

500 Series Reports: Processing and Reporting in Delaware

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Delaware Division Overview

- * **FHWA DE Division - 11 staff members**
 - * Leadership: Division Administrator; 2 Supervisors
- * **Division Contact for 500 Series Reports: Marc Dixon, Community Planner**
 - * **Primary role:** troubleshoot DelDOT's & Dept. of Motor Vehicles' (DMV) questions; liaison between FHWA HQ and State.
 - * ~10% of time required annually
 - * Reporting cycle: DE reports by fiscal year (due Jan. 1)
 - * Leadership only gets involved if notified by FHWA HQ re: missing reports

500 Series Report: 531/532 & 543

- * **531 (State Highway Income) & 532 (State Highway Expenditures) reports:**
 - * Completed by DelDOT Finance Dept. rep.
 - * Previous POC in DelDOT Finance Dept. recently retired.
 - * FHWA is working with new POC on getting UPACS and Fuels & FASH access, etc.
 - * This POC (a.k.a, *500 Series Submitter*) collects the 561, 562, 566, 534, 541, 542 from report owners and submits in Fuels & FASH.
- * **Optional 543 (State Transp. Sinking Fund and Debt Service Transactions)**
 - * DelDOT does not complete.

500 Series Report: 561 & 562

- * **561** (*State Motor-Vehicle Registrations, etc.*) & **562** (*State Driver Licenses and Fees*) reports :
 - * DMV staff change in early 2015 (attrition)
 - * FHWA currently working with DMV staff to identify new 'permanent' point of contact, etc.

500 Series Report: Local Governments

* 536 – Local Highway Finance Report

- * DeIDOT's HPMS Coordinator is report owner/P.O.C.

- * **Process:** DeIDOT starts process by sending letter to municipalities in April; requests response by July

 - * Fields questions (most common: 'What is this report?')

- * Cleans and aggregates data to compile in one form.

 - * Not all towns < 5,000 population submitted form; DeIDOT used a factor to account for missing data

500 Series Report: Local Governments

- * **536 Report (cont'd)**

- * **Process** (cont'd)

- * Validates data with another staff member who is involved with local gov't projects (*Transp. Alternative Program Manager*)
 - * DelDOT submits report in Fuels & FASH

500 Series Report: Local Governments

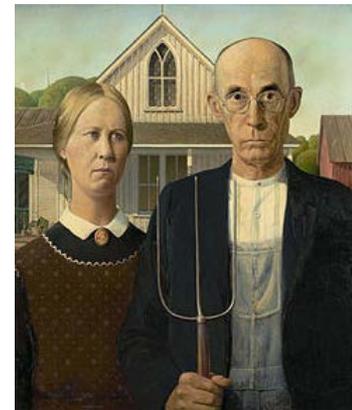
* 536 Report (cont'd)

* Challenges:

- * Staff in smaller municipalities is limited (e.g., volunteer who is a farmer); learning curve
- * Technology – not all local gov'ts have email access

* Lessons learned:

- * Maybe should be managed by DelDOT Finance (in coordination w/ Planning)



https://en.wikipedia.org/wiki/American_Gothic

500 Series Report: Motor Fuels

* **551M & 556 – Motor Fuels Reports**

- * DMV Motor Fuel & Special Fuel Dept. Accounting Specialist is report owner/POC
- * **Process:** DMV rep. processes in following month (mid month) after close out. Takes ~1-3 hours to complete.
 - * Coordinates with IRPA and IFTA in the DMV; they email info to 551M/556 POC.
 - * Submits completed reports in Fuels & FASH.
- * **Challenges:** staff changes; learning curve
- * **Lessons learned:**
 - * Identify back-up personnel for attrition or when staff person is on extended leave

500 Series Report: Finance

* **541** (*State Transportation Obligations*) & **542** (*Status of State Transportation Debt*) **Reports**

- * DelDOT's Asst. Director, Finance, is report owner/P.O.C.

- * **542 Process:** DelDOT starts after July debt-service payment is made.

- * Report is completed in Oct. when annual audited financial statements are received.



500 Series Report: Finance

* **541& 542 Reports** (cont'd)

- * **541 Process:** DelDOT starts after bond issuance; completes concurrently with 542 in October.
- * Sends both reports to DelDOT's '500 Series Submitter'
- * **Challenges:** None; report is fairly straightforward.

500 Series Report: Hwy Capital & Maintenance

- * **534 - State Highway Capital Outlay And Maintenance Expenditures Report**
- * DelDOT's Planning – Road Inventory Supervisor is report owner/P.O.C.
- * **Process:** DelDOT starts in Oct./Nov.; takes about 2-3 weeks to complete
 - * P.O.C. receives data from IT team which can cause delays
 - * Coordinates with Finance Dept., IT
 - * Sends reports to DelDOT's '500 Series submitter'
- * **Challenges:** IT contact juggling other high priority tasks; sends info to 534 POC late

500 Series Report: Hwy Capital & Maintenance

* 534 Report (cont'd)

* Lesson learned:

- * IT rep. suggested putting files in Project Portfolio System, which tracks resources/work for IT team. Create report on scheduled yearly basis.
 - * *Finance needs to look at this report w/ their data; automate the data compilation*
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- * **DelDOT POC Question to FHWA: *How is this report ultimately used and what is the level of precision required?***
 - * DelDOT would like to evaluate the data that goes into this report to ensure they are giving FHWA an effective product.



Questions?