

Section 10.2 – Tennessee Department of Transportation

The purpose of this Section is to outline the fundamental differences for TDOT's projects (grants) processing when compared to the guidance provided by the Edison Grants Accounting Manual. The intent is **NOT** to outline TDOT's business processes surrounding grants processing. For the specific steps outlined below, TDOT adheres to the following alternate procedures in lieu of the steps outlined in the Primary Grant Manual:

10.2.1 - Part 2 Essential Elements of Grants Setup and Processing Section 2.1.2 Project ID Naming

- The first two characters of TDOT's Project ID naming convention are numeric digits that represent the location of the project (County, Region-wide, State-wide).

10.2.2 - Part 2 Essential Elements of Grants Setup and Processing Section 2.2.7 - Project Activity

- The "Standard" Activities are not used by TDOT. Their Activities are comprised of both alpha and numeric characters which are for informational purposes. TDOT also does not use the standard Activity Types.
- Some examples of the format of Activities for TDOT are below:
 - 1170F – this activity is funded by Federal dollars (68001000) on Contract F0766100 (Federal Highway)
 - 1170L – this activity is funded by local/city dollars (68050000) on Contract F0766101 (City of Nashville)
 - H120F – this activity is funded by Federal dollars (68001000) on Contract F1144000 (Federal Highway)
 - H120L – this activity is funded by local/city dollars (68050000) on Contract F1144001 (City of Nashville)

10.2.3 - Part 2 Essential Elements of Grants Setup and Processing Section 2.2.4 - Project Type

- TDOT uses the following "Project Types":
 - 01 Construction of a New Route
 - 02 Constr-Relocate Existing Route
 - 03 Reconstruction
 - 04 Major Widening-Existing Route
 - 05 Minor Widening
 - 06 Restoration & Rehab
 - 07 Resurface Existing Roadway
 - 08 New Bridge
 - 09 Bridge Replacement
 - 10 Major Bridge Rehab
 - 11 Minor Bridge Rehab
 - 12 Safety
 - 13 Traffic Oper & Control
 - 14 Environmental & Enhancements
 - 15 Recon-Add Full Lane Capacity
 - 16 Recon-No Full Lane Capacity
 - 17 Blank
 - 18 Blank
 - 19 Blank

20	Maintenance
21	SPR (Statewide Planning and Research)
22	Aeronautics
23	Mass Transit
24	Waterways & Rail
25	Governors Highway Safety
26	Other Projects-Not Classified

10.2.4 - Part 2 Essential Elements of Grants Setup and Processing Section 2.2.9 - Project Activity Type

- The following Activity Types produce billings in Edison:

A	TDOT Other State Agency (Other Tennessee State Agencies)
ARRA	ARRA Funded used by other agencies besides TDOT
C	TDOT Other State
E	TDOT Private (Utilities and Private Entities)
F	TDOT Federal Funded (FHWA) (Federally funded)
L	TDOT Local
N	TDOT Federal Funds (Non-FHWA) (Federally funded)
- The following Activity Types do not produce billings in Edison:

B	TDOT Bond Auth Only
D	TDOT Bond Auth and Sold
FORCE	TDOT Participant Provider
G	TDOT State Aid Bridg Grant
H	TDOT Excess Bridge Match
R	TDOT ROUNTN (Routine Maintenance)
S	TDOT State
T	TDOT Maintenance Structure
X	TDOT Bond Used for Fed Match
Z	TDOT Bond Used for Fed Match

10.2.5 - Part 3: Grant/Customer (revenue) Contract Creation Section 3.1 – Creating a Customer (revenue) Contract by entering the Proposal

- No Customer Contracts/Grants are created through the Proposal method for TDOT.

10.2.6 - Part 3: Grant/Customer (revenue) Contract Creation Section 3.3 - Creating the Customer (revenue) Contract (Bluebird Method)

- Projects are created and updated in the PPRM system and uploaded to Edison through a system interface. TDOT uses the following “Project Types”:
- Project Activities are also created and updated in the PPRM system and uploaded to Edison through a system interface. TDOT administers its federal awards with the primary focus on projects, and it is common for a single project to have multiple Federal apportionments and State and Local funding sources associated with it. To meet the agency’s expanded needs, a separate Project Activity is established by funding source by contract.

- The Contract number is auto-assigned using the NEXT feature in Edison. This defaults a contract number which begins with TN.
- TDOT utilizes the following unique Contract Types:
 - a. TDOT-FHWA-used for FHWA Customer Contracts
 - b. TDOT-used for other Federal Contracts and State Contracts related to federal reporting
 - c. TDOT-IU – used for Inter-unit Journals to other State Agencies related to federal reporting
 - d. TDOT-LGI – used for Local Government Investment Pool (LGIP) related to non-federal contracts
 - e. TDOT-LOC-used for other Local Contracts which are nonfederal
- TDOT utilizes the following unique Bill Types:
 - a. HWY (FHWA)-used for FHWA Customer Contracts
 - b. TDOT-FH (FHWA Forest Hwy)-used for FHWA Customer Contracts
 - c. OTH-use for FTA, FFA, & NHTSA
 - d. IU-use for other State Agency (for 3rd Party)
 - e. LOC-Local Government, Cash & Third Party Billing (for 3rd Party)
 - f. LGI-LGIP (for 3rd Party)
- TDOT utilizes the Bill by ID “PROJECTS”.
- The project authorization date from the PPRM system should be used as the Effective Date of the Rate Sets.
- Project Budgets are created and amended in the PPRM system and uploaded to Edison through a system interface.

10.2.7 - Part 4: Customer (revenue) Contract Transactional Processing Section 4.2 - Customer (revenue) Contract Billing

- Billings are not processed daily. The timing and frequency of each type of billing is summarized below:
 - The FHWA funded projects/grants are billed weekly.
 - Other Federal funded projects/grants are typically billed monthly.
 - Other participants including county and local governments, utilities, and other state agencies are billed quarterly after cost allocations are posted.
 - Ad hoc billings are processed when projects are completed and closed between the monthly and quarterly billing cycles.
- TDOT personnel initiates its billing processes (as-incurred or immediate/amount based {Prepaid}) instead of waiting on the nightly batch process initiated by Edison personnel.
- TDOT uses an agency specific query (TN_GR03_BILLING_DETAIL_TDOT) to determine the amount of its Federal draws.
- TDOT uses a manual invoicing process for non-federal reimbursement on projects. Amounts returned by the TN_GR03_BILLING_DETAIL_TDOT are used when generating the manual invoices.

- TDOT negotiates its drawdown procedures for programs covered by the Cash Management Improvement Act (CMIA) through the submission of the Treasury State Agreement. Other programs make Federal Draws in accordance with the billing frequency discussed above.
- TDOT processes its billings using the TN_GR03_BILLING_DETAIL_TDOT query.

10.2.8 - Part 5: Customer (revenue) Contracts Prepaids

- TDOT runs the “As Incurred” billing and “Utilization” of Prepaids and has the ability to process their own Prepaid/Immediate Billing.

10.2.9 - Part 11: Other Grants/Projects Topics Section 11.4 – Queries

- All agency specific queries begin with TN_TDOT and can be retrieved with the TN_TDOT% prompt in Query Viewer.
- TDOT has a specific SEFA Supplemental query due to several unique situations:
 - Project ID Activity Type of “A” - TDOT Other State Agency (Other Tennessee State Agencies) is used.
 - Customer Contract Type of TDOT-IU – used for Inter-unit Journals to other State Agencies related to federal reporting.
 - TDOT also has a business process that all interdepartmental Customer (revenue) Contracts will be generated to create an Award Profile in Edison.
 - The SEFA Supplemental query is TN_GR06_SEFA_SUPPL_TDOT due to the unique situations previously listed. The main SEFA queries: TN_GR06_SEFA_EXP and TN_GR06_V_SEFA_DETAILS are used by TDOT as well as all other agencies.