



C-Program Administration Manual





SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

C-Program Administration Manual

Prepared by: Civil Engineering Consulting Services, Inc.
Preparers: Fred Berry and Jim Posey

Revised by: Herbert J. Cooper

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PREFACE

This C Program Administration Manual has been designed and developed to document the processes of the C Program Administration Office and to assist personnel in both the Regional Production Groups (RPGs) and in the C Program Administration Office to properly manage C funded projects in compliance with established standards and procedures. The manual is intended to serve as a reference document for those responsible for the management and administration of the C Program. Hopefully, the steps in the project development, administrative and management processes are described in a manner that are unproblematic for an interested party to understand and attempts to answer any of the questions that one may have in regard to the administration of the C Program. The C Program Administration Office is located in Room 424 in the South Carolina Department of Transportation Headquarters Building in Columbia, South Carolina.

The process of managing and developing C projects is led by Program Managers, under the supervision of the Regional Production Group (RPG) leaders, and involves the efforts and expertise of many dedicated people to properly bring together the financial, legal and engineering aspects of the C Program to culminate in a successful project. The manual further assists in the identification of those individuals who are responsible for the successful completion of each activity throughout the steps in each process. In addition, a copy of the appropriate forms to be used, when required, is included in the appendix of the manual for easy reference, identification and duplication, if necessary. The manual begins with a brief introduction to the C Program, in an effort to familiarize the reader with an overview of the history of the C Program, and outlines some of the objectives of the program while stressing the importance of the C Program in relation to the benefits it brings to the traveling public.

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1.0 Introduction to the C Program

The South Carolina Department of Transportation (SCDOT) C Program was established to fund the construction of local roads and streets that directly benefit local residents. The local roads were originally designated as “farm to market” roads since they served the local citizens in transporting goods to and from the market. Public roads and highways are the infrastructure for growth in South Carolina. After the construction of the roadways has been completed a tremendous amount of responsibility exists for the maintenance of these facilities. SCDOT, like all state transportation departments across the country have quickly learned, the job is too big to accomplish without partnerships. The C Program is a long established partnership between SCDOT and the 46 counties to fund the improvements of state roads, county roads, city streets and other local transportation projects.

The C-funds are derived from 2.66 cents per gallon of the state gasoline tax. These funds are distributed annually to each of the 46 counties. An additional \$9.5 million from the State Highway Fund is also distributed annually to “donor” counties. A “donor” county is defined as a county in which the 2.66 cents per gallon of gasoline tax that is collected in the county, exceeds the amount which that county receives back in C funds.

The funds are distributed to the counties based on a three part formula. The formula allocates one third of the C funds based on the ratio of the land area of the county to the land area of the state, one third based on the ratio of the county population to the state population and one third based on the rural road mileage in the county to the rural road mileage in the state. Population data is gathered from the 2000 census and will be revised upon completion of the 2010 census. Also, when this work is accomplished, newly census defined urban areas will be identified, which could change the number of rural road miles in individual counties. Rural roads in each county are identified as those roads not located in the census defined urban areas and include state roads, county roads, city roads, state and national park roads, forest development roads, and state institutional roads. The number of rural road miles can change from year to year when the counties report their additions and deletions to SCDOT.

Donor county funds are distributed based on a ratio of the county’s gas tax contribution in excess of its C fund apportionment to the total excess contributions of all counties.

By law, each county is responsible for establishing a County Transportation Committee (CTC) appointed by the County’s Legislative Delegation. The number of members on the committee varies from county to county. In some counties, the CTC is comprised of the members of the County Council. In other counties, none of the CTC members are public

officials. The CTC has complete control of the C funds that are allocated to their county and is entrusted with the authority to select and approve projects to be funded utilizing C Funds.

Presently, twenty seven (27) counties have chosen the South Carolina Department of Transportation to administer their C Program, while nineteen (19) others, administer their own C Program.

A monthly C Statement is prepared each month by the C Program Administration Office and distributed to each CTC as well as other interested parties. An explanation of the C Program Statement can be found in **Appendix G** of this manual.

Additional information concerning the C Program can be found in the latest edition of “A Guide to the C Program” booklet published by the South Carolina Department of Transportation and compiled by the C Program Administration Office. A copy of the booklet is included in **Appendix K** of this manual.

2.0 The C-Project Development Process

County Transportation Committees (CTCs) may choose to administer their own C Program or have the South Carolina Department of Transportation administer their C Program. The project selection process and the approval of C fund expenditures are solely the responsibility of the CTC. In either option the Department does not select projects to be constructed with C funds. Flow charts depicting the project development process for both construction projects and resurfacing projects on the state system are shown in **Appendix A** and **Appendix B** respectively.

Construction Project Evaluation

After the CTC has selected a project to be improved or constructed using C funds, they should request the C Program Manager assigned to their county to perform an evaluation of the project. The C Program Manager will determine if the project qualifies for programming. Inclusion of an improved county/city road in the State Highway System for state maintenance based on the criteria in the Engineering Directive Memorandum PC-2., (**Appendix E**) will also be subject to the conditions stated below under the **Secondary Road Mileage Limitation** section. The C Program Manager prepares an estimate of cost to construct the project and presents it to the CTC. The cost estimate is based on a physical on-site inspection of the project and includes estimated quantities and estimated costs, as well as other incidentals necessary for the construction of the project. The total project cost is to include engineering, R/W acquisition, construction, testing and inspection.

Resurfacing Project Evaluation

The District Office is responsible for the preparation of the data sheets at the request of the CTC for all state resurfacing projects and submits them to the Program Manager. The resurfacing data sheets includes information about each road to be resurfaced, the road numbers, project descriptions, length (mileage), widths, termini, beginning milepost, ending milepost, quantities of bid items needed to perform the work, estimated costs, marked location maps and notes in reference to the permit determination. An example of completed data sheets is included in **Appendix D**.

If the project meets the criteria for programming and the CTC approves the estimated cost, the CTC is responsible for submitting a “Request for Programming” form to the C Program Administration Office. A copy of the form is included in **Appendix I**. The request should include a complete description of the project, the amount of funds to be programmed, the governmental entity that will manage the work and a county map with the project location highlighted in “yellow”.

Secondary Road Mileage Limitation

South Carolina currently has the fourth largest state maintained highway system in the nation. Over the years, the unregulated addition of new roads to the state system resulted in an extraordinary strain on the maintenance budget of SCDOT. To slow the growth of the secondary system, the Commission in 1994 established a limitation for the mileage of state secondary roads in each county referred to as the cap. In May 2007, the Commission placed further restrictions on the size of the secondary road system by establishing a new policy that would reverse the growth of the system. The new policy lowered the county road cap when a road was removed from the system and established that only roads necessary for the interconnectivity of the state system or roads considered a major collector with significant traffic volumes would be considered for addition to the system. The only exception for adding local roads to the state system is through an exchange of roads as allowed by Section 57-5-80 of the South Carolina code of laws. This section allows SCDOT to delete roads of low traffic importance from the state system by substituting therefore an equal, or less, mileage of other roads of higher traffic importance as determined by traffic surveys and estimates. Residential streets and other local roads are not normally considered roads of high traffic importance. Any roads accepted into the state system through a road swap must meet state construction standards, must intersect with a road presently in the state system and presently be maintained by a government body as a public road. These type road exchanges are considered on a case by case basis. Addition of roads to the State Highway System must be approved by the South Carolina Department of Transportation Commission.

Program Action Request (PAR)

After proper evaluation, approval of the CTC, and, if necessary, approval of the Commission to add the road to the State Highway System, the C Program Manager completes and submits a Program Action Request (PAR) to the Federal Program Administration Office. A copy of the Program Action Request (PAR) form can be found in **Appendix H**.

Bidding and Award

After the right of way has been secured, the utility agreements approved and the permits secured, if required, the project is advertised for bids. If the low bid is within the Director of Construction's award guidelines and approved by SCDOT, it is recommended for approval by the Commission. After the project receives Commission approval, it is awarded.

3.0 Request for Programming

(County Transportation Committee (CTC) and C Program Coordinator)

- a) The CTC must submit a Request for Programming Form, signed and dated by the CTC Chairman, to the C Program Administration Office in order to initiate the programming process. This process is the means by which the CTC Chairman tells the C Program Administration Office the specific project the CTC wants to accomplish, the amount of money authorized for the work, the location of the project and the responsible party performing the work. A copy of the Request for Programming form is included in **Appendix I**. If the C fund program is administered by the CTC, a check for the entire estimated project cost should be submitted by the CTC to the C Program Administration Office along with the programming request.
- b) A marked location map highlighted in “yellow” showing the location of the project must be attached to the Request for Programming Form.
- c) The C Program Coordinator enters all of the programming information on Screen 55 in the Preconstruction Project Management System (PPMS). The PPMS system automatically assigns a project control number (PCN). The C Program Coordinator assigns a state road number and addition number to any new project that is approved for the state system, once it has been constructed. Existing road and addition numbers are used for roads that are already on the state system.
- d) The C Program Coordinator creates a dummy transaction on Screen 5 for tracking purposes by triggering the “Make Obligation” box on Screen 55. This will automatically create an obligation for the total construction funds that can then be modified by the Program Manager by moving the obligation date in the monthly primary meeting or by submitting a PAR.

```

ENTIRE Connection - [option4 - [1]]
Host Edit View Profilers Utilities Print Window Help
Screen: 55_ Secondary Roads Project Status (was 750) Page 1 07/17/2006 13:58
==> Record successfully displayed. Press F1 to save changes.
PCN/Suffix: 28410_ X___ ISN: 6284
Secondary Roads Project Details
File Nbr: 0009 105C_____ C Proj Status: 7_ Let
Item Nbr: _____ Addition Nbr: _479
County: _9 Calhoun PE Project Nbr: _____
Route: S- _479 __ Const Project Nbr: _____
Termini From: S-458 (CREEKS EDGE LANE)_ Bmp: _____ Emp: _____
Termini To: DEADEND - 0.671 MI_____ Road Squad: DES GRP-3 FRICK
Local Name: S-479 (BUCKHEAD)_____ Survey Crew: SURVEY-38 KING
Length: 0.671___ Miles Prj Engineer: __1 MATIENZO, A.
Work Type: 110 CONSTRUCT 605 ROADWAY Disturbed Acres: 3.5
Programmed Amount: 351106.12___
Congressional Districts: _ _ _ _ _ Match Fund Amount: _____
Match PCN/Suffix: _____ Match File Nbr: _____
Permit Types:
Project Characteristics
X C Project _ Prel Engr Only X New Location Const _ Reconst/Bettermnt
_ Hatch Project _ Hatch Agreement _ Spot Improvement _ Resurfacing
_ New Bridge/Replace _ Bridge Rehab
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Save Refr +Bmrk Srch Pg+ +Note Main PCN+ +Desc +Acts
4 A 0 03,020
NUM

```

Screen:_55 Secondary Roads Project Status Page 1

- Page 1 contains the PCN number, county, road number, description, file number, survey crew, roadway team leader, engineer, work type, project characteristics as well as other pertinent project information.
- F7 will toggle between the five (5) pages on screen 55.



Screen: _55 Secondary Roads Project Status Page 2

- Page 2 displays the milestone dates connected to the project.

```

ENTIRE Connection - [option4 - [1]]
Host Edit View Profilers Utilities Print Window Help
Screen: 55_ Secondary Roads Project Status (was 750) Page 3 07/17/2006 14:00
==> Record successfully displayed. Press F1 to save changes.
PCN/Suffix: 20410_X_C Proj Status: 7_ Let
Secondary Roads Budget/Expenditures
Section          Programmed Amt      Expenditures      Charge Code
Prel Engr Cost:  -----26549.71      21644.56      09 PEC 0020 410 2220 1
Prel Engr Overhead: -----
-----
Prel Engr Total:          26549.71          21644.56

Const Cost:          -----284703.87      218079.44      09 00C 0020 410 2220 2
CEI Cost:            -----39858.54          19785.88      09 CEC 0020 410 2220 1
Const Engr Overhead: -----
-----
Const Total:          324562.41          237865.32
Total Cost:           351106.12
Estimated Cost:       351106.12

1st Quarter Payment Recvd: -- -- -- --
2nd Quarter Payment Recvd: -- -- -- --
3rd Quarter Payment Recvd: -- -- -- --
4th Quarter Payment Recvd: -- -- -- --
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Save      Refr +Rmrk      Srch Pg+      +Note Main PCN+ +Desc +Acts
4A0 03,020
Help NUM

```

Screen 55_ Secondary Roads Project Status Page 3

- Pages 3 records the budget/expenditures on the project.



Screen: 55_ Secondary Roads Project Status Page 4

- Page 4 shows the programmed amounts and the expenditures for each activity on the project.

ENTIRE Connection - [option4 - [1]]

Host Edit View Profilers Utilities Print Window Help

Screen: 55_ Secondary Roads Project Status (was 750) Page 5 07/17/2006 14:01
 ==> Record successfully displayed. Press F1 to save changes.
 PCN/Suffix: 20410_X___ C Proj Status: 7_ Let

Secondary Roads Construction Costs

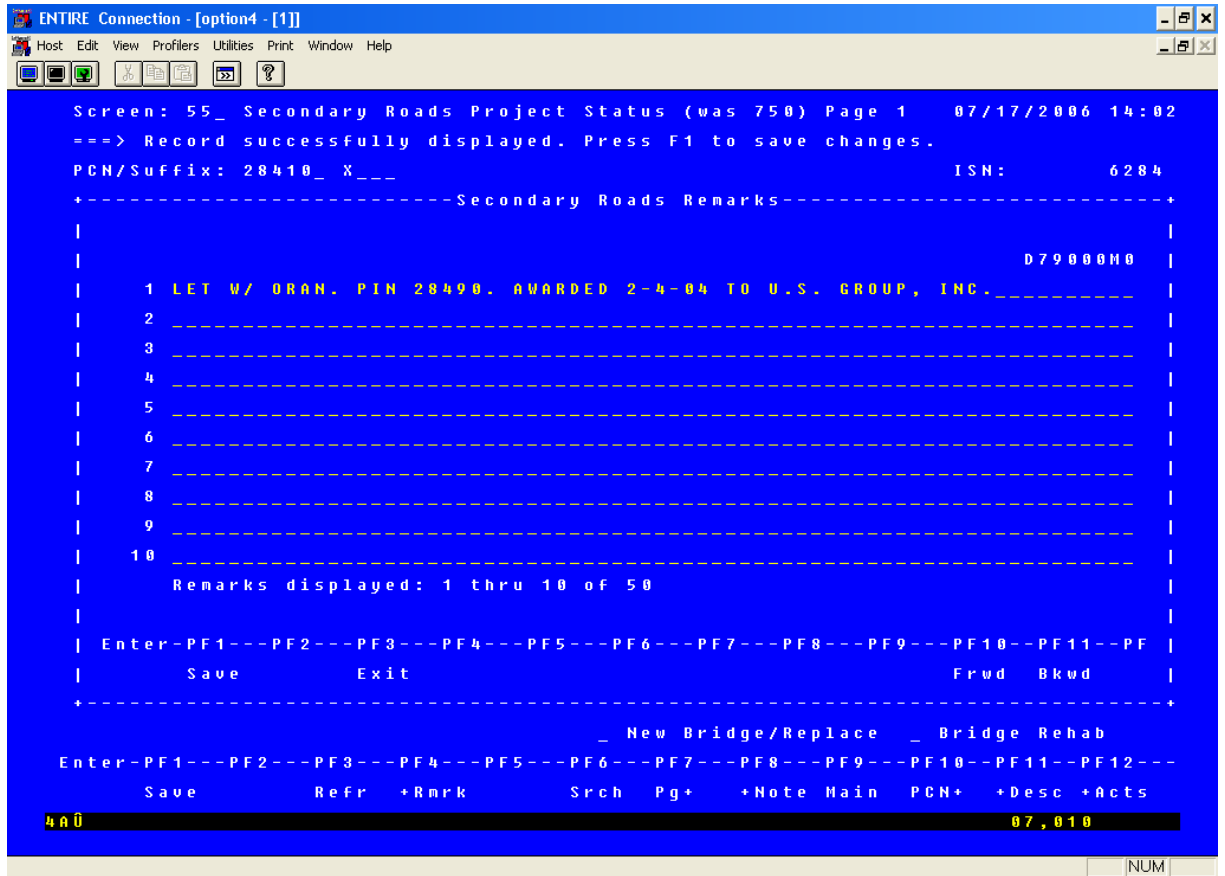
Section	Programmed Amt	Expenditures	Percent
Low Bid	-----	218079.44	
CEI	39858.54	19785.88	49.60
Contingencies	-----		
Supplemental Agreement 1	-----		
Supplemental Agreement 2	-----		
Laboratory Testing	-----		
Contract Extension	-----		
Utility Agreement	-----		
R/W Condemnation	-----		
Final Plans	-----		
Construction Subtotal	39858.54	218079.44	
Constr Engineering Overhead			
Construction Total Cost	324562.41	237865.32	

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Save Refr +Rmrk Srch Pg+ +Note Main PCN+ +Desc +Acts
 4A0 03,020

NUM

Screen: 55_ Secondary Roads Project Status Page 5

- Page 5 is a continuation of the programmed amounts and expenditures on the project. This information is entered by the program manager.



Secondary Roads Remarks

- You can access the “Remarks” page by pressing F4 on screen 55.
- After entering remarks on the remarks page, press F1 to update
- F3 will return you to screen 55.



PPMS Search Projects by County/Route

- F6 will access the Search Projects by County/Route screen.
- You can access a list of the types of searches available by entering a “?” in the space after “search type” and pressing enter.
- Enter the number for the type of search that you want to conduct in the space after “search type” and press enter to begin your search.
- All four blanks must be used in the first four digits of the file number. Use a “0” where necessary.
- Example: Calhoun County is county number 9. Enter 0009 for the first four numbers in the file number spaces to search for a Calhoun County file number.
- F3 will return to screen 55.


```

ENTIRE Connection - [option4 - [1]]
Host Edit View Profiles Utilities Print Window Help
Screen: _55 Secondary Roads Project Status (was 750) Page 1 07/10/2006 09:33
==> Record successfully displayed. Press F1 to save changes.
+-----Secondary Roads Description-----+
|
|                                     D79000H0 |
| 1 BUCKHEAD LANE EXTENDING NORTHWESTERLY FROM S-458 (CREEKS EDGE_____ |
| 2 LANE) TO DEADEND_____ |
| 3 _____ |
| 4 _____ |
| 5 _____ |
| 6 _____ |
| 7 _____ |
| 8 _____ |
| 9 _____ |
| 10 _____ |
| Remarks displayed: 1 thru 10 of 14 |
|
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF |
|                               Exit                               Frwd  Bkwd |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
Permit Types:                                     ISN:         6284
Match PCN/Suffix: _____ Match File Nbr: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Save       Refr  +Rmrk       Srch  Pg+   +Note Main  PCN+   +Desc +Acts
400                                             03,002

```

Secondary Roads Description

- F11 will access the Secondary Roads Description of the project.

3.1 Program Action Request (PAR)

(Program Manager)

- a) The C Program Coordinator creates a transaction on Screen 5 for all SC DOT managed projects.
- b) To revise the obligation date and/or to set a LET date on a C Project, a Program Action Request (PAR) must be submitted.
- c) The Program Manager shall prepare and submit a program action request (PAR), with the necessary project identifiers. Requirements for a (PAR) include a map and a Primavera schedule. A copy of the PAR form is included in **Appendix H** and can be found on the SC DOT intranet site under Preconstruction Resource Management/Federal Program Administration/Forms.
- d) All PARs are filled out by the C Program Manager and submitted to their respective RPG leader for review. The PAR is then submitted to the Director of Preconstruction for approval and routed to the Federal Program Administrator for verification. The Federal Program Administrator will forward the PAR to the Obligations Management Office for processing in PPMS. The Obligations Management Office will assign no additional project control number (PCN), since the C Program Administration Office has already assigned a C - PCN.
- e) A PAR must be submitted for all match projects, when C-funds are used to match State or Federal funds that are offered for match. Submitting the PAR initiates the assignment of a Project Control Number (PCN) for all match projects. The PCN that is assigned is the PCN that will be used for development, advertisement and letting of the project. The C PCN is used for programming and transferring C funds to the State or Federal PCN.
- f) If a CTC selects multiple projects under a Match Program, a C PCN and a match PCN must be assigned to each project.
- g) Multiple match projects should not be programmed under a single C PCN or under a single match PCN, to avoid confusion and project tracking problems.
- h) The C PCN that was assigned to the project when the information was entered on screen 55 in PPMS should be included in the "Link To" field on the PAR, for cross referencing and linking purposes.
- i) The file number and the funding percentages for the C PCN and the State or Federal PCN should be recorded in the "Remarks" section of the PAR.
- j) The Obligations Management Office will notify the Program Manager immediately, once a charge code and a State or Federal PCN has been established and assigned to the project.

- k) The Obligations Management Office keeps detailed records on the status of each project on Screens 50 and 80 in the Preconstruction Project Management System (PPMS). PARs are also archived by the Federal Program Administration Office and can be searched using the PAR Record Management System on the SCDOT intranet site.
- l) The project information may be needed to be adjusted throughout the project development process through a revision to the PAR, if the construction obligation date, the right of way obligation date, the letting date or the cost estimate is revised.
- m) The Program Manager is responsible for requesting all major project revisions by sending in a revised PAR to the Federal Program Administration Office (FPAO).
- n) The PAR may also be submitted to revise a project once it is let to contract to reflect the correct funding amount and the correct percentages of each funding source.

3.2 File Number and Project Number

(Program Manager and Federal Program Administration Office)

- a) When a project is programmed on screen 55 in PPMS, pressing F-2, F-2, and F-1 will automatically generate a file number for the project. This is typically the responsibility of the C Program Coordinator but can be accomplished by anyone else having update capabilities on the programming screen.
- b) File numbers will be assigned to all construction projects, resurfacing projects, direct labor projects and reimbursement projects.
 - (1) A construction project is any project on the state system that is programmed for improvement or construction. Examples include but are not limited to paving dirt roads, constructing intersection improvements, adding a turn lane, improving a turning radius, placing sidewalks and or curb and gutter on a road, installing or improving drainage, etc.
 - (2) A resurfacing project is any road on the state system that is programmed for placing a new pavement on a previously paved roadway. The District Office will submit marked maps showing the location of the roads to be resurfaced and data sheets giving the pertinent information about the road and the quantities necessary to resurface the road. This information includes the starting and ending locations of the resurfacing, the length of the project, the type and quantity of the resurfacing material to be used, the quantity of the liquid asphalt required, any full depth patching needed and the quantities for widening the existing pavement on both sides, as well as all other items of work required to construct the project. Quantities should include any borrow material required for shoulder improvements.

- (3) A direct labor project is a project on an existing state road that SCDOT has agreed to perform specific work with the DOT maintenance forces. The CTC pays for the materials used on the project. These are usually minor projects and are only programmed if the local maintenance schedule can accommodate the work and prior approval is obtained from the District Engineering Administrator.
 - (4) Reimbursement projects are programmed with CTC funds to reimburse a public entity to perform specific work on a road on the state system. This is usually a City, Town, County or other public entity and the work must be performed under an approved encroachment permit issued by SCDOT.
- c) File Numbers are generally not assigned to Local Paving Projects (LPPs); however, if a local paving project is to be let to contract along with a state project, a file number is required. It is automatically generated when the project is programmed on screen 55 in PPMS. The file number for a local paving project will always be assigned an “L” suffix as part of the file number. Payments for invoices submitted on Local Paving Projects and all associated files will be handled and maintained directly by the C Program Fiscal Analyst (CPFA). Local Paving Projects are governed by paragraph C in Section 12-28-2740 of the South Carolina Code of Laws. The section of the South Carolina Code of Laws that pertains to Local Paving Projects can be found in **Appendix F** of this manual.
 - d) The construction project number assigned to a C project is always the letter “C” followed by the number that follows the two digit County number in the File number. As an example, PCN number 28410 in Calhoun County was assigned File number 09.28410. The 09 is the designated County number for Calhoun County and the 28410 was assigned by the Preconstruction Management Office. The construction project number for this project would be C-28410.

3.3 Preliminary Time Line, Obligation Dates and Let Date

(Program Manager and Program Controls Manager)

- a) The Program Manager shall coordinate with the Program Controls Manager to develop a P3E schedule and establish proposed obligation and let dates for each project. The **right of way obligation date** if necessary and the **construction obligation date** should be assigned to the project at this time.
- b) The P3E schedule should include all anticipated requirements of the project development process. An example of a “C” Project timeline can be found in **Appendix C**.
- c) The right of way obligation date should be the estimated date that the plans will be sent to the right of way office, based on the timeline. Since right of way on a C

project is normally obtained gratis and no funds are received from the Department's budget, the right of way obligation date is for scheduling purposes only. However, sufficient time to schedule appropriate activities is required.

- d) A right of way obligation date is to be assigned to all projects, unless there is no new right of way or permissions required on the project. Some offices within SCDOT schedule their work on a project based on the right of way obligation date, therefore, it is important to assign the date as early as possible, as outlined in paragraph "a" above.
- e) A construction obligation date should be assigned to all projects. The construction obligation date is set two (2) months prior to the let date. It is also important to assign this date as early as possible, as outlined in paragraph "a" above.
- f) If the project is advancing as planned and no problems are anticipated, **a let date** for the project should be assigned after the design field review has been made and the timeline has been adjusted. The let date is usually set for two (2) months after the construction obligation date
- g) Once a let date has been assigned to a project and it has been listed on the SCDOT internet site, every effort should be made to keep the project on schedule and the let date should not be changed.

3.4 Prepare Engineers Estimate and Compare Initial Estimate

(Program Manager, District Office, Letting Preparation Manager, and CTC)

1) Roadway Construction Projects

- a) Once plans are complete, the Program Manager should submit the project to the letting preparation manager for an official engineer's estimate, which is based on actual plan quantities and the latest bid prices.
- b) The Program Manager should compare the engineer's estimate with the original programmed estimate. If the engineer's estimate plus additional costs is less than the programmed amount, the project may proceed to letting. If the engineer's estimate is more than the original estimate, the Program Manager is to notify the County Transportation Committee (CTC) of the new estimate and secure written concurrence from the CTC Chairman that they will agree to award the project to the lowest bidder, if the low bid received is not more than 10% above the engineer's estimate.
- c) The total cost presented to the CTC should include the engineer's estimate of the construction cost plus all other costs associated, including preliminary engineering (PE), 10% construction contingencies, construction engineering

inspection (CEI), utility costs, right of way costs, if applicable and 50% overhead on PE and CEI for self administered CTC's.

- d) Concurrence from the CTC, to fund the project, should be in writing and received before the project is advertised for bids. This concurrence eliminates the possibility of the contractor preparing and submitting a reasonable and competitive bid, only to find that the CTC will not agree to fund and award the project because they perceive the project cost is too high.
- e) The Program Manager is responsible for entering the date the CTC was contacted for concurrence to advertise the project and the date concurrence was received on Page 2 of Screen 55 in PPMS.

2) Resurfacing Projects

- a) The engineer's cost estimate is based on estimated contract quantities and recent bid price information from other projects bid in the same area of the state. The date the engineers estimate is received and the amount of the engineers estimate are entered by the Program Manager on page 2 of screen 55 in PPMS.
- b) The Program Manager should compare the engineer's estimate with the original estimate that was prepared by the District office when the project was programmed.
- c) If the engineer's estimate, plus 5% contingencies, is less than the programmed amount, the project may proceed to letting.
- d) If the engineer's estimate is more than the programmed amount, the Program Manager is to notify the County Transportation Committee (CTC) of the new estimate. Written concurrence must be secured from the CTC Chairman that they will agree to award the project to the lowest bidder, if the low bid received is not more than 10% above the engineer's estimate, plus 5% for construction contingencies.
- e) Presently, SCDOT is not charging CTCs any preliminary engineering (PE) costs, contract preparation costs or construction engineering inspection (CEI) costs on resurfacing projects, as long as the roads are on the existing State System. This is subject to change without notice.
- f) Concurrence to fund the project from the CTC should be in writing and secured before the project is advertised for bids. The date of concurrence is entered on Page 2 of Screen 55 in PPMS by the Program Manager.
- g) If the engineer's estimate is higher than the programmed estimate, and the CTC does not agree to the higher estimate of cost, the data sheets can be revised by the District to shorten the length of resurfacing on a road(s) or by eliminating

road(s) from the contract. These revisions should be made with the approval of the CTC and documented, since they are funding the work.

- h) After approval is received from the CTC to fund the project, the Program Manager should coordinate with the Operations Manager to assign the next available let date to the project that will meet with the Operations Manager's schedule. The let date is entered on page 2 of screen 55 in PPMS by the Project Engineer.

3.5 Monitor Rights of Way Acquisition (CTC, Right of Way Agent, and Program Manager)

- a) Right of way for C-Projects is normally secured gratis from the property owners, since the benefits of new road construction is considered to exceed the damage to the adjacent property.
- b) The Program Manager is responsible to monitor the right of way acquisition process closely, to determine if there are any conflicts or problems with securing the necessary right of way.
- c) If it becomes necessary to assist the right of way agent with securing the right of way, the Program Manager should schedule a meeting with all property owners on the project. The District Construction Engineer and the right of way agent assigned to the project, usually attend this meeting.
- d) If the right of way conflicts cannot be resolved, the Program Manager will advise the CTC, in writing, of the conflicts and request the CTC to advise the Department how to proceed with the acquisition of the right of way.
- e) The CTC has several options at this time, they may decide to purchase the necessary rights of way, reduce the scope of the work to eliminate some of the right of way that will be required, (this option will require that the plans be revised), file condemnations with the court system for the acquisition of the rights of way or they may decide to delete the project.
- f) Special consideration and deliberation should be given to C right of way purchases as precedence may be set that could require the CTC to purchase the right of way from all of the affected property owners on a project and future roads programmed for construction in that county.
- g) If necessary right of way is condemned, the right of way appraiser makes an appraisal of the value of the property to be condemned and the CTC is informed of the estimated cost to condemn the property, including the court costs. If the CTC agrees to proceed with the condemnations and the court rules to award the property owner payment for the condemned property, the CTC is obligated to pay the court

award amount to the property owner plus all court costs to include those incurred by the property owner.

- h) If the CTC decides to abandon the project, all of the costs incurred up to that point are charged as actual expenditures to the project and the project is then deleted.

4.0 Discuss Award Recommendations with the Construction Office (Program Manager and Construction Office)

- a) The Program Manager is responsible to meet with the construction office on the Friday following the bid opening each month to make recommendations for contract award.
- b) The Director of Construction, or his staff, monitors the bids, ensures their accuracy and makes recommendations as to the acceptance of the low bid. Award recommendations are based on the number of competitive bids and the comparison of the apparent low bid to the engineers estimate.
- c) If the low bid is within 10% of the engineer's estimate and is competitive, the project should be recommended for award.
- d) If the low bid is more than 10% above the engineer's estimate, and the Director of Construction recommends awarding the contract, the Program Manager should receive concurrence from the CTC that they are agreeable to funding the project before the project can be awarded.

5.0 Proceeding with Contract Awards

(Program Managers)

- a) Once it has been decided to award a contract and the CTC has agreed to fund the project, based on the low bid, a letter is prepared to the CTC by the Program Manager to inform them of the total project cost.
- b) The total project cost includes the contract award, preliminary engineering charges (PE), construction engineering inspection charges (CEI), utility relocation charges, right of way charges if applicable and construction contingencies. The PE charges and the CEI charges are based on a rate schedule developed by the SCDOT. A copy of this rate schedule is included in **Appendix O**. The construction contingency charge is usually either 5% or 10%, based on the project cost. A 10% construction contingency may be considered for a project of \$200K or less and a 5% construction contingency may be considered for a project above \$200K and for resurfacing projects.
- c) If sufficient funds are programmed by the CTC the letter to the CTC is to inform them that the project has been awarded and the funding is adjusted accordingly. An example of this type of letter is included in **Appendix L**.
- d) If insufficient funds are available or pre-approved by the CTC, the letter is to request how the CTC desires to proceed with the project. If the low bid was within 10% of the engineer's estimate, prior approval to award the contract should have already been obtained. If the low bid was more than 10% above the engineer's estimate, and the construction office still recommends that the project be awarded, the CTC must agree to fund the project. Written concurrence must be received and the C Program Coordinator is responsible for adjusting the programmed amount in PPMS accordingly. If the C fund program is administered by the CTC, the CTC should submit a check at the request of the Program Manager for the additional funds. If the low bid was more than 10% above the engineer's estimate, and the construction office does not recommend the project be awarded, the CTC must inform the Program Manager whether they want to re-advertise the project and let it again at a later date or if they want to delete the project. If they recommend the project be deleted, their request to delete must be documented in writing. An example of this type of letter is included in **Appendix M**.

5.1 Procedure for Programming Additional “C” Funds for the Contract Award (Program Manager, CTC, and C Program Coordinator)

- a) When the Programmed funds are to be increased to cover the award of the contract, the Program Manager provides a breakdown of preliminary engineering (PE), construction engineering inspection (CEI), construction programmed amount and overhead charges, if applicable, to the CTC Chairman for concurrence. If the C fund program is administered by the CTC, the CTC should submit a check for the increased amount along with the concurrence. If the C fund program is administered by SCDOT, the CTC should only submit the written concurrence as the C Program Coordinator will transfer the additional funds from their uncommitted balance to cover the contract award amount. After the project has been finalized and if there are any unspent funds remaining in the CTC’s account, money will be transferred back to the general CTC’s uncommitted balance. For those self administered CTCs, a check for any monies remaining in their uncommitted balance will be sent back to the CTCs on a quarterly basis.

5.2 Preparation of Form 608 to Transfer “C” Funds for Match Fund Projects (Program Manager and C Program Administrator)

- a) When a Match Program is established, the guidelines for the program and the amount of money available are sent to each CTC for their acceptance. If the CTC agrees to the guidelines and agrees to match the amount of money offered, or any part thereof, a C-PCN is established to program the C-Funds that are to be used as the match.
- b) The Program Manager submits a Program Action Request (PAR) to the Resource Management Section, in compliance with the instructions described under the activity “Submit Program Action Request (PAR)”. A State or Federal PCN and File Number, depending on the type of funds that are being offered in the Match Program, are established for the amount of SCDOT funds that will be matched. This will be the Project Control Number (PCN) and the File number used to advertise and let the project.
- c) The Program Manager will prepare a “Form 608” to transfer C-Funds from the C-PCN to the State or Federal PCN that was established by the PAR. A copy of Form 608 is included in **Appendix N** and can be found on the intranet under Agency Applications in the Electronic Forms.

5.3 Notification to Accounting Office of the Funding for all Matching Fund Projects

(Program Manager)

- a) The Program Manager is responsible for sending the Accounting Office a breakdown of the cost for Matching fund projects. The breakdown of cost should include the percent (%) of funds for each type of funding. (Example: 50% “C” funds and 50% Matching funds up to specified amount and then 100% “C” funds for all remaining costs.)

5.4 Revise PAR once Contract is Awarded on Match Fund Projects

(Program Manager and Preconstruction Management Office)

- a) After a matching fund project has been awarded, the Program Manager is responsible for submitting a revised PAR to the Resource Management Office (RMO). This PAR is to adjust the “C” fund portion of the Matching fund project to the actual amount required to include contract award and contingencies. The State or Federal matching funds for the project are generally set amounts and cannot be increased.

5.5 Notification to District of Cost Breakdown

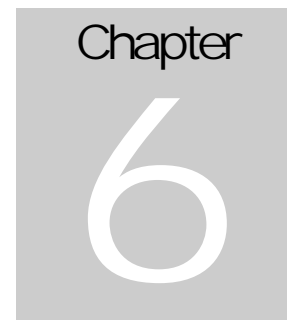
(Program Manager, District Construction Engineer and Resident Construction Engineer)

- a) Once a project is let and awarded, the Program Manager should send a cost breakdown to the District Construction Engineer to assure that no overruns will occur on the project without prior written approval from the CTC.
- b) The cost breakdown should contain the Low Bid, the amounts of the Construction Contingency and Construction Engineering Inspection (CEI) if applicable.
- c) The District Construction Engineer (DCE) and/or the Resident Construction Engineer (RCE) is responsible for advising the CTC Chairman and Program Manager if additional funds are needed prior to conducting any work that will cause the project to overrun the approved budget amount. Any work that will cause the project to overrun shall not begin without prior written approval from the CTC.

5.6 Guidelines for Issuance of State Highway Bonds

(CTC and C Program Administrator)

- a) Section 12-28-2740 of the South Carolina Code of Laws states funds allocated to the county also may be used to issue state highway bonds for the completion of projects as determined by the County Transportation Committee. The applicable source for payment of principal and interest on the bonds is the share of C fund revenues available for use by the County Transportation Committee.
- b) First, the County Transportation Committee determines the need to issue bonds for a project. The CTC then files a written application with the Commission of the Department of Transportation and the State Treasurer. The application is submitted through the C Program Administrator will include:
 1. A resolution adopted by the CTC containing information as described in Section 57-11-220 of the Code of Laws of South Carolina 1976.
 2. A description of the project for which the bond proceeds are needed, an explanation of how the CTC determined the need for bond proceeds to complete the project, availability of revenues and the financial impact on other C projects, an explanation of the impact and benefits derived by the project to the county, and any other information requested by SCDOT or the State Treasurer.
- c) Upon receipt of an application, the C Program Administrator will review the documents and the project for which the application is made and then make a recommendation concerning the scope, availability of sufficient C fund revenue, project feasibility, benefit, and cost of the proposed project to the South Carolina Budget and Control Board. The Constitutional debt service limitation of 15% of revenue applies to each county and its C fund revenue individually. The CTC shall provide a Resolution to the Board containing the information required by Section 57-11-280 of the code of Laws of South Carolina 1976. Bond counsel for the transaction shall be the same counsel as then serving the State General Obligation Bond issues. The SCDOT and the CTC will enter into an agreement in which the CTC pledges its revenue for the debt service of the bonds issued and authorizes SCDOT to withhold sufficient revenues at the beginning of each fiscal year to be transferred to the State Treasurer to provide for debt service. Upon consideration and approval of the Board for issuing bonds, the bonds will be issued by the Governor and State Treasurer.



6.0 Access Screen 55 in the Preconstruction Management System (PPMS) (Program Manager)

- a) Financial records for C projects are currently kept in the Preconstruction Project Management System (PPMS)
- b) The system is accessed under Entire Connection – MVS – [1] on your computer, by entering “compl” in the appropriate space on the opening screen.
- c) The second page asks for the User ID, which is your last name with both initials, and your password. Enter “A” under “Enter Input:” on the third page to access applications available. The fourth page requires you to enter “1” under “Select Option” to enter PPMS. From there, press enter and then the five (5) digit PCN number assigned to a project and the screen number that you wish to view.
- d) Each section is assigned a different screen number to use for record keeping purposes on all projects. A list of the screen numbers assigned to each section is displayed as you enter PPMS.
- e) The Program Manager’s screen for C projects is screen 55. There are six (6) pages on screen 55 in PPMS that you can toggle between.
- f) Pressing “F4” in screen 55 displays “remarks,” “F3” will return you to screen 55 in PPMS..
- g) See the “**Request for Programming**” section in this manual for screen prints of Screen 55 in PPMS.

6.1 Active Projects with a Let Date

- a) After accessing the PPMS system, enter a project PCN number and enter screen number “75”. This takes you to the OBLIGATION REVIEW screen. After entering a two digit month and a four digit year, you access a list of the projects that have a construction obligation date of the date you entered. To access a list of projects by the “Let” dates, change the letter “O” in the word “OBLIGATION” to an “I” for let, and press enter.

```

ENTIRE Connection - [option4 - [1]]
Host Edit View Profiles Utilities Print Window Help
Screen: 75_ Obligation/Letting List Review Page 1 07/03/2006 15:03
==> *** Records successfully displayed.
PCN/Suffix: 28410_X___ 6_ 2006 Letting Review___ Work Phase: _ _
Contracts: 10 Projects: 19
Authorized: _ County: __ CRH: _
Engineer: ___ Fund: ---- Trans Code: _
Let Deferred: _ MPO: _ Project Type: _

-----
Ref PCN Sfx Contract Cnty Rd/Rt No. Proj Nbr File Nbr
--- 27923 X 27923 X Rich S- 635 SWIH(033) 40.2000.3
--- 32535 X 32535 X Rich S- 674 1280 40.1280
--- 32978 X 32978 X Rich S- 1149 1290 40.1290
--- 34888 X 34888 X Cher MC07 11.1707.10
--- 34982 X 34982 X Darl MC07 16.1707.10
--- 35177 X 35177 X Jasp I- 95 CM27(001) 27.1420
--- 35665 X 35430 X Marl S- 330 35.1150
--- 35430 X 35430 X Marl S- 330 35.1140
--- 35582 X 35582 X Darl CS07 16.2207.01
--- 35583 X 35582 X Dill CS07 17.2207.01
--- 35584 X 35582 X Flor CS07 21.2207.01
--- 35588 X 35582 X Marl CS07 35.2207.01
-----
Page 1_ of 2
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
---- Rnrk Refr Fund ---- Srch Pg+ Info Main Frwd Bkwd
400 01,011
  
```

Screen: 75_ Obligation/Letting List Review

- F10 takes you through the additional pages of the specified letting month.
- b) To filter out the projects assigned to the Engineer that you are requesting, enter the two digit numerical code after the word “Engineer” for the Engineer that you are requesting and press enter, this will eliminate all of the projects from the displayed list, except the ones for the Engineer that you are requesting.

- The two digit number for each Engineer can be located by entering a “?” in the first blank beside Project Engineer on screen 55 and pressing enter.

```

ENTIRE Connection - [option4 - [1]]
Host Edit View Profilers Utilities Print Window Help
Screen: _55 Secondary Roads Project Status (was 750) Page 1 07/10/2006 10:03
D79750M0 0093 NAT1100 Input value for a numeric field is not numeric.
PCN/Suffix: 20410_ X___ C Proj Status: 7_ Let
Secondary Roads Project Details
Item Nbr: ----- Addition Nbr: _479
County: _9 Calhoun PE Project Nbr: -----
Route: S- __479 __ Const Project Nbr: -----
Termini Fron: S-458 (CREEKS EDGE LANE)_ CEI Project Nbr: -----
Termini To: DEADEND - 0.671 MI----- Bmp: ----- Emp: -----
Local Name: S-479 (BUCKHEAD)----- Road Squad: DES GRP-3 FRICK
Length: 0.671___ Miles Survey Crew: SURVEY-38 KING
Work Type: 110 CONSTRUCT Funds Only: -
          605 ROADWAY File Nbr: 0009 105C-----
          --- Prj Engineer: ?_1 MATIENZO, A.
          --- Disturbed Acres: 3.5
Congressional Districts: _ _ _ _ _ Programmed Amount: 351106.12___
Project Characteristics Match Fund Amount: -----
  X New Location Construction _ Reconstruction/Betterment _ Pre1 Engr Only
  _ Spot Improvement _ Resurfacing _ Match Project
  _ New Bridge/Replacement _ Bridge Rehabilitation _ Match Agreement
Permit Types: ISN: 6284
Match PCN/Suffix: ----- Match File Nbr: -----
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Save Refr +Rnrk Srch Pg+ +Note Main PCN+ +Desc +Acts
4A0 14,058

```

Screen: 55_Secundary Roads Project Status



PPMS ENGINEERS Table

- This will give you a list of numerical numbers for each Engineer. You can scroll through the list by pressing F 10.
- F 3 will return to screen 55.

6.2 Printing a List of Projects Assigned to a Program Manager from PPMS (Program Manager)

- Enter a PCN number in PPMS and enter screen 95. Enter one ("1") for report under "type of routine," then enter a "9" after "Downloads for." Then place an "X" by "SEC RDS STATUS BY ENGINEER D78750P5." Beside Engineer, type in the two digit number for the Engineer that you are requesting.

```

ENTIRE Connection - [option4 - [1]]
Host Edit View Profilers Utilities Print Window Help
Screen: 95_ Report & Downloads Menu                                07/05/2006 13:52
PCN/Suffix: 28410_ X___
==> PRESS PF1 TO SUBMIT REPORT.
Type of routine: 1 (1-Report, 2-Dnld, 3-Batch Dnld, 9-Printer Report)
Reports for: 09 C PROJECT DEVELOPMENT
Report Titles ( 1 thru 5 of 9 )                                IDs
_ SEC RDS STATUS EXCEPTIONS REPORT                            D78750P1
_ SEC RDS STATUS BY SQUAD REPORT.                             D78750P2
_ SEC RDS TARGET DATE SCHEDULE                               D78750P3
_ SEC RDS STATUS BY COUNTY REPORTS                            D78750P4
X SEC RDS STATUS BY ENGINEER                                  D78750P5

Parameters ( 1 thru 1 of 1 )
1 ENGINEER                                                    01-----

Send output to: A PRINTER - DIR IMPACT (DEFAULT)
Deliver to room: 427 Number of copies: 1_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
SUB          REF          MENU    TTL+
4A0                                                21,046

```

Screen: 95_ Report & Downloads Menu

- b) The two digit identifying number for each Engineer can be found as described above under the heading “Active Projects With a Let Date in PPMS.”
- c) Select the output means by sending output to “A,” room 427 and one copy. Press “F1” to place the requested report on your computer’s hard drive.
- d) Open Windows Explorer, locate and double click on “ProjMgmt on Smpsan 2”. Locate the Word document and double click, then click the “MnfrmLand” button that has previously been installed on your computer by Information Technology Services (ITS). Then print your report.

7.0 Duties of the C Program Administrator

The C Program Administrator is the director of the C Program Administration section within the South Carolina Department of Transportation (SCDOT).

Under the current organization, the responsibilities of the administrator include:

- a) Formulates the daily decisions concerning the operation of the C Program and recommends statewide policy concerning the C Program.
- b) Ensures the C Program operates within the boundaries of the laws and regulations that have been enacted by the South Carolina State Legislature and the policies of SCDOT.
- c) Supervises and directs the C Program Fiscal Analyst (CPFA) and the C Program Coordinator.
- d) Prepares correspondence and other documents concerning statewide County Transportation Committees.
- e) Consults with the Department's Legal Section concerning complex questions and to resolve legal issues concerning the C Program.
- f) Prepares, conducts and presents the statewide SCDOT/CTC meeting between the Department, the CTCs and other public entities involved with the C Program.
- g) Coordinates with the Director of Maintenance Office as necessary and prepares the guidelines for the annual Match Program when offered to the CTCs by the Department.
- h) Determines the eligibility of the selected Match Projects that are submitted by the participating CTCs.
- i) Assembles the SCDOT Interdisciplinary Review Team to ensure compliance with the SC Code of Laws 1976, section 12-28-2740, for all self-administered County Transportation Committees.

- j) Periodically updates and/or rewrites the C Program Guide.
- k) Assembles and submits the Annual C Fund Program Report to the South Carolina General Assembly in accordance with the SC Code of Laws 1976, section 12-28-2740.

7.1 Duties of the C Program Administration Office Staff (CPAOS)

The C Program Administration Office Staff (CPAOS) maintains the programming and financial records of the C Program office and performs duties as listed below:

- a) Reviews the monthly financial statements for accuracy and consistency of information and seeks resolution of discrepancies. The monthly financial statements for each of the forty six (46) counties are reviewed for accuracy, including the monthly user's fee distribution, the interest earned and monthly expenses.
- b) The individual projects in construction, as shown in Schedule 1 on the monthly C statement, and the individual projects in design, as shown in Schedule 2 on the monthly C statement, are reviewed for accuracy.
- c) Monitors the self-administered CTCs that have unspent balances for closed projects and reimburse these balances to the appropriate CTC on a quarterly basis.
- d) Reviews the allotment ledgers to determine the appropriateness of project charges and seek resolution of any discrepancies.
- e) If incorrect charges are found, prepares adjustments and coordinates with the Accounting Office or other personnel as necessary. Coordinates with the Accounting Office on projects that are being removed from the financial statement for the upcoming month. From this list, checks for erroneous charges, so that if adjustments are needed, they can be made before the projects are closed.
- f) Prepares Forms 608 to transfer funds as necessary.
- g) Coordinates project closure procedures for completed construction projects. If there are any outstanding issues, the programmed amount should be reduced or increased to an amount allowing for future adjustments.
- h) The Directors' Card File is checked to determine if the projects are active or stored in the blockhouse. If the records are stored in the blockhouse, the CPAOS checks with the utility office and the right of way office to ensure there are no outstanding charges. If there are no outstanding charges, the projects are checked to make sure that they are not overrunning their budgeted amounts and that they have no

incorrect expenditures charged to them. Once this is done, the CPAOS writes close by the project on the statement in red, which allows accounting to remove the project from the statement the following month.

- i) Assists in the distribution of the monthly C statements and reports.
- j) Creates cash flow projections for the C Program, as required. These projections are to be made as needed, but are a regular occurrence. The projections are made to provide the CTC with financial information to assist in planning for expenditures of C funds on future projects.
- k) Checks the monthly expenditures on C projects as well as all match projects. The information is kept on a spreadsheet in Microsoft Excel.
- l) Tracks the percentage of participation of the specific entities involved in match projects.

There may be State, Federal, CTC, County, or other funding involved in each individual project within a CTC's match program. Over the course of a project and specifically, at the end of a project, the CPAOS reviews the expenditures to ensure each entity contributed the proper amount of funding.

Program Requests

- a) The CPAOS receives requests to program projects using "C" Funds from the individual County Transportation Committees (CTCs) and reviews for accuracy and completeness.

CPAOS to ensure C Funds are programmed to include but not limited to one of the following:

1. State Road Project - SCDOT will let to contract. Road must be on the State System.
2. State Match Project - Part CTC & Part State or Federal Funding. Must be on the State System and be eligible according to program guidelines and funding requirements.
3. Bond Programs - Repayment of SCDOT Bonds issued on behalf of the CTC.
4. Significant Project - May involve another SCDOT Office. CTC contributes funds.
5. FY 3% SCDOT Administration fees for administering the C Program for a county.
6. FY CTC Administrative & Per Diem Fees for the CTC members.
7. CTC Participation Only - Funds transferred to another project.
8. Delayed Funding Projects - Funds programmed for annual FY payments.

9. Reimbursements - Work by others On-the State System
10. SCDOT Direct Labor Projects - Work by SCDOT on-the State System
11. SCDOT Local Paving Projects -Work by SCDOT (Off-System)
12. Local Paving Projects - Work by others off-System
13. Dedications - Naming of Roads by Resolution/Commission.

If any discrepancies arise, the CPAOS contacts the appropriate CTC Chairman, County and/or municipality, or CTC support personnel to retrieve necessary information.

To Access Entire Connection

Log into PPMS Screen and input information into the proper Programming Screens.

Programming of C Fund Requests in Entire Connection

New Project

- a) At start menu - Log in “Compl”
- b) Log in - Personal Data
- c) “ENTER” 5 times
- d) Enter Screen Number 55
- e) Enter
- f) F 2 accesses a new screen for programming new projects
- g) F2 again, automatically generates the master PCN
- h) F1 – Save
- i) Set “CP” for new PCN suffix (For all C Projects)
- j) F4 generates non-master PCN
- k) F1 – Saves
- l) F3 returns to screen 55, mark X – C Project, F1 Save (if this is not done, the data entry will not save)
- m) The following information is entered on page 1 of screen 55:

1. Project Status
2. Addition No., if being added to the state system
3. County
4. Route number
5. Termini (From and To)
6. Local Name
7. Beginning Mile Post (BMP) and Ending Mile Post (EMP), if applicable
8. Work Type
9. Funds Only, if applicable
10. Project Engineer
11. Project Characteristic

n) The following information is entered on page 2 of screen 55:

1. Program Date
2. Revision Date
3. Deletion Date

o) The following information is entered on page 3 of screen 55:

1. Preliminary engineering cost (PEC)
2. Charge Codes
 - a. 2 Digit County number - PEC - 00PCN number – 2220.1—
3. Preliminary engineering overhead, if applicable
4. Construction cost
5. Construction charge code
 - a. 2 Digit County number – 00C – 00PCN number – 2228.2—
6. Construction engineering inspection cost (CEI)
7. CEI charge code
 - a. 2 Digit County number - CEC - 00PCN number – 2220.1—
8. Construction Engineering Overhead, if applicable

p) Select PF8 – List entity responsible for project if other than SCDOT. PF1 Save.

q) Project Description (Select PF11):

Enter brief project description including road “S” numbers and local names. Some CTCs want the local names on all their projects as well as the “S” numbers. Refer to the location map (State Map) on programming data to verify actual location.

r) Note: Any additional information needed to identify this project.

s) PF1 (Save)

t) If applicable, list the check number, check date, and check amount that was received from the CTC for the project.

- u) PF3 - back to Screen 55, Page 1
- v) Select - PF 7 (To toggle between pages on screen 55)
- w) PF1 Save
- x) (Note: Funding total on Page 3 will match the funds listed as Programmed Amount on page 1 of screen 55.)
- y) Write response letter back to the CTC and/or County Council verifying changes to C Program.

Revisions to Current C PCNs

- a) Same as New Projects.
- b) Screen 55
- c) Change the Cost of Project and input the revision date or the deletion date
- d) Change the project description if applicable
- e) List Check Number, check date, and check amount from CTC for project, if applicable.
- f) Note on F 8 of Screen 55: Increased or decreased from \$ to \$. (List contract award, if applicable)
- g) Select – F 3, return
- h) List Preliminary Engineering Cost (PEC), if applicable, and Charge Code on page 3 of screen 55.
- i) List Construction Cost (OOC) and Charge Code on page 3 of screen 55.
- j) List Construction Engineering Cost (CEC), if applicable, and Charge Code on page 3 of screen 55.
- k) PF3 - Return
- l) PF1 – Save
- m) (Note: Funding total on Page 3 will match the funds listed on page 1 of Screen 55)
- n) Write response letter back to CTC and/or County Council verifying changes to C Program.

Programming, Reimbursement and Local Paving Letters

- a) Respond to proper CTC after project has been programmed indicating the C PCN, description of project, and the SCDOT person to contact and telephone number if questions arise regarding this project. Copy the CTC and SCDOT support staff on original of letter.
- b) If applicable, process all PEC and/or CEC 608's to be sent to Accounting. Attach copy of PPMS Screen printout to 608's. (Original), four (4) copies (one to be sent back to the C Program Coordinator).
- c) If the project is a reimbursement (on-system) project, write the appropriate entity to advise them of the committee's action, along with the project PCN and description, and SCDOT contact person. Send copy of Request for Payment Invoice, Drug Free Workplace Form (if the project is over \$50,000.00). If the project is under \$50,000.00, do not send Drug Free Workplace Form. The completed Request for Payment Invoices for reimbursement projects will be forwarded to the appropriate C Program Manager for processing of Form 608 and payment.
- d) If the project is a local paving (off-system) project, write the appropriate entity to advise them of the CTCs action along with the project PCN, description and the SCDOT contact person. Send a copy of the Request for Payment Invoice. Make a file folder, indicate the PCN on front of folder and county, place copy of backup into folder, and put a payment sheet in front of folder. The CPFA prepares Forms 608 in order to process invoices received from the local governmental agencies for Local Paving Projects. The CPFA verifies information received on the invoices for proper project charges, reconciles any discrepancies, and forwards to accounting for payment. Ensure funds invoiced do not exceed amount authorized by the CTCs.
- e) Attach all "original" copies of programming correspondence to the yellow copy.
- f) Attach copies of all programming correspondence to SCDOT personnel listed on yellow copy of CTC's letter. Mark location map in color (yellow) highlighting the project area.
- g) Create a monthly programming folder. Place all program correspondence as written or received into folder. This is permanent CTC correspondence to be filed in the backup file.

Dedications/Resolutions

SECTION 57-3-610.

The naming of a road, bridge, or highway in honor of an individual:

- a) Whenever a road, bridge, or other highway facility is dedicated and named in honor of an individual by act or resolution of the General Assembly, the Department of Transportation must be reimbursed all expenses incurred by the Department to implement the dedication.

- b) The CTC and a majority of each county legislative delegation of the county in which the road, bridge, or facility is located must first approve reimbursement for expenses incurred by the department. Reimbursement must be from the State Secondary "C" Apportionment Fund of the county or counties in which the road, bridge, or facility is located, and expenses under this section are limited to five hundred dollars (\$500.00).
- c) Reimbursement for expenses incurred by the Department to name and dedicate a highway facility pursuant to a request from other than the General Assembly must be by agreement between the requesting entity and the Department.

Naming Roads and/or Bridges in Honor of Distinguished Persons

- a) The Secretary of Transportation's Office transmits a copy of the new Secretary of Transportation's Office Resolution Form. Also, included is a full text copy of the Concurrent Resolution passed by the General Assembly, the motion of the State Highway Commission, a copy of the response letter written to the Bill Sponsor by the Secretary of Transportation's Office.
- b) The Finance and Administration Office is responsible for writing the appropriate CTC and/or County Council requesting written concurrence in the establishment of funding for the dedication. The CTCs that administer their own C Funds, will be required to send a check for \$500.00 with their written concurrence. The CTCs that the SCDOT administers their funds will need to send only written concurrence. Checks received from CTCs or County Councils for dedications will be deposited with the SCDOT Finance Office. These monies will then be transferred to the respective local SCDOT maintenance office upon receipt of a transfer request (Form 3025) from the maintenance office.
- c) Copies of the request letters will be sent to the Chief Engineer for Planning, Location, and Design, Secretary of Transportation's Office, and the District Engineering Administrator (DEA).
- d) Upon receipt of this concurrence, the CPAOS will establish a PCN for this dedication in PPMS. The CTC or County Council will be advised in writing of the PCN assignment and, if applicable, acknowledge receipt of the dedication check.
- e) Copies of the response letters will be sent to the Finance and Administration Office and the District Engineering Administrator with authorization to fabricate and install the signs. Also, send a copy of the letter to the SCDOT contact person with Special Instructions given by the Secretary of Transportation's Office regarding the dedication.

The CPAOS will Maintain Record Files as follows:

List of Records kept in Word Files

1. Appointments to CTCs

2. CTC Administration
3. CTC- Chairmen / Members
4. Form Letters
5. Dedications
6. Match Programs
7. Reports
8. Listing of files stored in the Block House
9. Miscellaneous Lists

List of Records kept in Excel Files

1. Match programs
2. 25% C Apportionments
3. 3% Annual SCDOT Administration Fees
4. Bond - Delayed Funding
5. Per Diem & CTC Administrative Fees
6. Local Paving – Block House

List of Records Kept in Access Files

1. Address Files (All CTC's, mailing information on CTC membership, Legislative Delegations, and Commissioners)
2. Address Files (CTC Download Information for mailing monthly C Statements)

Monthly C Download

1. Input all monthly programming data into PPMS Screen. The CPAOS has capability of downloading before months' end to meet Accounting deadlines and begin a new month.
2. Create Monthly C Download from PPMS Screen 95. Download by specified month and year. Select Enter. This shows all PCN numbers changes entered into the PPMS during that time period. Toggle from C Program Download into Access (C Program Report1-

Data base). Monthly CTC Authorization Report, Double click, Enter month dates, Select OK, and review all data for errors.

3. Print a copy in yellow. E-mail a copy of the download to the Accounting Office. Send a copy of the download by e-mail to all personnel under contacts in the Monthly C Download (SCDOT personnel) list. On the yellow record copy, calculate the amount of funding increased and/or decreased by PCN. Input the data into the Excel File C funds Expenditures by County/Project and into the Excel File C funds Programming by County/Project. Indicate regular C Project or Match Project on File.

Fiscal Year Legislative Reports

1. Each year the county transportation committees (CTCs), administering their own "C" funds, are required by state law to make a detailed report to the Department of Transportation regarding the expenditure of those funds. Annual financial reports are to be submitted in the format in accordance with the "C" Fund Accountability Law (H-3640). These reports are due in the SCDOT's C Program Administration Office three (3) months prior to the deadline date, which is the second Tuesday in January. The CPAOS will write a letter to the CTC and advising them of the due date for the financial reports. If the reports are not received by the due date, write a reminder letter or call the CTC. The CPAOS will mark each financial statement sheet with the appropriate CTC and Fiscal Report date. Once the CTCs have complied, the reports are to be submitted by disc to: Legislative Printing and ITR, 1105 Pendleton Street, Solomon Blatt Building, Room 223, Columbia, South Carolina 29201-3732. Reports are not required to be submitted through the Secretary of Transportation's Office.
2. Input financial data into the CTC's Two Year Average – Excel File and 25% Resurfacing – Excel File.
3. Place original copy of the financial reports into the Legislative Reports Books, by county. Keep a copy of the total report in book form.

Monthly C Program Statements

1. Send all finalized monthly C Program Statements to all of the CTCs and other parties as directed by the C Program Administrator. This statement is transmitted from the Accounting office each month to the CPAOS by e-mail. There will be two files, CTC's that administer their funds and SCDOT administered statements. Print out a copy of these finalized statements and save the finalized statements in the Monthly C Recommendations - Excel File. Overwrite Preliminary Report.
2. Save the finalized monthly C Statements as the next month's preliminary statement. Change the month and dates on all statements. Input all data from the C Monthly download onto the preliminary monthly statement, by county. Move projects, as requested, from Schedule Two to Schedule One (contract award). Place all Local Paving, Reimbursements, SCDOT Direct Labor, and Dedications on Schedule One. The projects that are on Schedule One are Construction Projects in Progress.

3. Place all other projects on Schedule Two, Projects in Development. Funding should be recorded consistent with previous project correspondence.
4. Show all PCN additions, changes, closure, or deletions in red on the preliminary report. This will indicate to Accounting these are new changes to the report.
5. Review the preliminary statement with the download to be sure all projects are included. Save the revised statements as the month's preliminary statement. Send a copy of the preliminary statement to the Accounting office.
6. Stamp month's date on programming correspondence in the programming folder and file the data in the permanent C Programming data file. This is historical data and cannot be destroyed.
7. Start another folder and begin processing the programming requests for another month. Keep the previous month's programming download in basket for reference. After two months, file the yellow download in the download folder in the file cabinet.

Cabinet Files Maintained by the CPAOS

1. Permanent Programming Request Files
2. Local Paving Project Files
3. General Correspondence Files

Records Maintained by the CPAOS (Some of these records are kept on the computer)

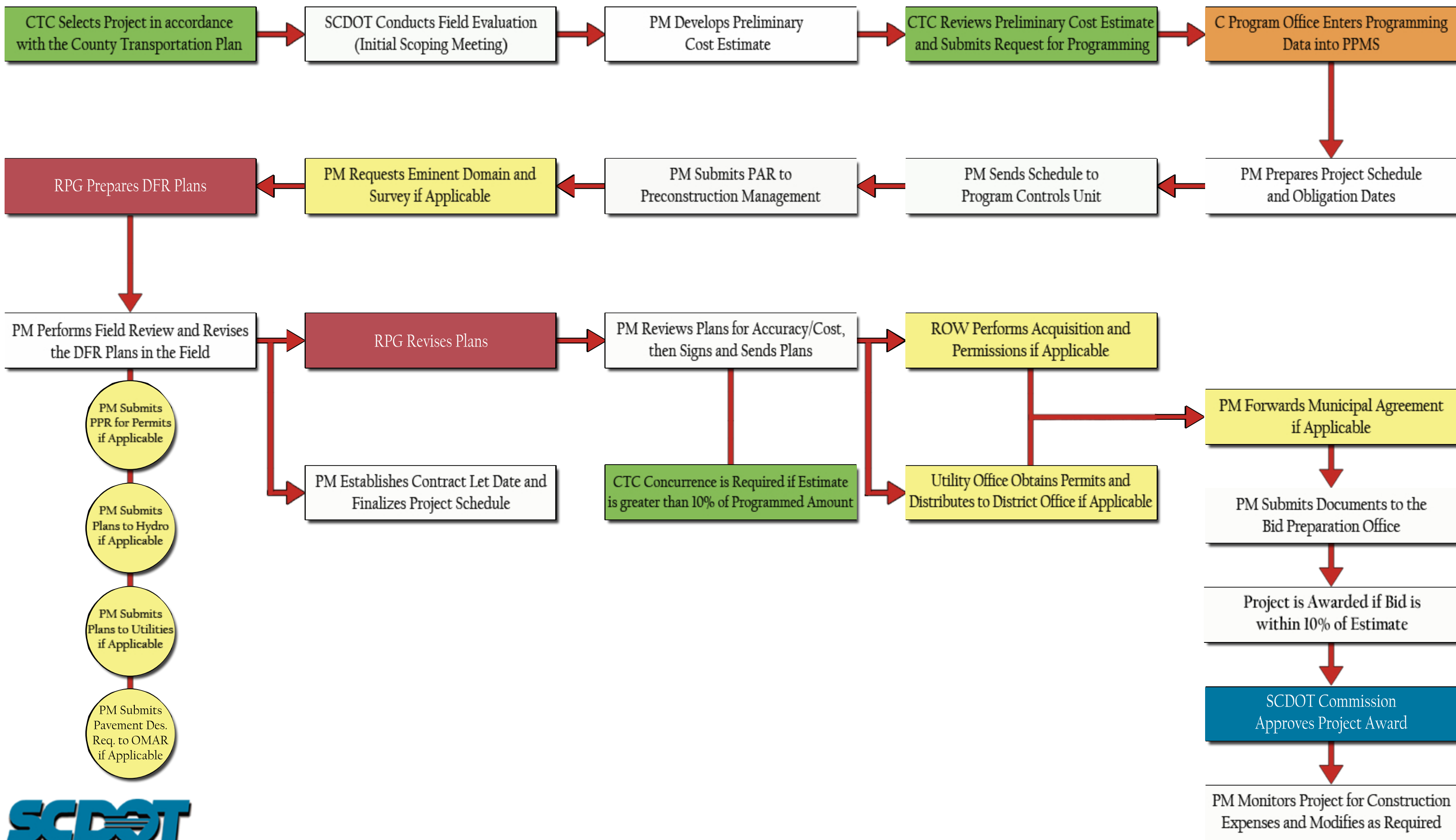
1. Monthly C Statement Book
2. CTC Committee Member List Book
3. C Fund Law and Regulation Book
4. County Transportation Plan Books

SCDOT Interdisciplinary Review Team

Members of the CPAOS coordinate and serve on the SCDOT Interdisciplinary Review Team as directed by the C Program Administrator to ensure compliance to SC Code of Laws 1976, section 12-28-2740, for all self-administered County Transportation Committees. The CPAOS contacts the CTC's and schedules meetings to conduct the annual field review of the CTC records. A copy of the Yearly Review form can be found in **Appendix J** of this manual.

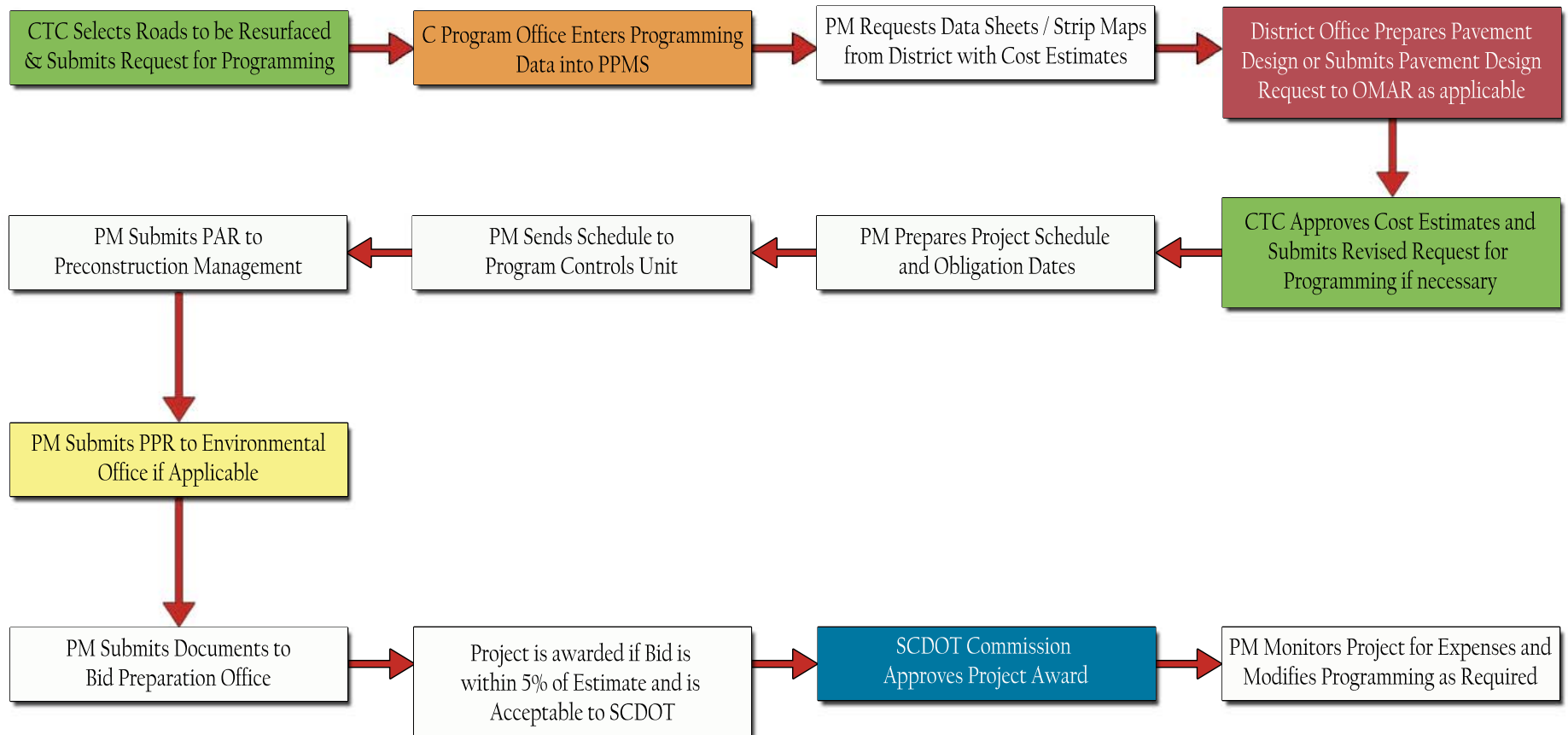
Appendix A – Project Development Process for Construction Projects on State System

CTC Project Development Process for Construction Projects on State System



Appendix B -- Project Development Process for Resurfacing Projects on State System

CTC Project Development Process for Resurfacing Projects on State System



Appendix C – C Project Timeline (Let Date)

Activity ID	Activity Name	Mile/Pro...	High Duration	High Labor Units	Activity Type
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C Project+C Project				13808.00	
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PE				12822.00	
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Program Development				0.00	
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PM001	C-Program Management		427	0.00	Level of Effort
PM005	Program Date	Project	0	0.00	Start Milestone
PM010	Program Action Request (PAR) Submitted/Approved		10	0.00	Task Dependent
PM030	Submit Project Planning Report	Project	5	0.00	Task Dependent
PM035	"C" Project Prepare Survey Request	Project	5	0.00	Task Dependent
PM041	DFR Made and Submitted to Road Design		1	0.00	Task Dependent
PM055	Municipal Agreement	Project	20	0.00	Task Dependent
PM070	Project Manager Review and Initial Final "C" Plans		3	0.00	Task Dependent

Preconstruction Management				0.00	
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PCM030	R/W Funding Obligation	Project	0	0.00	Start Milestone
PCM050	Construction Funding Obligation	Project	0	0.00	Finish Milestone
PCM060	Letting	Project	0	0.00	Start Milestone

Surveys				692.00	
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Field Surveys And Data Check				692.00	
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SURV010	Survey Request Received	Project	0	0.00	Start Milestone
SURV020	Field Surveys	Mile	35	660.00	Task Dependent
SURV030	Survey Data Check	Project	5	32.00	Task Dependent
SURV040	Survey Data Submittal	Project	0	0.00	Finish Milestone
SURV050	Supplemental Survey Request Received (1)	Project	0	0.00	Start Milestone
SURV060	Supplemental Field Surveys (1)	Mile	0	0.00	Task Dependent
SURV070	Supplemental Survey Data Check (1)	Project	0	0.00	Task Dependent
SURV080	Supplemental Survey Data Submittal (1)	Project	0	0.00	Finish Milestone
SURV090	Supplemental Survey Request Received (2)	Project	0	0.00	Start Milestone
SURV100	Supplemental Field Surveys (2)	Mile	0	0.00	Task Dependent
SURV110	Supplemental Survey Data Check (2)	Project	0	0.00	Task Dependent
SURV120	Supplemental Survey Data Submittal (2)	Project	0	0.00	Finish Milestone

Utilities & Railroads				828.00	
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Utilities				364.00	
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UT010	Utility Relocation Coordination	Project	914	172.00	Level of Effort
UT020	Plans Sent to District	Project	0	0.00	Start Milestone
UT030	Utility Agreement Coordination and Prep (Gas)	Project	80	0.00	Task Dependent
UT050	Utility Agreement Review/Approval (Gas)	Project	40	0.00	Task Dependent
UT070	Issue Utility Work Authorization (Gas)	Project	0	0.00	Start Milestone
UT090	Relocation Work Invoicing (Gas)	Project	60	32.00	Task Dependent
UT100	Utility Agreement Coordination and Prep (Water)	Project	80	0.00	Task Dependent
UT120	Utility Agreement Review/Approval (Water)	Project	40	0.00	Task Dependent
UT140	Issue Utility Work Authorization (Water)	Project	0	0.00	Start Milestone
UT160	Relocation Work Invoicing (Water)	Project	60	32.00	Task Dependent
UT170	Utility Agreement Coordination and Prep (Sewer)	Project	80	0.00	Task Dependent
UT190	Utility Agreement Review/Approval (Sewer)	Project	40	0.00	Task Dependent
UT210	Issue Utility Work Authorization (Sewer)	Project	0	0.00	Start Milestone
UT230	Relocation Work Invoicing (Sewer)	Project	60	32.00	Task Dependent
UT240	Utility Agreement Coordination and Prep (Power)	Project	80	0.00	Task Dependent
UT260	Utility Agreement Review/Approval (Power)	Project	40	0.00	Task Dependent
UT280	Issue Utility Work Authorization (Power)	Project	0	0.00	Start Milestone
UT300	Relocation Work Invoicing (Power)	Project	60	32.00	Task Dependent

Activity ID	Activity Name	Mile/Pro...	High Duration	High Labor Units	Activity Type
UT310	Utility Agreement Coordination and Prep (Telephone)	Project	80	0.00	Task Dependent
UT330	Utility Agreement Review/Approval (Telephone)	Project	40	0.00	Task Dependent
UT350	Issue Utility Work Authorization (Telephone)	Project	0	0.00	Start Milestone
UT370	Relocation Work Invoicing (Telephone)	Project	60	32.00	Task Dependent
UT380	Utility Agreement Coordination and Prep (Cable Tel...	Project	80	0.00	Task Dependent
UT400	Utility Agreement Review/Approval (Cable Televisi...	Project	40	0.00	Task Dependent
UT420	Issue Utility Work Authorization (Cable Television)	Project	0	0.00	Start Milestone
UT440	Relocation Work Invoicing (Cable Television)	Project	60	32.00	Task Dependent
UT450	All Utilities Authorized	Project	0	0.00	Finish Milestone
UT460	All Utility Invoices Paid	Project	0	0.00	Finish Milestone
Railroad				464.00	
Grade Separations				224.00	
UTRR010	RR Preliminary Plan Approval	Project	0	0.00	Start Milestone
UTRR020	Grade Separation Coordination	Project	105	144.00	Level of Effort
UTRR030	Prepare Grade Separation Agreement	Project	10	16.00	Task Dependent
UTRR040	RR Review and Approval of Grade Separation Agre...	Project	80	0.00	Task Dependent
UTRR050	DOT Execution of Grade Separation Agreement	Project	15	0.00	Task Dependent
UTRR060	RR Authorization	Project	0	0.00	Start Milestone
UTRR080	Grade Separation Invoicing	Project	59	64.00	Task Dependent
RR Coordination				240.00	
UTRR090	RR Coordination	Project	395	200.00	Level of Effort
UTRR100	Submit Plans to RR	Project	5	0.00	Task Dependent
UTRR110	RR Review & Approval	Project	120	0.00	Task Dependent
UTRR120	RR Agreement	Project	30	0.00	Task Dependent
UTRR130	RR Authorization	Project	0	0.00	Finish Milestone
UTRR150	Railroad Invoicing	Project	60	40.00	Task Dependent
Environmental				8149.00	
ENV010	Prepare Eminent Domain & Advertise	Project	20	56.00	Task Dependent
ENV020	Cultural/Natural Resources Identified	Project	180	0.00	Task Dependent
ENV030	Jurisdictional Determination	Project	180	1440.00	Task Dependent
ENV040	Biological Assessment	Project	240	1920.00	Task Dependent
ENV050	PPR Received	Project	0	0.00	Finish Milestone
ENV060	Wetlands/Waters of the State Information Completed	Project	0	0.00	Finish Milestone
Environmental Documents				600.00	
CE				96.00	
ENVCE010	Prepare CE Document - FHWA CE Document Appr...	Project	40	96.00	Task Dependent
EA				504.00	
ENVEA010	Prepare EA Document - FHWA Document Approval	Project	154	384.00	Level of Effort
ENVEA0101	Studies Complete	Project	144	0.00	Task Dependent
ENVEA0102	Document Approved	Project	0	0.00	Finish Milestone
ENVEA020	Public Hearing Preparation and FONSI Approval P...	Project	189	120.00	Level of Effort
ENVEA0201	Conduct Public Hearing	Project	0	0.00	Start Milestone
ENVEA0202	Address Public Hearing Comments	Project	64	0.00	Task Dependent
ENVEA0203	Submit PH Certification and FONSI Document	Project	21	0.00	Task Dependent
ENVEA0204	FONSI Approval	Project	0	0.00	Finish Milestone
Environmental Permitting				4133.00	
ENVP010	Permits Preparation/Mitigation	Project	100	200.00	Task Dependent
ENVP020	FERC - Federal Energy Regulatory Commission	Project	540	1000.00	Task Dependent
ENVP050	COEGP - Corp Of Engineers (General)	Project	120	160.00	Task Dependent
ENVP060	NAVGP - Navigable Waters (General)	Project	120	160.00	Task Dependent

Activity ID	Activity Name	Mile/Pro...	High Duration	High Labor Units	Activity Type
ENVP080	NAV - Navigable Waters Permit	Project	180	320.00	Task Dependent
ENVP090	Nationwide 14	Project	180	320.00	Task Dependent
ENVP100	Nationwide 23	Project	180	320.00	Task Dependent
ENVP110	Nationwide 3	Project	180	320.00	Task Dependent
ENVP120	Nationwide 7	Project	180	320.00	Task Dependent
ENVP130	OCRM - Ocean & Coastal Resource Management	Project	180	320.00	Task Dependent
ENVP140	USCG - United States Coast Guard	Project	180	320.00	Task Dependent
ENVP150	ICOE - Individual Corps of Engineers Permit	Project	280	373.00	Task Dependent
Hydrology				733.00	
HY001	Impaired Waterbodies Information Completed	Project	0	0.00	Finish Milestone
HY002	SWPPP Certification Statement	Project	0	0.00	Finish Milestone
Bridge Hydrology				620.00	
HY010	Bridge Hydrology Request Received	Project	0	0.00	Start Milestone
HY020	Bridge Hydrology Study	Project	10	270.00	Task Dependent
HY040	FEMA Study	Project	10	320.00	Task Dependent
HY060	Bridge Scour Study	Project	5	30.00	Task Dependent
HY070	FEMA Submittal	Project	0	0.00	Start Milestone
HY080	FEMA Approval	Project	0	0.00	Finish Milestone
Roadway Hydrology				113.00	
HY090	Roadway Hydrology Request Received	Project	0	0.00	Start Milestone
HY100	Drainage Design Study	Mile	20	90.00	Task Dependent
HY120	NPDES Study	Mile	60	23.00	Task Dependent
Road Design				636.00	
"C" Plans				636.00	
RDCP040	Culvert/Special Box Plans	Project	10	44.00	Task Dependent
RDCP050	Retaining Walls/Other Structural Plans	Project	10	110.00	Task Dependent
RDCP060	Construction Plans / "C" Plans QC Review & Signat...	Mile	15	12.00	Task Dependent
RDCP080	Roadway Estimate/Special Provisions	Project	5	80.00	Task Dependent
RDCP085	Signed and Sealed Plans		0	0.00	Finish Milestone
RDCPC053	C - Construction Plans	Mile	20	210.00	Task Dependent
RDRW010	Final Topography	Mile	10	66.00	Task Dependent
RDRW020	Bridge Hydrology Requested	Project	0	0.00	Start Milestone
RDRW050	Design Field Review Plans	Mile	13	114.00	Task Dependent
RDRW060	Design Plans Field Review	Project	0	0.00	Start Milestone
RDRW065	Request Drainage / NPDES Study	Project	0	0.00	Start Milestone
RDRW075	Drainage / NPDES Design Received	Project	0	0.00	Finish Milestone
RDRW140	"C" Plans Submitted to R/W Office	Project	0	0.00	Start Milestone
Bridge Design				869.00	
Bridge Plans =< 150'				247.00	
Preliminary Bridge Plans				27.00	
BR1020-1	Preliminary Bridge Plans	Project	13	27.00	Task Dependent
Final Bridge Plans				220.00	
BR1040-1	Final Bridge Plans	Project	110	220.00	Task Dependent
Bridge Plans = 150' to 300'				287.00	
Preliminary Bridge Plans				27.00	
BR2020-1	Preliminary Bridge Plans	Project	13	27.00	Task Dependent
Final Bridge Plans				260.00	
BR2040-1	Final Bridge Plans	Project	130	260.00	Task Dependent
Bridge Plans = 300' >				335.00	
Preliminary Bridge Plans				27.00	
BR3020-1	Preliminary Bridge Plans	Project	13	27.00	Task Dependent

Activity ID	Activity Name	Mile/Pro...	High Duration	High Labor Units	Activity Type
Final Bridge Plans				308.00	
BR3040-1	Final Bridge Plans	Project	154	308.00	Task Dependent
Geotechnical				405.00	
Preliminary Design				165.00	
GT010	Preliminary Road and Bridge Borings Requested	Project	10	30.00	Task Dependent
GT020	Preliminary Road Design Analysis and Report	Project	50	67.50	Task Dependent
GT030	Preliminary Bridge Design Analysis and Report	Project	50	67.50	Task Dependent
Final Design				240.00	
GT040	Final Road and Bridge Borings Requested	Project	10	30.00	Task Dependent
GT050	Final Road Design Analysis and Report	Project	60	105.00	Task Dependent
GT060	Final Bridge Design Analysis and Report	Project	60	105.00	Task Dependent
Traffic Engineering				510.00	
TE020	Traffic Design	Project	40	300.00	Task Dependent
TE030	Pavement Marking	Project	20	30.00	Task Dependent
TE040	Traffic Control	Project	20	150.00	Task Dependent
TE050	Signal Design	Project	20	30.00	Task Dependent
ROW				520.00	
ROW Funding Approval				175.00	
ROW010	Verify Property Owners	Mile	10	100.00	Task Dependent
ROW020	R/W Estimates	Mile	10	75.00	Task Dependent
ROW Acquisition Process				345.00	
ROW050	R/W Appraisals	Mile	25	100.00	Task Dependent
ROW060	R/W Negotiation	Mile	35	200.00	Task Dependent
ROW070	R/W Condemnations Filed	Project	30	45.00	Task Dependent
ROW080	R/W Condemnations Tried/Settled	Project	1	0.00	Task Dependent
ROW095	All Easements/Permissions Approved		0	0.00	Finish Milestone
Construction				466.00	
Research & Materials Lab				466.00	
RM010	Pavement Geotechnical Investigations	Mile	20	64.00	Task Dependent
RM020	Pavement Design	Project	30	30.00	Task Dependent
RM030	Bridge Preliminary Borings	Mile	15	85.00	Task Dependent
RM040	Bridge Final Boring		29	160.00	Task Dependent
RM050	Road Preliminary Borings	Mile	15	37.00	Task Dependent
RM060	Road Final Borings	Mile	30	90.00	Task Dependent

Activity ID	Activity Name	Mile/Proj...	High Duration	High Labor Units	Activity Type
Resurfacing Package				80	
PE				80	
Program Development				0	
PM010	Program Action Request (PAR)	Project	10	0	Task Dependent
PM100	Signed & Sealed Data Sheets Received	Project	0	0	Finish Milestone
Preconstruction Management				0	
PCM050	Construction Funding Obligation	Project	0	0	Finish Milestone
PCM060	Letting	Project	0	0	Start Milestone
Road Design				80	
Road Plans				80	
RDCP080	Roadway Estimate/Special Provisions	Project	20	80	Task Dependent

Appendix D -- Completed Data Sheets for
Resurfacing

FORM 4-A-E

South Carolina Department of Transportation
Road Summary Report
by Contract

Date: 02/13/2009

(Contract): Submit Indicator: S Export Indicator: NE
County: Florence
File Nbr: 21.038546A

Mileage	Route	From	To
0.13	S-432	(0.00) BEVERLY DRIVE	(0.13) EDISTO DRIVE
0.47	S-495	(0.00) TAYLOR STREET	(0.47) DEAD END
0.31	S-526	(0.10) LINDEN DRIVE	(0.41) MARSH AVENUE
2.33	S-925	(0.00) OLD MARION HIGHWAY	(2.33) EAST PALMETTO STREET

3.24 <-- SubTotal Mileage for File Nbr: 21.038546A

3.24 <-- Total Mileage for Contract.



2/13/09

South Carolina Department of Transportation
Item Quantities Summary
by Contract

Date: 02/13/2009

Contract ID: 20095268		Florence	Contract
Submit Indicator: S		21.038546A	Total
Export Indicator: NE		Mi=3.24	Mi=3.24
Item #	Item Description	Unit Qty	Tot. Qty
1031000	MOBILIZATION	LS 1.000	1.000
1071000	TRAFFIC CONTROL	LS 1.000	1.000
1080300	CPM PROGRESS SCHEDULE	LS 1.000	1.000
2033000	BORROW EXCAVATION	CY 648.000	648.000
2035100	EXCAVATION FOR SHOULDER PAVING	STA 246.000	246.000
2072000	HAULING OF EXCAVATED SHOULDER	STA 246.000	246.000
3069900	MAINTENANCE STONE	TON 32.500	32.500
3104000	HMA SHOULDER WIDENING COURSE	TON 615.120	615.120
4011004	LIQUID ASPHALT BINDER PG64-22	TON 478.807	478.807
4012080	FULL DEP.ASPH.PAV.PATCH-8"UNIF	SY 3,250.000	3,250.000
4020330	H/M ASPH.INTERMEDIATE CR.TYPE	TON 3,759.067	3,759.067
4030340	H/M ASPH.SURF.CR. TYPE C	TON 4,470.520	4,470.520
6051120	PERM.CONST.SIGNS (GRND.MNTD)	SF 373.500	373.500
6250005	4"WH.BRKN.LINE-GAP EX-F.D.PNT.	LF 30.000	30.000
6250010	4"WH.SLD.LINE-PVT.EDGE-F.D.PNT	LF 24,500.000	24,500.000
6250025	24"WH.SLD.LINE-STOP/DIA-F.D.PNT	LF 115.000	115.000
6250030	WH.SING.ARRW-LT, STR, RT-F.D.P	EA 1.000	1.000
6250040	WH.COMB.ARRW(STR&RT/LT)F.D.PNT	EA 1.000	1.000
6250045	RAILROAD CROSS.SYMBOLS-F.D.PNT	EA 2.000	2.000
6250105	4"YEL.BRKN.LINE-GAP EXC-F.D.PNT	LF 1,980.000	1,980.000
6250110	4"YEL.SLD.LINE-PVT.EDGE-F.D.PNT	LF 14,300.000	14,300.000
6271005	4" WH.BRKNLINE THERMO -90 MIL.	LF 30.000	30.000
6271010	4" WH SLD LNE PVT EL TH-90 ML	LF 24,500.000	24,500.000
6271025	24" WH SLDLINES THERMO-125 MIL.	LF 115.000	115.000
6271030	WHITE SGL ARROWS THERMO-125MIL	EA 1.000	1.000
6271040	WH.COMBO.ARROWS THERMO-125MIL.	EA 1.000	1.000
6271045	R.R.CROSS.SYMBOLS-THERMO- 125M	EA 2.000	2.000
6271064	4" YEL.BRKN.LINES.THERMO.90MIL	LF 1,980.000	1,980.000
6271074	4"YEL.SLD.LNES.- THERMO. 90MIL	LF 14,300.000	14,300.000
6300005	PERM.CLR PAV.MARK MONO. 4"X 4"	EA 5.000	5.000
6301100	PERM.YEL.PAV.MARK BI-DIR 4"X4"	EA 154.000	154.000
8100001	PERMANENT VEGETATION	MSY 9.720	9.720



2/13/09

FORM 4-7-E1

South Carolina Department of Transportation
Individual Section Summary

Date: 02/13/2009

Road: S-432	Road Name: CLAREMONT DRIVE	File No.: 21.038546A
County: Florence	ADT: 131	Total Miles: 0.13
Submit Indicator: S	Export Ind: NE	

FromRoute: S-21-341	EMP: 0.13	ToRoute: S-21-76	Miles: 0.13
EMP: 0.00	WidenLeft: 0	WidenRight: 0	FinalWidth: 26
OrigWidth: 26	CommDrwy: 5	ResDrwy: 6	PQI: 2.00
Intersections: 4			

Surface	Inter	Drvwys	Strength	Level	Widen
Rate: ---	---	---	---	---	---
Type: 4011004	4011004	4011004	---	4011004	---
Qty: 8.923	1.800	3.375	---	1.500	---
Rate: 150	150	150	---	---	---
Type: 4030340	4030340	4030340	---	4030340	---
Qty: 148.720	30.000	56.250	---	25.000	---

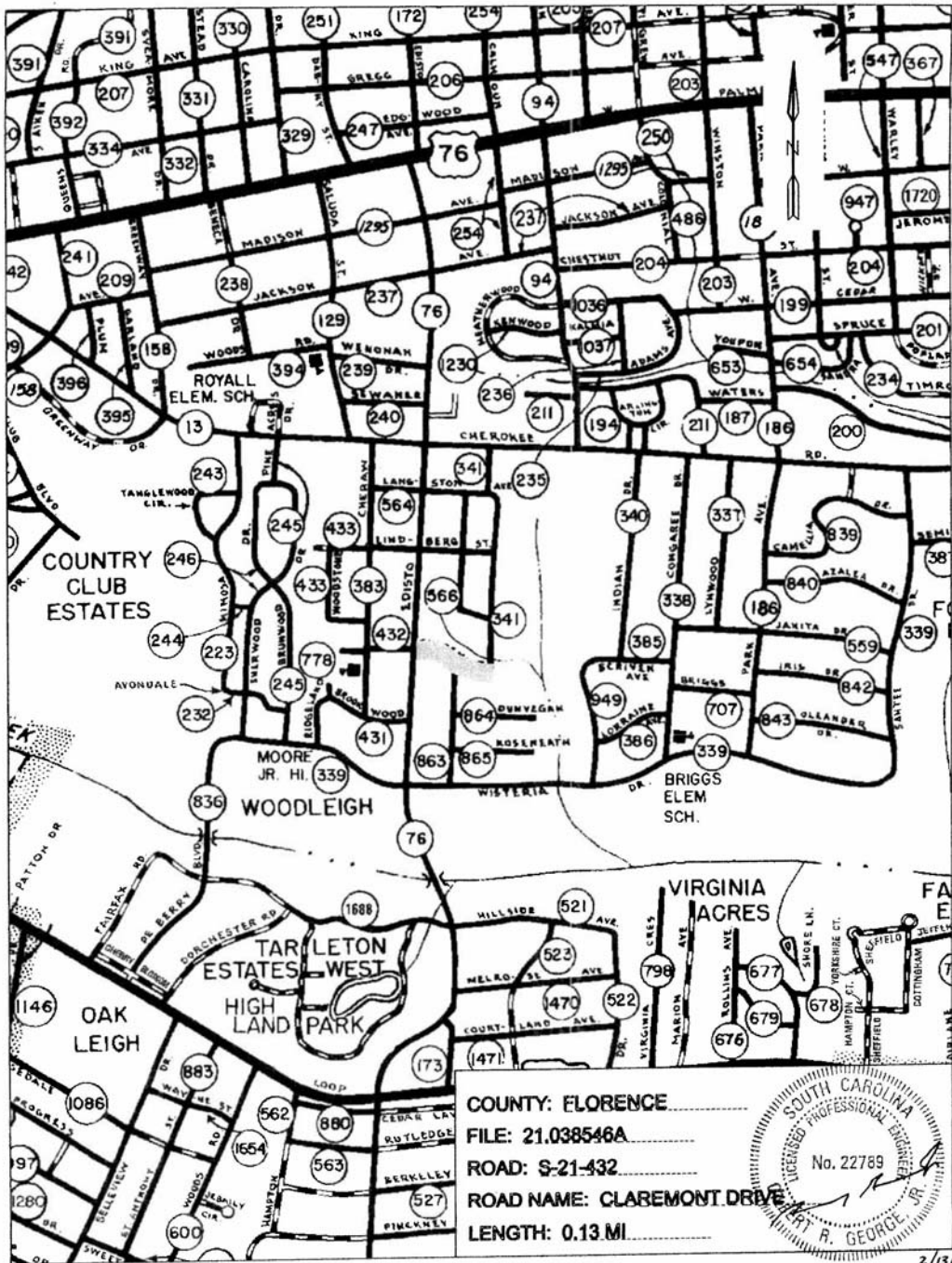
Item #	Item Description	Quantity	Unit
1031000	MOBILIZATION	1.000	LS
1071000	TRAFFIC CONTROL	1.000	LS
1080300	CPM PROGRESS SCHEDULE	1.000	LS
2033000	BORROW EXCAVATION	26.000	CY
4011004	LIQUID ASPHALT BINDER PG64-22	15.598	TON
4030340	H/M ASPH.SURF.CR. TYPE C	259.970	TON
8100001	PERMANENT VEGETATION	0.390	MSY

Special Construction Notes:

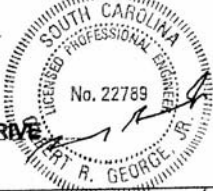
Due to length of roadway, temporary construction signs are to be used in lieu of permanent construction signs.



2/13/09



COUNTY: FLORENCE
 FILE: 21.038546A
 ROAD: S-21-432
 ROAD NAME: CLAREMONT DRIVE
 LENGTH: 0.13 MI



2/13/09

FORM 4-7-E1 South Carolina Department of Transportation Date: 02/13/2009
 Individual Section Summary

Road: S-495 Road Name: BETTY STREET File No.: 21.038546A
 County: Florence ADT: 259 Total Miles: 0.47
 Submit Indicator: S Export Ind: NE

FromRoute: S-21-220 ToRoute: DEAD END
 EMP: 0.00 EMP: 0.47 Miles: 0.47
 OrigWidth: 22 WidenLeft: 0 WidenRight: 0 FinalWidth: 22
 Intersections: 8 CommDrwy: 0 ResDrwy: 14 PQI: 2.00

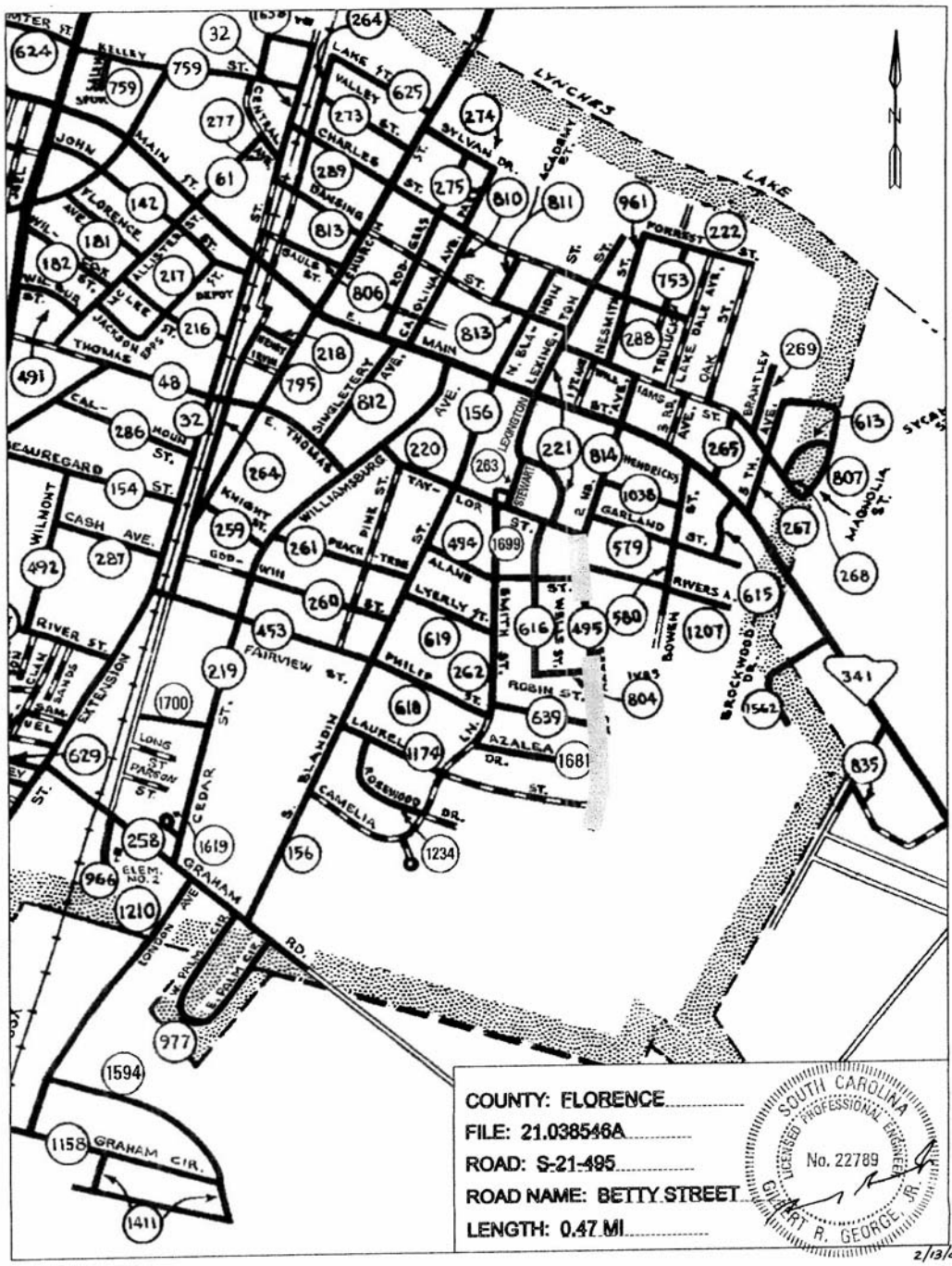
Surface	Inter	Drvways	Strength	Level	Widen
Rate: ---	---	---	---	---	---
Type: 4011004	4011004	4011004	---	4011004	---
Qty: 27.298	3.600	3.150	---	18.000	---
Rate: 150	150	150	---	---	---
Type: 4030340	4030340	4030340	---	4030340	---
Qty: 454.960	60.000	52.500	---	300.000	---

Item #	Item Description	Quantity	Unit
1031000	MOBILIZATION	1.000	LS
1071000	TRAFFIC CONTROL	1.000	LS
2033000	BORROW EXCAVATION	94.000	CY
3069900	MAINTENANCE STONE	20.500	TON
4011004	LIQUID ASPHALT BINDER PG64-22	52.048	TON
4012080	FULL DEP.ASPH.PAV.PATCH-8"UNIF	2,050.000	SY
4030340	H/M ASPH.SURF.CR. TYPE C	867.460	TON
6051120	PERM.CONST.SIGNS (GRND.MNTD)	192.000	SF
8100001	PERMANENT VEGETATION	1.410	MSY

Special Construction Notes:

(None)





2/13/09

Road: S-526 Road Name: PINCKNEY DRIVE File No.: 21.038546A
 County: Florence ADT: 500 Total Miles: 0.31
 Submit Indicator: S Export Ind: NE

FromRoute: S-21-797 ToRoute: S-21-528
 EMP: 0.10 EMP: 0.21 Miles: 0.11
 OrigWidth: 20 WidenLeft: 0 WidenRight: 0 FinalWidth: 20
 Intersections: 2 CommDrwy: 0 ResDrwy: 2 PQI: 1.80

Surface	Inter	Drwys	Strength	Level	Widen
Rate: ---	---	---	---	---	---
Type: 4011004	4011004	4011004	---	4011004	---
Qty: 5.808	0.900	0.450	---	0.900	---
Rate: 150	150	150	---	---	---
Type: 4030340	4030340	4030340	---	4030340	---
Qty: 96.800	15.000	7.500	---	15.000	---

Item #	Item Description	Quantity	Unit
1031000	MOBILIZATION	1.000	LS
1071000	TRAFFIC CONTROL	1.000	LS
2033000	BORROW EXCAVATION	22.000	CY
4011004	LIQUID ASPHALT BINDER PG64-22	8.058	TON
4030340	H/M ASPH.SURF.CR. TYPE C	134.300	TON
8100001	PERMANENT VEGETATION	0.330	MSY

Special Construction Notes:

Due to length of roadway, temporary construction signs are to be used in lieu of permanent construction signs.

FromRoute: S-21-528 ToRoute: S-21-76
 EMP: 0.21 EMP: 0.41 Miles: 0.20
 OrigWidth: 22 WidenLeft: 0 WidenRight: 0 FinalWidth: 22
 Intersections: 2 CommDrwy: 0 ResDrwy: 5 PQI: 1.80

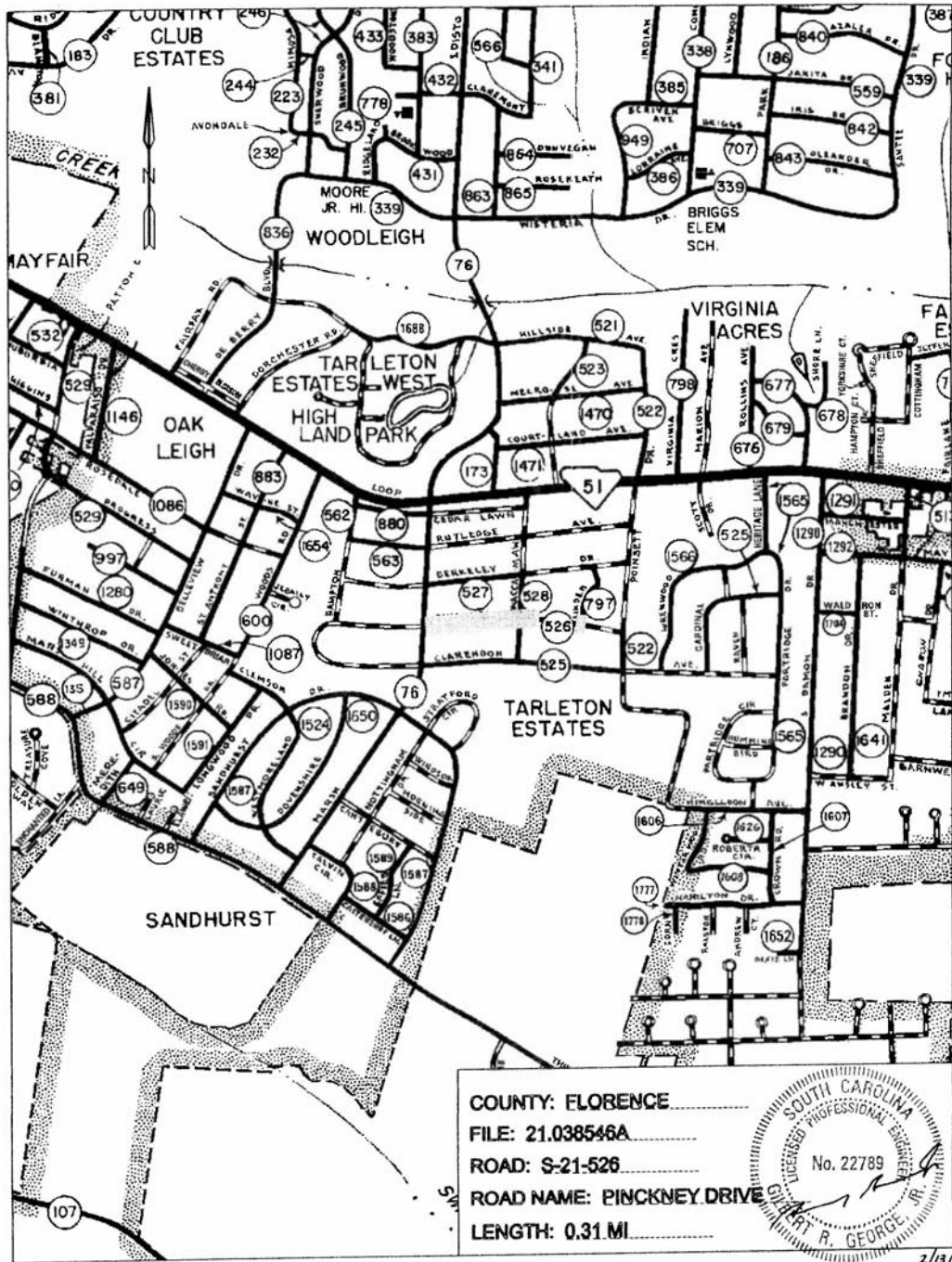
Surface	Inter	Drwys	Strength	Level	Widen
Rate: ---	---	---	---	---	---
Type: 4011004	4011004	4011004	---	4011004	---
Qty: 11.616	0.900	1.125	---	0.900	---
Rate: 150	150	150	---	---	---
Type: 4030340	4030340	4030340	---	4030340	---
Qty: 193.600	15.000	18.750	---	15.000	---

Item #	Item Description	Quantity	Unit
1031000	MOBILIZATION	1.000	LS
1071000	TRAFFIC CONTROL	1.000	LS
2033000	BORROW EXCAVATION	40.000	CY
4011004	LIQUID ASPHALT BINDER PG64-22	14.541	TON
4030340	H/M ASPH.SURF.CR. TYPE C	242.350	TON
8100001	PERMANENT VEGETATION	0.600	MSY

Special Construction Notes:

Due to length of roadway, temporary construction signs are to be used in lieu of permanent construction signs.





2/13/09

Road: S-925 Road Name: WILLIAMSON ROAD File No.: 21.038546A
 County: Florence ADT: 2400 Total Miles: 2.33
 Submit Indicator: S Export Ind: NE

FromRoute: S-21-24 ToRoute: US-76
 EMP: 0.00 EMP: 2.33 Miles: 2.33
 OrigWidth: 20 WidenLeft: 1 WidenRight: 1 FinalWidth: 22
 Intersections: 9 CommDrwy: 7 ResDrwy: 39 PQI: 2.00

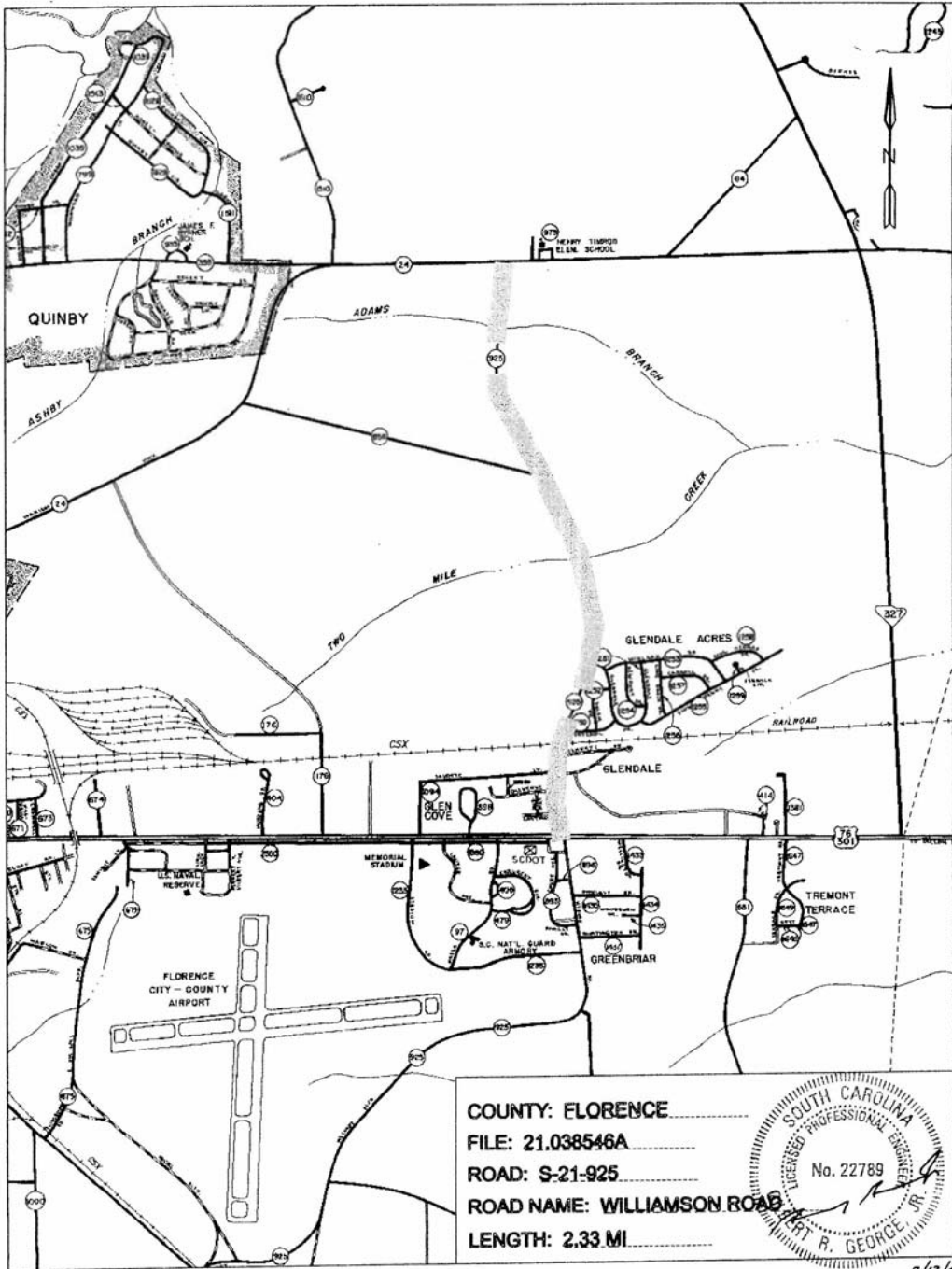
Surface	Inter	Drvwys	Strength	Level	Widen
Rate: --- Type: 4011004 Qty: 135.326	Rate: --- Type: 4011004 Qty: 4.050	Rate: --- Type: 4011004 Qty: 11.610	Rate: --- Type: 4011004 Qty: 180.435	Rate: --- Type: 4011004 Qty: 27.000	Rate: --- Type: 4011004 Qty: 615.120
Rate: 150 Type: 4030340 Qty: 2,255.440	Rate: 150 Type: 4030340 Qty: 67.500	Rate: 150 Type: 4030340 Qty: 193.500	Rate: 250 Type: 4020330 Qty: 3,759.067	Rate: --- Type: 4030340 Qty: 450.000	Rate: --- Type: 4011004 Qty: 30.141

Item #	Item Description	Quantity	Unit
1031000	MOBILIZATION	1.000	LS
1071000	TRAFFIC CONTROL	1.000	LS
2033000	BORROW EXCAVATION	466.000	CY
2035100	EXCAVATION FOR SHOULDER PAVING	246.000	STA
2072000	HAULING OF EXCAVATED SHOULDER	246.000	STA
3069900	MAINTENANCE STONE	12.000	TON
3104000	HMA SHOULDER WIDENING COURSE	615.120	TON
4011004	LIQUID ASPHALT BINDER PG64-22	388.562	TON
4012080	FULL DEP.ASPH.PAV.PATCH-8"UNIF	1,200.000	SY
4020330	H/M ASPH.INTERMEDIATE CR.TYPE	3,759.067	TON
4030340	H/M ASPH.SURF.CR. TYPE C	2,966.440	TON
6051120	PERM.CONST.SIGNS(GRND.MNTD)	181.500	SF
6250005	4"WH.BRKN.LINE-GAP EX-F.D.PNT.	30.000	LF
6250010	4"WH.SLD.LINE-PVT.EDGE-F.D.PNT	24,500.000	LF
6250025	24"WH.SLD.LINE-STOP/DIA-F.D.PNT	115.000	LF
6250030	WH.SING.ARRW-LT, STR, RT-F.D.P	1.000	EA
6250040	WH.COMB.ARRW(STR&RT/LT)F.D.PNT	1.000	EA
6250045	RAILROAD CROSS.SYMBOLS-F.D.PNT	2.000	EA
6250105	4"YEL.BRKN.LINE-GAP EXC-F.D.PNT	1,980.000	LF
6250110	4"YEL.SLD.LINE-PVT.EDGE-F.D.PNT	14,300.000	LF
6271005	4" WH.BRKNLINE THERMO -90 MIL.	30.000	LF
6271010	4" WH SLD LNE PVT EL TH-90 ML	24,500.000	LF
6271025	24" WH SLDLINES THERMO-125 MIL.	115.000	LF
6271030	WHITE SGL ARROWS THERMO-125MIL.	1.000	EA
6271040	WH.COMBO.ARROWS THERMO-125MIL.	1.000	EA
6271045	R.R.CROSS.SYMBOLS-THERMO-125M	2.000	EA
6271064	4" YEL.BRKN.LINES.THERMO.90MIL	1,980.000	LF
6271074	4"YEL.SLD.LNES.- THERMO. 90MIL	14,300.000	LF
6300005	PERM.CLR PAV.MARK MONO. 4"X 4"	5.000	EA
6301100	PERM.YEL.PAV.MARK BI-DIR 4"X4"	154.000	EA
8100001	PERMANENT VEGETATION	6.990	MSY

Special Construction Notes:

Pavement widening shall be accomplished with a milling machine.





Appendix E – Engineering Directive Memorandum
PC-2 (Adding Roads to the System)

SOUTH CAROLINA DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION

ENGINEERING DIRECTIVE MEMORANDUM

Number: PC-2

Subject: Procedure for Adding New Roads into the State Highway System for Construction and Maintenance.

For Policy: See Engineering Policy Memorandum No. 9

Criteria have been developed for roads that are located in subdivisions and for other secondary roads, both rural and urban. The criteria are as follows:

Secondary Roads in Subdivisions

1. Such roads must be publicly maintained. Publicly maintained means that the road is maintained by the County, City, or other political entity having jurisdiction.
2. All roads should be adequately drained.
3. In order for a road or street in any subdivision to be accepted into the System, twenty (20) percent of the lots on the road or street must have a house constructed thereon.
4. Each road must have a minimum right-of-way width of fifty (50) feet unless extenuating circumstances dictate otherwise.
5. Each road must be contiguous to the State Highway System
6. The road must not possess any unusual features that will cause the construction cost to be abnormally high.
7. The road cannot cross a dam which has been constructed for the purpose of impounding surface waters.
8. The road cannot be located so that a narrow buffer strip is maintained between the right-of-way of the road and adjacent property in such a manner as to deny access to other adjacent land owners.
9. Plats of subdivisions in which roads are located which are requested to be accepted into the System will be made available to the Department.

Other Secondary Roads (Roads not in Subdivisions)

1. Such roads must be publicly maintained. Publicly maintained means that the road is maintained by the County, City, or other political entity having jurisdiction.
2. Each road must be contiguous to the State Highway System.

3. The road must not possess any unusual features that will cause the construction cost to be abnormally high.
4. No road will serve essentially as a drive to private residences, private businesses, or private recreational areas. All roads will serve public interest.
5. The road cannot cross a dam which has been constructed for the purpose of impounding surface water.

Paved Roads That Are Brought Into the System for Maintenance Under the Belt Line Act

1. The riding surface should have reasonably good riding qualities and be in good condition.
2. The pavement width and shoulder width should be adequate to provide for the safe movement of the traffic volumes anticipated for the road.
3. The geometry (vertical and horizontal alignment) must meet minimum safety requirements.
4. The overall roadbed should be structurally adequate to carry the anticipated loads.
5. The roadway drainage should be adequate with sufficient outfall drainage.
6. Where property adjacent to such roads has been subdivided for development purposes, Twenty (20) percent of the lots must have a house constructed on them.
7. The road cannot cross a dam which has been constructed for the purpose of impounding surface waters.
8. If the above conditions of the roads being brought into the System under the Belt Line Act are not met, and it is desired to have the road brought into the System, it must be done so with the understanding that "C" funds will be used to upgrade it to satisfy minimum standards.

All roads that are programmed for construction, whether they are in a subdivision or not, must have sufficient traffic volume as determined by the Department to justify the improvement.

In order to implement the above criteria for unpaved roads that are being brought into the System for construction and paved roads that are being added under the Belt Line Act for maintenance, it will be necessary to have each road inspected to see that it meets the criteria outlined. When a request that a road be programmed is received in the State Highway Engineer's office, pertinent information will be forwarded to the District Engineering Administrator. It will be the District Engineering Administrator's responsibility to have the road evaluated and forward his recommendation to the State Highway Engineer.

It is important that these evaluations be made expeditiously so as not to delay the beginning of the surveys in order to advance the roads to contract or into the System for maintenance.

Appendix F – Local Paving Program (S.C. Code of
Laws)

South Carolina Code of Laws

C Fund Law as it pertains to Local Paving Projects

SECTION 12-28-2740

Paragraph (C)

(C) At least twenty-five percent of a county's apportionment of "C" funds, based on a biennial averaging of expenditures, must be expended on the state highway system for construction, improvements, and maintenance. The Department of Transportation shall administer all funds expended on the state highway system unless the department has given explicit authority to a county or municipal government or other agent acting on behalf of the county transportation committee to design, engineer, construct, and inspect projects using their own personnel. The county transportation committee, at its discretion, may expend up to seventy-five percent of "C" construction funds for activities including other **local paving** or improving county roads, for street and traffic signs, and for other road and bridge projects.

Appendix G -- Instructions for C Statement

EXPLANATION OF C PROGRAM STATEMENT

A: FUNDS:

1. **JULY 1 CASH BALANCE** - The Cash Balance at the beginning of each month is the Cash Balance at the end of the previous month (shown on line D). The July 2001 statement is the first statement using the new format. (Note: For the July 2001 statement only, The July 1 Cash Balance is calculated by taking the ending cash balance at June 30th and subtracting the amount for completed projects and the amount for expenditures. The item "Completed Projects" is no longer needed on the statements and has been deleted.)

B: FUNDS RECEIVED:

2. **2.66 Cents Gas Tax for July 01** – The county's monthly distribution of gas tax received by the State Treasurer for the C Program
3. **Interest Received for July 01** – The amount of interest earned on the County Transportation Fund held by the State Treasurer and distributed to those counties for which SCDOT administers funds
4. **Donor Funds** (June 30th Statement only where applicable) – A proportionate share of \$9.5 million from the State Highway Fund distributed to those counties in which gas tax collections exceeded C Funds received

C: WITHDRAWALS:

5. **Highway Bond Debt Service Payment** (where applicable) – Repayment of funds borrowed through the sale of highway bonds
6. **Construction Expenditures – Schedule 1** – Total current monthly expenditures as shown in Schedule 1 – Projects in Schedule 1 include construction, local paving, and dedications.
7. **Preliminary Engineering Expenditures – Schedule 2** – Total current monthly expenses for projects listed in Schedule 2 – Projects in Schedule 2 are in the design and/or right-of-way acquisition phase.
8. **FY 2001-2002 SCDOT Administrative Charge** - This is the charge collected by the Department for the administration of a county's program. This is stipulated in the agreement signed by the CTC and the Department and is calculated as 3% of the total funds received in the previous fiscal year.
9. **Withdrawals by CTC** – Payments to the CTC for administrative expenses or per diem expenses (where applicable) – These payments must be requested by the CTC.
10. **Special Match Programs** - Amount remitted to the SCDOT for the match for the Special Programs.

EXPLANATION OF C PROGRAM STATEMENT – PAGE TWO

D. CASH BALANCE:

This amount is the beginning Cash Balance plus the total Funds Received less total Withdrawals.

E. COMMITMENTS OF CASH BALANCE:

1. **Remaining Construction Budget – Schedule 1** - This amount is the total unspent budget as shown under Remaining Budget on Schedule 1.
2. **Remaining Preliminary Engineering Budget – Schedule 2** - This is the total unspent budget as shown under Remaining Budget on Schedule 2.

F. CASH BALANCE AVAILABLE FOR FUTURE COMMITMENTS:

This amount is the Cash Balance less the total Commitments of Cash Balance and is available for commitment to new projects or addition to existing projects.

**Abbeville County - C Program Statement
June 30, 2009**

FUNDS:

JUNE 1 CASH BALANCE		\$	2,078,044.44
FUNDS RECEIVED:			
2.66 cents gas tax for June 2009			75,841.34
Interest received for June 2009			5,384.35
			81,225.69
TOTAL FUNDS RECEIVED JUNE		\$	81,225.69
WITHDRAWALS:			
Construction Expenditures - Schedule 1			(248,195.65)
Preliminary Engineering Expenditures - Schedule 2			-
			(248,195.65)
TOTAL WITHDRAWALS		\$	(248,195.65)
JUNE 30 CASH BALANCE		\$	1,911,074.48
COMMITMENTS OF CASH BALANCE:			
Remaining Construction Budget - Schedule 1			1,136,136.46
Remaining Preliminary Engrg Budget - Schedule 2			239,324.33
			1,375,460.79
TOTAL FUNDS COMMITTED		\$	1,375,460.79
UNCOMMITTED BALANCE		\$	535,613.69

ABBEVILLE COUNTY

PART 2

SCHEDULE 1-CONSTRUCTION PROJECTS IN PROGRESS

(Under Contract)

PROJECT	DESCRIPTION	JUNE BUDGET	TOTAL EXPEND	REMAINING BUDGET	OVERRUN BUDGET	CURRENT EXPEND
01 C 0037	991 9/08 SMP 09 - RESURF - S-431, S-457, & S-474 (37991) (FILE 01.170901)	308,559.00	209,790.80	98,768.20	0.00	209,790.80
01 C 6036	670 5/07 LPP - TOWN OF CALHOUN FALLS - GRADE & PAVE BUSH ST & DESOTO ST - GRADE & ADD STONE TO FAIRVIEW ST (36670)	129,297.82	30,457.83	98,839.99	0.00	0.00
01 C 6036	672 5/07 LPP - TOWN OF WARE SHOALS - CONSTRUCT CUL-DE-SAC ON WEST SUMMIT DR (36672)	16,000.00	0.00	16,000.00	0.00	0.00
01 C 6036	787 6/07 LPP - ABBEVILLE CO - IMPROVEMENT TO BEULAH CHURCH ROAD (36787)	223,537.50	192,335.34	31,202.16	0.00	120.00
01 C 6036	788 6/07 LPP - ABBEVILLE CO - IMPROVEMENT TO LORENZO ROAD (36788)	31,900.00	2,000.00	29,900.00	0.00	0.00
01 C 6036	789 6/07 LPP - ABBEVILLE CO - IMPROVEMENT TO DEACON ROAD (36789)	212,706.50	107,222.87	105,483.63	0.00	18,762.33
01 C 6036	790 6/07 LPP - ABBEVILLE CO - IMPROVEMENT TO GABLE DRIVE (36790)	67,800.00	6,285.00	61,515.00	0.00	0.00
01 C 6036	791 6/07 LPP - ABBEVILLE CO - IMPROVEMENT TO PARNELL DRIVE (36791)	75,000.00	7,015.00	67,985.00	0.00	0.00
01 C 6036	792 6/07 LPP - ABBEVILLE CO - IMPROVEMENT TO DALLAS ROAD (36792)	267,000.00	9,695.00	257,305.00	0.00	0.00
01 C 6037	347 3/08 LPP - ABBEVILLE CO - FY07/08 MATERIALS USED IN MAINT. THE CO SYSTEM (STONE, CALCIUM CHLORIDE, PIPE FOR CULVERTS, WOODEN BRIDGE DECKING, ASPHALT, SIGNAGE, ETC) (37347)	179,000.00	66,525.67	112,474.33	0.00	14,275.19
01 C 6037	719 7/08 LPP - TOWN OF DUE WEST - CONSTRUCT CURB & GUTTER, SIDE WALKS, DRAINAGE AT SC-20 (37719)	75,000.00	10,336.85	64,663.15	0.00	5,247.33
01 C 6037	720 7/08 LPP - ABBEVILLE CO - CONSTR SIDEWALK W/CURB & GUTTER, DRAINAGE AT S-393 (37720)	112,000.00	0.00	112,000.00	0.00	0.00
01 C 6038	181 11/08 LPP - ABBEVILLE SCHOOL DIST 60 - ENGRG, CLEARING, GRADING & PAVING OF ROADWAY IMPROVEMENT TO ENTRANCE RD TO LONG CANE ELEM SCHOOL (38181)	80,000.00	0.00	80,000.00	0.00	0.00

TOTAL SCHEDULE 1

1,777,800.82	641,664.36	1,136,136.46	0.00	248,195.65
--------------	------------	--------------	------	------------

SCHEDULE 2-PROJECTS IN DEVELOPMENT

(Programmed But Not Under Contract)

ITEM	DESCRIPTION	PROGRAMMED	ACTUAL		
37787	7/08 6" FULL DEPTH PATCHING, CHIP SEAL, STRIPING, PVMT MARKINGS, S-61, S-111 (37787)	239,324.33	0.00	239,324.33	0.00

TOTAL SCHEDULE 2

239,324.33	0.00	239,324.33	0.00	0.00
------------	------	------------	------	------

Abbeville County - June Changes

MAY REMAINING CONSTRUCTION BUDGET SCHEDULE 1	\$	1,384,332.11
DECREASES TO COMMITMENT BALANCE:		
Expenditure PCN 0037991		(209,790.80)
Expenditure PCN 6036787		(120.00)
Expenditure PCN 6036789		(18,762.33)
Expenditure PCN 6037347		(14,275.19)
Expenditure PCN 6037719		(5,247.33)
Programming Decreased		0.00
Removal of Remaining Balance for Project Closed		0.00
		0.00
TOTAL DECREASES TO COMMITTED BALANCE	\$	(248,195.65)
INCREASES TO COMMITMENT BALANCE:		
Newly Programmed Projects or Programming Increases		0.00
TOTAL INCREASES TO COMMITTED BALANCE	\$	-
JUNE REMAINING CONSTRUCTION BUDGET SCHEDULE 1	\$	1,136,136.46
MAY REMAINING CONSTRUCTION BUDGET SCHEDULE 2	\$	247,200.00
DECREASES TO COMMITMENT BALANCE:		
Monthly Expenditures		0.00
Decreased Programming PCN 37787 by		(7,875.67)
Deletion of Project from Schedule		0.00
		0.00
TOTAL DECREASES TO COMMITTED BALANCE	\$	(7,875.67)
INCREASES TO COMMITMENT BALANCE:		
Newly Programmed Projects or Programming Increases		0.00
TOTAL INCREASES TO COMMITTED BALANCE	\$	-
JUNE REMAINING CONSTRUCTION BUDGET SCHEDULE 2	\$	239,324.33

Appendix H -- Program Action Request (PAR)



TO: Federal Program Administrator

COMMISSION APPROVAL

DATE OF REQUEST

REQUESTED BY

PROGRAM ACTION REQUEST

PROGRAM MANAGER _____

REQUESTED ACTION _____

PROGRAM _____

WORK TYPE _____

ROAD / ROUTE _____

LOCAL NAME _____

TERMINI FROM _____

TERMINI TO _____

COUNTY _____

CITY / TOWN _____

COMMISSION DISTRICT _____

MPO / COG AREA _____

MAINLINE LENGTH _____

RTE _____ BEG MP _____ END MP _____

RTE _____ BEG MP _____ END MP _____

RTE _____ BEG MP _____ END MP _____

RTE _____ BEG MP _____ END MP _____

BR. STRUCTURE(s): _____ Sufficiency Rating _____ Off System

PROJECT DETAILS _____

<p>Funding Sources</p> <p><input type="checkbox"/> *Federal using _____</p> <p><input type="checkbox"/> State using _____</p> <p><input type="checkbox"/> MPO/COG Program _____</p> <p><input type="checkbox"/> Enhancement _____</p>	<p>Work By</p> <p><input type="checkbox"/> SCDOT</p> <p><input type="checkbox"/> Consultant Firm _____</p> <p><input type="checkbox"/> Local Public Agency _____</p>	<p>System Code</p> <p><input type="checkbox"/> Interstate</p> <p><input type="checkbox"/> NHS Non-Interstate</p> <p><input type="checkbox"/> Other Federal-Aid Hwy</p> <p><input type="checkbox"/> Not on Federal-Aid Hwy</p> <p>On National Hwy System</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Functional Class</p> <p><input type="checkbox"/> Freeways & Expressways</p> <p><input type="checkbox"/> Other Principal Arterial</p> <p><input type="checkbox"/> Minor Arterial</p> <p><input type="checkbox"/> Major Collector</p> <p><input type="checkbox"/> Minor Collector</p> <p><input type="checkbox"/> Local</p> <p><input type="checkbox"/> No Functional Class</p>
--	---	--	---

Obligation / Letting Schedule & Obligation Amounts				
Work Phase	Obl. Date (Mo/Yr)	Let Date (Mo/Yr)	Obl. Amount (\$1000)	PPMS PCN
PE by SCDOT				
PE by Consultant				
Right-of-Way				
Utilities				
Railroad				
Road Construction				
Bridge Construction				
Other				
NOTE: If a PCN has previously been assigned to this project, please note it on the appropriate phase of work. If you are programming a new PCN that needs to be linked to an existing project, please provide the Contract PCN here:				Link to PCN

***Federally funded projects must be in the State Transportation Improvement Program. This project complies with the STIP on:**

Page	Revision	Date
Federal Program Administrator		Date

For Obligations Management Use Only

PCNs Created _____

PCNs Revised _____

Project Number _____

File Number _____

Quality Control _____

REMARKS _____

ADMIN. REMARKS _____

See Attachments Project has Schedule

PAR Form 31B: Revised & Distributed 9/8/2009

Approved by the _____

Appendix I -- Request for Programming Form

REQUEST FOR PROGRAMMING

C Program Administration

COUNTY: _____ CONGRESSIONAL DISTRICT: _____

LOCAL PAVING (OFF SYSTEM)

STATE ROAD PROJECT (ON SYSTEM)

MATCH PROGRAM

SCDOT DIRECT LABOR PROJECT

REVISION TO CURRENT C PCN: _____

PROJECT INFORMATION SECTION

DESCRIPTION OF REQUESTED INFORMATION: _____

INITIAL ESTIMATED COST OF PROJECT: _____

COMPLETE IF APPLICABLE TO PROJECT

BEGINNING POINT: _____ ENDING POINT: _____

TOTAL MILEAGE: _____ MILE(S)

TYPE OF CONSTRUCTION: NEW CONSTRUCTION RESURFACING OTHER

LOCATION MAP MUST BE ATTACHED

PLEASE GIVE FOLLOWING INFORMATION IF WORK PERFORMED BY OTHERS THAN SCDOT:

NAME OF GOVERNMENT ENTITY: _____

NAME OF CONTACT PERSON: _____

TITLE OF CONTACT PERSON: _____

ADDRESS: _____

CITY / TOWN: _____ SOUTH CAROLINA ZIP CODE: _____

AUTHORIZED BY: _____

CHAIRMAN, COUNTY TRANSPORTATION COMMITTEE

DATE

RETURN TO: S.C.DEPARTMENT OF TRANSPORTATION
955 PARK STREET, COLUMBIA, S.C. 29202
ATTENTION: C PROGRAM ADMINISTRATOR

Appendix J -- Yearly Review Form

“C” YEARLY REVIEW – FY

County

Review Date

THIS IS NOT A FORMAL AUDIT.

THIS IS A REVIEW, WHICH HAS BEEN MANDATED BY LAW TO INSURE THAT THE CTC’S ARE FOLLOWING PROPER GUIDELINES FOR THE USE OF “C” FUNDS.

25% EXPENDED ON THE STATE SYSTEM IS NOW CALCULATED ON A 2 YEAR ROLLING AVERAGE BY LAW

UNAUTHORIZED, UNOBLIGATED FUNDS CAN’T EXCEED 300% OF ANNUAL ALLOTMENT.

QUESTIONS:

ARE “C” FUNDS KEPT IN A SEPARATE ACCOUNT SO FUNDS ARE EASILY ACCOUNTED FOR (NOT MIXED WITH OTHER FUNDS)?

WHO WRITE’S THE ACTUAL CHECK FOR PROJECT EXPENDITURES?

DO YOU HAVE WRITTEN PROCUREMENT PROCEDURES?

WHAT METHOD OF SELECTION DO YOU USE? DO YOU HAVE A PRIORITIZED LIST ?

IS YOUR TRANSPORTATION PLAN CURRENT OR DOES IT NEED TO BE REVISED?

MAKE SURE THAT BOND REQUIREMENTS DID NOT INCLUDE A REQUIREMENT THAT THE SURETY BOND BE FURNISHED BY A PARTICULAR SURETY COMPANY OR THROUGH A PARTICULAR AGENT OR BROKER.

REVIEW 2 STATE AND 2 LLP PROJECTS.

- 1- CHECK EXPENDITURES FOR ACCURACY
- 2- CHECK THAT ENCROACHMENT PERMIT WAS APPROVED
- 3- CHECK FOR BID BONDS IF APPLICABLE
- 4- CHECK FOR A COPY OF BID ADVERTISEMENT
- 5- CHECK FOR A COPY OF BIDS PUBLISHED AFTER THE BID OPENING
- 6- CHECK FOR A COPY OF PROFORMANCE AND PAYMENT BONDS

RULE OF THUMB: IF THE PROJECT IS ON PUBLIC PROPERTY AND THE IMPROVEMENTS CAN BE USED BY THE PUBLIC FOR TRANSPORTATION IT IS A VIABLE PROJECT.

SOLE SOURCE PROCUREMENT MAY BE USED IF SECTION 11-35-1550 APPLIES. (SEE ATTACHED LAW)

Small Purchase Procedures

1. Purchases that do not exceed \$1,500.00 in value - may be accomplished without securing competitive quotations if the prices are considered reasonable. The Purchase office shall make a note on the purchase requisition "Price if fair and reasonable" and sign.
2. Purchases from \$1,500.00 to \$5,000.00 in value – Solicitation of verbal or written quotes from a minimum of three qualified sources must be made and documentation of the quotes attached to the purchase requisition. Award shall be made to the lowest responsive and responsible source.
3. Purchases from \$5,000.00 to \$10,000.00 in value – Solicitation of written quotes from a minimum of three qualified sources must be made and documentation of the quotes attached to the purchase requisition. Award shall be made to the lowest responsive and responsible source.
4. Purchases from \$10,000.00 to \$25,000.00 in value – Solicitation of written quotes, bids, or proposals shall be made. The procurement must be advertised at least once in the South Carolina Business Opportunities publication or through a means of central electronic advertising as approved by the Office of General Services. A copy of the written solicitation and written quotes must be attached to the purchase requisition. Award shall be made to the lowest responsive and responsible source.

Appendix K -- The SCDOT "Guide to the C Program"
Booklet

[See Linked Booklet](#)

Appendix L – Letter Advising CTC of Contract
Award



South Carolina
Department of Transportation

September 14, 2009

September 9, 2009 Construction Letting
Resurfacing Orangeburg County - "C" Pin 38710

Dr. Jessie E. Kinard
Chairman Orangeburg County Transportation Committee
138 Kinard Street
Orangeburg, South Carolina 29118

Dear Dr. Kinard:

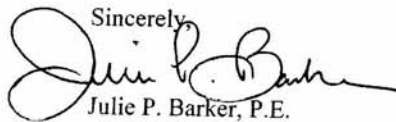
Bids were taken on Pin 38710 in Orangeburg County on September 9, 2009 under Lead File No. 38.038710. I have listed below the cost breakdown of the low bid received:

Pin	Amount Programmed	Low Bid	5% Contingency	Total Cost	Additional Funds Needed
38710	\$ 518,175.00	\$774,114.53	\$ 38,705.73	\$812,820.26	\$294,645.26

As shown, the low bid received from CBG, Inc., for plan quantities is \$774,114.53 with an estimated completion date of August 31, 2010. The total cost of this project, after adding a five percent contingency fee is \$812,820.26. The five percent contingency fee is for unforeseen occurrences that may occur during construction that would involve the addition of some minor quantities. All monies not spent from this amount will be returned to Orangeburg CTC's account at the completion of construction.

Since the bid received is within the South Carolina Department of Transportation's (SCDOT) normal contract award criteria, SCDOT approves the award of this contract. The total funding available for this project is \$518,175.00. This means the funding will be increased by \$294,645.26 and will be revised on your monthly c-statement.

As always, SCDOT appreciates your continued dedication to the transportation needs of the citizens of Orangeburg County. Please feel free to contact me at 803-737-1365 with any questions or concerns.

Sincerely,

Julie P. Barker, P.E.
Midlands "C" Project Engineer

JPB:pcm

Enclosure (1)

cc: Jo Ann Woodrum, District Seven Engineering Administrator
Jim Porth, District Seven Construction Engineer
David Brandyburg, Resident Maintenance Engineer, Orangeburg County
Tina Feaster, C Program Coordinator ✓
Roberta Mack, Contract Administrator

File: PC/JPB

Appendix M – Letter Requesting CTC Decision on
How to Proceed with Award

September 16, 2009

Mr. Billy L. Painter
Chairman - Spartanburg County
Transportation Committee
Post Office Box 160177
Boiling Springs, SC 29316

Re: September 9, 2009 Letting – File Number 42.038549 – PIN 38549_CP01
Resurfacing S-72, S-136, & S-216 in Spartanburg County

Dear Chairman Painter:

Bids were taken on PIN 38549_CP01 in Spartanburg County on September 9, 2009 under File Number 42.038549. The following is a breakdown of the cost:

PIN	Amount Previously Approved	Contract Low Bid (Quantities)	Lump Sum Contract Field Management	5% Contingency	Total Funds Required For Construction
38549_CP01	\$517,348.95	\$624,177.54	\$0.00	\$31,208.88	\$655,386.42

As shown above, the actual low bid received from Ashmore Brothers, Inc. for plan quantities only was \$624,177.54. The total cost of this project, after adding a five percent contingency fee is \$655,386.42. The contingency fee is for unforeseen occurrences that may occur during construction that would involve the addition of some minor quantities. These additions normally result in an overrun of contract quantities or obtaining a supplemental agreement to the contract. One hundred percent of the monies which are not spent will be returned to the County Transportation Committee's (CTC) account at the completion of construction. Since the cost of this project (based on the low bid received) is within the South Carolina Department of Transportation's (SCDOT) normal contract award criteria, we recommend that you proceed with the award of this contract.

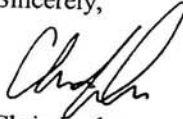
Therefore, please advise the SCDOT if you desire to award this contract by checking the appropriate statement and return a copy of this letter to me by **October 23, 2009**. You should also submit a check made payable to SCDOT, Post Office Box 191, Columbia, SC 29202, Room 424, in the amount of **\$138,037.47**. The estimated completion date for this project is August 31, 2010.

If we do not receive a response by October 23, 2009, we will assume that the CTC does not desire to award the project. This deadline has been established since the bids we receive are only valid for 60 days. After that time expires, the contractor does not have to accept the work and has the option to revise his bid prices. If the project is not awarded, it will be placed on hold and will not be re-advertised until the CTC advises the SCDOT in writing how to proceed.

Mrs. Billy L. Painter
Page 2
September 16, 2009

If you have any questions or concerns, I can be contacted at telephone number (803) 737-4964 and my fax number is (803) 737-9939.

Sincerely,



Chris Jordan
Upstate "C" Project Manager

CEJ:dfs *dfs*

File No. 42.038549 – PIN 38549

Concur in Award _____ Do Not Award _____

Chairman of the Spartanburg County Transportation Committee

Date

bc: Steve W. Gwinn, District Engineering Administrator, District #3
Christy Hall, District Construction Engineer, District #3
Tony Thompson, District Three Contracts Engineer
Roberta Mack, Contracts Administrator
✓ Tina Feaster, Local Public Administration Office
Chris Jordan, Upstate "C" Program Manager

Appendix N – Form 608 (Transfer of Funds)

Form 608

September 30, 2009

TO: South Carolina Department of Transportation
 P.O. Box 191
 Columbia, South Carolina 29202

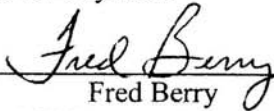
Payment No. 2 for Participation in the 2008 State Match Program (SMP 08) - Resurfacing S-462 (Pine Bay Rd), and S-485 (Green Rd) Authorized by the Florence County Transportation Committee on September 28, 2007 under "C" PCN 36495.

Total Invoiced to Date	\$ 313,170.68
Less Previous Payment	<u>\$ 270,553.81</u>
Total Invoice Amount Due	\$ 42,616.87

File No. 21.170801

Transfer funds from "C" PCN 36495 CP01 to State PCN 36495 MT01:
 State Charge Code: 21 170 8010 6235

Submitted for Payment:

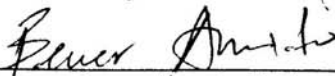

 Fred Berry

"C" Program Manager

9-30-09

Date

Approved for Payment:



Bener Amado, P.E.

Project Manager RPG 2

9-30-09

Date

cc: "C" Program Coordinator Tina Feaster
 Accounting Meredith Duke
 Senior Budget Analyst Annette Rish
 Federal Program Administrator Becky Creighton
 Preconstruction Management Diane Stubbs
 C Program Manager Fred Berry

Cash Receipt 4823.000

ACCOUNT DISTRIBUTION												
Award	Est	Intr	Org	Number	Fund	Allot	Grp	G/L	ACTY.	OBJ.	AMOUNT	
					702			3700	721	6220	42,616.87	

Appendix O – Billing Rate Schedule

“C” Project Billing Procedures Effective October 16, 1997 (Revised 6-2-06)

New Roadway Construction Projects	<u>ESTIMATED CONSTRUCTION COST</u>	<u>LUMP SUM PRELIMINARY ENGINEERING</u>	<u>LUMP SUM CONSTRUCTION ENGINEERING INSPECTION (CEI)</u>							
	Estimated Quantity Cost Plus 10% for Inflation	Use these Percents of the Estimated Construction Cost of the Project <table border="0"> <tr> <td>Percent</td> <td>Estimated Project Cost</td> </tr> <tr> <td>14 %</td> <td>\$ 0.00 to \$ 99,999.00</td> </tr> <tr> <td>13 %</td> <td>\$100,000.00 to \$199,999.00</td> </tr> <tr> <td>12 %</td> <td>\$200,000.00 or Higher</td> </tr> </table> Note: Add 50% Overhead to the above cost for CTC's that are self administered	Percent	Estimated Project Cost	14 %	\$ 0.00 to \$ 99,999.00	13 %	\$100,000.00 to \$199,999.00	12 %	\$200,000.00 or Higher
Percent	Estimated Project Cost									
14 %	\$ 0.00 to \$ 99,999.00									
13 %	\$100,000.00 to \$199,999.00									
12 %	\$200,000.00 or Higher									

Construction Projects (Using strip maps and data sheets)	<u>ESTIMATED CONSTRUCTION COST</u>	<u>LUMP SUM PRELIMINARY ENGINEERING FEE</u>	<u>LUMP SUM CONSTRUCTION ENGINEERING INSPECTION (CEI)</u>
	Estimated Quantity Cost Note: No Inflation Cost will be included in this Estimate.	1% of the Estimated Construction Cost or \$5,000.00, whichever is the lesser amount. Note: No overhead will be charged	14% of the Estimated Construction Cost Note: Add 50% Overhead to the above cost for CTC's that are self administered

Resurfacing (Using strip maps and data sheets)	<u>ESTIMATED CONSTRUCTION COST</u>	<u>LUMP SUM PRELIMINARY ENGINEERING FEE</u>	<u>LUMP SUM CONSTRUCTION ENGINEERING INSPECTION (CEI)</u>
	Estimated Quantity Cost Note: No Inflation Cost will be included in this Estimate.	1% of the Estimated Construction Cost or \$5,000.00, whichever is the lesser amount Note: No P.E. is currently being charged for “C” Projects, if the CTC is expending at least 25% of their yearly C Fund allotment for <u>Resurfacing State Roads</u> . (No overhead will be charged on resurfacing projects.)	6% of the Estimated Construction Cost Note: No CEI is currently being charged for “C” Projects, if the CTC is expending at least 25% of their yearly C Fund allotment for <u>Resurfacing State Roads</u> . Note: Add 50% Overhead to the above cost for CTC's that are self administered

Agreements & Contract Reimbursements	No Fee's are currently being charged for Agreements
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