INSTRUCTIONS FOR PROJECT INFORMATION SHEET (PIS) USE

For use on federally funded project PIS form

GENERAL INSTRUCTIONS

A new PIS is required for:

1. The initial Federal-aid project agreement and subsequent phase ATPs. This includes:

   a. Preliminary Engineering through Reconnaissance Study *
   b. Preliminary Engineering through Environmental Document
   c. Preliminary Engineering through Final PS&E
   d. Right-of-Way Appraisal and Acquisition
   e. Utility Relocation
   f. Construction

   * Note: Page 2 – Status of Environmental Processing – is not required for this ATP

2. Single-purpose authorizations such as planning, research, bridge inspection, training or other program authorizations.

3. Scope change that may affect the environmental document, within an existing ATP. Coordinate all scope changes with the REM to determine if a new PIS is necessary.

Actions not requiring a PIS:

1. Final voucher
2. Increase or decrease to actual expenditures
3. De-obligation of excess funds based on an updated cost estimate that was not the result of a scope or terminus change
4. Increase or decrease to an awarded contract amount within 90 days of award
5. Advance construction conversion
6. Increase to Design or Right of Way phase within the current ATP based on an updated cost estimate that wasn't the result of a scope or terminus change
7. Increase in Construction or Utility Relocation phase funding due to:

   a. increased cost of construction administration
   b. quantity overruns and other similarly related construction overruns
   c. errors in the plan quantity estimate
   d. traffic control
   e. police oversight
   f. change orders resulting from minor design changes necessary due to unforeseen field conditions which do not change project scope, environmental commitments or create potential impacts to historic properties

PAGE 1 SPECIFIC INSTRUCTIONS

a. **Project Name** - Generally as given in the STIP or planning documents

b. **AKSAS #** - Alaska State Accounting System number. Not known until the initial project startup ATP is processed

c. **Federal Project #** - Not known until the initial project agreement is executed

d. **Federal Route #** - Found on Federal Highway Maps indicating federal aid routes

e. **CFDA #** - Catalog of Federal Domestic Assistance number. Select from the following:

> 20.200 – Highway Research and Development Program
> 20.205 – Highway Planning and Construction
> 20.215 – Highway Training and Education
> 20.219 – Recreational Trails Program
> 20.223 – Transportation Infrastructure Finance and Innovation Act (TIFIA) Program
> 20.240 – Fuel Tax Evasion – Intergovernmental Enforcement Effort

f. **STIP Need ID #** - Obtained from the current STIP

g. **FIPS Place Code & County Code #** - FIPS = Federal Information Processing Standards
Obtain from the following website:

> http://www.itl.nist.gov/fipspubs/55new/55-text/ak.html

h. **Safety Related** - A "yes" or "no" response is required. Put yes for HSIP or 100% safety work (i.e. only guardrail, sign, rumble strip, etc. work)

i. **Improvement Type** - Select from the following list:

01 – New Construction Roadway	29 – Acquisition of Scenic Easements and Scenic or Historic Sites
03 – 4R Reconstruction added capacity	30 – Scenic or Historic Highway Programs
04 - 4R Reconstruction no added capacity	31 – Landscape and Other Scenic Beautification
05 – 4R Resurfacing	32 – Historic Preservation
06 – 4R Restoration and Rehabilitation	33 – Rehabilitation and Operation of Historic Transportation Buildings, Structures, or Facilities
07 – 4R Relocation	36 – Archaeological Planning and Research
08 – Bridge, New Construction	37 – Mitigation of Water Pollution due to Highway Runoff
09 – Bridge Replacement (use 10 or 11)	38 – Safety and Education for Pedestrians/Bicyclists
10 – Bridge Replacement - added capacity	39 – Establishment of Transportation Museums
11 – Bridge Replacement - no added capacity	40 – Special Bridge
13 - Bridge Rehabilitation - added capacity	41 – Youth Conservation Service
14 - Bridge Rehabilitation - no added capacity	44 – Other
18 – Planning	45 – Debt Service
19 – Research	49 – Bridge Inspection and Related Training
20 – Environmental Only	50 – New Tunnel
21 – Safety (infrastructure)	51 – Tunnel Replacement
22 – Rail/Highway Crossing	52- Tunnel Rehabilitation
23 – Transit	53- Tunnel Preservation
24 – Traffic Management/Engineering - HOV	54 – Tunnel Protection
25 – Vehicle Weight Enforcement Program	55- Tunnel Inspection and Related Training
26 – Ferry Boats	56 – Other Asset Inspection
28 – Facilities for Pedestrians and Bicycles	57 – Safety (non-infrastructure)

j. Infrastructure or Non-Infrastructure - If Safety Related = yes, indicate whether infrastructure or non-infrastructure. Almost all HSIP projects will be infrastructure as they result in a physical or operational change to the facility. Non-infrastructure projects include police officer training, sign inventories, data improvement, consultant reports on safety issues, etc.

k. Ownership - Indicate ownership as state, local, or other on all projects. STATE refers to projects for which the entire project limits are contained in a state-owned segment or intersection and maintained by the state. LOCAL is the same but under non-state ownership. OTHER is a combination of State and Local ownership (project limits straddle a state/local boundary or impact state **_and_** locally-owned intersection approaches), OR a road that is under Federal or Tribal ownership. Use the Ownership/Maintenance field in the Highway DataPort (HDP) to answer the ownership question.

http://www.dot.alaska.gov/stwdplng/transdata/highwaydataport.shtml

l. CDS Route # & Milepoints - CDS = Coordinated Data System. Obtain from the HDP

For rural projects:	For urban projects:
The accuracy is 0.1 mile (~500 ft)	The accuracy is 0.02 mile (~100 ft)
Report to three (3) decimal places	Report to three (3) decimal places
Example - CDS MP 14.100	Example - CDS MP 27.020

m. Rural or Urban - Obtain from the HDP

n. Functional System - Obtain from the HDP. In the HDP, Functional Class = Functional System. Freeways and Expressways include Interstate. Other Principal Arterials include AMHS.

o. NBI Bridge Number(s) - Obtain from the HDP

p. ATP Level - Select appropriate level

q. Reason for PIS - Select appropriate reason

r. Project Cost Estimates and Financial Plan -
These are typically the numbers as given in the STIP

s. Federal Funding Source - Select appropriate category. If a combination indicate "other"

t. Purpose of Project - Indicate why we are establishing this project. This should not change once the project is established

u. Detailed Scope - What are we going to do? Keep concise and consistent with the STIP project description. Avoid minutiae.

v. Project Termini or Location and Length - The local start and end point including CDS Route number and name. For non-construction projects, use statewide or regionwide as termini. Refer to item (l) for accuracy. Do NOT use milepost numbers.

w. Signature and Date

The second page of the PIS is to provide FHWA with assurances that the Regional Environmental Manager is aware of the project and status of the environmental documentation.

Anticipated Class of Action – This section is filled out if the project is a new start up, or if the class of action has been discussed with a Statewide NEPA Manager or FHWA Area Engineer.

- Unknown Class of Action – This section is checked for a new project start-up or a class of action consultation has not yet occurred.

  - The REM should be able to estimate the amount of time needed to complete the class of action determination at the time of signature.

- Categorical Exclusions – The determination on Section 6004 Assignment can only be made after consultation with a Statewide NEPA Manager. This section should only be completed after consultation with either the Statewide NEPA Manager or FHWA Area Engineer the class of action is known to be a CE.

  - The REM should check item number 2 if the project is consistent with a programmatic approval for those certain "c" list CEs
  - The REM should check item number 3 if the project is either a "c" or "d" list CE and a CE Documentation Form will be completed.

- EA or EIS – This section should be completed after consultation with the FHWA Area Engineer has determined that an EA or EIS is to be prepared.

Approved Document – This section is filled out only after an environmental document has been approved. The REM must provide the date that the environmental document was approved. The REM must identify the appropriate programmatic agreement used to approve any PCEs ("other" is to be used for programmatic agreement for Ferry Vessels or ROW).

Re-evaluation – This section is filled out when an environmental document has been approved in the past and a re-evaluation of the original determination has been recently completed. The REM must provide the approval date of the most recent environmental document.
- The REM checks the "expedited re-evaluation" box if the environmental document was approved less than three years and consultation with either the Statewide NEPA Manager or FHWA suggests that no written re-evaluation form is necessary.
- The REM checks the "written re-evaluation" box if the environmental document was approved three years or more and consultation with either the Statewide NEPA Manager or FHWA suggests that a written re-evaluation form is necessary.

Certification Statement – This section is to be filled out only when there has been consultation between the REM and the Statewide NEPA Manager or FHWA Area Engineer.