Complete instructions on the authorization process are found in ***Procedure No. 350-050-005***, ***Federal Project Authorizations***.

Federal Funds

The Project Manager (PM) should coordinate the preparation of the Federal Authorization Request (FAR) with Federal Aid Coordinators after verifying that all the required prerequisite criteria are met and supporting materials are available, the Federal Aid Coordinator and Work Program will Handle most FAR projects and will reach out to the PM if needed. The FAR must be submitted to the Federal Aid Programs Office at least 30 days before the approval date is needed.

The Federal Highway Administration (FHWA) must approve the FAR before construction projects can be advertised or before Preliminary Engineering (PE) and Construction Engineering and Inspection (CEI) contracts are executed.

Following notification that federal project authorization has been received, obtain federal aid project numbers assigned to each phase of work.

The Project Manager must close each phase of work by completing the documentation required to close the project with FHWA. Final reimbursement of federal funds cannot be requested until project closeout has been completed. Project Manager should coordinate project closeout with the Federal Aid Coordinator.

Local Funds

FDOT projects may involve local funds for elements requested by a local government agency (e.g., decorative lighting (instead of standard lighting), mast arms (instead of strain poles), decorative stamped crossings, etc.). If the PM manages an FDOT project involving local funds, the locally funded design or construction should be identified at the project scope phase. The PM should execute a formal Joint Project Agreement (JPA) or Locally Funded Agreement (LFA) with the Local Government Agency as early as possible. The PM should coordinate the language in the agreement with the Legal Department, the Professional Services Unit (PSU) and the Local Government Agency. The agreement should define all work to be performed by the Department for the specific local government agency and it should address future ownership and maintenance responsibility. The PM needs to coordinate with Work Program to program appropriate local funding and to ensure the local funds are deposited with coordination from PSU. For locally funded design, the contract cannot be executed until funds are deposited and encumbered. If a JPA or LFA is requested later in the design phase, close consideration must be given to project schedule impacts, executing the needed supplemental agreement and redesign.

If the PM manages a project solely on a local road, the PM needs to coordinate with the Local Government as early as possible to process a formal agreement with assistance from Legal Department and PSU. PM needs to ensure the agreement is executed and the local funds are deposited and encumbered prior to advertisement.