

**Instructions for Obligating Highway Infrastructure Program Funds in the  
Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (HIP-CRRSAA funds)**

**Purpose:** To assist with the obligation of HIP-CRRSAA funding apportioned in Notice N4510.851 dated January 15, 2021. These instructions are also applicable to funds to be allocated by the Office of Infrastructure to Puerto Rico and the U.S. Territories. This document provides only preliminary and basic instructions on authorization of projects and obligating funds in the Fiscal Management Information System (FMIS).

Except for the statutes and regulations cited, the contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity regarding existing requirements under the law or agency policies. Detailed HIP-CRRSAA program guidance will be issued separately.

**Background:** On December 27, 2020, the CRRSAA was enacted into law. In Notice N4510.851, FHWA apportioned to the States, including the District of Columbia, a total of \$9.8 billion. These funds are eligible to be used for activities eligible under 23 U.S.C. 133(b) (Surface Transportation Block Grant Program (STBG)) and such other purposes as specified in the CRRSAA. In addition, funds will be allocated in FMIS to Puerto Rico and the U.S. Territories for activities eligible under the Puerto Rico Highway Program (PRHP), as described in 23 U.S.C. 165(b)(2)(C)(iii) (any activity eligible under Chapter 1 of title 23), and under the Territorial Highway Program (THP), as described in 23 U.S.C. 165(c)(6), respectively. The funds allocated to Puerto Rico and the U.S. Territories may also be used for such other purposes as specified in the CRRSAA.

The other purposes specified in the CRRSAA (referred to in this document as “special authorities”) include costs related to preventive maintenance, routine maintenance, operations, personnel, including salaries of employees (including those employees who have been placed on administrative leave) or contractors, debt service payments, availability payments, and coverage for other revenue losses. The funds may be also transferred for specified purposes to certain State, multi-state, international, or local public tolling agencies that own or operate a tolled facility that is a public road, bridge, or tunnel, or a ferry system that provides a public transportation benefit.

These funds are separate and distinct from 2021 HIP funding under the Department of Transportation Appropriations Act, 2021, title I of division L, Pub. L. 116-260, apportioned under Notice N4510.852 and applicable allocations.

**Discussion:** The FMIS program codes below have been established to differentiate between obligations made pursuant to STBG, PRHP, or THP eligibilities and obligations made under the special authorities identified in the Notice.

Program Code	Program Description
Z970 (Parent)	Highway Infrastructure – COVID Supplemental – 23 U.S.C. 133(b) activities in any area of the State

Program Code	Program Description
Z971 (Child)	Highway Infrastructure – COVID Special Authority – special eligibilities in any area of the State
Z972 (Parent)	Highway Infrastructure – COVID Supplemental – 23 U.S.C. 133(b) activities in urbanized areas with a population over 200,000
Z973 (Child)	Highway Infrastructure – COVID Special Authority – special eligibilities in urbanized areas with a population over 200,000
ZP60 (Parent)	HIP-Puerto Rico Highway Program Activities – COVID Supplemental – 23 U.S.C., Section 165(b)(2)(C)(iii)
ZP61 (Child)	HIP-Puerto Rico Highway Program Activities – COVID Special Authority – special eligibilities
ZT40 (Parent)	HIP-Territorial Highway Program Activities – COVID Supplemental – 23 U.S.C., Section 165(c)(6)
ZT41 (Child)	HIP-Territorial Highway Program Activities – COVID Special Authority – special eligibilities

Except as otherwise provided in the CRRSAA, HIP-CRRSAA funds are to be administered as if apportioned under chapter 1 of title 23, U.S.C., and are subject to applicable requirements under title 23.

Program codes Z970 and Z972 should be used for obligations under the HIP-CRRSAA 23 U.S.C. 133(b) eligibility. ZP60 should be used for obligations under the HIP-CRRSAA 23 U.S.C. 165(b)(2)(C)(iii) eligibility and ZT40 should be used for obligations under the HIP-CRRSAA 23 U.S.C. 165(c)(6) eligibility.

Program codes Z971, Z973, ZP61, and ZT41 should be used for obligations under the HIP-CRRSAA special authorities for the respective program. The HIP-CRRSAA provides that funds used for costs related to special authorities are not required to be included in a metropolitan transportation plan, a long-range statewide transportation plan, a transportation improvement program or a statewide transportation improvement program under 23 U.S.C. 134 or 135 or chapter 53 of title 49, U.S.C., as applicable.

The FMIS W10A report will show the funds based on the parent program codes. Obligations under the child program codes are totaled with the parent codes to show total obligations and unobligated balances of the funds.

Note that some of the activities identified as special authorities may be obligated under standard eligibilities of 23 U.S.C. 133(b). If obligating under standard eligibilities, including regular planning requirements, then use the “parent” program codes. In the interim, projects proposing to use the special authorities program codes should not be authorized in the same project agreement with 23 U.S.C. 133(b) authorizations or regular Federal-aid funding.

The following table shows the FMIS improvement types to be used for the special authorities. FMIS will not permit other improvement types with the special authorities program codes.

Special Authorities	Improvement Type
Preventive Maintenance	60 - Highway Infrastructure Preventive Maintenance 47 - Bridge Preservation 53 - Tunnel Preventive maintenance
Routine Maintenance	61 - Routine maintenance
Operations	62 - Operations
Personnel, including salaries for employees or contractors	27 - Administration
Debt Service	45 - Debt Service
Availability payments	44 - Other
Loss of revenue	44 - Other

The Office of the Chief Financial Officer has created three new FMIS improvement types to effectively document the work activities authorized: (1) Highway Infrastructure Preventive Maintenance; (2) Routine Maintenance; and (3) Operations. Program guidance should be consulted for additional information.

Consistent with general project guidance, the FMIS Project Description field should provide adequate information to identify the specific purpose of the obligations. Also, authorizations made for projects for subrecipients should identify the subrecipient in the project description.

Sound funds management dictates aligning the appropriate program code and improvement type and providing a sufficient project description when obligating this funding since doing so will be critical to external reporting on the obligation and use of these funds.

**Point of Contact:** For questions about these instructions, please contact Anthony DeSimone at (317) 226-5307 or at [anthony.desimone@dot.gov](mailto:anthony.desimone@dot.gov). For questions concerning eligibility of the funds, please contact David Bartz at (512) 417-5191 or [david.bartz@dot.gov](mailto:david.bartz@dot.gov), or Christopher Newman at (202) 366-4652 or [christopher.newman@dot.gov](mailto:christopher.newman@dot.gov).