



## Common Mistakes

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## Common Mistakes

- Incorrect FTIP information or not programmed
  - Not enough funding programmed
  - Wrong fund type, CMAQ vs STP
  - Wrong phase programmed
  - Wrong FFY and no EPSP approved
  - Outside 4-year FTIP funding window
- NEPA description doesn't match FTIP or PS&E
- NEPA not current/needs re-validation
- Scope of work not programmed in the FTIP
- Change of Scope, not update FTIP or revalidate the NEPA & RW Cert
- Improper use of Toll Credit and federal reimbursement rate

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## Common Mistakes

- Estimate doesn't match F/L or Programming
- Estimate not segregated
- ROW Cert missing info
- Missing/Inaccurate PED (Project End Date)
- Incomplete PS&E Checklist
- QAP not on file or current (5-year life)
- DBE Agreements (LAPM 9-A & 9-B) not on file
- ADA Compliance (LAPM 9-C)
- Not using the current forms
- Lapsing funds, Reversion date on Finance Letter (Not for CTC Allocated funds)
- Inactive Obligation, no invoice for 6 months. FHWA may deobligate if no invoice for 12 months.

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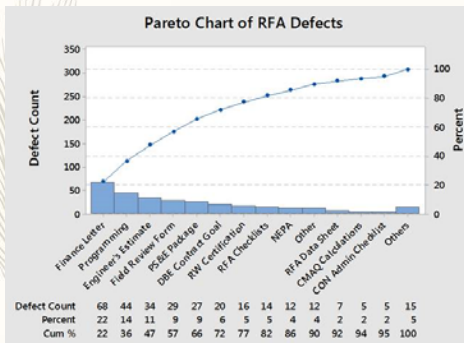
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Data from Lean Six Sigma




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Questions ?

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