



# Project Initiation

MPO TA- Call for projects

October 7, 2022



A transportation project in which at least one phase of project development is managed by a local government agency for which it is being reimbursed with federal or state funding.

## Phases

- Environmental
- Design
- Right of Way acquisition
- Utility Relocation
- Construction

**TxDOT maintains oversight responsibility for all activities performed by the local government.**



## Project Development Process



- Identify Project Sponsor/ Local Government (LG)
  - Entity name, Address, Unique Entity ID (UEID), etc.
  - Contact Person
- Project Details
  - Description, location, scope of work, estimated letting date, estimated cost,



- Oversight Level Special Approval Form,
  - Part A- LG Qualifications Statement (completed by Local Government)
    - Describe local government’s approach to managing selected project
    - Details previous experience managing projects
    - Assign Project Manager, Responsible Person in Charge, and Qualified Person
  - Part B- TxDOT Evaluation and Special Approval of LG Qualifications (completed by TxDOT)
    - Risk Score will be determined

<ftp://ftp.txdot.gov/pub/txdot/lgp/funding/oversight-special-approval.pdf>



- TxDOT Contract Specialist will draft AFA and submit to LG for comment/review
- After concurrence from LG, AFA is submitted to Contract Services Division for review
- LG must pass a resolution, ordinance or commissioners court order
  - Identify the project
  - Identify funding source
  - Not mention specific project cost
  - Explicitly authorize the LG to enter into the AFA
  - Identify the authorized signatory
- TxDOT will arrange for electronic signature of AFA via DocuSign



## **SAMPLE OF RESOLUTION WITHOUT RECITALS**

### **RESOLUTION NO. 38764**

#### **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVERYWHERE, TEXAS:**

That the City Council authorizes an Advance Funding Agreement with the State of Texas for the construction of the Highway Safety Improvement Program grant improvements to Gulliver Street at the intersections of 25<sup>th</sup> Street and 26<sup>th</sup> Street for a total estimated cost of \$248,969.00, with the City's share of the costs estimated to be \$39,906.00 plus any cost overruns. The City Manager is authorized to execute all documents necessary to complete this transaction.

That it is hereby officially found and determined that the meeting at which this resolution is passed is open to the public and that public notice of the time, place and purpose of said meeting was given as required by law.

**PASSED AND APPROVED** this 16<sup>th</sup> day of August, 2019.

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George Raven, Mayor  
City of Everywhere, Texas



- Training must be completed before federal funding is authorized
- At least one individual working actively and directly on the project must be certified
- State may deny reimbursement if training requirements are not met

[Training Catalog](#)

[Participants list by name](#)





- A Federal Project Authorization and Agreement (FPAA) must issued for all federally funded projects
  - Expenses incurred prior to issuance of FPAA are not eligible for reimbursement

**Federal Project Authorization and Agreement**

District: LRD      State Code: 48      FAFOS Proj Nbr: [REDACTED]      FMIS Proj Nbr: [REDACTED]

Federal Project Number: [REDACTED]      County: Webb      Control Section-Job (SPN): [REDACTED]

Add'l CSJs: [REDACTED]

Project Description: [REDACTED]

Action Type:  Original      Oversight:  C - Assumed/Locally Administered      On NHS System:  No      Financing:  Regular

TxDOT is authorized to proceed with the following work:       PE       ROW       Construction       Other

| State Remarks                         | FHWA Remarks |
|---------------------------------------|--------------|
| LRD District<br><br><u>[REDACTED]</u> | 1            |

**Program Details Summary**

| Prog. Code   | Federal            |           | Match          |       |            |        | Contributions |                         |                        |                      |        |
|--------------|--------------------|-----------|----------------|-------|------------|--------|---------------|-------------------------|------------------------|----------------------|--------|
|              | Req Fed Funds      | AAC Funds | Federal Part % | Local | %          | State  | %             | Local                   | Private                | Non-Monetary/ Inland |        |
| 2301         | \$2,800.00         | \$0.00    | 80.00%         | Fixed | \$3,200.00 | 20.00% | \$0.00        | 0.00%                   | \$0.00                 | \$0.00               | \$0.00 |
| <b>Total</b> | <b>\$12,800.00</b> |           |                |       | \$3,200.00 |        | \$0.00        |                         | Soft Match Amt: \$0.00 |                      |        |
| <b>Costs</b> | Federal            |           |                | Local |            | State  |               | Contributions           |                        |                      |        |
|              |                    |           |                |       |            |        |               | <b>\$16,000.00</b>      |                        |                      |        |
|              |                    |           |                |       |            |        |               | <b>Complete Project</b> |                        |                      |        |



- Procurement of Engineering Services must follow Qualification Based Selection Process
  - 23 CFR Part 172
  - Texas Government Code Subchapter 2254.A



- LG personnel responsible for keeping accurate financial records and documentation
- LG will make advance payments to TxDOT to cover Direct State Costs
- After project completion, TxDOT will coordinate a project reconciliation according to the terms of the agreement
- If LG withdraws from project, the LG will be responsible for any expenses incurred



## Project Development Process



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