Appendix A: Glossary


23 USC: The section (Title 23) of the United States Code containing laws relating to highways.

AASHTO: American Association of State Highway and Transportation Officials

ADA: The Americans with Disabilities Act, which mandates building codes, transportation, and hiring practices to prevent discrimination against persons with disabilities, not just in projects involving federal dollars, but all new public places, conveyances, and employers.

Administrative Settlement: A negotiated settlement of a right-of-way acquisition case in which the acquiring agency has administratively approved payment in excess of fair market value.

Agency Administrator: A local agency official empowered by position or delegated the authority to administer transportation projects.

Agency-Force Account Work: Construction work done by an agency’s employees, or by one public agency for another.

Agreement: An agreement, negotiated between DOT&PF and a local agency, that defines the responsibilities of each and allocates federal funds.

AHS: Alaska Highway System; a road system composed of those transportation facilities, excluding those on the National Highway System, that provide greater utility to Alaska as a whole than to individual communities.

CE: Categorical Exclusion; a category of actions that have been found through procedures adopted by a federal agency to neither individually nor cumulatively have a significant effect on the human environment.

Coast Guard Permit: A permit issued by the Coast Guard for all structures in navigable waterways (Rivers and Harbors Act [33 USC9]).

Coastal Zone Management: A program administered by the state Department of Natural Resources. When an activity or use will be located in or may affect the coastal zone of the state and will require the issuance of a federal permit or at least one state permit, the activity or use must be certified as consistent with the State Coastal Zone Management Program.

Construction (Const.)/Construction Engineering (CE): This phase includes the work of project advertising through construction, preparation of as-built plans, and final estimates and payments. This phase must be authorized prior to advertising and CE must be separately identified in this authorization.

Consultant: A private individual, corporation, or other business organization that may be selected to provide architectural, engineering, environmental, or other related technical services for a local agency project.

CTP: Community Transportation System; a program that addresses a wide range of community transportation modes, including rural and urban roads, and transit.

DBE: Disadvantaged business enterprise; a small business concern that is at least 51 percent owned by one or more socially and economically disadvantaged individuals. In the case of any publicly-owned business, at least 51 percent of the stock is owned by one or more socially and economically disadvantaged individuals who own it.

DEIS: Draft Environmental Impact Statement; a document identifying a course of action, alternative actions, analysis of the environmental impacts of alternates considered, and proposed mitigation of impacts. The DEIS is circulated to other agencies and the public for review and comment.

Design Study Report: A formal documentation of design considerations and conclusions reached in the development of a project. The design study report is prepared to record the evaluations of the various disciplines that result in design recommendations.

DOT&PF: Department of Transportation and Public Facilities

EA: Environmental Assessment; a document prepared for federally funded projects that are not categorical exclusions (CE) but do not appear to be of sufficient magnitude to require an EIS. The EA provides sufficient analysis and documentation to determine if
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a Finding of No Significant Impact (FONSI) can be adopted or if an EIS must be prepared.

**EEO:** Equal Employment Opportunity; a general term referring to all contract provisions relative to EEO.

**EIS:** Environmental Impact Statement, a detailed written statement of project environmental effects required by state and/or federal law. This term refers to either a Draft or Final Environmental Impact Statement, or both, depending on context.

**Environmental Document:** A term used for any document that identifies the social, economic, and environmental effects of a proposed action.

**Federal-aid:** As used in this manual, refers to federal funds provided for the development of surface transportation and administered by the FHWA.

**FEIS:** Final Environmental Impact Statement, a document containing an evaluation of the course of action that an agency intends to follow. It contains the same information required for the DEIS, with appropriate revisions reflecting comments received from circulation of the DEIS and from public meetings.

**FHWA:** Federal Highway Administration; the federal agency responsible for administering the Federal-Aid Highway Program.

**Final Estimate:** An estimate of the total cost of a project prepared after completion of the construction contract and used as the basis for final payment to the contractor.

**Finding of No Significant Impact (FONSI):**

**Force Account:** The direct performance of work by local agency employees by use of labor, equipment, materials, and supplies furnished by them and used under their direct control.

**FTA:** Federal Transit Administration; The federal agency responsible for administering the federal transit program.

**Lead Agency:** A federal agency taking primary responsibility for preparing an environmental document.

**Local Agency:** Municipality with road powers, state corporation, the University of Alaska, or state or federal agency acting as a land manager.

**Local Match:** That portion of a project’s cost paid for with local agency funds.

**Maintenance:** Work toward preservation of the existing roadway and related appurtenances as necessary for safe and efficient operation.

**MPO:** Metropolitan Planning Organization is the agency designated by the governor (or governors in multistate areas) to administer the federally required transportation planning in a metropolitan area. An MPO must be in place in every urbanized area with a population of more than 50,000. The MPO is responsible for the long-range plans and the transportation improvement program.

**MUTCD:** Manual on Uniform Traffic Control Devices for Streets and Highways, USDOT and FHWA.

**NEPA:** National Environmental Policy Act

**NHS:** National Highway System

**Nonparticipating Items:** Items of project work that are not considered eligible for federal reimbursement.

**Phase:** For the purposes of federal-aid authorization, the development of a project is broken into stages or phases: Preliminary Engineering; Right-of-Way, Utilities, and Construction. Each of these phases must be individually authorized, usually at different times in the development of the project.

**PL:** Public law; the designation for a law passed by the U.S. Congress before codification into the USC.

**Preliminary Engineering (PE):** This phase includes all project initiation and development activities undertaken after its inclusion in the approved STIP through the completion of final plans and specifications. It may include preliminary right-of-way engineering and investigations necessary to complete the environmental document.

**Progress Billing:** A request from a local agency or contractor to DOT&PF for state/federal reimbursement for work completed on a federal-aid transportation project during a defined time period.

**Progress Estimate:** An estimate of the total amount of work completed by a contractor as of the estimate date listed by work item.

**Progress Payment:** A payment by a public agency to a consultant or construction contractor for work
completed on a federal aid transportation project during a defined time period.

**Project:** An undertaking to construct.

**Project Agreement:** On-site **INCOMPLETE**

**Project Engineer:** The person designated to oversee construction administration of a project.

**PS&E:** An assembly of design plans, specifications, and engineer’s estimate for a project.

**Record of Decision (ROD):** A document prepared by the federal lead agency after an EIS has been completed, outlining the final decision on a proposal. It identifies the decision, alternatives considered, and measures to minimize harm; and it outlines a monitoring or enforcement program.

**Right-of-Way Certification:** A letter certifying that right-of-way has been acquired in accordance with federal regulations.

**Scoping:** A process for identifying issues and alternatives.

**Section 4(f) Evaluation:** A document presenting the consideration, consultations, mitigative measures, and alternatives studied for the use of properties identified in Section 4(f) of the U.S. Department of Transportation Act as amended (49 USC 1653H).

**Special Provisions:** A portion of the construction contract specifications separate from the Standard Specifications and covering conditions unique to a specific project.

**Standard Specifications:** Sets of typical construction contract specifications.

**STIP:** Surface Transportation Improvement Program; multi-year listing of transportation projects eligible to receive funding from federal, state, or other sources. This includes a project description, location, and fund allocation by activity or phase. Federal regulations prescribe the format and procedures used to prepare the STIP. The STIP is updated at least every two years, and is maintained by the Statewide Planning Division.

**TEA-21:** Transportation Equity Act for the 21st Century.

**TRAARK:** Trails and Recreation Access for Alaska; a program that addresses trails, scenic highways, recreational access points, and interpretive facilities.