

PROJECT LETTING PROCESS FOR FISCAL YEAR "X"

Fiscal Year	Month	EVENTS	
"X minus 2"	May June	Start Development of Preliminary LIP for FY "X."	
"X minus 1"	July	Jul 15: Preliminary LIP for FY "X" due in CO.	
	August September	Oct 1: LIP for FY "X" completed.	
	November December January February	Feb 1: PS&Es for May and June of FY "X minus 1" and July of FY "X" due in CO.	
	March April		
	May June	May 1: PS&Es for Aug., Sept, and Nov. of FY "X" due in CO.	
	"X"	July	
		August September	Aug. 1: PS&Es for Dec, Jan, and Feb of FY "X" due in CO.
November		Nov. 1: PS&Es for March and April of FY "X" due in CO.	
December January February		Feb. 1: PS&Es for May and June of FY "X" and July of FY "X plus 1" due in CO.	
March April			
May June			
"X plus 1"		July	

This table shows only those events associated with a hypothetical fiscal year "X." Activities for the previous year and subsequent year would overlap into this schedule.

**SCHEDULE FOR ESTABLISHING ANNUAL
(LIP)**

Date	Activity	Responsibility
By 5/1	Establish annual FY program levels	HPC & BSHP*
By 5/1	Publish statewide and region program levels and advise regions to adjust their programs accordingly.	PLP Committee
Start 5/1	Adjust programs to match authorized levels	Regions
By 6/1	Establish local programs	BSHP
6/1 - 7/15	Verify project delivery schedule. Based on PS&E ready date assign project to month and quarter to be let. Verify cost estimate. Verify major quantities.	Regions
By 7/15	Schedules copied Submit preliminary LIP to CO committee	BSHP & Regions
7/15 - 9/1	Compile monthly and quarterly let list, costs and quantities. Verify compliance with monthly and quarterly targets. Verify funding availability. Determine need for revisions.	PLP Committee
9/1 - 10/1	Solicit needed revisions and revise schedules to meet/satisfy various goals.	PLP Committee & Regions
By 10/1	Establish and publish LIP	PLP Committee

Sample Letting Restriction List

Date: 04/30/96

From:

To: David Dettmann

DETTMD - HFRC

Subject: Letting Restriction List, Dist _____

 This list identifies certain FY _____ projects that must be restricted to a particular letting and provides the reason for the restrictions.

Project ID #	Month of Letting	Reason for the Restriction (see below)
XXXX-XX-XX	Jan '97	#1
YYYY-YY-YY	Feb '97	#4
ZZZZ-ZZ-ZZ	Feb '97	#5, road must be open before school year starts.

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- #1 = Latest date to permit construction completion in calendar year.
 - #2 = Project sequencing; future projects depend upon timing of this one.
 - #3 = Provides lead time for delivery of steel or other materials.
 - #4 = Construction time for delivery of steel or other materials.
 - #5 = Permit opening to traffic by key date (explain).
 - #6 = Local commitments (explain).
 - #7 = Other (explain).

**QUARTERLY AND
CUMULATIVE MONTHLY GOALS**

Letting Month	Allowable Range	
	Percent of Annual Let Goal	Example based on \$1 Billion Annual Let Goal (in Millions)
July	-2 - 12%	\$20 - 120
August	4 - 16%	\$40 - 160
September	6 - 20%	\$60 - 200
October	12 - 24%	\$120 - 240
November	24 - 35%	\$240 - 350
December	39 - 49%	\$390 - 490
January	52 - 62%	\$520 - 620
February	66 - 73%	\$660 - 730
March	80 - 87%	\$800 - 870
April	87 - 93%	\$870 - 930
May	93 - 97%	\$930 - 970
June	99 - 101%	\$970-1010