

FHWA Expectations for Project Title, Description, and Remarks White Paper for FMIS and S/TIP

Agreed by FHWA and DelDOT, March 2024

Effective Date: April 1, 2024

Purpose

This white paper is intended to discuss the importance for developing clear project titles, project descriptions, defining the Financial Management and Information System (FMIS) phase or activity, and providing accurate Statewide Transportation Improvement Program (S/TIP) reference page(s) for all FMIS requests sent to the FHWA Division. There are code requirements associated with FMIS, STIP and other program actions, however, many of these recommendations are guidance to help both DelDOT and FHWA with project authorization.

Guidance Overview

Providing clear and accurate project titles, descriptions, and requested activities will help to reduce the number of questions, and potentially reduce the amount of time for FHWA to review FMIS Authorization Requests.

The following is the overview of the guidance:

- Clearly identify the specific route, point of reference (from/to/at), and the work type(s) being done on the project. The description should be precise, complete, and accurate.
- Project Termini (23 CFR 630.108) (in title, description, or under detail line) as referenced in Appendix C.
- Federal funds cannot be used for Final Design until NEPA has been approved as referenced in Appendix B.

Project Title

Project titles in FMIS should match what is in the S/TIP. For Grouped Projects, the project title needs to match the title provided in the Group Project List.

For guidance, please see below: [Question #2 Project Funds Management Guide for State Grants](#)

As the best practice the project title in FMIS should include a succinct description of the project, including identification of the project location, because this information will be used in various reporting system, such as USA Spending. Based on the project description, the title should include route, location, and scope (unless pre-determined NEPA) that is understandable to the public. For example, a title should be described as "U.S. Route 50, Jefferson County, reconstruction from milepost 5 to 15." The title should not use shorthand abbreviations that would not be understood by the public.

Project Description

The Project Description (2000 Character limit), including the proposed scope and location (s) to ensure the project is eligible for the proposed funding codes. A clearly defined proposed scope mitigates the risk of unauthorized activities occurring which could result in non-compliance with Federal requirements. The location information will be used to ensure the project is located on a federal-aid route. The Division office will check the funding code to determine if the project is eligible for federal funding.

For guidance, please see below: [Question #2 Project Funds Management Guide for State Grants](#)

As the best practice the description establishes the three major components of a project agreement: scope, budget, and schedule. The project description should provide sufficient detail for the applicable phase of work (e.g., preliminary engineering (PE), right-of-way (ROW), construction, or other), specified work to be performed, and specific location limited to the specific work for which the State DOT is requesting authorization.

Remarks

A clear activity description of what is being requested assists FHWA in determining eligibility. The activity should be short and to the point, i.e., “Fund request for project design”, “Increase construction funding to cover required project changes”.

For Grouped Projects See Example 1 in Appendix B:

Project [is included in the most current Bridge Group Project List dated XX/XX/XX](#)

FMIS Improvement Types

FHWA and DeIDOT will ensure that the selected Improvement Type is accurate and eligible for the funds being requested. See Appendix A.

Grouped Projects

Projects that are not considered to be of appropriate scale for individual identification in a given program year may be grouped by function, work type, and/or geographic area. These grouped projects may be included on a separate group project listing provided to FHWA and available to the public. The list should have the same general project information as a single project that would allow FHWA to make funding determinations (23 CFR 450.218(j)). See Appendix C. S/TIP reference provides indication that project is part of a grouped project page.

Federal vs State Phase

When FMIS requests are being submitted to FHWA for review, it should be clear what Federal FMIS phase is being requested and why - PE, ROW, Construction, Other, or SPR. The DeIDOT’s internal phases (traffic, utilities, RR, etc.) may be included in the remarks, but they should not be confused with the Federal phases.

Project Modifications

When there is a change in the scope of work or a location is added through a project modification, the changes should be added to the project description.

There should be no swapping funds in a project modification request. Per 23 CFR 630.110(a) – See Appendix C, Agreements should not be modified to replace one Federal fund category with another unless specifically authorized by statute.

End Date

DeIDOT and FHWA will reference the End Date Procedures when inputting and approving FMIS End Dates.

FMIS Route ID and Mile Points

Include the route ID and begin and end points in FMIS for both individual and group projects, under the program codes. For projects with work occurring in multiple locations, the locations need to be shown (see below for example). This information is required and helps FHWA determine eligibility.

Program Code: Z001								
▶	Z001	1		15-Preliminary Engineering	\$238,000.00	\$0.00	\$0.00	Active
▶	Z001	2		17-Construction Engineering	\$337,926.00	\$270,340.80	\$0.00	Active
▶	Z001	3		6-4R - Restoration & Rehabilitation	\$3,392,886.48	\$2,714,309.18	\$0.00	Active
▶	Z001	5		24-Traffic Management/Engineering - HOV	\$8,922.03	\$7,137.62	\$0.00	Active
▶	Z001	9		6-4R - Restoration & Rehabilitation	\$7,933,516.10	\$6,346,812.88	\$0.00	Active

Route Id	Begin Mile Point	End Mile Point	% Of Detail Funds	Federal Funds
▶ NC-00056-F	1.690	2.940	33.330 %	\$2,115,392.73
▶ NC-00059-F	6.530	12.870	33.330 %	\$2,115,392.73
▶ NC-00059-R	12.870	18.790	33.340 %	\$2,116,027.42

10 items per page 1 - 3 of 3 items

Example Projects

See Appendix B for project description examples that have been provided to help facilitate FMIS Authorization Requests and should be applied to other grouped projects, projects, and programs.

Appendix

Appendix A - FMIS Improvement Types and GIS Requirements (Newest Version: 5.0 – dated on 10/27/2022)

Imp. Type Code	Improvement Type	Description
01	New Construction Roadway	Construction of a new roadway that will not replace an existing roadway. A new roadway will provide: (1) a roadway where none existed, or (2) an additional and alternate roadway to an existing roadway that will remain open and continue to serve through traffic.
03	4R - Reconstruction, Added Capacity	Construction on approximate alignment of an existing route where the old pavement structure is substantially removed and replaced. Such reconstruction includes widening to provide continuous additional through lane(s), or adding, or revising interchanges, replacing other highway elements such as a grade separation to replace an existing grade intersection. Also included, where necessary, are other incidental improvements such as drainage and shoulder improvements.
04	4R Reconstruction, No Added Capacity	Widening the lanes and/or shoulders of an existing roadway without adding through lanes. This may include reconstructing the existing pavement and other incidental improvements such as shoulder and drainage improvements.
05	4R Maintenance Resurfacing	Placement of additional surface material over the existing roadway to improve serviceability or to provide additional strength. There may be some upgrading of unsafe features and other incidental work in conjunction with resurfacing. Where surfacing is constructed by a separate project as a final stage of construction, the type of improvement should be the same as that of the preceding stage B new route, relocation, reconstruction, minor widening, etc.
06	4R Restoration and Rehabilitation	Work required to return existing pavement (including shoulders) to a condition of adequate structural support or to a condition adequate for placement of an additional stage of construction. There may be some upgrading of unsafe features or other incidental work in conjunction with restoration and rehabilitation. Typical improvements would include replacing spalled or malfunctioning joints; substantial pavement stabilization prior to resurfacing; grinding/grooving of rigid pavements; replacing deteriorated materials; reworking or strengthening bases or sub-bases, and adding under-drains.
07	4R Maintenance Relocation	Construction of a roadway at a new location that replaces an existing roadway. The new roadway carries all the through traffic with the previous facility closed or retained as a land-service road only.
08	New Bridge	Construction of a new bridge that does not replace or relocate an existing bridge.
*10	Bridge Replacement	Highway Bridge Program Funds: Total replacement of a structurally inadequate or functionally obsolete bridge with a new structure that adds capacity with additional lanes in the same general traffic corridor to current geometric construction standards. A bridge removed and replaced with a lesser facility is considered a bridge replacement. Incidental roadway

Imp. Type Code	Improvement Type	Description
		<p>approach work is included.</p> <p>MAP-21 Funds: Total replacement of a bridge with a new structure.</p>
*11	Bridge Replacement, No Added Capacity	<p>Total replacement of a structurally inadequate or functionally obsolete bridge with a new structure without adding lanes constructed in the same general traffic corridor to current geometric construction standards. A bridge removed and replaced with a lesser facility is considered a bridge replacement. Incidental roadway approach work is included.</p>
*13	Bridge Rehabilitation	<p>Highway Bridge Program Funds: For the major work required to restore structural integrity of a bridge, add capacity (i.e., through lanes), and to correct major safety defects. Bridge deck replacement (both partial and complete) and widening of bridges including addition of through lanes to specified standards are included. Construction of a dual structure to alleviate a capacity deficiency is also included. Work required to correct minor structure and safety defects or deficiencies, such as deck patching, resurfacing, protective systems, upgrading railings, curbs and gutters, and other minor bridge work is not included.</p> <p>MAP-21 Funds: Major work required to restore the structural integrity of bridge as well as work necessary to correct major safety defects.</p>
*14	Bridge Rehabilitation, No Added Capacity	<p>For the major work required to restore structural integrity of a bridge as well as work necessary to correct major safety defects. Bridge deck replacement (both partial and complete) and widening of bridges without adding through lanes to specified standards are included. Work required to correct minor structure and safety defects or deficiencies, such as deck patching, resurfacing, protective systems, upgrading railings, curbs, or other preventative maintenance items are not included.</p>
**15	Preliminary Engineering	<p>For the preparation of plans, specifications, and estimates (PS&E), traffic, and related studies including field inspections, surveys, material testing, and borings.</p>
16	Right of Way	<p>For purchase of land, improvements and easements, in addition to the cost of moving and relocating buildings, businesses, and persons.</p>
**17	Construction Engineering	<p>Oversight of construction of roadways, structures, and traffic services facilities including additional design work after construction project is let.</p>
18	Planning	<p>For Planning related purposes.</p>
19	Research	<p>For Research related purposes.</p>
20	Environmental Only	<p>For improvements that do not provide any increase in the level of service, in the condition of the facility or in safety features. Typical improvements, which would fall in this category, would be noise barriers, beautification and other environmentally related features not built as a part of any other improvement type. If environmental mitigation is needed as the result of a bridge project, and it is confined to the reasonable touchdown and the bridge itself, then this is allowable with HBRRP Funds. Outside the reasonable touchdown would not be considered eligible.</p>
21	Safety	<p>For projects or a significant portion of a project that provides features or devices to enhance safety. For example, expenditures on projects designed to improve the safety of at-grade railroad crossings or for the construction of facilities dedicated to the enforcement of vehicle weight regulations.</p>

Imp. Type Code	Improvement Type	Description
22	Rail/Highway Crossing	Improvements to crossing warning Protective Devices such as signs, markings, and cross bucks; flashing light additions/improvements; and improvements to track circuitry.
23	Transit	For transit and transit-related purposes.
24	Traffic Management/Engineering - HOV	Traffic operation improvements that are designed to reduce traffic congestion and to facilitate the flow of traffic, both people and vehicles, on existing systems, or to conserve motor fuels. Include automated toll collection equipment, road and bridge surveillance and control systems, etc.
25	Vehicle Weight Enforcement Program	Vehicle Weight Enforcement
26	Ferry Boats	Ferry Boats
27	Administration	Administration for National Recreational Trails Projects, Commercial Vehicles, and other similar projects.
**28	Provision of facilities for pedestrians and bicycles.	New or reconstructed sidewalks, walkways, or curb ramps; wide paved shoulders for non-motorized use, bike lane striping, bike parking, and bus racks; construction or major rehabilitation of off-road shared use paths (non-motorized transportation trails); trailside and trailhead facilities for shared use paths; bridges and underpasses for pedestrians and bicyclists and for trails.
**29	Acquisition of scenic easements and scenic or historic sites (including historic battlefields).	Acquisition of scenic land easements, vistas, and landscapes; acquisition of buildings in historic districts or historic properties, including historic battlefields.
**30	Scenic or historic highway programs (including the provision of tourist and welcome center facilities).	For projects related to scenic or historic highway programs: Construction of turnouts, overlooks, and viewing areas; construction of visitor and welcome centers; designation signs and markers.
**31	Landscaping and other scenic beautification.	Landscaping, street furniture, lighting, public art, and gateways along highways, streets, historic highways, trails, and waterfronts. Landscaping recommendation: see FHWA's Roadside Vegetation Management website .
**32	Historic preservation.	Preservation of buildings in historic districts; restoration and reuse of historic buildings for transportation-related purposes.
**33	Rehabilitation and operation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals).	Restoration of historic railroad depots, bus stations, ferry terminals and piers, and lighthouses; rehabilitation of rail trestles, tunnels, and bridges; restoration of historic canals, canal towpaths, and historic canal bridges.
**34	Preservation of abandoned railway corridors (including the conversion and use of the corridors for pedestrian or bicycle trails).	Acquiring railroad rights-of-way; planning, designing, and constructing multiuse trails; developing rail-with-trail projects.
**35	Inventory, control, and removal of outdoor advertising.	Billboard inventories and removal of illegal and nonconforming billboards. Inventory control may include, but not be limited to, data collection, acquisition and maintenance of digital aerial photography, video logging, scanning and imaging of data, developing and maintaining an inventory and control database, and hiring of outside legal counsel.

Imp. Type Code	Improvement Type	Description
**36	Archaeological planning and research.	Research, preservation planning, and interpretation of archaeological artifacts; curation for artifacts related to surface transportation and artifacts recovered from locations within or along surface transportation corridors.
**37	Environmental mitigation-- (i) to address water pollution due to highway runoff; or (ii) reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.	For existing highway runoff: soil erosion controls, detention and sediment basins, and river clean-ups. Wildlife underpasses or other measures to reduce vehicle caused wildlife mortality and/or to maintain wildlife habitat connectivity.
**38	Provision of safety and educational activities for pedestrians and bicyclists.	Educational activities to encourage safe walking and bicycling.
**39	Establishment of transportation museums.	Construction of new transportation museums; additions to existing museums for a transportation section; conversion of railroad stations.
**40	Special Bridge	<p>Highway Bridge Program Funds: Includes bridge inventory, inspection and classification and other special bridge projects, such as load posting, not covered by another type of improvement code. Also includes application of calcium magnesium acetate, sodium acetate/formate, or other environmentally acceptable, minimally corrosive anti-icing and deicing compositions.</p> <p>MAP-21 Funds: Includes low water crossing replacement, application of calcium magnesium acetate, sodium acetate/formate, or other environmentally acceptable, minimally corrosive anti-icing and deicing compositions, and other eligible bridge projects not covered by another type of improvement type code.</p>
**41	Youth Conservation Service	The Youth Conservation Service
42	Training	Training; Supportive Services; TRAC; On the Job Training
43	Utilities	Utilities
44	Other	Miscellaneous work such as National Recreational Trails construction, noise barriers, etc.
45	Debt Service	Interest payments and retirement of principal under an eligible bond issue (including capitalized interest) and any other cost incidental to the sale of an eligible bond issue (including issuance costs, insurance or other credit enhancement fees, and other bond-related costs as determined).
*47	Bridge Preservation	<p>Highway Bridge Program Funds: Preventive maintenance activities that are cost effective means of extending the service life of a bridge.</p> <p>MAP-21 Funds: Activities that prevent, delay, or reduce deterioration of bridges or bridge elements, restore the function of existing bridges, keep bridges in good condition and extend their life.</p>
*48	Bridge Protection	Includes scour countermeasures, seismic retrofits, impact protection measures, security countermeasures, and protection against extreme events.
49	Bridge Inspection and Bridge Related	Bridge inspection and evaluation activities, including in-depth and special

Imp. Type Code	Improvement Type	Description
	Training	inspections. Bridge inspection related training.
50	New Tunnel	Construction of a new tunnel that does not replace or relocate an existing tunnel.
51	Tunnel Replacement	Total replacement of a tunnel with a new structure constructed with additional lanes in the same general traffic corridor.
52	Tunnel Rehabilitation	For the work required to restore structural integrity of a tunnel, as well as, work necessary to correct major safety defects.
53	Tunnel Preventative Maintenance	Activities that prevent, delay, or reduce deterioration of tunnels or tunnel elements, restore the function of existing tunnels, keep tunnels in good condition and extend their life.
54	Tunnel Protection	Includes impact protection measures, security countermeasures, and protection against extreme events.
55	Tunnel Inspection and Tunnel Related Training	Tunnel inspection and evaluation, including in-depth and other special inspections. Tunnel inspection related training.
56	Other Asset Inspection	Inspection and evaluation of infrastructure assets other than bridges or tunnels, including signs and sign-structures, earth retaining walls and drainage structures. Inspection related training for signs and sign-structure, earth retaining walls and drainage structures.
57	Safety Non-Infrastructure	Safety Non-Infrastructure
58	Freight	Freight
*59	Bridge Resurfacing	Includes installation of deck overlays, asphalt wearing surfaces.
60	Highway Infrastructure Preventive Maintenance	Preventive maintenance activities determined to be a cost-effective means of extending the useful life of a highway and such facilities. This improvement type does not include preventive maintenance for bridges and tunnels.
61	Routine Maintenance	Work that is performed in reaction to an event, season, or over all deterioration of the transportation asset.
62	Operations	Costs related to transportation system management and necessary equipment and installation.
63	Electric Vehicle & Charging Infrastructure	Electric Vehicle & Charging Infrastructure
64	Other Alternative Fuel Vehicles & Infrastructure	Other Alternative Fuel Vehicles & Infrastructure
***65	Resilience Planning	Developing a Resilience Improvement Plan; resilience planning, predesign, design, or the development of data tools to simulate transportation disruption scenarios, including vulnerability assessments; technical capacity building to facilitate the assessment of the vulnerabilities of surface transportation assets and community response strategies under current conditions and a range of potential future conditions; or evacuation planning and preparation.
***66	Resilience Improvement – Highway Project	Highway projects to improve the ability of an existing surface transportation asset to withstand one or more elements of a weather

Imp. Type Code	Improvement Type	Description
		event or natural disaster, or to increase the resilience of surface transportation infrastructure from the impacts of changing conditions, such as sea level rise, flooding, wildfires, extreme weather events, and other natural disasters.
***67	Resilience Improvement – Transit or Port Projects	Activities conducted on public transportation facilities or services, or port facilities, to improve the ability of an existing surface transportation asset to withstand one or more elements of a weather event or natural disaster, or to increase the resilience of surface transportation infrastructure from the impacts of changing conditions, such as sea level rise, flooding, wildfires, extreme weather events, and other natural disasters.
***68	Resilience Improvement – Natural Infrastructure	Activities utilizing natural infrastructure to improve the ability of an existing surface transportation asset to withstand one or more elements of a weather event or natural disaster, or to increase the resilience of surface transportation infrastructure from the impacts of changing conditions, such as sea level rise, flooding, wildfires, extreme weather events, and other natural disasters.
***69	Community Resilience and Evacuation Routes	Activities to strengthen and protect evacuation routes that are essential for providing and supporting evacuations caused by emergency events.
***70	At-Risk Coastal Infrastructure – Highway Project	Highway projects to strengthen, stabilize, harden, elevate, relocate, or otherwise enhance the resilience of at-risk coastal infrastructure that are subject to, or face increased long-term future risks of, a weather event, a natural disaster, or changing conditions, including coastal flooding, coastal erosion, wave action, storm surge, or sea level rise, in order to improve transportation and public safety and to reduce costs by avoiding larger future maintenance or rebuilding costs.
***71	At-Risk Coastal Infrastructure – Transit or Port Projects	Activities conducted on public transportation facilities or services, or port facilities to strengthen, stabilize, harden, elevate, relocate, or otherwise enhance the resilience of at-risk coastal infrastructure that are subject to, or face increased long-term future risks of, a weather event, a natural disaster, or changing conditions, including coastal flooding, coastal erosion, wave action, storm surge, or sea level rise, in order to improve transportation and public safety and to reduce costs by avoiding larger future maintenance or rebuilding costs.
***72	At-Risk Coastal Infrastructure – Natural Infrastructure	Activities utilizing natural infrastructure to enhance the resilience of at-risk coastal infrastructure that are subject to, or face increased long-term future risks of, a weather event, a natural disaster, or changing conditions, including coastal flooding, coastal erosion, wave action, storm surge, or sea level rise, in order to improve transportation and public safety and to reduce costs by avoiding larger future maintenance or rebuilding costs.

* Projects using these Types of Improvement must report a National Bridge Inventory Structure Number.

** Transportation Enhancement Projects (Program Codes with fund source 33B0, Q220) must use these Types of Improvement.

*** Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Program, Formula and Discretionary (Recodes 032 and 033), must use these Types of Improvement. Other Programs are prohibited from using these Types of Improvement.

Geospatial Categories for Improvement Types

On-Roadway Improvement Types - These improvement types invariably occur on a roadway. The State can indicate "Route ID is not on the LRS" or "Congressional District map is not in FMIS" as justification to omit geospatial data.
New Construction – Geospatial data is optional because geospatial data is not universally available for new construction.
New Construction or Off-Roadway is Possible – These improvement types may be part of a new construction effort or may correspond to work that is occurring off-roadway. The State can indicate "New Construction", "Off-Roadway", "Route ID is not on the LRS" or "Congressional District map is not in FMIS" as justification to omit geospatial data.
Commonly Off Roadway - Geospatial data is optional because this improvement type commonly takes place off-roadway.
Obsolete – Geospatial rules are not applicable for obsolete improvement types. It will not be possible for a detail line with geospatial data to reference an obsolete improvement type.

Imp. Type Code	Improvement Type	On Roadway	New Construction	New Construction or Off-Road	Common Off-Road	Obsolete
01	New Construction Roadway		•			
02	4R – Reconstruction (obsolete)					•
03	4R - Added Capacity	•				
04	4R - No Added Capacity	•				
05	4R -Maintenance Resurfacing	•				
06	4R – Restoration and Resurfacing	•				
07	4R – Maintenance Relocation	•				
08	Bridge New Construction		•			
09	Bridge Replacement					•
10	Bridge Replacement – Added Capacity	•				
11	Bridge Replacement – No Added Capacity	•				
12	Bridge Rehabilitation					•
13	Bridge Rehabilitation – Added Capacity	•				
14	Bridge Rehabilitation – No Added Capacity	•				
15	Preliminary Engineering			•		
16	Right-of-Way			•		
17	Construction Engineering			•		
18	Planning				•	
19	Research				•	

Imp. Type Code	Improvement Type	On Roadway	New Construction	New Construction or Off-Road	Common Off-Road	Obsolete
20	Environmental Only			•		
21	Safety			•		
22	Rail / Highway Crossing			•		
23	Transit				•	
24	Traffic Management / Engineering - HOV			•		
25	Vehicle Weight Enforcement Program				•	
26	Ferry Boats				•	
27	Administration				•	
28	Facilities for Pedestrians and Bicycles			•		
29	Acquisition of Scenic Easements and Scenic or Historic Sites			•		
30	Scenic or Historic Highway Programs			•		
31	Landscaping and Other Scenic Beautification			•		
32	Historic Preservation			•		
33	Rehabilitation and Operation of Historic Transportation Buildings, Structures, or Facilities			•		
34	Preservation of Abandoned Railway Corridors			•		
35	Control and Removal of Outdoor Advertising				•	
36	Archaeological Planning and Research				•	
37	Mitigation of Water Pollution due to Highway Runoff				•	
38	Safety and Education for Pedestrians / Bicyclists				•	
39	Establishment of Transportation Museums				•	
40	Special Bridge			•		
41	Youth Conservation Service				•	
42	Training				•	
43	Utilities			•		
44	Other				•	
45	Debt Service				•	
46	Design – Build Contract (obsolete)					•
47	Bridge Preventative Maintenance	•				
48	Bridge Protection	•				

Imp. Type Code	Improvement Type	On Roadway	New Construction	New Construction or Off-Road	Common Off-Road	Obsolete
49	Bridge Inspection and Bridge Related Training				•	
50	New Tunnel		•			
51	Tunnel Replacement	•				
52	Tunnel Rehabilitation	•				
53	Tunnel Preventative Maintenance	•				
54	Tunnel Protection	•				
55	Tunnel Inspection and Tunnel Related Training				•	
56	Other Asset Inspection				•	
57	Safety Non-Infrastructure				•	
58	Freight				•	
99	Unknown				•	

APPENDIX B: FMIS PROJECT EXAMPLES

Project Example #1 – Bridge Project

Title: T202007504, Rehabilitation of Bridge 2-010A on SR6 Woodland Beach Road

Comment:

- *Ok with title since NEPA has been completed for this project*

If NEPA had not been completed and this was a PE approval request, simplifying the title may be more applicable as it is not predetermining an alternative.

Proposed Title: T202007504, Bridge 2-010A on SR6 Woodland Beach Road

Project Description: This project involves the rehabilitation of Bridge 2-010A. The rehabilitation includes making repairs to the substructure and superstructure elements, applying a sealer to the existing barriers, and applying a 2" ultra-high performance (UHPC) overlay to the bridge deck.

Comment:

- *Since NEPA has been completed, a description of work to occur in Construction can provide clarity to what type and level of work will be involved.*

Agreement Document Remarks: This request is [for Construction phase¹](#) to convert \$17,582.20 of AC Y120 to L1CE (CON), \$264,371.38 of ACY120 to Z233 (CON), \$479,884.07 of AC Y120 to Y233 (CON) and \$114,275.65 of AC Y120 to Y233 (CONT). Also adding 100% non-part in order to reconcile FACTS and FMIS \$80,00/PE. ENV: 23 CFR 771.117(c)(28) of our agreement with FHWA 6/1/2022. ROW required per 23 CFR, Part 635. 100% Non-Par= \$430,000.00 (PE). End date: 12/31/2027. 100% Federal/20% Toll Credits, \$175,222.66 for this request. STIP REF.: FY2023, PGS 101-103. A STIP Mod was sent to FHWA on 08/11/23 for this page.² Project is [included in the most current Bridge Group Project List dated XX/XX/XX.³](#) 8/16/2023nc

Comment/Footnote:

- *Modify to Construction phase to clarify which Federal FMIS phase is being requested.¹*
- *The STIP REF.: FY2023, PGS 101-103 is for the general Bridge Program which has a Bridge Group Project list submitted to the FHWA office. The STIP Mod from 8/11/23 was specifically for the James Street Bridge 1-159, but yes, the STIP reference would be good since the page as a whole is being modified. What is needed is the reference to the Bridge Group Project List. If it is a new project in FMIS for a phase such as PE, ROW, Con, or UT, then the most current Bridge Group Project list would be used. If it is a modification to an existing project from the Bridge Group Project list from for example a previous year and there is a FMIS modification being requested, we need to know where the funds are coming from. If a project was originally approved from a Bridge Group Project List dated 2/12/2021 and now on 8/15/23 additional funds of \$540K are needed, it needs to be clear where the funding is coming from. If additional funding is being requested from FY23, then the project would need to be also added to the current FY23 Bridge Group Project list from a fiscally constraint standpoint. If it was Advance Construction, then the project would still need to be on a list from obligation standpoint. Note: additional project phase approval with respect to NEPA (including a CE c.1) should not be approved without the funding for a subsequent phase of the project (e.g., final design, right-of-way (ROW) acquisition, or construction) being shown in the STIP/TIP.²*
- *Include reference to the specific Bridge Group Project List that includes the project.³*

Project Example #2 – Bridge Project

Title: T201907405, Rehabilitation of Bridges 1-719, 1-720, 1-738, and 1-739 on I-95

Comment:

- *Ok with title since NEPA has been completed for this project and request is for Construction phase approval.*
- *If NEPA had not been completed and this was a PE approval request, simplifying the title to T201907405, Bridges 1-719, 1-720, 1-738, and 1-739 on I-95 may be more applicable as it is not predetermining an alternative.*

Project Description: Bridge rehabilitation. This project involves the rehabilitation of Bridges 1-719, 1-720, 1-738 and 1-739. The scope of work for each bridge varies slightly, but in general includes: replacing the existing deck overlay with a new ultra high performance concrete (UHPC) concrete overlay, replacement of deck joints. Bridges 1-719, 1-720, and 1-738 will receive minor substructure repairs and repainting of the superstructure steel beams. Bridges 1-738 and 1-739 will receive new single slope parapets on the west side of the bridges. Lighting will be added along the I-95 corridor from Churchman's crossing to the 295 split. Construction work will be performed in multiple phases and includes construction of a crossover on I-95 to the north and south of Bridges 1-719 and 1-720 to maintain vehicular traffic through the corridor.

Comment:

- *Ok with description since NEPA has been completed for this project and request is for Construction phase approval, the provided description clarifies to the reviewer what general work will be performed.*

Agreement Document Remarks

Request [is for Construction phase](#)¹ for Advertisement \$46,185,991.86 AC Deferred Funding Y001- CON \$36,050,000.00, AC Deferred Funding Y001 - TRAFFIC \$55,754.56, AC Deferred Funding Y001 - CE \$6,347,850.00 and AC Deferred Funding Y001 - CONTINGENCY \$3,732,387.30, The anticipated advertisement date is the date this request is approved by FHWA. CFDA #20.205. ENV: 23 CFR 771.117(c)(28) ~~7/17/2023~~ [of our agreement with FHWA 6/1/2022](#)². ROW acquired per 23 CFR, Part 635 Funding is 100% Federal with 20% Toll Credits, \$9,237,198.37 for this request. Non-Par=\$1,745,868.01 STIP Mod sent to FHWA 5/10/2023 STIP REF.: FY2023, PGS 101-103. End Date:12/31/2027. [Project is included in the most current Bridge Group Project List dated xx/xx/xx.](#)³ 08/11/2023 emm

Comment/Footnote:

- *Modify to Construction phase to clarify which FMIS phase is being requested.*¹
- *Modify ENV: to maintain consistency with regular DeIDOT include remark format.*²
- *Include reference to the specific Bridge Group Project List that includes the project.*³

Project Example #3 – Safety Project

Current Title: T202400101, SR4, SR7 to Elkton Road Pedestrian Infrastructure Design

Proposed Title: T202400101, SR4, SR7 to Elkton Road Pedestrian Improvements

Comment:

- *Additionally modify “Pedestrian Infrastructure Design” to “Pedestrian Infrastructure”. If the same project were to be used for the Construction phase, having Design in the title would not be consistent with a Construction phase request.*

Project Description: ~~Design pedestrian infrastructure~~ This project will address pedestrian safety along SR 4 between SR 7 to Elkton Road based on the SR 4 Pedestrian Safety Audit. Location part of FY24 HEP Group project list.

Comment:

- *Modify to use the general term “safety” as opposed to “infrastructure” which allows more generality since the NEPA document has not been completed that may clarify what work may be completed.*

Agreement Document Remarks

This request is for [Preliminary Engineering phase](#)¹ funding YS70/PE in the amount of \$206,756.75. The project is needed for design of pedestrian infrastructure on SR4, SR7 to Elkton Road. [A consultant](#)² will be performing work and utilizing these funds. ENV: 23 CFR 771.117(c)(1) of our programmatic agreement with FHWA 7/31/2023. ROW: Any real property acquired for this project determined to be excess to present or future program needs will be disposed of in accordance with applicable regulations. Funding is 90% FHWA with 10% state match. STIP Ref.: FY 2023, PGS 119-120. [Project is included in the most current Hazard Elimination Group Project List dated xx/xx/xx.](#)³ 100% Non-par=\$0.00. End Date: 12/31/2026. 8/7/2023nc

Comment/Footnote:

- *Modify to Preliminary Engineering phase to clarify which FMIS phase is being requested.*¹
- *There is no specific requirement to include that a consultant or which consultant is performing the work, original had “JMT”. If it was modified to “A consultant will be performing the work and utilizing these funds” it would be more general, also if there’s a change in consultant, no need to revise the FMIS documentation. However, including does inform FHWA that the design will not be performed by DeIDOT staff and hence may be more funds required.*²
- *Include reference to the specific Hazard Elimination Group Project List that includes the project.*³

Project Example #4 – Intersection Improvement Project

Current Title: T202404301, SC, SR 30 & Jefferson Road

Proposed Title: T202404301, SR 30 & Jefferson Road Intersection Improvements

Comment:

- *It is FHWA's understanding that DelDOT differentiates the HEP vs HSIP projects based on their internal project development (Traffic vs Project Development design project) process, and this has led to multiple lists over various CTP periods that are difficult to track and monitor.*

Project Description: This project will ~~make intersection~~ **identify and address safety and operational** improvements at the intersection of SR 30 and Jefferson Road. ~~The scope of the project includes potential geometric modifications to roadway alignments, pedestrian and cyclist improvements, and enhancements to drainage and stormwater management.~~ **The project was nominated by DelDOT Traffic Studies through the 2018 Hazard Elimination Program.**

Agreement Document Remarks

This request is for ~~federal~~ **Preliminary Engineering phase¹** fund code YS30/PE in the amount of \$500,000. ~~The funding is needed for surveys, test holes, soil borings and noise analysis. Vendors unknown at this time.~~ ENV: 23 CFR 771.117(c)(1) of our programmatic agreement with FHWA 7/31/2023. ROW: Any real property acquired for this project determined to be excess to present or future program needs will be disposed of in accordance with applicable regulations. Funding is 100% FHWA with 10% Toll Credits.³ 10% Toll Credits for this amount is \$50,000.00. Non-par = \$0.00. STIP MOD sent to FHWA 4/18/2023. STIP REF.: FY2023, PGS 122-123. End Date 6/30/2028. **Project is included in the most current HSIP Group Project List dated xx/xx/xx.⁴ 8/1/2023nc**

Comment/Footnote:

- *Modify to Preliminary Engineering phase to clarify which FMIS phase is being requested.¹*
- *The request for \$500,000 for "needed for surveys, test holes, soil borings and noise analysis" would be eligible. Suggest modifying to a very general request for PE funds and not clarify what exactly is being requested.*
- *Note: Since not typical 80/20, FHWA will look up if prorated is correct.³*
- *Include reference to the specific Hazard Elimination Group Project List that includes the project.⁴*
- *Note: Initial PE Phase Approvals are for work activities required to conclude the NEPA Process and do not include activities associated with Final Design.*

Project Example #5 – Grade Separated Intersection

Current Title: T202112702, US 113 at SR 20 Grade Separated Intersection

Comment:

- *Ok with title, since project has gone thru NEPA and came out of the overall NEPA EIS for the project, the title references what actually is going to occur.*
- *If the project was for new and was coming over for Preliminary Engineering (PE) with no documented NEPA, calling it a Grade Separated Intersection would be pre-decisional for what would be done at the intersection.*

Project Description: This project scope consists of a grade separation at the US 113/ SR 20 intersection located just north of Millsboro, Delaware. The grade separation includes a partial cloverleaf configuration with loop ramps in the northeast and southwest quadrants with signals at the ramp terminals, a bridge structure, drainage improvements, and multimodal facilities. Also, unsignalized median crossovers will be removed on US 113 south of the US 113/ SR 20 intersection within the project's limits.

Comment:

- *Ok with description since project has NEPA and the determination on what work will be performed has been made.*

Agreement Document Remarks

This request is for [Construction phase¹](#) to ADVERTISE. Requesting MOE1/CON/\$562.90, Y001/CON/\$12,122,101.33, M001/CON/\$283,224.88, AC Y001/CON/\$23,610,783.15, Z001/CE/\$1,135,895.74, Z0E1/CE/\$66,332.77, AC Y001/CE/\$2,067,297.49, Y001/CE/1,027,200.00, Y001/TRAF/\$1,264,682.38, AC Y001/CONT/\$1,800,834.00, & Y001/UT/\$800,000. ENV: 23 CFR 771.129(c) [EIS/ROD reevaluation dated²](#) 3/30/2023. ROW as acquired per 23 CFR, Part 635. Non-Par = \$0.00. Funding is 100% Federal/20% Toll Credits, \$8,835,782.93 for this request. STIP Mod sent to FHWA 5/3/2023. STIP REF.: FY2023, PGS 335-336. End Date:9/30/2027. The anticipated Advertisement Date is the date this request is approved by FHWA. CFDA #20.205. 8.16.23nc

Comment/Footnote:

- *Clarifying Construction phase. Including where funds will be obligated is helpful for FHWA to see where and how the funds are being obligated.¹*
- *For the ENV: 23 CFR 771.129(c) 3/30/2023, it is referencing the Environmental Impact Statement/Record of Decision (EIS/ROD) reevaluation, not the original NEPA document. The suggested modification clarifies that this was a reevaluation of the EIS/ROD.²*

Project Example #6 – Intersection Improvements

Current Title: T201904201, HEP, KC, US113 & SR14 Intersection Improvements

Proposed Title: T201904201, US113 & SR14 Intersection Improvements

Current Project Description: This project will include addition/enhancement of turn lanes and auxiliary lanes, new traffic signals and bicycle and pedestrian facility improvements.

Comment: Ok with the original Project Description since it appears the project has a NEPA CE c.27

Proposed Project Description: This project will identify and address safety and operational improvements at the intersection of US113 and SR14.

Comment: The proposed project description If the project didn't have a completed NEPA document, the work as defined would be considered a predecisional determination of project details.

Agreement Document Remarks: This request is for [Other phase, for advance utility relocation using](#)¹ fund ZS3E in the amount of \$29,239.88 for the [DeIDOT UTIL](#) phase. Funds for the City of Milford to relocate their electric facilities in advance of contract T201904201². Env: 23 CFR 771.117(c)(27) of our programmatic agreement with FHWA 10/16/2020. Any real property acquired for this project determined to be excess to present or future program needs will be disposed of in accordance with applicable regulations. 100% Non-Part=\$733,696.76 (PE), \$300,000 (ROW). Funding is 90% FHWA 10% State.³ End Date: 09/30/2025. STIP REF FY2021 PGS 126-127. [Project is included in the most current Highway Safety Improvement Program Group Project List dated xx/xx/xx.](#)⁴ 11/8/21 AAH

Comment/Footnote:

- *If the request could be slightly changed, it would more clearly tell FHWA that the FMIS Other phase is being requested. Originally as submitted above, under "Effective Authorization Dates" the request had Construction phase, but should have been Other phase, since Construction phase is to be used for the actual construction of the whole project, not the advance utility relocation. So, in this instance, it is confusing what is being requested and should be requested. For utility work done on a project before the actual construction project, it should be requested as Other under Effective Authorization Dates, not Construction. If it is utility work to be performed during the actual Construction phase, i.e. there is a prime contractor, then any utility related work would be under the Construction phase, whether it is done by DeIDOT's contractor or a utility with their forces who is reimbursed.*
- *The explanation is acceptable for what work is being requested and it is eligible.*²
- *Note: Since not typical 80/20, FHWA will look up if prorated is correct.*³
- *Appears a CE c.27 has been completed, so the description of work would be ok. Since this project is referencing the FY2021 STIP and page 126-127 is for the Highway Safety Improvement Program, the group project list should be referenced.*⁴

Note: FHWA often sees DeIDOT FMIS requests that included DeIDOT phases of TRAF, RR, UTIL, MAIN, PROG, or PLAN but this can be confusing to FHWA since these phases might fall under PE, ROW, Construction, and Other, all on the same project. At times DeIDOT may pay a utility; under PE to perform design, under ROW to purchase ROW for a utility to move to if they have prior rights, under Other to move their facilities as advance utility relocation, and under Construction phase (CON) if a move is completed during construction. What FHWA needs to know is how the work being requested fits into the Federal funding phases of (PE, ROW, CON, SPR, Other), which helps us determine eligibility. There are many phases DeIDOT uses to track work and who it is assigned to that are transferred into FMIS from FACTS. FHWA is not suggesting that the DeIDOT included phases be removed, since they also help FHWA to understand where the money is being allocated on the project and what Improvement Types may be involved, but the Federal FMIS phase needs to be clearly stated

Project Example #7a – Bike and Pedestrian

Current Title: T202201302, State Road Sidewalk Improvements

Proposed Title: *None given*

Project Description: Proposing to add approximately 850-feet of sidewalk along the northeast side of State Road in the city of Rehoboth.

Proposed Project Description: This project will include the addition of approximately 850-feet of sidewalk along the northeast side of State Road from Stockley Street to Hickman Street in the City of Rehoboth.

Comment: Added additional project location information. Ok with the rest of the description since the project has a NEPA CE c.3

Agreement Document Remarks

This request is [for Construction phase](#) to ADVERTISE. Requesting Y300/CONT/\$33,600, Y300/CE/57,600, Y300/CON/\$240,802.80, & Y300/TRAF/\$2,400. ENV:23 CFR 771.117 (c)(3) 3/19/2023 ROW acquired per 23 CFR, Part 635. Funding 80% Fed 20% State match. Non-Par=\$0.00. STIP REF.:FY2023, PGS 94-96. End Date:8/31/2026. This anticipated Advertisement date is the date this request is approved by FHWA. CFDA #20.306. 8/9/2023nc

Comment:

- *No additional comments.*

Project Example #7b – Bike and Pedestrian

Current Title: T202201501, School Lane Pathway

Proposed Title: *None given*

Project Description: this project will include the design and construction of a bike/ped facility along School Lane from RT273 to an intersection point with adjacent community.

Proposed Project Description: The project will connect the existing pathway along RT273 to existing School Lane Road which terminates adjacent to US13 near airport. The project will include the construction of an 8-10' wide pathway for bikes and peds.

Comment: The proposed project description is what was provided within the bike/ped group project list description.

Agreement Document Remarks

This request is [for Construction phase](#) to ADVERTISE. Requesting Y601/CONT/\$60,000, Y601/TRAF/\$2,400, Y601/CE/\$100,000, & Y601/CON/\$370,184.00. ENV: 23 CFR 771.117 (c)(22) 6/5/2023. CONDITIONAL ROW LEVEL 3 ROW acquired per 23 CFR, Part 635. 100% Non-Part = \$0.00. Funding is 80% FHWA with 20% State match. STIP Mod sent to FHWA 7/25/2023. STIP REF.: FY2023, PG 134. End Date 4/30/2027. The anticipated Advertisement Date is the date this request is approved by FHWA. CFDA #20.205 8/31/2023nc

Comment:

- *No additional comments.*

Project Example #8 – State Planning and Research

Current Title: T202366001, FY2023 SPR Part 1 Planning

Proposed Title: *T20236601, FY2023 State Planning and Research Program Part 1 Planning*

Comment:

- *For SPR Part 2 please use - State Planning and Research Program Part 2 Research*

Project Description:

- 1) data collection efforts and purchase of transportation planning-related data; 2) studies for analysis and evaluation of multimodal transportation issues; 3) generation and analysis of GIS-data; 4) purchase of planning software tools; and

Proposed Project Description: This is the FY 2023 Statewide Planning & Research “Part 1 Planning Program”, which provides funding resources supporting: 1) data collection efforts and purchase of transportation planning-related data; 2) studies for analysis and evaluation of multimodal transportation issues; 3) generation and analysis of GIS-data; 4) purchase of planning software tools; and 5) consultant resources to support DelDOT’s Division of Planning and other DelDOT sections.

Comment:

- *The proposed project description matches what was submitted in FMIS for the authorization for FY2024 SPR Part 1 Planning. We are fine with using this language.*

Agreement Document Remarks

Requesting [SPR phase](#) Federal Funds on Fund code AC-Y240/\$35,855.18/PD and Y550/\$349,642.23/Planning. Funding Increase is for SPR Part 1 tasks approved on 10/12/22 by FHWA. ENV: 23 CFR 771.117(c)(1) of our programmatic agreement with FHWA, 05/25/2022. No ROW required. 100% Non-Par = \$0.00. Funding is 80% FHWA with 20% State match. End Date: 06/30/2026. STIP REF: FY23 Pg 155.01.03.23 st.

This request is for Federal funding Z550/PLAN/\$942,829.03, Z55E/PLAN/\$1,323,006.83, Y500/PLAN/\$1,903,939.92, 19SP/PD/\$119,571, 20SP/PD/\$122,107, & 21SP/PD/\$130,949.00. Funding is needed for the FY2023 SPR Part 1 Program. ENV: 23 CFR 771.117(c)(1) of our programmatic agreement with FHWA, 05/25/2022. No ROW required. 100% Non-Par = \$0.00. Funding is 80% FHWA with 20% State match. STIP REF.:FY2021, PG154. End Date: 06/30/2026. 5/27/2022nc

Comment:

- *No additional comments.*

APPENDIX C: CFR Code Reference

§ 630.108 Preparation of agreement.

(a) The State DOT shall prepare a project agreement for each Federal-aid project.

(b) The State DOT may develop the project agreement in a format acceptable to both the State DOT and the FHWA provided the following are included:

(1) A description of each project location including State and project termini;

(2) The Federal-aid project number;

(3) The work covered by the agreement;

(4) The total project cost and amount of Federal funds under agreement;

(5) The Federal-aid share of eligible project costs expressed as either a pro rata percentage or a lump sum as set forth in § 630.106(f)(1);

(6) A statement that the State accepts and will comply with the agreement provisions set forth in § 630.112;

(7) A statement that the State stipulates that its signature on the project agreement constitutes the making of the certifications set forth in § 630.112; and

(8) Signatures of officials from both the State and the FHWA, and the date executed.

(c) The project agreement should also document, by comment, instances where:

(1) The State is applying amounts of credits from special accounts (such as the 23 U.S.C. 120(j) toll credits, 23 U.S.C. 144(n) off-system bridge credits and 23 U.S.C. 323 land value credits) to cover all or a portion of the normal percent non-Federal share of the project;

(2) The project involves other arrangements affecting Federal funding or non-Federal matching provisions, including tapered match, donations, or use of other Federal agency funds, if known at the time the project agreement is executed; and

(3) The State is claiming finance related costs for bond and other debt instrument financing (such as payments to States under 23 U.S.C. 122).

(d) The State DOT may use an electronic version of the agreement as provided by the FHWA.

§ 630.705 Procedures.

(a) An advance construction project shall meet the same requirements and be processed in the same manner as a regular Federal-aid project, except,

(1) The FHWA authorization does not constitute any commitment of Federal funds on the project, and

(2) The FHWA shall not reimburse the State until the project is converted under § 630.709.

(b) Project numbers shall be identified by the letters "AC" preceding the regular project number prefix.

§ 450.218 Development and content of the statewide transportation improvement program (STIP).

(j) Projects that are not considered to be of appropriate scale for individual identification in a given program year may be grouped by function, work type, and/or geographic area using the applicable classifications under 23 CFR 771.117(c) and (d) and/or 40 CFR part

93. In nonattainment and maintenance areas, project classifications must be consistent with the “exempt project” classifications contained in the EPA's transportation conformity regulations (40 CFR part 93, subpart A). In addition, projects proposed for funding under title 23 U.S.C. Chapter 2 that are not regionally significant may be grouped in one line item or identified individually in the STIP.

§ 630.110 Modification of original agreement.

(a) When changes are needed to the original project agreement, a modification of agreement shall be prepared. Agreements should not be modified to replace one Federal fund category with another unless specifically authorized by statute.