

<b>OFFICE OF STATE AID ROAD CONSTRUCTION</b>			S.O.P. NO. SA II-2-1
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**PURPOSE:** To Establish Uniform Procedures For The Administration Of Construction Programs, Planning, Reviews And Approvals.

1. STATE AID ENGINEER TO ADVISE COUNTIES OF AVAILABLE FUNDS:

The State Aid Engineer will advise the Boards (and their County Engineers) at the beginning of their terms of office as to the funds estimated to be available to them for the ensuing four (4) year period and will include:

- 1.1. The then current balances of State Aid and Federal Aid Funds credited to their accounts.
- 1.2. The total State Aid Funds estimated to accrue to them for the four (4) year period.
- 1.3. The total Federal Aid Funds estimated to be apportioned to them for the four (4) year period.
- 1.4. The Local System Bridge Program funds available and estimated to accrue during the four (4) year period.
- 1.5. The grand total of all funds.

This fiscal information will enable the Boards to plan for projects that can be constructed from the funds available. This information as to available funds will be updated periodically, as deemed necessary, to keep the Boards and their County Engineers fully advised for programming purposes.

2. BOARDS TO ADOPT CONSTRUCTION PROGRAMS:

The Boards, with the technical assistance of the County Engineers, will prepare construction programs for the four-year period, utilizing the funds estimated to be available to them.

The Boards may revise or modify their programs from time to time, as deemed necessary, and such adoptions or modifications will be spread on the Boards minutes. Program data will include:

- 2.1. Project number, Federal Route number (if applicable).
- 2.2. Name and description of road.
- 2.3. Termini and length of project.

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2.4. Geometric design criteria, speed design, and pertinent data on major structures to be constructed and/or existing structures to remain.

2.5. Estimated cost of projects and amounts and types of funds to be used.

The Boards will then forward their adopted programs to State Aid for review and further processing.

3. STATE AID REVIEW OF CONSTRUCTION PROGRAMS:

The Office of State Aid will review the construction programs adopted by the Boards to determine that:

3.1. System identification and road names are correct.

3.2. Such other special Federal funds to be used (such as Bridge Replacement, Appalachian, Pavement Marking and Signing, etc.) are proposed for use on the appropriate system(s), as called for in Federal law and/or FHWA directives.

3.3. The proposed projects connect appropriately with other State Aid improvements and/or County road improvements or State Highways.

3.4. The estimated cost for each project is reasonably within the cost range of similar projects in the particular area(s) in question.

3.5. The estimated traffic for each project is included and that the geometric design shown for each meets the established design criteria.

3.6. The priorities of construction take into account and do not conflict with prior construction commitments made by the Boards (such as base and surfacing to follow an ongoing grading and drainage, the completion of unfinished segments on a State Aid route, etc.).