

# FEDERAL-AID HIGHWAY PROGRAM STEWARDSHIP AND OVERSIGHT AGREEMENT

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Date February 20, 2015



**List of Attachments:**

- A. Project Action Responsibility Matrix**
- B. Program Action Responsibility Matrix**
- C. Conflict Resolution Procedure**
- D. ODOT Manuals, Policies, Standard Procedures and Agreements**

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

**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 State of Ohio Department of Transportation (ODOT) on the roles and responsibilities of FHWA and ODOT with respect to Title 23 project approvals and related responsibilities, and FAHP oversight activities.

The scope of FHWA responsibilities, and the legal authority for State DOT 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 a State DOT 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 State DOT 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 FAHP.

Section 106(c)(3) requires FHWA and ODOT to enter into an agreement relating to the extent to which ODOT 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 Ohio Division Office (FHWA or Division) and the Ohio Department of Transportation (ODOT or State DOT) 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 State DOT 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 State DOT on a program-wide basis under 23 U.S.C 106 or have the effect of altering Attachment A.

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

- A. The State DOT *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 NHS* if both the *State DOT* and *FHWA* determine that assumption of responsibilities is appropriate.

- B. Approvals and related activities for which the State DOT 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/>
- C. The State DOT may not assume responsibilities for Interstate projects that are in high risk categories. (23 U.S.C. 106(c)(1))
- D. The State DOT 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 State DOT *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 *State DOT* 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 State DOT is to exercise the Secretary’s approvals and related responsibilities on these projects in accordance with Federal laws.
- C. The State DOT, 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 State 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 State DOT may permit local public agencies (LPAs) to carry out the State DOT’s assumed responsibilities on locally administered projects. The State DOT is responsible and accountable for LPA compliance with all applicable Federal laws and requirements.

## **SECTION VI. PERMISSIBLE AREAS OF ASSUMPTION UNDER 23 U.S.C. 106(c)**

An 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 STATE DOT**

- 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 State DOT:
  - 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;
  - Progress payments 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 State DOT 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 State DOT 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 of 1964 and its related statutes, 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 (NEPA), 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 State 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)(8), 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. FHWA shall perform annual reviews that address elements of ODOT's financial management system in accordance with 23 U.S.C. 106(g)(2)(A). FHWA will periodically review the ODOT's monitoring of subrecipients pursuant to 23 U.S.C. 106(g)(4)(B).
- C. FHWA shall perform annual reviews that address elements of the project delivery systems of ODOT, which elements include one or more activities that are involved in the life cycle of project from conception to completion of the project. FHWA will also evaluate the practices of ODOT 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), 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. FHWA may work collaboratively with the State DOT 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 State DOT 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 techniques and processes will be used to carry out the requirements of 23 U.S.C. 106(g):

FHWA Ohio Division will annually conduct a risk assessment process to identify the Division's high risk areas and determine response strategies for those risks. The risk identification process is documented in the Standard Operating Procedure for Performance Planning which is incorporated by reference into this Agreement including any future amendments to the procedure. Once the risks are identified, strategies are then developed to mitigate the high risk areas. The techniques and processes used to mitigate risk could include, but are not limited to: conducting reviews, revising processes, monitoring processes, and developing programmatic agreements.

At the project level, the FHWA Ohio Division will annually determine which projects have a high level of Division Interest. The Projects of Division Interest (PoDI) process is documented in the FHWA Ohio Division Standard Operating Procedure for Projects of Division Interest (PoDI) which is incorporated by reference into this Agreement including any future amendments to the procedure. Each project will have a stewardship and oversight plan developed that will describe the focused oversight activities that will be conducted. All current PoDI plans are incorporated by reference into this Agreement. Any changes to PoDI plans are coordinated through the FHWA and Ohio DOT Stewardship and Oversight Committee (SOC), including adding or removing project plans.

While most ODOT requests for Federal approval and most FHWA requests to ODOT to address project or program matters result in a positive response within reasonable time-frames, there are occasions when agreement cannot rapidly be reached by both parties. For these instances a conflict resolution framework has been established to ensure timely resolution of disagreements between FHWA and ODOT.

It is expected that nearly all issues should be resolved at the lowest working level between FHWA and ODOT staff where the issue originated. When issues cannot be

resolved in a timely manner the conflict resolution process in Attachment C should be followed.

Upon executing this Agreement, ODOT and the FHWA agree to manage the implementation of this agreement through the SOC which will serve as the coordinating mechanism for issues relating to the Federal-Aid Program and this Agreement.

The membership of the SOC is as follows:

ODOT

Chief Engineer  
Deputy Director of Division of Planning  
Deputy Director of Division of Engineering  
Deputy Director of Division of Construction  
Deputy Director of Division of Finance  
Deputy Director of Division of Operations  
Deputy Director of Chief Legal Counsel  
Deputy Director of Equal Opportunity  
Two District Deputy Directors

FHWA

Division Administrator  
Assistant Division Administrator  
Director of Engineering and Operations  
Director of Planning and Program Development

The SOC is the responsibility of the State, with joint representation by ODOT and FHWA. At a minimum, the SOC will:

- Conduct an assessment of the FAHP and this Agreement on an annual basis, and facilitate actions to address identified issues and opportunities for improvement.
- Review the S&O Agreement Attachments annually, based on program health and changes throughout the year. The Attachments may be revised quarterly after consideration of proposed revisions received from the SOC.
- Recommend S&O Agreement revisions to ODOT Director and FHWA Division Administrator.
- Meet quarterly, rotating focus topics based on the oversight functions and Strategic Planning Cycle.
- Annually conduct a joint Risk Assessment Meeting, and define needed Process Reviews for the following year.
- Develop and recommend to the ODOT Director and FHWA Division Administrator a Stewardship and Oversight Annual Plan (SOAP)

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 State DOT program contact offices.

F. Manuals and Operating Agreements

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

G. Stewardship and Oversight Indicators

The SOC will monitor a suite of indicators/measures that have been chosen to assess FHWA's and ODOT's performance in administering the FAHP requirements and to help determine whether funds are being effectively utilized to improve the transportation system. The performance indicators/measures of this S&O Agreement were developed as a joint effort between the FHWA and ODOT. Maintaining, updating, and improving the performance indicators/measures are a continuous responsibility of the SOC. Indicators approved by FHWA and ODOT are incorporated by reference into this Agreement.

## **SECTION XI. STATE DOT OVERSIGHT AND REPORTING REQUIREMENTS**

*(Information Note: The FHWA Oversight Program is discussed in Section IV of the S&O Agreement Guidance.)*

A. State DOT Oversight and Reporting Requirements

The State DOT 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 State DOT will conduct project and program level activities to ensure compliance with federal and state requirements, maintain adequate project delivery systems, and provide sufficient accounting controls.

At the project level, ODOT will follow the Project Development Process (PDP) and the supporting procedures in its technical manuals. The PDP is an ODOT process that FHWA concurs with for use on Federal aid projects. ODOT will conduct reviews of project-related submittals as outlined in the PDP. ODOT will provide copies of any submittals to FHWA upon request. In cases where ODOT determines that a deviation from the standard process is necessary, ODOT may consult with FHWA to ensure that project eligibility is maintained.

During construction, ODOT and/or ODOT consultant inspection staff will oversee construction operations in accordance with the ODOT Construction Administration Manual of Procedures. Construction documentation is maintained electronically on

ODOT's Site Manager web site. ODOT provides FHWA direct access to the documentation available on Site Manager.

At the program level, ODOT, in coordination with FHWA, will continue to develop updates to its manuals as conditions require. ODOT maintains qualification requirements for its staff and consultants. As a component of the qualification requirements, ODOT implements training on a variety of subjects or requires specific training from outside sources.

ODOT maintains an AASHTO AMRL accredited laboratory to implement its materials acceptance program.

ODOT holds a series of regularly scheduled meetings including FHWA/ODOT Policy Meetings, Capital Programs Meetings, Planning and Engineering Administrators Meetings, and Construction Administrators Meetings. In addition, ODOT coordinates regularly with the Ohio Association of Regional Councils and the Ohio County Engineers Association. These meetings assist ODOT in ensuring compliance with federal requirements.

ODOT conducts internal reviews of its processes. Some of these reviews are recurring and some are ad hoc. These reviews are coordinated through the SOC where it is decided if the review will be conducted jointly with FHWA.

## B. State DOT Oversight of Locally Administered Projects

- B.1. State DOT's are required to provide adequate oversight of sub recipients including oversight of any assumed responsibilities the State DOT delegates to a LPA.

*ODOT has the responsibility for ensuring compliance with the Federal requirements when Federal-aid projects are carried out by local governments as ODOT sub-recipients. This shall include communicating, educating and validating the Federal requirements with sub-recipients. This will be accomplished through, but not limited to a variety of communication tools, training courses, websites, agreements, policies, procedures, guidance and manuals. Oversight will be accomplished through review and inspection of individual projects, Quality Assurance Reviews, Partnering Sessions and analysis of data to track performance trends. ODOT shall remain responsible for sub-recipients compliance with Federal requirements.*

- B.2. Pursuant to 23 U.S.C. 106(g)(4), the State DOT shall be responsible for determining that sub-recipients of Federal funds have adequate project delivery systems for locally administered projects and sufficient

accounting controls to properly manage such Federal-aid funds. The State DOT also is responsible for ensuring compliance with reporting and other requirements applicable to grantees making sub-awards, such as the monthly reporting requirements under the Federal Funding Accountability and Transparency Act of 2006, PL 109-282 (as amended by PL 110-252).

*For all sub-recipients' projects or programs, ODOT will ensure compliance with Title 23 and certain non-Title 23, U.S.C. Federal-aid program requirements, such as project delivery systems, NEPA, procurement of engineering and design related service contracts, Title VI of the Civil Rights Act of 1964 and its related statutes, participation by disadvantaged business enterprises, prevailing wage rates, and acquisition of right-of-way, accounting controls, among other Federal-aid requirements. This will be accomplished by direct application of ODOT's Locally Administered Transportation Projects Manual of Procedures (LPA Manual), as approved by FHWA.*

- B.3. The State DOT acknowledges that it is responsible for sub-grantee awareness of Federal grant requirements (49 CFR Part 18.37), management of grants and sub-grants (49 CFR 18.40), and pass through entity responsibilities (OMB Circular A-133 § .400 (d)). The State DOT shall carry out these responsibilities using the following actions, programs, and processes:

*In overseeing the activities of local governments, ODOT is expected to exercise similar judgment to FHWA based on Federal laws, regulations, and FHWA policies. The goal is to ensure that sub-recipients are aware of Federal-aid requirements, management and compliance responsibilities. This is accomplished through application of established policies, guidance, standard procedures, and programmatic agreements that were developed with FHWA input and involvement to ensure that Title 23 and Title 49 requirements are met.*

*ODOT provides numerous resources including the LPA Manual, and other supporting documentation to aid sub-recipients compliance with Federal requirements such as: sample agreements, documentation for bid preparation, program forms, FHWA policy and guidance materials, and funding guidance among other useful information.*

*Additionally, ODOT conducts audits of sub-recipients to ensure compliance with Federal requirements as it pertains to the objectives listed above.*

- B.4. The State DOT shall assess whether a sub-recipient has adequate project delivery systems and sufficient accounting controls to properly manage projects, using the following actions, programs, and processes:

*In accordance with ODOT's LPA Manual, LPA participation Requirements and Project Development and Design Chapters, primary roles and responsibilities have been outlined to ensure efficient project delivery and project accounting.*

*An LPA must have an established and documented policy/procedure for each of the following project administration components:*

- *Consultant Services Evaluation and Selection*
- *Consultant Services Management*
- *Change Order Process*
- *Dispute Resolution / Claims Management Process*
- *Finance, Accounting and Record Keeping*
- *Title VI of the Civil Rights Act of 1964*
- *Disadvantaged Business Enterprise (DBE)*
- *Davis-Bacon and/or State Prevailing Wages*
- *The Uniform Relocation and Real Estate Acquisition Act of 1970 and Chapter 163 of the Ohio Revised Code*
- *The National Environmental Policy Act of 1969 (NEPA)*

*Prior to project initiation, ODOT District LPA Managers are required to assess the qualifications, experience and capabilities of respective LPAs. This process requires approval of an LPA's overall processes and past experience delivering and administering transportation projects. Additionally, LPAs shall not be under a fiscal watch or fiscal emergency, identified through a formal audit, and without significant issues as it relates to a LPAs ability to administer a project.*

- B.5. The State DOT 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 following actions, programs, and processes:

*ODOT maintains a formal process for evaluating the qualifications of an LPA. Prior, to an LPA's participation in the program, the ODOT District LPA Manager reviews and evaluates the LPA's qualifications and ability to administer all phases of projects.*

*As documented in ODOT's LPA Manual, LPA Participation Requirements Chapter, in order for approval of an LPA to participate in the Local-let process, it must meet standardized requirements and demonstrate previous project experience.*

*At the completion of each Local-let project, the District shall evaluate and document the LPA's project management and delivery performance, as related to each phase throughout project development. Unsatisfactory or negligent performance in the management of a Local-let project can result in the denial of future requests by the LPA to utilize the Local-let process.*

- B.6. The State DOT shall assess whether sub-recipient projects receive adequate inspection to ensure they are completed in conformance with approved plans and specifications, by using the following actions, programs, and processes:

*As documented in ODOT's LPA Manual, LPA Construction Contract Administration Chapter including Appendices A-U, formal procedures and processes are outlined for LPAs and ODOT staff in the oversight of construction projects.*

*For example, Appendix U is the District Construction Inspection Report that is used to document an LPA's performance in monitoring construction activities. This form assesses the LPA's performance during construction through progress meetings, on-site visits, documentation reviews and final inspection. These activities are conducted and documented to ensure that an LPA has completed the project in conformance with approved plans and specifications.*

- B.7. The State DOT 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 State DOT's process to ensure compliance with this requirement is documented by the following actions, programs, and processes:

*ODOT maintains a formal process for evaluating the qualifications of an LPA. Prior, to an LPA's participation in the program, the ODOT District LPA Manager reviews and evaluates the LPA's qualifications and ability to administer the projects.*

*As documented in ODOT's LPA Manual, LPA Participation Requirements and Consultant Contract Administration Chapters, in order for approval of an LPA to participate in the Local-let process, it must meet standardized requirements that include:*

- a. *The LPA must have designated a Person in Responsible Charge to act as authority for all ODOT delegated responsibilities and project approvals.*
- b. *The LPA shall have sufficient expertise and capability to perform and/or supervise the design, environmental, PS&E, and construction administration phases of the project.*
- c. *Projects must be administered by a Professional Engineer or Architect, as applicable, registered in the State of Ohio who is either on staff as a public employee or contracted through a qualified engineering firm and designated as the LPA Project Engineer.*
- d. *Projects must be administered in accordance with ODOT's Locally Administered Transportation Projects Manual of Procedures.*

*At the completion of each Local-let project, the District shall evaluate and document the LPA's project management and delivery performance, as related to each phase throughout project development. Unsatisfactory or negligent performance in the management of a Local-let project can result in the denial of future requests by the LPA to utilize the Local-let process.*

- B.8. The State DOT shall ensure that project actions will be administered in accordance with all applicable Federal laws and regulations. The State DOT will use the following process on required approvals on sub-recipient projects as documented in the LPA Manual and supporting program procedures and guidance, and approved on sub-recipient administered projects.

*The activities for ensuring compliance and maintaining oversight include, but are not limited to these areas:*

- a. *Consultant selection and management;*
- b. *Environmental approvals;*
- c. *Design reviews and design exception approvals;*
- d. *Civil Rights reviews;*
- e. *Financial management including audits and indirect cost allocation plans;*
- f. *Right-of-way plan approval;*



- g. *Construction monitoring, including Quality Control/Quality Assurance (QC/QA); and*
- h. *Contract administration including the State DOT's responsibility to approve a sub-recipient to pursue a contract procurement method other than competitive bidding.*

B.9. The State DOT shall document its oversight activities for LPA-administered projects and findings, and how it will share this information with the FHWA.

*ODOT will develop and document an Annual LPA Program Summary to monitor sub-recipient activities to assure compliance with applicable Federal requirements. This will document ODOT's oversight activities, issues resulting from oversight activities, accomplishments and areas for improvement.*

## **SECTION XII. IMPLEMENTATION AND AMENDMENTS**

- A. This S&O Agreement will take effect as of the effective date of the signature of the FHWA Ohio Division Administrator, who shall sign this S&O Agreement last.
- B. The Division and State DOT 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 State DOT or FHWA; or
  - Priorities shift as a result of audits, public perception, or changes in staffing at either the State DOT or Division Office.
- C. The Division and State DOT 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.D and E., changes to the Attachments and documents incorporated by reference will not require the Division and State DOT 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 revised document shall be posted on the Division's S&O Agreement internet site within five (5) business days of the effective date.
- D. Any changes to the high risk categories must be documented by an amendment to this S&O Agreement.

- E. 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 OHIO DIVISION OFFICE**

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

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Laura S. Leffler  
Division Administrator

**EXECUTION BY THE OHIO DEPARTMENT OF TRANSPORTATION**

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

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Jerry Wray  
Director

## **ATTACHMENT A**

### **PROJECT ACTION RESPONSIBILITY MATRIX (As of February 6, 2015)**

The following matrix identifies Federal-aid highway program (FAHP) project approvals and related responsibilities. The matrix specifies which ones are subject to State assumption 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.

For the column marked “Projects off the NHS”, the State must assume all items marked “State” unless the State determines the assumption of a particular item by the State is not appropriate.

Except as expressly stated in notes to the matrix below, the State cannot assume any item marked only as “FHWA” in either column. Any item marked only “FHWA” is reserved to FHWA because it is outside the scope of 23 U.S.C. 106(c), or otherwise is reserved to FHWA by law. While FHWA may not delegate decision-making authority to a State unless authorized by law, FHWA may authorize a State DOT to perform work needed to reach the decision point, or to implement the decision.

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.

In the matrix, actions marked with an asterisk (“FHWA\*”) are those that FHWA has retained but that could have been assumed by the State through FHWA discretion (on the NHS) or by right (off the NHS). Projects requiring those actions are PoDI projects because of FHWA’s retained authority. Those projects will be governed by a separate PoDI Plan.

The State DOT 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 PoDIs, which are subject to separate PoDI Plans)**

ACTION	AGENCY RESPONSIBLE	
	PROJECTS ON THE NHS	PROJECTS OFF THE NHS
Ensure project in Statewide Transportation Improvement Program (STIP)/Transportation Improvement Program (TIP)	STATE	STATE
Identify proposed funding category	STATE(1)	STATE(1)
Obligate funds/approve Federal-aid project agreement, (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
Develop Financial Plan for Federal Projects between \$100 million and \$500 million. [23 U.S.C. 106(i)]	STATE	STATE
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	FHWA(2)	FHWA(2)

**PROJECT ACTION RESPONSIBILITY MATRIX (as of February 6, 2015)  
(Excluding PoDIs, which are subject to separate PoDI Plans)**

ACTION	AGENCY RESPONSIBLE	
	PROJECTS ON THE NHS	PROJECTS OFF THE NHS
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))		
Consultant Contract Selection	STATE (3)	STATE (3)
Sole source Consultant Contract Selection	STATE (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
Interstate System Access Justification Report [23 USC 111] (Note: action may be assumed by State pursuant to 23 USC 111(e))	STATE	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

**PROJECT ACTION RESPONSIBILITY MATRIX (as of February 6, 2015)  
(Excluding PoDIs, which are subject to separate PoDI Plans)**

ACTION	AGENCY RESPONSIBLE	
	PROJECTS ON THE NHS	PROJECTS OFF THE NHS
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
Provide approval of preliminary plans for unusual/complex structures on the Interstate. [23 USC 109(a) and FHWA Policy]	FHWA(5)	N/A
Provide approval of preliminary plans for unusual/complex bridges or structures (non-Interstate). [23 USC 109(a) and FHWA Policy]	STATE (5)	STATE
Approve retaining right-of-way encroachments [23 CFR 1.23 (b) & (c)]	STATE	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
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
Make feasibility/practicability determination for allowing authorization of construction prior to completion of ROW clearance, utility and railroad work [23 CFR 635.309(b)]	STATE	STATE



<b>PROJECT ACTION RESPONSIBILITY MATRIX (as of February 6, 2015)</b> <b>(Excluding PoDIs, which are subject to separate PoDI Plans)</b>		
<b>ACTION</b>	<b>AGENCY RESPONSIBLE</b>	
	<b>PROJECTS ON THE NHS</b>	<b>PROJECTS OFF THE NHS</b>
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)
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)

<b>PROJECT ACTION RESPONSIBILITY MATRIX (as of February 6, 2015)</b> <b>(Excluding PoDIs, which are subject to separate PoDI Plans)</b>		
<b>ACTION</b>	<b>AGENCY RESPONSIBLE</b>	
	<b>PROJECTS ON THE NHS</b>	<b>PROJECTS OFF THE NHS</b>
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
Accept Transportation Management Plans (23 CFR 630.1012(b))	STATE	STATE
Approval of System Engineering Analysis (for ITS) [23 CFR 940.11]	STATE	STATE
Approve PS&E [23 CFR 630.201]	STATE	STATE
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

**PROJECT ACTION RESPONSIBILITY MATRIX (as of February 6, 2015)  
(Excluding PoDIs, which are subject to separate PoDI Plans)**

ACTION	AGENCY RESPONSIBLE	
	PROJECTS ON THE NHS	PROJECTS OFF THE NHS
Authorize (approve) advertising for bids [23 CFR 635.112, 309]	STATE	STATE
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]	STATE	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(4)	STATE
Approve addenda during advertising period [23 CFR 635.112]	FHWA or STATE, whichever approved PS&E	STATE
Concur in award of contract [23 CFR 635.114]	STATE	STATE
Concur in rejection of all bids [23 CFR 635.114]	STATE(4)	STATE
Approval of Design-Build Requests-for-Proposals and Addenda [23 CFR 635.112]	STATE	STATE
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]	FHWA*	STATE
Accept materials certification [23 CFR 637.207]	STATE	STATE
Concur in settlement of contract claims [23 CFR 635.124]	STATE	STATE

**PROJECT ACTION RESPONSIBILITY MATRIX (as of February 6, 2015)  
(Excluding PoDIs, which are subject to separate PoDI Plans)**

ACTION	AGENCY RESPONSIBLE	
	PROJECTS ON THE NHS	PROJECTS OFF THE NHS
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
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
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

<b>PROJECT ACTION RESPONSIBILITY MATRIX (as of February 6, 2015)</b> <b>(Excluding PoDIs, which are subject to separate PoDI Plans)</b>		
<b>ACTION</b>	<b>AGENCY RESPONSIBLE</b>	
	<b>PROJECTS ON THE NHS</b>	<b>PROJECTS OFF THE NHS</b>
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) ODOT will notify FHWA when these actions or approvals occur
- (5) 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**

**PROGRAM ACTION RESPONSIBILITY**

The following matrix is a list of program actions. The Division should refer to {*removed*} or the latest updated version which can be incorporated into the agreement or referenced as a control document. Modify the matrix to reflect the Division and State “Responsible Program Office.” The primary office of contact should be listed, rather than an individual or the approving official.

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	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	Federal Accounting	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	Cost Accounting and Federal Accounting	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	Finance	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	Budget and Audits	State assures corrective action is taken to resolve audit findings and FHWA will monitor activities to ensure implementation.

<sup>1</sup> 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.

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	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	Federal Accounting	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	Federal Accounting	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	Finance	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	Federal Accounting and Audits	
Periodic Reviews of States Monitoring of sub-recipients	23 USC 106(g)(4)(B)	As needed	Not Applicable	Office of Infrastructure	Financial Management Team	Audits	



Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	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	Financial Management Team	Federal Accounting	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	Special Programs Team	Office of Equal Opportunity	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	Special Programs Team	Office of Small & Disadvantaged Business	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	Special Programs Team	Office of Equal Opportunity	Courtesy copy to HQ.
Review DBE Program Revisions	49 CFR 26.21(b)(2)	As needed	Not Applicable	Office of Civil Rights	Special Programs Team	Office of Small & Disadvantaged Business	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	Special Programs Team	Office of Small & Disadvantaged Business	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	Special Programs Team	Office of Small & Disadvantaged Business	Division Office approves sends copy to HCR
Prepare / State DBE Program Goals	49 CFR 26.45(f)(1)	Triennial	August 1st	Office of Civil Rights	Special Programs Team	Office of Small & Disadvantaged Business	Division reviews and approves; HCC provides legal sufficiency review and approval sends copy to HCR

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
Prepare / Review On-the-Job-Training (OJT) goals & accomplishments	23 CFR 230.111(b)	Annually	TBA	Office of Civil Rights	Special Programs Team	Office of Small & Disadvantaged Business	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	Special Programs Team	Office of Small & Disadvantaged Business	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	Special Programs Team	Office of Small & Disadvantaged Business	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	Special Programs Team	Office of Small & Disadvantaged Business	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	Special Programs Team	Office of Small & Disadvantaged Business	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	Special Programs Team	Office of Equal Opportunity	Report sent to HQ quarterly for informational purposes and recommendation sent to HQ annually for approval.
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	Special Programs Team	Research	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	Special Programs Team	Office of Equal Opportunity	Division office reviews, FHWA HQ approves and issues finding.

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
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	Special Programs Team	Office of Equal Opportunity	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	Special Programs Team	Office of Small & Disadvantaged Business	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	Special Programs Team	Office of Small & Disadvantaged Business	Divisions recommend approval. HCR gives final approval
Prepare / Review NSTI Report (questionnaire)	23 USC 140(b)	Annual	October 15th	Office of Civil Rights	Special Programs Team	Office of Small & Disadvantaged Business	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	N/A for Ohio	N/A for Ohio	Informational Purposes.
Approval of Contracting Procedures for Consultant Selection	23 CFR 172.5 & 172.9	As needed	Not Applicable	Office of Infrastructure	Engineering and Operations	Office of Consultant Services	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	Division Administrator	ODOT Director	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	Field Operations Team	Office of Roadway Engineering	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	Field Operations Team	Office of Roadway Engineering	FHWA HQ regulatory action to adopt NHS standards.
Approval of State Standard Specifications	23 CFR 625.3	As needed	Not Applicable	Office of Infrastructure	Field Operations Team	Office of Construction Administration	FHWA Division Office Approval.

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
Verify State Design Exception Policy complies with FHWA Policy	23 CFR 625.3	As needed	Not Applicable	Office of Infrastructure	Field Operations Team	Office of Roadway Engineering	FHWA Division Office Approval.
Approval of State Standard Detail Plans	23 CFR 625.3	As needed	Not Applicable	Office of Infrastructure	Field Operations Team	Office of Roadway Engineering	FHWA Division Office Approval.
Approval of Pavement Design Policy	23 CFR 626.3	As needed	Not Applicable	Office of Infrastructure	Technical Programs Team	Office of Pavement Engineering	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	Field Operations Team	Office of Construction Administration	FHWA Division Office Review.
Review of Value Engineering Annual Report	23 CFR 627.7, FHWA Order 1311.1B	Annual	Not Applicable	Office of Infrastructure	Field Operations Team	Office of Roadway Engineering	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	Field Operations Team	Office of Roadway Engineering	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	Field Operations Team	Office of Contracts	FHWA Division Office Approval.
Approval of Quality Assurance Program	23 CFR 637.205	As needed	Not Applicable	Office of Infrastructure	Technical Programs Team	Office of Materials Management	State administers, 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	Technical Programs Team	Office of Materials Management	State administers, with programmatic agreement by the Division Office, as part of their materials testing and construction quality assurance/acceptance program.

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	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	Technical Programs Team	Office of Materials Management	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	Technical Programs Team	Office of Materials Management	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	Technical Programs Team	Office of Materials Management	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	Field Operations Team	Office of Contracts	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	Field Operations Team	Division of Engineering	FHWA Division Office Approval
Approval of Utility Agreement / Alternate Procedure	23 CFR 645.119	As needed	Not Applicable	Office of Infrastructure	Field Operations Team	Office of Real Estate	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	Field Operations Team	Office of Real Estate	FHWA Division Office Approval

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
Review Bridge Construction, Geotechnical, and Hydraulics	23 CFR 650	As needed	Not Applicable	Office of Infrastructure	Technical Programs Team	Division of Engineering	
Review Plans of Corrective Action established to address NBIS compliance issues	23 CFR 650, 23 USC 144	Annually		Office of Infrastructure	Technical Programs Team	Structural Engineering	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	Technical Programs Team	Structural Engineering	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	Technical Programs Team	Structural Engineering	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	Field Operations Team	Office of Environmental Services	
Approval for reduction of expenditures for off-system bridges	23 USC 133(g)(2)(B)	As needed	Not Applicable	Office of Infrastructure	Technical Programs Team	Division of Planning	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.
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	Special Programs Team	Office of Technical Services	
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	Special Programs Team	Office of Technical Services	

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
Review Reporting on Performance Targets	23 USC 150(e)	Beginning four years after enactment of MAP-21 and biennially thereafter		Office of Infrastructure	Special Programs Team	Office of Technical Services	
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	Special Programs Team	Office of Technical Services	
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	Field Operations Team	Office of Maintenance Administration	
Emergency Relief (ER) Damage Assessments and Reports	23 CFR 668 23 USC 120 and 125	As needed	Not Applicable	Office of Infrastructure	Field Operations Team	Office of Emergency Management	Perform with State.
Toll Credit and Maintenance of Effort (MOE) Calculation and Agreement	23 USC 120(i)	Annually		Office of Infrastructure	Financial Management Team	Federal Accounting	State will calculate the amount of eligible toll credit and submit for approval. FHWA will review and approve the request.
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	Special Programs Team	Office of Local 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.”

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
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	Planning and Environmental Team	Office of Statewide Planning and Research	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	N/A	N/A	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		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		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		Division sends copy of report to OIPD. SIB submits annual report to Division Office.
Section 129 Tolling Authority Requests	23 USC 129(a)	As needed	Not Applicable	Office of Innovative Program Delivery	Division Administrator		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	Division Administrator		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	Division Administrator		Requests submitted to HIN to coordinate review; approval by the Administrator



Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
Interstate System Reconstruction and Rehabilitation Pilot Program Tolling Authority Requests	TEA-21 Section 1216(b)	As needed	Not Applicable	Office of Innovative Program Delivery	Division Administrator		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	Division Administrator		Division Office to receive the reports.
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	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.	Division Office will provide approval after receiving concurrence from HQ Office of Innovative Program Delivery.
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	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.	Division Office will provide approval after receiving concurrence from HQ Office of Innovative Program Delivery.
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	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.	Other Projects are defined as projects with an estimated total cost of \$100 million or more that have not been designated as Major Projects.
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	Planning & Environment Team	Division of Planning	Under development, initial PFN designation scheduled for Spring 2014 completion.

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
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	Planning & Environment Team	Division of Planning	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	Planning & Environment Team	Division of Planning	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	Technical Programs Team	Roadway Engineering	
Congestion Partnerships Assessment	Annual Memo from HQ	Annually	1-Jul	Office of Operations	Technical Programs Team	Traffic Operations	Complete with partners and forward to HQ.
Operations Support Program	Annual Memo from HQ	Annually	1-Jul	Office of Operations	Technical Programs Team	Traffic 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	Technical Programs Team	Division 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	Technical Programs Team	Roadway Engineering	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	Technical Programs Team	Roadway Engineering	

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
Review Vehicle Size & Weight Enforcement Plan	23 CFR 657.11, 23 USC 127	Annually	1-Oct	Office of Operations	Planning & Environment Team	Ohio Department of Public Safety & ODOT Office of Maintenance Administration	
Review Vehicle Size & Weight Enforcement Certification	23 CFR 657.13, 23 USC 141	Annually	1-Jan	Office of Operations	Planning & Environment Team	Ohio Department of Public Safety & ODOT Office of Maintenance Administration	
Approval of National Network Modifications	23 CFR 658.11	As needed	Not Applicable	Office of Operations	Planning & Environment Team	Systems Planning & Program Management	
Intelligent Transportation System Architecture & Standards	23 CFR Part 940	As needed	Not Applicable	Office of Operations	Technical Programs Team	Traffic Engineering	
Approval of Work Zone Significant Project Determination	23 CFR 630.1010	As needed		Office of Operations	Field Operations Team	Roadway Engineering	
Approval of Exceptions to Work Zone Procedures for Interstate Projects	23 CFR 630.1010	As needed		Office of Operations	Field Operations Team	Roadway Engineering	
Approval of Work Zone Policy and Procedures Conformance Review	23 CFR 630.1014	At appropriate intervals		Office of Operations	Technical Programs Team	Roadway Engineering	
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	Technical Programs Team	Roadway Engineering	
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	Planning & Environment Team	Statewide Planning & Research	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	Planning & Environment Team	Statewide Planning & 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	Planning & Environment Team	Statewide Planning & Research	FHWA Division Office Approval.
Review of State Public Involvement Procedures	23 CFR 450.210(a)	As needed	Not Applicable	Office of Planning, Environment & Realty	Planning & Environment Team	Statewide Planning & Research	FHWA Division Office Review to Assure Compliance.

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	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	Planning & Environment Team	Systems Planning & Program Management	Informational Purposes.
Review of Long-range Statewide Transportation Plan	23 CFR 450.214	As needed	Not Applicable	Office of Planning, Environment & Realty	Planning & Environment Team	Statewide Planning & Research	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	Planning & Environment Team	Systems Planning & Program Management	Joint FHWA and FTA approval.
Approval of STIP Amendments	23 CFR 450.218(a) & (c)	As needed	Not Applicable	Office of Planning, Environment & Realty	Planning & Environment Team	Systems Planning & Program Management	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	Planning & Environment Team	Systems Planning & Program Management and Statewide Planning & Research	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	Planning & Environment Team	Systems Planning & Program Management and Statewide Planning & Research	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	Planning & Environment Team	Statewide Planning & Research	
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	Planning & Environment Team	Statewide Planning & Research	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	Planning & Environment Team	Statewide Planning & Research	
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	Planning & Environment Team	Statewide Planning & Research	
Approval of Report Before Publication (All MPO's)	23 CFR 420.117(e)	As needed	Not Applicable	Office of Planning, Environment & Realty	Planning & Environment Team	Statewide Planning & Research	Waiver may be granted.

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
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	Planning & Environment Team	Statewide Planning & Research	
Review of Metropolitan Planning Area Boundary (Establishment and Changes)	23 CFR 450.312	As needed	Not Applicable	Office of Planning, Environment & Realty	Planning & Environment Team	Statewide Planning & Research	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	Planning & Environment Team	Statewide Planning & Research	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	Planning & Environment Team	Statewide Planning & Research	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	Planning & Environment Team	Statewide Planning & Research	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	Planning & Environment Team	Statewide Planning & Research	Must be developed and published.
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	Planning & Environment Team	Statewide Planning & Research	
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	Planning & Environment Team	Statewide Planning & Research	
Review of MTP Amendments	23 CFR 450.322(c)	As Needed	Not Applicable	Office of Planning, Environment & Realty	Planning & Environment Team	Statewide Planning & Research	

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
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	Planning & Environment Team	Statewide Planning & Research	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	Planning & Environment Team	Statewide Planning & Research	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	Planning & Environment Team	Statewide Planning & Research and Systems Planning & Program Mgmt	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	Planning & Environment Team	Statewide Planning & Research	Applies to non-attainment and maintenance areas only. After receipt of MPO determination, joint determination with FTA (in cooperation with EPA).
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	Planning & Environment Team	Statewide Planning & Research and System Planning & Program Mgmt	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	Planning & Environment Team	Statewide Planning & Research and System Planning & Program Mgmt	Required for all MPO's. May be included in the STIP, TIP, or UPWP, at least every 4 years.

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
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	Planning & Environment Team	Statewide Planning & Research	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	Planning & Environment Team	Systems Planning & Program Management	
Approval of Revision of Functional Classification	23 CFR 470.105 (b)	As needed	Not Applicable	Office of Planning, Environment & Realty	Planning & Environment Team	Systems Planning & Program Management	
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	Planning & Environment Team	Systems Planning & Program Management	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	Planning & Environment Team	Systems Planning & Program Management	Approved by HQ - Office Director.
Review of CMAQ Annual Report	CMAQ Guidance Memo October 31, 2006	Annually	1-Mar	Office of Planning, Environment & Realty	Planning & Environment Team	Statewide Planning & Research	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	Planning & Environment Team	Statewide Planning & Research	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	Special Programs Team	Office of Local Programs	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	Planning & Environment Team	Office of Environmental Services	

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
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	Planning & Environment Team	Office of Environmental Services	
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	Planning & Environment Team	Office of Environmental Services	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	Planning & Environment Team	Office of Environmental Services	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.
Endangered Species Act Cost Report		Annually	1-Mar	Office of Planning, Environment & Realty	Planning & Environment Team	Office of Environmental Services	
Exemplary Ecosystem Initiatives Applications		Annually	1-Apr	Office of Planning, Environment & Realty	Planning & Environment Team	Office of Environmental Services	
Approval of Acquisitions, Appraisals, and Relocations Program and Procedures	49 CFR Part 24, The UA	As needed	Not Applicable	Office of Planning, Environment & Realty	Special Programs Team	Office of Real Estate	
Early Acquisitions	23 CFR 710.501	As needed	Not Applicable	Office of Planning, Environment & Realty	Special Programs Team	Office of Real Estate	
Local Public Agency Oversight	49 CFR 24.4(b); 23 CFR 710.201	As needed	Not Applicable	Office of Planning, Environment & Realty	Special Programs Team	Office of Local Programs	
Approval of Highway Facility Relinquishment	23 CFR 620.203	As needed	Not Applicable	Office of Planning, Environment & Realty	Special Programs Team	Office of Real Estate	
Approval of ROW Disposal Authorization Request	23 CFR 710.409	As needed	Not Applicable	Office of Planning, Environment & Realty	Special Programs Team	ODOT District office	



Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
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	Special Programs Team	ODOT Office of Real Estate- Central office	
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	Special Programs Team	ODOT Office of Real Estate- Central office	
Approval of Interstate Real Property Use Agreements	23 CFR 710.405	As needed	Not Applicable	Office of Planning, Environment & Realty	Special Programs Team	ODOT Office of Real Estate- Central office	
Approval of Request for Federal Land Transfer	23 CFR 710.601	As needed	Not Applicable	Office of Planning, Environment & Realty	Special Programs Team	ODOT Office of Real Estate- Central office	
Approval of Request for Direct Federal Acquisition	23 CFR 710.603	As needed	Not Applicable	Office of Planning, Environment & Realty	Special Programs Team	ODOT Office of Real Estate- Central office	
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	Special Programs Team	ODOT- Division of Construction Management-Outdoor Advertising Device Control (ADC)	
Approval of Requests to Exempt Certain Nonconforming Signs, Displays, and Devices	23 CFR 750.503	As needed	Not Applicable	Office of Planning, Environment & Realty	Special Programs Team	ODOT- Division of Construction Management-Outdoor Advertising Device Control (ADC)	
Approval of Railroad Agreement Alternate Procedure	23 CFR 646.220	As needed	Not Applicable	Office of Planning, Environment & Realty	Field Operations Team	Ohio Rail Development Commission	
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	Special Programs Team	Office of Real Estate	Requests reviewed and approved by HEPR Office Director.

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
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	Special Programs Team	ODOT Office of Real Estate- Central office	Submitted to FHWA Headquarters (HQ).
Review of Real Property Acquisition Statistical Report	FHWA Order 6540.1	Annually	15-Nov	Office of Planning, Environment & Realty	Special Programs Team	ODOT Office of Real Estate- Central office	
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	Planning & Environment Team	Statewide Planning & 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	Planning & Environment Team	Statewide Planning & 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	Planning & Environment Team	Statewide Planning & 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	Planning & Environment Team	Statewide Planning & 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	Planning & Environment Team		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	Planning & Environment Team		Review memo to HQ.

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
Approval of Certified Public Road Mileage	23 CFR 460.3(b)	Annually	1-Jun	Office of Highway Policy information	Planning & Environment Team	Technical Services	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	Planning & Environment Team	Technical Services	State DOT sends directly to Division Office and HQ.
Highway Statistics Reports	Guide to Reporting Highway Statistics			Office of Highway Policy information	Planning & Environment Team	Division of Finance	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	Planning & Environment Team	Division of Finance	
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	Planning & Environment Team	Division of Finance	
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	Planning & Environment Team	Division of Finance	
Transportation Bond Referendums	A Guide to Reporting Highway Statistics, Chapter 9	When Published	When Published	Office of Highway Policy information	Planning & Environment Team	Division of Finance	
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	Planning & Environment Team	Division of Finance	Annually, Due as soon as available.
Finance (536)	A Guide to Reporting Highway Statistics, Chapter 11	30-Sep	30-Sep	Office of Highway Policy information	Planning & Environment Team	Division of Finance	Biennially for odd-numbered years. Due nine months after end of reporting year

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
Finance (534)	A Guide to Reporting Highway Statistics, Chapter 12	15-Jun	15-Jun	Office of Highway Policy information	Planning & Environment Team	Division of Finance	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	Planning & Environment Team	Division of Finance	
State DOT Budgets and Published Annual Reports	A Guide to Reporting Highway Statistics, Chapter 13	When Published	When Published	Office of Highway Policy information	Planning & Environment Team	Division of Finance	
Motor Fuel Oversight Review	July 24, 2001 HQ Memo	Initial baseline reports no later than December 31, 2003		Office of Highway Policy information	Planning & Environment Team	Division of Finance	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	Planning & Environment Team	Technical Services	Division Office sends to HQ.
State Highway Maps (Tourist)		When Published	When Published	Office of Highway Policy information	Planning & Environment Team	Technical services	Two copies to each Division Office and 100 copies to HQ.
Traffic Flow Maps		When Published		Office of Highway Policy information	Planning & Environment Team	Technical Services	When Published.
Vehicle Classification Data	MAP-21, HPMS Field Manual, Traffic Monitoring Guide	15-Jun	15-Jun	Office of Highway Policy information	Planning & Environment Team	Technical Services	Part of Annual HPMS submittal.
Highway Use Tax Evasion Grant Awards	23 USC 143	Annual	Not Applicable	Office of Highway Policy information	Planning & Environment Team	Technical Services	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.

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
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	Planning & Environment Team	Ohio Department of Public Safety (ODPS)	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	Planning & Environment Team	Ohio Department of Public Safety (ODPS)	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) – Triennial review of State program	23 CFR 669.21	Triennial	Not Applicable	Office of Highway Policy information	Planning & Environment Team	Ohio Department of Public Safety (ODPS)	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	Planning & Environment Team	Technical Services	Submit monthly, within 20 days after the close of the month for which the data were collected.

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
Continuous Automatic Vehicle Classifier Data	Heavy Vehicle Travel Information System Field Manual	Monthly	Monthly	Office of Highway Policy information	Planning & Environment Team	Technical Services	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	Planning & Environment Team	Technical Services	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	Technical Programs Team	Office of Statewide Planning and Program Management	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	Technical Programs Team	Office of Statewide Planning and Program Management	As per MAP-21 guidance, reports are due to FHWA Division Office by August 31st and to the Office of Safety by September 30.
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	Technical Programs Team	Office of Statewide Planning and Program Management	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	Technical Programs Team	Office of Statewide Planning and Program Management	Certifications due to the Division Office by January 1.

Activity	Authority <sup>1</sup>	Frequency	Due Date	FHWA HQ Program Office	FHWA Division Responsible Program Office	State DOT Responsible Program Office	Remarks
Section 154/164 Compliance Status - Funds Reservation	23 USC 154 and 23 USC 164	Annually	30-Oct	Office of Safety	Technical Programs Team	Office of Statewide Planning and Program Management	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	Technical Programs Team	Office of Statewide Planning and Program Management	NHTSA
High Risk Rural Roads (HRRR) Special Rule	23 USC 148(g)(1)	Annually	Annually	Office of Safety	Technical Programs Team	Office of Statewide Planning and Program Management	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.
Older Drivers and Pedestrians Special Rule	23 USC 148 (g)(2)	Annually	31-Aug	Office of Safety	Technical Programs Team	Office of Statewide Planning and Program Management	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	Technical Programs Team	Division of Operations	National Programs.

## Attachment C: Conflict Resolution Procedure

### Conflict Resolution Process

This process only applies to disagreements between the FHWA Ohio Division and ODOT. Both ODOT and FHWA encourage resolution of all disagreements that involve any process or procedure involved in stewarding the FAHP at the lowest possible level of the organization. If disagreements emerge the impasse shall be escalated within ODOT and the FHWA Ohio Division as shown below. Table 2.3-1 represents the hierarchy that shall be used to reach a decision in the event of a disagreement between the ODOT and the FHWA Ohio Division. *The cells within the same row represent equivalent levels within the organizations. Any of the bulleted positions within the cells below can participate in the discussion at their level.* If, after following this process, the dispute remains unresolved, it may be elevated to more senior leadership within the affected agencies.

ODOT	FHWA
<ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Program Manager</li> <li>• District Environmental Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation Engineer</li> <li>• Program Manager</li> <li>• Major Project Engineer</li> </ul>
<ul style="list-style-type: none"> <li>• Office Administrators</li> <li>• Planning and Engineering Administrator</li> <li>• District Construction Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Team Leader</li> <li>• Major Project Engineer</li> </ul>
<ul style="list-style-type: none"> <li>• District Deputy Directors</li> <li>• Central Office Deputy Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Division Office Directors</li> <li>• Assistant Division Administrator</li> </ul>
<ul style="list-style-type: none"> <li>• Director / Chief of Staff / Chief Engineer / Assistant Director</li> </ul>	<ul style="list-style-type: none"> <li>• Division Administrator</li> </ul>

**Table 2.3-1; Conflict Resolution Process**

When both parties at the lowest organizational level of the agencies have agreed to escalate, a meeting date will be established within 5 working days. At that time, the second organizational level, as appropriate, will meet with the appropriate FHWA Team Leader to discuss the issues and come up with a resolution. If an agreement cannot be reached, then the issue will be escalated to the next level and a meeting date established within 3 working days. At that time,



ODOT's Central Office Deputy Director will meet with the FHWA Assistant Division Administrator to discuss the issues and come to a resolution. If an agreement cannot be reached, the issue will be escalated to the highest level, the ODOT Director/ Chief Engineer and the FHWA Division Administrator, and a meeting date established within 2 days. At that time, the agencies will come to resolution if possible.

Mediation and facilitation may be used at any level to help expedite resolution. Mediation will be at agreement between FHWA Ohio Division and ODOT executive staff as needed. Documentation of all disagreements and resolutions shall be furnished to all involved agencies and included in the project file.

## **Attachment D: ODOT Manuals, Policies, Standard Procedures and Agreements**

### **Manuals, Policies, Standard Procedures and Agreements that Implement the FAHP**

**ODOT Documents** (Each title refers to the most recent version of the listed document)

Location and Design Manual Volumes 1-3  
Ohio MUTCD  
Traffic Engineering Manual  
Specifications for Consulting Services  
Consultant Prequalification Requirements and Procedures  
Consultant Contract Administration Manual  
Consultant Evaluation System (CES) User Manual  
ODOT Construction and Materials Specifications  
Standard Construction Drawings, Supplemental Specifications, Supplements, and Proposal Notes  
ODOT Construction Administration Manual of Procedures  
ODOT Sampling and Testing Manual  
ODOT Project Development Process Manual  
Bridge Design Manual  
Bridge Maintenance Manual  
Bridge Inspection: Manual of Bridge Inspection  
Alternative Contracting Manual  
Locally Administered Transportation Projects – Manual of Procedures  
MPO Administrative Manual  
Ohio Certified Traffic Manual  
Pavement Design Manual  
Real Estate Policies and Procedures Manuals  
Environmental Services Handbooks and Guidelines  
Title VI SOP  
Americans with Disabilities Act/504 Transition Plan

### **ODOT Policies and Standard Procedures**

Policy 21-003(P) Curb Ramps Required in Resurfacing Plans  
Policy 27-008(P) Value Engineering in Construction  
Policy 27-009(P) Acceptance of Nonspecification Material on Construction Projects  
Policy 27-010(P) Change Orders  
Policy 27-012(P) Time Extensions and Waiver of Liquidated Damages  
Policy 32-002(P) Title VI Policy  
Policy 32-003(P) Americans with Disabilities Act (ADA) Policy  
Standard Procedure 510-008(SP) Standard Procedure for Value Engineering in Construction  
Standard Procedure 510-009(SP) Acceptance of Nonspecification Material on Construction Projects

Standard Procedure 510-010(SP) Standard Procedure for Processing Change Orders  
 Standard Procedure 510-012(SP) Time Extensions and Waiver of Liquidated Damages

**Agreements**

The FHWA Ohio Division has reviewed each of these agreements to assure that they are within the legal authority for any such delegations/assignments and for the agreed actions and procedures.

<u>Title</u>	<u>Date</u>	<u>Type</u>	<u>Signatories</u>	<u>Description</u>
Sole Source Aquifer MOU	1989 04 21	MOU	FHWA-Region 5, US EPA-Region 5	Documents and streamlines the process for review of Federal-aid projects that may affect a designated sole source aquifer (SSA).
Midwest Regional MOU on Environmental Streamlining	2000 12 21	MOU	FHWA, US EPA, USACE, USGS, USFWS, Coast Guard, USDA, Bureau of Indian Affairs, NPS, NRCS, ODOT, OEPA (and various other states and state agencies from the Midwest Region)	Provides a framework for future interagency streamlining agreements.
Section 106 Letter Agreement	2003 01 21	Letter of Agreement	FHWA-OH, ODOT	Delegates the role and function of "agency official" under 36 CFR 800.3(a)(1) from FHWA to ODOT when a Federal undertaking has no potential to cause effects on historic properties.
State Scenic Rivers MOA	2003 02 04	MOA	ODOT, ODNR	Documents and streamlines the interagency coordination process for Best Mgmt Practices (BPMs) for emergency, minor maintenance and exempt projects on Ohio's State Scenic Rivers.

<u>Title</u>	<u>Date</u>	<u>Type</u>	<u>Signatories</u>	<u>Description</u>
Programmatic Wetland Finding	2003 03 06	Wetland Finding	FHWA-OH	FHWA's wetland finding for Federal-aid projects as described in the Programmatic Categorical Exclusion Agreement.
FHWA-ODOT Tribal Consultation Report	2005 04 25	Report	issued by FHWA-OH	Summary of a workshop that discussed the process for Tribe Consultation - no formal MOUs were developed per the Tribes request.
Coastal Zone Management MOU	2005 05 09	MOU	ODOT, ODNR	Documents and streamlines the Coastal Zone Consistency Certification process for routine ODOT projects.
Indiana Bat Programmatic Agreement	2007 01 26 Extended: 2014 01 13	FHWA letter & USFWS Biological Opinion	FHWA, USFWS	Documents the Tier II formal consultation process for determining effects of transportation projects on the Federally-listed endangered Indiana Bat
Programmatic CE for Design Exceptions	2008 01 07	Programmatic Determination	FHWA-OH	Programmatic Determination that an Action on a Design Exception is Categorical Excluded from the need to Prepare an EIS.
Ohio Categorical Exclusions Programmatic Agreement #16400	2010 09 13	PA	FHWA-OH, ODOT, ORDC	Documents and streamlines the process for categorical exclusions.
Programmatic CMAQ Agreement	2014 04 23	PA	FHWA-OH, ODOT	Documents and streamlines the CMAQ eligibility determination process.

<u>Title</u>	<u>Date</u>	<u>Type</u>	<u>Signatories</u>	<u>Description</u>
Ecological MOA	2011 01 12	MOA	FHWA-OH, USFWS, ODOT, ODNR	Documents and streamlines the process for interagency coordination for Highway Projects which involve stream crossings, bank stabilization, and/or minor wetland fills.
Ohio Section 106 Programmatic Agreement No. 16734	2011 11 30	PA	FHWA-OH, ACHP, ODOT, SHPO	Documents and streamlines the process for evaluation of cultural and historic resources (including bridges).
Farmlands MOU	2011 12 15	MOU	FHWA-OH, ODOT, NRCS	Documents and streamlines the process for evaluation farmland impacts in NEPA documents.
Indiana Bat PA Extension	2012 01 10	USFWS letter	USFWS	amends the Indiana Bat Programmatic Agreement to extend to January 31, 2013.
Section 4(f) Programmatic Agreement #17220	2012 08 24	PA	FHWA-OH, ODOT	Processing Non-Individual 4(f) Actions
Tribal Process Letter Agreement	2014 03 10	Letter Agreement	FHWA-ODOT	Clarifies roles and responsibilities inherent to Tribal Consultation
Section 6(f) PA	2014 04 14	PA	FHWA-NPS-ODOT-ODNR	Streamlines Section 6(f) process among agencies
Programmatic Agreement for Utility Relocation Reimbursements	2012 05 17	PA	FHWA-OH, ODOT	Establishes ODOT authority to act on FHWA's behalf for all utility relocation agreements
Materials Certificates	2002 03 27	Letter of Agreement	FHWA-OH, ODOT	Material certificates are maintained in ODOT projects files and are not routinely submitted to FHWA. However, these certificates can be obtained by FHWA, upon request.

<u>Title</u>	<u>Date</u>	<u>Type</u>	<u>Signatories</u>	<u>Description</u>
Programmatic Agreement for ITS Systems Engineering Analysis	2014 02 25	PA	FHWA-OH, ODOT	Utilizes a risk-based approach to establish a streamlined process for the Systems Engineering Analysis documentation required for ITS project.
Continuity of Operations MOU	2014 05 22	MOU	FHWA-OH, ODOT	Establishes the duties, responsibilities and procedures for the use of an ODOT facility by FHWA as an Emergency Operating Facility during emergency events.