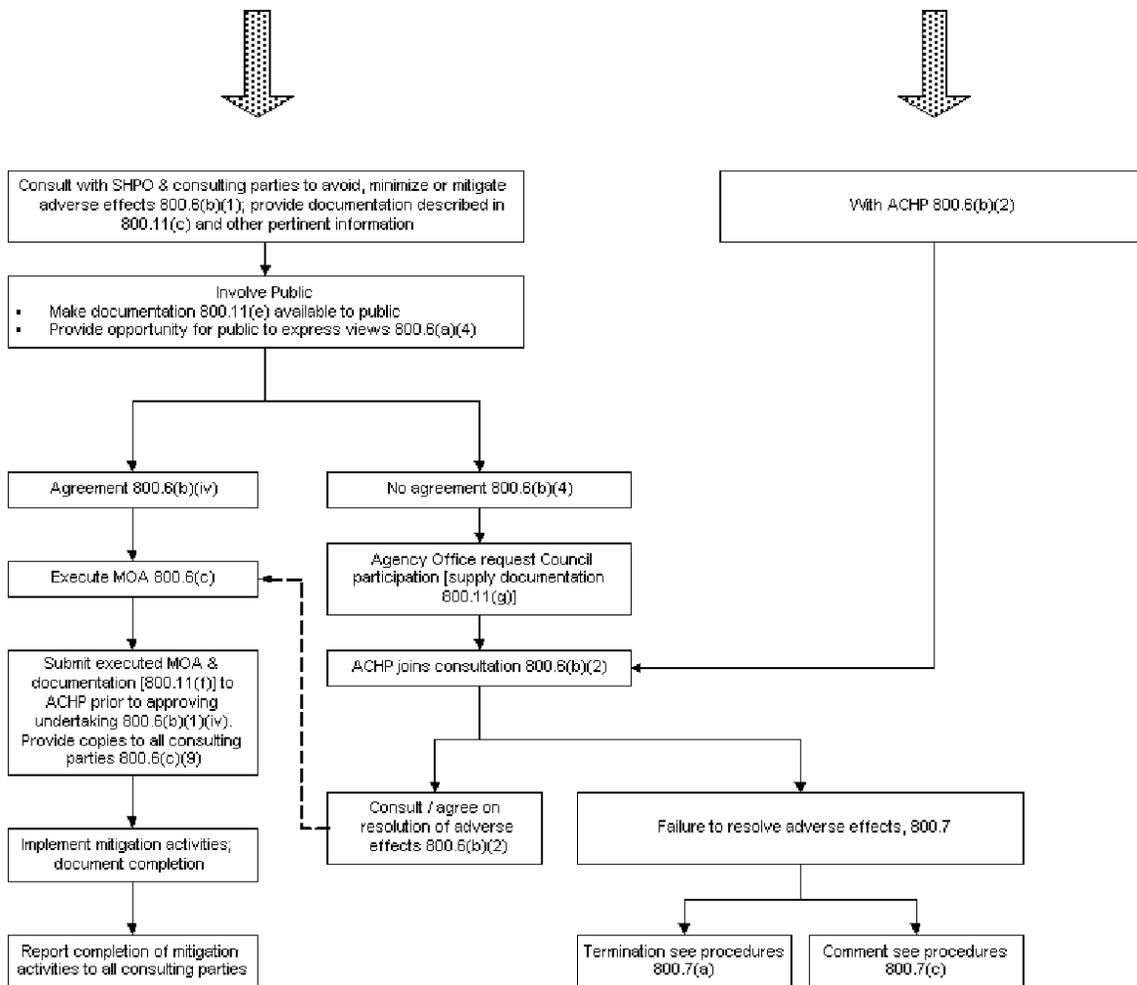


## Detailed Section 106 Flowchart

(includes regulatory citations for 36 CFR Part 800, the implementing regulations)







**Special Provisions of the 800 36 CFR Part 800 Regulations to be consulted under specific circumstances**

- 800.7 Failure to Resolve Adverse Effects
- 800.8 Coordination with NEPA
- 800.9 Council Review of 106 Compliance - Agency Basis
- 800.10 NHL special requirements
- 800.11 Documentation requirements
- 800.12 Emergency situations
- 800.13 Post review discoveries
- Appendix A Criteria for Council Involvement in Reviewing Individual Section 106 Cases
- ACHP Recommended Approach for Consultation on Recovery of Significant Information From Archaeological Sites