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**Process that is followed for an
OCR Railroad Safety Project
(RR Force Work Component)**

1. Office of the Commissioner of Railroads (OCR) identifies candidate project.
2. Candidate projects are put on master OCR projects list by RHS
3. Master list sent to RRC at least annually
4. Region identifies and then ensures that projects in an MPO are included in the MPO's TIP (if using federal funds)
5. Field review by OCR (Investigation)
6. OCR conducts hearing or makes a determination on the adequacy of warning devices
7. OCR issues proposed decision if a hearing was held
8. OCR issues final decision (Order)
9. Railroads and Harbors Section (RHS) assigns RR project ID number and initializes in FIIPS/FOS ("Schedule {R/R} Date" equals 6-25 of its FY funding, "PS&E Date" should be 2 months prior to the schedule date) Life Cycle 10
10. OCR approves project to be included in their program
11. OCR sends written notification of program to RHS
12. RHS requests region to check for any upcoming projects that could impact the OCR project
13. Region Railroad Coordinator (RRC) contacts locals about upcoming OCR project
14. If appropriate, the region gets a municipal agreement signed by the locals.
15. Region provides TIP line number (if in MPO) to RHS
16. RHS requests that the project be authorized for charges.
 - A. If the request for authorization is prior to the same fiscal year as the R/R Schedule Date, then the request will be for railroad design costs. RHS requests authorization of BSHP for the total project estimate amount and sends an e-mail notification to the BFS Highway Accounting Unit that this is a railroad project with design cost authorization being requested. These types of projects have a categorical environmental exemption if done as a stand-alone project. In FIIPS under 'Project Notes' in the electronic 'FHWA-37 form' state "5% of project to be used for Railroad PE." The project remains in Life Cycle 10. **Status F**
 - B. If the request for authorization is in the same fiscal year as the R/R Schedule Date then RHS requests authorization of BSHP for the total project. The project remains in Life Cycle 10. **Status F**
17. RHS and/or region may field review
18. BSHP requests authorization of BFS. **Status G**
19. BFS Highway Accounting Unit electronically submits the FHWA-37 form. After submittal, BFS changes the FHWA Fiscal Management Information System (**FMIS**) to be 5% of the total project cost. BFS does the 5% modification only if following 10'A' above.
20. FHWA electronically approves the FHWA-37 form.
21. Project is authorized for charges by BFS (5% of the total funding needed is obligated at this time if following A.' above) **Status H.**
22. RHS drafts proposal/estimate request.
23. RHS sends proposal/estimate request to railroad.
24. Railroad performs preliminary (design) engineering, generates an estimate and sends to RHS
25. BFS electronically modifies FMIS for the entire amount of project
26. May need further RR negotiations or amended agreement based on RR comments
27. Railroad approves agreement and sends to RHS
28. RHS prepares DT-25
29. Agreement to BFS ---- Secretary ---- Governor
30. Agreement executed by BFS (Contract Administration Unit) and encumbers the dollars (Expenditure Accounting Section) (**=Schedule Date**)
31. Executed agreement to RHS
32. Executed agreement sent to railroad (with authorization to order materials) and RRC
33. Progressive billing by RR may begin. (design and material bills may be submitted before construction with other progressive bills coming up until the final bill is submitted or 1 year after the completion certificate is sent to the railroad)
34. RHS ensures that the R/R schedule date and the EAPS encumbrance date are in sync and moves the project to life cycle 40. (**Life Cycle 40**)

35. RRC reviews progressive bills and forwards to BFS for partial or complete payment. (an explanation of partial payment is required by BFS)
36. RRC issues written start notice to Railroad and copies RHS and OCR.
37. Railroad notifies RRC of intent to start.
38. Construction by RR and inspection by region.
39. Railroad notifies RRC of the completion date. (If the railroad didn't notify the RRC of the completion date and a field inspection of the project indicates that the project is complete, then go ahead to the next step)
40. Region does field inspection for acceptance.
41. RRC fills out final acceptance letter and completion certificate. The original gets sent to the railroad and copies get sent to BHR and BFS. If there was an OCR order then also send a copy to the OCR.
42. Railroad is given three months to dispute state's final acceptance of the project otherwise use the completion date from the final acceptance letter to start the one year for the railroad to send the final bill to the RRC.
43. Railroad needs to submit final bill to the RRC within one year of the state's final acceptance of the project, otherwise the RRC can close the project.
44. RRC reviews final bill and resolves with the railroad any disputed items.
45. RRC forwards undisputed final bill to BFS for payment along with advising BFS to disencumber any remaining project dollars and close the project to charging.
46. BFS disencumbers any remaining project dollars and close project to charging. **Life Cycle 50**
47. One month after sending the final bill to BFS, RRC checks EAPS to see if the final bill has been processed and marked as final and to see if the remaining funds have been released. Also check FIPS to see if the project is closed except for JV.