

NTTA Projects	Original Issue Date: 06/05/2008	FD-10
Resource: Final Design	Revision 1 Issue Date: 09/18/2008	5 pages
Title: Federally Funded Major Projects Documentation		

1.0 PURPOSE:

The purpose of this procedure is to define the process of developing a Project Management Plan (PMP) and a Financial Plan (FP), and to ensure that both comply with the FHWA requirements for all federally funded major projects.

2.0 GUIDING PRINCIPLE:

All federally funded major projects and corridors shall have a PMP and FP that comply with the procedure established herein.

3.0 RESPONSIBILITIES:

- 3.1 Executive Director (ED) – The NTTA ED shall be responsible to approve and sign the final PMP and FP prior to submittal to FHWA for approval.
- 3.2 Chief Financial Officer (CFO) – The NTTA CFO shall be responsible for reviewing the draft Initial Financial Plan (IFP).
- 3.3 Financial Planning Manager – The NTTA Financial Planning Manager shall be responsible for reviewing the draft IFP.
- 3.4 Interagency Liaison/Environmental Manager – The Interagency Liaison or the Environmental Manager shall be responsible for submitting the draft IFP, the final FP, the FP Annual Updates, and the PMP to the FHWA prior to approval of the project's environmental document, and for oversight of IFP/FP and PMP development.
- 3.5 Program Controls Manager/Cost Estimators – The Program Controls Manager/Cost Estimators shall be responsible for providing project financial data and verifying that the Financial Advisor/Planner is following the major projects policies and procedures pertaining to FPs.
- 3.6 Corridor Manager (CM) – The CM shall be responsible for providing project information and reviewing draft and final versions of the PMP and IFP/FP.
- 3.7 Financial Advisor/Planner – The Financial Advisor/Planner shall be responsible for preparing the IFP/FP, addressing comments, and preparing FP Annual Updates.
- 3.8 Transportation/Environmental Planner – The Transportation/Environmental Planner shall be responsible for preparing the PMP and addressing comments.

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4.0 SCOPE/APPLICABILITY:

This procedure shall apply to all NTTA projects and corridors that are designated as major projects by the FHWA, that have an estimated total cost of \$100 million or more, and that are receiving federal financial assistance. For projects exceeding \$100 million, an FP is required for the project file. For projects exceeding \$500 million, both an FP and a PMP are required and will need FHWA approval prior to letting the project.

5.0 REFERENCES:

- FHWA Memo: Issuance of Major Project Guidance, January 19, 2007, found online at <http://www.fhwa.dot.gov/programadmin/mega/011907.cfm>
- FHWA Major Project Guidance, January 19, 2007, found online at <http://www.fhwa.dot.gov/programadmin/mega/mpguide.cfm>
- FHWA Project Management Plan Guidance, January 2007, found online at <http://www.fhwa.dot.gov/programadmin/mega/pmpguide.cfm>
- FHWA Financial Plans Guidance, January 2007, found online at <http://www.fhwa.dot.gov/programadmin/mega/fplans.cfm>
- Interim FHWA Major Project Guidance, January 27, 2006, <http://www.fhwa.dot.gov/programadmin/mega/012706.cfm>
- FHWA TIFIA Project Oversight and Credit Monitoring Guidance, January 2005, found online at <http://www.fhwa.dot.gov/programadmin/>
- Additional FHWA Major Project Guidance <http://www.fhwa.dot.gov/programadmin/mega/deliverables.cfm>

6.0 DEFINITIONS & ACRONYMS

7.0 PROCEDURES:

7.1 PMP Preparation – The Transportation/Environmental Planner shall prepare the draft PMP with input and direct oversight from the CM and the PMO Interagency Liaison/Environmental Manager. Refer to the attached *Major Project Documentation Contents* for preferred section headings and attachments for the PMP. The PMP shall document NTTA and TxDOT roles and responsibilities and management controls in place. The Transportation/Environmental Planner shall submit the draft PMP to the PMO Interagency Liaison/Environmental Manager for review prior to submittal to the FHWA. The PMO Interagency Liaison/Environmental Manager shall review the draft PMP and provide any comments back to the Transportation/Environmental Planner via *ENV-01-F2, Comment/Response Form*. The Transportation/Environmental Planner shall address all PMO comments and re-submit the draft PMP until all comments are effectively resolved. Once comment resolution has been achieved, the PMO Interagency Liaison/Environmental Manager shall submit the draft PMP to TxDOT/FHWA for review prior to approval of the NEPA decision document (ROD or FONSI). The FHWA recommends submittal of the draft PMP two months prior to the submittal of the final NEPA document. The Transportation/Environmental Planner shall address all FHWA comments on the draft PMP and shall re-submit the PMP to the PMO Interagency Liaison/Environmental Manager who shall submit the final PMP, inclusive of NTTA ED signature, to

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TxDOT/FHWA within 90 days following the NEPA document determination. Refer to the attached *Major Project Deliverable Timeline*. The FHWA Division Office approves the PMP in consultation with the FHWA Headquarters Major Projects Team. Once the ROD or FONSI determination has been made for a project, the FHWA may withhold any further project approvals until the PMP is approved.

The necessary components of the PMP can be found by referencing FHWA *Project Management Plan Guidance*, <http://www.fhwa.dot.gov/programadmin/mega/pmpguide.cfm>.

- 7.2 FP Preparation –** Near completion of the environmental documentation process in the project development phase, the Program Controls Manager/Cost Estimators shall evaluate the current project cost estimate to determine if the project meets the major project cost threshold of \$500 million. If the \$500 million cost threshold is met, the Financial Advisor/Planner shall prepare the draft IFP with input and direct oversight from the PMO Interagency Liaison/Environmental Manager as early in the project development process as practical but usually during the final design phase of a project. Refer to the attached *Major Project Documentation Contents* for preferred section headings and attachments for the IFP/FP.

The Financial Advisor/Planner shall submit the draft IFP to the PMO Interagency Liaison/Environmental Manager for review prior to submittal to the FHWA. The PMO Interagency Liaison/Environmental Manager shall review the draft IFP and provide any comments back to the Financial Advisor/Planner via *ENV-01-F2, Comment/Response Form*. The Financial Advisor/Planner shall address all PMO comments and re-submit the draft IFP until all comments are effectively resolved. Once comment resolution has been achieved, the PMO Interagency Liaison/Environmental Manager shall submit the draft IFP to the NTTA's Financial Planning Manager and CFO for review and comment incorporation. The PMO Interagency Liaison/Environmental Manager shall submit the IFP to TxDOT/FHWA prior to requesting authorization of federal-aid funds for construction. The Financial Advisor/Planner shall address all FHWA comments on the IFP, and shall re-submit the revised version as the FP to the PMO Interagency Liaison/Environmental Manager who shall submit the FP, inclusive of NTTA ED signature, to the FHWA for approval. The FHWA Division Office approves the FP with prior concurrence from the FHWA Headquarters Major Projects Team. The FP must be approved prior to the FHWA authorizing federal-aid funding for mainline project construction or prior to issuing a Letter of Authority (LOA) for the project. For design-build projects, the FP must be approved by the FHWA prior to the award of the design-build contract. Refer to the attached *Major Project Deliverable Timeline*.

Prior to the approval of the FP, the FHWA's Major Projects Team shall conduct a Cost Estimate Review (CER) workshop (three to five days in duration) for the project with the NTTA and TxDOT. The FHWA recommends that the CER is held as early as one month before the submittal of the final NEPA document, but it can also be held during the final design phase. If the CER is conducted during final design, it is preferable to have completed a 30% cost estimate, at a minimum, prior to the CER.

- 7.3 FP Annual Updates –** The above-mentioned process shall be repeated annually to produce FP Annual Updates until construction is substantially complete. The scheduled timing of the FP Annual Updates is shown in the FP by indication of the annual reporting date of the plan. The NTTA has the option of

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determining the effective date of the annual update submission. The Financial Advisor/Planner shall provide the draft FP Annual Updates to the PMO Interagency Liaison/Environmental Manager a minimum of 30 days prior to the due date to facilitate review and comment resolution. The PMO Interagency Liaison/Environmental Manager shall submit the FP AUs, inclusive of NTTA ED signature, to the FHWA for approval no more than 90 days after the designated date established in the FP. The FP Annual Updates must reflect changes in total and remaining project cost and/or available funding including changes in project scope that impact the cost estimate and/or completion schedule of the project, which have occurred since the previous submission. In the instance of major cost or funding changes, the FP Annual Updates may need to revise the cost and funding figures for future years in addition to those for the current year.

The necessary components of the FP and the revision requirements for the FP AUs can be found by referencing FHWA *Financial Plans Guidance*, <http://www.fhwa.dot.gov/programadmin/mega/fplans.cfm>.

- 7.4 **FPs for Non-Major Projects** – SAFETEA-LU requires recipients of federal financial assistance to also prepare an FP for projects with a total cost of \$100 to \$500 million that are not designated as major projects. The FPs for these projects do not require the FHWA’s approval; however, they shall be consistent with the FHWA *Financial Plans Guidance* and shall be made available to the FHWA upon request. For projects in the \$100-500 million range, the Financial Advisor/Planner shall prepare the FP and submit to the PMO Interagency Liaison/Environmental Manager for comment resolution at the earliest feasible point in the project development process. The FP must be finalized by the project owner prior to construction contract authorization and obligation of federal funds for construction under the design-bid-build process and prior to contract award for design-build projects.

- 7.5 **Federal Funding Terminated Prior to Construction** – If a project ceases to receive federal financial assistance at any point prior to the construction phase, the project sponsor may be released from the requirement to submit an FP. TxDOT or the NTTA must notify the FHWA Division Office in writing that federal funding will not be requested for future phases of the project. The FHWA Division Office, in consultation with the FHWA Headquarters Major Projects Team, determines whether future activities are subject to the requirements set forth herein. If the project sponsor is released from the requirement to submit an FP prior to the authorization of federal-aid funds for construction, no federal funding may be authorized for any subsequent phases of the project. The project sponsor shall continue to comply with all other federal requirements that flow from the use of federal-aid funds for any pre-construction phase of the project. It should be noted that the requirement to keep the PMP current continues even if the recipient has been released from the requirement to submit an FP.

8.0 REGULATORY REQUIREMENTS:

- Section 1904(a) of the SAFETEA-LU
- Section 1305(b) of the Transportation Equity Act for the 21st Century (TEA-21)
- Section 106(h) of Title 23
- Section 106(i) of Title 23
- Transportation Infrastructure Finance and Innovation Act (TIFIA) of 1999

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9.0 RELATED BOARD POLICY:

N/A

10.0 COMPONENT DOCUMENTS:

- Risk Management Tool for Managing the Planning/Environmental Phases of Prospective Major Projects, FHWA, January 19, 2007, found online at <http://www.fhwa.dot.gov/programadmin/mega/rmtools.cfm>
- Checklist of Major Project Questions for DAs to Use During Planning/Environment Stages, FHWA, October 20, 2005, found online at <http://www.fhwa.dot.gov/programadmin/mega/majorquestions.cfm>
- Major Projects: A New Challenge in Stewardship, FHWA, Environmental Review Toolkit, Streamlining and Stewardship, Newsletters, December 2006, found online at <http://www.environment.fhwa.dot.gov/strmlng/newsletters/dec06nl.asp>
- FHWA Memo: Project Financial Plan Requirements Under SAFETEA-LU, December 8, 2005, found online at <http://www.fhwa.dot.gov/programadmin/mega/120805.cfm>
- Template for Reporting Planning Cost Estimates for Major Highway Projects, January 27, 2006, found online at <http://www.fhwa.dot.gov/programadmin/mega/template.cfm>
- [FD-10-A1 Major Project Documentation Contents](#)
- [FD-10-A2 Major Project Deliverables Timeline](#)

11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	Reason for Revision
0	Julie Morse	06/05/2008	Original Issue
1	Julie Morse	09/05/2008	Minor clarifications throughout document, addition of attachments

12.0 FLOWCHART:

N/A