

INSTRUCTIONS FOR PROJECT INFORMATION DOCUMENT (PID) USE

For use with the federally funded project PID form

GENERAL INSTRUCTIONS

Use the Regional PID (REG PID) for regional projects. These projects typically involve reconnaissance, environmental, design, construction, right-of-way and/or utility relocation, but may occasionally include highway planning and research. A project funding worksheet (PFW) tab may be added by the regions.

Use the Headquarters PID (HQ PID) for headquarters projects. These typically involve highway planning and research, but may occasionally include design and construction. A PFW is included with the HQ PID and should not be modified. Page 1 and 2 of the REG PID and HQ PID are identical.

Definition: A Statewide Project is one with over 20 individual road segments or is not found in the linear referencing system - e.g. Statewide Transportation Application & Resources (STAR).

A PID is required for:

1. The initial Federal-aid project agreement and subsequent phase ATPs. -This includes:
 - a. Preliminary Engineering through Reconnaissance Study¹
 - b. Preliminary Engineering through Environmental Document
 - c. Preliminary Engineering through Final PS&E, including One-Step ATP's
 - d. Right-of-Way Appraisal and Acquisition
 - e. Utility Relocation
 - f. Construction
 - g. Highway Planning and Research
2. Single-purpose authorizations such as planning, research, bridge inspection, training or other program authorizations.
3. Scope and termini changes.
4. Establishment of an ATP end date^{1,2}
5. Change of an ATP end date^{1,2}

Note 1: Page 2 – Status of Environmental Processing – is not required for this ATP or end date only changes.

Note 2: The end date is for the current ATP, not the overall project end date.

Actions not requiring a PID:

1. Final voucher
2. Decrease to actual expenditures (if ATP end date already established and remains unchanged)
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 (if ATP end date unchanged)
5. Advance construction conversion
6. An increase to funding within an existing ATP

PAGE 1 SPECIFIC INSTRUCTIONS

- a. **Project Name** - Generally as given in the STIP or planning documents
- b. **IRIS #** - Integrated Resource Information System number. Assigned by Project Control. New project starts will not have an IRIS #.
- c. **Federal Project #** - Not known until the initial project agreement is executed. Always a seven character alpha-numeric descriptor.
- 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 #** - Obtain from the current STIP
- g. **ICAP Rate** - Use the current ICAP rate
- h. **County Code #** - Census Area Codes as submitted to FHWA in the annual HPMS submittal. There is a drop down menu to select the appropriate code. County boundaries can be found in RIP or STAR at <http://web.dot.state.ak.us/stwdplng/GIS/star.shtml>
- i. **Improvement Type** - Use the 2-digit code 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 instead)	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	42 – Training
15 – Preliminary Engineering	43 – Utilities
16 – Right of Way	44 – Other
17 – Construction Engineering	45 – Debt Service
18 – Planning	47 – Bridge Preventive Maintenance
19 – Research	48 – Bridge Protection
20 – Environmental Only	49 – Bridge Inspection and Related Training
21 – Safety (infrastructure)	50 – New Tunnel
22 – Rail/Highway Crossing	51 – Tunnel Replacement
23 – Transit	52- Tunnel Rehabilitation
24 – Traffic Management/Engineering - HOV	53- Tunnel Preservation
25 – Vehicle Weight Enforcement Program	54 – Tunnel Protection
26 – Ferry Boats	55- Tunnel Inspection and Related Training
28 – Facilities for Pedestrians and Bicycles	56 – Other Asset Inspection
	57 – Safety (non-infrastructure)

Go here for more information on selecting [Improvement Type Codes](#)

- j. **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)
- k. **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.
- l. **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 Roadway Information Portal (RIP) to answer the ownership question.

<http://web.dot.state.ak.us/stwdplng/GIS/rip.shtml>

- m. **CDS Route* # & Milepoints*** - CDS = Coordinated Data System. Obtain from the RIP

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

** Note: for projects with multiple CDS Routes and segments, write “attached” in this field, and provide information on a supplementary, attached page. For Statewide Projects, provide a CDS list of the segments and fill out the Statewide Project table for the **cost predominant** project features.*

- n. **NBI Bridge Number (NBI #)** - National Bridge Inventory number - same as Bridge Number. Include the bridge number for projects where a Bridge Improvement Code will be used for project construction. Obtain from RIP or from the current Bridge Inventory Report:

<http://www.dot.state.ak.us/stwddes/desbridge/assets/pdf/2013bridgeinventory.pdf>
- o. **Urban ID** - This information is in RIP. Use the drop down list when specifying the CDS route information. This is a GIS geographic feature with a set boundary for projects lying completely within a Census identified Urban Area.
- p. **Rural or Urban** - Obtain from the RIP. Use the Statewide Project table and indicate the single cost predominant designation.
- q. **NHS – Y or N** - NHS = yes for: (1) principal arterials, (2) NHS non-interstate, (3) Interstate, or (4) Strahnet. Use the attributes tool in RIP to determine this. When the project fits the ‘Statewide’ definition, indicate the cost predominant designation.
- r. **Functional System** - Obtain from the RIP. In the RIP, Functional Class = Functional System. Freeways and Expressways include Interstate. Other Principal Arterials include AMHS. For Statewide Projects, indicate the single cost predominant designation. For projects with NHS and non-NHS routes, cost elements must be tracked separately and indicated on backup separately attached.
- s. **Reason for PID** - Select appropriate reason. Multiple boxes may be checked – i.e. change in scope/termini and change in ATP end date. For new ATP starts, the “Establish ATP End Date” checkbox is used and an ATP End Date must be provided. Also use the “Establish ATP End Date” for projects with ATP’s initiated prior to end dates being required.

- t. **ATP Level** - Select appropriate level.
- u. **ATP End Date** - Provide the estimated, or revised ATP end date. Use the ATP End Date Worksheet to provide backup for End Dates. When an ATP End Date extension is requested, provide an explanation for the extension. Submit extension requests to Headquarters Federal-aid at least 3 weeks prior to the ATP end date to ensure that processing is completed prior to the current ATP End Date.

General rules for ATP End Dates:

Design - Use the scheduled bid opening date as the Final Deliverable Date. Add 18 months to get the ATP End Date. The bid opening date is normally the advertising date plus 21 days.

Construction - Use the scheduled contract completion date as the Final Deliverable Date. Add 18 months to get the ATP End Date.

- v. **Federal Funding Source** - Select appropriate category. If a combination, indicate "other"
- w. **Scope** - What will the project do? Keep concise and consistent with the STIP project description. Avoid minutiae. Show scope changes with strike-through for deletions and bold text for additions.
- x. **Project Termini or Location and Length** - The local start and end points (not mile points) including CDS Route name. For non-construction projects, use statewide or regionwide as termini. Refer to item (m) for accuracy requirements. If milepost numbers are used, "**milepost**" **must be spelled out** to avoid confusion with MP, the abbreviation for mile point. Show any changes with strikethroughs for deletions and bold text for additions.
- y. **Signature and Date.** The Engineering Project Manager signs and dates Page 1 of the PID.

PAGE 2 SPECIFIC INSTRUCTIONS

The second page of the PID is to provide FHWA with assurances that the Regional Environmental Manager is aware of the project and status of the environmental documentation. This page is not required for the following PID actions: (1) ATP for Preliminary Engineering through Reconnaissance Study, (2) increase or decrease in funding within an existing ATP; (3) establishing an ATP end date; or (4) changing an ATP end date.

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 and the class of action is known to be a CE.
 - The REM should check item number 2 if the project is on the “c” list and will be processed with an Expedited CE Form
 - 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, and indicate whether the project was assignable or non-assignable in the Anticipated Class of Action section.

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. Do not complete the Approved Document section for a re-evaluation, but do indicate whether the project was assignable or non-assignable in the Anticipated Class of Action section.

- The REM checks the “Expedited Re-evaluation Approval Form” box if the environmental document was approved less than three years and consultation with either the Statewide NEPA Manager or FHWA indicates that a Full Expedited Re-evaluation Approval Form is not necessary.
- The REM checks the “Environmental Re-evaluation Form” box if:
 - a. Major steps* to advance the action (e.g. ATP to final PS&E, ATP for ROW, or approval of the Final PS&E) have not occurred within three years of the environmental document approval, and
 - b. The project is advancing to the next major step, and
 - c. Consultation with either the Statewide NEPA Manager or FHWA indicates that an Environmental Re-evaluation Form is necessary.

* Major step is defined in 23 CFR 771.129(b)