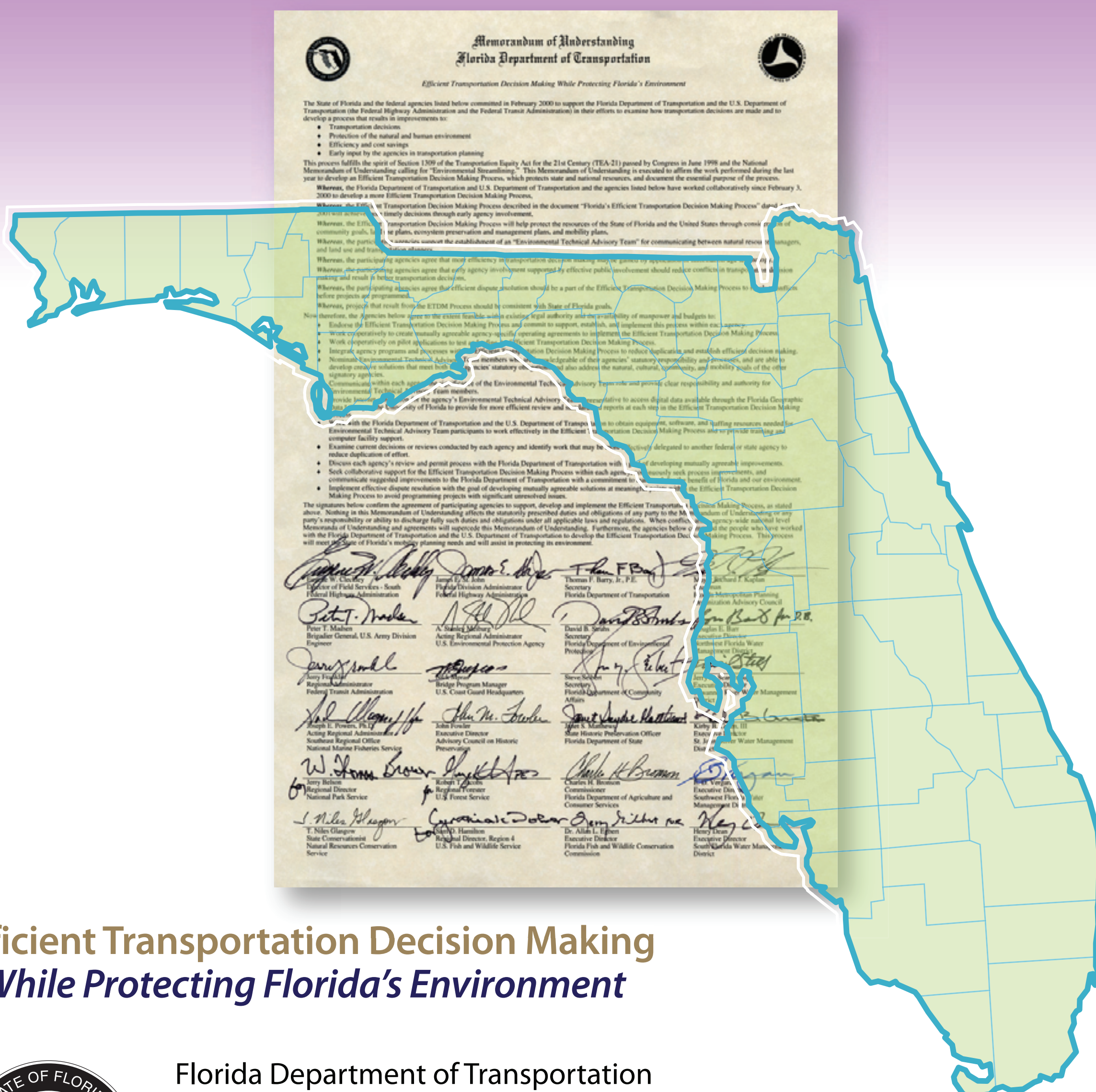
etdm

Efficient Transportation Decision Making

Funded Positions Reference Manual



Efficient Transportation Decision Making
...While Protecting Florida's Environment

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Chapter 1 ETDM Overview

1.1 Introduction

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

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

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

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

1.2 Background

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

- Development of new processes
- Use of information technology
- Inter-agency collaboration
- Environmental reviews

The Florida Department of Transportation (FDOT) worked with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and 21 federal, state, and local agencies to evaluate the current transportation and environmental reviews processes and identify ways to make these processes more efficient. These efforts led to the development of the ETDM Process.

1.3 ETDM Process

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

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

- Protect the natural and human environment
- Bring about significant improvement to transportation decisions
- Gain efficiency and cost savings
- Include full and early participation by resource protection agencies and the affected community in transportation planning
- Obtain permits at the completion of project development

To reach these goals the agencies defined the following specific objectives:

- Develop mechanisms to engage agencies early and throughout the life of a project from planning to project development
- Develop technological tools and provide improved access to accurate information for agency interaction in the process of plan evaluation and decision making
- Establish protocols for better and continuous communication between agencies and the public to ensure linkages between land use, transportation, and the environment
- Include earlier assessment of secondary and cumulative impacts
- Devise a methodology for timely dispute resolution
- Develop a process for more efficient and concurrent project reviews, and the completion of timely permit applications

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

Figure 1-1: List of Participating Agencies

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

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

The ETDM Process has subsequently become a model for other states, and has been recognized as a best practice by the FHWA, the Transportation Research Board, and American Association of State Highway and Transportation Officials (AASHTO) Center for Environmental Excellence. Florida is the only state whose transportation and environmental review process has been grandfathered under, and found to be consistent with, the new review procedures developed by Congress under Section 6002 of the Safe, Accountable, Flexible and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

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

1.4 EST Training and Support

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

http://www.fla-etat.org/est

The training page provides the calendar and various materials for EST training. The training page is organized into three sections: Training Schedule, Additional Training Events, and Training Documentation. The first section provides a link to the Calendar of Upcoming Training Events, which includes links to EST course listings and registration instructions. The second section provides a link to the FDOT Environmental Management Office (EMO) Web site, where a schedule of EMO courses supporting the ETDM Process can be accessed. The third section provides a link to the on-line ETDM Library, where EST hands-on training documents can be viewed, downloaded, or printed.

An EST Help Desk has been established at *help@fla-etat.org* to answer any questions and address problems ETAT representatives may experience with the EST. In addition to the Web site support, a Help Desk representative is available five days a week from 8:00 AM to 5:00 PM at 850-414-5334.

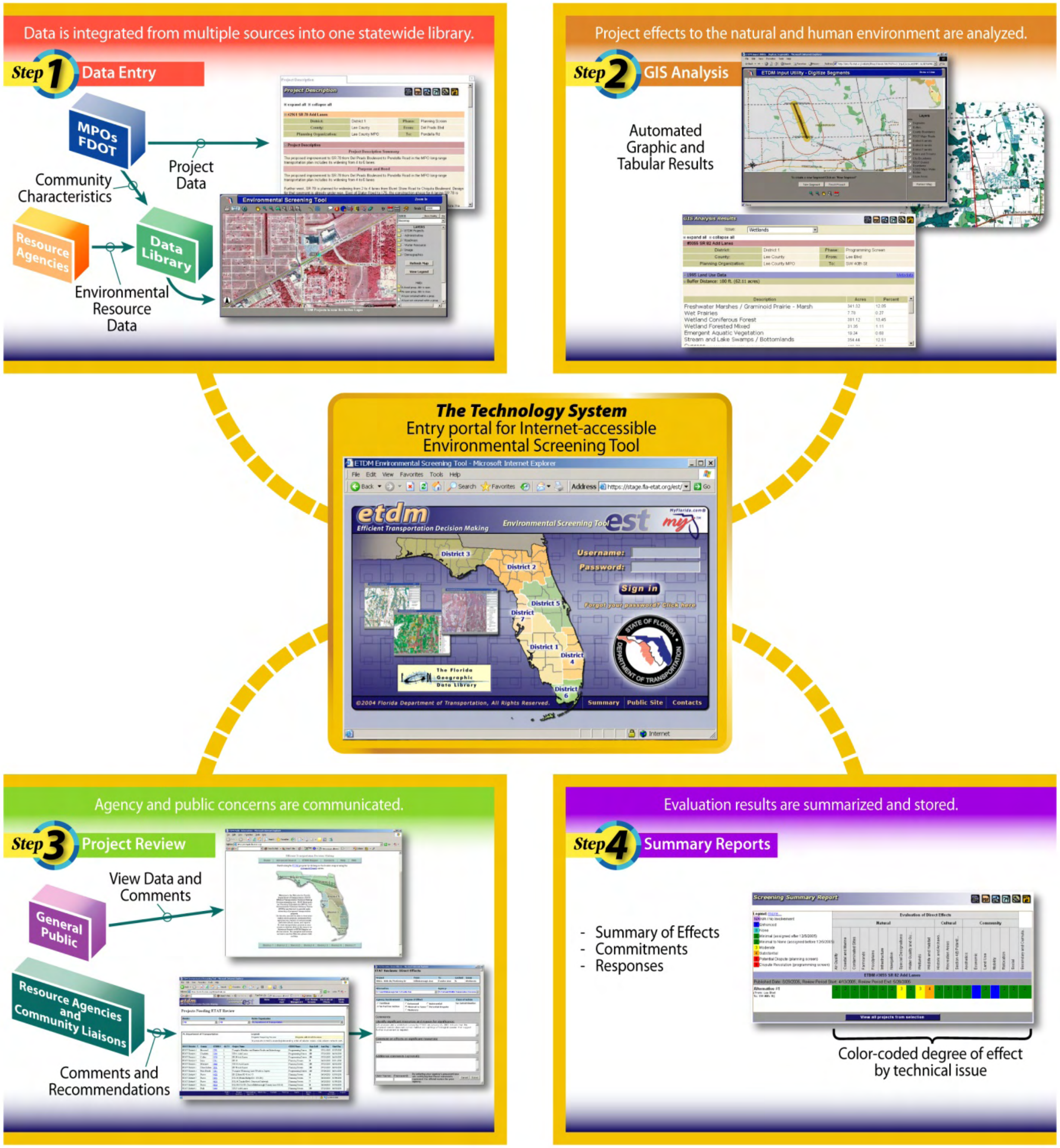


Figure 1-2: Environmental Screening Tool and Data Flow Diagram

Chapter 2 Agency Agreements

2.1 Introduction

This section describes the purpose and content of the three agency agreements: Master Agreement (MA), Agency Operating Agreement (AOA), and Funding Agreement (FA). Currently, FDOT and FHWA are developing a third iteration of the agreements in preparation for the next renewal cycle. With each renewal cycle FDOT and FHWA add enhancements to the agency agreements based upon mutual discussion with new and continuing participating agencies.

2.2 Master Agreement

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

- Section 1: Purpose
- Section 2: Agreement Framework and Regulatory Authority
- Section 3: ETDM Process
- Section 4: Environmental Screening Tool
- Section 5: Planning Screen
- Section 6: Planning Screen Summary Report
- Section 7: Programming Screen
- Section 8: Programming Screen Summary Report
- Section 9: Project Development Documentation
- Section 10: Project Development Summary Report
- Section 11: Permitting (if applicable)
- Section 12: Public Involvement and Interagency Coordination
- Section 13: Cooperating Agency
- Section 14: ETAT Representative
- Section 15: ETDM Coordinator
- Section 16: Agency Resource Requirements
- Section 17: ETAT Performance Standards
- Section 18: ETDM Dispute Resolution Process
- Section 19: Regulatory and Statutory Changes
- Section 20: Training and Educational Programs
- Section 21: Periodic Review of ETDM Process
- Section 22: Modification of Master Agreement or Agency Operating Agreement
- Section 23: Conflict between Agreements

- Section 24: Term and Period of Performance
- Section 25: Termination
- Section 26: Signatures

Major transportation improvement projects that are proposed for inclusion in a Cost Feasible Long Range Transportation Plan, or FDOT's Five-Year Work Program may be subject to the ETDM screening process, depending upon funding source and agency responsible for documenting compliance with federal, state, and local environmental requirements. The matrix provided in **Appendix A** provides details about which types of projects are subject to ETDM screenings.

In Metropolitan Planning Organization (MPO) areas, the Planning Screen occurs during the development of the MPO's Long Range Transportation Plan (every three to five years), with the exception of the Florida Intrastate Highway System (FIHS) facilities. In MPO areas and non-MPO areas, the Planning Screen for FIHS facilities occurs during the development of the FIHS Cost Feasible Plan, which will fluctuate depending on the legislature and program funding.

Within MPO areas, the Programming Screen is performed annually on the MPO's list of priority projects for inclusion in FDOT's Five-Year Work Program, with the exception of the FIHS facilities. The FIHS facilities are screened annually during the development of the FIHS Ten-Year Plan.

In the non-MPO areas, the Programming Screen is performed on priority projects before they enter FDOT's Tentative Five-Year Work Program. This includes Bridge Replacement Projects and projects from the FIHS Ten-Year Plan.

The screenings allow for concurrent review of NEPA and permit issues as a part of the planning and project development process. As the projects move into the Work Program and the Project Development and Environment phase, the ETAT representatives' role transitions to one of coordination within their respective agencies to ensure expeditious agency response during both the NEPA and permit application processes. The EST is used by the MPOs and FDOT in developing, evaluating, and prioritizing transportation projects. The ETDM Process is diagrammed below in **Figure 2.1**.

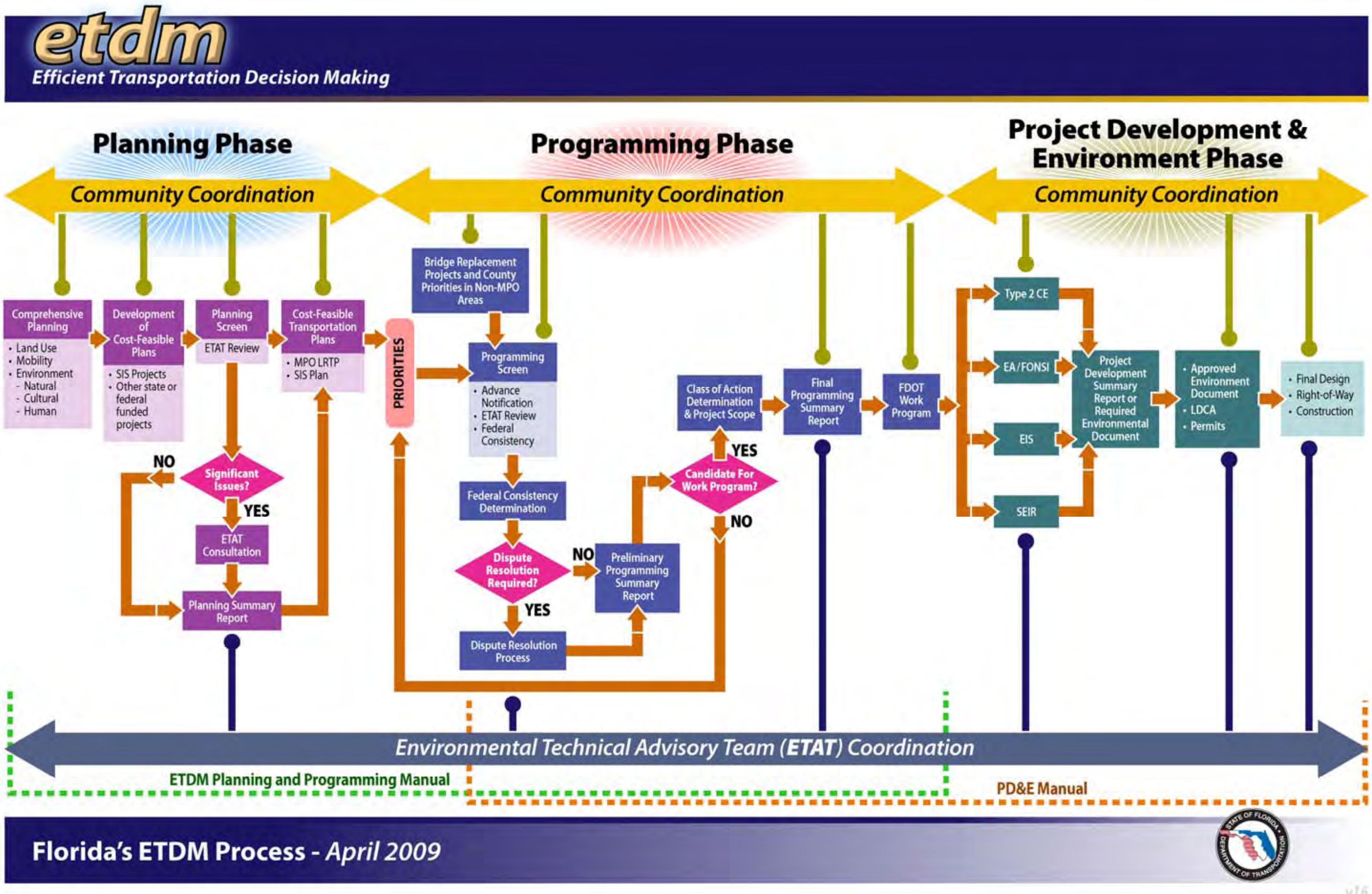


Figure 2-1: ETDM Process

2.3 Agency Operating Agreements

The Agency Operating Agreements (AOAs) have been written to address each agency's specific statutory and regulatory responsibilities and authorities within the ETDM Process and NEPA. They are individually tailored to address each agency's specific reviews, concurrence, and required permits during the Planning, Programming, and Project Development phases. It is the intent of the AOAs that the agencies act as cooperating and/or participating agencies and partners during the Planning and Programming Screens and Project Development Phase.

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

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

2.4 Funding Agreements

The agency Funding Agreements (FA) framework was created utilizing agreements that are currently in operation in Georgia and North Carolina between the Federal Highway Administration, the US Fish and Wildlife Service, and the respective State Departments of Transportation. These funding agreements were modified to meet the Florida program funding needs. The purpose of the funding agreements is to fund agency positions and/or activities related exclusively to support the ETDM Process. The agency funding agreements include two basic types: Reimbursement of Funds and Advance Payment of Funds. The FAs were created to meet the resource needs of ETAT agencies. Examples of funded activities include:

- Travel
- Training and equipment
- Staffing needs (e.g. Full Time Equivalent (FTE), Other Personnel Services, (OPS), outsourcing, program management)

The FAs include language that requires the agency's supplemental staff to give priority to FDOT projects and/or to work exclusively (100 percent) on FDOT projects and provide expedited project coordination, technical assistance, and environmental review as described in the FA.

The FAs also identify the work tasks needed to comply with regulations for each agency voluntarily participating in the ETDM Process. In order to expedite, implement, and coordinate the project development process and support FDOT's needs for compliance with applicable state statutes and federal laws, the following are typical reviews and tasks contained in the FAs:

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

Any party may terminate the agreement upon 60 days written notice, provided that sufficient opportunity is given to remedy the situation prior to termination. In the case of the Water Management Districts, the parties may terminate the agreement upon 120 days written notice, provided that sufficient opportunity is given to remedy the situation prior to termination.

2.5 Single Audit Requirements

The administration of funds awarded by the Florida Department of Transportation to state agencies, local government, or non-profit organizations as defined in Office of Management and Budget (OMB) Circular A-133, may be subject to audits and/or monitoring by FDOT, as described in the Single Audit Language contained in **Appendix B**.

In the event that the recipient expends $500,000 or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. As applicable, FDOT will add the Single Audit Package requirements to the Funding Agreement language.

2.6 Dispute Resolution

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

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

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

2.6.1 Initiating Dispute Resolution

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

- Project appears to be non-permittable.
- Project is contrary to a state or federal resource agency's program, plan, or initiative.
- Project has significant environmental cost (a broad interpretation is applied to the term "cost," such as funding, environmental impacts, or quality of life).
- Project Purpose and Need Statement is disputable.

When initiating a potential dispute for a project, agencies must identify one of the four possible reasons and provide a justification, statutory citation, and recommendation for resolving the dispute. The dispute resolution reasons are contained in the ETDM Master Agreements with each of the ETAT agencies. The ETDM Coordinator, in consultation with District Management, has the authority to make FDOT commitments in terms of future work efforts, evaluating certain types of alternatives, or evaluating specific mitigation options during the Project Development Phase. The dispute resolution process is divided into three distinct components: potential, informal, and formal, as described below.

2.6.2 Process to Resolve a Potential Dispute

ETAT members may indicate during the Planning Screen that a candidate project has a potential for creating a dispute in the subsequent Programming and Project Development Phases. The basis for indicating a potential dispute includes the triggers or reasons contained in the MAs (for most agencies) or in the AOAs (for the Water Management Districts [WMDs] and Florida Department of Environmental Protection [FDEP]). A potential dispute identified during the Planning Phase initiates ETAT consultation, during which the ETAT members consult with the District ETDM Coordinator (and MPO ETDM Coordinator in MPO areas) to seek mutually agreeable avoidance and minimization options. The District and MPO ETDM Coordinators review the potential dispute and associated comments provided by the ETAT member in the EST and determine consistency with the definition for a potential dispute as described in the MAs or AOAs.

The next step in the process for resolving a potential dispute is for the District and/or MPO ETDM Coordinators to work with the involved parties to discuss and identify potential courses of action to resolve the dispute. Any agreements, understandings, and/or recommendations resulting from these proceedings are incorporated into the EST and included in the Planning Summary Report that accompanies the project as it moves through the Planning Phase to the Programming Phase and into the Project Development Phase. The EST includes Project Management Tools that allow the ETDM Coordinator to provide a description and date of action and to attach relevant documents to the project database. A Dispute Resolution Record is created, which ensures any agreements, understandings, and/or recommendations resulting from the dispute resolution proceedings are recorded in the ETDM database for future reference.

An unresolved dispute during the Planning Phase does not prohibit a project from advancing to the Programming Phase. It flags the project as having potentially significant issues that may require formal dispute resolution during the Programming Phase. The Planning Phase Potential Dispute Resolution Process is diagrammed in **Figure 2.2**.

2.6.3 Informal Dispute Resolution Process

The Informal Dispute Resolution process involves a subteam of the ETAT (including the State Clearinghouse if federal consistency is an issue) that is responsible for reviewing dispute issues. FDOT will lead this subteam, and participation in a subteam is at the discretion of each agency, depending on their level of interest or concern. The subteam will include those agencies that identified the concerns for a given project, plus one or more willing and neutral ETAT representatives, whose role is to mediate the dispute within the ETAT. In addition, ETAT agencies that did not initially identify an issue concern, but whose resource responsibilities might be affected by the issue or its solution, are invited to participate if they wish to do so. The ETAT subteam undertakes a course of action to address identified conflicts and issues, which may include the following:

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

Any agreements, understandings, and/or recommendations resulting from these proceedings are incorporated into the ETDM database (via the EST) and accompany the project as it moves through the Planning Phase to the Programming Phase and then into the Project Development Phase. The Informal Dispute Resolution process is diagrammed in **Figure 2.3**.

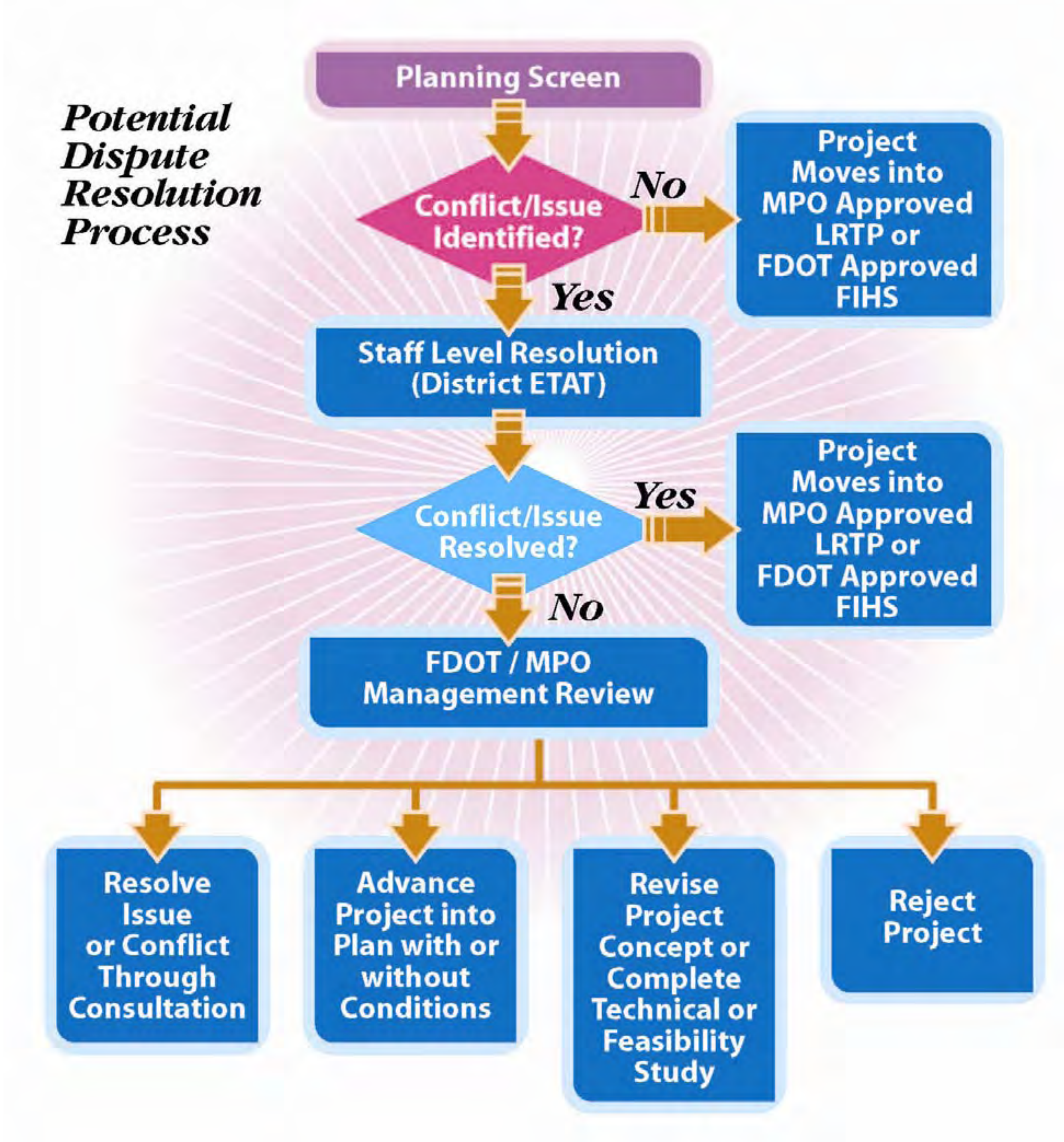


Figure 2-2: Planning Phase Potential Dispute Resolution Process

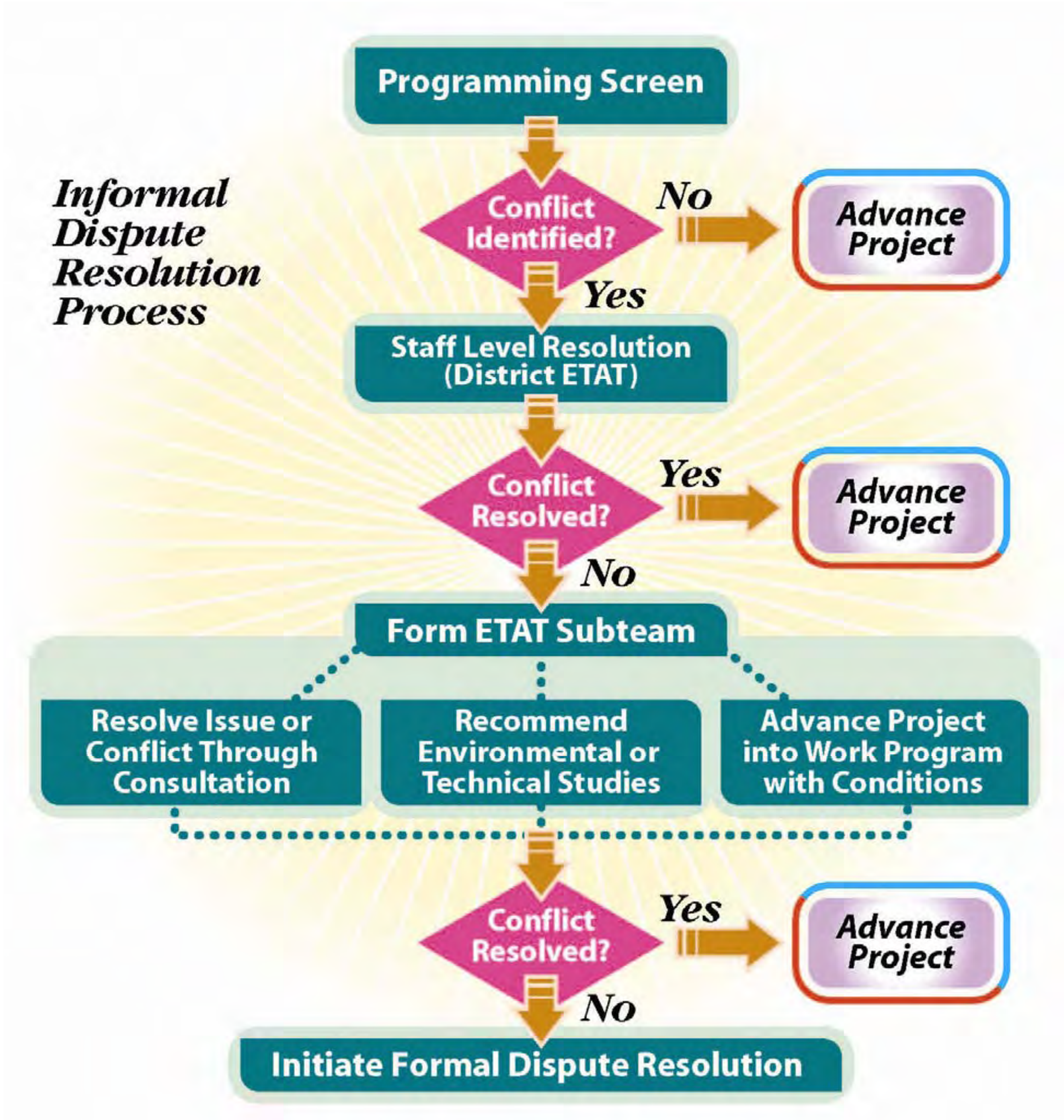


Figure 2-3: Informal Dispute Resolution Process

2.6.4 Formal Dispute Resolution Process

If the conflict cannot be resolved by the ETAT subteam, a Position Paper and Issue Paper are prepared, and the dispute enters into the Formal Dispute Resolution process shown in **Figure 2.4**. The ETDM Coordinator prepares the Position Paper, and the agency with the issue or conflict prepares the Issue Paper. Both papers are then reviewed by the locally responsible ETAT member agency heads and the FDOT District Secretary. These agency heads are asked to resolve the issue, if possible.

If the dispute cannot be resolved by the local agency heads, the dispute moves to the statewide or regional agency heads. The statewide and regional agency heads review all relevant project information, including any technical reports and studies, before determining a course of action. The course of action may include the following:

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

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

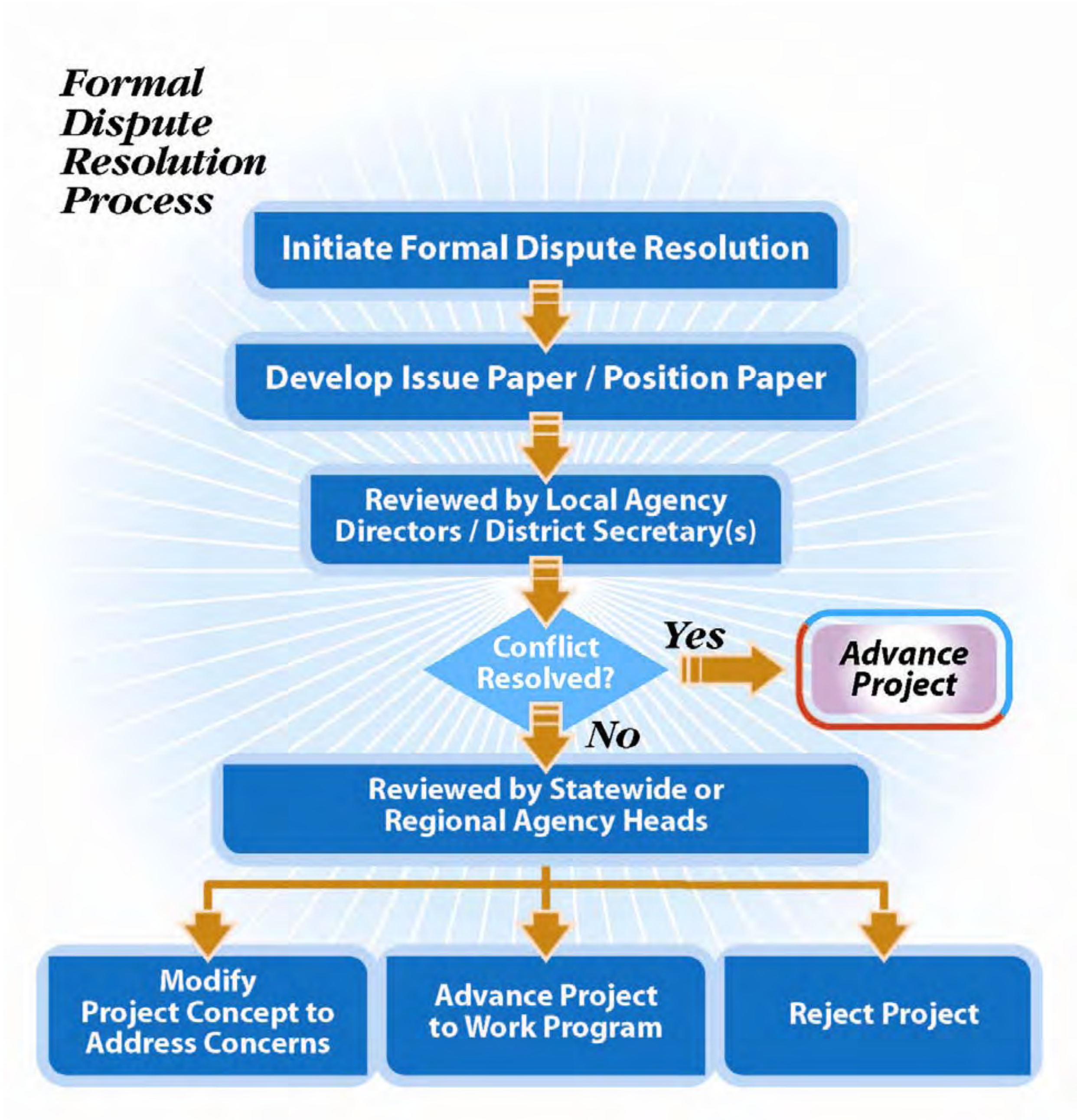


Figure 2-4: Formal Dispute Resolution Process

Chapter 3 ETDM Funding

3.1 Funding Sources

The ETDM Process is currently supported by funding for the equivalent of 22.0 full-time positions within the resource agencies. The funding sources for the agency positions associated with the ETDM Process are the FDOT and FHWA. **Table 3-1** shows the list of the participating agencies, their contacts, and current staffing levels being funded.

Table 3-1: Agency Contacts and Staffing

Agency	Contacts	Staffing
Federal Highway Administration/ Federal Transit Administration (FHWA/FTA)	G. Hadley	0.0
Florida Department of Agriculture and Consumer Services (FDACS)	D. Hardin	0.0
Florida Department of Community Affairs (FDCA)	T. Smith	1.0
Florida Department of Environmental Protection (FDEP)	S. Mann	0.0
Florida Department of State/Advisory Council on Historic Preservation (SHPO/ACHP)	B. Yates	3.0
Florida Fish and Wildlife Conservation Commission (FFWCC)	S. Sanders	2.0
National Marine Fisheries Service (NMFS)	M. Crooms	2.0
National Park Service (NPS)	A. Barnett	0.0
Natural Resources Conservation Service (NRCS)	R. Robbins	0.0
Northwest Florida Water Management District (NWFWMD)	R. Bartel	1.5
St. Johns River Water Management District (SJRWMD)	A. Miller	0.0
South Florida Water Management District (SFWMD)	T. Waterhouse	0.5
Southwest Florida Water Management District (SWFWMD)	P. O'Neil	2.0
Suwannee River Water Management District (SRWMD)	J. Dinges	0.5
United States Army Corps of Engineers (USACOE)	R. Barron	3.5
United States Coast Guard (USCG)	Vacant	0.0
United States Environmental Protection Agency (USEPA)	H. Mueller	2.0
United States Fish and Wildlife Service (USFWS)	J. Wrublik	3.0
United States Forest Service (USFS)	K. O'Bryan	1.0
Total Funded Positions	**22.0 FTEs**	

3.2 Renewal of Funding Agreements

The resource and regulatory agencies, FDOT, and FHWA will meet periodically to review the funding program, identify program issues and recognize program accomplishments, in accordance with the terms of the agency agreements. If it is agreed to by all parties that the terms of the agreement have been met, the agency Funding Agreement may be renewed for an additional term. The process for renewing the Funding Agreement involves the following steps: First, the draft agreement, including the proposed budget, is reviewed and coordinated within EMO. Next, the draft agreement is coordinated with the ETAT agency contact, FDOT District ETDM Coordinators and Environmental Administrators, and FHWA representatives. Next, any questions or issues are answered and/or addressed by FDOT and FHWA. If the comments require further discussion, a meeting is held with the Agency and affected District(s) to resolve outstanding issues and reach consensus regarding the agreement. After consensus is reached regarding the agreement, the final draft of the agreement is reviewed within FDOT (including Legal and the Comptroller's Office) and by FHWA. The final agreement is coordinated with the agency contact for final review and acceptance. Once acceptable, the EMO Environmental Program Coordinator processes the agreement for signature.

3.3 Funding Agreement Budgets

In addition to equipment, training, travel and overhead, funds are also provided for the equivalent of full-time positions. Budgets are required for each ETDM funded position, and associated direct and indirect costs. The financial plan should be itemized as follows:

- Salary and benefits
- Other direct and indirect costs
- Consultant outsourcing
- Total costs for each year and duration of the Funding Agreement

Budgets for up to five years are prepared by the agency and submitted to the FDOT EMO ETDM Program Director no later than six months prior to the Funding Agreement renewal date. The budget identifies all FTEs, OPS and Administrative Staff to be funded by the program.

3.4 FDOT Funding Encumbrance Process

Once FDOT, FHWA, and the ETAT agencies have determined the necessary level of funding needed to support the ETAT agencies' participation in the ETDM Process, FDOT begins programming the requested funds into its Work Program. FDOT confirms that funds are available in the FDOT Five-Year Work Program to support agency needs. The funds are assigned to a specific financial number; and an object code and sequence number, which represents a specific agency, are designated. FDOT then submits the proposed Five-Year Work Program, including the requested funds, for Legislative approval. After July 1 of each fiscal year, after funding has been approved by the Legislature, FDOT encumbers the necessary funding for ongoing agreements and for agreements pending signature for the current fiscal year. Although the budget submitted by the agency is a three-year or five-year budget, FDOT only encumbers the current year funding amounts and tentatively commits to future year funding, pending Legislative approval each year.

3.5 Amendment of Agreements

In the event that an agency needs to change or modify their Master Agreement, Agency Operating Agreement, or Funding Agreement prior to the renewal date, FDOT will submit an Exhibit A form along with full justification to the agency for review and signature. For a proposed modification, the Exhibit A will become effective upon approval by all parties involved. Examples of agreement modifications include requests for personnel approval, increases in advance payment, or time extensions. A sample of the Agreement Modification Form (Exhibit A) is included as **Appendix C**.

Periodically, an agency needs additional funding and/or additional staff. In order to provide a consistent review of funding and additional position requests, the standard Exhibit A form (see **Appendix C**) has been developed for submittal along with full justification to obtain an increase in funding or request an additional position. The questions to be answered as justification of a new or additional position are provided in **Appendix D**. New funding requests may only be submitted once a year, in the months of April or May, prior to the development of the Tentative Work Program. An ETAT agency's method of payment (advance payment or reimbursement) cannot be amended during the term of the agreement.

Chapter 4 Agency Invoicing and Reporting

The FDOT has begun a phased implementation of the ETDM Agency On-line Invoicing system. The objectives of the ETDM On-line Agency Invoicing system are to:

- Reduce paperwork
- Expedite the invoicing process
- Reduce errors

This chapter provides a summary of the procedures for completing the two types of invoices used in the ETDM Process: Reimbursement and Advance Payment, using the On-line Invoicing system. Specific details about the ETDM Agency On-line Invoicing system and instructions for using the On-line Invoicing system are available in the On-line Invoicing System Handbook, which is also included here as **Appendix E**. An overview of the invoicing process is diagrammed in **Figure 4.1**. As illustrated on **Figure 4.1**, the following steps are involved in the on-line invoicing process:

Step 1 – Enter Master Agreement Information: When an Agency Funding Agreement is signed, the FDOT Invoice Administrator enters basic setup information about the contract into the database.

Step 2 – Request Advance Payment: Some agencies are authorized to receive advance payment. The Agency Invoice Submitter within each of these agencies submits requests using the Advance Payment Request form.

Step 3 – Prepare and Submit Invoice Package: In accordance with the specific contract schedule, the Agency Invoice Submitter prepares a draft invoice package and submits it to the Florida Department of Transportation (FDOT) via the EST.

Step 4 – Review and Authorize Invoice: When an invoice is submitted, the FDOT Invoice Administrator and Invoice Reviewers receive an email informing them that a draft invoice is ready for review. Within 40 work hours (five workdays) of receiving the email, they review the invoice on the EST and submit any comments. When all comments are received, the FDOT Invoice Administrator reviews the comments to determine if the draft invoice is correct. If it is correct, the Invoice Administrator authorizes the agency to submit the final invoice. If not, the FDOT Invoice Administrator compiles the comments and forwards them to the Agency Invoice Submitter. The Agency Invoice Submitter makes the corrections and re-submits the invoice for review. This step is repeated until the invoice is correct.

Step 5 – Submit Final Invoice: Upon authorization, the Agency Invoice Submitter submits the final invoice. The FDOT Invoice Administrator receives an email notification that the final invoice has been submitted.

Step 6 – Authorize Payment: Finally, the FDOT Invoice Administrator prints and processes the invoice for payment.

A number of tools and a wizard are available in the EST to assist with generating, completing, and submitting agency invoices. Agencies can use the individual tools to complete the components of an invoice or use them to edit components of an invoice after using the Prepare Invoice wizard to make corrections or add to the invoice. However, the Prepare Invoice wizard takes the Agency Invoice Submitter through all the steps involved in preparing and submitting an invoice.

After all the steps are completed, the Agency Invoice Submitter reviews the draft invoice package on-line and makes any necessary changes. If no changes are required, the Agency Invoice Submitter can use the on-line system to print, save as a PDF file, or email the draft invoice, and then submits the draft invoice on-line using a specified password.

Documentation provided with invoices must include copies of all expense items in support of the invoices. Scanned images of the documentation must be black and white, with a scanning density of 300 dots per inch (DPI). All invoices are to include sufficient detail for proper pre-audit and post audit.

When the draft invoice is submitted, a PDF file of all the components is created and stored in the database. The PDF will have the submittal date and “DRAFT” printed on each page. The Invoice Administrator and Invoice Reviewers will receive an email informing them that the draft invoice is available on the EST for their review. The Agency Invoice Submitter receives a copy of the email. The email identifies the invoice by agency, agreement number, invoice number, and submittal date.

The Invoice Administrator and Invoice Reviewers review the submitted draft invoice for completeness and correctness using the EST, and record any comments concerning the invoice. If there are comments that need to be addressed by the Agency Invoice Submitter, the Invoice Administrator sends an email detailing the comments. After the draft invoice has been reviewed and any comments addressed, the Invoice Administrator authorizes submittal of the final invoice, using the EST, and an email notification is automatically sent to the agency’s Invoice Submitter to submit the final invoice via the EST.

By submitting an invoice via the EST using the specified agency password, the Agency Invoice Submitter is certifying, on behalf of their agency, that the spending information contained in the invoice is accurate and represents actual expenditures by the agency. When submitting an Advance Pay Request using the specified agency password, the Agency Invoice Submitter is certifying, on behalf of their agency, that the amount requested is a reasonable estimate of the work to be performed, as described in the accompanying Project Report.

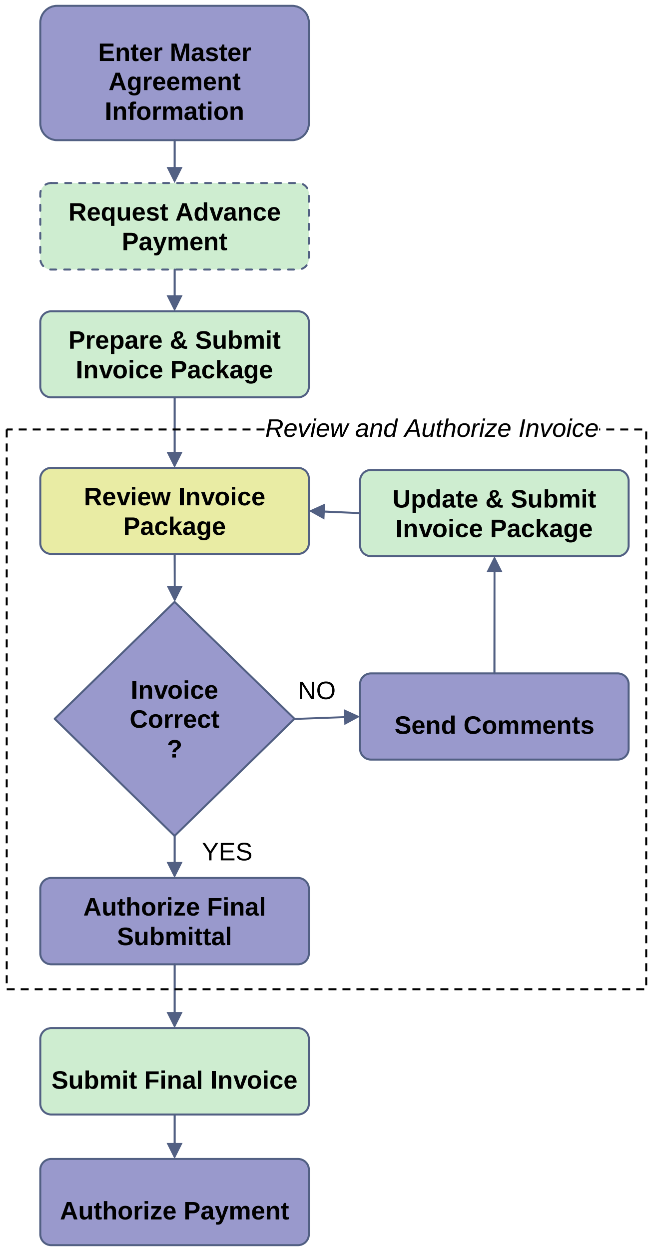


Figure 4-1: Overview of ETDM Agency On-line Invoicing System

4.1 Reimbursement Invoices

The Prepare Invoice wizard available in the EST includes steps for preparing and submitting the following required information for reimbursement invoices:

- Reporting period end date (the start date is automatically provided)
- Expenses for the reporting period
  - Personnel
  - Travel
  - Training
  - Other Expenses
- Receipts for the reporting period
- Agency Activities for the reporting period
- Accomplishments made during the reporting period (which includes the categories of Administrative or Supervision Tasks, Coordination, Performance Measures, and Problems Encountered/Suggestions for Improvement)
- Summary of ETDM screening activities
- Anticipated accomplishments for the next reporting period
- Off-line Activities (agency activities not recorded in the EST, which may include activities such as meetings, technical support of non-ETDM projects, Advance Notifications, and permit coordination)
- Hours Assigned for Projects and Off-line Activities (number of hours worked on each ETDM project and off-line activity during the invoicing period)

4.2 Advance Pay Invoices

The Prepare Invoice wizard includes steps for preparing and submitting the following required information for submitting advance pay invoices:

- Advance Payment Request for Next Period
- Reporting period end date (the start date is automatically provided)
- Compensation Element Amounts (labor and expenses)
- Expenses for the reporting period
  - Personnel
  - Travel
  - Training
  - Other Expenses
- Receipts for the reporting period
- Agency Activities for the reporting period

- Accomplishments made during the reporting period (which includes the categories of Administrative or Supervision Tasks, Coordination, Performance Measures, and Problems Encountered/Suggestions for Improvement)
- Summary of ETDM screening activities
- Anticipated accomplishments for the next reporting period
- Off-line Activities (agency activities not recorded in the EST, which may include activities such as meetings, technical support of non-ETDM projects, Advance Notifications, and permit coordination)
- Hours Assigned for Projects and Off-line Activities (number of hours worked on each ETDM project and off-line activity during the invoicing period)

After the amounts for compensation have been entered, the EST calculates the total amount of the advance payment requested, the total advance payments to date (including the current request), and the balance remaining in the contract. The Agency Invoice Submitter can then add notes about the Advance Pay Request before saving it in the database. The Agency Invoice Submitter can also upload receipts associated with the Advance Pay Request using a tool in the EST.

At times when an ETAT agency authorized to receive advance payments has received sufficient funds to support future spending, FDOT and FHWA ask the ETAT agency to “zero bill.” When an ETAT agency “zero bills,” they report their spending, with supporting documentation, until such time as existing advances are expended and an additional request for advance payment is needed. The agency’s spending history is submitted quarterly, using the EST tools and wizard.

The EST automatically delivers all on-line Advance Pay Requests and Reimbursement Invoices to the FDOT Invoice Administrator for processing.

Upon receipt of an agency invoice, the FDOT Invoice Administrator prepares a Receiving Report and Invoice Transmittal Contracts (RRIT) for submittal of the invoice package to the Fiscal Office for payment. For Advance Payment invoices, Object Code 13501 is used for the RRIT. The Invoice Administrator also uses colored divider sheets to separate the Advance Payment Request from the spending history portion of the Advance Payment invoice package.

In the event that an ETAT agency experiences difficulties in obtaining a timely payment, they should contact the FDOT Invoice Administrator. If payment issue is unresolved, they can contact a Vendor Ombudsman who has been established with the Florida Department of Financial Services to assist in remedying this matter. Further information regarding the Vendor Ombudsman may be obtained by contacting the Florida Department of Financial Services. Any agency providing goods and services to FDOT should be aware of the following time frames. FDOT has five (5) working days to inspect and approve the goods and services provided. FDOT has twenty (20) days to deliver a request for payment (voucher) to the Florida Department of Financial Services, and the twenty (20) days are measured from the latter of the date the invoice is received or the date the goods and services are received, inspected and approved. If payment is not received within forty (40) days, a separate interest penalty as established pursuant to Section 215.422, Florida Statutes, will be due and payable in addition to the invoice. Interest penalties of less than one (1) dollar will not be enforced unless the agency requests payment. Invoices that have to be returned to an agency because of the agency’s preparation errors will result in a delay in payment. The invoice payment requirements do not commence until an invoice has been properly completed and submitted to FDOT.

4.3 Certification of Completion and Close-out

ETAT agencies are fully responsible for the proper billing of any federal reimbursable costs or charges, including those incurred by its contractors and subcontractors. The ETAT agencies are also responsible for timely submission of invoices and documents necessary for the close-out of the project.

At the end of the contract period a Certification of Completion Agreement will be prepared by the FDOT Invoice Administrator and signed by the ETAT agency and FDOT. Preparation of the Certification of Completion Agreement includes a balancing of the funds covered by the Funding Agreement, and stipulates the amount, if any, that is still due to the agency; the unspent amount of any Advance Payment funds and accrued interest, if any, that will be returned to FDOT within 90 days of certification; or certification that all ETAT agency invoices have been submitted and paid, and there is no balance due to either party. After the Certification of Completion has been signed by all parties, and any unspent advance payment funds and interest accrued have been returned to the FDOT Invoice Administrator, the FDOT Invoice Administrator completes a summary sheet for closeout (Agency File Completion Review), and forwards it and the Certification of Completion Agreement to the Fiscal Office. The account is closed out, and any remaining funds are unencumbered by the Fiscal Office for use elsewhere in the FDOT Work Program. The Certification of Completion Agreement and Agency File Completion Review form are provided in **Appendix F**. Return the signed Certification of Completion Agreement to the FDOT Invoice Administrator at the following address:

Mary Harger
605 Suwannee Street, Mail Station 37
Tallahassee, Florida 32399-0450

Chapter 5 Policy Decisions Related to Funded Positions

Throughout the history of the ETDM Process, FDOT and FHWA have made a number of policy and program decisions related to the funded positions and the administration of the ETDM Process. These policy decisions are based upon various federal and state legislative authorities, including but not limited to TEA-21 and SAFETEA-LU, as well as business practices to operate the program efficiently and effectively.

5.1 Advance Payment

All Advance Payments must be approved annually by the Department of Financial Services (DFS), including approval for federal travel regulations and rates. Federal travel regulations and rates must be approved separately from the Advance Payment request. Advance Payment approval is requested using the Application for Comptroller Approved Advance (**Appendix G**), and must be obtained prior to signature of the FA. Advance Payment applications must be coordinated with the General Auditor and approved by the Legislature. Legislative approval usually takes 14 days.

Advance payments will be made quarterly. Lump sum advance payments are not permitted by DFS. All public agencies receiving advance payments must establish an escrow account, if applicable, and track all interest accrual, which must be returned to FDOT at the end of the contract period, or yearly. All interest returned to FDOT is used for Work Program activities.

5.2 Biennial Report

Each ETAT agency participates in preparation of a Biennial Report, as identified in the Funding Agreement. The purpose of the Biennial Report is to document how environmental streamlining is being carried out, lessons learned, and to make recommendations for improving the process. To assist in the preparation of the Biennial Report, an on-line ETAT Biennial Report Survey has been developed, which includes questions about how, from the ETAT agency's perspective, the ETDM Process is functioning related to identifying environmental effects, early agency involvement, project delivery, protection of environmental resources, interagency coordination and dispute resolution.

Another element of the Biennial Report is the on-line FDOT ETDM Coordinator Biennial Report Survey, which provides feedback, from the District's perspective, on how the ETDM Process is functioning and the participation of the agencies, including the quality of ETAT coordination, ETDM project data, ETAT comments and GIS resource data.

Based on the results of these surveys, meetings are scheduled with the ETAT agencies and FDOT Districts to address any issues identified. The minutes of these meetings are made a part of the Biennial Report for the ETAT agency. **Appendix H** includes examples of the ETAT Biennial Report Survey and ETDM Coordinator Biennial Report Survey.

5.3 Expenses Not Eligible for Funding

5.3.1 Awards

Awards and certificates (e.g. Employee of the Year) are not eligible for funding.

5.3.2 Employee Relocation Expenses

Moving expenses for new hires are not eligible for funding.

5.4 Single Audit

Funds can be used to meet Single Audit requirements as established in the FA.

5.5 Length of Agreements

The length of Funding Agreements can be up to five (5) years and may be extended as needed to complete services covered by the agreement.

5.6 Consultant Staffing by FDOT

For those ETAT agencies using FDOT consultant staffing, if a need for temporary additional staffing is identified, the ETAT agency must obtain prior approval before FDOT consultant staff can be used.

5.7 Training

ETDM training, PD&E training, or training in the agency representative's area of expertise to support the FDOT funded position's knowledge and expertise are eligible for funding and/or reimbursement. Funding for attendance at professional development activities for the funded position is limited to attendance at no more than two professional development meetings, workshops, and/or national conferences per year. One ETAT funded position may attend the conference, workshop, or meeting to represent the agency, and is required to provide a brief report for information sharing to the agency and FDOT for their program files.

5.8 Start-up Costs

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

5.9 Expenditure of Funds

In accordance with Section 339.135(6)(a), F.S., FDOT will not expend money, incur any liability, or enter into any contract, which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during a fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money will be paid on such contracts.

5.10 Funding of the ETDM Program

5.10.1 Planning and Production Phases

Funds are applicable to all FDOT projects throughout the ETDM Process regardless of phase. In the case of Corridor Planning studies, pre-PD&E studies, and PD&E studies by other entities, they must ultimately become an FDOT project or lead to projects that will ultimately be a part of the ETDM Process in order to be eligible for funding. Additionally, activities that promote environmental streamlining, improve the processes and procedures associated with all ETDM project phases, and result in greater process efficiencies, or which expedite an individual project, are eligible for funding.

The following are two examples of activities and/or programs that have been established as eligible for funding under ETDM:

- Regional General Permit (USACOE established eligibility for funding in cooperation with FDOT)
- Northwest Florida Water Management District Regional Mitigation Program (NWFWMD established eligibility for funding in cooperation with USACOE and FDOT)

ETDM funds may be used to pay for funded positions to assist the MPO and FDOT in the transportation planning process for corridor studies, Long Range Transportation Plans (LRTPs), Strategic Intermodal System (SIS) projects, Florida Transportation Plan (FTP) projects, and other rule, regulation, policy, program, and plan development activities that identify early environmental resource issues, including mitigation, and integrate full consideration of those issues into transportation planning and policy development for streamlining purposes. These activities are consistent with the intent of SAFETEA-LU in linking NEPA and the metropolitan and statewide transportation planning processes.

5.10.2 ETDM Support and Maintenance Activities

For streamlining purposes (ETDM in Florida) the FDOT has asked each ETAT agency to become fully involved in seeking to expedite transportation projects at all phases of planning, programming, and project development, including permitting, so that project delivery and services are accelerated and get on the ground quicker. FDOT has also asked each ETAT agency to examine their process in conjunction with the process we have mutually laid out for ETDM to determine where enhancements and streamlining can occur to bring about efficiencies in project delivery. This means that ETAT representatives should be making themselves available and accessible in working with FDOT staff on both projects and process improvements that will result in more efficiencies, reduce duplication, and better transportation products, while satisfying ETAT requirements. Process elements that would be considered for funding would include development of general permits, development of systems-level mitigation programs/plans, working to integrate Section 404/NEPA processes, interagency coordination to problem-solve for streamlining purposes, and other similar activities which produce an efficient project delivery and decision-making system acceptable to the ETAT agency, FDOT, and FHWA. Also included is ETAT participation using ETDM funded positions to assist the FDOT in early resolution of issues and advancing projects, including speeding up Advance Notification (AN) responses.

The ETDM process involves all phases of transportation planning and project development (delivery). This includes both screened and unscreened projects. The goals have always been early and continuous working together to identify and solve issues, streamline environmental processes, and accelerate project delivery. Hence, ETAT representatives handling an AN and participating in technical assistance to an FDOT District on a project which results in greater efficiencies and improved response time are acceptable and can be funded.

In addition, consistent with the federal streamlining initiatives outlined in Section 1309 of TEA-21, Sections 6001 and 6002 of SAFETEA-LU, and the ETDM Memorandum of Understanding and its implementing agreements, FDOT, in partnership with FHWA, continues to support, provide technical assistance, and fund the development, management, and maintenance of the ETDM Process, which includes, in addition to ETAT funding, the following list of environmental streamlining program activities which are also eligible for federal funding and reimbursement:

- All technology and coordination activities essential to maintain, update, and develop GIS databases essential to ETDM by the University of Florida, Florida Geographic Data Library.
- All technology activities essential to the maintenance, development, storage, and use of the EST and related data, including operation of a HELP Desk.
- Development and updating of the sociocultural data and analysis, indirect and cumulative data and analysis' public involvement accessibility, and any other related planning or NEPA issue.
- Development, updating, and maintenance of an on-line Performance Management System, including establishment of performance measures, data collection, data monitoring, and a reporting system.
- Development and conducting of on-line and classroom training in the streamlined program areas, such as EST, ETDM, and PD&E training.
- Consultant staffing support for environmental streamlining to implement ETDM and ETAT agency program management, invoicing, and funding as established by agreement.
- Funding of any statewide environmental streamlining initiatives to link planning and NEPA; establish efficiencies in NEPA and environmental programs and processes through technology, policy, procedures, and resource agency ETAT meetings; and any program development activities which implement SAFETEA-LU throughout all planning and production phases.
- All Native American coordination activities related to environmental streamlining and NEPA.

Finally, since Florida's environmental streamlining process, ETDM, has been approved by FHWA, continued funding pursuant to SAFETEA-LU, per 23 USC 139(j), is available for ETDM activities "to support activities that directly and meaningfully contribute to expediting and improving transportation project planning and development for projects in that State." In addition, 23 USC 139(j)(2) allows funding for "transportation planning activities that precede the initiation of the environmental review process, dedicated staffing, training of agency personnel, information gathering and mapping, and development of programmatic agreements." Florida's ETDM Process seeks to accomplish these statutory initiatives.

In cases where FDOT and FHWA fund ETAT agency consultant staff, it is at times necessary to use additional staff to assist the designated consultant. In these instances, the ETAT agency is asked to stay within the designated budget and not incur any additional costs. Additionally, the ETAT agency should request approval from the EMO Environmental Program Development Administrator for support staff prior to beginning any services.

5.10.3 Reimbursement for Travel

State agencies that receive ETDM Funding from FDOT are eligible for travel reimbursement consistent with state travel procedures and must comply with Section 112.061, Florida Statutes. To obtain a copy of Florida Statute Section 112.061, visit *www.leg.state.fl.us*. The statute can be found under Title X Public Officers, Employees, and Records, Chapter 112.

In addition, federal agencies that receive ETDM Funding from FDOT are eligible for travel reimbursement consistent with federal travel procedures and must comply with Code of Federal Regulations (CFR), Chapter 301. To obtain a copy of CFR, Chapter 301, visit *www.gpoaccess.gov*. The code is Chapter 301, Title 41, Public Contracts and Property Management. All Funding Agreements with provisions for reimbursement consistent with federal travel regulations must be pre-approved by the Florida Department of Financial Services.

Out-of-state travel by an ETAT agency needs to be pre-approved by the EMO Environmental Program Development Administrator. **Appendix I** is the Out-of-State Travel Request Form that must be used when traveling outside of Florida. ETAT agencies based in a state other than Florida must complete the Out-of-State Travel Request Form for all travel that occurs outside of their home state or area of jurisdiction. Travel within an ETAT agency's home state and within Florida is considered part of the normal scope of work and will not require the completion of the Out-of-State Travel Request Form.

Travel funds can be used for public and professional outreach initiatives to educate and inform the citizenry and other interest groups concerning Florida's environmental streamlining initiative, ETDM, and the integration of natural resource preservation programs and plans with transportation planning and project development. The citizens and interest groups are to be made aware of the collective efforts of the state and federal ETDM partners' efforts to streamline the transportation decision-making process and to protect natural resources and the human environment. The foremost priority of a funded position is the ETDM program, processes, and projects; therefore, travel provisions for outreach should be made with a sense of economy.

5.10.4 Department of Financial Services (DFS) Pre-approval

DFS pre-approval must be obtained prior to signing an FA for:

- Advance payment
- Federal travel

In addition, for advance payment agreements, all escrow accounts must be interest bearing (if agency regulations permit the establishment of an interest-bearing account), and the FA must allow for any unspent balance plus accrued interest to be returned to FDOT within 90 days of the close of the contract.

5.10.5 Close-out (Certification of Completion)

At the end of the contract period a Certification of Completion will be completed and signed certifying that all funds have been paid and that, where applicable, unspent advance payment funds and any interest which has been accrued will be returned to FDOT within 90 days of certification. All interest that is returned at the time of close-out will not be used to fund the ETDM Process, but will be returned as “general funds” for use in funding the FDOT Work Program.

5.10.6 Documentation for Advance Pay Request and Reimbursement Request/Invoicing

For advance payment agreements, copies of all expense item receipts related to spending in the prior advance payment period are included with the Advance Pay Request as backup.

For reimbursement agreements, copies of all expense item receipts are included with the Reimbursement Request as backup.

5.10.7 Disclosure of Funding for Vendors

Periodically, FDOT receives letters from external auditors requesting information about funding amounts paid out to vendors and/or recipients on state grants or contracts. It is the position of FDOT not to provide that type of information, but only confirm numbers that are sent to us. This approach is consistent with the purpose of confirmations (to corroborate management assertions) and the requirements of the Florida Single Audit Act, which requires independent audits for accountability and monitoring purposes.

5.10.8 Tangible Personal Property

If the agreement includes the purchase of Tangible Personal Property as defined in Chapter 273, F.S., and is acquired in accordance with Rule 60A-1.017, Florida Administrative Code, upon completion of services or the end of the agreement, whichever comes first, the Tangible Personal Property will be transferred to and controlled by FDOT. Upon receipt of property, the Vendor forwards to FDOT a copy of the purchase invoice/property description/serial number and date of receipt. The Vendor maintains the Tangible Personal Property on their inventory lists until such time as it is transferred back to FDOT.

5.11 Contacts

Contacts associated with administration of agency Funding Agreements are provided in **Table 5-1**.

Table 5-1: Funding Agreement Administrative Contacts

Name/Position	Agency	Address	Phone/Fax Numbers
George Hadley Environmental Coordinator	Federal Highway Administration	545 John Knox Road Suite 200 Tallahassee, FL 32303	Phone: 850-942-9650 Ext. 3011 Fax: 850-942-9691
Buddy Cunill Contract Manager Environmental Program Director	Florida Department of Transportation	605 Suwannee Street Mail Station 37 Tallahassee, FL 32399-0450	Phone: 850-414-5280 Fax: 850-414-4443
Thu-Huong Clark Environmental Program Manager Agreements, Performance Management	Florida Department of Transportation	605 Suwannee Street Mail Station 37 Tallahassee, FL 32399-0450	Phone: 850-414-5327 Fax: 850-414-4443
Mary Harger Environmental Program Coordinator Agreements and Invoicing	Florida Department of Transportation	605 Suwannee Street Mail Station 37 Tallahassee, FL 32399-0450	Phone: 850-414-5319 Fax: 850-414-4443
Chris Craig Disbursement Operations Office – Invoicing	Florida Department of Transportation, Disbursement Operations Office	605 Suwannee Street Mail Station 42 Tallahassee, FL 32399-0450	Phone: 850-414-4678 Fax: 850-414-4490
Kathleen Toolan General Counsel	Florida Department of Transportation, Office of General Counsel	605 Suwannee Street Mail Station 58 Tallahassee, FL 32399-0450	Phone: 850-414-5291 Fax: 850-414-5264
Robin Naitove Comptroller	Florida Department of Transportation, Office of the Comptroller	605 Suwannee Street Mail Station 24 Tallahassee, FL 32399-0450	Phone: 850-414-4151 Fax: 850-412-8019
John Boone Inspector General	Florida Department of Transportation, Office of Inspector General	605 Suwannee Street Mail Station 44 Tallahassee, FL 32399-0450	Phone: 850-410-5828 Fax: 850-410-5852
Ruth Roaza, URS ETDM Project Manager	URS Corporation Southern	1625 Summit Lake Drive, Suite 200 Tallahassee, FL 32317	Phone: 850-402-6373 Fax: 850-576-3676
Terri Alexander, URS Transportation Accountant	URS Corporation Southern	1625 Summit Lake Drive, Suite 200 Tallahassee, FL 32317	Phone: 850-402-6314 Fax: 850-576-3676
Ann Rhodes, URS ETDM Agency Agreement Coordinator	URS Corporation Southern	1625 Summit Lake Drive, Suite 200 Tallahassee, FL 32317	Phone: 850-402-6308 Fax: 850-576-3676
Drew Dietrich, URS ETDM Performance Management Coordinator	URS Corporation Southern	1625 Summit Lake Drive, Suite 200 Tallahassee, FL 32317	Phone: 850-574-3197 Fax: 850-576-3676

Appendix A
Matrix for ETDM Programming Screen for Major Transportation Projects

Matrix for ETDM Programming Screen for Major Transportation Projects Including Capacity Additions and Bridge Replacements*

Responsible Agency/ETDM Involvement/Environmental Documentation

	Federal Dollars (FHWA or FTA transportation funds or required FHWA approval)			State Dollars (TRIP, Transit/Intermodal System Grants, etc)			Local Dollars Only		
	Responsible Agency (1)	ETDM Screening	Type of Environmental Document	Responsible Agency (1)	ETDM Screening	Type of Environmental Document	Responsible Agency (1)	ETDM Screening	Type of Environmental Document
System									
State Highway System (SHS) on the Strategic Intermodal System (SIS)	FDOT	YES	NEPA	FDOT	YES	SEIR	FDOT	YES	SEIR
							Local (2)	YES (3)	SEIR
State Highway System (SHS) not on the Strategic Intermodal System (SIS)	FDOT	YES	NEPA	FDOT	YES	SEIR	FDOT	YES	SEIR
				Local (2)	YES	SEIR	Local (2)	YES (3)	SEIR
Highways not on State Highway System (SHS) but on the Strategic Intermodal System (SIS)	FDOT	YES	NEPA	FDOT	YES	SEIR	FDOT	YES	SEIR
	Local (2)	YES	NEPA	Local (2)	Local Option	Fed/State/ Local Regulations (5)	Local (2)	N/A (4)	Fed/State/ Local Regulations
Highways not on State Highway System (SHS) and not on the Strategic Intermodal System (SIS)	FDOT	YES	NEPA	FDOT	YES	SEIR	Local (2)	N/A (4)	Fed/State/ Local Regulations
	Local (2)	YES	NEPA	Local (2)	Local Option	Fed/State/ Local Regulations (5)			
Major Public Transit Projects (intermodal center, passenger rail, etc.) on or off the Strategic Intermodal System (SIS)	FDOT	YES	NEPA	FDOT	YES	SEIR	Local (2)	N/A (4)	Fed/State/ Local Regulations
	Local (2)	Local Option	NEPA	Local (2)	Local Option	Fed/State/ Local Regulations (5)			
Non-Passenger Rail Projects, and non-highway Port and Airport Projects on the Strategic Intermodal System (SIS)	Local (2)	N/A (4)	NEPA	Local (2)	N/A (4)	Fed/State/ Local Regulations (5)	Local (2)	N/A (4)	Fed/State/ Local Regulations

(1) The Responsible Agency is the agency that develops project concepts and preliminary engineering and evaluates and documentscompliance with federal, state, and local environmental requirements.

• FDOT will be responsible agency on all projects funded with federal-aid highway funds (FHWA). FDOT is viewed as the responsible agency on FHWA funded LAP projects.
• A local agency may be the responsible agency on a Federal Transit Administration funded project.
• FDOT will be the responsible agency for all state funded projects located on the State Highway System
• An agency other than FDOT will usually be the responsible agency for any locally funded project; however, there may be circumstances that could be worked out on a project-by-project basis where FDOT agrees to serve as the responsible agency.

(2) Local applies to any local government agency, other state agency, expressway authority, bridge authority or private entity

(3) Expressway authorities have the option of using the ETDM process based on consultation with FDOT

(4) The formal ETDM Programming screening process (including agency review) is not applicable; however, the environmental screening tool may be used at the local agency option to evaluate the project.

(5) Federal, State and local regulations apply unless JPA specifies otherwise

*** All bridge replacement projects that do not qualify as a Programmatic Categorical Exclusion should be screened.**

Exceptions must be approved by the Assistant Secretary for Intermodal Systems Development

Appendix B
Single Audit Language

The administration of resources awarded by the Florida Department of Transportation (FDOT) to (Insert recipient's name) may be subject to audits and/or monitoring by FDOT, as described in this section.

MONITORING

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

AUDITS

PART I: FEDERALLY FUNDED

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

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

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

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

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

PART II: STATE FUNDED

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

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

2. In connection with the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(d), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

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

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

PART III: OTHER AUDIT REQUIREMENTS

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

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

PART IV: REPORT SUBMISSION

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

   A. Florida Department of Transportation at each of the following addresses:

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

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

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

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

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

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

   In addition, pursuant to Section.320 (f), OMB Circular A-133, as revised, the recipient shall submit a copy of the reporting package described in Section .320 (c), OMB Circular A-133, as revised, and any management letters issued by the auditor, to Florida Department of Transportation at each of the following addresses:

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

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

A. Florida Department of Transportation at each of the following addresses:
Buddy Cunill
Contract Manager
Environmental Program Director
Environmental Management Office
Florida Department of Transportation
Mail Station 37
605 Suwannee Street
Tallahassee, Florida 32399-0450

B. The Auditor General's Office at the following address:
Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

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

A. Florida Department of Transportation at each of the following addresses:
Buddy Cunill
Contract Manager
Environmental Program Director
Environmental Management Office
Florida Department of Transportation
Mail Station 37
605 Suwannee Street
Tallahassee, Florida 32399-0450

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

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

PART V: RECORD RETENTION

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of at least five years from the date the audit report is issued, and shall allow FDOT, or its designee, CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to FDOT, or its designee, CFO, or Auditor General upon request for a period of at least five years from the date the audit report is issued, unless extended in writing by FDOT.

EXHIBIT 1

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

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

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

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

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

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

Matching Resources for Federal Programs:

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

Subject to Section 215.97, Florida Statutes:

No state resources were awarded in this agreement

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

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

Note: Remember to include the single audit language and the respective funding information in Exhibit 1 to amendments and/or supplemental agreements created in order to add additional funding to the original contract.

Appendix C
Agreement Modification Form

EXHIBIT A

Buddy Cunill ________________
FDOT ETDM Program Director

____
Date

Florida Department of Transportation
605 Suwannee Street, M.S. 37
Tallahassee, Florida 32399-0450
Address

RE: Contract No: ______________ Vendor No: ______________
Request No: ____________________ Financial No: ______________

Action Request:

_____ Personnel Approval
_____ Overtime
_____ Travel
_____ Equipment Authorization
_____ Increased Advance Pay
_____ Increased Compensation
_____ Relocation
_____ Sub-consultant
_____ Time Extension

Approval of the above is requested. The following is justification/explanation of the requested action:

"I certify that the above requested action is necessary for the operation of this project and is in compliance with the terms of the project agreement."

____
ETAT Authorized Agency Signature/Date

Department Action _____ APPROVED ______ DISAPPROVED

Remarks: ____
____
____

"I certify that to the best of my knowledge and belief, and in consultation with the Procurement Office, the above requested action is not in violation of the terms of the project agreement and is necessary for the operation of this project."

____________________________ ____________________________
FDOT Authorized Signature/Date FHWA Authorized Signature/Date

Appendix D
New or Additional Position Justification

New or Additional Position Justification Questions

The following information, as a minimum, should accompany any written request for a new or additional position.

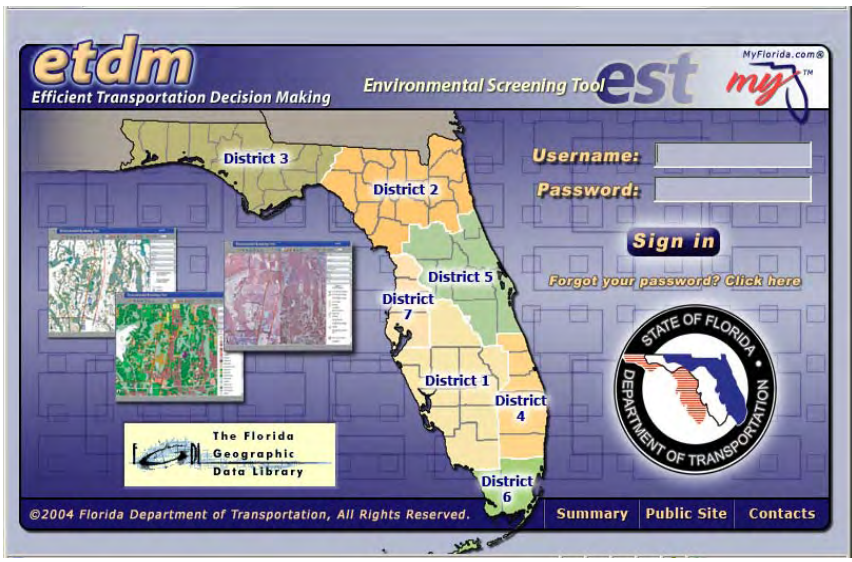
1. What is the current level of service provided by the agency?
   a. Types of services provided
   b. Amount of services provided (quantitative)

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

3. Regarding the new position:
   a. What are the functions?
   b. What are the benefits to be accrued to the program?
   c. What efficiencies will result?

Appendix E
Agency On-line Invoicing Handbook

On-Line Agency Invoicing Handbook



April 2009

Florida Department of Transportation
Central Environmental Management Office

Table of Contents

List of Tables

Section 1 Introduction

1.1 Introduction

The purpose of this handbook is to provide instructions for managing and submitting invoices associated with agency participation in the Efficient Transportation Decision Making (ETDM) Process electronically through the Environmental Screening Tool (EST). This handbook includes descriptions of the invoicing process; the roles and responsibilities of the Invoice Administrator, Agency Invoice Submitter, Invoice Reviewers, and ETDM District Coordinators; and the EST **Tools** and reports utilized in the electronic invoicing process.

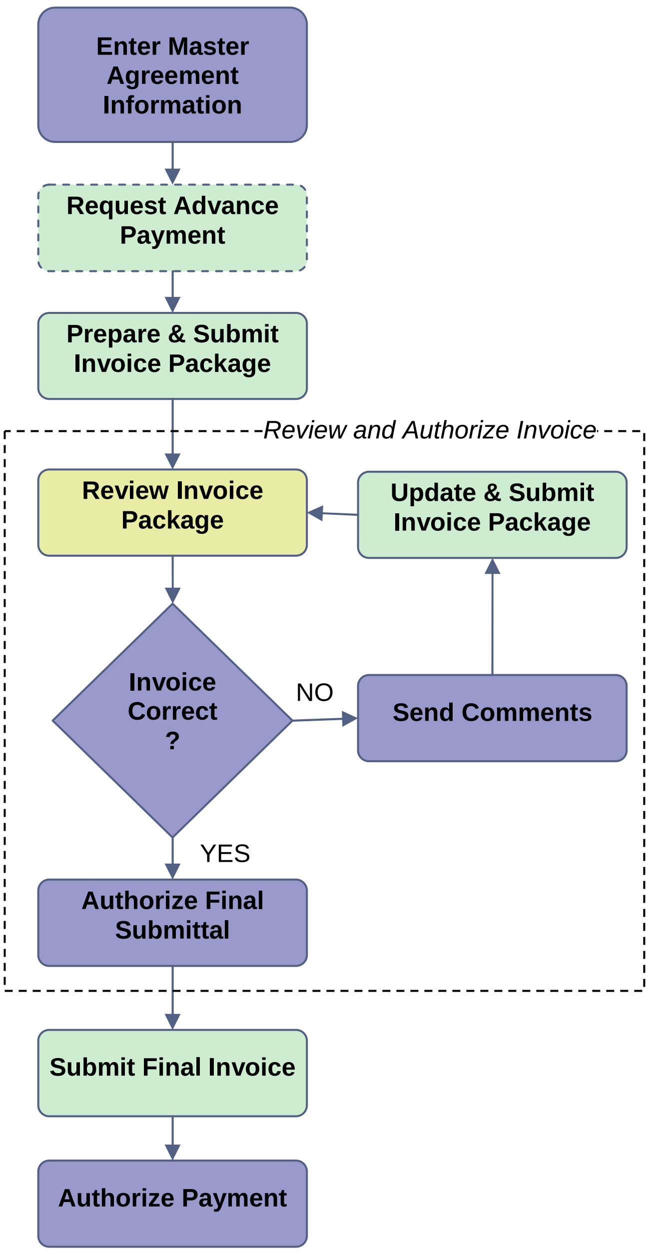
1.2 Objectives of On-line Invoicing System

The objectives of the ETDM On-line Agency Invoicing system are to:

- Reduce paperwork
- Expedite the invoicing process
- Reduce errors

Section 2 Overview

2.1 Process Overview



The diagram to the left illustrates the work flow required to process invoices associated with the Agency Funding Agreements used within the ETDM Process. Detailed information about each step is provided in subsequent sections of this document.

Step 1 – Enter Master Agreement Information: When an Agency Funding Agreement is signed, the Invoice Administrator enters basic setup information about the contract into the database.

Step 2 – Request Advance Payment: Some agencies are authorized to receive advance payment. The Agency Invoice Submitter within each of these agencies submits requests using the Advance Payment Request form.

Step 3 – Prepare and Submit Invoice Package: In accordance with the specific contract schedule, the Agency Invoice Submitter prepares a draft invoice package and submits it to the Florida Department of Transportation (FDOT) via the EST.

Step 4 – Review and Authorize Invoice: When an invoice is submitted, the Invoice Administrator and Invoice Reviewers receive an email informing them that a draft invoice is ready for review. Invoice Reviewers include EMO Invoice Reviewers and FDOT District Invoice Reviewers. District Invoice Reviewers will receive emails only for invoices associated with agencies identified by the District ETDM Coordinator (using the District Review Preference tool)

Within 40 work hours (five workdays) of receiving the email, the Invoice Reviewers review the invoice on the EST and submit any comments. When all comments are received, the Invoice Administrator reviews the comments to determine if the draft invoice is correct. If it is correct, the Invoice Administrator authorizes the agency to submit the final invoice. If not, the Invoice Administrator compiles the comments and forwards them to the Agency Invoice Submitter. The Agency Invoice Submitter makes the corrections and re-submits the invoice for review. This step is repeated until the invoice is correct.

Step 5 – Submit Final Invoice: Upon authorization, the Agency Invoice Submitter submits the final invoice. The Invoice Administrator receives an email notification that the final invoice has been submitted.

Step 6 – Authorize Payment: Finally, the Invoice Administrator processes the invoice for payment.

2.2 Environmental Screening Tool Web Site

The electronic versions of the reports and forms described in this handbook are located on the EST Web site at http://www.fla-etat.org. These reports and forms include:

Reports

- Advance Pay Request Log
- Advance Pay Request Report
- Agency Activity Report
- Invoice Comment Log
- Invoice Tracking Report
- MA/Contract History Report
- MA/Contract Summary Report
- Payment Tracking/Invoice Report
- Invoice
- Off-line Activities
- Schedule A-2

Forms

- Prepare Invoice Wizard
- Edit Expenses
- Log Off-line Activity
- Prepare Advance Pay Request
- Summarize Agency Activities
- Upload Receipts
- Upload Signature
- Assign Hours

The reports are available under the **Agency Participation** heading, then **Funding Agreement Reports** in the **Reports** menu (Collapsible Left-side Menu). Although all the participating agency users of the electronic invoicing process can access the reports, they will only be able to view data associated with their agency. The Invoice Administrator and the EMO Invoice Reviewers are the only individuals that can view the invoicing data for all agencies.

The **Prepare Invoice Wizard** is available under the **Wizards** menu of the Collapsible Left-side Menu. The other forms are available under the **Coordinate ETAT Activities** heading, then **Manage Funding Agreements** in the **Tools** menu (Collapsible Left-side Menu).

Section 3 Roles and Responsibilities

This section describes the roles and tasks performed by personnel involved in processing agency invoices using the EST.

3.1 Agency Invoice Submitter

One Environmental Technical Advisory Team (ETAT) representative or their designee within each of the funded agencies submits the invoices on behalf of the agency. These Agency Invoice Submitters are responsible for the following tasks:

- If the agency is funded through an advance payment contract, develop budget and request funds in advance
- Record information about activities and expenses
- Submit requests and invoices in accordance with the contract schedule
- Make edits to draft invoices as required

3.2 Invoice Administrator

The Invoice Administrator maintains contract information, receives and reviews submittals, and processes the invoices for payment. Tasks include:

- Set up the initial contract information such as contract numbers, amounts, contacts, and schedules, and keep current as changes occur
- Add/remove Invoice Reviewers
- Review draft invoices for completeness and correctness
- Compile comments from Invoice Reviewers
- Authorize submittal of final invoices
- Process final invoices for payment

Mary Harger is the Invoice Administrator.

3.3 Invoice Reviewer

Invoice Reviewers receive an email notification when an invoice is submitted. District Invoice Reviewers will receive emails only for invoices associated with agencies identified by the District ETDM Coordinator (using the District Review Preference tool). The Invoice Reviewers go through the draft invoices and submit comments to the Invoice Administrator. Tasks include:

- Review draft invoices for completeness and correctness
- Submit comments to the Invoice Administrator, noting any errors or omissions

The currently authorized Invoice Reviewers are listed in **Table 3-1**.

Table 3-1: Invoice Reviewers

Office	Reviewer
EMO	Buddy Cunill
EMO	Mary Harger
EMO	Thu-Huong Clark
URS (for EMO)	Terri Alexander
District One	Gwen Pipkin
District Two	Don Dankert
District Three	Blair Martin
District Four	Richard Young
District Five	Richard Fowler
District Six	Xavier Pagan
District Seven	Steve Love
Turnpike Enterprise	Imran Ghani

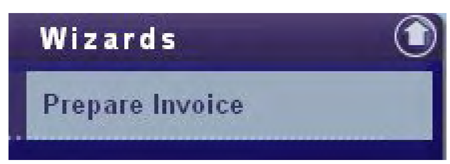
Section 4 How to Prepare a Reimbursement Invoice

A number of **Tools** and a wizard are available in the EST to assist with generating, completing, and submitting agency reimbursement invoices. Although the participating agencies can use the individual **Tools** to complete components of the invoice prior to using the Prepare Invoice wizard to complete the invoice and submit it, the Prepare Invoice wizard takes the Agency Invoice Submitter through all the steps involved in preparing and submitting a reimbursement invoice. The following steps are involved in preparing a reimbursement invoice using the Prepare Invoice wizard:

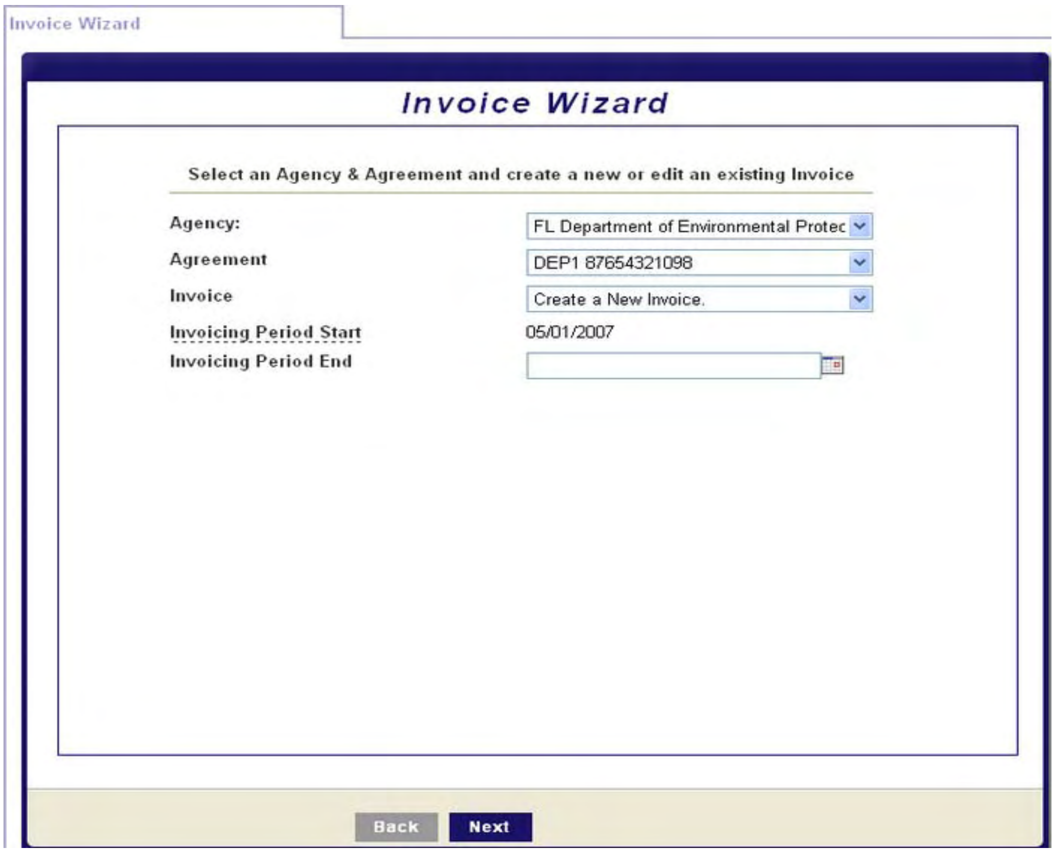
1. Enter the invoicing period end date
2. Upload scanned images of the receipts for the invoicing period (images must be black and white, with a scanning density of 300 dots per inch [DPI])
3. Confirm the uploaded receipts
4. Edit the Expenses for the invoicing period
    - Personnel
    - Travel
    - Training
    - Other Expenses
5. Summarize Agency Activities for the invoicing period
6. Log Off-line Activities for the invoicing period
7. Assign Hours for activities associated with the invoicing period
8. Submit, view, or save a PDF of the Invoice Package

Note: Always remember to save your entries as you proceed through the steps of preparing an invoice. Many of the steps include a **Save Draft** button, which should be clicked before proceeding to the next step in order not to lose the information that has been entered. However, the **Save Draft** button can be clicked at any time to save the information entered to that point.

To prepare a reimbursement invoice package and submit it to FDOT, the Agency Invoice Submitter logs in to the EST using the agency-specific username and password for the Agency Invoice Submitter role to use the **Prepare Invoice** wizard. After logging in to the EST, the Agency Invoice Submitter clicks on **Wizards** on the Collapsible Left-side Menu, then selects **Prepare Invoice**.



The first screen of the Prepare Invoice wizard displays the agency associated with the Invoice Submitter username and password used to log in to the EST. In the example shown below, the username and password for the Northwest Florida Water Management District Invoice Submitter was used. The first screen is also populated with information about the agreements associated with the agency, and the Invoicing Period Start date (which is based on the end date of the previous invoice for the selected agreement). If there is more than one agreement for the agency, the Agency Invoice Submitter selects the agreement for which the invoice is being prepared from the **Agreement** pull-down menu.



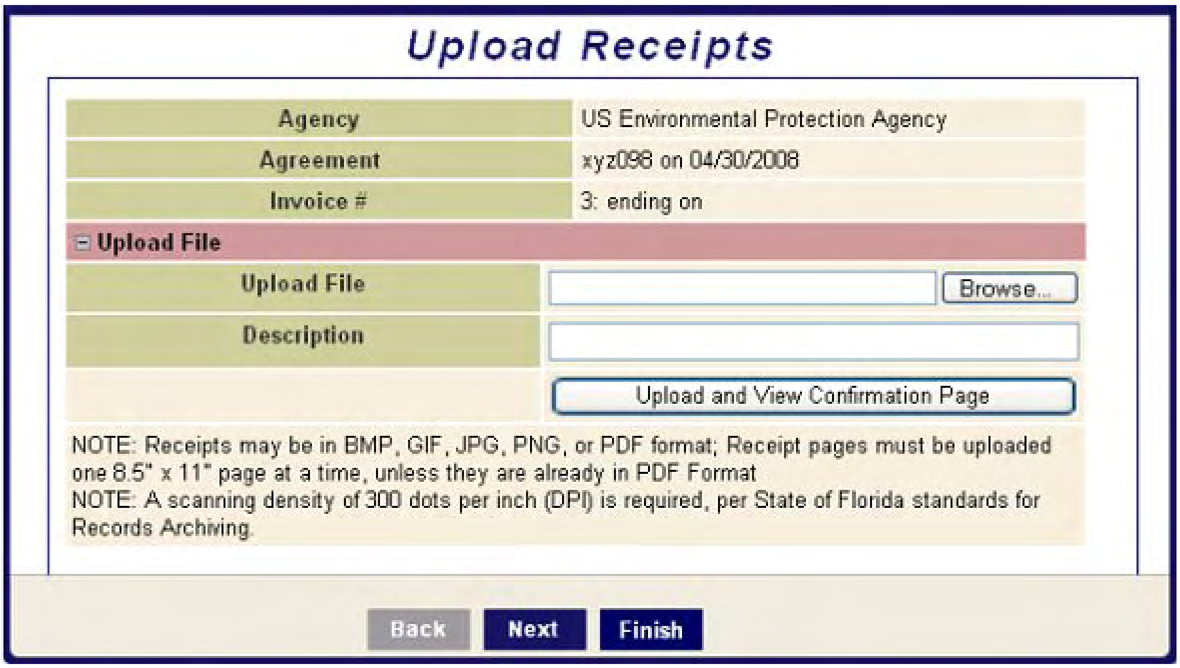
4.1 Step 1: Enter the Invoicing Period End Date

The Agency Invoice Submitter enters the **Invoicing Period End** date for the invoice being prepared. The Agency Invoice Submitter enters the date using the **mm/dd/yyyy** format, or selects the date from a calendar using the **Calendar** feature. If the Agency Invoice Submitter is using the **Calendar** feature, the Agency Invoice Submitter clicks on the calendar icon to the right of the **Invoicing Period End** field, then selects the **Invoicing Period End** date from the calendar, as shown here.

After the Agency Invoice Submitter enters or selects the **Invoicing Period End** date, the Agency Invoice Submitter clicks the Next button at the bottom of the screen.

4.2 Step 2: Upload Receipts

The Agency Invoice Submitter uses the next screen to upload images of receipts associated with the invoice being prepared. Scanned images of expense receipts are required as part of the invoice package. Receipts may be in BMP, GIF, JPG, PNG or PDF format, but must be scanned with a scanning density of 300 dots per inch (DPI). Note that receipt pages must be uploaded one 8-1/2 x 11-inch page at a time unless they are in PDF format. The Agency Invoice Submitter uses the **Browse** button to locate and select the file containing the image of the receipt to be uploaded. The Agency Invoice Submitter then adds a brief description of the receipt in the **Description** textbox. The Agency Invoice Submitter then clicks the **Upload and View Confirmation Page** button.



4.3 Step 3: Confirm Uploaded Receipts

The Agency Invoice Submitter uses the next screen to view the PDF version of the receipt and either keep the receipt as part of the invoice package or delete it. After reviewing the PDF version of the receipt displayed in the lower portion of the screen, the Agency Invoice Submitter clicks either **Yes – keep receipt** or **No – delete receipt**. When the Agency Invoice Submitter is finished, the Agency Invoice Submitter clicks the **Next** button.

4.4 Step 4: How to Edit Expenses Using the Prepare Invoice Wizard

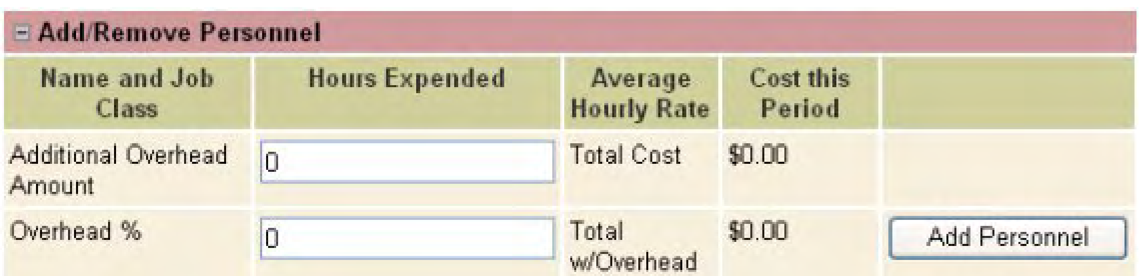
The Agency Invoice Submitter uses the next screen to enter invoice amounts for all contract expenses, including personnel charges, travel expenses, training expenses, and other expenses. The top portion of the screen is populated with information about the invoice being prepared (i.e. agency name, agreement number, number assigned to the unsubmitted invoice, and the invoicing period start and end dates). The Agency Invoice Submitter can change the Invoicing Period End date by typing in the new date or using the Calendar feature to select a date.

Edit Expenses

⊟ Select an Organization and Master Agreement/Contract	
Agency:	US Environmental Protection Agency
Agreement	xyz098 on 04/30/2008
Invoice	#3: ending on 04/11/2008
Currently editing Invoice #3.	
Invoicing Period Start(from previous invoice)	Invoicing Period End
03/08/2008	04/11/2008

4.4.1 Edit Personnel Expenses

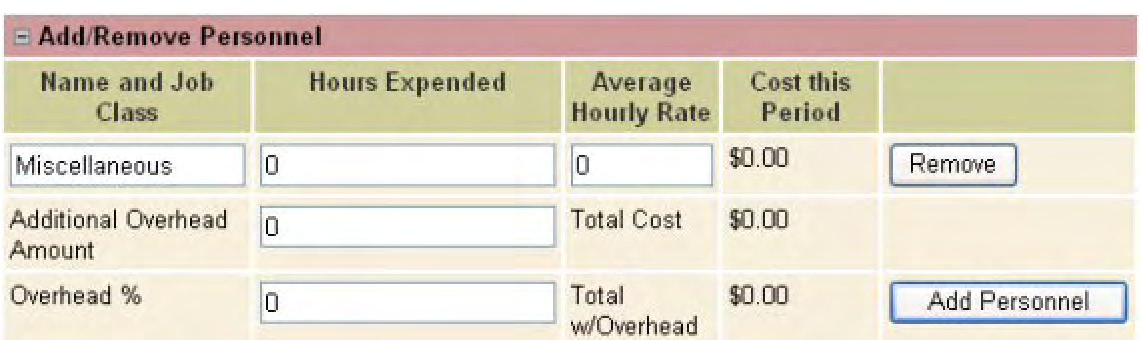
The Agency Invoice Submitter uses the next portion of the **Edit Expenses** screen to enter personnel charges for the invoicing period. The Agency Invoice Submitter clicks **Add Personnel** to begin.



⊟ Add/Remove Personnel

Name and Job Class	Hours Expended	Average Hourly Rate	Cost this Period	
Additional Overhead Amount	0	Total Cost	$0.00	
Overhead %	0	Total w/Overhead	$0.00	Add Personnel

When the Agency Invoice Submitter clicks **Add Personnel**, a line is added to the form where the person's name and job classification, number of hours worked during the invoicing period, average hourly rate, additional overhead amount, or overhead percentage are entered. As the Agency Invoice Submitter types in each number, the **Cost this Period** is automatically calculated.



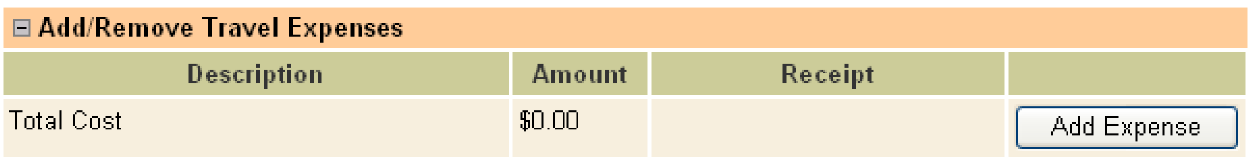
⊟ Add/Remove Personnel

Name and Job Class	Hours Expended	Average Hourly Rate	Cost this Period	
Miscellaneous	0	0	$0.00	Remove
Additional Overhead Amount	0	Total Cost	$0.00	
Overhead %	0	Total w/Overhead	$0.00	Add Personnel

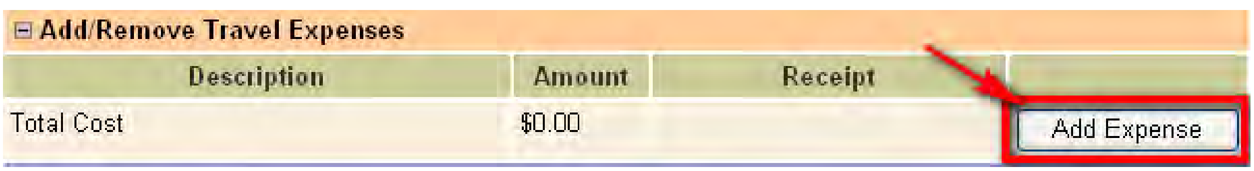
If personnel charges for more than one person are being invoiced, the Agency Submitter clicks **Add Personnel** to enter the charges for each additional person. Entries for personnel charges must have a unique identifier. If entering a person and job class more than once, each Name and Job Class entry must include a unique identifier (for example AAI for the first entry, AAIb for the second entry, and so forth). The Agency Submitter should note that all fields must contain data, so if the Agency Invoice Submitter adds a line that is not going to be used, the Agency Invoice Submitter must delete that line by clicking the **Remove** button next to the line. The Agency Invoice Submitter also uses the **Remove** button to delete personnel charges that were previously entered (prior to finalizing and submitting the invoice).

4.4.2 Edit Travel Expenses

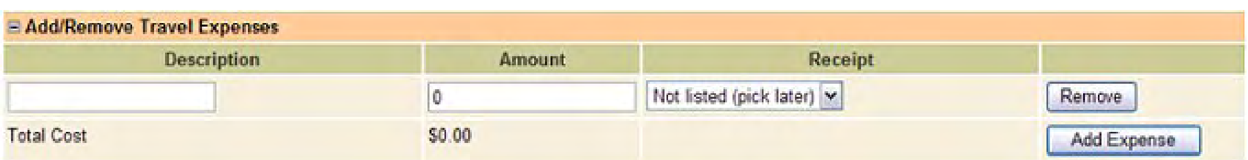
The Agency Invoice Submitter uses the next portion of the **Edit Expenses** screen to enter travel expenses for the invoicing period.



The Agency Invoice Submitter clicks the **Add Expense** button to begin.



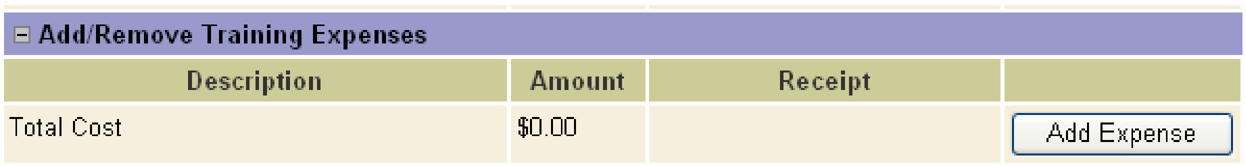
A line will be added to the form, as illustrated below, where the Agency Invoice Submitter enters a description of the travel expense and amounts.



The Agency Invoice Submitter should note that an image of the receipt for each travel expense amount must be uploaded before an invoice can be finalized and submitted. The Agency Invoice Submitter clicks the **Add Expense** button again to include additional travel expenses. Note that entries in the travel expense Description field must be unique. If an employee has more than one travel expense for the invoice period, each entry must include a unique identifier (for example, Smith 01-04-06, Smith 02-01-06, and so forth). If a line is added that is not subsequently used, the Agency Invoice Submitter clicks the **Remove** button to delete the line. The Agency Invoice Submitter also uses the **Remove** button to delete expenses that were previously entered (prior to finalizing and submitting the invoice).

4.4.3 Edit Training Expenses

The Agency Invoice Submitter uses the next portion of the **Edit Expenses** screen to enter training expenses for the invoicing period.



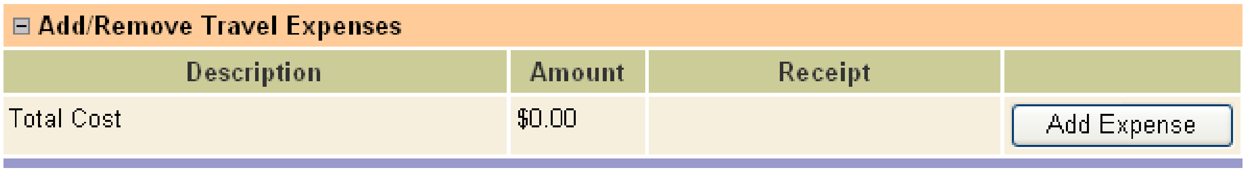
The Agency Invoice Submitter clicks the **Add Expense** button to begin.

A line will be added to the form, as illustrated below, where a description of the training expense and the amount are entered.

The Agency Invoice Submitter should note that an image of the receipt for each training expense amount must be uploaded before an invoice can be finalized and submitted. The Agency Invoice Submitter clicks the **Add Expense** button to include additional training expenses. Note that entries in the training expense **Description** field must be unique. If an employee has more than one training expense for the invoice period, each entry must include a unique identifier (for example, Smith 01-04-06, Smith 02-01-06, and so forth). If a line is added that is not subsequently used, the Agency Invoice Submitter clicks the **Remove** button to delete the line. The Agency Invoice Submitter also uses the **Remove** button to delete expenses that were previously entered (prior to finalizing and submitting the invoice).

4.4.4 Edit Other Expenses

The Agency Invoice Submitter uses the next portion of the **Edit Expenses** screen to enter other expenses for the invoicing period.



Add/Remove Travel Expenses

Description	Amount	Receipt	
Total Cost	$0.00		Add Expense

The Agency Invoice Submitter begins by clicking the **Add Expense** button.

Add/Remove Travel Expenses

Description	Amount	Receipt	
Total Cost	$0.00		Add Expense

A line will be added to the form, as shown in the next illustration, where the Agency Invoice Submitter adds a description of the expense and the amount.

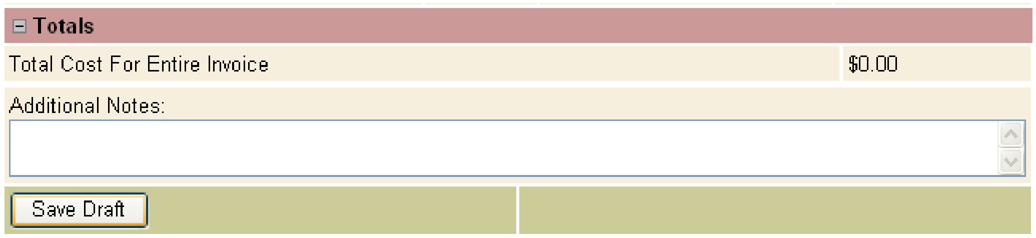
Add/Remove Other Expenses

Description	Amount	Receipt
	0	Receipt: 07/14/08 Supplies $20.00 PDF
Total Cost	$0.00	

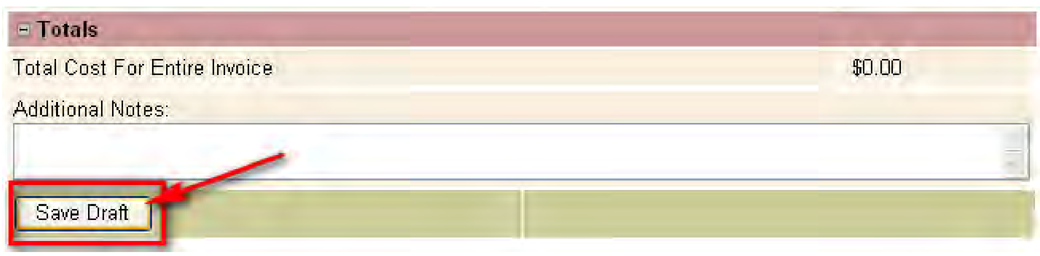
The Agency Invoice Submitter should note that an image of the receipt for each expense amount must be uploaded before an invoice can be finalized and submitted. In the example shown, a previously uploaded receipt has been included. To include additional expenses, the Agency Invoice Submitter clicks the **Add Expense** button again. Note that entries in the other expenses **Description** field must be unique. If an employee has more than one Other Expense for the invoice period, each entry must include a unique identifier (for example, Smith 01-04-06-Supplies, Smith 02-01-06-Supplies, and so forth).

If a line is added that is not subsequently used, the Agency Invoice Submitter clicks the **Remove** button to delete the line. The Agency Invoice Submitter also uses the **Remove** button to delete expenses that were previously entered (prior to finalizing and submitting the invoice). The Agency Invoice Submitter should note that all fields must be completed. In the example shown, a description of the expense and amount would need to be entered before saving the draft invoice.

The Agency Invoice Submitter uses the final portion of the **Edit Expenses** screen to enter additional notes, if needed, and save all the information entered. The total cost for the invoice being prepared is displayed in this portion of the screen.



This total cost is automatically calculated based on the amounts entered for personnel, travel, training, and/or other expenses. The Agency Invoice Submitter clicks **Save Draft** to save the entries made. (Note that the Agency Invoice Submitter can use the **Save Draft** button at any time when entering expenses. This allows the Agency Invoice Submitter to return to the invoice at a later time without having to re-enter expense information.)



To proceed to the next step for preparing the invoice, the Agency Invoice Submitter clicks the **Next** button at the bottom of the screen.

4.5 Step 5: Summarize Agency Activities

To enter information about agency activities, the Agency Invoice Submitter can either upload a spreadsheet or enter agency activities for the invoicing period in the **Summarize Agency Activities** window.

The top portion of the screen is populated with information about the invoice being prepared (i.e., agency name, agreement number, number assigned to the unsubmitted invoice, and the invoicing period start and end dates).

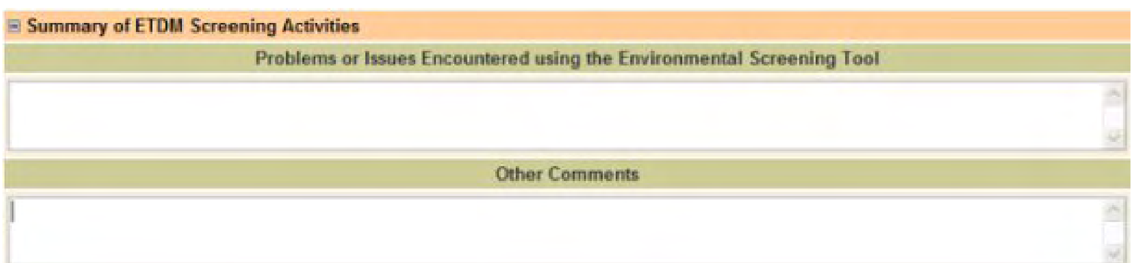
The remaining portions of the screen are used to enter narrative about agency activities, with separate sections for accomplishments made during the invoicing period, a summary of ETDM screening activities, and anticipated accomplishments for the next invoicing period, as shown in the examples. The Agency Invoice Submitter enters a brief description of activities for each category, using the textboxes.

The Agency Invoice Submitter uses the first section to enter information about accomplishments made during the invoicing period.

Following are guidelines for the information for each category under **Accomplishments Made During Period**:

- **Administrative or Supervision Tasks** – discuss management and/or supervision tasks performed during the period.
- **Coordination** – discuss non-field interagency and FDOT coordination.
- **Performance Measures** – discuss how the agency has performed on the Performance Measures outlined in the Agreement. Performance Measures are found in the Agency's AOA or MA. For the Water Management Districts and Florida Department of Environmental Protection, Performance Measures are found in Part VIII of the Agency Operating Agreement.
- **Problems Encountered/Suggestions for Improvement** – provide information on any problems discovered or anticipated, and any proposed improvements that would facilitate the streamlining effort of the ETDM Process.

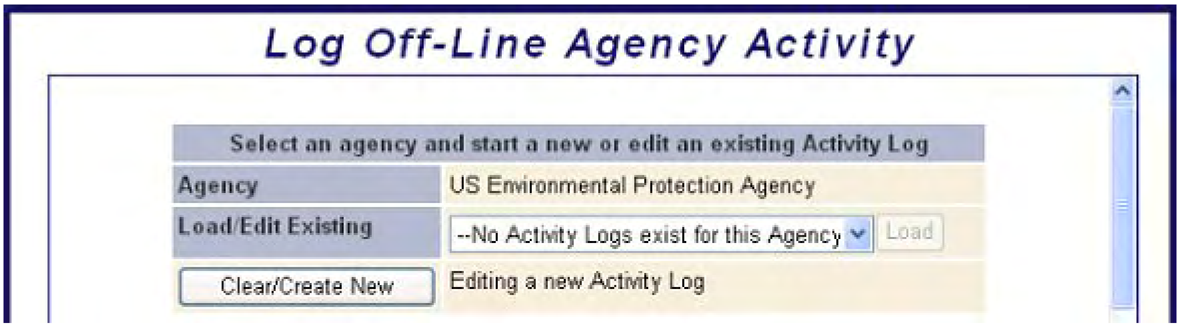
Under Summary of ETDM Screening Activities, the Agency Invoice Submitter uses the text boxes to describe any problems encountered using the EST and any other comments.



Under **Anticipated Accomplishments for Next Period**, the Agency Invoice Submitter enters a brief description of anticipated activities for the next invoicing period, and the number of anticipated hours and number of persons performing the anticipated activities. When the Agency Invoice Submitter is finished, the Agency Invoice Submitter clicks the **Save Draft** button, and then clicks **Next**.

4.6 Step 6: Logging Off-line Activities

The Agency Invoice Submitter uses the next screen to provide details about agency activities that are not recorded in the EST. These may include activities such as meetings, technical support of non-ETDM projects, Advance Notifications, and permit coordination. If there are no off-line activities to log, the Agency Invoice Submitter clicks **Finish** to proceed to the **View/Submit Invoice** screen.

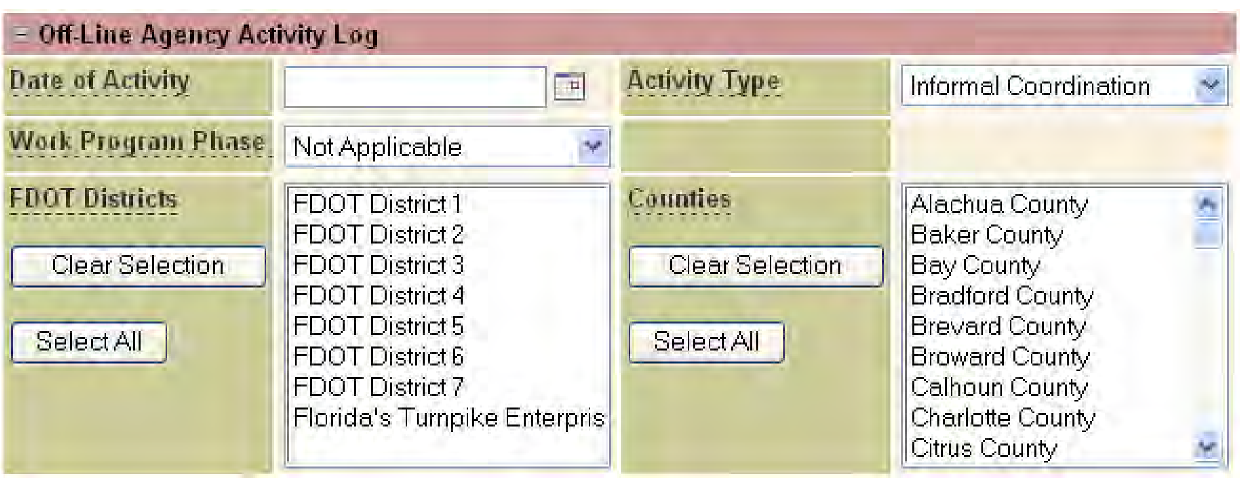


The Agency Invoice Submitter or ETAT representative logs each off-line activity individually. This screen is also used to edit Activity Logs previously submitted via the EST. Note that the activities may also be entered or edited at any time by any of the agency ETAT representatives, using the **Log Off-line Activity** tool found under the **Coordinate ETAT Activities** heading, then **Manage Funding Agreements** in the **Tools** menu (Collapsible Left-side Menu).

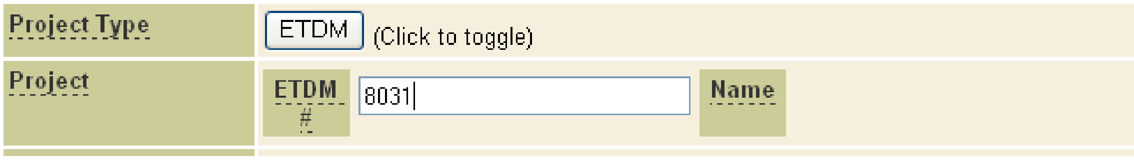
The Agency Invoice Submitter begins by either selecting an existing Activity Log to be edited from the pull-down menu and loading it, or clicking **Clear/Create New** to add an Activity Log. The Agency Invoice Submitter uses the form that opens to enter or edit the off-line activity information.

The Agency Invoice Submitter first enters the date of the activity by either typing in the date (in **mm/dd/yyyy** format) or selecting the date from a calendar. To select the date from a calendar, the Agency Invoice Submitter clicks the icon.

The Agency Invoice Submitter then uses the pull-down menus to select **Activity Type**, **Work Program Phase**, **FDOT Districts**, and **Counties**.

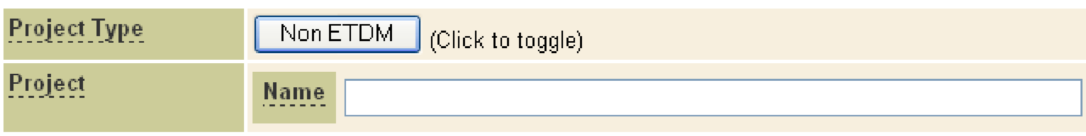


If the activity is related to an ETDM project, the Agency Invoice Submitter types the ETDM project number in the **Project/ETDM** # field.

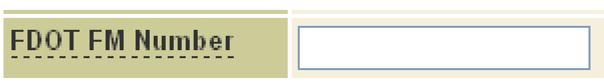


If the activity is not directly related to an ETDM project, click the **ETDM** button to toggle to **Non ETDM**.

The EST displays the **Non ETDM** button. Type the project name in the **Project/Name** field.



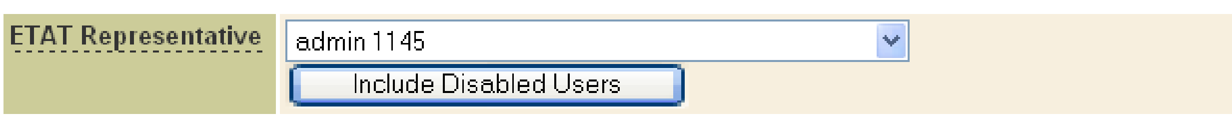
In the **FDOT FM Number** field, type the FDOT FM Number.



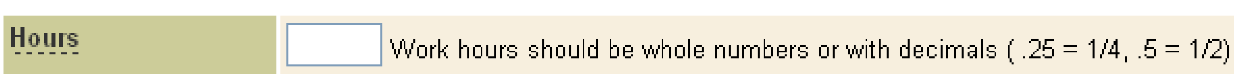
Note: The **Financial Management (FM) Number** is used to identify projects, but is not a required field. Some projects may not have an FM Number.

In the **ETAT Representative** field, click the drop-down arrow and select the ETAT Representative who performed the activity.

Note: The list only displays active EST users within the agency. Click **Include Disabled Users** to include past users who are no longer active EST users in the agency.

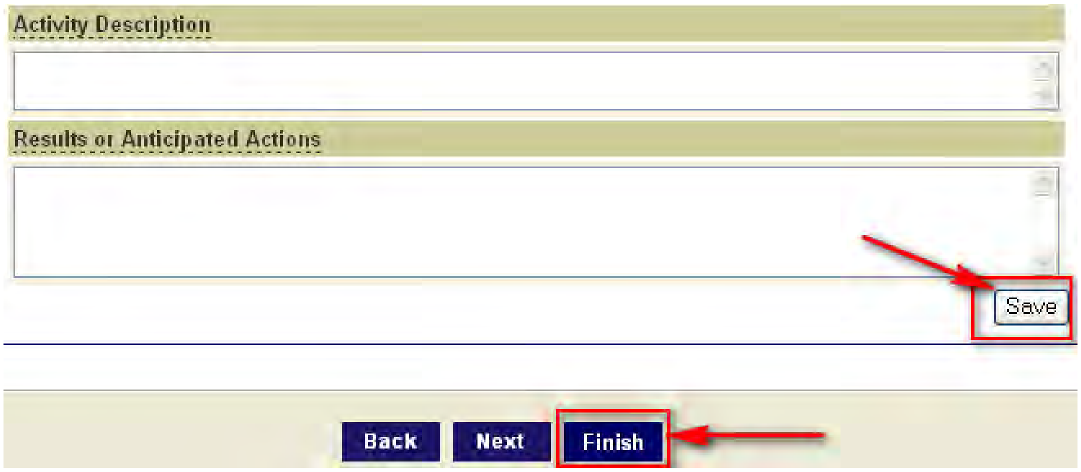


In the **Hours** field, enter the number of hours associated with the activity.



Next, the Agency Invoice Submitter uses the **Activity Description** textbox to type in a brief text description of the activity being logged. The Agency Invoice Submitter uses the **Results or Anticipated Actions** textbox to describe any actions taken by FDOT or the agency as a result of the activity or any actions anticipated.

The Agency Invoice Submitter clicks the **Save** button to save the information entered. The Agency Invoice Submitter then clicks **Finish** to proceed to viewing and submitting the invoice.

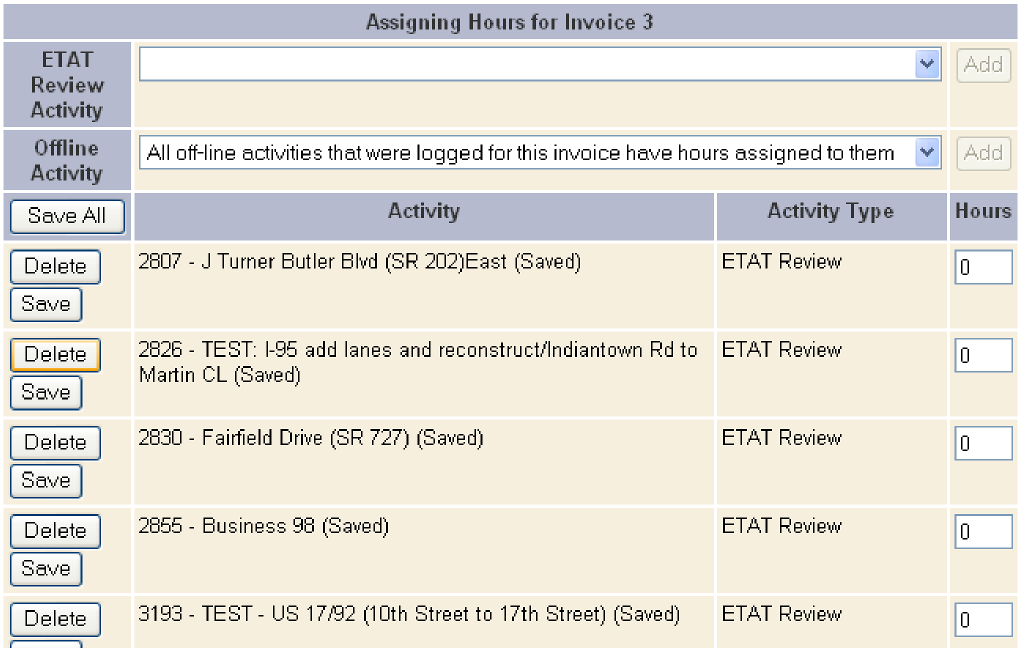


4.7 Step 7: Assign Hours

The next screen is used to assign hours for each project or activity, or update hours previously assigned using the **Off-line Activity** screen. The top portion of the screen displays the Agency, Agreement, and Invoice number for which hours are being assigned.

The bottom portion of the **Assign Hours** screen is used to enter the number of hours for project activities and, if needed, to update the number of hours for off-line activities. The form will be populated with the number of hours entered into the database via the Off-line Activities Log. To assign hours for a project activity or update hours for an off-line activity, the Agency Invoice Submitter enters the number of hours in the **Hours** field to the right of the activity, then clicks **Save**. If the Agency Invoice Submitter is assigning or updating hours for more than one activity, they enter the number of hours for each activity, then click the **Save All** button at the top left side of the list.

Note: As hours are entered for an activity, the **Total hours accounted for** field at the bottom of the list will automatically change to reflect the total number of hours assigned for the listed activities.



Assigning Hours for Invoice 3			
ETAT Review Activity			Add
Offline Activity	All off-line activities that were logged for this invoice have hours assigned to them		Add
Save All	Activity	Activity Type	Hours
Delete Save	2807 - J Turner Butler Blvd (SR 202)East (Saved)	ETAT Review	0
Delete Save	2826 - TEST: I-95 add lanes and reconstruct/Indiantown Rd to Martin CL (Saved)	ETAT Review	0
Delete Save	2830 - Fairfield Drive (SR 727) (Saved)	ETAT Review	0
Delete Save	2855 - Business 98 (Saved)	ETAT Review	0
Delete	3193 - TEST - US 17/92 (10th Street to 17th Street) (Saved)	ETAT Review	0

When finished, the Agency Invoice Submitter clicks the **Next** button at the bottom of the screen.

4.8 Step 8: View/Submit an Invoice

The **View/Submit Invoice** screen includes a **Payment Tracking Report** and **Agency Activity Report** for the invoice that has been prepared. The **Payment Tracking Report** includes a summary of the agreement information pertaining to the invoice, followed by completed **Schedule A-1** (Salary Costs), **Schedule A-2** (Assigned Hours), **Schedule E-1** (Reimbursable Direct Expense – Travel), **Schedule E-2** (Reimbursable Direct Expense – Training), and **Schedule E-3** (Reimbursable Direct Expense – Other) forms. The Agency Activity Report, which includes the information entered on the **Summarize Agency Activities** screen and the **Log Off-line Activity** screen (if applicable), includes **Accomplishments Made during Last Period, Summary of ETDM Screening Activities**, **Anticipated Accomplishments for Next Period**, and **Off-line Activities Log (if applicable)**. Examples of a Payment Tracking Report and Agency Activity Report are shown on the following pages.

Example Payment Tracking Report

⊟ Payment Tracking Report

⊟ Summary

Agency	FL Department of Environmental Protection
Address	Address does not exist.
Report Number	3
Federal Project	023
MA Number	DEP1
Financial No	87654321098
Notice to Proceed Date	01/01/2007
End of Service Date	01/01/2009
AOA Renewal Date	01/01/2009
FA Renewal Date	01/01/2009
MA Renewal Date	01/01/2009
Current Invoicing Period Dates	05/01/2007 to 03/27/2008
Previous Invoicing Period Dates	04/01/2007 to 04/30/2007
Current Reporting Period Dates	01/02/2008 to 03/27/2009
Contact Person	InvoiceSubmitter DEP
Telephone Number	
Date Prepared	3/27/2009
Contractual Limits	$11,500.00
Advanced Funds	
Current Spending	$0.00
Spent to Date	$1.00
Balance to be Advanced	
Agency Cash In Hand	

Advance Pay Requested	Contractual Limits	Advance Requested Current Period	Previous Advance Payouts	Advanced Funds	Balance to be Advanced
Salary Related Costs & Benefits (Labor)	$1,000.00				
Direct Expenses	$10,500.00				
Total	$11,500.00				

Advance Pay Spending History	Total Spent to Date	Previously Spent	Current Spent	Balance	Agency Cash in Hand
Salary Related Costs & Benefits	$1.00	$1.00	$0.00	$999.00	
Direct Expenses - Travel	$0.00	$0.00	$0.00	$5,000.00	
Direct Expenses - Training	$0.00	$0.00	$0.00	$5,000.00	
Direct Expenses - Other	$0.00	$0.00	$0.00	$500.00	
Total	$1.00	$1.00	$0.00	$11,499.00	

By submittal of this invoice, the Agency certifies that all expenditures contained in this invoice represent actual project costs as reflected in our accounting records, and those expenditures are allowable, reasonable, necessary, and in accordance with the Funding Agreement.

The **Summary** section of the **Payment Tracking Report** is followed by the **Schedule A-1** and **Schedule A-2**.

⊟ Schedule A-1

Agency	US Environmental Protection Agency
MA/Contract Number	xyz098
Financial ID No.	12345678901

Name and Job Class	Hours Expended	X	Average Hourly Rate	=	Cost This Period
Total Direct Salary Costs					$0.00
Overhead	Allowable Overhead Percentage:		0.0%		$0.00
	Additional Overhead:		$0.00		
Total Salary Related Costs					$0.00

⊟ Schedule A-2

Activity	Activity Type	Hours
2807 - J Turner Butler Blvd (SR 202)East	Project	0.0
8307 - TEST: Stephanie 10-16-2006	Project	0.0
9993 - TEST: Stephanie 03/11/2008	Project	0.0
9793 - Test: Steph NonViable 02/05/2008	Project	0.0
7920 - St Johns River Crossing	Project	0.0
9953 - TEST: Steph Milestone Grouping IV - 03/03/2008	Project	0.0
3869 - US 27 Add Lanes	Project	0.0
9753 - TEST	Project	0.0
10013 - TEST: Steph 03/12/2007	Project	0.0
10033 - Test: Sarah Non-Viable 3/13/2008	Project	0.0
10073 - Eliminated Alternative Demo Project	Project	0.0
9994 - TEST: Stephanie II 03/11/2008	Project	0.0
10114 - Eliminated Alt Demo #2	Project	0.0
Total Hours Accounted For		0.0

The **Schedule A-1** and **Schedule A-2** sections of the **Payment Tracking Report** are followed by the **Schedule E-1**, **Schedule E-2**, and **Schedule E-3**, followed by a list of Attachments (if applicable).

⊟ Schedule E-1

Agency	US Environmental Protection Agency
MA/Contract Number	xyz098
Financial ID No.	12345678901

REIMBURSABLE DIRECT EXPENSE -TRAVEL (1)

Item Description	Amount
Total Reimbursable Direct Travel Expenses	$0.00

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

⊟ Schedule E-2

Agency	US Environmental Protection Agency
MA/Contract Number	xyz098
Financial ID No.	12345678901

REIMBURSABLE DIRECT EXPENSE -TRAINING

Item Description	Amount
Total Reimbursable Direct Training Expenses	$0.00

All requests for reimbursement must be accompanied with receipts, invoices, etc.

⊟ Schedule E-3

Agency	US Environmental Protection Agency
MA/Contract Number	xyz098
Financial ID No.	12345678901

REIMBURSABLE DIRECT EXPENSE -OTHER

Item Description	Amount
Total Reimbursable Direct Other Expenses	$0.00

All requests for reimbursement must be accompanied with receipts, invoices, etc.

⊟ Attachments

- Test Receipt 04/08/2008

Example Agency Activity Report

⊟ Agency Activity Report

⊟ Accomplishments Made During Period: 01/02/2008 to 03/27/2009

Administrative or Supervision Tasks		
Administrative or Supervision Tasks.		
Coordination		
Coordination		
Performance Measures		
Performance Measure 1.1		
Problems Encountered/Suggestions for Improvement		
Sinkhole		
Total Staff Hours	0.0	*(From Schedule A-1)*
Total Number of People Involved	0	*(From Schedule A-1)*

⊟ Summary of ETDM Screening Activities

Number of Projects Reviewed:	1		
Number of Alternatives Reviewed:	1		
Number of Reviews Found:	2		
Number of Projects Reviewed by Screening Event			
Programming	1		
Number of Projects Reviewed By Issue			
Water Quality and Quantity	1	Wildlife and Habitat	1
Number of Projects by Degree of Effect			
Moderate	1	Dispute Resolution	1
Problems or Issues Encountered using the Environmental Screening Tool			
Sinkhole			
Other Comments			

⊟ Anticipated Accomplishments for Next Period

Description of Activities	
Total Staff Hours Anticipated	0.0
Total Number of People Involved	0

⊟ Off-Line Agency Activity Log

None

⊟ Programming Screening Comments

⊟ #9718 SR 12 from I-10 to CR 65

District	District 3	**Phase**	Programming Screen
County	Gadsden County	**From**	I-10
Planning Organization	FDOT District 3	**To**	CR 65
Plan ID		**Financial Management No.**	12345678912
Federal Involvement	Federal Permit Federal Action Federal Funding		
Contact Name / Phone	Blair Martin 850-638-0250 ext.	**Contact Email**	marcelo_bosio@urscorp.com

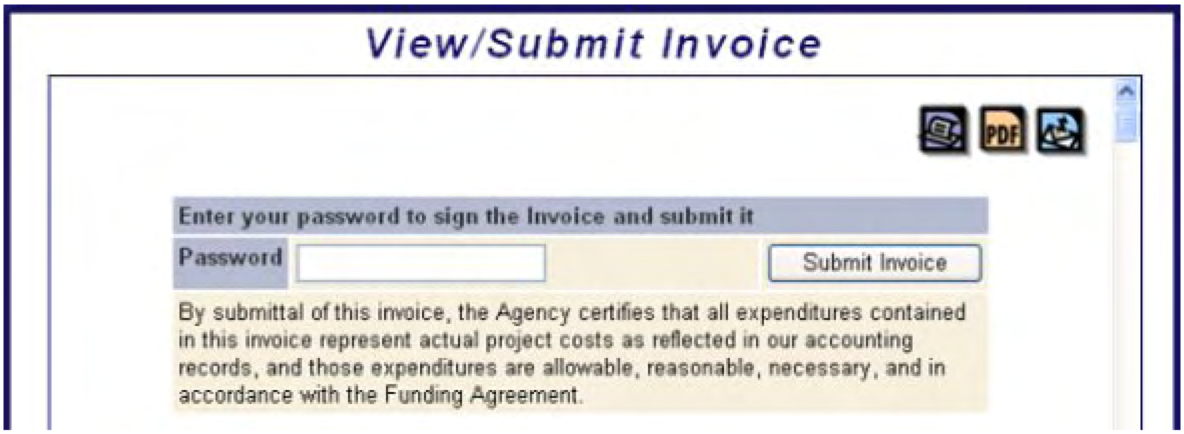
Alternative #1

FL Department of Environmental Protection Review of Water Quality and Quantity effects

Effect	Moderate
Review Date	1/28/2008
Identified Resources and Level of Importance	The project corridor runs through Perdido Key State Park and near Gulf Islands National Seashore.
Comments on Effects to Resources:	The waters within and surrounding Perdido Key State Park and Gulf Islands National Seashore are designated as Outstanding Florida Waters pursuant to section 62-302.700(9), F.A.C., and afforded a high level of protection under sections 62-4.242(2) and 62-302.700, F.A.C. Pursuant to section 373.414(1), F.S., direct impacts to these waterbodies and associated wetlands must be demonstrated to be "clearly in the public interest" as part of the ERP permitting process. We recommend that the PD&E study include an evaluation of existing stormwater treatment adequacy and details on the future stormwater treatment facilities. The permit applicant may be required to demonstrate that the proposed stormwater system meets the design and performance criteria established for the treatment and attenuation of discharges to OFWs.
Additional Comments (optional):	Stormwater from the existing roadway causes erosion issues within state park lands - an issue that was not addressed when the road was originally constructed. Additionally, marshes and wetlands within the park are located within 500 feet of the project area. DEP Division of Recreation and Parks staff requests that no stormwater be released onto park lands.

If the Agency Invoice Submitter needs to make changes before submitting the invoice, the Agency Invoice Submitter clicks the button on the far right side of the screen to close the wizard. The Agency Invoice Submitter then accesses the unsubmitted invoice by selecting **Prepare Invoice** on the **Wizards** menu, and selecting the unsubmitted invoice from the list of invoices, and makes the necessary changes.

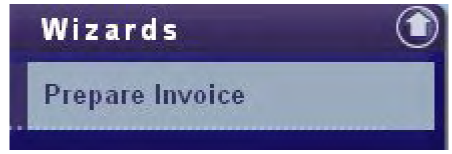
If no changes are required, the Agency Invoice Submitter uses the icons at the top of the **View/Submit Invoice** screen to print the invoice or save it as a PDF file. To submit the invoice, the Agency Invoice Submitter enters the Agency Invoice Submitter's **Password** and clicks **Submit Invoice**.



When the invoice is submitted, a PDF file of all of the components is created and stored in the database. The PDF will have the submittal date and DRAFT printed on each page. The Invoice Administrator and Invoice Reviewers receive an email informing them that the draft invoice is available on the EST for their review. The Agency Invoice Submitter receives a copy of the email. The email identifies the invoice by agency, agreement number, invoice number, and submittal date.

Section 5 How to Prepare an Advance Pay Invoice

For agencies that are authorized to receive advance payment, the Agency Invoice Submitter uses the **Prepare Invoice** wizard to prepare an Advance Pay invoice package and submit it to FDOT. The Advance Pay invoice package includes the Advance Pay Request for the next invoicing period and a record of expenditures for the previous invoicing period (referred to as the Reporting Period). To prepare the Advance Pay invoice package, the Agency Invoice Submitter logs in to the EST using the agency-specific username and password for the Agency Invoice Submitter role. After logging in to the EST, the Agency Invoice Submitter clicks on **Wizards** on the Collapsible Left-side Menu, then selects **Prepare Invoice**.



The first screen of the Prepare Invoice wizard displays the agency associated with the Invoice Submitter username and password used to log in to the EST. In the example shown below, the username and password for the Northwest Florida Water Management District Invoice Submitter was used. The first screen is also populated with information about the agreements associated with the agency, and the Invoicing Period Start date (which is based on the end date of the previous invoice for the selected agreement). The Agency Invoice Submitter selects the agreement for which advance payments have been authorized, then enters the **Invoicing Period End date** by either typing in the date (in **mm/dd/yyyy** format) or selecting the date from a calendar by clicking the icon.

5.1 Step 1: Enter the Invoicing Period End Date

The Agency Invoice Submitter enters the **Invoicing Period End** date for the invoice being prepared. The Agency Invoice Submitter enters the date using the **mm/dd/yyyy** format, or selects the date from a calendar using the **Calendar** feature. If the Agency Invoice Submitter is using the Calendar feature, the Agency Invoice Submitter clicks on the calendar icon to the right of the Invoicing Period End field, then selects the Invoicing Period End date from the calendar, as shown here.

After the Agency Invoice Submitter enters or selects the **Invoicing Period End** date, the Agency Invoice Submitter clicks the Next button at the bottom of the screen.

Advance Pay Request Form

The **Advance Payment Request** form that opens is automatically populated with information about the agreement, as shown in the example below.

Prepare Advance Pay Request

Select an Organization, Master Agreement/Contract and Invoice.	
Agency:	Northwest Florida Water Management District
Selected Agreement	1-082909 ending 07/11/2003
Selected Invoice	#15: ending on
Invoicing Period Start(from previous invoice)	**Invoicing Period End**
08/30/2008	09/26/2008

Note: Always remember to save your entries as you proceed through the steps of preparing an Advance Pay invoice. The **Save** button at the bottom of the **Prepare Advance Pay Request** form can be clicked at any time to save the information entered.

5.2 Step 2: Enter Amounts for Compensation Elements

Next, the Agency Invoice Submitter enters the amounts for compensation elements (labor and expenses).

Compensation Elements are as follows:

Element Description	Method of Compensation	Amount
Labor	Direct Salary plus Overhead	0
Expenses	Actual Expenditures	0
	Amount of Advance Requested	$0.00

After the amounts for compensation have been entered, the EST calculates the total amount of the advance payment requested.

Element Description	Method of Compensation	Amount
Labor	Direct Salary plus Overhead	2000
Expenses	Actual Expenditures	6000
	Amount of Advance Requested	$8,000.00

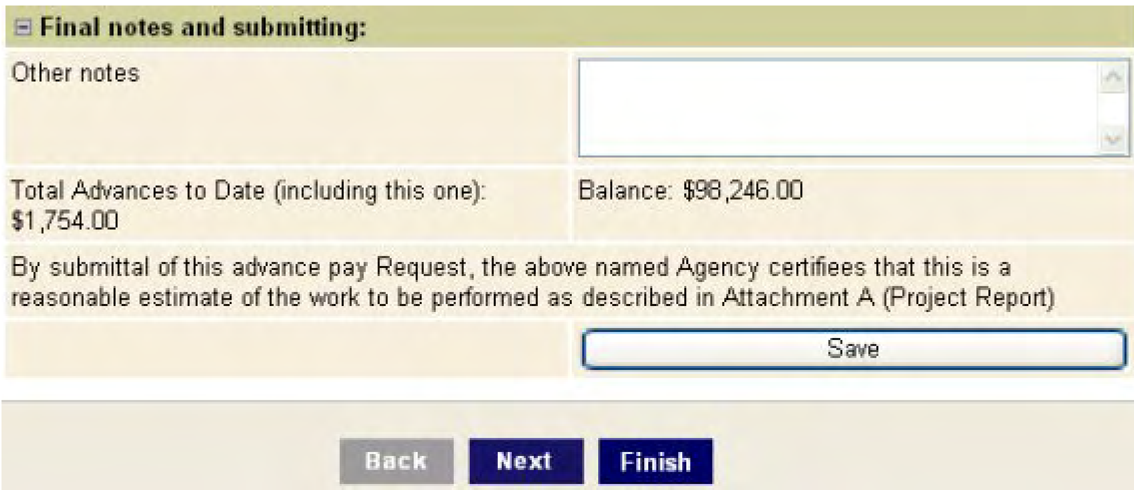
The total advance payments to date (including the current request) and the balance remaining in the contract are automatically totaled and are displayed under **Final notes and submitting**.

Final notes and submitting:

Other notes	
Total Advances to Date (including this one): $8,600.00	Balance: $2,900.00
By submittal of this advance pay Request, the above named Agency certifiees that this is a reasonable estimate of the work to be performed as described in Attachment A (Project Report)	
	Save

5.3 Step 3: Add Notes and Save Invoice

Notes about the Advance Pay Request can be added, using the **Other notes** textbox. When finished, the Agency Invoice Submitter clicks **Save**. The data entered will be added to the database, and will be displayed on the Payment Tracking Report Summary Sheet of the current invoice submittal.



5.4 Step 4: Record Expenditures for Current Reporting Period

The Agency Invoice Submitter clicks **Next** to add documentation for expenditures associated with the previously submitted Advance Pay invoice (also referred to as Current Reporting Period expenditures). Clicking **Next** takes the Agency Invoice Submitter to the **Upload Receipts** screen above where the wizard will sequence the Agency Invoice Submitter through all the subsequent steps for documenting expenditures for the Current Reporting Period (i.e., **Confirm uploaded receipt**, **Edit Expenses**, **Summarize Agency Activities**, **Log Off-line Activity**, and **Assign Hours**).

5.5 Step 5: View/Submit an Advance Pay Invoice

When finished adding documentation for expenditures associated with the previously submitted Advance Pay invoice (Current Reporting Period), the Agency Invoice Submitter clicks the **Finish** button at the bottom of the screen to proceed to the **View/Submit Invoice** screen.

An **Advance Pay Request Report**, followed by a **Payment Tracking Report** and **Agency Activity Report** for the Current Reporting Period expenditures, will be displayed, as shown in the next illustration.

⊟ Advance Pay Request Report

Agency: Northwest Florida Water Management District	
Address: Address does not exist.	
Date: 7/14/2008	Advance Request Order No: 15
Federal Project No.: 005	Financial No.: 5678
MA Number: 1-082909	
Brief Task Description: See Attachment A (Project Report): See Attachment A (Project Report)	

Compensation Elements are as follows:		
Element Description	**Method of Compensation**	**Amount**
Labor	Direct Salary plus Overhead	$1,500.00
Expenses	Actual Expenditures	$500.00
	Amount of Advance Requested	$2,000.00
Other Notes:		

Total Advances to Date:	$3,754.00	Balance:	$96,246.00

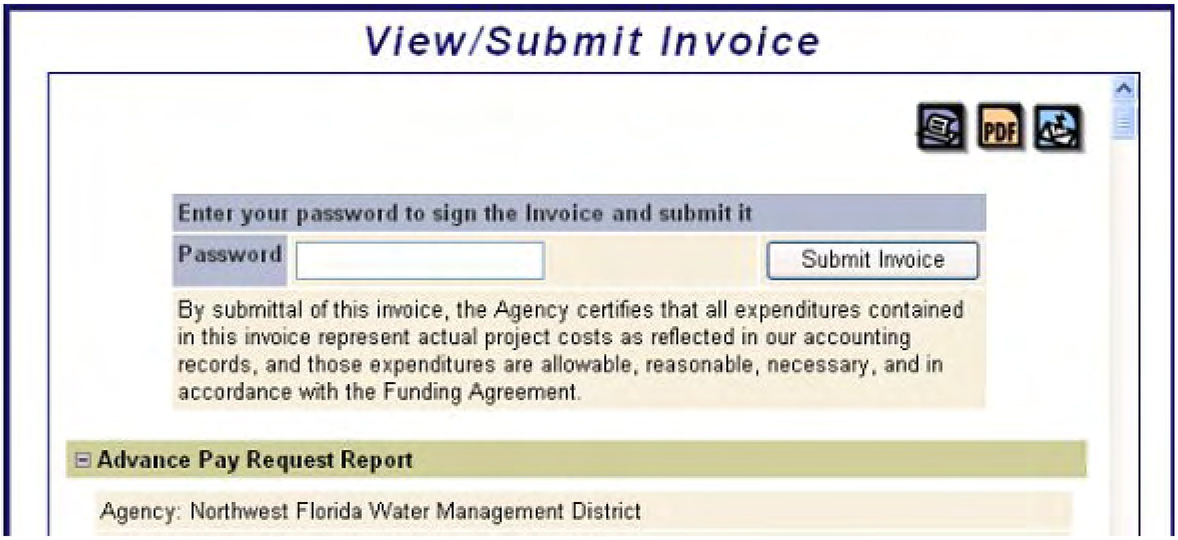
⊟ Payment Tracking Report

⊟ Summary

Agency	Northwest Florida Water Management District
Address	Address does not exist.
Report Number	15
Federal Project	005
MA Number	1-082909
Financial No	5678
Notice to Proceed Date	07/11/2003
End of Service Date	07/07/2008
AOA Renewal Date	07/08/2008

If the Agency Invoice Submitter needs to make changes before submitting the Advance Pay invoice, the Agency Invoice Submitter clicks the X button on the far right side of the screen to close the wizard. The Agency Invoice Submitter then accesses the unsubmitted Advance Pay invoice by selecting **Prepare Invoice** on the **Wizards** menu and selecting the unsubmitted **Advance Pay** invoice from the list of invoices, and makes the necessary changes.

If no changes are required, the Agency Invoice Submitter uses the icons at the top of the **View/Submit Invoice** screen to print the Advance Pay invoice or save it as a PDF file. To submit the Advance Pay invoice, the Agency Invoice Submitter enters the Agency Invoice Submitter's **Password** and clicks **Submit Invoice**.



When the Advance Pay invoice is submitted, a PDF file of all of the components is created and stored in the database. The PDF will have the submittal date and DRAFT printed on each page. The Invoice Administrator and Invoice Reviewers receive an email informing them that the draft Advance Pay invoice is available on the EST for their review. The Agency Invoice Submitter receives a copy of the email. The email identifies the Advance Pay invoice by agency, agreement number, invoice number, and submittal date.

Section 6 How to Edit Invoice Package Components

Tools are available in the EST for editing specific components of the invoice package, as described below. Note that once an invoice has been submitted, it cannot be edited unless it is returned by the Invoice Administrator for update and Resubmittal.

6.1 Edit or Add Expenses Using the Edit Expenses Tool

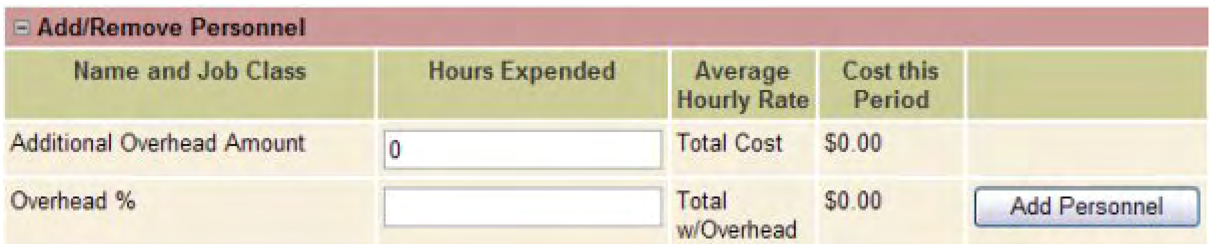
The Agency Invoice Submitter uses the **Edit Expenses** tool to provide information needed to complete the schedules and summary sheet for an invoice. In an Advance Pay this would be called current reporting dates and in a Reimbursable it is the invoicing period. To begin editing this information, the Agency Invoice Submitter accesses the **Edit Expenses** tool found under the **Coordinate ETAT Activities** heading, then **Manage Funding Agreements** in the **Tools** menu (Collapsible Left-side Menu).

The form that opens will be populated with information related to the user name used to log on to the EST. The form accessed using the **Edit Expenses** tool is the same form provided on the **Edit Expenses** screen of the **Prepare Invoice** wizard. In the example shown below, the user name for a Northwest Florida Water Management District Agency Invoice Submitter was used. (The information shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.)

The Agency Invoice Submitter selects an agreement from the **Agreement** pull-down menu. If entering information about an unsubmitted invoice, the Agency Invoice Submitter selects an invoice from the **Invoice** pull-down menu, and then clicks the **Load** button. The form will be populated with information related to the selected invoice.

If entering information for a new invoice, the Agency Invoice submitter enters the **Invoicing Period End date** by either typing in the date (in **mm/dd/yyyy** format) or selecting the date from a calendar by clicking the icon.

The next portion of the **Edit Expenses** form is used to enter or edit personnel costs for the invoicing period. The Agency Invoice Submitter clicks **Add Personnel** to begin completing or editing this part of the form.



Add/Remove Personnel

Name and Job Class	Hours Expended	Average Hourly Rate	Cost this Period	
Additional Overhead Amount	0	Total Cost	$0.00	
Overhead %		Total w/Overhead	$0.00	Add Personnel

If a previously saved draft invoice is being edited, the Agency Invoice Submitter clicks on the field that needs to be edited, and enters the new information. When information is being added for a new invoice, the Agency Invoice Submitter clicks **Add Personnel**, a line is added to the form where the person's name and job classification, number of hours worked during the invoicing period, average hourly rate, an additional overhead amount, or the overhead percentage are entered. As the Agency Invoice Submitter types each number, the **Cost this Period** is automatically calculated. The Invoice Submitter clicks **Add Personnel** to add additional personnel. Entries for personnel charges must have a unique identifier. If entering a person and job class more than once, each Name and Job Class entry must include a unique identifier (for example AAI for the first entry, AAIb for the second entry, and so forth). The Agency Invoice Submitter should note that all fields must contain data, so if you add a line that is not going to be used, you must delete that line before finalizing and submitting the invoice. To delete a line, the Agency Invoice Submitter clicks the **Remove** button next to the line. The Agency Invoice Submitter also clicks the **Remove** button to delete personnel charges that were previously entered and are not to be included in the invoice (prior to finalizing and submitting the invoice).

Add/Remove Personnel

Name and Job Class	Hours Expended	Average Hourly Rate	Cost this Period	
Miscellaneous	0	0	$0.00	Remove
Additional Overhead Amount	0	Total Cost	$0.00	
Overhead %		Total w/Overhead	$0.00	Add Personnel

Once the Agency Invoice Submitter completes the Personnel Expense portion of the form, the Agency Invoice Submitter moves on to the Travel Expenses portion of the form. The Travel Expenses portion of the form is used to enter or edit travel expenses for the invoicing period. If editing previously entered Travel Expenses, the Agency Invoice Submitter clicks on the field that needs to be edited, and enters the new information. If entering Travel Expenses for a new invoice, the Agency Invoice Submitter clicks the **Add Expense** button to begin. When the Agency Invoice Submitter clicks the **Add Expense** button, a line will be added to the form, as shown below, where a description of the travel expense and the amount are entered. Note that an image of the receipt for each travel expense amount must be uploaded into the database (using the **Upload Receipts** tool) before an invoice can be finalized and submitted. Instructions for uploading a receipt are discussed in Section 6.4.

⊟ Add/Remove Travel Expenses			
Description	Amount	Receipt	
	0	Not listed (pick later)	Remove
Total Cost	$0.00		Add Expense

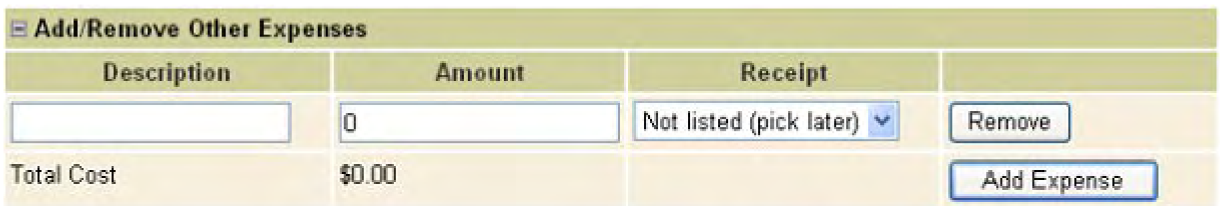
The Agency Invoice Submitter clicks the **Add Expense** button again to add additional travel expenses. Note that entries in the travel expense Description field must be unique. If an employee has more than one travel expense for the invoice period, each entry must include a unique identifier (for example, Smith 01-04-06, Smith 02-01-06, and so forth). The Agency Invoice Submitter should note that all fields must contain data, so if you add a line that is not going to be used, you must delete that line before finalizing and submitting the invoice. To delete a line, the Agency Invoice Submitter clicks the **Remove** button next to the line. The Agency Invoice Submitter also clicks the **Remove** button to delete expenses that were previously entered and are not to be included in the invoice (prior to finalizing and submitting the invoice).

After the Agency Invoice Submitter completes the Travel Expense portion of the form, the Agency Invoice Submitter moves on to the Training Expenses portion of the form. The Training Expenses portion of the form is used to enter or edit training expenses for the invoicing period. If editing previously entered Training Expenses, the Agency Invoice Submitter clicks on the field that needs to be edited, and enters the new information. If entering Training Expenses for a new invoice, the Agency Invoice Submitter clicks the **Add Expense** button to begin this portion of the form. When the Agency Invoice Submitter clicks the **Add Expense** button, a line will be added to the form, as shown here, where a description of the travel expense and the amount are entered. The Agency Invoice Submitter should note that an image of the receipt for each training expense amount must be uploaded into the database (using the **Upload Receipts** tool) before an invoice can be finalized and submitted. Instructions for uploading a receipt are discussed in **Section 6.4**. The Agency Invoice Submitter clicks the **Add Expense** button again to add additional training expenses. Note that entries in the training expense **Description** field must be unique. If an employee has more than one training expense for the invoice period, each entry must include a unique identifier (for example, Smith 01-04-06, Smith 02-01-06, and so forth). The Agency Invoice Submitter should note that all fields must contain data, so if you add a line that is not going to be used, you must delete that line before finalizing and submitting the invoice. To delete a line, the Agency Invoice Submitter clicks the **Remove** button next to the line. The Agency Invoice Submitter also clicks the **Remove** button to delete expenses that were previously entered and are not to be included in the invoice (prior to finalizing and submitting the invoice).

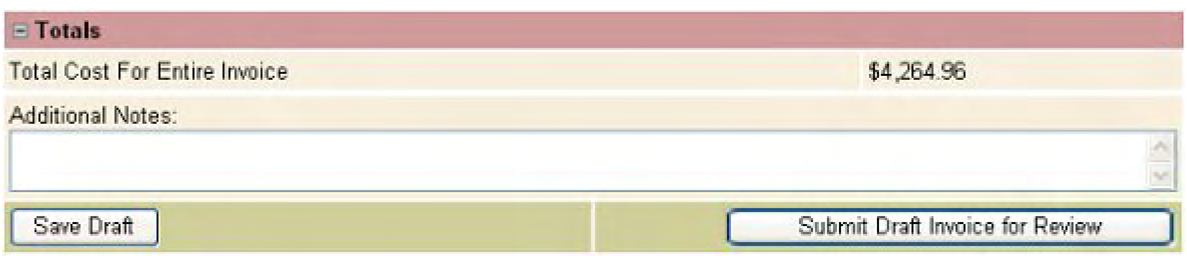
⊟ Add/Remove Training Expenses			
Description	Amount	Receipt	
	0	Not listed (pick later)	Remove
Total Cost	$0.00		Add Expense

The next portion of the **Edit Expenses** form is used to enter or edit other expenses for the invoicing period. If editing previously entered Other Expenses, the Agency Invoice Submitter clicks on the field that needs to be edited, and enters the new information. If entering Other Expenses for a new invoice, the Agency Invoice Submitter clicks the **Add Expense** button to begin this portion of the form. When the Agency Invoice Submitter clicks the **Add Expense** button, a line will be added to the form, as shown here, where a description of the expense and the amount are entered. The Agency Invoice Submitter should note that an image of the receipt for each expense amount must be uploaded into the database (using the **Upload Receipts** tool) before an invoice can be finalized and submitted. Instructions for uploading a receipt are discussed in **Section 6.4**. The Agency Invoice Submitter clicks the **Add Expense button** again to add additional expenses. Note that entries in the other expenses Description field must be unique. If an employee has more than one Other Expense for the invoice period, each entry must include a unique identifier (for example, Smith 01-04-06-Supplies, Smith 02-01-06-Supplies, and so forth).

The Agency Invoice Submitter should note that all fields must contain data, so if you add a line that is not going to be used, you must delete that line before finalizing and submitting the invoice. To delete a line, the Agency Invoice Submitter clicks the **Remove** button next to the line. The Agency Invoice Submitter also clicks the **Remove** button to delete expenses that were previously entered and are not to be included in the invoice (prior to finalizing and submitting the invoice). In the example shown, a description of the expense and amount would need to be entered before saving the draft invoice.

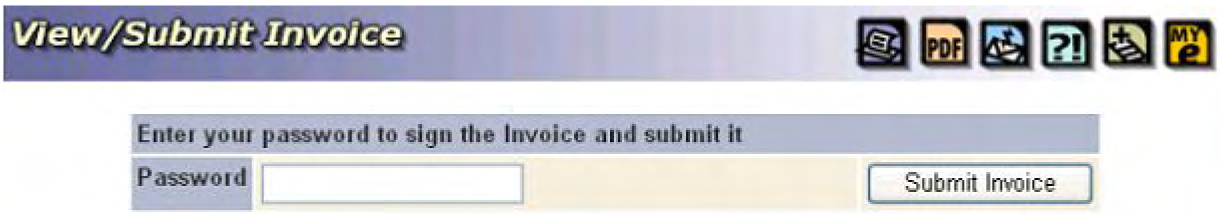


The final portion of the **Edit Expenses** form displays the total cost for the invoice being prepared. This total cost is automatically calculated based on the amounts entered for personnel, travel, training, and/or other expenses. A text box is also provided for adding additional notes. The Agency Invoice Submitter clicks **Save Draft**. (Note that the Agency Invoice Submitter can use the **Save Draft** button at any time when entering expenses. This allows the Agency Invoice Submitter to return to the invoice at a later time without having to re-enter expense information.) The draft invoice can be added to or changed at any point prior to submittal. After the Agency Invoice Submitter saves the draft invoice, the Agency Invoice Submitter can submit the invoice by clicking **Submit Draft Invoice for Review.** However, it should be noted that the other invoice components (summary of agency activities and uploaded receipts) should be entered into the database before submitting the invoice. **Section 6.2** describes how to summarize agency activities for the invoicing period.



When the Invoice Submitter clicks the **Submit Draft Invoice for Review** button, the **View/Submit Invoice** screen opens. This screen displays the **Payment Tracking Report** for the invoice. The Payment Tracking Record includes a summary of the agreement information pertaining to the invoice, followed by the completed **Schedule A-1** (Salary Costs), **Schedule A-2** (Hours Assignments), **Schedule E-1** (Reimbursable Direct Expense – Travel), **Schedule E-2** (Reimbursable Direct Expense – Training), and **Schedule E-3** (Reimbursable Direct Expense – Other) forms, reflecting the information entered using the **Edit Expenses** tool. The screen also includes the **Agency Activity Report**, which includes information entered using the **Summarize Agency Activities** tool and the **Log Off-line Activity** tool (if applicable). The **Summarize Agency Activities** tool and the **Log Off-line Activity** tool are discussed in Sections 6.2 and 6.3, respectively. The Invoice Submitter should note that the Agency Activity Report must be submitted prior to finalizing the draft invoice.

If the draft invoice is complete, the Agency Invoice Submitter enters the appropriate password, and then clicks **Submit Invoice.**



6.2 Summarize Agency Activities Using the Summarize Agency Activities Tool

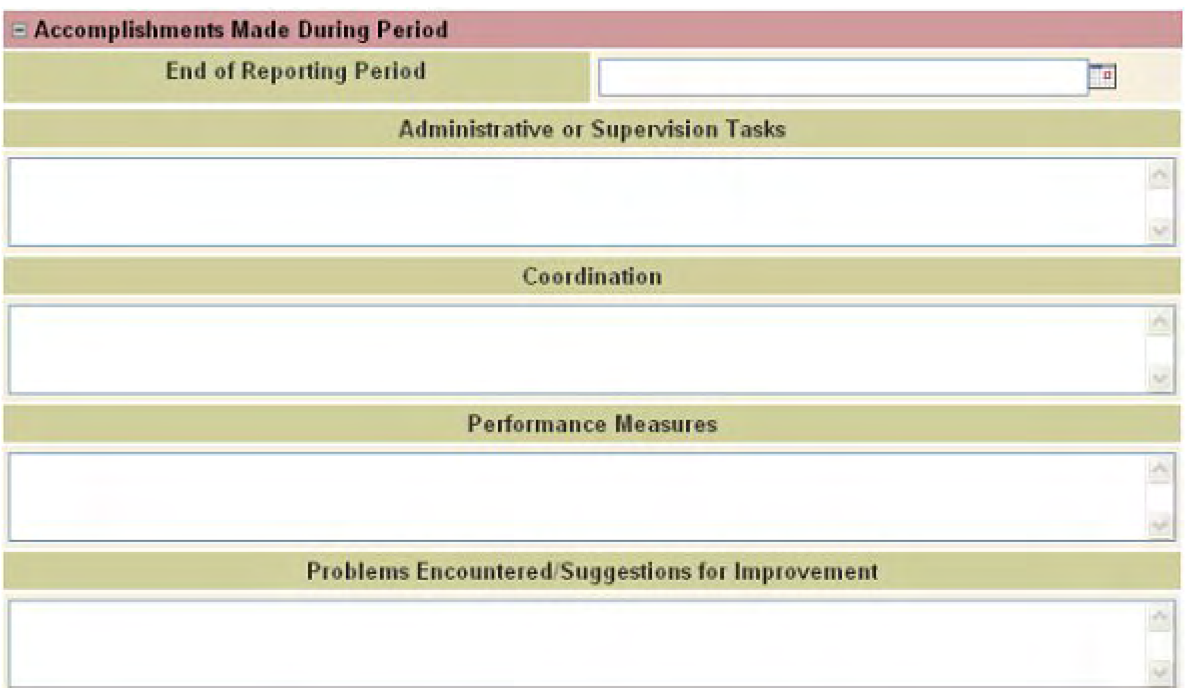
The Agency Invoice Submitter uses the **Summarize Agency Activities** tool to enter or edit information about agency activities for an invoicing period. The Agency Invoice Submitter clicks on the **Summarize Agency Activities** option found under the **Coordinate ETAT Activities** heading, then **Manage Funding Agreements** in the **Tools** menu (Collapsible Left-side Menu) to access the **Summarize Agency Activities** tool.

The form that opens will be populated with information related to the user name used to log on to the EST, and by default will display information for the last invoice viewed by that user. In the example shown below, the user name for a Northwest Florida Water Management District Agency Invoice Submitter was used. (The information shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.)

The Agency Invoice Submitter begins by either loading the invoice highlighted in the Invoices pull-down menu, or selecting another invoice. To select a different invoice, the Agency Invoice Submitter first selects an agreement from the **Existing Agreements** pull-down menu, selects an invoice from the **Load an unsubmitted invoice** pull-down menu, and clicks the **Load** button. The form will be populated with information related to the selected invoice. If editing previously entered information about agency activities, the Agency Invoice Submitter clicks on the field that needs to be edited, and enters the new information. If the Agency Invoice Submitter is entering information for a new invoice, the Agency Invoice Submitter enters the **Invoicing Period End date** by either typing in the date (in **mm/dd/yyyy** format) or selects the date from a calendar by clicking the icon. Note that agencies authorized to receive Advance Payments can set a Reporting Period end date that is different from the Invoicing Period end date, by entering the date or using the calendar feature described above. The example shown below includes this option.

The Agency Invoice Submitter uses the next portion of the form to enter or edit narrative about agency activities. The form has separate sections for accomplishments made during the invoicing period, a summary of ETDM screening activities, and anticipated accomplishments for the next invoicing period, as shown in the example. The Agency Invoice Submitter uses the textboxes to enter a brief description of activities for each category, or edit the descriptions previously entered.

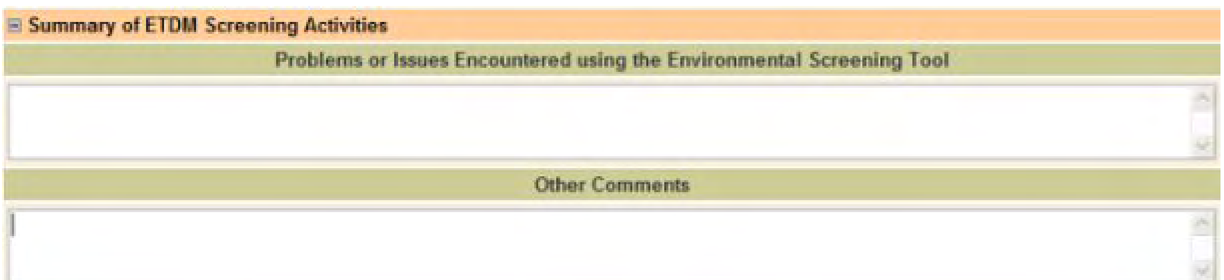
The Agency Invoice Submitter uses the first section to enter or edit information about accomplishments made during the invoicing (or reporting) period.



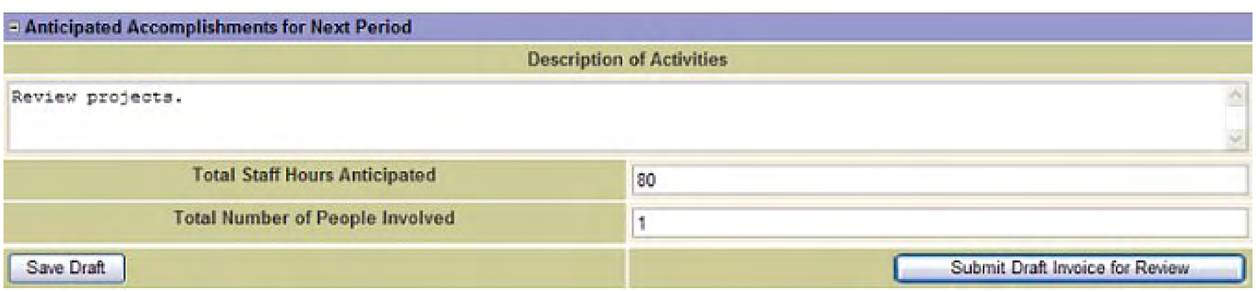
The following are guidelines for the information for each category under **Accomplishments Made During Period**:

- **Administrative or Supervision Tasks** – discuss management and/or supervision tasks performed during the period.
- **Coordination** – discuss non-field interagency and FDOT coordination.
- **Performance Measures** – discuss how the agency has performed on the Performance Measures outlined in the Agreement. Performance Measures are found in the agency's AOA or MA. For the Water Management Districts and Florida Department of Environmental Protection, Performance Measures are found in Part VIII of the Agency Operating Agreement.
- **Problems Encountered/Suggestions for Improvement** – provide information on any problems discovered or anticipated, and any proposed improvements that would facilitate the streamlining effort of the ETDM Process.

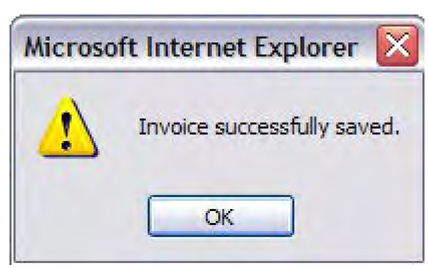
The Agency Invoice Submitter uses the textboxes under **Summary of ETDM Screening Activities** to describe any problems encountered using the EST and to add or edit any other comments.



The Agency Invoice Submitter uses the textboxes under the **Anticipated Accomplishments for Next Period** to enter or edit a brief description of anticipated activities for the next invoicing period, and enter the number of anticipated hours and number of persons performing the anticipated activities. The Agency Invoice Submitter clicks the **Save Draft** button on the left side of the screen when finished.



A message will be displayed, confirming that the invoice has been saved.



After the Agency Invoice Submitter has saved this portion of the draft invoice, the Agency Invoice Submitter can submit the invoice by clicking the **Submit Draft Invoice for Review** button. However, it should be noted that all other information associated with the invoice (expenses and associated receipts, and off-line activities, if applicable) must be entered in the database before submitting the invoice.

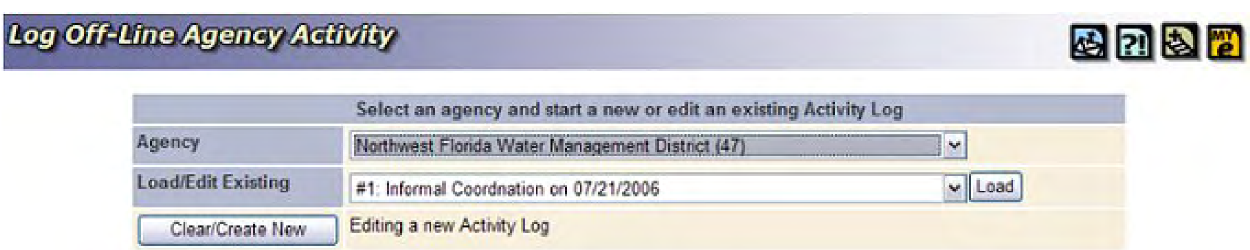
If all information associated with the invoice has been entered, the Agency Invoice Submitter clicks the **Submit Draft Invoice for Review** button, and the **View/Submit Invoice** screen opens. This screen displays the **Payment Tracking Report** for the invoice, as described in Section 4.8. If the invoice is for an agency authorized to receive Advance Payments, an Advance Pay Request Report will also be displayed (preceding the Payment Tracking Record). The Agency Invoice Submitter reviews the Payment Tracking Record. If any changes are needed, the Agency Invoice Submitter accesses the invoice using the **Prepare Invoice** wizard or the **Edit Expenses** tool, and makes any needed changes. If the draft invoice is complete, the Agency Invoice Submitter enters the appropriate password, and then clicks **Submit Draft Invoice for Review**.

6.3 Log Off-line Activities Using the Log Off-line Activity Tool

The Agency Invoice Submitter uses the **Log Off-line Activity** tool to provide details about agency activities that are not recorded in the EST. These may include activities such as meetings, technical support of non-ETDM projects, and permit coordination. The activities may be entered at any time by any of the agency ETAT representatives. Each off-line activity is logged individually. The Agency Invoice Submitter also uses this tool to edit Off-line Activity Logs previously submitted via the EST.

The Agency Invoice Submitter clicks on the **Log Off-line Activity** option found under the **Coordinate ETAT Activities** heading, then **Manage Funding Agreements** in the **Tools** menu (Collapsible Left-side Menu) to begin logging or editing off-line activities.

The form that opens is comprised of two sections. The first section contains pull-down menus for selecting an agency and selecting and loading an existing Activity Log. It also includes a button for clearing the form and creating a new Activity Log.

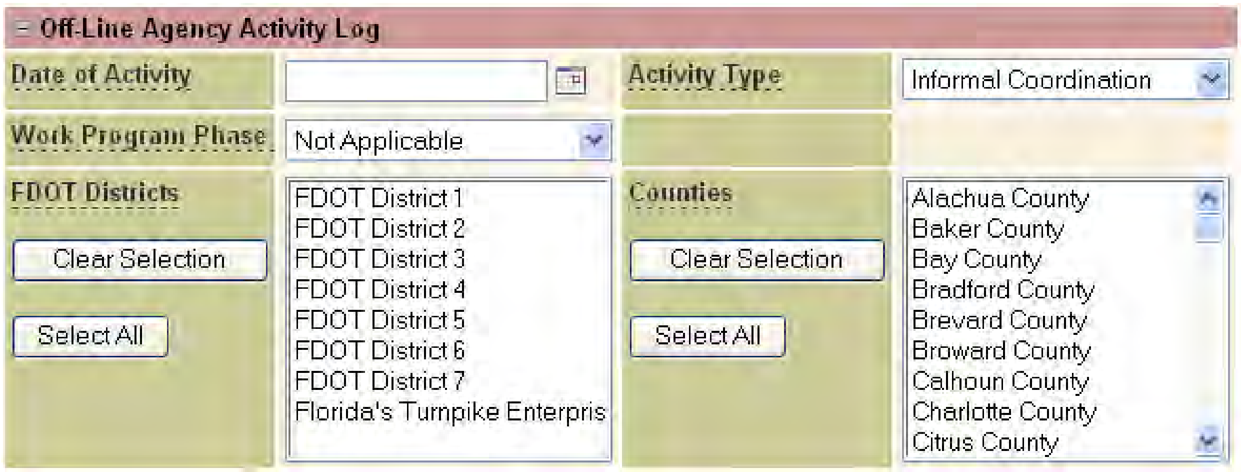


The Agency Invoice Submitter selects an agency using the **Agency** pull-down menu. The form will be populated with a list of Activity Logs using the EST. The Agency Invoice Submitter then selects an existing Activity Log to be edited from the pull-down menu, or proceeds to the second portion of the form to add a new Activity Log.

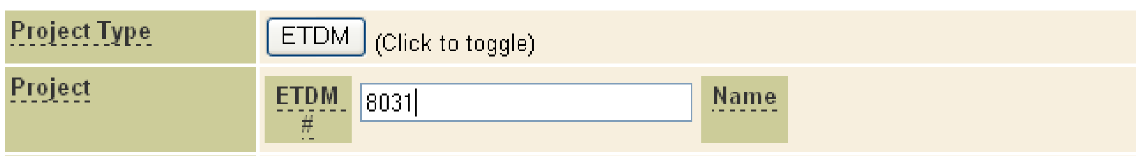
To edit an existing Off-line Activity Log, the Agency Invoice Submitter selects the Activity Log from the pull-down menu at the top of the form, then clicks the **Load** button. The form will be populated with information for the selected Activity Log. The Agency Invoice Submitter makes changes using the pull-down menus and textboxes, then clicks **Save**. The Agency Invoice Submitter can then use the **Clear/Create New** button to clear the form and select and edit another existing Activity Log or create a new Activity Log.

The Agency Invoice Submitter first enters the date of the activity by either typing in the date (in mm/dd/yyyy format) or selecting the date from a calendar. To select the date from a calendar, the Agency Invoice Submitter clicks the icon.

The Agency Invoice Submitter then uses the pull-down menus to select **Activity Type**, **Work Program Phase**, **FDOT Districts**, and **Counties**.

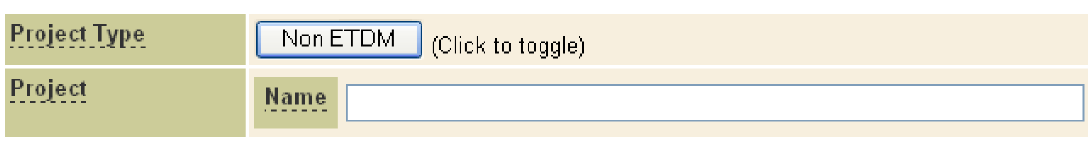


If the activity is related to an ETDM project, the Agency Invoice Submitter types the ETDM project number in the **Project/ETDM** # field.

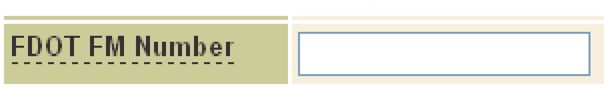


If the activity is not directly related to an ETDM project, click the **ETDM** button to toggle to **Non ETDM**.

The EST displays the **Non ETDM** button. Type the project name in the **Project/Name** field.

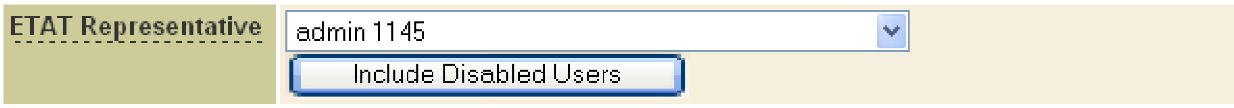


In the **FDOT FM Number** field, type the FDOT Number.

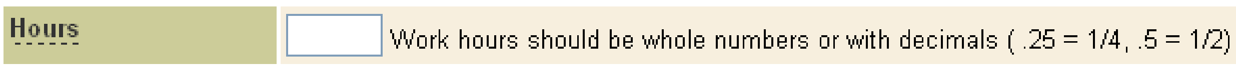


In the **ETAT Representative** field, click the drop-down arrow and select the ETAT Representative who performed the activity.

Note: The list only displays active EST users within the agency. Click **Include Disabled Users** to include past users who are no longer active EST users in the agency.

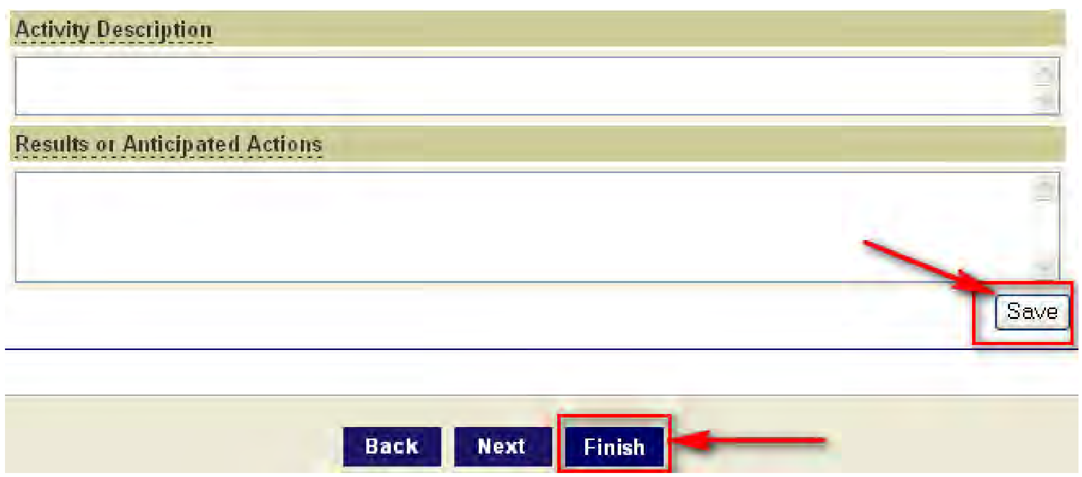


In the **Hours** field, enter the number of hours associated with the activity.



Next, the Agency Invoice Submitter uses the **Activity Description** textbox to type in a brief text description of the activity being logged. The Agency Invoice Submitter uses the **Results or Anticipated Actions** textbox to describe any actions taken by FDOT or the agency as a result of the activity or any actions anticipated.

The Agency Invoice Submitter clicks the **Save** button to save the information entered. The Agency Invoice Submitter then clicks **Finish** to proceed to viewing and submitting the invoice.

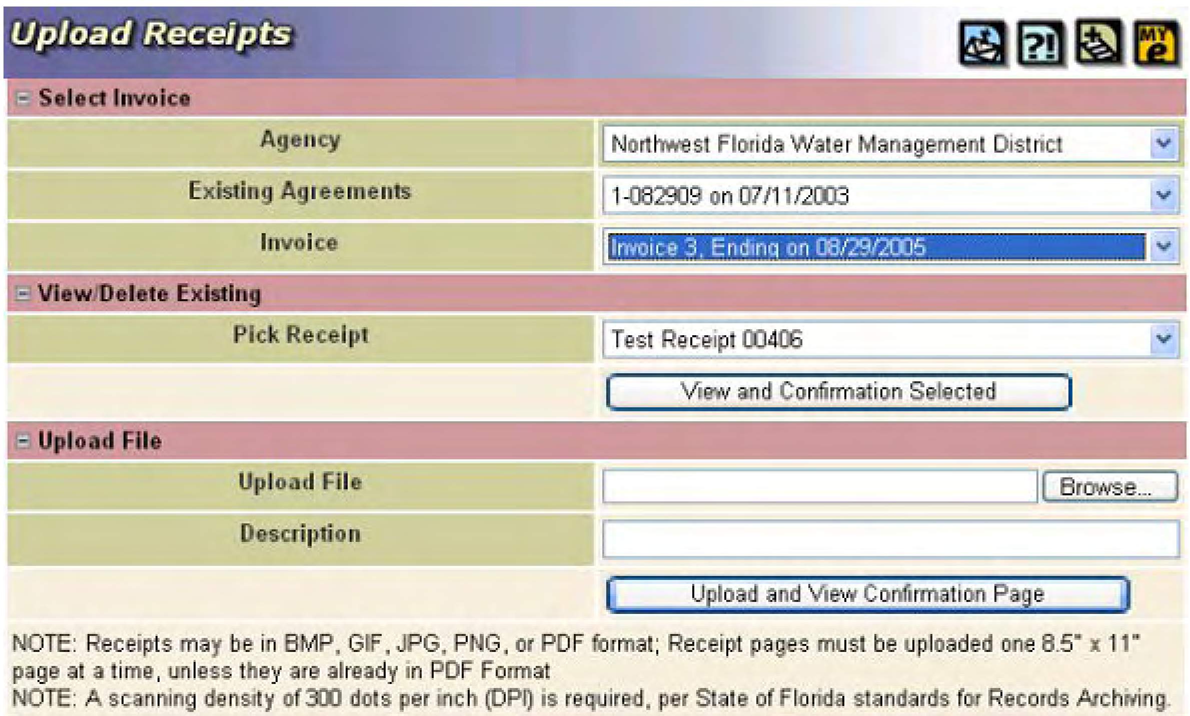


6.4 Upload Receipts Using the Upload Receipts Tool

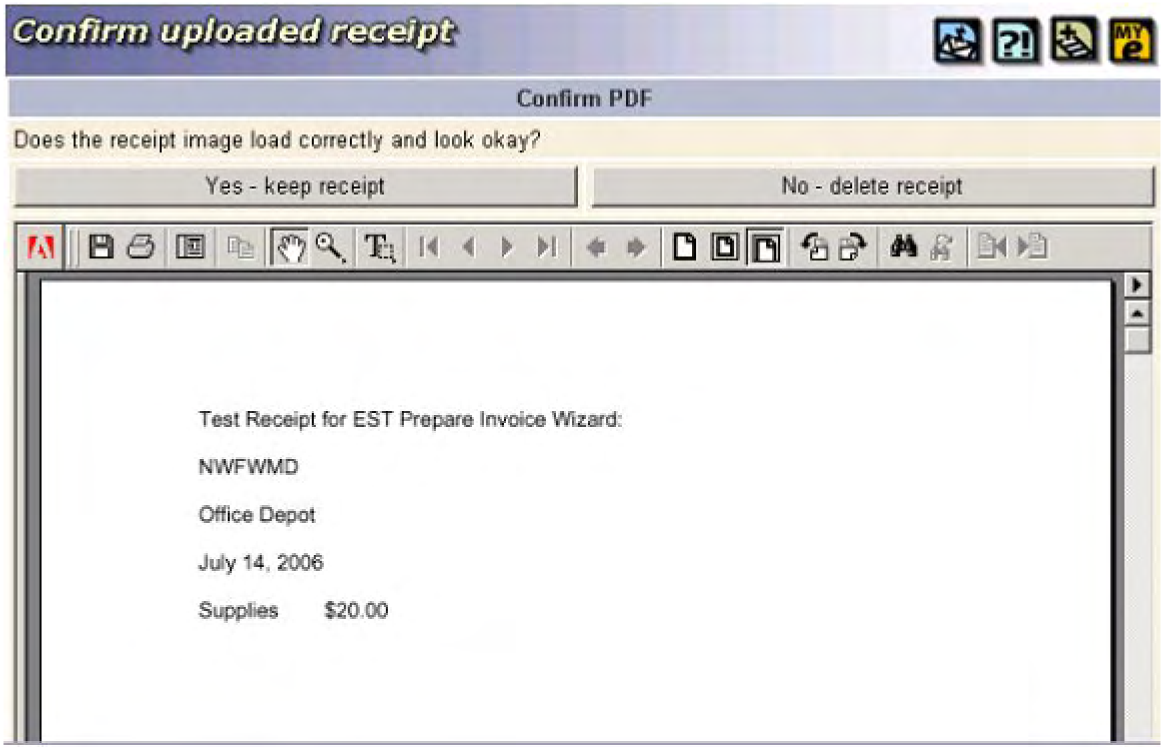
If a previously saved draft invoice is being edited, the Agency Invoice Submitter clicks on the field that needs to be edited, and enters the new information. The Agency Invoice Submitter is required to provide scanned images of expense receipts as part of the invoice package. To upload the receipts, the Agency Invoice Submitter clicks on the **Upload Receipts** option found under the **Coordinate ETAT Activities** heading, then **Manage Funding Agreements** in the **Tools** menu (Collapsible Left-side Menu). Scanned images of the documentation must be black and white, with a scanning density of 300 dots per inch (DPI).

The form that opens is divided into three sections. The Agency Invoice Submitter uses the first section to select an Agency, Existing Agreement, and Invoice. This section of the form will be populated with information related to the user name used to log on to the EST. In the example shown below, the user name for a Northwest Florida Water Management District Agency Invoice Submitter was used. (The information shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.)

The Agency Invoice Submitter begins by selecting an agreement using the **Existing Agreements** pull-down menu. If the Agency Invoice Submitter is uploading a receipt for an unsubmitted invoice saved in the database, the Agency Invoice Submitter selects the invoice from the **Invoice** pull-down menu. If the receipt is not related to an unsubmitted invoice, the Agency Invoice Submitter proceeds to the **Upload File** portion of the form.



The Agency Invoice Submitter uses the second section of the form to view and/or delete receipts that were previously uploaded. The Agency Invoice Submitter selects the receipt from the **Pick Receipt** pull-down menu. The PDF version of the receipt will be displayed in a new window, as shown below. To keep the receipt as part of the invoice package, the Agency Invoice Submitter clicks the **Yes – keep receipt**" button. To delete the receipt, the Agency Invoice Submitter Clicks the **No – delete receipt** button.



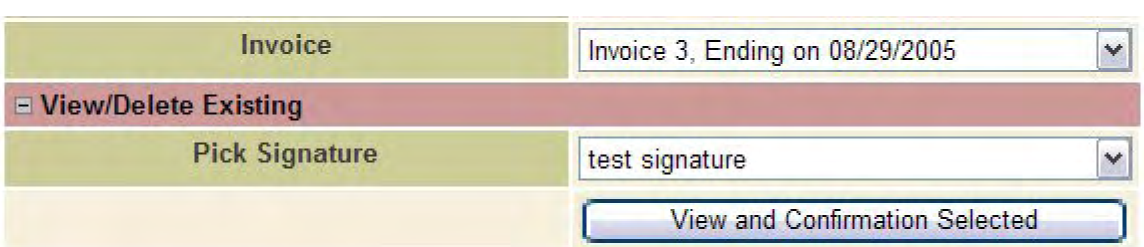
The Agency Invoice Submitter uses the third section of the form to upload a receipt, as shown below. Receipts may be in BMP, GIF, JPG, PNG or PDF format, but the images must be black and white, with a scanning density of 300 dots per inch (DPI). If the receipt pages are in a format other than PDF, they must be uploaded one 8-1/2 x 11-inch page at a time. To upload images of receipts, the Agency Invoice Submitter uses the Browse button to locate and select the file containing the image that has previously been saved on the computer. The Agency Invoice Submitter adds a brief description of the receipt in the **Description** textbox, then clicks the **Upload and View Confirmation Page** button. The PDF version of the receipt will be displayed in a new window, as shown above. To keep the receipt as part of the invoice package, click the **Yes – keep receipt** button. To delete the receipt, click the **No – delete receipt** button.

6.5 Upload Signatures Using the Upload Signature Tool

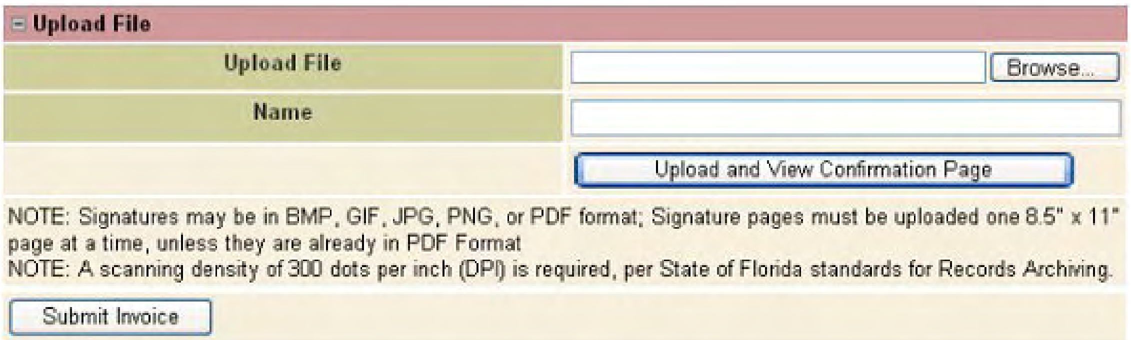
The **Upload Signatures** tool is used by the Agency Invoice Submitter to add an electronic signature of an agency-designated person approving submittal of a final invoice. The tool is available under **Tools**, **Coordinate ETAT Activities**, **Manage Funding Agreements** on the Collapsible Left-side Menu.

To add an approval signature to a final invoice, the Agency Invoice Submitter first selects their agency and an existing agreement from the pull-down menus. A list of invoices associated with the selected agreement will be displayed in the Invoice pull-down menu. The Agency Invoice Submitter then selects an invoice.

If the invoice approver's signature has been previously uploaded to the database and associated with the selected invoice, the Agency Invoice Submitter can pick the signature from the **Pick Signature** pull-down menu.



To add an electronic signature to the database, the Agency Invoice Submitter uses the **Browse** button to locate and select the file containing the image of the signature that was previously saved on their computer. Electronic signatures may be in BMP, GIF, JPG, PNG or PDF format, but the images must be black and white, with a scanning density of 300 dots per inch (DPI). If signature pages are in a format other than PDF, they must be uploaded one 8-1/2 x 11-inch page at a time. Tab to the **Name** textbox and type in the person's name associated with the electronic signature. Then click the **Upload and View Confirmation Page** button.



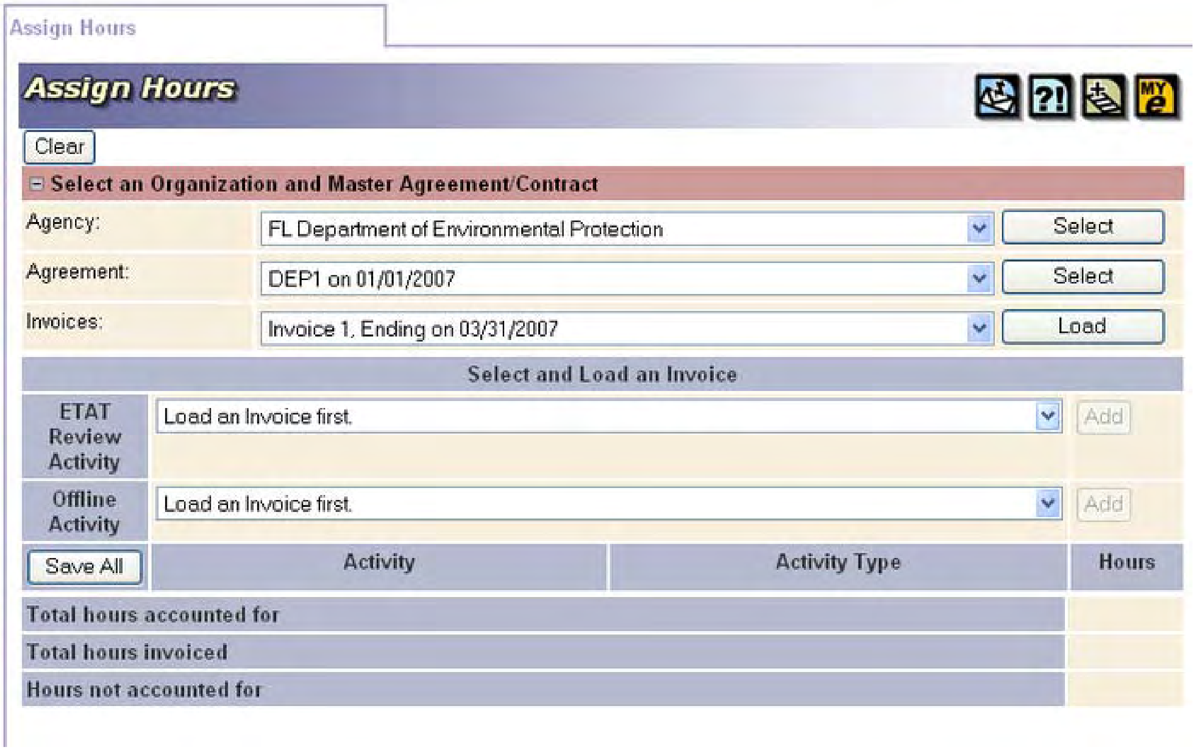
The PDF version of the signature will be displayed in a new window. To keep the signature as part of the invoice package, click the **Yes – keep signature** button. To delete the signature, click the **No – delete signature** button.

6.6 Assign Hours to Projects or Activities Using the Assign Hours Tool

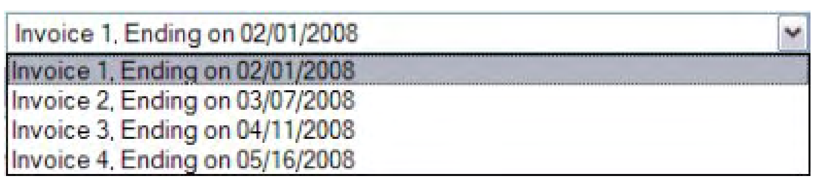
The **Assign Hours** tool provides a list of the ETDM projects reviewed during an invoicing period and activities from the Off-line Activity Log for that invoicing period. The Agency Invoice Submitter uses the **Assign Hours** tool to assign hours for each project or activity, or update hours previously assigned in the Off-line Activity Log. The total hours assigned will be reflected on Schedule A-2, which is part of the Invoice Package.

The Assign Hours tool is available under **Tools**, **Coordinate ETAT Activities**, **Manage Funding Agreements** on the Collapsible Left-side Menu. It is also included in the **Prepare Invoice Wizard**, where it appears after the **Log Off-line Activities** step.

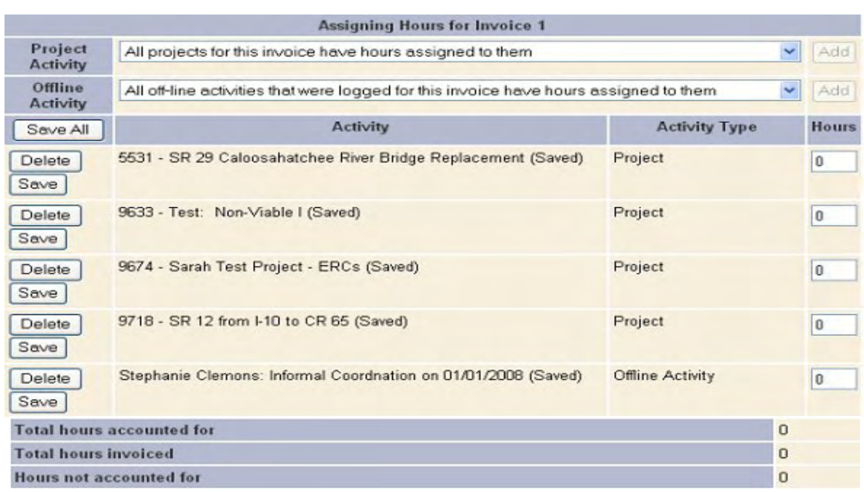
When the form opens, it will include information for the Agency Invoice Submitter's agency. To assign hours to the projects and activities listed, the Agency Invoice Submitter first selects an agreement from the **Agreement** pull-down menu. This is accomplished by clicking on the name of the agreement (which will then be highlighted in blue), then pressing the **Select** button. The **Invoices** field will be populated with a list of invoices associated with the selected agreement. Next, the Agency Invoice Submitter selects an invoice from the **Invoices** pull-down menu and presses the **Load** button.



The example to the right shows a list of invoices, with Invoice 1 highlighted. After clicking **Load** the information for the selected agreement and invoice will be displayed.



The next illustration displays the information for a selected agreement (xyz098) and invoice (Invoice 1, Ending on 02/01/2008), as shown on the previous page. This information is for demonstration purposes only, and does not reflect an actual agreement or invoice.



To assign hours for a project or activity, the Agency Invoice Submitter enters the number of hours in the **Hours** field to the right of the activity, then clicks **Save**. If assigning hours for more than one activity, the Agency Invoice Submitter enters the number of hours for each activity, then clicks the **Save All** button at the top left side of the table. Note that as hours for an activity are entered, the **Total hours accounted for** field at the bottom of the table will automatically change to reflect the total number of hours assigned for the listed activities.

Project Activity	9718 - SR 12 from I-10 to CR 65		Add
Offline Activity	All off-line activities that were logged for this invoice have hours assigned to them		Add
Save All	Activity	Activity Type	Hours
Delete Save	5531 - SR 29 Caloosahatchee River Bridge Replacement (Saved)	Project	4
Delete Save	9633 - Test: Non-Viable I (Unsaved)	Project	6
Delete Save	9674 - Sarah Test Project - ERCs (Unsaved)	Project	4
Delete Save	Stephanie Clemons: Informal Coordnation on 01/01/2008 (Saved)	Offline Activity	0.5
Total hours accounted for			14.5

The Agency Invoice Submitter uses the **Delete** button to delete an activity from the table. The activity (and associated hours) will be removed from the table of activities, but will be listed in the **Project Activity** pull-down menu above the table.

Assigning Hours for Invoice 1		
Project Activity	9718 - SR 12 from I-10 to CR 65	Add

If the Agency Invoice Submitter then clicks **Add**, the activity will be added back into the table, but marked as **Unsaved**. The Agency Invoice Submitter must reassign hours to the activity and click **Save** to retain it.

Delete Save	9718 - SR 12 from I-10 to CR 65 (Unsaved)	Project	

6.7 Prepare an Advance Pay Request Using the Prepare Advance Pay Request Tool

Agencies that are authorized by their ETDM Agency Funding Agreement to receive advance payments can request those payments using the EST. The Agency Invoice Submitters within these agencies submit requests via the EST using the **Prepare Advance Pay Request** tool.

The Agency Invoice Submitter clicks the **Prepare Advance Pay Request** option found under the **Coordinate ETAT Activities** heading, then **Manage Funding Agreements** in the **Tools** menu (Collapsible Left-side Menu).

The form that opens is divided into four sections: Select an Organization, Master Agreement, and Invoice; Prepare Advance Pay Request; Compensation Elements; and Final Notes and Submitting. The form will be populated with information related to the user name used to log on to the EST, and by default will display information for the last invoice viewed by that user. In the example shown below, the user name for a Northwest Florida Water Management District Agency Invoice Submitter was used. (The information shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.)

The Agency Invoice Submitter begins by either loading the invoice highlighted in the Invoices pull-down menu, or selecting another invoice. To select a different invoice, first select an agreement using the **Existing Agreements** pull-down menu. If the Agency Invoice Submitter is requesting an advance payment for an unsubmitted invoice, the Agency Invoice Submitter selects the invoice from the **Unsubmitted Invoices** pull-down menu, then clicks the **Load** button. The form will be populated with information related to the selected invoice. If the Advance Pay Request is associated with a new invoice, the Agency Invoice Submitter enters the **Invoicing Period End date** by either typing in the date (in **mm/dd/yyyy** format) or selects the date from a calendar by clicking the icon, then clicks **Create New Invoice**.

Calendar - M...

<<			August 2006			>>
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today

The **Advance Payment Request** form that opens is automatically populated with information about the agreement. The Agency Invoice Submitter reviews the information shown in the **Prepare Advance Pay Request** portion of the form, and then proceeds to enter the compensation elements for the Advance Pay Request.

Prepare Advance Pay Request (pre-populated data)	
MA / Contract Number	1-082909
Address:	Address does not exist.
Federal Project No:	005
Financial No:	5678
Brief Task Description	See Attachment A (Project Report)

The Agency Invoice Submitter enters the amounts for compensation elements (labor and expenses being requested), and other notes, if desired. The Agency Invoice Submitter presses the tab key after entering the labor and expenses amounts, and clicks **Save** when finished.

Compensation Elements are as follows:

Element Description	Method of Compensation	Amount
Labor	Direct Salary plus Overhead	0
Expenses	Actual Expenditures	0
	Amount of Advance Requested	$0.00

Final notes and submitting:

Other notes	
Total Advances to Date (including this one): $1,754.00	Balance: $98,246.00
By submittal of this advance pay Request, the above named Agency certifiees that this is a reasonable estimate of the work to be performed as described in Attachment A (Project Report)	
	Save

6.8 Submit an Invoice Using the Edit Expenses or Summarize Agency Activities Tools

The Agency Invoice Submitter can submit an invoice using the **View/Submit Invoice** screen in the **Prepare Invoice wizard** (see Section 4.8) or using the **Edit Expenses** or **Summarize Agency Activities** Tools (see Sections 6.1 and 6.2, respectively). The **View/Submit Invoice** screen includes a **Payment Tracking Report** and **Agency Activity Report** for the invoice that has been prepared, as described in Section 4.8.

If changes need to be made to the invoice before submittal, the Agency Invoice Submitter accesses the unsubmitted invoice using the **Prepare Invoice** wizard or the **Edit Expenses** or **Summarize Agency Activities** tools, and makes any necessary changes.

When finished, the Agency Invoice Submitter uses the **View/Submit Invoice** screen from the **Prepare Invoice** wizard or the **View/Submit Invoice** screen from the **Edit Expenses** and **Summarize Agency Activities** Tools to submit the invoice. To submit the invoice, the Agency Invoice Submitter enters the Invoice Submitter **Password** for their agency, and clicks **Submit Invoice**. The Agency Invoice Submitter can use the icons at the top of the **View/Submit Invoice** screen to print, save as a PDF file, or e-mail the invoice.

The **View/Submit Invoice** screens from the **Prepare Invoice** wizard and the **Edit Expenses** and **Summarize Agency Activities Tools** are shown below.

View/Submit Invoice Screen in Prepare Invoice Wizard

View/Submit Invoice Screen in Edit Expenses and Summarize Agency Activities Tools

When the invoice is submitted, a PDF file of all of the components is created and stored in the database. The PDF will have the submittal date and DRAFT printed on each page. The Invoice Administrator and Invoice Reviewers receive an email informing them that the draft invoice is available on the EST for their review. The Invoice Submitter receives a copy of the email. The email identifies the invoice by agency, agreement number, invoice number, and submittal date.

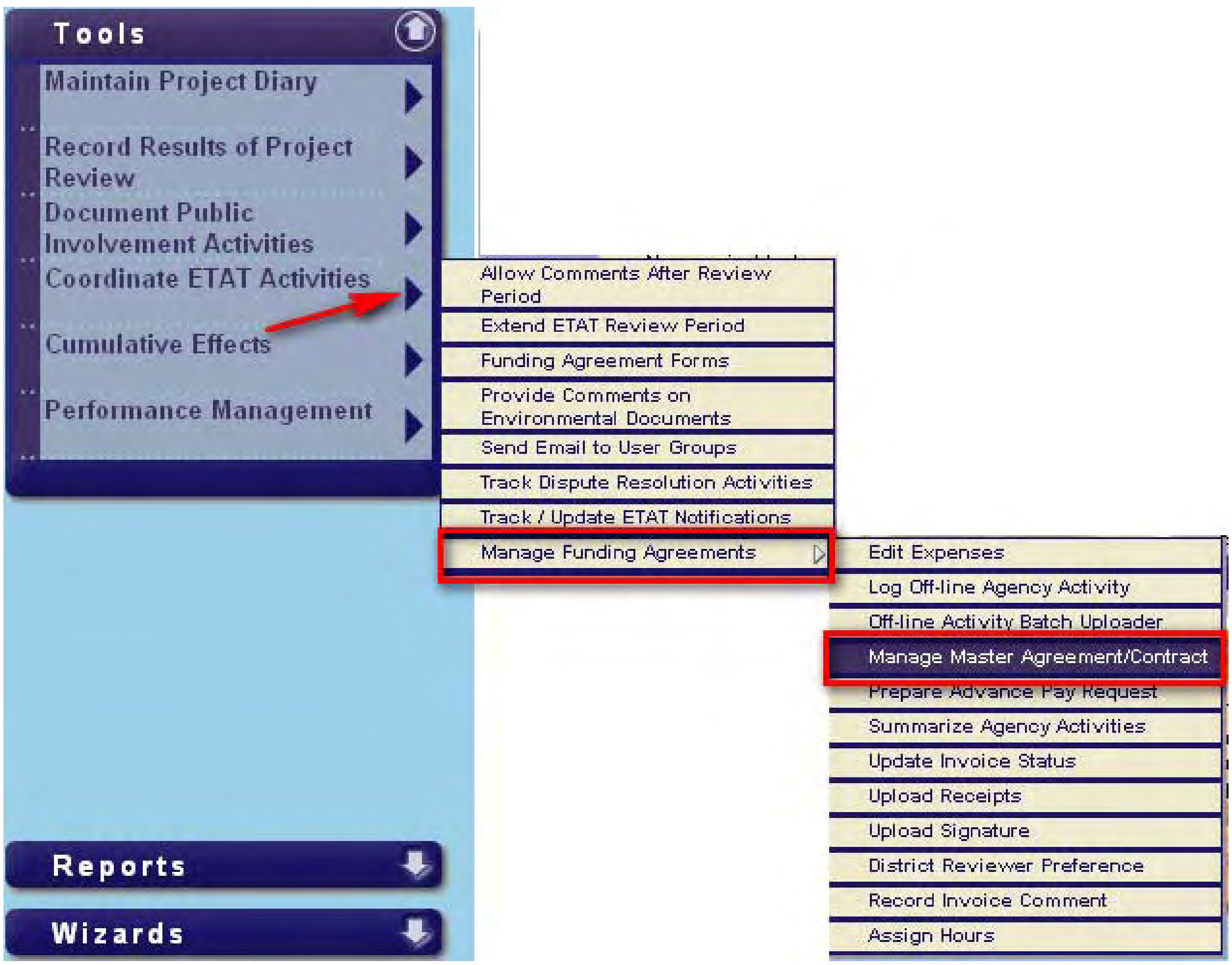
Table of Contents

Chapter 1 Invoice Administrator and Invoice Reviewer Tasks

1.1 How to Manage an Agreement in the EST

There are two types of invoices associated with ETDM funded positions: Advance Pay and Reimbursement. The agency-specific Funding Agreement establishes the type of invoice and billing cycle for each agency. The Invoice Administrator enters the agreement information into the EST when an agency Funding Agreement is executed. This process is as follows:

The Invoice Administrator logs on to the EST and clicks on the **Manage Master Agreement/Contract** option found under **Coordinate ETAT Activities**, then **Manage Funding Agreements**, in the **Tools** menu (Collapsible Left-side Menu).



The form that opens allows the Invoice Administrator to perform two functions: **Add/Edit Agreements** and **Add/Remove Reviewers**.

Manage Master Agreement/Contract

⊞ Add/Remove Reviewers

⊟ Add/Edit Agreements

1.1.1 How to Add an Agreement to the Database

The Invoice Administrator scrolls down to the **Add/Edit Agreements** portion of the **Manage Master Agreement/Contract** form, then types in the agency name (or a portion of the name) in the **Organization** text box under **Agreement Loading**.

Agreement Loading	
Organization	
Existing Agreements (by Agreement or Contract Number and notice to proceed date)	Select an Organization First — Load

In the example shown below, "Northwest Florida Water Management District" was typed in. If there are existing agreements for the agency in the database, they will be listed in the **Existing Agreements** pull-down menu. The Invoice Administrator checks this list to confirm that the agreement or contract the Invoice Administrator wants to enter is not already in the database.

Agreement Loading	
Organization	Northwest Florida Water Management District
Existing Agreements (by Agreement or Contract Number and notice to proceed date)	1-082909 on 07/11/2003 — Load

If the agreement or contract is not already in the database, the Invoice Administrator scrolls to the **Initial Agreement Creation** portion of the form to enter information for the new agreement or contract. The Invoice Administrator then types in the agreement or contract number, and selects "agreement number" or "contract number" from the pull-down menu. Once the Invoice Administrator has entered the agreement or contract number, the Invoice Administrator then selects the **Primary Invoice Submitter** and **Remittance Contact** person for the agreement or contract from the pull-down menus. The Invoice Administrator then types the remaining information in the text boxes in the form. Note that the Federal Project Number is numeric only. If the agreement is an advance payment agreement, the Invoice Administrator checks the **Allow Advance Pay Requests** check box.

The Invoice Administrator then enters the contract limits for salary, training, travel, and other expenses, or checks the **Only use a Single Limit** check box and enters the single limit total. The Invoice Administrator sets the contract limits based upon the terms of the agreement.

Initial Agreement Creation		
Master Agreement/Contract Number		agreement number
Primary Invoice Submitter (EST User)	Select an Organization First	
Remittance Contact(to Receive Payment)	Select an Organization First	
Federal Project Number		
Finance Number		
Allow Advance Pay Requests	☐	
Send Quarterly Reminders	☐	
Contract Limits	Salary	0
	Training	0
	Travel	0
	Other	0
	Only use a Single Limit ☐	

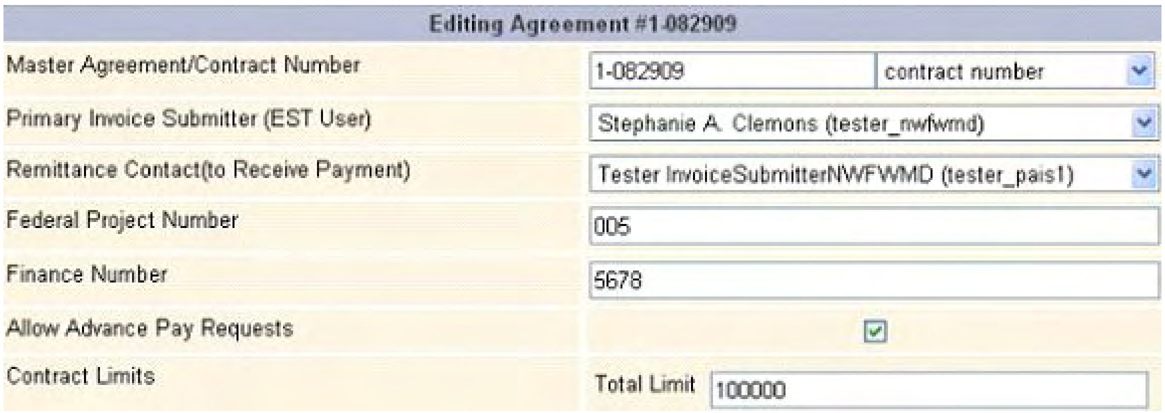
The Invoice Administrator then selects the dates for Notice to Proceed, End of Service, Agency Operating Agreement Renewal, Funding Agreement Renewal, and Master Agreement Renewal, as shown below. There are two methods that the Invoice Administrator can use to add these dates. The Invoice Administrator types the dates in using the mm/dd/yyyy format or clicks on the icon to select the date from a calendar.

After the Invoice Administrator has entered the dates, the Invoice Administrator saves the agreement information by clicking the **Save** button at the bottom of the form. The information will be added to the database, and will automatically populate some of the required fields for the invoice information. To revise any of the information prior to clicking **Save**, the Invoice Administrator can type over the existing information or select different dates. The Invoice Administrator clicks the **Clear Form** button to remove all of the information entered.

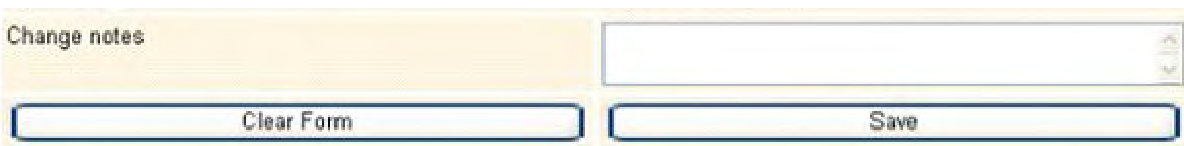
Notice to Proceed	
End of Service	
Agency Operating Agreement Renewal	
Funding Agreement Renewal	
Master Agreement Renewal	
Last Change	
Change notes	Initial entry Include this comment in invoices: ☐
Clear Form	Save

1.1.2 How to Make Changes to an Agreement Record

The Invoice Administrator uses the **Add/Edit Agreement** option to make any changes to an Agreement record. After selecting the Agreement from the **Existing Agreements** pull-down menu, the Invoice Administrator makes changes by typing in the text boxes, and changes the dates by typing in the new dates (in dd/mm/yyyy format) or by clicking on the icon and selecting the new date from a calendar.



The Invoice Administrator enters a description of the change in the **Change notes** textbox, then clicks **Save**.



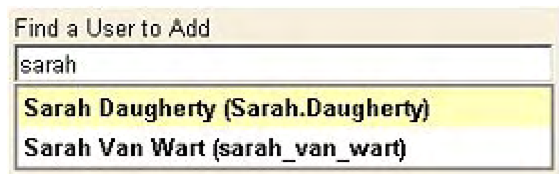
1.2 Adding/Removing Reviewers

1.2.1 How to Add a Reviewer

To add or remove EST users who are responsible for reviewing draft invoices and submitting comments, the Invoice Administrator clicks on the ⊞ next to **Add/Remove Reviewers**.

The **Add/Remove Reviewers** form will be displayed, as shown in the next illustration.

The Invoice Administrator types the Invoice Reviewer's username (or a portion of the name) in the text box under **Find a User to Add**. The user's name and log-in identification will be extracted from the database and displayed, as shown to the right. The Invoice Administrator clicks on the user name/log-in identification,



and then clicks 

. The user will be added to the list of **Primary Reviewers**. The Invoice Administrator then clicks "Save" to add this change to the database.

1.2.2 How to Remove a Reviewer

The Invoice Administrator clicks on the reviewer's name under **Primary Reviewers**, and then clicks **Remove Selected**. When finished, the Invoice Administrator clicks **Save**.

1.2.3 How to View a List of District Invoice Reviewers

The District Invoice Reviewer Report displays lists of FDOT District Invoice Reviewers and Agencies Selected by Districts for Invoice Review, followed by a District and Agency Invoice Review Matrix. This report is available to the Invoice Administrator.

To access the District Invoice Reviewer Report, the Invoice Administrator clicks the **Reports** button, then **Agency Participation** and **Funding Agreement Reports** on the Collapsible Left-side Menu, and then selects **District Invoice Reviewer Report**.

An example District Invoice Reviewer Report is shown below.

District Reviewer Preferences

District Invoice Reviewers

District	Reviewers
FDOT District 1	
FDOT District 2	
FDOT District 3	• Stephanie A Clemons
FDOT District 4	
FDOT District 5	
FDOT District 6	
FDOT District 7	
Florida's Turnpike Enterprise	• Turnpike tester Turnpike tester Turnpike tester

Agencies Selected by Districts for Invoice Review

District	Reviewed Agencies
FDOT District 1	• FL Fish and Wildlife Conservation Commission • Federal Rail Administration • US Fish and Wildlife Service
FDOT District 2	• National Marine Fisheries Service • Suwannee River Water Management District
FDOT District 3	• FL Fish and Wildlife Conservation Commission
FDOT District 4	
FDOT District 5	
FDOT District 6	
FDOT District 7	
Florida's Turnpike Enterprise	• FDOT District 3 • National Marine Fisheries Service

The lists of FDOT District Invoice Reviewers and Agencies Selected by Districts for Invoice Review are followed by the **District and Agency Invoice Review Matrix**, a portion of which is shown below.

District and Agency Invoice Review Matrix

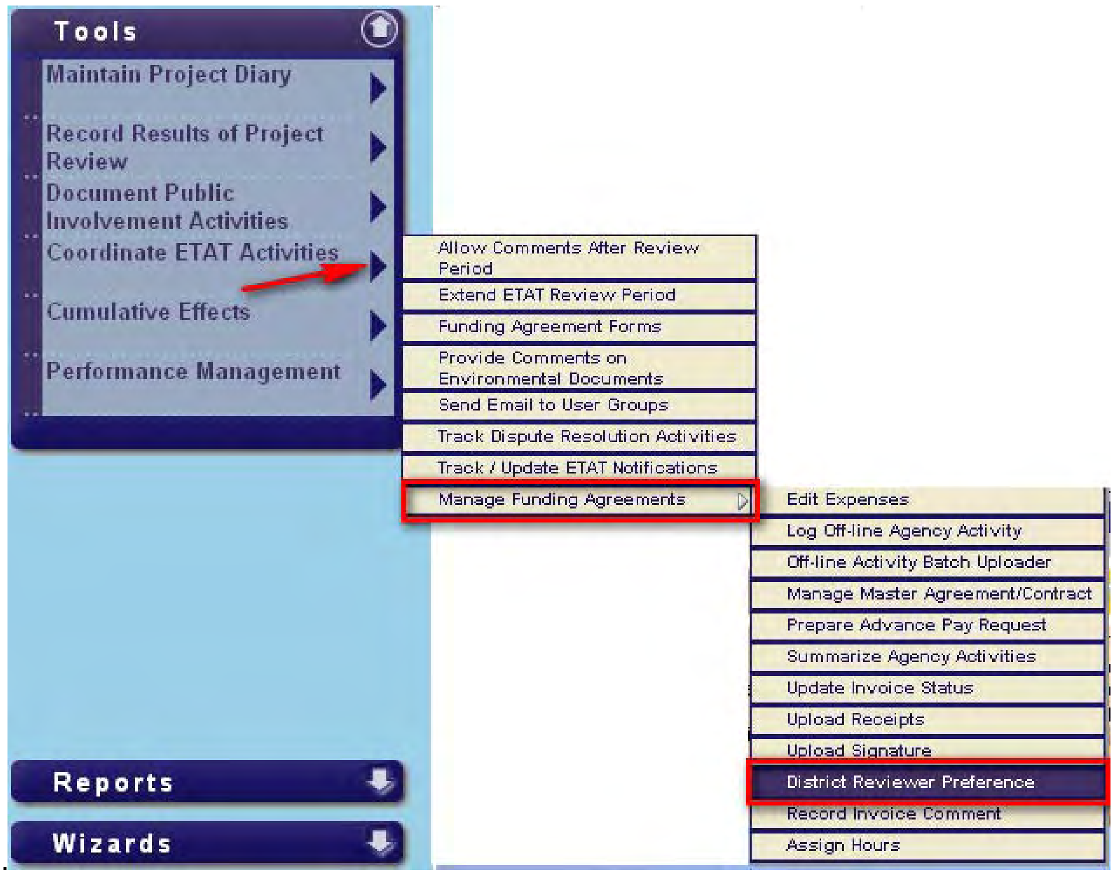
X indicates that the agency was selected by the district for invoice review

	FDOT District 1	FDOT District 2	FDOT District 3	FDOT District 4	FDOT District 5	FDOT District 6	FDOT District 7	Florida's Turnpike Enterprise
Advisory Council on Historic Preservation								
FDOT District 2								
FDOT District 3								X
FL Department of Agriculture and Consumer								

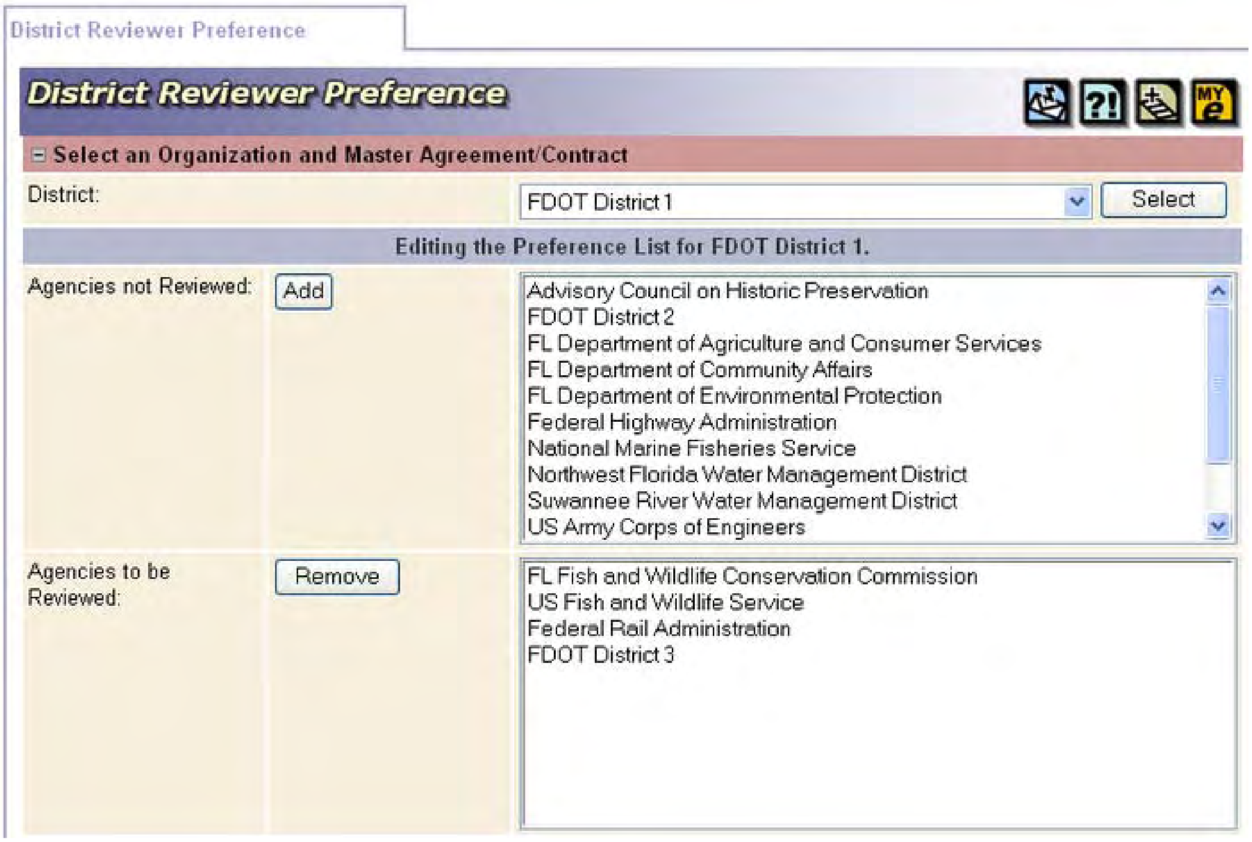
1.3 How to Set Up District Invoice Review Preferences

The District ETDM Coordinator uses the District Reviewer Preference tool to identify agencies for which the District wishes to review invoices. The tool presents the District ETDM Coordinator with a list of agencies that are members of that District's ETAT, and allows the District ETDM Coordinator to select agencies for which the District wishes to review invoices.

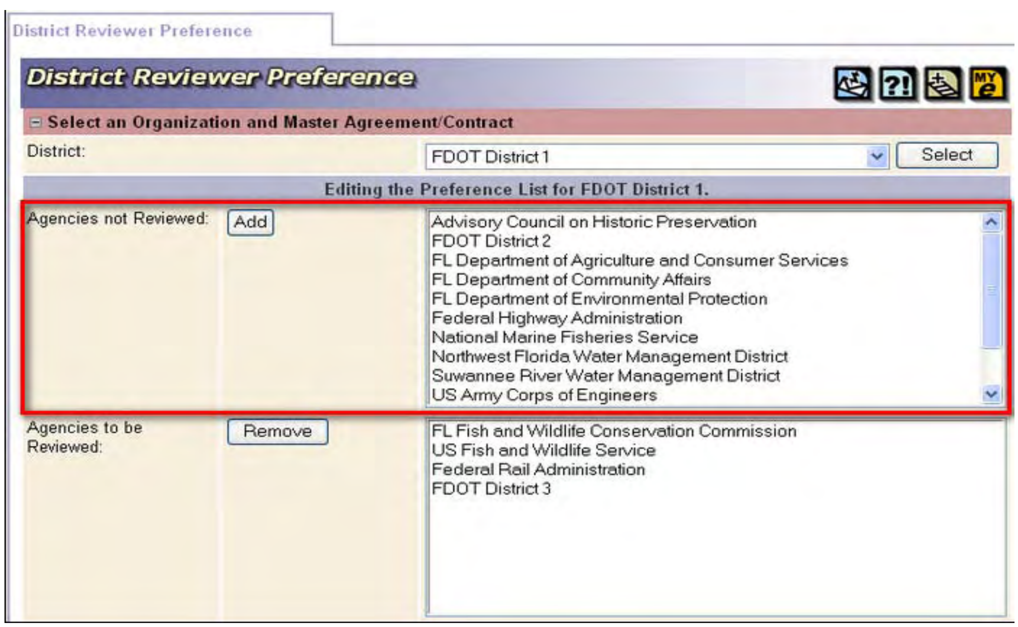
In the **Tools** menu, point to **Coordinate ETAT Activities**, select **Manage Funding Agreements,** and then click **District Reviewer Preference**.



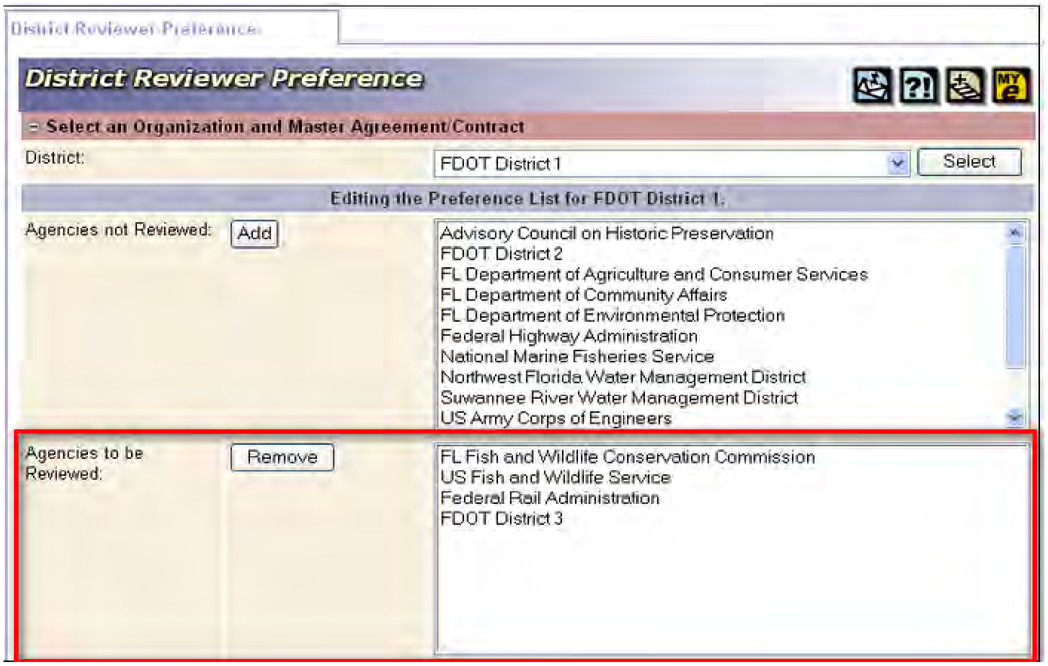
The form opens and displays the FDOT District associated with the District ETDM Coordinator (District 3 in the example), and displays a list of ETAT agencies associated with the FDOT District (**Agencies not Reviewed**) and a list of previously selected agencies (**Agencies to be Reviewed**), if any.



To add an agency to the District Reviewer Preference list, the District ETDM Coordinator highlights the agency name, and then clicks **Add**.



The agency name will be displayed in the **Agencies to be reviewed** field, as shown in the next illustration.



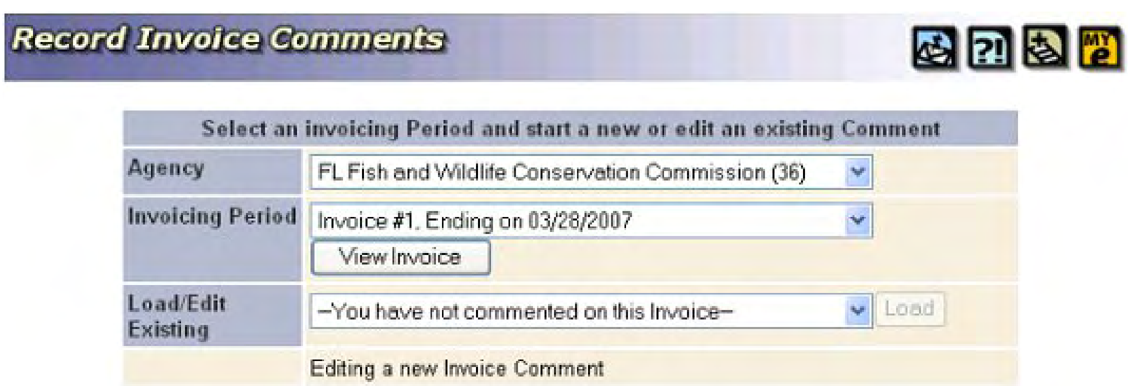
To remove an agency from the Preference List, the District ETDM Coordinator clicks on the name of the agency in the **Agencies to be Reviewed** field, and then clicks **Remove**.

1.4 How to Record Invoice Comments

Once a draft invoice is submitted using the EST, the Invoice Administrator and Invoice Reviewers receive an email informing them that the draft invoice is ready for review. District Invoice Reviewers will receive emails only for invoices associated with agencies identified by the District ETDM Coordinator (using the District Review Preference tool). The notification email contains the agency name, agreement number, invoice number, and submittal date. The Invoice Administrator and Invoice Reviewers log on to the EST and review the submitted invoice for completeness and correctness using the Record Invoice Comments tool. The Invoice Administrator and Invoice Reviewers use the Record Invoice Comments tool to log comments about the invoice. The log includes the invoice number, name of the person submitting the comment, comment, and date submitted. During the commenting period, the Invoice Administrator and Invoice Reviewers may view other reviewers' comments, submit additional comments, and edit their own comments.

The Invoice Reviewers click on the **Record Invoice Comments** option found under the **Coordinate ETAT Activities** then **Manage Funding Agreements** headings in the **Tools** menu (Collapsible Left-side Menu) to view and record comments concerning an invoice.

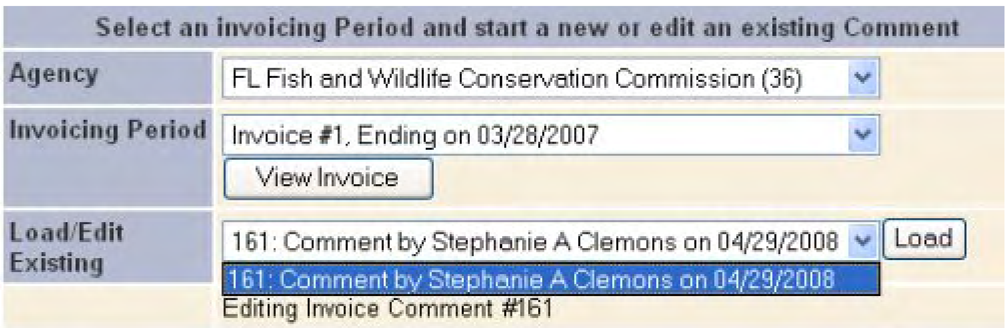
After the **Record Invoice Comments** form opens, the Invoice Reviewer selects the invoice from the **Invoicing Period** pull-down menu, then clicks **View Invoice**. The **Payment Tracking Record** for the selected invoice will open in a new window.



After reviewing the invoice, the Invoice Reviewer returns to the **Record Invoice Comments** form by clicking the **Record Invoice Comments** tab at the top of the screen.

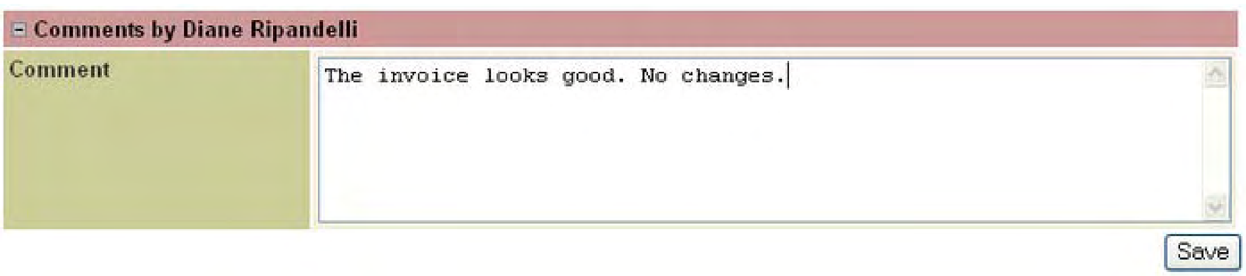
The Invoice Reviewer enters comments concerning the invoice in the **Comment** textbox, then clicks **Save** when finished.

After clicking **Save**, a description of the comment will be displayed in the **Load/Edit Existing** field.

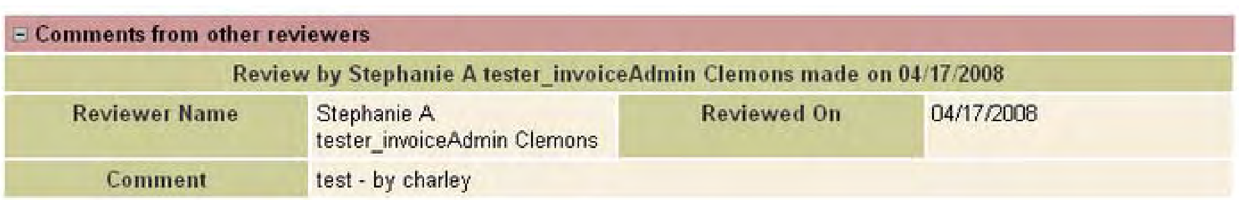


To edit a previously submitted comment, the Invoice Reviewer selects the comment from the **Load/Edit Existing** pull-down menu (note that the comment description will be highlighted in blue), then clicks the **Load** button.

The comment will be displayed in the **Comment** textbox, as shown below. After editing the comment text, the Invoice Reviewer clicks **Save**.

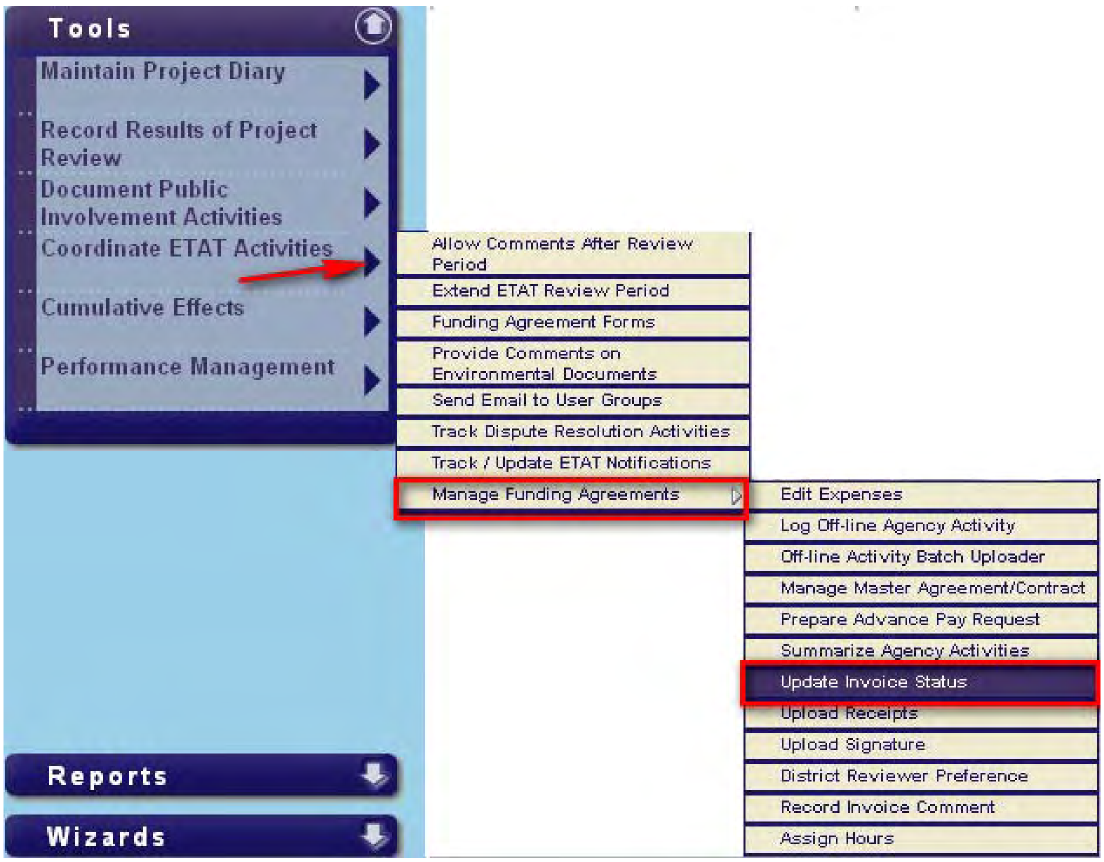


If other reviewers have submitted comments concerning the invoice, the comments will be displayed in the **Comments from other reviewers** field.

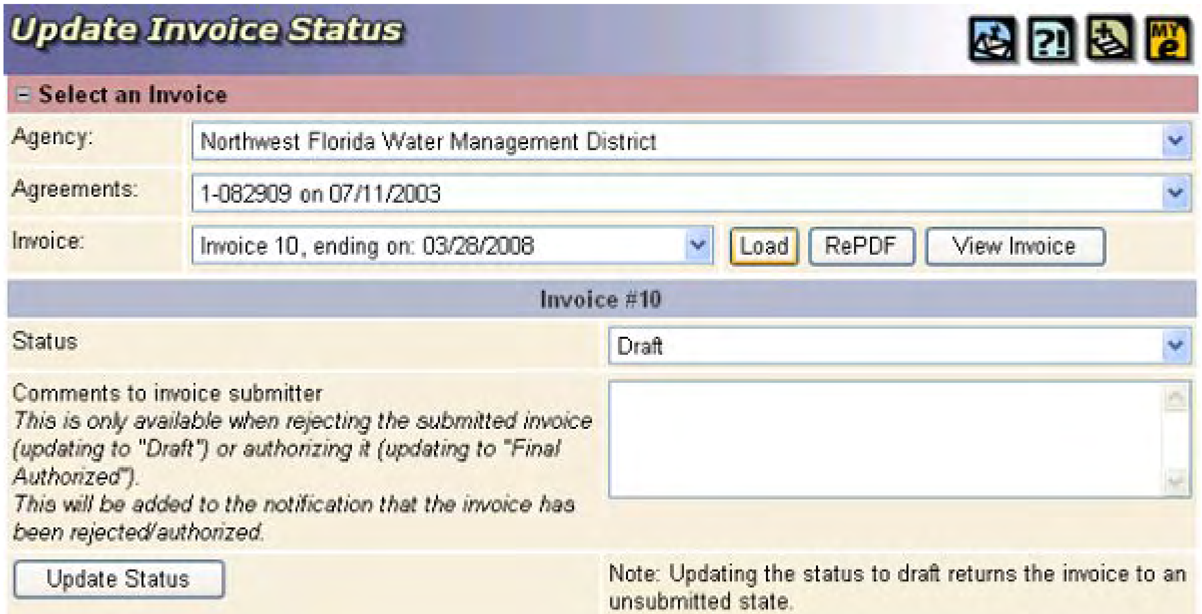


1.5 How to Update the Status of an Invoice

The **Update Invoice Status** tool is used by the Invoice Administrator to authorize final invoices, and indicate when they have been processed. The Invoice Administrator clicks on the **Update Invoice Status** option found under the **Coordinate ETAT Activities** heading in the **Tools** menu (Collapsible Left-side Menu) to open the **Update Invoice Status** form.



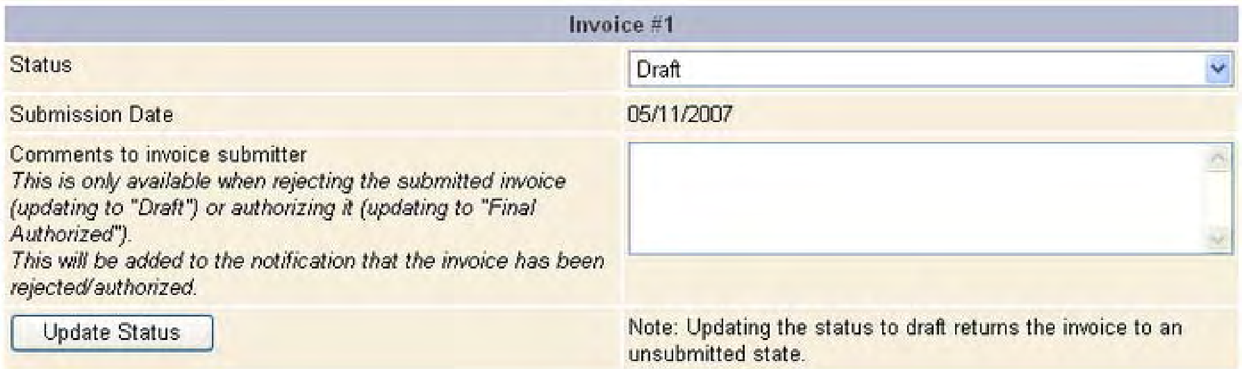
The Invoice Administrator begins by selecting an agency from the **Agency** pull-down menu. The form will be repopulated with lists of existing agreements and associated invoices for the selected agency. The Invoice Administrator selects an agreement from the **Agreements** pull-down menu, then selects the invoice from the **Invoice** pull-down menu. The current status of the invoice will be displayed in the **Status** field. The status will be **Draft**, **Final Authorized**, **Final Submitted** or **Processed**.



The Invoice Administrator clicks the **View Invoice** button to view the invoice. The **Payment Tracking Record** for the invoice will open in a new window. After reviewing the invoice, the Invoice Administrator clicks the **Update Invoice Status** tab to return to the **Update Invoice Status** window.

In the **Update Invoice Status** window, click **Load**.

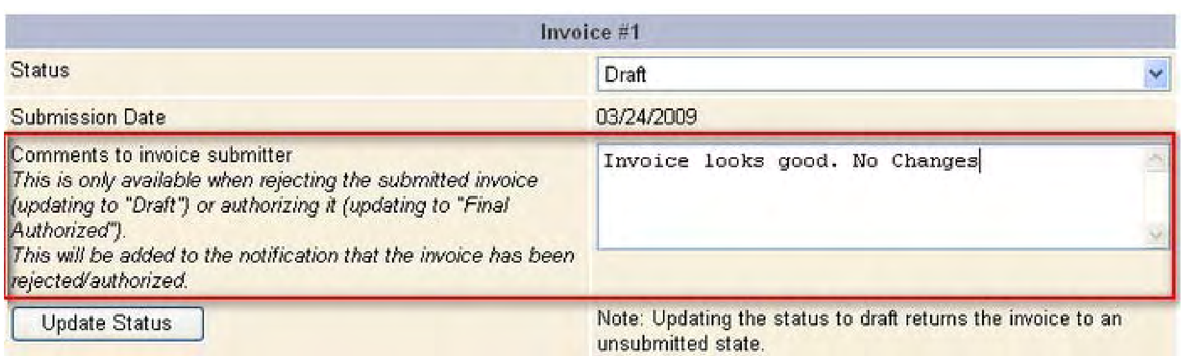
In the **Invoice #** section, the Invoice Administrator can update an invoice status and add comments.



To change the invoice status, do the following:

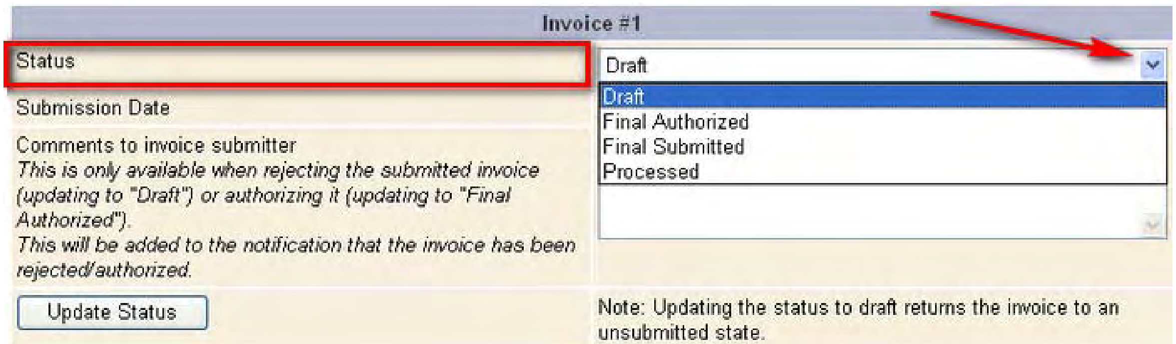
- To send requested changes or an approval to the invoice submitter, type your comments in the **Comments to invoice submitter** field.

> ***Important***: Before entering your comments, you should ensure you are including comments from other reviewers. Open the **Invoice Comment Log** window to view the list of reviewers and comments for the selected invoice. To access the **Invoice Comment Log** window go to the EST **Reports** menu, point to **Agency Participation,** select **Funding Agreement Reports,** and then click **Invoice Comment Log**.
>
> Once you have accessed the **Invoice Comment Log**, print out the log to keep a hard copy record of the list of comments. This enables you to keep a record of previous reviewer comments that may be deleted and replaced by new comments.
>
> Then return to the **Update Invoice Status** window, and type your comments in the **Comments to invoice submitter** field.



- In the **Status** field, click the drop-down arrow and select one of the following:
  - If changes need to be made to the current draft, click **Draft.**
  - If no changes need to be made to the current draft, and you have determined it's ready to be processed, click **Final Authorized**.
  - If the invoice has been processed, click **Processed**.

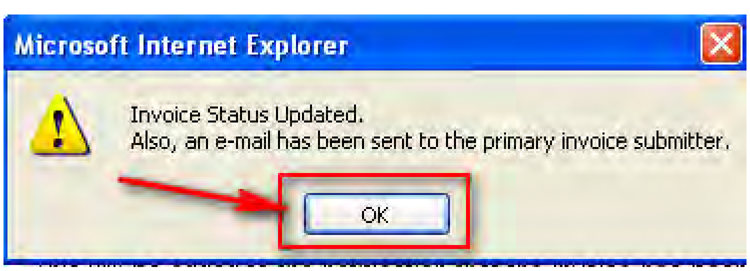
Note: You must add comments before selecting a status in the **Status** field.



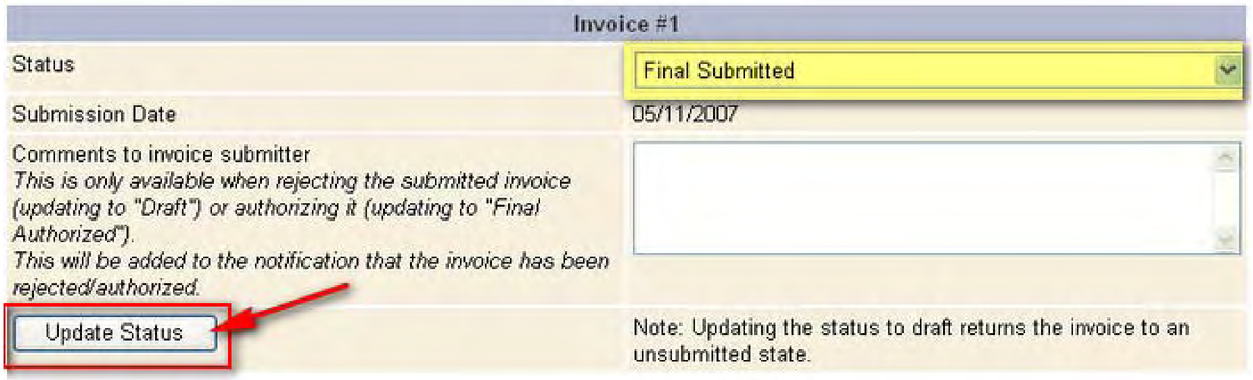
Note: The **Final Submitted** option in the **Status** field only indicates an agency has submitted a final invoice. You cannot make any changes to an invoice status with this selection.

- Click **Update Status**.

A message appears stating the invoice has been updated and an e-mail notification sent to the invoice submitter. Click **OK**.

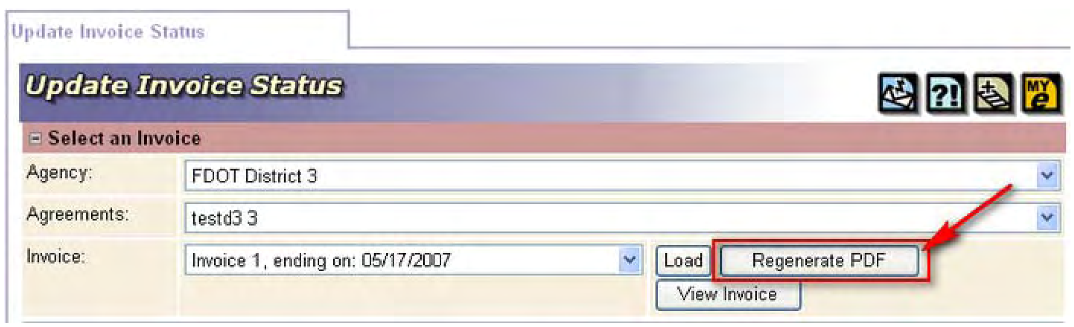


Upon submittal of the **Final Authorized** invoice, the database automatically updates the invoice status to **Final Submitted**.



Note: If changes need to be made to the draft invoice, the invoice will maintain its unsubmitted status.

Tip! To regenerate a **PDF** of the invoice, click **Regenerate PDF**, as illustrated below.



Appendix F
Certification of Completion Package

CERTIFICATION OF COMPLETION AGREEMENT

Contract No. ______________________________ Project Name ______________________________

Financial No ______________________________

Vendor No. ______________________________

Federal No. ______________________________

THIS CERTIFICATION OF COMPLETION AGREEMENT, made and entered into this ___ day of _____________, by and between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, an agency of the State of Florida, hereinafter called the "FDOT," and the __________________________ hereinafter called the "Agency."

WITNESSETH:

WHEREAS, the FDOT and the Agency heretofore on _____________________________, entered into a voluntary _____ year Agreement whereby the FDOT agreed to fund the Agency to furnish certain services in connection with Efficient Transportation Decision Making Process; and

WHEREAS, the services which the Agency agreed to furnish are 100% complete on__________ , for which the Agency is entitled to as detailed below:

Total Amount Funded $ ______________________________

and;

WHEREAS, there has been previously paid to the Agency under the terms of said Agreement the sum of $ ______________________________

☐ Leaving a balance of $ ___________________ still due to the Agency by the FDOT.

☐ Leaving an unspent balance of $ ___________________ due and payable to the FDOT by the Agency within 90 days of certification of completion of the contract.

☐ All invoices have been paid, and the balance due to either party is $0.

NOW, THEREFORE, THIS INDENTURE WITNESSETH: That the Agency, does hereby agree with the FDOT to the completion of the Agreement dated __________________________________. The Agency agrees that the amount to be paid is the final payment due for services rendered pursuant to the Agreement.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed, effective the day and year first above written.

______________________________	STATE OF FLORIDA
Name of Agency	DEPARTMENT OF TRANSPORTATION
BY: ______________________________	BY: ______________________________
Authorized Signature	
______________________________	______________________________
(Print/Type)	(Print/Type)
Title: ______________________________	Title: ______________________________
Date:	Date:

Appendix G
Application for Comptroller Approved Advance

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

APPLICATION FOR ADVANCE PAYMENT

350-000-10
COMPTROLLER
04/05

Contract Information

Vendor Name: ______________________ Vendor Number: ______________________

Contract Number: ______________________ FPN Number: ______________________

Participating or Non-Participating: ______________ WPI Fund Code: ______________________

Contract Execution Date: ______________________

Estimated Start Date: ______________________ Estimated Completion Date: ______________

Amount of Contract: $0.00 Amount of Advance Requested: $0.00

Org: __________ EO: __________ Object: __________

Funds Already Encumbered for Advance (Y/N): ______________

New Object Code Needed for Advance (Y/N): ______________

If Yes, First Four Digits of Object Being Used for Disbursement: ______________

Category: ______________ Category Year: ______________

DOT Contract Contact if Different From Requester: ______________________

Telephone Number: ______________________

Justification: ____

Sender/Requester Information

Requester's Name: ______________________ Requester's Title: ______________________

Requester's Office: ____

District/Mail Station: ______________ Cost Center: ______________

Telephone Number: ______________________

______________________ Signature of Sender/Requester

______________________ Date Requested

Application should be forwarded to Office of Comptroller, Attn: Comptroller, MS 24.

Comptroller Approval

I certify that the above request for advance payment has been granted in accordance with Section 334.044(29), F.S.

______________________ Amount Approved

______________________ Signature (Comptroller)

______________________ Date Approved

Appendix H
Annual Report Surveys

Appendix H
ETDM Annual Report Surveys

Following this page are examples of the Efficient Transportation Decision Making (ETDM) Environmental Technical Advisory Team (ETAT) Agency Annual Report and District ETDM Coordinator Annual Report Surveys, which are available in the Environmental Screening Tool (EST).

View Survey

ETAT Annual Report Survey	
FL Fish and Wildlife Conservation Commission	Stephanie Clemons

1: Method of Compensation

- ☐ Advance Payment
- ☐ Reimbursement
- ☐ No Payment

2: Type(s) of Funded Positions

☐ Service Management	☐ Part Time Equivalency
☐ Full Time Equivalency	☐ Other Personnel Services
☐ Outsourcing	

3: In the box below, describe how your Agency is organized to address ETDM in Florida.

4: Confirm the names and roles of the persons in your Agency that are involved in ETDM and the role that they serve.

☐ Leslie Adams - ETAT Member	☐ Yvette Alger - ETAT Member
☐ Marcelo Bosio	☐ Rick Brust - ETAT Member
☐ Stephanie Clemons - ETAT Member Primary	☐ tester FedConsisRev - Admin - Federal Consistency Reviewer
☐ Ted S Hoehn - ETAT Member	☐ Arlo Kane - ETAT Member
☐ Mike Konikoff - Admin - ETAT Member Primary - ETDM Data Entry - FDOT ETDM Coordinator - FDOT ETDM Coordinator Primary	☐ Steve Lau - ETAT Member
☐ Rick Mccann - ETAT Member	☐ Kathleen OKeife - ETAT Member
☐ Timothy Warner Regan - ETAT Member	☐ Stephanie Rousso - ETAT Member
☐ Scott Sanders - ETAT Member Primary - Invoice Contact	☐ William Smith - ETAT Member
☐ FIHS TEST - FIHS Central Office	☐ Scotland Talley - ETAT Member
☐ Lee Taylor - ETAT Member	☐ ETAT Member Primary (ALL) Tester (ALL Districts) - Primary Agency Invoice Submitter
☐ Tim Towles - ETAT Member	☐ Joe Walsh - ETAT Member - ETDM Coordinator Management Team
☐ Beau Willsey - ETAT Member	☐ Chris Wynn - ETAT Member

5: Select different ways that FDOT project information enters your organization (select all that apply).

- ☐ Advance Notification
- ☐ Public Hearing Notification
- ☐ Environmental Screening Tool (EST)
- ☐ Technical Memorandum or Report for Review
- ☐ Federal Consistency Review (FCR) Process
- ☐ Request for Agency Coordination Meeting
- ☐ Transportation Improvement Program (TIP)
- ☐ Review of Local Transportation Plan
- ☐ Tentative Work Program
- ☐ Unified Planning Work Program
- ☐ Review of Long Range Transportation Plan
- ☐ Review of Local Government Comprehensive Plan
- ☐ Request for technical assistance
- ☐ Regulatory Permit Application
- ☐ FDOT Permit Applications
- ☐ FDOT Environmental Impact Inventory
- ☐ Clearinghouse

6: In the box below, list any additional ways your Agency receives FDOT project information.

7: Select the ways ETDM funds are being used by your Agency to streamline the transportation review process, provide project reviews, and enhance project delivery (Select all that apply).

- ☐ Providing 100% dedicated staff
- ☐ Working with FDOT on program and policy issues
- ☐ Hiring OPS
- ☐ Conducting Field Investigations
- ☐ Outsourcing
- ☐ Participating in Project Meetings
- ☐ Developing a Mitigation program
- ☐ Providing Technical Assistance
- ☐ Participating in Planning Phase reviews
- ☐ Early planning coordination with FDOT
- ☐ Participating in Programming Phase reviews
- ☐ Continuous coordination with FDOT
- ☐ Participating in PD&E Phase reviews
- ☐ Reviewing technical reports and studies
- ☐ Reviewing environmental documents
- ☐ Participating in Permit Phase
- ☐ Participating in professional development training
- ☐ Permit Pre-application meetings
- ☐ ETDM Project and Financial Management
- ☐ Travel
- ☐ Working with FDOT to identify process improvements
- ☐ Office overhead expenses
- ☐ Attending ETAT Meetings
- ☐ Meeting performance measures in Agreements
- ☐ Participating in ETDM Training
- ☐ Participating in PD&E Training
- ☐ Participating in EST Training

8: In the box below please list and explain any additional ways in which your Agency uses ETDM funds and provide any recommendations for how ETDM funds could be used to enhance environmental streamlining.

9: In your opinion, how well does the project data provided by FDOT during the Planning Screen reviews support project decision making? Please provide additional comments, if necessary.

	Excellent	**Very Good**	**Good**	**Fair**	**Poor**	**N/A**
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

10: In your opinion, how well does the project data provided by FDOT during the Programming Screen reviews support project decision making? Please provide additional comments, if necessary.

	Excellent	Very Good	Good	Fair	Poor	N/A
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

11: In your opinion, how well does the project data provided by FDOT during the PD&E Study phase support project decision making? Please provide additional comments, if necessary.

	Excellent	Very Good	Good	Fair	Poor	N/A
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

12: In your opinion, how well does the project data provided by FDOT during the Pre-Permit Application reviews support project decision making? Please provide additional comments, if necessary.

	Excellent	Very Good	Good	Fair	Poor	N/A
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

13: In your opinion, how well does the project data provided by FDOT during the Permitting Phase support project decision making? Please provide additional comments, if necessary.

	Excellent	Very Good	Good	Fair	Poor	N/A
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

14: Please assess the overall quality of the GIS Resource Data available on the EST to support project decision making.

	Excellent	Very Good	Good	Fair	Poor	N/A
Planning Screen	☐	☐	☐	☐	☐	☐
Programming Screen	☐	☐	☐	☐	☐	☐
Project Development & Environment (PD&E) Study	☐	☐	☐	☐	☐	☐
Permit Pre-application	☐	☐	☐	☐	☐	☐
Permit Phase	☐	☐	☐	☐	☐	☐

15: In the box below, list ways ETDM has improved the environmental review processes in your Agency.

ETDM Training

16: How beneficial are the ETDM and EST training courses for your Agency? Include comments, if desired (select only those training courses that your Agency has taken).

	Very Beneficial	Beneficial	Neutral	Somewhat Beneficial	Not Beneficial	N/A
ETDM	☐	☐	☐	☐	☐	☐
PD&E	☐	☐	☐	☐	☐	☐
EST	☐	☐	☐	☐	☐	☐
Socio-cultural Effects	☐	☐	☐	☐	☐	☐
ETAT Review Screens	☐	☐	☐	☐	☐	☐
Project Management	☐	☐	☐	☐	☐	☐
Project Input Utilities	☐	☐	☐	☐	☐	☐

17: List below any training courses, workshops or subject matter that you would recommend be added to ETDM training curriculum.

Recommendations for Improvements

18: Select the ETDM program improvements that would be most important to your Agency (select all that apply).

- ☐ Reduce duplication of paperwork
- ☐ Add additional GIS layers to the EST
- ☐ Provide more feedback to Agencies
- ☐ Add local government plans to the EST
- ☐ Add more information to the EST
- ☐ Add regional mitigation planning
- ☐ Increase communication and coordination with FDOT
- ☐ Establish uniform tracking by Districts of projects
- ☐ Provide monthly updates on the number of EST projects
- ☐ Protection and conservation of environmental resource(s) discussed below
- ☐ Add a new performance measure
- ☐ Develop a prescreening mechanism
- ☐ Other

19: In the box below, explain the recommended improvements that you selected. Additionally, describe any "other" improvements that you would like to see incorporated into ETDM and how those improvements could be accomplished.

20: In the box below, provide the name of a transportation project that your Agency has been involved in which you feel exemplifies environmental streamlining under ETDM. Explain how the project exemplifies environmental streamlining under ETDM.

21: To what extent do you agree or disagree with each of the following statements?

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	N/A
ETDM has increased the awareness of environmental resources.	☐	☐	☐	☐	☐	☐
ETDM has increased the protection of environmental resources.	☐	☐	☐	☐	☐	☐
ETDM has established efficiencies to the environmental review process.	☐	☐	☐	☐	☐	☐
ETDM has shortened project delivery time (amount of time to get a road constructed).	☐	☐	☐	☐	☐	☐
ETDM has promoted better decision making for transportation projects	☐	☐	☐	☐	☐	☐
ETDM has enhanced problem solving on transportation projects	☐	☐	☐	☐	☐	☐
ETDM has strengthened interagency coordination and communication	☐	☐	☐	☐	☐	☐
ETDM has reduced interagency conflicts	☐	☐	☐	☐	☐	☐

22: Please rank the quality of the District's consultation and coordination in project decision making with your Agency.
*Consultation and coordination relates to any formal or informal communication and correspondence between FDOT and the Agency which relates to ETDM project information.

	Excellent	Very Good	Good	Fair	Poor	N/A
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

23: Please rank the quality of the District's working relationship with your Agency.
*Working relationship relates to the ease and quality of communication, and the level of trust and support between FDOT and the Agency.

	Excellent	Very Good	Good	Fair	Poor	N/A
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

24: Please rank the District's level of assistance in problem solving.
*Assistance in problem solving relates to the District's active participation in the resolution identification and implementation process.

	Excellent	Very Good	Good	Fair	Poor	N/A
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

25: Please rank the District's willingness to share information with your Agency.
*Willingness to share information relates to the free exchange of any known information to move projects forward or improve project decision making.

	Excellent	Very Good	Good	Fair	Poor	N/A
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

26: Please rank the District's responsiveness to your Agency.
*Responsiveness relates to timely and complete answers to inquiries.

	Excellent	Very Good	Good	Fair	Poor	N/A
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

27: Please rank the District's accessibility and availability to your Agency.
*Accessibility and availability relates to the presence of avenues of communication and the presence of the District at meetings and participation on applicable teleconferences to discuss ETDM project issues.

	Excellent	Very Good	Good	Fair	Poor	N/A
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

28: Please rank the District's concern for meeting project schedules.
*This relates to the District's concern for helping the Agency meet the Agency's project schedule or review schedule and whether they are taking steps to assist in meeting the Agency's review schedules.

	Excellent	Very Good	Good	Fair	Poor	N/A
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

29: Please rank the District's concern for meeting Agency's performance measures.
*Concern for meeting performance measures relates to the District's efforts to help the Agency meet its performance measures for timely reviews, responsiveness, dispute resolution and other ETDM related issues.

	Excellent	Very Good	Good	Fair	Poor	N/A
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

30: Please rank the overall quality of the information and data provided by the District.

	Excellent	Very Good	Good	Fair	Poor	N/A
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

31: Select the rating that best describes your Agency's performance in the following areas.

	Excellent	Very Good	Good	Fair	Poor	N/A
Coordination	☐	☐	☐	☐	☐	☐
Working relationship	☐	☐	☐	☐	☐	☐
Problem-solving	☐	☐	☐	☐	☐	☐
Information sharing	☐	☐	☐	☐	☐	☐
Overall quality of technical evaluations	☐	☐	☐	☐	☐	☐
Responsiveness	☐	☐	☐	☐	☐	☐
Accessibility and availability	☐	☐	☐	☐	☐	☐
Meeting performance measures	☐	☐	☐	☐	☐	☐
Overall quality of information/data	☐	☐	☐	☐	☐	☐

ETDM Performance Measures

32: Select the most difficult performance measures to meet regarding the ETDM Process (select all that apply).

- ☐ ETAT review of Planning and Programming Screen within 45 days
- ☐ FDOT response to comments and inquiries within 30 calendar days
- ☐ Completion of Dispute Resolution Process within 120 days
- ☐ FDOT response to request for additional information within 30 calendar days
- ☐ Review of all environmental documents and permit pre-applications within 30 calendar days
- ☐ None of the above

33: In the box below, explain your reasoning for the selection above.

34: In the box below, specify any additional performance measures you could recommend to be used to monitor the success of the ETDM Program.

35: Please rank the value of the following documents (only rank documents that you have reviewed).

	Excellent	Very Good	Good	Fair	Poor	N/A
Funded Positions Reference Manual	☐	☐	☐	☐	☐	☐
ETAT Agency Annual Reports	☐	☐	☐	☐	☐	☐
ETDM Agency Feedback Reports	☐	☐	☐	☐	☐	☐
ETDM Planning and Programming Manual	☐	☐	☐	☐	☐	☐
Sociocultural Effects Handbook	☐	☐	☐	☐	☐	☐
Public Involvement Handbook	☐	☐	☐	☐	☐	☐
Environmental Screening Tool Handbook	☐	☐	☐	☐	☐	☐
Cultural Resource Management Handbook	☐	☐	☐	☐	☐	☐
Performance Management Guidance Handbook	☐	☐	☐	☐	☐	☐

	Excellent	Very Good	Good	Fair	Poor	N/A
36: How well does the Florida Department of Transportation meet the goal of responding to comments, inquiries, and requests for information within 30 calendar days?	☐	☐	☐	☐	☐	☐

37: In general, how would you characterize your Agency's experiences with the current ETDM invoicing system (this includes the use of all financial forms such as the Advance Pay Request form or the Reimbursement Invoice Form)?

- [ ] Completely Satisfied
- [ ] Satisfied
- [ ] Neutral
- [ ] Somewhat Satisfied
- [ ] Unsatisfied

38: In the box below, explain the response you selected above and provide any recommendations that you have for improving the current ETDM invoicing system.

39: Please provide any other information or recommendations you feel will help improve the ETDM Process in Florida.

View Survey

District ETDM Coordinator Annual Report Survey	
FDOT District 3	Stephanie A. Clemons

1: In the box below, describe how your District is organized to carryout the ETDM Process?

2: In the box below, describe how your District could better organize itself to implement the ETDM Process

3: List the principal project managers for your District on ETDM projects.

☐ Stephanie Clemons	☐ Noelle Little
☐ John Howard Lovett	☐ Louis Reis
☐ Kathy Rich	☐ Chris Sands
☐ Lyle Seigler	☐ Kirk Stull
☐ Sarah Van Wart	

4: In your District, select the ways that FDOT project information is traditionally provided to the ETAT Agencies.

☐ Advance Notification	☐ Public Hearing Notification
☐ Environmental Screening Tool	☐ Technical Memorandum for Review
☐ Federal Consistency Review (FCR)	☐ Request for Agency Coordination Meeting
☐ Transportation Improvement Program (TIP)	☐ Review of Local Transportation Plan
☐ Tentative Work Program	☐ Unified Planning Work Program
☐ Review of Long Range Transportation Plan	☐ Review of Local Government Comprehensive Plan
☐ Request for technical assistance	☐ Other

5: Does your District provide supplemental funding to ETAT Agencies for ETDM? If yes, please explain.

Benefits of ETDM

6: Please indicate to what extent do you agree or disagree with the following statements:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	N/A
ETDM has increased the awareness of environmental resources.	☐	☐	☐	☐	☐	☐
ETDM has established lasting efficiencies to the environmental review process.	☐	☐	☐	☐	☐	☐
ETDM has shortened project delivery time.	☐	☐	☐	☐	☐	☐
ETDM has promoted better decision making for transportation projects	☐	☐	☐	☐	☐	☐
ETDM has enhanced problem solving on transportation projects	☐	☐	☐	☐	☐	☐
ETDM has strengthened interagency coordination and communication	☐	☐	☐	☐	☐	☐
ETDM has reduced interagency conflicts	☐	☐	☐	☐	☐	☐
ETDM has saved money and reduced project costs.	☐	☐	☐	☐	☐	☐
ETDM has improved project permitting.	☐	☐	☐	☐	☐	☐
ETDM has increased the level of trust between FDOT and the ETAT agencies.	☐	☐	☐	☐	☐	☐
ETDM has increased the protection of environmental resources.	☐	☐	☐	☐	☐	☐
ETDM has increased public accessibility to project information.	☐	☐	☐	☐	☐	☐

7: In the box below, please give examples of benefits that the District has realized as a result of its participation in the ETDM Process during the program period.

Customer Service

8: To what extent does the following statement reflect your opinion?

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	N/A
In my opinion, the ETDM technical assistance and customer service provided by CEMO facilitates project delivery.	☐	☐	☐	☐	☐	☐

9: What recommendations would you make to improve customer service and technical assistance by CEMO to your District?

10: What recommendations would you make to FDOT Management to better support the ETDM Process?

	Excellent	Very Good	Good	Fair	Poor	N/A
11: How well does the Florida Department of Transportation meet the goal of responding to comments, inquiries, and requests for information within 30 calendar days?	☐	☐	☐	☐	☐	☐

Quality of Information

12: In your opinion, how well does the project data provided by FDOT during the Planning Screen reviews support project decision making? Please provide additional comments, if necessary.

	Excellent	Very Good	Good	Fair	Poor	N/A
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

13: In your opinion, how well does the project data provided by FDOT during the Programming Screen reviews support project decision making? Please provide additional comments, if necessary.

	Excellent	Very Good	Good	Fair	Poor	N/A
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

14: In your opinion, how well does the project data provided by FDOT during the PD&E Study phase support project decision making? Please provide additional comments, if necessary.

	Excellent	Very Good	Good	Fair	Poor	N/A
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

15: In your opinion, how well does the project data provided by FDOT during the Pre-Permit Application reviews support project decision making? Please provide additional comments, if necessary.

	Excellent	Very Good	Good	Fair	Poor	N/A
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

16: In your opinion, how well does the project data provided by FDOT during the Permitting Phase support project decision making? Please provide additional comments, if necessary.

	Excellent	Very Good	Good	Fair	Poor	N/A
District 1	☐	☐	☐	☐	☐	☐
District 2	☐	☐	☐	☐	☐	☐
District 3	☐	☐	☐	☐	☐	☐
District 4	☐	☐	☐	☐	☐	☐
District 5	☐	☐	☐	☐	☐	☐
District 6	☐	☐	☐	☐	☐	☐
District 7	☐	☐	☐	☐	☐	☐

17: In your opinion, how well do the technical comments and recommendations provided by the Agency during the Planning Screen reviews support project decision making? Provide comments, if applicable.

	Excellent	Very Good	Good	Fair	Poor	N/A
FHWA	☐	☐	☐	☐	☐	☐
SHPO	☐	☐	☐	☐	☐	☐
DEP	☐	☐	☐	☐	☐	☐
FDCA	☐	☐	☐	☐	☐	☐
FDACS	☐	☐	☐	☐	☐	☐
FFWCC	☐	☐	☐	☐	☐	☐
NMFS	☐	☐	☐	☐	☐	☐
NPS	☐	☐	☐	☐	☐	☐
NRCS	☐	☐	☐	☐	☐	☐
NWFWMD	☐	☐	☐	☐	☐	☐
SWFWMD	☐	☐	☐	☐	☐	☐
SFWMD	☐	☐	☐	☐	☐	☐
SJRWMD	☐	☐	☐	☐	☐	☐
SRWMD	☐	☐	☐	☐	☐	☐
USCOE	☐	☐	☐	☐	☐	☐
USFWS	☐	☐	☐	☐	☐	☐
USEPA	☐	☐	☐	☐	☐	☐
USFS	☐	☐	☐	☐	☐	☐
USCG	☐	☐	☐	☐	☐	☐

18: In your opinion, how well do the technical comments and recommendations provided by the Agency during the Programming Screen reviews support project decision making? Provide comments, if applicable.

	Excellent	Very Good	Good	Fair	Poor	N/A
FHWA						
SHPO						
DEP						
FDCA						
FDACS						
FFWCC						
NMFS						
NPS						
NRCS						
NWFWMD						
SWFWMD						
SFWMD						
SJRWMD						
SRWMD						
USCOE						
USFWS						
USEPA						
USFS						
USCG						

19: In your opinion, how well do the technical comments and recommendations provided by the Agency during the PD&E Phase support project decision making? Provide comments, if applicable.

	Excellent	Very Good	Good	Fair	Poor	N/A
FHWA	☐	☐	☐	☐	☐	☐
SHPO	☐	☐	☐	☐	☐	☐
DEP	☐	☐	☐	☐	☐	☐
FDCA	☐	☐	☐	☐	☐	☐
FDACS	☐	☐	☐	☐	☐	☐
FFWCC	☐	☐	☐	☐	☐	☐
NMFS	☐	☐	☐	☐	☐	☐
NPS	☐	☐	☐	☐	☐	☐
NRCS	☐	☐	☐	☐	☐	☐
NWFWMD	☐	☐	☐	☐	☐	☐
SWFWMD	☐	☐	☐	☐	☐	☐
SFWMD	☐	☐	☐	☐	☐	☐
SJRWMD	☐	☐	☐	☐	☐	☐
SRWMD	☐	☐	☐	☐	☐	☐
USCOE	☐	☐	☐	☐	☐	☐
USFWS	☐	☐	☐	☐	☐	☐
USEPA	☐	☐	☐	☐	☐	☐
USFS	☐	☐	☐	☐	☐	☐
USCG	☐	☐	☐	☐	☐	☐

20: In your opinion, how well do the technical comments and recommendations provided by the Agency during the Pre-permit application reviews support project decision making? Provide comments, if applicable.

	Excellent	Very Good	Good	Fair	Poor	N/A
FHWA	☐	☐	☐	☐	☐	☐
SHPO	☐	☐	☐	☐	☐	☐
DEP	☐	☐	☐	☐	☐	☐
FDCA	☐	☐	☐	☐	☐	☐
FDACS	☐	☐	☐	☐	☐	☐
FFWCC	☐	☐	☐	☐	☐	☐
NMFS	☐	☐	☐	☐	☐	☐
NPS	☐	☐	☐	☐	☐	☐
NRCS	☐	☐	☐	☐	☐	☐
NWFWMD	☐	☐	☐	☐	☐	☐
SWFWMD	☐	☐	☐	☐	☐	☐
SFWMD	☐	☐	☐	☐	☐	☐
SJRWMD	☐	☐	☐	☐	☐	☐
SRWMD	☐	☐	☐	☐	☐	☐
USCOE	☐	☐	☐	☐	☐	☐
USFWS	☐	☐	☐	☐	☐	☐
USEPA	☐	☐	☐	☐	☐	☐
USFS	☐	☐	☐	☐	☐	☐
USCG	☐	☐	☐	☐	☐	☐

21: In your opinion, how well do the technical comments and recommendations provided by the Agency during the Permitting phase support project decision making? Provide comments, if applicable.

	Excellent	Very Good	Good	Fair	Poor	N/A
FHWA	☐	☐	☐	☐	☐	☐
SHPO	☐	☐	☐	☐	☐	☐
DEP	☐	☐	☐	☐	☐	☐
FDCA	☐	☐	☐	☐	☐	☐
FDACS	☐	☐	☐	☐	☐	☐
FFWCC	☐	☐	☐	☐	☐	☐
NMFS	☐	☐	☐	☐	☐	☐
NPS	☐	☐	☐	☐	☐	☐
NRCS	☐	☐	☐	☐	☐	☐
NWFWMD	☐	☐	☐	☐	☐	☐
SWFWMD	☐	☐	☐	☐	☐	☐
SFWMD	☐	☐	☐	☐	☐	☐
SJRWMD	☐	☐	☐	☐	☐	☐
SRWMD	☐	☐	☐	☐	☐	☐
USCOE	☐	☐	☐	☐	☐	☐
USFWS	☐	☐	☐	☐	☐	☐
USEPA	☐	☐	☐	☐	☐	☐
USFS	☐	☐	☐	☐	☐	☐
USCG	☐	☐	☐	☐	☐	☐

Communication and Coordination

Please answer the following questions related to the communication and coordination between your District and the Agency. Provide comments, if applicable.

22: Please list by Agency, the principal point of contact for ETDM?

	Contact Users
FHWA	☐ Stephanie Clemons ☐ Stephanie A Clemons ☐ Nahir Detizio ☐ Derek Fusco ☐ Greg L Hall ☐ Cathy Kendall ☐ BSB Murthy ☐ Jose Pena ☐ ETAT Member Test ☐ Super D. User ☐ Sarah Van Wart ☐ Gregory E. Williams ☐ Marvin Leon Williams ☐ tester tester ☐ tester tester ☐ Not Listed
SHPO	☐ Sherry Anderson ☐ Duane Denfeld ☐ Tester InvoiceSubmitter2 ☐ Brian Yates ☐ Not Listed
DEP	☐ InvoiceSubmitter DEP ☐ Lauren P. Milligan ☐ ETAT Member Primary Tester ☐ ETAT Member Primary (ALL) Tester (ALL Districts) ☐ tester tester ☐ Not Listed
FDCA	☐ Stephanie A. Clemons ☐ InvoiceSubmitter DCA ☐ Gary Donaldson ☐ Diane Elizabeth Quigley ☐ ETAT Member Test ☐ Not Listed
FDACS	☐ InvoiceSubmitter FDACS ☐ Dennis Hardin ☐ Keith Mousel ☐ Charlie Pedersen ☐ Michael Weston ☐ Not Listed
FFWCC	☐ Test ETAT Member ☐ Mike Konikoff ☐ Scott Sanders ☐ Not Listed

NMFS	George Getsinger Madelyn T Martinez InvoiceSubmitter NMFS David A. Rydene Mark Sramek ETAT Member Test Mark Thompson Not Listed
NPS	Anita Barnett tester tester Not Listed
NRCS	Warren Henderson Not Listed
NWFWMD	Ron Bartel David Clayton Maria Culbertson Susan Ditta Karen Kebart ETAT Member Primary Tester Not Listed
SWFWMD	Christy McCain C. Lynn Miller Paul W O'Neil Not Listed
SFWMD	Kevin Dickson Tony Waterhouse Laura Montes de Oca Not Listed
SJRWMD	Anthony Miller Not Listed
SRWMD	Jon Michael Dinges Patrick Webster Linda Welch Not Listed
USCOE	Harry Bergmann Dale E Beter John Fellows Robert Kirby Andrew Phillips Joel Schlagel Jon E Soderberg Jason Spinning Alisa Zarbo Not Listed
USFWS	Stephanie Clemons(TEST) Ann Marie Lauritsen Todd Samuel Mecklenborg Mary Mittiga John Wrublik Not Listed

USEPA	☐ Ted Bisterfeld ☐ Maher Budeir ☐ Stephanie Clemons ☐ Stephanie Clemons(TEST) ☐ Madolyn Dominy ☐ Roosevelt Petithomme ☐ ETAT Member Test ☐ Feedback Notification Tester ☐ Not Listed
USFS	☐ Stephanie Clemons ☐ Katherine L. OBryan ☐ Feedback Notification Tester ☐ Sarah Van Wart ☐ Not Listed
USCG	☐ Randy Overton ☐ Brodie Rich ☐ Not Listed

23: Please rank the Agency's responsiveness to your District.
*Responsiveness relates to timely and complete answers to inquiries.

	Excellent	Very Good	Good	Fair	Poor	N/A
FHWA	☐	☐	☐	☐	☐	☐
SHPO	☐	☐	☐	☐	☐	☐
DEP	☐	☐	☐	☐	☐	☐
FDCA	☐	☐	☐	☐	☐	☐
FDACS	☐	☐	☐	☐	☐	☐
FFWCC	☐	☐	☐	☐	☐	☐
NMFS	☐	☐	☐	☐	☐	☐
NPS	☐	☐	☐	☐	☐	☐
NRCS	☐	☐	☐	☐	☐	☐
NWFWMD	☐	☐	☐	☐	☐	☐
SWFWMD	☐	☐	☐	☐	☐	☐
SFWMD	☐	☐	☐	☐	☐	☐
SJRWMD	☐	☐	☐	☐	☐	☐
SRWMD	☐	☐	☐	☐	☐	☐
USCOE	☐	☐	☐	☐	☐	☐
USFWS	☐	☐	☐	☐	☐	☐
USEPA	☐	☐	☐	☐	☐	☐
USFS	☐	☐	☐	☐	☐	☐
USCG	☐	☐	☐	☐	☐	☐

24: Please rank the Agency's level of participation in ETDM.

	Excellent	Very Good	Good	Fair	Poor	N/A
FHWA	☐	☐	☐	☐	☐	☐
SHPO	☐	☐	☐	☐	☐	☐
DEP	☐	☐	☐	☐	☐	☐
FDCA	☐	☐	☐	☐	☐	☐
FDACS	☐	☐	☐	☐	☐	☐
FFWCC	☐	☐	☐	☐	☐	☐
NMFS	☐	☐	☐	☐	☐	☐
NPS	☐	☐	☐	☐	☐	☐
NRCS	☐	☐	☐	☐	☐	☐
NWFWMD	☐	☐	☐	☐	☐	☐
SWFWMD	☐	☐	☐	☐	☐	☐
SFWMD	☐	☐	☐	☐	☐	☐
SJRWMD	☐	☐	☐	☐	☐	☐
SRWMD	☐	☐	☐	☐	☐	☐
USCOE	☐	☐	☐	☐	☐	☐
USFWS	☐	☐	☐	☐	☐	☐
USEPA	☐	☐	☐	☐	☐	☐
USFS	☐	☐	☐	☐	☐	☐
USCG	☐	☐	☐	☐	☐	☐

25: Please rank the quality of the Agency's consultation and coordination in project decision making with your District. *Consultation and coordination relates to any formal or informal communication and correspondence between the Agency and your District which relates to ETDM project information.

	Excellent	Very Good	Good	Fair	Poor	N/A
FHWA						
SHPO						
DEP						
FDCA						
FDACS						
FFWCC						
NMFS						
NPS						
NRCS						
NWFWMD						
SWFWMD						
SFWMD						
SJRWMD						
SRWMD						
USCOE						
USFWS						
USEPA						
USFS						
USCG						

26: Please assess the overall quality of the GIS Resource Data available on the EST to support project decision making.

	Excellent	Very Good	Good	Fair	Poor	N/A
Planning Screen						
Programming Screen						
Project Development & Environment (PD&E) Study						
Permit Pre-application						
Permit Phase						

27: Please rank the Agency's working relationship with your District.
*Working relationship relates to the ease and quality of communication, and the level of trust and support between the Agency and your District.

	Excellent	Very Good	Good	Fair	Poor	N/A
FHWA	☐	☐	☐	☐	☐	☐
SHPO	☐	☐	☐	☐	☐	☐
DEP	☐	☐	☐	☐	☐	☐
FDCA	☐	☐	☐	☐	☐	☐
FDACS	☐	☐	☐	☐	☐	☐
FFWCC	☐	☐	☐	☐	☐	☐
NMFS	☐	☐	☐	☐	☐	☐
NPS	☐	☐	☐	☐	☐	☐
NRCS	☐	☐	☐	☐	☐	☐
NWFWMD	☐	☐	☐	☐	☐	☐
SWFWMD	☐	☐	☐	☐	☐	☐
SFWMD	☐	☐	☐	☐	☐	☐
SJRWMD	☐	☐	☐	☐	☐	☐
SRWMD	☐	☐	☐	☐	☐	☐
USCOE	☐	☐	☐	☐	☐	☐
USFWS	☐	☐	☐	☐	☐	☐
USEPA	☐	☐	☐	☐	☐	☐
USFS	☐	☐	☐	☐	☐	☐
USCG	☐	☐	☐	☐	☐	☐

28: Please rank the Agency's accessibility and availability on projects.
*Accessibility and availability relates to the presence of avenues of communication and the presence of the Agency at ETDM meetings and participation on applicable teleconferences to discuss ETDM project issues.

	Excellent	Very Good	Good	Fair	Poor	N/A
FHWA	☐	☐	☐	☐	☐	☐
SHPO	☐	☐	☐	☐	☐	☐
DEP	☐	☐	☐	☐	☐	☐
FDCA	☐	☐	☐	☐	☐	☐
FDACS	☐	☐	☐	☐	☐	☐
FFWCC	☐	☐	☐	☐	☐	☐
NMFS	☐	☐	☐	☐	☐	☐
NPS	☐	☐	☐	☐	☐	☐
NRCS	☐	☐	☐	☐	☐	☐
NWFWMD	☐	☐	☐	☐	☐	☐
SWFWMD	☐	☐	☐	☐	☐	☐
SFWMD	☐	☐	☐	☐	☐	☐
SJRWMD	☐	☐	☐	☐	☐	☐
SRWMD	☐	☐	☐	☐	☐	☐
USCOE	☐	☐	☐	☐	☐	☐
USFWS	☐	☐	☐	☐	☐	☐
USEPA	☐	☐	☐	☐	☐	☐
USFS	☐	☐	☐	☐	☐	☐
USCG	☐	☐	☐	☐	☐	☐

29: Please rank the Agency's level of assistance provided in problem-solving.
*Assistance in problem solving relates to the Agency's active participation in the resolution identification and implementation process.

	Excellent	Very Good	Good	Fair	Poor	N/A
FHWA	☐	☐	☐	☐	☐	☐
SHPO	☐	☐	☐	☐	☐	☐
DEP	☐	☐	☐	☐	☐	☐
FDCA	☐	☐	☐	☐	☐	☐
FDACS	☐	☐	☐	☐	☐	☐
FFWCC	☐	☐	☐	☐	☐	☐
NMFS	☐	☐	☐	☐	☐	☐
NPS	☐	☐	☐	☐	☐	☐
NRCS	☐	☐	☐	☐	☐	☐
NWFWMD	☐	☐	☐	☐	☐	☐
SWFWMD	☐	☐	☐	☐	☐	☐
SFWMD	☐	☐	☐	☐	☐	☐
SJRWMD	☐	☐	☐	☐	☐	☐
SRWMD	☐	☐	☐	☐	☐	☐
USCOE	☐	☐	☐	☐	☐	☐
USFWS	☐	☐	☐	☐	☐	☐
USEPA	☐	☐	☐	☐	☐	☐
USFS	☐	☐	☐	☐	☐	☐
USCG	☐	☐	☐	☐	☐	☐

30: Please rank the Agency's willingness to share information.
*Willingness to share information relates to the free exchange or any known information to move projects forward or improve project decision making.

	Excellent	Very Good	Good	Fair	Poor	N/A
FHWA	☐	☐	☐	☐	☐	☐
SHPO	☐	☐	☐	☐	☐	☐
DEP	☐	☐	☐	☐	☐	☐
FDCA	☐	☐	☐	☐	☐	☐
FDACS	☐	☐	☐	☐	☐	☐
FFWCC	☐	☐	☐	☐	☐	☐
NMFS	☐	☐	☐	☐	☐	☐
NPS	☐	☐	☐	☐	☐	☐
NRCS	☐	☐	☐	☐	☐	☐
NWFWMD	☐	☐	☐	☐	☐	☐
SWFWMD	☐	☐	☐	☐	☐	☐
SFWMD	☐	☐	☐	☐	☐	☐
SJRWMD	☐	☐	☐	☐	☐	☐
SRWMD	☐	☐	☐	☐	☐	☐
USCOE	☐	☐	☐	☐	☐	☐
USFWS	☐	☐	☐	☐	☐	☐
USEPA	☐	☐	☐	☐	☐	☐
USFS	☐	☐	☐	☐	☐	☐
USCG	☐	☐	☐	☐	☐	☐

31: Please rank the Agency's concern for meeting project schedules.
*This relates to the Agency's concern for helping the District meet its project schedule.

	Excellent	Very Good	Good	Fair	Poor	N/A
FHWA	☐	☐	☐	☐	☐	☐
SHPO	☐	☐	☐	☐	☐	☐
DEP	☐	☐	☐	☐	☐	☐
FDCA	☐	☐	☐	☐	☐	☐
FDACS	☐	☐	☐	☐	☐	☐
FFWCC	☐	☐	☐	☐	☐	☐
NMFS	☐	☐	☐	☐	☐	☐
NPS	☐	☐	☐	☐	☐	☐
NRCS	☐	☐	☐	☐	☐	☐
NWFWMD	☐	☐	☐	☐	☐	☐
SWFWMD	☐	☐	☐	☐	☐	☐
SFWMD	☐	☐	☐	☐	☐	☐
SJRWMD	☐	☐	☐	☐	☐	☐
SRWMD	☐	☐	☐	☐	☐	☐
USCOE	☐	☐	☐	☐	☐	☐
USFWS	☐	☐	☐	☐	☐	☐
USEPA	☐	☐	☐	☐	☐	☐
USFS	☐	☐	☐	☐	☐	☐
USCG	☐	☐	☐	☐	☐	☐

32: Please rate the overall quality of information and data provided by Agency.

	Excellent	Very Good	Good	Fair	Poor	N/A
FHWA	☐	☐	☐	☐	☐	☐
SHPO	☐	☐	☐	☐	☐	☐
DEP	☐	☐	☐	☐	☐	☐
FDCA	☐	☐	☐	☐	☐	☐
FDACS	☐	☐	☐	☐	☐	☐
FFWCC	☐	☐	☐	☐	☐	☐
NMFS	☐	☐	☐	☐	☐	☐
NPS	☐	☐	☐	☐	☐	☐
NRCS	☐	☐	☐	☐	☐	☐
NWFWMD	☐	☐	☐	☐	☐	☐
SWFWMD	☐	☐	☐	☐	☐	☐
SFWMD	☐	☐	☐	☐	☐	☐
SJRWMD	☐	☐	☐	☐	☐	☐
SRWMD	☐	☐	☐	☐	☐	☐
USCOE	☐	☐	☐	☐	☐	☐
USFWS	☐	☐	☐	☐	☐	☐
USEPA	☐	☐	☐	☐	☐	☐
USFS	☐	☐	☐	☐	☐	☐
USCG	☐	☐	☐	☐	☐	☐

Performance Measures

Please select the response which best represents the ETAT Agencys' performance in the following areas:

33: ETAT Review for Planning and Programming Screen is typically within established review periods.

	Within 45 days	46-60 days	Beyond 60 days	N/A
FHWA	☐	☐	☐	☐
SHPO	☐	☐	☐	☐
DEP	☐	☐	☐	☐
FDCA	☐	☐	☐	☐
FDACS	☐	☐	☐	☐
FFWCC	☐	☐	☐	☐
NMFS	☐	☐	☐	☐
NPS	☐	☐	☐	☐
NRCS	☐	☐	☐	☐
NWFWMD	☐	☐	☐	☐
SWFWMD	☐	☐	☐	☐
SFWMD	☐	☐	☐	☐
SJRWMD	☐	☐	☐	☐
SRWMD	☐	☐	☐	☐
USCOE	☐	☐	☐	☐
USFWS	☐	☐	☐	☐

USEPA	☐	☐	☐	☐
USFS	☐	☐	☐	☐
USCG	☐	☐	☐	☐

34: In your opinion, how would you rank the Agency's overall performance?

	Excellent	Very Good	Good	Fair	Poor	N/A
FHWA	☐	☐	☐	☐	☐	☐
SHPO	☐	☐	☐	☐	☐	☐
DEP	☐	☐	☐	☐	☐	☐
FDCA	☐	☐	☐	☐	☐	☐
FDACS	☐	☐	☐	☐	☐	☐
FFWCC	☐	☐	☐	☐	☐	☐
NMFS	☐	☐	☐	☐	☐	☐
NPS	☐	☐	☐	☐	☐	☐
NRCS	☐	☐	☐	☐	☐	☐
NWFWMD	☐	☐	☐	☐	☐	☐
SWFWMD	☐	☐	☐	☐	☐	☐
SFWMD	☐	☐	☐	☐	☐	☐
SJRWMD	☐	☐	☐	☐	☐	☐
SRWMD	☐	☐	☐	☐	☐	☐
USCOE	☐	☐	☐	☐	☐	☐
USFWS	☐	☐	☐	☐	☐	☐
USEPA	☐	☐	☐	☐	☐	☐
USFS	☐	☐	☐	☐	☐	☐
USCG	☐	☐	☐	☐	☐	☐

35: How beneficial are the ETDM Training courses or workshops for your District?

	Very Beneficial	Beneficial	Neutral	Somewhat Beneficial	Not Beneficial	N/A
ETDM	☐	☐	☐	☐	☐	☐
PD&E	☐	☐	☐	☐	☐	☐
EST	☐	☐	☐	☐	☐	☐
Socio-cultural Effects	☐	☐	☐	☐	☐	☐
ETAT Review Screens	☐	☐	☐	☐	☐	☐
Project Management	☐	☐	☐	☐	☐	☐
Project Input Utilities	☐	☐	☐	☐	☐	☐

36: Please list below any training courses, workshops or subject matter that you would recommend be added to ETDM training curriculum.

37: Select the ETDM program improvements that are most important to your District (select all that apply).

☐ Reduce duplication of paperwork	☐ Add new GIS layers to the EST
☐ Provide more feedback to Agencies	☐ Add local government plans to the EST
☐ Add more information to the EST	☐ Add regional mitigation planning
☐ Increase communication and coordination with FDOT	☐ Establish uniform tracking by Districts of projects
☐ Provide monthly updates on the number of EST projects	☐ Protection and conservation of environmental resource(s) discussed below
☐ Add a new performance measure	☐ Develop a prescreening mechanism
☐ Reduce Conflict	☐ Meet project schedules
☐ Concurrent reviews	☐ Proactive partnering with agencies
☐ Advance project permitting	☐ Other

38: Please provide any other information or recommendations you feel will help improve the ETDM Process in Florida.

Appendix I
Out-of-State Travel Request Form

FDOT TRAVEL/TRAINING REQUEST

Required for Out-of-State Travel Only

Employee Name	*Employee Position*
Agency Name and Office Location	
Purpose of Travel:	

TRAVEL REQUESTED

Date	*Origination*	*Destination*
Date	*Origination*	*Destination*

ESTIMATED TRAVEL COST

Estimated Total Cost for Travel: $

AUTHORIZATION BY CEMO ADMINISTRATOR

Verbal Authorization	*Date*
Authorization	*Date*

AGENCY SIGNATURES

Employee Signature	*Date*
Travel Approved by Direct Supervisor	*Date*