South Carolina Department of Transportation

Engineering Directive

Directive Number: ED-48  Effective: August 9, 2010
Subject: Participation in Local Drainage Projects
References: Engineering Directive 47
Purpose: Establish Procedures to Determine SCDOT Participation in Local Drainage Projects
This Directive Applies to: Maintenance and Preconstruction

The South Carolina Department of Transportation (SCDOT) is frequently asked by local governmental entities to participate in drainage improvement projects. This engineering directive will provide guidance as to how these requests should be submitted and how they will be processed after they are received.

All requests for SCDOT participation shall be submitted to the resident maintenance engineer using the Drainage Project Participation Request Form provided in Appendix A of this directive. Requests should be received no later than December 1 for funding consideration for the upcoming fiscal year. The request shall be processed in accordance with the procedures outlined in Procedures for Participation in Local Drainage Projects provided in Appendix B of this directive, and submitted to the Director of Maintenance Office with a recommendation prior to February 1.

Projects will be prioritized using the ranking criteria listed in the document, Drainage Project Prioritization, provided in Appendix C of this directive. The Director of Maintenance will determine the amount of funding available for drainage project participation for the new fiscal year and forward prioritized projects equal to that amount to the Chief Engineer for Operations by March 1. The Chief Engineer for Operations will forward a recommendation to the Deputy Secretary for Engineering. If the Deputy Secretary for Engineering concurs with the recommended program, approval will be sent to the Director of Maintenance with instructions to include the projects in the state plan for SCDOT Commission approval. Once approved by the Commission, the districts will be notified and may contact applicants to advise them their requests have been approved.

The district engineering administrator (DEA) will also inform the applicant they must submit a written request to the Department's Local Public Agency (LPA) Administration Office, stating they want to administer the project. The applicant must complete the LPA Qualifications Evaluation Form and comply with the requirements set forth in the Procedures for Local Public Agency Project Administration. (See Engineering Directive 47.) In order to receive state or federal funds from SCDOT, the requesting entity must qualify under the LPA Program.

Once approved for the LPA Program, the Director of Maintenance will establish an allotment for the project and furnish the file number to the DEA. The district will be responsible for submitting
the necessary documentation for payments to the applicant and for closing out the project once work is complete.

Submitted by:    David B. Cook___________________________
Acting Director of Maintenance

Recommended by:    James J. Feda, Jr.________________________
Acting Chief Engineer for Operations

Approved:                   Christy A. Hall____________________________
Deputy Secretary for Engineering

Lead:                Director of Maintenance

History:    Issued on August 9, 2010
APPENDIX A
FOR ENGINEERING DIRECTIVE 48
Drainage Project Participation Request Form

Applicant:

Project Description:

Will the project eliminate/reduce flooding on state roads? (circle response)
- Eliminate
- Reduce
- No flooding present

How will this project improve drainage on SCDOT rights-of-way?

Number of property owners that will be affected by this project?

What storm frequency currently causes flooding to the majority of these owners?
- 2 year
- 10 year
- 25 year
- 50 year

How many years has this drainage problem existed?
- 0 to 5 years
- 6 to 10 years
- 11 to 15 years
- > 15 years

Downstream Impact:
- Significant
- Minor
- No adverse impact

What is SCDOT’s contribution to the drainage area?

Other Public Entities Participating in Project:

Estimated Total Project Cost:

Amount Requested from SCDOT with Invoice Schedule by Fiscal Year:

Estimated Construction Date:

Estimated Completion Date:

Applicant’s Name: Signature:

Title:

Date:
Would this project rank high on the district’s priority list of needed drainage improvements for this county?
APPENDIX B
FOR ENGINEERING DIRECTIVE 48
Procedures for Participation in Local Drainage Projects

I. Application Process

101 - The South Carolina Department of Transportation (SCDOT) is frequently asked by local governmental entities to participate in drainage improvement projects. When the resident maintenance engineer (RME) is contacted by a governmental agency making this request, he or she should provide the requester with a Drainage Project Participation Request Form. This form should be completed by the applicant and returned to the RME with a set of construction plans if available. Requests should be submitted to the RME as early in the development phase of the project as possible so that funds can be budgeted if participation in the project is approved. Projects will rarely be approved for funding for the fiscal year in which they are submitted. Requests should be received no later than December 1 for funding considerations for the upcoming fiscal year.

102 - The completed request form and project plans (if submitted) are reviewed by the RME to determine whether the project has merit or not. The following should be considered before making a recommendation:

- Will the project eliminate or reduce the frequency of flooding on state maintained roads?
- Will the project yield a savings in the amount spent annually maintaining the drainage system along these roads?
- Will this project conflict with future SCDOT projects, such as pavement improvement/preservation or pavement marking projects?

The answers to these questions and other issues should form the basis of the RME’s recommendation. The RME should submit pictures of flooding or other evidence to support his or her recommendation. The request and a written recommendation are then forwarded to the district office by January 1 for review.

II. District Review

201 - The request and the RME’s recommendation are reviewed by the district maintenance engineer (DME). If the DME concurs with the recommendation, he or she will forward it to the district engineering administrator (DEA) for concurrence.

202 - The DEA can deny the request or forward it to the Director of Maintenance (DOM) with a recommendation that the Department should participate in the project. The request should be sent to the DOM prior to February 1. If necessary, the district can request that the Hydrology Department review the project and provide any input they may have before finalizing their recommendation. If the DEA decides to deny the request, the requesting entity should be advised in writing that their request has been rejected and the reason for the rejection.
III. Director of Maintenance Review and Ranking Process

301 - Upon receipt of the application and recommendation from the district, the DOM will review for concurrence. If the DOM agrees with the recommendation, the project will be scored using the criteria in the document, Drainage Project Prioritization. If the DOM disagrees with the recommendation, the request will be returned to the district with an explanation as to the reasons why the Department has chosen not to participate.

302 - All project requests that have been recommended for approval are scored using the criteria outlined in the document, Drainage Project Prioritization. The criteria outlined in Act 114 were considered and of those nine criteria, four are applicable. They are:

1) public safety,
2) financial viability,
3) economic development, and
4) environmental impact.

The amount of funding available for drainage projects is determined by the DOM during the budget development process. Projects are selected in order, beginning with the highest score, until the allocated funding is exhausted. It is important to know the predicted payout schedule and duration of each project to determine how many fiscal years the project will require funding.

303 - The DOM will forward all projects that are recommended for funding to the Chief Engineer for Operations by March 1.

IV. Approval by Deputy Secretary for Engineering and Participation Agreements

401 - Upon completion of review, the Chief Engineer for Operations will forward the request, along with a recommendation, to the Deputy Secretary for Engineering. If the Deputy Secretary for Engineering concurs with the recommended program, approval is sent to the DOM with instructions to include the project in the state plan for commission approval. The state plan is submitted for approval to the SCDOT Commission in May or June of each year. Once the project is approved by the Commission, file numbers and allotments will be established.

402 - The DOM will notify the appropriate DEA of the projects that were approved in their district.

403 - The DEA will contact the local government or agency and advise that the Department will participate in the project. The next step for the applicant is a written request to the Department’s Local Public Agency (LPA) Administration Office stating that they want to administer the project. They must then complete the LPA Qualifications Evaluation Form and comply with all requirements set forth in the Procedures for Local Public Agency Project Administration. In order to receive state or federal funds from SCDOT, the requesting entity must qualify under the LPA Program.
Drainage Project Prioritization

Public Safety and Potential for Economic Development – Number of property owners affected – Max 20 points
- 0 to 5 – 5 pts
- 6 to 10 – 10 pts
- 11 to 15 – 15 pts
- > 15 – 20 pts

SCDOT’s Contribution to the Drainage Area – Max 20 points
- 0 to 10% – 5 pts
- 11 to 15% – 10 pts
- 16 to 20% – 15 pts
- > 20% – 20 pts

Storm Intensity that Causes Flooding to Property – Max 20 points
- 50 year storm – 5 pts
- 25 year storm – 10 pts
- 10 year storm – 15 pts
- 2 year storm – 20 pts

Financial Viability – Percent of Project Funding Requested – Max 20 points
- > 50% – 5 pts
- 36 to 50% – 10 pts
- 21 to 35% – 15 pts
- 0 to 20% – 20 pts

Number of Years Problem has Existed – Max 20 points
- 0 to 2 years – 5 pts
- 3 to 5 years – 10 pts
- 6 to 10 years – 15 pts
- > 10 years – 20 pts

Environmental Impact – Will project eliminate/reduce the flooding of state roads and bridges? – Max 40 points
- Flooding eliminated – 40 pts
- Flooding reduced – 20 pts
- No flooding present or flooding not reduced – 0 pts

Public Safety – Extent of adverse impacts on downstream area – Max 20 points
- Significant impacts – 0 pts
- Minor impacts – 10 pts
- No adverse impacts – 20 pts