

OFFICE OF STATE AID ROAD CONSTRUCTION			S.O.P. NO. SA II-2-4
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Subject: S.O.P. PROGRAM APPROVAL AND "AUTHORIZATION TO PROCEED" ON FEDERALLY FUNDED PROJECTS			Distribution A, B, C, D, E
EFFECTIVE July 1, 2005	ISSUED July 1, 2005	SUPERSEDES Page 1 of 2 S.O.P. NO. SAD II-2-4 EFFECTIVE: June 1, 1987	APPROVED J. Brooks Miller, Sr. STATE AID ENGINEER

PURPOSE: To Establish Procedures For Requesting FHWA Approval Of Programs And Securing Authorization To Either Advertise For Bids Or To Execute A State-County Agreement.

1. PROJECT DEVELOPMENT/ENVIRONMENTAL DOCUMENTATION:

Reference is made to S.O.P. No. SA II-2-13 for procedural steps needed to complete project notification and reviews (clearinghouse reviews, Environmental Clearances and Public Hearing requirements, etc.).

2. PROGRAM SUBMISSION:

A three year program (STIP) of projects will be submitted to FHWA, via the Executive Director of the Mississippi Department of Transportation, prior to or shortly after the beginning of the Fiscal Year. A separate Program Submission will be processed for each classification of Federal Funds to be utilized during the Fiscal Year. The Annual Program(s) may be revised, by adding to or deleting from said program, at any time during the Fiscal Year.

Program data for each project on new location or for increased capacity will include:

- 2.1. County name and project control number
- 2.2. Termini, length, and character of proposed work
- 2.3. Estimate of cost and type of funds proposed.
- 2.4. Categorical projects are grouped by Funding Classification

3. INDIVIDUAL PROJECT AUTHORIZATION:

3.1. Request for project authorization to advertise for bids or for authority to execute a State/County Agreement, to be submitted to FHWA, via the Executive Director of the Mississippi Department of Transportation, when the following development steps have been completed:

- 3.1.1. When the Plan Assembly has been completed (including 1/2 scale plans, proposals and preliminary estimate)
- 3.1.2. When the respective county has adequate funds available to finance the project.
- 3.1.3. When the Rights-of-way have been acquired in accordance with State and Federal Law and Utility Agreements finalized. (Reference SA II-2-7 and SA II-2-8)

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- 3.2. Upon receipt of "Authorization to Proceed" from the FHWA, the State Aid Engineer will officially approve the P.S.& E. Plan Assembly and authorize the Board of Supervisors to advertise for bids or in the case of a County Force Project, execute the contract for the County Engineer to issue a work order.