

# UTILITY RELOCATION FUNDING & AUTHORIZATION PROCESS

## WHO

## WHAT

Region Utility Specialist (RUS)

### DETERMINE BUDGET COST FOR STIP UR PHASE

Identify Utility Reimbursement on project as early as possible.  
Obtain worst-case, ball-park, relocation cost from utility companies.  
Determine budget estimate (ball-park, worst-case) needs for UR phase.  
**Notify PL, SUE, and STIP Coordinator of UR Phase budget needs.**

Region STIP Coordinator

### UPDATE STIP UR PHASE

Confirm STIP - UR Phase, programmed amounts, correct year  
Notify PL/RUS/SUE of any STIP or funding issues  
Issue STIP Amend. / Financial Plan adjustments to HFO as needed  
**Submit programming request, or notification, to SUE, copy to RUS**

State Utility Engineer (SUE)

### REQUEST UTILITY EA FROM HFO

Review programming request and discuss any funding issues with STIP Coordinator and RUS.  
**Submit programming request to HFO for Utility EA**

Highway Finance Office (HFO)

### OBTAIN FUNDING AND ISSUE UTILITY EA

Determine funding type and obtain funding authorization as required.  
Set up Expenditure Account in TEAMS for Utility Relocation.  
**Notify SUE of EA, funding type and if "federal oversight".**

Region Utility Specialist (RUS)

### PREPARE UR PACKAGE FOR EACH UTILITY

Assemble reimbursement package for SUE approval: Conflict letter & list; Detailed estimate & plan; RIF; Certification; Consultant agreement; Etc.

### ENSURE STIP UR BUDGET COVERS ACTUAL ESTIMATES

Compare total of detailed utility estimates to approved STIP UR budget.  
If total of actual utility estimates exceed approved utility budget, then go back to the Top Step: Notify PL and STIP Coordinator to increase UR budget.

Submit reimbursement package with Utility Reimbursement Request Form (URRF) to SUE, for appropriate authorization.

State Utility Engineer (SUE)

### AUTHORIZE UTILITY RELOCATION WORK

Receive and review utility reimbursement package from RUS.  
Request subjob from HFO as necessary to account for multiple utilities.  
Prepare and submit UR package to FHWA for approval as necessary (2-3 week approval time).

**Submit authorization letter to utility company.**

**Notify RUS and STIP Coordinator of authorization and Utility EA.**

**Authorize and forward utility invoice to FS for payment.**

**Notify HFO and STIP Coordinator of project completion and request EA/subjob be closed.**