



Florida Department of
TRANSPORTATION

FHWA 500 Series

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Office of Comptroller
Florida Department of Transportation

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FHWA Forms Prepared by Florida DOT

Form	Subject Matter	Due
531	State Highway Income	1-Jan
532	State Highway Expenditures	1-Jan
534	Capital Outlay by Road Class	1-Jan
536	Local Highway Finance Report	1-Oct
551	Motor Fuel Gallons	monthly
556	State Motor Fuel Tax Dollars	1-Jan
561	Motor Vehicle Registrations	1-Jan
562*	Driver Licenses & Fees	1-Jan
566	561, 562, and 571 Dollars	1-Jan
571	Commercial Motor Carriers	1-Jan

* Data not available until after 1-Jan.

Primary Responsibility

- Florida Department of Transportation (DOT)
 - Responsible for completing FHWA 500 Series Forms
 - According to the guidance provided in FHWA's publication: *A Guide for Reporting Highway Statistics*
 - Having one state preparer for all of the forms is wise
- Location Within Organization
 - DOT Central Office:
 - Office of Comptroller
 - General Accounting Office
 - Transportation Revenue Management Section

DOT Staff Experience & Oversight

- **Jesse Atkinson**, Transportation Revenue Coordinator
 - Prepared all of the forms for prior seven years
 - Trained me in how-to prepare all forms
 - Oversees the preparation and submission of all forms
 - Uses monthly motor fuel data on a monthly basis to maintain databases and estimate revenues
- **Tonya Eovacious**, Transportation Revenue Analyst
 - Prepared and submitted forms for previous three years
 - Plans to prepare and submit all forms this year
- **Strength: Staff continuity**

Reporting Cycle & Timing

- State Fiscal Year basis:
 - July 1 to June 30
 - Forms due to FHWA Headquarters by January 1
- Process timing:
 - Touch multiple 500 Series forms each month
 - 536 – January to July
 - Other Forms – July to December
 - 551 – Monthly
 - 562 – mid-January

Working Calendar

<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Prepare and submit Form FHWA-551M* • Finish and submit Form FHWA-562 to FHWA (data not available until January 1) • Open Form FHWA-536 Website • Update desktop procedures as needed 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Prepare and submit Form FHWA-551M* • Mail notification letters for 536 (due March 31) • Monitor Form FHWA-536 Submittals 	<p style="text-align: center;">March</p> <ul style="list-style-type: none"> • Prepare and submit Form FHWA-551M* • Monitor Form FHWA-536 Submittals • FHWA-551M Motor Fuel Data Review (1st)
<p style="text-align: center;">April</p> <ul style="list-style-type: none"> • Prepare and submit Form FHWA-551M* • Monitor Form FHWA-536 Submittals • Mail Past Due notices for Form FHWA-536 	<p style="text-align: center;">May</p> <ul style="list-style-type: none"> • Prepare and submit Form FHWA-551M* • Monitor Form FHWA-536 Submittals • FHWA-551M Motor Fuel Data Review (2nd) • Phone calls for Form FHWA-536 	<p style="text-align: center;">June</p> <ul style="list-style-type: none"> • Prepare and submit Form FHWA-551M* • Monitor Form FHWA-536 Submittals • Phone calls for Form FHWA-536
<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Prepare and submit Form FHWA-551M* • Submit Form FHWA-536 to FHWA • End of Fiscal Year, data for FHWA reports due January 1 become available 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Prepare and submit Form FHWA-551M* • Work on FHWA Statistical Reports: 531, 532, 534, 556, 561, 562, 566, 571** 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Prepare and submit Form FHWA-551M* • Work on FHWA Statistical Reports: 531, 532, 534, 556, 561, 562, 566, 571** • FHWA Conference at Headquarters (VA)
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Prepare and submit Form FHWA-551M* • Work on FHWA Statistical Reports: 531, 532, 534, 556, 561, 562, 566, 571** 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Prepare and submit Form FHWA-551M* • Work on FHWA Statistical Reports: 531, 532, 534, 556, 561, 562, 566, 571** 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Prepare and submit Form FHWA-551M* • FHWA Statistical Reports are due: 531, 532, 534, 556, 561, 562, 566, 571**

*The Form FHWA-551M is a monthly report of on-highway motor fuel usage to FHWA. It is due 90 days after the collection period.

**These reports are due January 1st. Nevertheless, they are worked on throughout the year.

Fuels: 551/556

- 551 – Fuel Gallons
 - Used for Attribution to the States
- 556 – State Fuel Tax Dollars
- Department of Revenue (DOR)
 - Provides data monthly and annually
 - Format: Excel
 - Timing: Received monthly via e-mail

Finance: 531/532/534

- 531 – State Highway Income
 - Uses Statewide Object Codes to prepare
- 532 – State Highway Expenditures
- 534 – Capital Outlay by Road Class
- Department of Transportation (DOT)
 - Provides data annually
 - Format: Mainframe reports and Excel
 - Timing: Requested via e-mail after year-end close

Vehicles & Drivers: 561/562/566/571

- 561 – Motor Vehicle Registrations
- 562 – Driver Licenses and Fees
- 566 – 561/562/571 Dollars
- 571 – Commercial Motor Carriers
- Department of Highway Safety and Motor Vehicles (DHSMV)
 - Provides data annually
 - Format: Mainframe reports and Excel
 - Timing: Requested via e-mail after year-end close

Local Highway Finance: 536

- Department of Financial Services (DFS)
 - Provides contact list annually in Excel format
- Local Governments:
 - 481 Total: 67 Counties and 414 Municipalities
 - Provide data annually via DOT dedicated website
- Timing:
 - Annual process vs. biennial requirement
 - Due date is March 31 of each year
 - Keeps local governments in the habit of reporting
 - Open website system in January and submit final report to FHWA Headquarters in mid-July

Form FHWA-536 Communication

- Points of Contact with Local Governments:
 - Initial Notification Letter
 - One-page Word document mailed in early February
 - Approximately 70% received by March 31
 - Past Due Letter
 - One-page Word document mailed in early April
 - Sent to remaining 30%
 - E-Mails
 - Sent a few weeks after Past Due letter
 - Phone Calls
 - Made until all reports are received

Customer Service Tips

- Be polite and diplomatic when communicating with local government personnel:
 - Our philosophy: “Be unfailingly polite.”
 - Turnover demands constant education
 - We recognize their limited resources
 - Make generous offers to assist and guide
 - Be a “polite nag” by consistently and politely asking for what is needed
 - Proactive customer service yields great results
 - Effect is maximized percentage of reports received

The Big Picture

- Take a step back from your desk, and remember that you are reporting statewide.
- Laws Impact Reporting
 - Law changes impact what is reported:
 - Trust Funds, dollar amounts, data capturing
 - Use ‘Notes & Comments’ section of forms
- Help in Reporting Form FHWA-536
 - Publication *Financial Reporting Requirements* for local governments contains our contact information
 - Section 218.322, Florida Statutes requires “receipts and expenditures” to be reported to DOT annually

Data Preparer's Role

- Transportation Revenue Analyst position:
 - Position Description allows 15% of time
 - Allotted sufficient number of hours to complete
 - Maintains written desktop procedures
 - Forms are part of my performance evaluation
 - 536 specifically takes six months to prepare
 - Requires significant amount of sustained effort
- *A Guide to Reporting Highway Statistics*
 - Read frequently; refresh yourself before reporting
 - Good resource; offers broad guidelines
 - Estimated reporting burden fairly accurate

Role of FHWA Florida Division Office

- Copy FHWA Florida Division Office on all notification e-mails to FHWA Headquarters:
 - Monthly for 551
 - Annually in mid-July for 536
 - Annually in December for other forms
 - Annually in mid-January for 562
- Annual Data Verification of Motor Fuel for Attribution to the State
 - Data being verified is two years in arrears
- Conducts Motor Fuel Review every 3-4 years

Challenges

- Form FHWA-536 Submissions by Local Governments
 - Turnover in local government personnel
 - Municipalities that refuse to report
- Fundamental FHWA Form Changes
 - Require ample notice from FHWA, in order to implement changes and submit timely
 - Must work with our internal/external partners
- Working with Other Florida Agencies
 - Data quantity/quality and timeliness is out of our control
- Form FHWA-531 Raw Data
 - Uses Statewide Object Codes to prepare
 - Expenditure Object Codes have been standardized
 - Revenue Object Codes scheduled to change in December

Solutions

- Form FHWA-536 Submissions by Local Governments
 - Use tact and diplomacy
- Fundamental FHWA Form Changes
 - Work efficiently with partners to implement changes
- Working with Other Florida Agencies
 - Maintain good working relationships with partners
 - Understand the data that is being provided
- Form FHWA-531 Raw Data
 - Work effectively with internal partners to implement changes

Questions & Comments

- Answer questions and receive comments
- Collaboration: Open to receive/share/discuss ideas, work tools, suggestions, comments, questions, insights, strategies, and advice.
- If you do not want to share in this forum or you think of something later, the following slide contains my work contact information.
- You are welcome to contact me!



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Thank you!

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