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Chapter 1  ETDM Overview

1.1 INTRODUCTION

The purpose of this reference manual is to provide a source of information for the federal and state resource and regulatory agencies participating in Florida’s Efficient Transportation Decision Making (ETDM) Process. This manual includes descriptions of the ETDM Process, the Dispute Resolution Process and the three types of Agency Agreements: Master Agreement, Agency Operating Agreement, and Funding Agreement. It also includes a discussion of the invoicing procedures and the necessary forms and progress reports established for funded positions.

The following is the Vision Statement from the Agency Summit meeting, which captures the essence of the ETDM Process.

“It is the vision to improve transportation decision making in a way that protects our natural and human environmental resources. It is our goal that we, as environmental resource and transportation agencies, establish a systematic approach that integrates land use, social, economic, environmental, and transportation considerations. This approach will include the active participation of Federal, State, and local agencies and the public. It will lead to decisions that provide the highest quality of life and an optimal level of mobility for the public we serve.”

The ETDM Process has initiated changes in the culture of the participating agencies that include improved policies, procedures, regulations, and practices that deliver more efficient and more holistic decisions.

1.2 BACKGROUND

The environmental provisions contained in Section 1309 of the Transportation Equity Act for the 21st Century (TEA-21), called “Environmental Streamlining,” challenged the Federal Highway Administration and Federal Transit Administration to implement an improved, more efficient transportation planning and environmental review process. The objectives of Environmental Streamlining are to improve interagency coordination, more effectively address environmental concerns, and reduce costly delays in the environmental review process (United States Department of Transportation, 2003). In response to these objectives, all 50 states have initiated varying degrees of revisions to their transportation planning processes. In reviewing these initiatives, several recurring characteristics are found:

- Development of new process
- Use of information technology
- Inter-agency collaboration
- Environmental reviews
The Florida Department of Transportation (FDOT) worked with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and 21 federal, state, and local agencies to evaluate the current transportation and environmental review processes and identify ways to make these processes more efficient. These efforts led to the development of the ETDM Process.

### 1.3 ETDM PROCESS

On February 3, 2000, Florida’s Environmental Streamlining process began with a summit of federal, state, environmental, and transportation agency heads. Through the summit, a commitment to begin the Environmental Streamlining process was established. A Memorandum of Understanding (MOU) was subsequently signed by the 24 agencies, shown in Figure 1.1, and over 50 representatives from those agencies met monthly for over one year defining the elements of an enhanced and streamlined process.

The first step taken to streamline Florida’s existing process was to establish goals. The goals established for this new process were to:

- Protect the natural and human environment
- Bring about significant improvement to transportation decisions
- Gain efficiency and cost savings
- Include full and early participation by resource protection agencies and the affected community in transportation planning
- Obtain permits at the completion of project development
- To reach these goals the agencies defined the following specific objectives:
  - Develop mechanisms to engage agencies early and throughout the life of a project from planning to project development
  - Develop technological tools and provide improved access to accurate information for agency interaction in the process of plan evaluation and decision making
  - Establish protocols for better and continuous communication between agencies and the public to ensure linkages between land use, transportation, and environment
  - Include earlier assessment of secondary and cumulative impacts

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**ETDM PROCESS MEMORANDUM OF UNDERSTANDING SIGNATORIES**

- Advisory Council on Historic Preservation
- Federal Highway Administration
- Federal Transit Administration
- Florida Department of Transportation
- Florida Department of Environmental Protection
- Florida Department of Community Affairs
- Florida Department of State
- Florida Department of Agriculture & Consumer Services
- Florida Fish and Wildlife Conservation Commission
- Florida Metropolitan Planning Organization Advisory Council
- National Marine Fisheries Service
- National Park Service
- Natural Resources Conservation Service
- Northwest Florida Water Management District
- St. Johns River Water Management District
- South Florida Water Management District
- Southwest Florida Water Management District
- State Historic Preservation Officer
- Suwannee River Water Management District
- US Army Corps of Engineers
- US Coast Guard
- US Environmental Protection Agency
- US Fish and Wildlife Service
- US Forest Service

---

Figure 1.1: List of Participating Agencies
Devise a methodology for timely dispute resolution
Develop a process for more efficient and concurrent project reviews, and the completion of timely permit applications

Shortly after the execution of the MOU, FDOT also began a multi-year process of developing agency agreements to address how transportation plans and projects in the state of Florida will be produced. The purpose of the agreements was to further define the new ETDM Process, and identify the agency roles and responsibilities and potential resource needs. Agency agreements were jointly developed and mutually agreed upon to support the ETDM Process and address the goals and objectives discussed above. The agreements defined the process to be utilized in resolving interagency disputes. They also defined the process to be used by each agency to implement the ETDM Process and commit each agency to link their respective processes to ensure program efficiency and reduction in duplication of information and effort.

These efforts led to the development of the ETDM Process, which redefines how the state accomplishes transportation planning and project development within its current statutes and regulations. The ETDM Process creates linkages between land use, transportation, and environmental resource planning initiatives through early, interactive agency involvement, which is expected to improve decisions and greatly reduce the time, effort, and cost to effect transportation decisions.

![Image of ETDM Overview](image-url)
A major component of the ETDM Process is the use of information technology. An Internet-accessible GIS application has been developed that brings together information about planned transportation projects and the surrounding environment, enabling agency representatives and the community to examine potential effects to social, cultural, and natural resources. This interactive application is called the Environmental Screening Tool (EST), and its operation is represented in Figure 1.2. The EST allows the agency representatives or Environmental Technical Advisory Team (ETAT) to access project planning information and other data about potential affected communities and natural resources. Efficiency is gained by two screening events and initiation of the National Environmental Policy Act (NEPA) and permitting process in the planning phase.

1.4 EST TRAINING AND SUPPORT

Information regarding training for the EST can be accessed through the following link:

https://www.fla-etat.org/etdmgis/main.jsp

The training page provides the calendar and various materials for EST training. The Training page is organized into three sections: Schedule, Training Documents and EST Movies. The first section is the schedules that contain the EST training calendar with links to course listings and registration instructions. The next section provides EST hands-on training documents are under Training Documents. The third section provides users various EST Movies to demonstrate the functionality of Florida’s EST.

An EST Help Desk has been established at help@fla-etat.org to answer any questions or address problems ETAT representatives may experience with the Environmental Screening Tool. In addition to the website support, a Help Desk representative is available five days a week from 8:00 am to 5:00 pm at 850-414-5334.
2.1 INTRODUCTION

This section describes the purpose and content of the three agency agreements: Master Agreement (MA), Agency Operating Agreement (AOA), and Funding Agreement (FA).

2.2 MASTER AGREEMENT

The purpose of the MA is to define the ETDM Process from the statewide and local planning phase through to project production by FDOT. The intent of the MA is to further delineate the elements contained in the MOU and describe the major components of the ETDM Process. The MA is written as a general agreement (i.e., not agency specific), intended to be the same for each of resource and regulatory agencies. The MA includes two figures, the ETDM Process flowchart and the Dispute Resolution flowchart. The sections contained in the MA are:

- Section 1: Purpose
- Section 2: Agency Framework and Regulatory Authority
- Section 3: ETDM Process
- Section 4: Public Involvement and Interagency Coordination
- Section 5: Cooperating Agency
- Section 6: Environmental Screening Tool
- Section 7: ETAT Representative
- Section 8: ETDM Coordinator
- Section 9: Planning Screen
- Section 10: Planning Summary
- Section 11: Programming Screen
- Section 12: Programming Summary Report
- Section 13: Project Development and Environmental Documentation
- Section 14: Project Development Summary Report
- Section 15: Agency Resource Requirements
- Section 16: ETAT Performance Standards
- Section 17: ETAT Dispute Resolution Process
- Section 18: Regulatory and Statutory Changes
- Section 19: Training and Educational Programs
Major transportation improvement projects that are proposed for or contained in a Cost Feasible Long Range Transportation Plan, or FDOT’s Five-Year Work Program may be subject to the ETDM screening process.

In Metropolitan Planning Organization (MPO) areas, the Planning Screen will occur during the development of the MPO’s Long Range Transportation Plan (every 3 to 5 years) with the exception of the Florida Intrastate Highway System (FIHS) facilities. In MPO areas and Non-MPO areas, the Planning Screen will occur during the development of the FIHS Cost Feasible Plan, which will fluctuate depending on the legislature and program funding.

The Programming Screen within MPO and non-MPO areas will be performed annually on the MPO’s list of priority projects for inclusion into FDOT’s Five-Year Work Program, with the exception of the FIHS facilities. The FIHS facilities will be screened annually during the development of the FIHS Ten-Year Plan.

The Programming Screen in the non-MPO areas will be performed on priority projects before they enter FDOT’s Tentative Five-Year Work Program, which includes Bridge Replacement Projects and Projects from Program and the FIHS Ten-Year Plan.

The screenings allow for concurrent review of National Environmental Policy Act (NEPA) and permit issues as a part of the planning and project development process. As the projects move into the Work Program and the project development and environmental documentation phase, the ETAT representatives’ role transitions to one of coordination within their respective agency’s to ensure expeditious agency response during both the NEPA and permit application processes. The ETDM GIS database or EST is used by the MPOs and the FDOT in developing, evaluating and prioritizing transportation plans and projects. The ETDM Process is diagrammed below in Figure 2.1.
FLORIDA’S ETDM PROCESS...

“Efficient Transportation Decision Making”

Figure 2.1: Florida’s ETDM Process
2.3 AGENCY OPERATING AGREEMENT

The AOAs were written to address each agency’s specific statutory and regulatory responsibilities and authorities. They have been individually tailored to address each agency’s specific reviews, concurrence and required permits during the Planning, Programming and Project Development phases. It is the intent of the AOAs that the agencies act as cooperating agencies and partners during the Planning and Programming Screens and Project Development phase.

The AOAs identify the agency’s review responsibilities during the Planning and Programming Screens as shown below. A list of typical agency reviews to be completed during the Planning and Programming Screens are shown below:

- Review Purpose and Need Statement
- Review project limits and logical termini
- Review mobility alternatives
- Input agency plans and programs
- Review and comment on Class of Action Determination
- Complete Coastal Zone Consistency Review and
- Review project’s consistency, to the maximum extent feasible, with the approved Comprehensive Plan of the local government jurisdiction(s) pursuant to Chapter 163, Florida Statutes.
- Identify critical resource issues and provide recommendations to protect or preserve resources
- Review and comment on effects to natural and physical resources
- Review and comment on effects to community resources
- Conduct Secondary and Cumulative Effects evaluation
- Assign degree of effect to resources enhanced, minimal to none, moderate, substantial, dispute resolution

2.4 FUNDING AGREEMENT

The agency Funding Agreement (FA) framework was created utilizing agreements that are currently in operation in Georgia and North Carolina between the Federal Highway Administration, the US Fish and Wildlife Service and the respective State Departments of Transportation. The agency funding agreements include two basic types. The first type of FA was created for agencies that do not need funded positions, i.e., only travel, training, and equipment. The second type of FA included full-time equivalents (FTEs) within the agencies or funds to hire consultants, and necessitated additional contract language. The FAs include language that requires the agency’s supplemental staff to give priority to FDOT projects and to work exclusively (100%) on FDOT projects and provide expedited project coordination, technical assistance and documentation review as described in the FA.
The FAs also identify the work and statutorily required review issues of each agency representative under the ETDM Process. In order to expedite, implement and coordinate the Project Development process and meet FDOT’s needs for compliance with applicable state and federal laws and statutes, the following are typical reviews and tasks that are contained in the FAs:

- Review and comment on project priorities every year before they are entered into FDOT’s Five-Year Work Program during the ETDM Programming Screen
- Participate in agency scoping
- Review and comment on wildlife resource inventory and impact assessment activities
- Provide preliminary environmental analyses, guidelines, and review
- Represent the agency at meetings, as appropriate
- Participate in the development and implementation of written FDOT and agency guidance
- Ensure agency review of separate technical reports, as necessary
- Attend interagency and intra-agency meetings, as appropriate
- Provide technical assistance and conduct environmental document and pre-application reviews, and provide comments, as requested by FDOT, to satisfy data needs on permits and environmental and technical documents.
- Coordinate and provide training on natural resource issues and permits
- Organize meetings and conference calls to clarify problems at the request of the agency or FDOT
- Perform other related tasks as defined by FDOT and agreed to by the agency
- Provide appropriate reporting, billing, and other administrative functions as required by the Funding Agreement

Any party may terminate the agreement upon 60 days written notice to the other, provided that the party requesting termination has provided notice and sufficient opportunity for remedy.

### 2.5 SINGLE AUDIT REQUIREMENTS

The administration of resources awarded by the Florida Department of Transportation to state, local government, or non-profit organizations as defined in OMB Circular A-133, may be subject to audits and/or monitoring by FDOT, as described in the Single Audit Language, contained in Attachment A.

In the event that the recipient expends $300,000 ($500,000 for fiscal years ending after December 31, 2003) or more in Federal awards in its fiscal year, the recipient must have a single or program specific-audit conducted in accordance with the provisions of OMB Circular A-133, as revised. As applicable, FDOT will add the single audit package to the funding agreement language.
2.6 DISPUTE RESOLUTION

The Florida Department of Transportation has agreed with all agencies which are signatories to the December 14, 2001 ETDM Process MOU to implement effective dispute resolution on projects with “substantial adverse effects” before the projects advance into a design or construction phase within the FDOT Work Program. Agencies signing that MOU agreed “…to the extent feasible within existing legal authority and the availability of manpower and budgets, to implement effective dispute resolution with the goal of developing mutually agreeable solutions at meaningful points within the Efficient Transportation Decision Making Process to avoid programming projects with significant unresolved disputes.”

The goal of the ETDM dispute resolution process is to resolve conflicts locally at the agency staff level and District ETAT level, providing as many opportunities for resolution as possible prior to elevation within FDOT and the agencies. The MOU commitment by FDOT to conduct dispute resolution on projects before advancing them in their Five-Year Work Program is important and meaningful. To facilitate meeting this commitment, disputes should be addressed at the earliest possible phase of project planning and project development to make best use of the agency skills and resources available. The earliest phase in the ETDM Process during which a potential for conflict may be identified is the Planning Phase.

Once the dispute has been resolved and the agencies agree to advance the project into the next phase, the ETAT agency will document the decision by going back into the EST and modifying their degree of effect (i.e., change the degree of effect from “Dispute Resolution” to “Substantial” or “Moderate”). The ETAT agency will also provide supporting commentary recording any recommendations or commitments related to the project. The EST Handbook provides additional guidance on tracking and documenting the dispute resolution process.

2.6.1 Initiating Dispute Resolution

The dispute resolution process begins with the District ETDM Coordinator (working in concert with the MPO ETDM Coordinator in urbanized areas), who is responsible for working with the appropriate ETAT representatives to address all known conflicts or issues at the agency staff level. The following is a list of possible reasons for initiating the dispute resolution process:

- Project appears to be non-permittable
- Project is contrary to a state or federal resource agency’s program, plan or initiative
- Project has significant environmental cost (a broad interpretation is applied to the term cost, such as funding, environmental impacts, or quality of life)
- Project Purpose and Need Statement is disputable
The above dispute resolution reasons are contained in the ETDM Master Agreements with each of the ETAT agencies. The ETDM Coordinator, in consultation with District Management, has the authority to make FDOT commitments in terms of future work efforts, evaluating certain types of alternatives or evaluating specific mitigation options during the Project Development Phase. The dispute resolution process is divided into two distinct components, informal and formal as described below.

2.6.2 Informal Dispute Resolution Process

The Informal Dispute Resolution process involves a subteam of the ETAT that is responsible for reviewing dispute issues. FDOT will lead this subteam, and participation in a subteam is at the discretion of each agency, depending on level of interest or concern. The subteam will include those agencies that identified the concerns for a given project, plus one or more willing and neutral ETAT representatives, whose role is to mediate the dispute within the ETAT. The ETAT subteam undertakes a course of action to address identified conflicts and issues, which may include the following:

- Resolve the issue or conflict through consultation and document the resolution
- Recommend FDOT complete an environmental or technical study for ETAT representatives to review
- Advance project with specific “flags” and/or recommendations to be addressed during the Programming Phase or Project Development Phase

Any agreements, understandings and/or recommendations resulting from these proceedings are incorporated into the ETDM database and accompany the project as it moves through the Planning Phase to the Programming Phase and then into the Project Development Phase. The Informal Dispute Resolution process is diagrammed in Figure 2.2.
2.6.3 Formal Dispute Resolution Process

If the conflict cannot be resolved by the ETDM Coordinator or by using the Informal Dispute Resolution process, then the dispute moves into the Formal Dispute Resolution process.

The Formal Dispute Resolution Process begins with the preparation of a Position Paper and Issue Paper as shown in Figure 2.3. The ETDM Coordinator prepares the Position Paper, and the agency with the dispute or conflict prepares the Issue Paper. Both papers are then reviewed by the locally responsible ETAT member agency heads and the FDOT District Secretary. These agency heads are asked to resolve the issue, if possible.
If the dispute cannot be resolved by the local agency heads, then the dispute moves to the statewide or regional agency heads. The statewide and regional agency heads review relevant project information, including any technical reports and studies before rendering a decision. The course of action may include the following:

- Modify project concept to resolve environmental concerns and issues
- Advance project into Work Program with conditions
- Reject the project

Nothing in this dispute resolution process affects the statutorily prescribed duties and obligations of any agency or any agency’s responsibility or ability to discharge fully such duties and obligations under all applicable laws and regulations. The dispute resolution process seeks to fulfill all statutory obligations in seeking solutions to complex issues among agencies.

Figure 2.3: Formal Dispute Resolution Process
3.1 FUNDING SOURCE

The funding source for the agency positions is the U.S. Department of Transportation, Federal Highway Administration (FHWA). Table 3.1 shows the list of the participating agencies, their contacts and current staffing requirements.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Contacts</th>
<th>Staffing</th>
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<tr>
<td>FHWA/FTA</td>
<td>G. Hadley, D. Scott</td>
<td>0</td>
</tr>
<tr>
<td>NRCS</td>
<td>W. Henderson</td>
<td>0</td>
</tr>
<tr>
<td>FFWCC</td>
<td>T. Gilbert</td>
<td>0</td>
</tr>
<tr>
<td>USFWS</td>
<td>J. Wrublik</td>
<td>3</td>
</tr>
<tr>
<td>NWFWMD</td>
<td>R. Bartel</td>
<td>2</td>
</tr>
<tr>
<td>USEPA</td>
<td>J. Hamilton</td>
<td>2</td>
</tr>
<tr>
<td>SHPO/ACHP</td>
<td>B. Yates</td>
<td>2</td>
</tr>
<tr>
<td>FDCA</td>
<td>D. Quigley</td>
<td>1</td>
</tr>
<tr>
<td>FDACS</td>
<td>D. Hardin</td>
<td>0</td>
</tr>
<tr>
<td>NMFS</td>
<td>M. Crooms</td>
<td>2</td>
</tr>
<tr>
<td>USFS</td>
<td>T. Tooke</td>
<td>0</td>
</tr>
<tr>
<td>USCG</td>
<td>G. Shapley</td>
<td>2</td>
</tr>
<tr>
<td>ACOE</td>
<td>D. Beter</td>
<td>4</td>
</tr>
<tr>
<td>NPS</td>
<td>A. Barnett</td>
<td>0</td>
</tr>
<tr>
<td>FDEP</td>
<td>D. Fry</td>
<td>2</td>
</tr>
<tr>
<td>SFWMD</td>
<td>B. Gioannini</td>
<td>4</td>
</tr>
<tr>
<td>SJRWMD</td>
<td>T. Mayton</td>
<td>4</td>
</tr>
<tr>
<td>SWFWMD</td>
<td>P. O’Neil</td>
<td>4</td>
</tr>
<tr>
<td>SRWMD</td>
<td>J. Dinges</td>
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</tr>
</tbody>
</table>

In order to provide a consistent review of these funding requests, a standard list of questions has been developed and should be completed and submitted with the written request for new or additional positions. The list of questions and information is included in Attachment B.
3.2 RENEWAL OF FUNDING AGREEMENTS

The resource and regulatory agencies, FDOT and the FHWA will meet annually to review the funding program, identify process issues and recognize program accomplishments, in accordance with the terms of the agency agreements. If it is agreed to by all parties, that the terms of the original agreement have been met, then the agency funding agreement may be renewed for an additional term.

3.3 FUNDING AGREEMENT BUDGETS

Budgets are required for each ETDM funded position. The financial plan should be itemized as follows:

- Salary and benefits
- Other direct and indirect costs
- Startup Cost – Computer hardware and software for first year only
- Total costs for each year and duration of the Funding Agreement

Budgets are prepared by the agency and submitted to the Central Environmental Management Office (CEMO) Environmental Program Development Administrator no later than three months prior to the Funding Agreement renewal date. The process for renewing the funding agreement involves the following steps. First, the agreement is reviewed and coordinated with FHWA and FDOT management. Next, program questions are answered and/or resolved. The final step involves the CEMO Environmental Program Administrator to finalize the agreement for approval by the ETAT agency.

In the event that an agency needs a revision made to the original funding agreement prior to the renewal date, a written request for the change is sent to the CEMO Environmental Program Development Administrator accompanied by a proposed revised budget, if applicable. The revision will become effective upon complete approval by all parties involved.
Chapter 4  Agency Invoicing and Reporting

The new State of Florida purchasing system is MyFloridaMarketPlace.com, and it provides an electronic invoicing capability.

Each agency will need to register with dms.myflorida.com/dms/purchasing/myfloridamarketplace and then with the Ariba Supplier Network (ASN). The address to register with ASN is http://service.ariba.com. Once the agency has registered with ASN a username and password is provided that will be used when logging on to the e-procurement system.

The invoicing process is described below and graphically depicted in Figure 4.1.

4.1 INVOICING: ADVANCE PAY AND REIMBURSEMENT

There are two types of invoices that have been set up within the ETDM Funding Program: Advance Pay and Reimbursement. The agency specific FA establishes the type of invoice and billing cycle (typically each quarter) each agency will follow. The electronic versions of reports and forms described in this manual are located on the EST Web site at http://etdm.fla-etat.org.

Attachment C is an example of the Advance Pay Request Form. This form is used by the ETAT agencies to request advance payment from FDOT. Attachment D and E are examples of Advance Pay Tracking Report Form and Reimbursement Invoice Form, respectively, that can be prepared and submitted.

4.2 QUARTERLY PROJECT REPORT FORMS

Along with the quarterly invoices or tracking report, each agency is required to submit a Project Report Form to FDOT. The Project Report Form (see Attachment F) includes accomplishments made during the period in different categories such as administrative, coordination, and project reviews. The Project Report also includes problems encountered, and anticipated accomplishments for the next period. The Program Review Form (see Attachment G) is submitted along with the Project Report Form and includes a spreadsheet list of project reviewed during the Planning and Programming Screens, as well as projects reviewed outside of the EST.

The Reimbursable Invoice Form or Advance Pay Tracking Report Form and the Project Report Form along with the Program Review Form are submitted to the CEMO Environmental Program Development Administrator. Upon receipt, the CEMO Environmental Program Development Administrator has five working days to render approval or disapproval of the submittal package. Once approval of the submittal package is granted, agencies must submit hard copies of the entire submittal package to the Disbursement Operations office for final approval and payment. The address for Disbursement Operations can be found in Section 4.7 of this manual.
**Figure 4.1: ETAT Agency Funding and Invoicing Process Diagram**

1. **FDOT/FHWA Execute MA & AOA With Agency**
   - **No**
   - **Yes**
     - **Agency Needs Funding?**
       - **If Funding is Advance Pay DFS Must Approve**
       - **Agency Begins Quarterly Invoicing (Forms Located On EST Web site)**
     - **FDOT/FHWA Execute MA, AOA & FA With Agency**
       - **Agency Register in MyFloridaMarketPlace**
       - **FDOT Encumbers Work Program Budget**
       - **FDOT Assigns MA Number to Agency**

2. **Before Beginning Work, Complete the Following:**
   - Advance Pay Request Form *
   - Project Report Form *

3. **Advance Pay**
   - **FDOT Reviews & Approves Advance Pay Request**
   - **Agency Begins Work**

4. **Which Type of Invoicing?**
   - **Reimbursable**
     - **After Each Quarter, Agency Completes:**
       - Reimbursement Invoice Form *
       - Project Report Form *
       - Program Review Form *
     - **FDOT Reviews & Approves Draft Invoice for Submittal**
     - **Agency Provides Final Invoice to Office of Comptroller & Copy to CEMO**
     - **Comptroller Mails Check to Agency State Agencies Can Use “Electronic Funds Transfer”**
   - **No**

5. **Each Year Agency Completes Annual Report & Annual Review**

6. **Global MOU Signed December 14, 2001**

* Agency Forms are located on EST Web Site
In addition, a hard copy of the final invoice must be submitted to Buddy Cunill (FDOT), Mary Harger (FDOT), and Terri Alexander (URS Corporation). The addresses for these individuals can be found in Section 4.7.

All invoices are to be billed in sufficient detail for proper pre-audit and post audit.

4.3 REIMBURSEMENT FOR TRAVEL

All state agencies must comply with 112.061, F.S., and all federal agencies will follow their respective travel guidelines.

Any out of state travel by ETAT agencies needs to be approved by the CEMO Environmental Program Development Administrator in advance of the travel occurring.

*Attachment H* is the out-of-state travel request form that must be used when traveling outside of Florida. ETAT agencies will follow their own travel rules and procedures for in-state travel.

4.4 ANNUAL REPORT

Each ETAT agency will complete an Annual Report as identified in the Funding Agreement. The purpose of the Annual Report is to document, from the ETAT agency’s perspective, how the ETDM process has affected the three goals or objectives of the ETDM Process: project delivery, protection of environmental resources and interagency coordination and dispute resolution. *Attachment I* includes a list of Annual Report questions that should be addressed by the ETAT agency within the framework of the Annual Report.

4.5 POLICY DECISIONS

The following are policy decisions established by FHWA that are associated with the funding eligibility of agency activities.

*Awards*

Awards are not eligible for funding.

*Start up Costs*

Start up costs would have to be prorated if the activity of preparing the scope of services and advertising is done in conjunction with other positions the agency is trying to fill. However, if the efforts are solely for the consultant position to do environmental work solely for the FDOT on Federal-aid projects, then the start up costs are eligible for reimbursement and could be charged as a direct cost to the project.

*Production Phases*

Funds are applicable to all FDOT projects throughout the ETDM process regardless of phase *(See Figure 2.1).*
Travel

State agencies follow state travel procedures consistent with Florida Statute 112.061. Federal agencies will follow their specific federal guidelines for travel expenses.

4.6 CONTACTS

Contacts are provided in the table below:

<table>
<thead>
<tr>
<th>Name/Position</th>
<th>Agency</th>
<th>Address</th>
<th>Phone/Fax Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buddy Cunill - Contract Manager</td>
<td>Florida Department of Transportation</td>
<td>605 Suwannee Street Mail Station 37 Tallahassee, FL 32399-0450</td>
<td>(850) 414-5280 / (850) 414-4443 (Fax)</td>
</tr>
<tr>
<td>Environmental Program Development Administrator</td>
<td>Florida Department of Transportation</td>
<td>605 Suwannee Street Mail Station 37 Tallahassee, FL 32399-0450</td>
<td>(850) 414-5327 / (850) 414-4443 (Fax)</td>
</tr>
<tr>
<td>Carl McMurray – Environmental Scientist</td>
<td>Florida Department of Transportation</td>
<td>605 Suwannee Street Mail Station 37 Tallahassee, FL 32399-0450</td>
<td>(850) 414-5249 / (850) 414-4443 (Fax)</td>
</tr>
<tr>
<td>Mary Harger – Invoicing</td>
<td>Florida Department of Transportation</td>
<td>605 Suwannee Street Mail Station 37 Tallahassee, FL 32399-0450</td>
<td>(850) 414-5249 / (850) 414-4443 (Fax)</td>
</tr>
<tr>
<td>Terri Alexander – Invoicing</td>
<td>URS Corporation</td>
<td>1625 Summit Lake Drive Tallahassee, FL 32317</td>
<td>(850) 402-6314 / (850) 576-3676 (Fax)</td>
</tr>
<tr>
<td>Audrey Hughes - Invoicing</td>
<td>Florida Department of Transportation, Disbursement Operations Office</td>
<td>3717 Apalachee Parkway Suite A Tallahassee, FL 32311</td>
<td>(850) 921-7341</td>
</tr>
<tr>
<td>Gary Phillips – Project Manager</td>
<td>URS Corporation</td>
<td>1625 Summit Lake Drive Tallahassee, FL 32317</td>
<td>(850) 402-6363 / (850) 576-3676 (Fax)</td>
</tr>
<tr>
<td>Jordan Smith – Transportation Planner</td>
<td>URS Corporation</td>
<td>1625 Summit Lake Drive Tallahassee, FL 32317</td>
<td>(850) 402-6381 / (850) 576-3676 (Fax)</td>
</tr>
<tr>
<td>George Hadley – Environmental Coordinator</td>
<td>Federal Highway Administration</td>
<td>545 John Knox Road Suite 200 Tallahassee, FL 32303</td>
<td>(850) 942-9650 / (850) 942-9691 (Fax)</td>
</tr>
</tbody>
</table>
The administration of resources awarded by the Department to (Insert recipient’s name) may be subject to audits and/or monitoring by the Department, as described in this section.

**MONITORING**

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised (see “AUDITS” below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department staff to (Insert recipient’s name) regarding such audit. (Insert recipient’s name) further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

**AUDITS**

**PART I: FEDERALLY FUNDED**

Recipients of federal funds (i.e. state, local government, or non-profit organizations as defined in OMB Circular A-133, as revised) are to have audits done annually using the following criteria:

1. In the event that the recipient expends $300,000 ($500,000 for fiscal years ending after December 31, 2003) or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this agreement indicates Federal resources awarded through the Department by this agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.

2. In connection with the audit requirements addressed in Part I, paragraph 1., the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

3. If the recipient expends less than $300,000 ($500,000 for fiscal years ending after December 31, 2003) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the recipient expends less than $300,000 ($500,000 for fiscal years ending after December 31, 2003) in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than Federal entities).

4. Federal awards are to be identified using the Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, and name of the awarding federal agency.

**PART II: STATE FUNDED**

Recipients of state funds (i.e. a nonstate entity as defined by Section 215.97(2)(l), Florida Statutes) are to have audits done annually using the following criteria:

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of $300,000 ($500,000 for fiscal years ending on September 30, 2004, and thereafter) in any fiscal year of such recipient, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Executive Office of the Governor and the CFO; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through the Department by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(d), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If the recipient expends less than $300,000 in state financial assistance in its fiscal year ($500,000 for fiscal years ending on September 30, 2004, and thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than $300,000 ($500,000) in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the nonstate entity’s resources (i.e., the cost of such an audit must be paid from the recipient’s resources obtained from other than State entities).

4. State awards are to be identified using the Catalog of State Financial Assistance (CSFA) title and number, award number and year, and name of the state agency awarding it.

PART III: OTHER AUDIT REQUIREMENTS

The recipient shall follow up and take corrective action on audit findings. Preparation of a summary schedule of prior year audit findings, including corrective action and current status of the audit findings is required. Current year audit findings require corrective action and status of findings.

Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute is resolved. Access to project records and audit work papers shall be given to the FDOT, the Comptroller, and the Auditor General. This section does not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any other state official.

PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to each of the following:

   A. The Department at each of the following addresses:

      Buddy Cunill
      Environmental Program Coordinator
      Environmental Management Office
      Florida Department of Transportation
      Mail Station 37
      605 Suwannee Street
      Tallahassee, Florida 32399-0450

   B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

      Federal Audit Clearinghouse
      Bureau of the Census
      1201 East 10th Street
      Jeffersonville, IN 47132

   C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

2. In the event that a copy of the reporting package for an audit required by PART I of this agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Department for reasons pursuant to section .320 (e)(2), OMB Circular A-133, as revised, the recipient shall submit the required written notification pursuant to Section .320 (e)(2) and a copy of the recipient’s audited schedule of expenditures of Federal awards directly to each of the following:
In addition, pursuant to Section .320 (f), OMB Circular A-133, as revised, the recipient shall submit a copy of the reporting package described in Section .320 (c), OMB Circular A-133, as revised, and any management letters issued by the auditor, to the Department at each of the following addresses:

Buddy Cunill  
Environmental Program Coordinator  
Environmental Management Office  
Florida Department of Transportation  
Mail Station 37  
605 Suwannee Street  
Tallahassee, Florida 32399-0450

3. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of the recipient directly to each of the following:

A. The Department at each of the following addresses:

Buddy Cunill  
Environmental Program Coordinator  
Environmental Management Office  
Florida Department of Transportation  
Mail Station 37  
605 Suwannee Street  
Tallahassee, Florida 32399-0450

B. The Auditor General’s Office at the following address:

Auditor General’s Office  
Room 401, Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

4. Copies of reports or the management letter required by PART III of this agreement shall be submitted by or on behalf of the recipient directly to:

A. The Department at each of the following addresses:

Buddy Cunill  
Environmental Program Coordinator  
Environmental Management Office  
Florida Department of Transportation  
Mail Station 37  
605 Suwannee Street  
Tallahassee, Florida 32399-0450

5. Any reports, management letter, or other information required to be submitted to the Department pursuant to this agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

6. Recipients, when submitting financial reporting packages to the Department for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.
PART V: RECORD RETENTION

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of at least five years from the date the audit report is issued, and shall allow the Department, or its designee, CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department, or its designee, CFO, or Auditor General upon request for a period of at least five years from the date the audit report is issued, unless extended in writing by the Department.
FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Federal Program – Federal Highway Administration, Highway Planning and Construction, CFDA#20.205 (Insert $ Amount)-per fiscal year

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

Federal Program: CFDA#20.205-Highway Planning and Construction (Federal-Aid Highway Program)

1. Implementation of ETDM process, State of Florida
2. Compliance with Agreement, Compliance with agreement and Title 23:Surface Transportation Acts.
3. Compliance with the Use and Use Restrictions; Post Assistance Requirements; and Regulations, Guidelines, and Literature sections of the Highway Planning and Construction program required.

STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

No state resources were awarded to match federal resources in this agreement

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

No state resources were awarded in this agreement

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

Not applicable. State resources were not awarded in this agreement.

Note: Remember to include the single audit language and the respective funding information in Exhibit –1 to amendments and/or supplemental agreements created in order to add additional funding to the original contract.
The following information, as a minimum, should accompany any written request for a new or additional position.

1. What is the current level of service provided by the agency?
   a. Types of services provided
   b. Amount of services provided (quantitative)

2. What challenges does the agency face with providing its current level of service?

3. What additional services will the agency be providing as a result of the position?

4. Are the functions to be provided an expansion of existing functions?
   a. What are the functions to be provided?
   b. What are the benefits of these new functions to the department?
   c. What are the benefits of these new functions to the agency?
   d. If the position is an expansion of existing functions, how much will the function be expanded? (efficiency, effectiveness, quality, quantity, etc.)

5. What specific goals will the position achieve?
   a. Within 1 year
   b. Within 2 years

6. Benefits derived from new or additional FTE?
State of Florida Department of Transportation

ADVANCE PAY REQUEST FOR AGENCY SERVICES

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<thead>
<tr>
<th>Element Description</th>
<th>Method of Compensation</th>
<th>Amount</th>
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<tr>
<td>Labor</td>
<td>Direct Salary plus Overhead</td>
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<tr>
<td>Expenses</td>
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Total $0.00

Other Notes:

Total Advances to date (including this one): $0.00

By submittal of this Advance Pay Request, the above named Agency certifies that this is a reasonable estimate of the work to be performed as described in Attachment A (Project Report).

Agency Acceptance:

(name) (title) (signature)

Note: For Project Management Purposes Only
### ADVANCED PAY TRACKING REPORT
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
SUMMARY SHEET

<table>
<thead>
<tr>
<th>Description</th>
<th>FDOT Funded Positions</th>
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</table>

#### Advance Pay Requested

<table>
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<tr>
<th>Contractual Limits</th>
<th>Advance Requested Current Period</th>
<th>Previous Advance Payouts</th>
<th>Total Advance Payouts to Date</th>
<th>Remaining Balance</th>
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<tr>
<td>Salary Related Costs &amp; Benefits</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>Direct Expenses - Travel</td>
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<td>Direct Expenses - Training</td>
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<tr>
<td>Direct Expenses - Other</td>
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<td><strong>Total</strong></td>
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#### Advance Pay Spending History

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<tr>
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<th>Previously Spent</th>
<th>Current Spent</th>
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<tbody>
<tr>
<td>Salary Related Costs &amp; Benefits</td>
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<td>Direct Expenses - Travel</td>
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<td>Direct Expenses - Training</td>
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<tr>
<td>Direct Expenses - Other</td>
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<tr>
<td><strong>Total</strong></td>
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<td>$ -</td>
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</table>

By submittal of this report, the above named Agency certifies that costs contained in this report represent actual project costs as reflected in our accounting records, which includes timesheets, expense reports and supporting documents.

---

Authorized Representative Signature

**Note:** For Project Management Purposes Only
### SCHEDULE A-1

**Agency**

<table>
<thead>
<tr>
<th>Name and/or Job Class</th>
<th>Hours Expended</th>
<th>Average Hourly Rate</th>
<th>Cost This Period</th>
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</thead>
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<tr>
<td><strong>STRAIGHT OVERTIME</strong></td>
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</table>

Total Direct Salary Costs: $0.00

Overhead: $0.00

Total Salary Related Costs: $0.00

Note: For Project Management Purposes Only
SCHEDULE E-1 TRAVEL

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</tbody>
</table>

Total Reimbursable Direct Travel Expenses This Period

$ -

(1) All requests for reimbursement for travel expenses must be supported by completed form 300-000-001, State of Florida Voucher for Reimbursement of Travel Expenses or similar Federal forms per 41CFR, chapter 301 and accompanied with receipts, invoices, etc.

Note: For Project Management Purposes Only
### SCHEDULE E-2 Training

<table>
<thead>
<tr>
<th>Item Description</th>
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**Total Reimbursable Direct Other Expenses This Period**

$ -

*Note: For Project Management Purposes Only*
**SCHEDULE E-3 Other**

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<tr>
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**Total Reimbursable Direct Other Expenses This Period**

|            | $ - |

**Note: For Project Management Purposes Only**
### INVOICE SUMMARY SHEET

**Agency**

**Address**

<table>
<thead>
<tr>
<th>Invoice No.</th>
<th>Agency Invoice No.</th>
<th>Federal Project</th>
<th>PR/DO Number</th>
<th>Agency Contact Person</th>
<th>Notice to Proceed Date</th>
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<th>Invoice Period</th>
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<th>AOA Renewal Date</th>
<th>FA Renewal Date</th>
<th>MA Renewal Date</th>
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**Agency Telephone Number**

**Date Invoice Prepared**

**AOA Renewal Date**

**FA Renewal Date**

**MA Renewal Date**

**Description**

### Reimbursable Costs

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Contractual Limits</th>
<th>Total Billed To Date</th>
<th>Previous Billings</th>
<th>Amount Due This Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Related Costs &amp; Benefits</td>
<td>E-1</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>Direct Expenses - Travel</td>
<td>E-2</td>
<td>$ -</td>
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<tr>
<td>Direct Expenses - Training</td>
<td>E-3</td>
<td>$ -</td>
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</tr>
<tr>
<td>Direct Expenses - Other</td>
<td></td>
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</tbody>
</table>

**Total Amount Billed**

$ - $ - $ - $ - $ -

By submission of this invoice, the above named Agency certifies that reimbursable costs contained in this invoice represent actual project costs as reflected in our accounting records, which includes timesheets, expense reports and supporting documents.

---

Authorized Representative Signature

**Note:** For Project Management Purposes Only
### SCHEDULE A-1

**0**

**Agency**

<table>
<thead>
<tr>
<th>Name and/or Job</th>
<th>Hours Expended</th>
<th>Average Hourly Rate</th>
<th>Cost This Period</th>
</tr>
</thead>
<tbody>
<tr>
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**STRAIGHT OVERTIME**

|                  |               |                   |                 |
|                  |               |                   |                 |

Total Direct Salary Costs $0.00

Overhead $0.00

Total Salary Related Costs $0.00

Total Salary Related Costs $0.00

**Note: For Project Management Purposes Only**
SCHEDULE E-1 TRAVEL

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
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<tbody>
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<tr>
<td>Total Reimbursable Direct Travel Expenses This Period</td>
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</tbody>
</table>

(1) All requests for reimbursement for travel expenses must be supported by completed form 300-000-001, State of Florida Voucher for Reimbursement of Travel Expenses or similar Federal forms per 41CFR, chapter 301 and accompanied with receipts, invoices, etc.

Note: For Project Management Purposes Only
SCHEDULE E-2 Training

0
Agency

F.D.O.T. Invoice No. 0 PR/DO Number
Financial ID No.

REIMBURSABLE DIRECT EXPENSE - TRAINING

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
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Total Reimbursable Direct Other Expenses This Period $-

Note: For Project Management Purposes Only
SCHEDULE E-3 Other

F.D.O.T. Invoice No. 0  
PR/DO Number  
Financial ID No.  

**REIMBURSABLE DIRECT EXPENSE -OTHER**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
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Total Reimbursable Direct Other Expenses This Period: $-

**Note: For Project Management Purposes Only**
Accomplishments made during Period (Accomplishments from the last period for Advance Pay)

I. Administrative and/or Supervisions Tasks: (Includes discussion of management and/or supervision tasks performed during specific quarter.)

Total Staff Hours (for period):
Total Personnel Involved (No. of People):

II. Coordination: (Discussion of non-field interagency and Departmental coordination).

III. Project Reviews (Including Field Reviews, see attached Project Table)

EST (Planning/Programming Screens)

NEPA/Permitting (Includes Mitigation Activities)

IV. Performance Measures (Discuss how agency has performed based Performance Measures outlined in Agreements)

Problems Encountered/Suggestions for Improvements

Instruction: This section should provide information on any problems discovered or anticipated and any proposed improvements, which would facilitate the streamlining effort of the process.

Anticipated Accomplishments for next Period (Advance Pay provides details on upcoming Advance Pay Request anticipated work efforts)

Instruction: This section should provide information on future (upcoming) work activities.

Total Staff Hours (future):
Total Personnel Involved (No. of People):
Certification: As the ETAT Agency Project Manager, I certify that the allocated federal funds for this project have been expended or will be expended consistent with the jointly executed ETDM Agreements and in compliance with Section 1309 of ISTEA as shown in this report.

Program Manager

Signature

Date
Program Review Form

<table>
<thead>
<tr>
<th>ETDM # or FN #</th>
<th>County</th>
<th>Project Description</th>
<th>Phase</th>
<th>Response Date (mm/dd/yyyy)</th>
<th>Review Type</th>
<th>Response Document</th>
<th>Degree of Effect</th>
<th>Review Comments</th>
<th>Action</th>
<th>EST Problems Encountered</th>
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Program Review Definitions
- **Informal Coordination**: Project reviews conducted that do not have specific review timelines and do not require agency decisions.
- **Formal Coordination**: Project reviews that have specific review timelines and require agency decisions as identified in state statutes or federal laws.
- **Field Review**: Agency conducts field review of project.
- **Technical Assistance**: Agency provides technical review or technical assistance for project-related issues.
- **Permitting Activities**: Agency reviews related to permitting activities.
- **Advance Notification**: Agency review of project Advance Notification.
- **Other**: "Review not identified in pull down menu. Agencies to add Review Type."
FDOT TRAVEL/TRAINING REQUEST
Required for Out-of-State Travel Only

Employee Name

Employee Position

Agency Name and Office Location

Purpose of Travel:

TRAVEL REQUESTED

Date

Origination

Destination

Date

Origination

Destination

ESTIMATED TRAVEL COST

Estimated Total Cost for Travel: $

AUTHORIZATION BY CEMO ADMINISTRATOR

Verbal Authorization

Date

Authorization

Date

AGENCY SIGNATURES

Employee Signature

Date

Travel Approved by Direct Supervisor

Date
ETDM Performance Measures
Annual Report

Before ETDM Implementation

Prior to MOU and agreements, describe in detail how your agency conducted daily business on FDOT projects.

1) Describe how your agency was organized in Florida?
2) How did project information enter your organization?
3) How many staff were involved and how were they allocated?
4) How were projects assigned?
5) How frequently did staff consult or coordinate with FDOT on projects?
6) How many FDOT projects were reviewed and coordinated with FDOT each year?
7) Describe your typical involvement with FDOT projects and at what phase that involvement usually occurred: planning, PD&E, permitting, etc…
8) How many staff hours per month were typically devoted to working on FDOT projects? Planning Phase? PD&E phase? Permitting?
9) What were the major barriers to coordination and involvement with FDOT projects: Budget? Staff? Other Resources? Time? Communication? Meetings? Field Reviews?
10) Describe your involvement with the MPO’s planning process?
11) When did your agency typically provide review on DOT transportation projects?
12) How often have you published joint notices with FDOT?

After ETDM Implementation

After MOU and agreements, describe in detail how your agency conducts daily business on FDOT projects.

1) Describe how your agency is organized in Florida?
2) How does project information enter your organization?
3) How many staff are involved and how are they allocated?
4) Describe how Section 1309 funds have been used to streamline process?
5) How are projects assigned?
6) How frequently does staff consult or coordinate with FDOT on projects?
7) How many FDOT projects have been reviewed or coordinated with FDOT over the past year? How does this differ from prior business practice?
8) Describe your typical involvement with FDOT projects and at what phase that involvement occurs: Planning, PD&E, Permitting, etc…
9) How many staff hours per month are typically devoted working on FDOT projects? Planning Phase? PD&E phase? Permitting?
10) Describe your involvement with MPO’s planning process?
11) Describe instances of where early collaborative decision-making with FDOT has occurred to eliminate duplication or resolve issues?
12) When did your agency become aware of and receive public input on a transportation project? Planning? Programming? Project development
13) How often have you published joint notices with FDOT?
15) What are some of the findings or results you have discovered related to your agencies operations, FDOT operations or the environmental process in general since participation in the MOU and agreements?
16) What recommendations would you make to improve the environmental streamlining of the process?

**Agency Specific Performance Measures (PM) Questions**

1) If your agency has established Performance Measures, describe your Performance Measures and how participation in ETDM process and streamlining has contributed to meeting these measures?

2) Using EST reports, discuss how your agency has met the performance measures established in the ETDM Agreements.