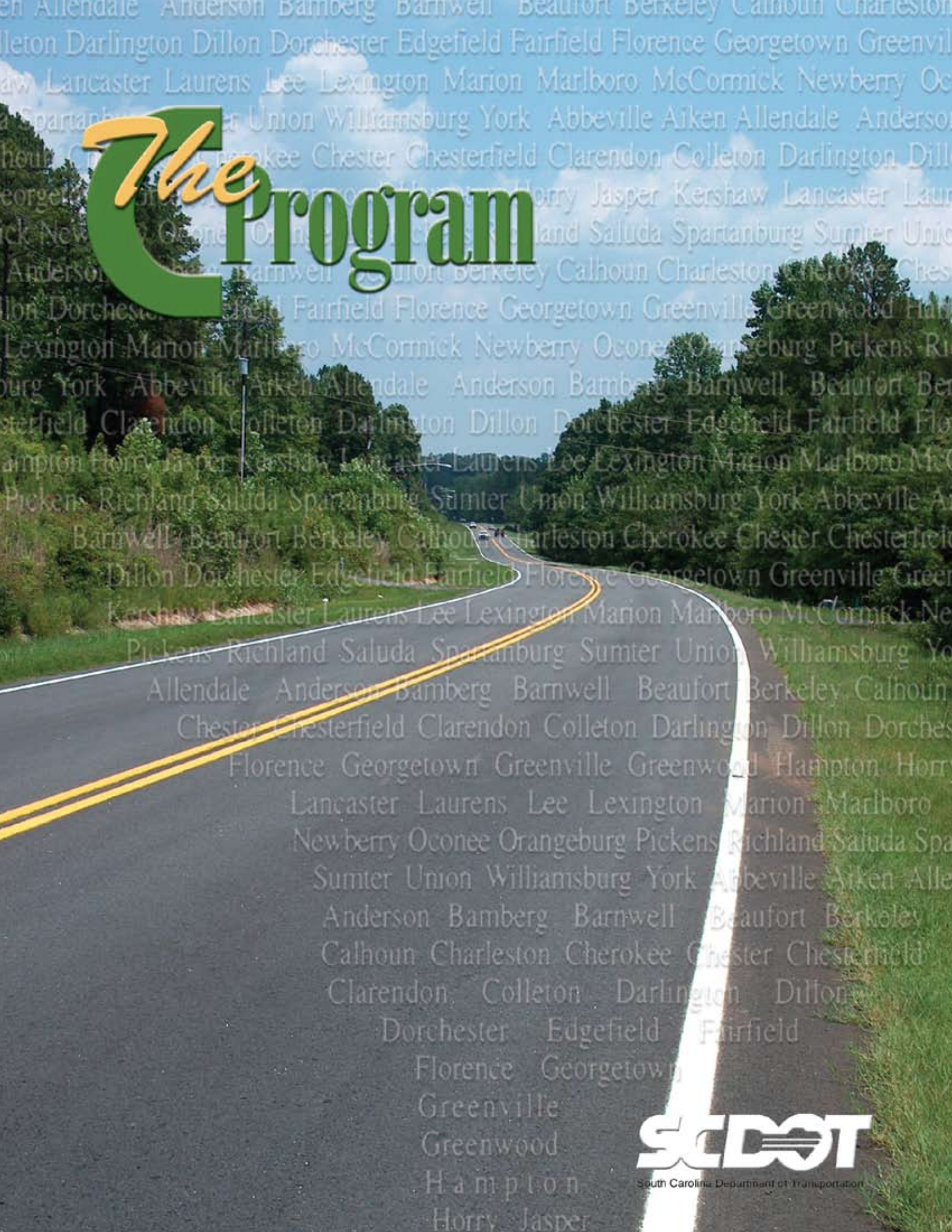


# SCSL Digital Collections

## The C Program

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# The Program



## SCDOT MISSION STATEMENT:

*“The mission of the SCDOT is to provide a safe and efficient transportation system for the state of South Carolina. We build and maintain roads and bridges as well as provide mass transit services to the citizens of the state.”*

## SCDOT C PROGRAM

<u>Title</u>	<u>Phone Number</u>
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C Program Coordinator	(803) 737 - 4832
C Program Financial Analyst	(803) 737 - 1295
Midlands Region C Program Manager	(803) 737 - 1365
Upstate Region C Program Manager	(803) 737 - 4964
Pee Dee Region C Program Manager	(803) 737 - 4064
Low Country Region C Program Manager	(803) 737 - 1364

## SCDOT DISTRICT ENGINEERING OFFICES

<u>District</u>	<u>Phone Number</u>
1	(803) 737 - 6660
2	(864) 227 - 6971
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**SECRETARY OF TRANSPORTATION**

955 Park St (29201), PO Box 191, Columbia, SC 29202-0191  
Phone: 803 737 1302, Fax: 803 737 2038

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A Letter from the Secretary of Transportation

Public roads and highways are the infrastructure for growth in South Carolina. As much as roads and highways are vitally important, they also create a tremendous responsibility for building and maintaining them. The South Carolina Department of Transportation (SCDOT), like all state DOTs across the country have quickly learned, the job is too big to accomplish without partnerships.

The C Program is a long-established partnership between SCDOT and the 46 counties to fund the improvements of state roads, county roads, city streets and other local transportation projects. The C Program is successful because local leaders and citizens alike are willing to step up and work with SCDOT to meet the needs of your communities.

Because of your interest in transportation in our state, you are probably well aware of the historic changes that have taken place at SCDOT in 2007. SCDOT is now part of Governor Sanford's Cabinet, and I am proud to serve as the first Secretary of Transportation in the history of South Carolina. I see my role as Secretary as taking transportation in our state in a new and better direction. This task will create changes in the way we do business, but in the end, these changes should benefit our highway systems and the people of South Carolina.

The C Program Guide is designed to serve as a reference for anyone who is interested in learning how local resources are used in statewide transportation. SCDOT's staff and I look forward to working with you to improve the quality of life through better transportation. Please do not hesitate to call upon us if we can serve you in any way.

Sincerely,

A handwritten signature in black ink that reads "H.B. Limhouse". The signature is written in a cursive style.

Secretary of Transportation



## ORIGINS OF THE C PROGRAM

The C Program had its beginnings in 1946, when the General Assembly recognized the shortcomings of the concept of having local governments provide funds for roads and streets of local interest. State funds at that time were used to develop a primary network of paved highways from one key point to another. This meant that the local roads and streets in front of the homes of many citizens were not being paved and no direct benefit was seen from gas taxes and license fees they were paying. Responding to these complaints, the General Assembly adopted a measure which divided the state highway system into primary and secondary roads. In July 1946, an act creating the state primary-secondary road systems stipulated that \$6 million per year for three years be spent on secondary roads. The original intent of the "C" Program was to pave farm-to-market dirt roads on the state system.

Although many think that the "C" in the name of the program stands for "county," the C Program actually received its name from a listing of funds for the state highway construction program in 1951. This listing designated Federal Aid Funds as Program A, Miscellaneous State Funds as Program B, and the State Secondary Program as Program C. Over time this designation has been altered to become the C Program.

For approximately the first fifteen years, paving was the only type work done under the "C" Program. The program then expanded to include construction projects beyond the original scope of paving/resurfacing state roads. Originally the "C" Program was used strictly for improvements to state roads. However, in the 1980s some delegations began approving the use of C Funds for parking lots, bike paths and entrance roads for public facilities or industrial sites.

C Funds were not used for work on local roads until 1991. In the 1920s the General Assembly created a source of funding for local roads. A one cent per gallon gasoline tax was divided among all counties based on various formulas throughout its history. This funding source became known as “the County Penny”. The County Penny was rolled into the Aid to Subdivisions formula in 1991 and many county public works departments were left with no dedicated source of funding for local road projects. Because, in part, of the expectations of local governments that the “C” in C Fund stood for “County” a bill was passed in 1991 to allow twenty-five percent (25%) of each county’s C Fund allocation to be used for the “Rocking Program” (now identified as Local Paving Projects or LPP). A year later the amount was increased to fifty percent (50%) and at present, seventy-five percent (75%) of a CTC’s yearly allocation can be expended on Local Paving Projects.

## FUNDING SOURCE



In accordance with Section 12-28-2740(A) of the S.C. Code of Laws 1976, as amended, C funds are derived from 2.66 cents per gallon of the state user fee which is deposited in the County Transportation Fund to be allocated to the counties. The County Transportation Fund is held by the State Treasurer until payment is requested by SCDOT. Payments are requested by SCDOT for the expenses of the CTCs administered by SCDOT and for monthly distribution to self-administered CTCs.

An additional allocation of \$9.5 million, called Donor Funds, is transferred annually from the State Highway Fund for distribution to donor counties. A “donor county” is a county in which the 2.66 cents per gallon user fee collected in the county (based on information provided by the Department of Revenue) exceeds the amount which the county receives in C funds. Donor Funds were established between 1994 and 1997 as part of the extensive changes that took place in the C Fund Program during that time.

Another change that occurred in 1997 was Act 145 that ensured that all interest earnings on the County Transportation Fund must be added to the distribution to individual counties in proportion to each county’s portion of the entire County Transportation Fund. Interest earned on the County Transportation Fund held by the State Treasurer will be credited based on actual balances to those CTCs whose funds are managed by SCDOT. For those CTCs that manage their own funds, interest will be paid on any funds held in the County Transportation Fund for projects that are to be accomplished by SCDOT.



## **APPORTIONMENT OF FUNDS**

C funds are apportioned to the counties in the following manner:

1. one third based on the ratio of the land area of the county to the land area of the state,
2. one third based on the ratio of county population to state population as determined by the latest ten year census, and
3. one third based on the ratio of rural road mileage in the county to rural road mileage in the state.

This distribution is prescribed in Section 12-28-2740(A) of the S.C. Code of Laws 1976, as amended.

Donor county funds are apportioned based on a ratio of the county's user fee contribution in excess of its C fund apportionment to the total excess contributions of all counties.

## **COUNTY TRANSPORTATION COMMITTEE**

In 1992, a lawsuit was filed against the state claiming the C Fund Program was unconstitutional because it allowed the Legislature to directly control the expenditure of funds they had appropriated themselves. The State Supreme Court agreed and in 1994 the C Fund statutes were revised by removing the legislative delegations' control and creating County Transportation Committees (CTC). Present legislation requires each county to have a CTC. Members of the CTC are appointed by and serve at the pleasure of the county's legislative delegation. There is no prescribed number of members for the CTC. The CTC must be made up of fair representation from municipalities and unincorporated areas of the county. The responsibilities of the CTC include the formation of a county transportation plan as well as the approval and use of C funds.

## **PROGRAM ADMINISTRATION**

Each county transportation committee has the option of administering the county's C Program or may request the South Carolina Department of Transportation (SCDOT) to administer the county's program. Administration of the program includes management of finances and projects, accounting, and record keeping.

## CTC ADMINISTRATION OF PROGRAM

A CTC choosing to administer its own C Program will receive a monthly allocation of funds from the County Transportation Fund. These funds are held and managed by the CTC for the payment of all qualified and eligible costs of engineering and construction for its projects. Interest earned on funds held by the county transportation committee are accrued to the county transportation committee's account to be used in the same manner as the original C Funds. Paragraph (P) of Section 12-28-2740 of the S.C. Code of Laws 1976 requires periodic reviews by SCDOT to ensure that each county transportation committee is complying with paragraphs (C), (D), (F), and (I) of the law. The reviews will include spot checking individual projects and financial record keeping but should not be considered an audit. If there are discrepancies in the project documentation or questions regarding management of C Funds, a formal audit may be requested. Funds may be withheld from CTCs who fail to comply with the law. An appeal process has been established for County Transportation Committees who believe that funds are wrongfully withheld.

The responsibilities of a CTC which administers its own C Program are:

- Provide program management, timely payment of obligations, financial accounting, and project records retention. These services are often provided by the county government since there are no provisions for direct payment of personnel by the CTC.
- Comply with all provisions of the state law applicable to the C Program. This includes meeting minimum requirements for expenditures on the state highway system, adhering to procurement requirements, compliance with project selection requirements, and compliance with other requirements of state law.
- Make an annual report to the SCDOT of expenditures in accordance with subsection (D) of Section 12-28-2740 of the S.C. Code of Laws 1976. The SCDOT is required by law to provide this information to the General Assembly in January of each year. Therefore; SCDOT requests that each self-administered CTC submit their annual report no later than December 1st for the previous fiscal year.
- Provide project management, engineering, right of way acquisition, and construction services for its projects. SCDOT must provide these services for projects on the state highway system unless specific approval is granted by SCDOT for other government entities to perform these functions. Construction contracts must be awarded through publicly advertised competitive sealed bids. A

summary of the bids must be published after award of a contract.

## SCDOT ADMINISTRATION

If requested by the CTC, the SCDOT will administer the county's C program. Administration of a county's C program by SCDOT will require the execution of the C Fund Agreement for Administration and Project Development. A standard agreement outlines the working relationship between the CTC and SCDOT, and will prescribe the responsibilities, authority of each party, and administration cost.

When SCDOT administers the program, funds are held by the State Treasurer in the County Transportation Fund until such time as the funds are required for the payment of obligations. Interest earned on the County Transportation Fund is required by law to be distributed to those counties whose C Funds are administered by SCDOT or in the case of self-administered CTCs, interest is paid on funds held for specific projects managed by SCDOT. Services provided by SCDOT in the administration of a county's C Program are:

- Provide program management, payment of obligations, financial accounting, and retention of project records.
- Provide a monthly report to the CTC of program balances, obligations, and expenditures.
- Provide evaluation and cost estimates for projects on the state highway system which are to be managed by SCDOT.
- Provide project management, engineering, right of way acquisition, and construction services for projects on the state highway system when requested and funded by the CTC.
- Advertise, receive bids, and award construction contracts for projects developed by SCDOT. Acceptance or rejection of bids will be determined by SCDOT in accordance with its standard practices. By the authority granted in the C Fund Agreement, SCDOT may make appropriate adjustments in the C funds allocated to the projects as necessary for the award of contracts. In some instances, it may be necessary for SCDOT to seek concurrence from the CTC in order to award construction contracts. Construction contracts are awarded through competitive sealed bids in accordance with state regulations. A summary of the bids is published after opening.

## ELIGIBLE EXPENDITURES

C Funds must be used in the furtherance of the county transportation plan. Expenditures may be for:

- Highway projects including engineering, construction and field contract management,
- Administrative expenses of not more than \$2000 per year for copying, mailing, public hearings, and record keeping which directly related to the committee's work,
- Per diem expenses for members of the CTC when established by act of the General Assembly for specific county or counties. A CTC desiring to receive per diem expenses should contact their county delegation regarding special legislation,
- The issuance of county bonds or state highway bonds,
- Upon approval of the SCDOT Commission for dedications of state highways and bridges passed by the General Assembly, a lump sum amount of \$500 may be used to fabricate road dedication signs in accordance with Section 57-3-610 of the S.C. Code of Laws. In accordance with state law, State Highway Funds may not be used for dedications requested by the General Assembly.

At no time may more than 300% of the CTCs annual allocation be accumulated without being obligated for specific projects.

## PROJECT SELECTION

Project selection and the approval of C fund expenditures are the responsibility of the CTC. Projects may be selected as desired by the CTC within the limitations prescribed by law. A minimum of 25% of a county's apportionment must be expended on the state highway system, based on a rolling two-year average, for construction, improvements, and maintenance, and no more than 75% may be expended for local paving projects (defined in the next section). The construction or improvement of local roads to SCDOT standards for possible addition to the state highway system will not be considered toward satisfying the requirement to expend 25% of C Funds on the state highway system. It is desirable for the CTC to coordinate with the local SCDOT offices regarding the state roads which are to be improved. This may avoid duplication of effort and possible conflicts with ongoing SCDOT road projects and maintenance activities.

## PROJECT TYPES

Projects constructed under the C Program fall into two divisions, state road projects which are designated on the state highway system and local paving projects which are not on the state highway system.

### STATE ROAD PROJECTS

This includes projects for construction, upgrades and maintenance on the state highway system.

For a project to qualify as a state road project, the work must be on the state highway system, or must be approved by SCDOT for addition to the state highway system, and must be designed and constructed to SCDOT standards.

### LOCAL PAVING

SCDOT gives the following guidance to CTCs for selecting local paving projects: "C" Funds are for transportation projects on public property and must be accessible to the public.

Local paving projects are those which are not located on the state highway system and have not been approved for addition to the state highway system. Eligible local paving expenditures include paving or improving county roads or streets, traffic signs, and for other road and bridge projects, as stated in Section 12-28-2740. Local paving projects may be designed and constructed to written specifications approved by the CTC or SCDOT standards.

## PROGRAMMING PROJECTS - SCDOT ADMINISTRATION

When a project is "programmed," it is placed on a list of approved projects and funds are allocated or obligated for the project. Projects may be programmed if funds are available to pay the estimated project cost.

### LOCAL PAVING



- The CTC submits a Request For Programming form (included in the Appendix), signed by the CTC Chairperson, to the C Program Administrator at SCDOT. The request should include a description of the project, the dollar amount to be programmed, the project completion date, the governmental entity which will be responsible for managing the work, and a map with the location of the project highlighted. The inclusion of all information will enhance the timeliness of the programming process.
- SCDOT will verify that funds are available, confirm that the project type is appropriate for the C Program, enter



the project information into the SCDOT database, assign a project identification number (PIN), and notify the entity responsible for project management that funds have been committed. The notification will include a description of the project, funding amount, the project completion date, information on bidding procedures, and how to invoice SCDOT for reimbursement. A copy of this notification will be sent to the CTC.

- SCDOT will maintain financial records for the project.
- SCDOT will pay, from the county's C Fund allocation, invoices for the project not to exceed the amount approved by the CTC.
- State road projects include various types of work such as grading and paving unpaved roads, resurfacing, intersection improvements, drainage improvements, and sidewalk construction on the existing state highway system. To initiate a state road project, the CTC submits a Request For Programming form (included in the Appendix) to the C Program Administrator at SCDOT. The request should give a description of the project including the type of improvement to be made, the requested completion date, length of the project, the beginning and end points for the project, the government agency that the CTC desires to be responsible for the work, and a map with the location of the project highlighted. The inclusion of all information will enhance the timeliness of the programming process. SCDOT will perform a field evaluation of the proposed project to determine eligibility, feasibility, design requirements, and estimated cost.

## STATE ROAD PROJECTS



## PROPOSED FOR CONSTRUCTION BY OTHERS

- The CTC may request that a governmental entity other than SCDOT be responsible for the project development and construction. In accordance with Section 12-28-2740, work on the state highway system may be accomplished by entities other than SCDOT only with the approval of SCDOT. For these projects, SCDOT will not make an evaluation or estimate of cost. The CTC should request the responsible governmental entity to provide a cost estimate for the work. The CTC must notify SCDOT of the amount of C funds to be programmed for the project by completing the Request for Programming form.

## **PROGRAMMING PROJECTS - CTC ADMINISTRATION**

When the CTC administers the county's C Program, the program management of projects for local paving and for work on the state highway system is the responsibility of the CTC. This responsibility includes the verification of available funding, maintenance of financial records, project development, compliance with design and construction standards, compliance with bidding procedures, and the prompt payment of invoices for qualified work. The CTC may request SCDOT, the county, a municipality, or other local governmental entity to manage and develop the project. SCDOT will accept project management responsibility only for those roads on the existing state system. SCDOT will not accept project management responsibilities for local paving projects. Projects requested to be constructed on SCDOT right of way by parties other than SCDOT must be constructed to SCDOT standards and will require SCDOT approval of the party responsible for construction, and an encroachment permit from SCDOT.

## **PROJECT DEVELOPMENT BY SCDOT**

SCDOT makes every effort to move projects from programming to bidding as efficiently and economically as possible. When the CTC requests programming and development of multiple projects at the same time, SCDOT will request the CTC to prioritize the projects. SCDOT will arrange the projects into manageable groups with a proposed time schedule. If the time schedule is not satisfactory to the CTC, the CTC may elect to secure consultant services or request that SCDOT secure consultant services in order to meet the desired schedule.

The project development process includes all the activities necessary to prepare a project for bidding and construction. Major activities in this process are surveys, design, plan preparation, right of way acquisition, bidding and contracting. Some other activities involved in the project development process are publication of the Notice of Eminent Domain, permit application, coordination with property owners, field review, and coordination of engineering activities. Upon receiving the approval of the CTC to program, SCDOT will begin the project development process.

The effort required to develop a project depends on the type of work involved. Resurfacing, sidewalk construction, and intersection improvements may not require the same development activities or the same duration as new construction projects. Other projects such as paving of unpaved roads, drainage projects, and other special projects may require all of the activities in the project

development process. The major project development activities are described below:



- **SURVEYS** - The first step in developing a project is to determine the need for a survey. The Project Manager reviews each project to determine the most economical way to develop the project and necessary survey requirements. When a survey is required, the Project Manager will have the Notice of Eminent Domain published, will order the survey, and will meet with the survey party if necessary to review the survey requirements. The Project Manager may also request that any proposed new right of way be staked if he believes this will be helpful to the property owners in determining the effect of the project on their property. When the survey has been made, the survey data is reviewed for accuracy and forwarded to a SCDOT Regional Production Group Design Manager for plan preparation.
- **PLAN PREPARATION** - Upon receiving the survey, the Design Manager will begin the plan preparation process. The first step in this process is to develop the preliminary plans. These plans graphically depict the survey information and are used by the Project Manager in conducting a design field review. During this review, the Project Manager with other SCDOT engineers will make recommendations as to specific design features of the project. Detailed engineering analysis may be performed for pavement design, drainage features, or storm water management if requested by the Project Manager. The Design Manager will incorporate the recommendations from the field review and engineering analysis into the plans and complete the plans to state design standards. Once completed, the plans are ready for right of way acquisition, if required, and construction.
- **RIGHT OF WAY ACQUISITION** - The right of way acquisition process begins with title research when the plans are received in the SCDOT Right of Way Section. Upon completion of the title research, the Right of Way Section begins the process of contacting property owners and securing the right of way required for the project.

If the project is located within a municipality, the municipal authorities would be notified of the proposed project and requested to sign a Municipal Agreement, endorsing the project.

SCDOT will provide the necessary right of way acquisition services. After SCDOT has made a reasonable effort to acquire the necessary rights of way, SCDOT will provide

the CTC a list of the names and addresses of the property owners refusing to sign right of way documents along with a map or project plans showing the location of the properties. The CTC will be requested to approve condemnation in order that SCDOT may advertise and bid the project. The CTC will be responsible for providing C Funds to pay for attorney's fees, court costs, any settlements reached or judgments rendered. The options available to the CTC in responding to the request for condemnation approval are:

1. Approve the request for condemnation,
2. Request that the project programming be changed to local paving in order to reduce the right of way requirements, or
3. Delete the project from the C Program. All costs incurred by SCDOT to this point will be charged to the project and the remaining funds returned to the county's C Fund allocation.

Upon receiving approval for condemnation from the CTC, SCDOT will file the necessary legal documents and proceed with bidding the project. Should the CTC elect to delete the project from the C Program, all previously acquired right of way easements will be returned to the property owners.

## **BIDDING AND CONTRACTING**

A project may be advertised for bidding when the plans and specifications are complete, environmental documentation is complete, necessary permits are obtained, and any required right of way has been secured. For projects developed and bid by SCDOT, several steps take place in the bidding and contracting process:

1. A project estimate of cost is prepared based on final plans, quantities and specifications using the most recent historical bid prices.
2. A bid proposal which includes a description of the projects in the proposed contract, a listing of all items of work, and the contract provisions is assembled.
3. The contract is advertised in the newspaper. Sealed bids are received by SCDOT on the second Tuesday of the month, approximately thirty days after advertising. When bids are received, a comparison of the low bid to the estimated cost is made. If the comparison shows that the low bid falls within SCDOT's normal criteria for the award of construction contracts, SCDOT would award the

contract and make any adjustments in the programmed funds which may be warranted. If the low bid falls outside the normal criteria for award of construction contracts, SCDOT would review the bids with regard to the number of bidders, possible irregularities in the estimated cost, any items of unusual cost, and any unusual circumstances that may be involved. Based on this review and in accordance with the authority granted in the C Fund Agreement SCDOT may:

- a) Determine that there was adequate competition for the type work involved and the location of the project, and that lower bids are not anticipated if the contract were to be bid again. In this case a contract for the project could be awarded and any necessary adjustments in the programmed funds will be made by SCDOT; or
- b) Determine that there was not adequate competition, or lower bids may be anticipated if the contract were to be bid again. In this case SCDOT would reject the bids and re advertise the contract.

## PROCUREMENT PROCEDURES FOR SELF-ADMINISTERED CTCs

For projects developed and bid by self-administered CTCs, the CTC shall at minimum follow:

- a) The South Carolina Consolidated Procurement Code (SC Code Section 11-35-10, et seq) or
- b) Local procurement procedures provided they are properly adopted in accordance with the Model Procurement Ordinance proposed by the South Carolina Budget and Control Board pursuant to SC code section 11-35-50

Sealed competitive bids and public advertisement are required for all projects. No local bid preferences are allowed. All bids for contracts in excess of one hundred thousand dollars must be accompanied by certified bid bonds. Also, all work awarded under the contracts must be covered by performance and payments bonds for one hundred percent of the contract value. Bid summaries must be published in a newspaper of general distribution following each award. Guidelines for self-administered CTCs are included in subsection (l) of Section 12-28-2740 of the S.C. Code of Laws 1976.



## **CONTRACT FIELD MANAGEMENT - BY SCDOT**

For state road projects developed and bid by SCDOT, contract field management shall be provided by SCDOT. This service includes management of the construction project, inspection, and materials testing. The contract field management activities assure that the project is built to high standards in compliance with the plans and specifications, and that payment is commensurate with the construction progress and quality standards. SCDOT does not manage the construction of local paving projects.

## **CONTRACT FIELD MANAGEMENT – BY OTHERS**

Construction of roads on the State Highway System must be managed by SCDOT. When requested, SCDOT may approve Contract Field Management by another entity if SCDOT determines that the entity is qualified to oversee the construction work. All work performed on the State Highway System will be to SCDOT standards. Quality control and quality assurance procedures and properly trained personnel acceptable to SCDOT will be used.

## **STATE SECONDARY ROAD MILEAGE LIMITATION**

South Carolina currently has the fourth largest state maintained highway system in the nation. Over the years, the unregulated addition of new roads to the state system resulted in an extraordinary strain on the maintenance budget of SCDOT. In order to slow the growth of the secondary system, the Commission in 1994 established a limitation for the mileage of state secondary roads in each county referred to as the cap. In May 2007, the Commission placed further restrictions on the size of the secondary road system by establishing a new policy that would reverse the growth of the system. The new policy lowered the county road cap when a road was removed from the system and established that only roads necessary for the interconnectivity of the state system or roads considered a major collector with significant traffic volumes would be considered for addition to the system. The only exception for adding local roads to the state system is through an exchange of roads as allowed by section 57-5-80 of the South Carolina code of laws. This section allows SCDOT to delete roads of low traffic importance from the system by substituting therefor an equal, or less, mileage of other roads of higher traffic importance as determined by traffic surveys and estimates. Residential streets and other local roads are not normally considered roads of high importance. Any roads accepted into the state system through a road

swap must meet state construction standards, must intersect with a road presently in the state system and presently be maintained by a government body as a public road. These type of road exchanges are considered on a case by case basis.

## SCDOT/CTC MATCH PROGRAMS

A match program provides an incentive to CTCs to increase spending on the State Highway System within a county. SCDOT has offered a match program every year since 1997. SCDOT offers to match local dollars with SCDOT funds (either state or federal). Usually "C" Funds are used as the local match but other "local" funds such as city or county funds, school district funds, and in-kind contributions may be used as the local match. The required matching ratios vary by program.

Projects selected for match programs that include federal dollars must be on roads eligible for federal aid. To be eligible for federal aid a project must be on a road with a functional classification. All roads with a functional classification are on the State Highway System including some secondary roads. To determine if a project is eligible you may wish to contact your "C" Project Manager or the SCDOT Resident Maintenance Engineer in your county.

The SCDOT will administer and manage all Match Program projects, including design, bidding, contract award, and construction field management. Exceptions may be made for portions of the projects upon request, provided the participant demonstrates the ability to accomplish the requested elements of work.

## FREQUENTLY ASKED QUESTIONS

### 1. What is the source of the funds for the C Program?

*Funds come from a 2.66 cent per gallon user fee on gasoline sales.*

### 2. Who collects and holds the C Funds?

*The 2.66 cents user fee is collected by the Department of Revenue and deposited with the County Transportation Fund in the State Treasury. The funds remain there until SCDOT requests disbursement. C Funds are not held in an SCDOT account.*

### 3. How are C Funds distributed?

*C Funds are apportioned based on the following:*

- (a) one third in the ratio of county land area to the total land area in the State,*
- (b) one third in the ratio of county population to the total population of the State, and*
- (c) one third in the ratio of rural road mileage in the county to the total rural road mileage in the State.*

#### 4. Who gets the interest earned on C Funds?

*Interest earned on C Funds held in the County Transportation Fund is distributed to those counties for whom SCDOT administers their C Program and to those self-administered CTCs that have funds in the County Transportation Fund for specific projects to be developed by SCDOT.*

#### 5. What is a donor county?

*A county is classified as a donor county if the amount of gasoline user fees generated in the county by the 2.66 cents per gallon user fee exceeds the amount of money returned to the county in the form of C Funds.*

#### 6. What are donor county funds?

*Donor county funds are nine and one-half million dollars (\$9.5 million) transferred from the State Highway Fund annually to be distributed to donor counties.*

#### 7. How are donor county funds distributed?

*Donor county funds are distributed on a ratio of the donor county's contribution of gasoline user fees for C Funds in excess of the C Funds received to the total excess contribution of all donor counties.*

#### 8. What can C Funds be used for?

*C Funds may be used for construction, improvements, or maintenance on the state highway system; local paving or improving county roads; street and traffic signs; and other road and bridge projects. Resurfacing, sidewalk construction, and drainage improvements may also be accomplished with C Funds.*

#### 9. How are C Funds disbursed?

*C Funds are disbursed from the County Transportation Fund by the State Comptroller General at the request of SCDOT. Funds are disbursed monthly to a CTC administering its own C Program. Other disbursements are made as invoices are received.*

#### 10. Can C Funds be used on primary routes?

*C Funds may be used on the state highway system which includes all routes and roads owned and maintained by the South Carolina Department of Transportation.*

#### 11. Can C Funds be used for turn lanes at schools?

*C Funds may be used to construct turn lanes for new or existing schools if approved by the CTC. It is preferable that School Districts include sufficient funds in their budget to make road improvements associated with new school construction.*

#### 12. Who decides which roads are paved or constructed with C Funds?

*The County Transportation Committee (CTC) in each county has the authority to decide which projects will be constructed or improved.*

#### 13. Who appoints CTC members?

*CTC members are appointed by the county legislative delegation.*

#### 14. What is the length of term for a member of the CTC?

*There is no set term of membership. The members serve at the pleasure of the county legislative delegation.*

#### 15. What is a local paving project?

*A local paving project is any C Fund project which is not on the state highway system.*

#### 16. What is the rocking program?

*The rocking program is the name used for local paving projects prior to 1993.*

#### 17. Who administers the C Program?

*The CTC may choose to administer its own program or may request that SCDOT administer the program.*

#### 18. How does a project get included in the C program?

*The CTC chooses which projects will be funded through the C Program.*

#### 19. How are roads added to the state highway system?

*Only roads necessary for the interconnectivity of the state system or roads considered a major collector with significant traffic volumes would be considered for addition to the system. The only exception for adding local roads to the*

state system is through an exchange of roads as allowed by Section 57-5-80 of the South Carolina code of laws. This section allows SCDOT to delete roads of low traffic importance from the state system by substituting therefor an equal, or less, mileage of other roads of higher traffic importance as determined by traffic surveys and estimates. This road swap is considered on a case by case basis.

#### 20. Who develops and manages projects?

Local Paving Projects are developed and contracts managed by the entity specified by the CTC. Projects on the State Highway System must be managed by SCDOT unless SCDOT gives specific approval for others to perform this work.

#### 21. What standards are used for the design and construction of projects?

Projects on the state highway system must be designed and constructed to SCDOT standards. Projects not on the state highway system may be developed to county standards.

#### 22. What is preliminary engineering?

Preliminary engineering includes all activities necessary to prepare a project for bidding. These activities include surveying, design, plan preparation, cost estimation, right of way acquisition and preparation of bid proposal.

#### 23. How are projects bid?

Projects must be bid using sealed competitive bidding and public advertisement of all projects in accordance with the SC Consolidated Procurement code.

#### 24. What is contract field management?

Contract field management includes construction inspection, materials testing, processing of pay estimates for construction contracts, and the determination of final contract quantities.

#### 25. What is an encroachment permit?

An encroachment permit is a permit allowing parties other than SCDOT to perform work on SCDOT right of way. Encroachment permits allow SCDOT to review and approve the type and quality of work proposed for the state highway system.

#### 26. What is a match program?

A match program is a method of increasing spending on the State Highway System within a county. SCDOT has offered various match programs over the years that offer to match local dollars with SCDOT funds (either state or federal). The required matching ratios vary by program.

#### 27. What funds are considered eligible as local funds for match programs?

Usually C Funds are used as the local match but other "local" funds such as city or county funds, school district funds, and in-kind contributions can be used as the local match.

#### 28. What are the eligibility requirements for match programs that include federal dollars?

Projects selected for match programs that include federal dollars must be eligible for federal aid. To be eligible for federal aid a project must be on a road with a functional classification. All roads with a functional classification are on the State Highway System including some secondary roads. To determine if a project is eligible you may wish to contact your SCDOT Project Manager or Resident Maintenance Engineer.

#### 29. Are the reviews of self-administered CTCs conducted by SCDOT actually audits?

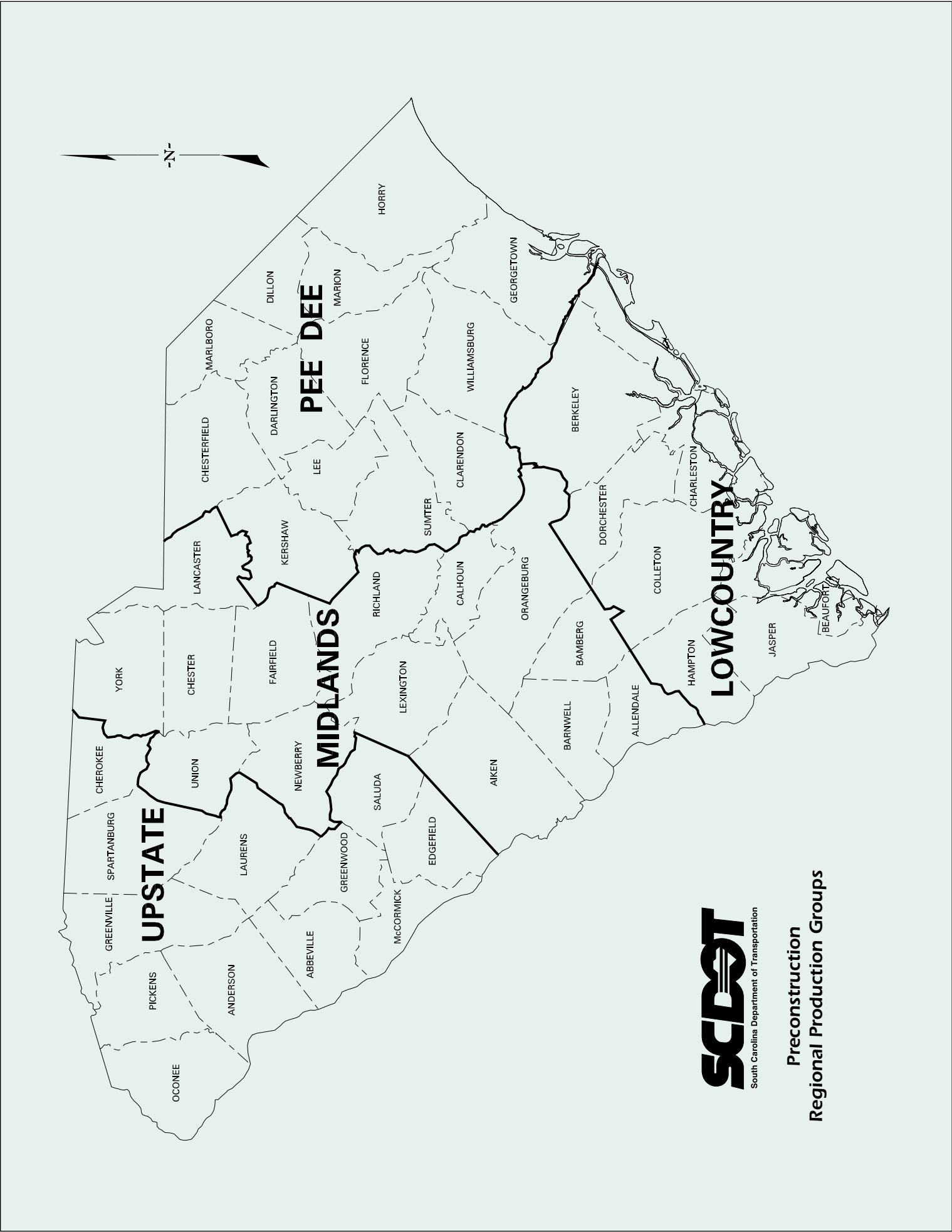
No. The reviews that SCDOT is required to conduct are in compliance with Paragraph (P) of Section 12-28-2740 of the S.C. Code of Laws 1976. The reviews are to ensure compliance with subsections C, D, F, and I and will include spot checking individual projects and financial record keeping but should not be considered an audit. If there are discrepancies in the project documentation or questions regarding management of C Funds, a formal audit may be requested.

#### 30. May a CTC hire employees?

State law makes no provision for hiring of employees or direct payments of salary by a CTC. The implication of the law is that CTCs may not hire staff.

#### 31. Who at SCDOT should be notified of changes in CTC membership?

All changes in CTC membership and/or officers should be sent to the SCDOT "C" Program Office in Columbia.



**Preconstruction  
Regional Production Groups**



**REQUEST FOR PROGRAMMING**

C Program Administration

COUNTY: \_\_\_\_\_ CONGRESSIONAL DISTRICT: \_\_\_\_\_

LOCAL PAVING (OFF SYSTEM)

STATE ROAD PROJECT (ON SYSTEM)

MATCH PROGRAM

SCDOT DIRECT LABOR PROJECT

REVISION TO CURRENT C PCN: \_\_\_\_\_

**PROJECT INFORMATION SECTION**

DESCRIPTION OF REQUESTED INFORMATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INITIAL ESTIMATED COST OF PROJECT: \_\_\_\_\_

COMPLETE IF APPLICABLE TO PROJECT

BEGINNING POINT: \_\_\_\_\_ ENDING POINT: \_\_\_\_\_

TOTAL MILEAGE: \_\_\_\_\_ MILE(S)

TYPE OF CONSTRUCTION:  NEW CONSTRUCTION  RESURFACING  OTHER

**LOCATION MAP MUST BE ATTACHED**

PLEASE GIVE FOLLOWING INFORMATION IF WORK PERFORMED BY OTHERS THAN SCDOT:

NAME OF GOVERNMENT ENTITY: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

TITLE OF CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY / TOWN: \_\_\_\_\_ SOUTH CAROLINA ZIP CODE: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

CHAIRMAN, COUNTY TRANSPORTATION COMMITTEE

DATE

RETURN TO: S.C.DEPARTMENT OF TRANSPORTATION  
955 PARK STREET, COLUMBIA, S.C. 29202  
ATTENTION: C PROGRAM ADMINISTRATOR

# REQUEST FOR PAYMENT INVOICE

To: S. C. Department of Transportation  
C Program Development  
955 Park Street  
Columbia, S.C. 29202  
(803) 737-0230 Fax (803) 737-6045

Attention: C Program Administrator

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Federal Taxpayer Identification Number: \_\_\_\_\_

Project Data: PIN/Item Number: \_\_\_\_\_

Invoice Data: Invoice Amount: \_\_\_\_\_

Check Box: Partial Payment   
Full & Final Payment

**CERTIFICATION:**  
I certify that the work and/or materials for which payment is herein requested have been incorporated into the above referenced project; that the project has been administered and constructed in accordance with the SC Consolidated Procurement Code and with the requirements of S. C. Code Section 12-28-2740 (Supp. 1996). All work has been inspected and accepted by the County; and that the funds herein requested will be applied to the purposes for which they are requested.

County: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_