



2026 Annual Recordkeeper Meeting

Construction Division



7/16/2026

Welcome slide 1

GREETINGS

WELCOME

HELLO

HI

HOWDY

GLAD YOU'RE HERE

The Construction Division Annual Recordkeeper Meeting will begin at 8:00am. Thank you!

Time	Presentation	Speaker
8:00 AM	Welcome/Opening Remarks	FY2025 Year in Review: Duane Milligan
8:15 AM	Construction Division Highlights	APCM Focus with Jason Duncan
8:30 AM	Finance - Accounts Payable/Accounts Receivable Section	Supplementals and Fiscal Year End estimates rereview, Ashley Loving and Jessica Morris
8:40 AM	Environmental Division	ENV DIV Updates, Epic Sheet and Training, Heather Carman
9:10 AM	Civil Rights Division	OJT Program Compliance with Allison Hinojosa DBE compliance team with Dan Williams
10:10 AM	BREAK	
10:25 AM	FHWA/Federal Domestic Materials and Products Updates	FDMP, encompassing both the Buy America and BABA programs, and upcoming changes/updates in the program, Jorge Millian
11:10 AM	Training and Development and Recordkeeper Updates	Updates to CON320 Curriculum, Updates APCM, New eLM courses, K. Radlicki Varick
11:25 AM	APCM Known issues	Overview of known issues and current work arounds, Rendy Drews, Technical Project Manager, Lead, APCM Workgroup
11:50 AM	Construction Support	Project Records Audit Schedule, Construction Form Updates and ProjectWise, Cindi Watson
12:20 PM	Q&A and adjourn	



Director, Construction Division Contracts

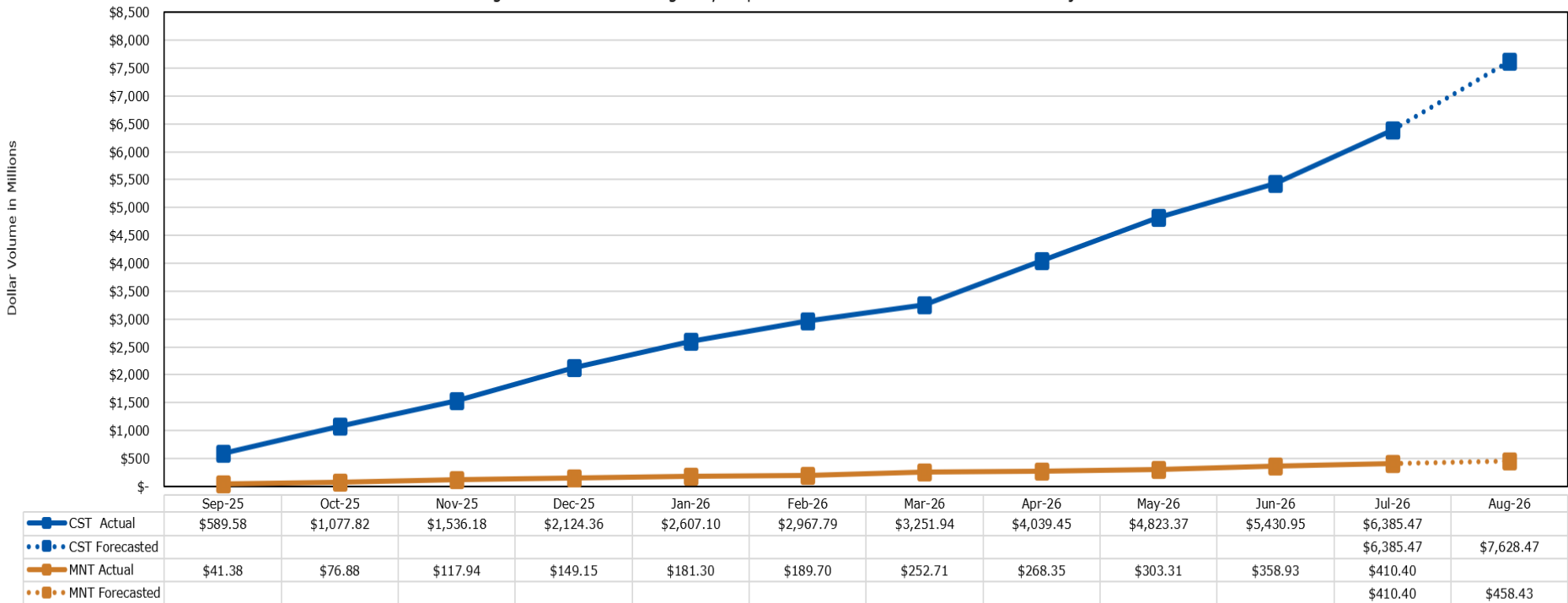
Highway Improvement and Routine Maintenance



7/16/2026

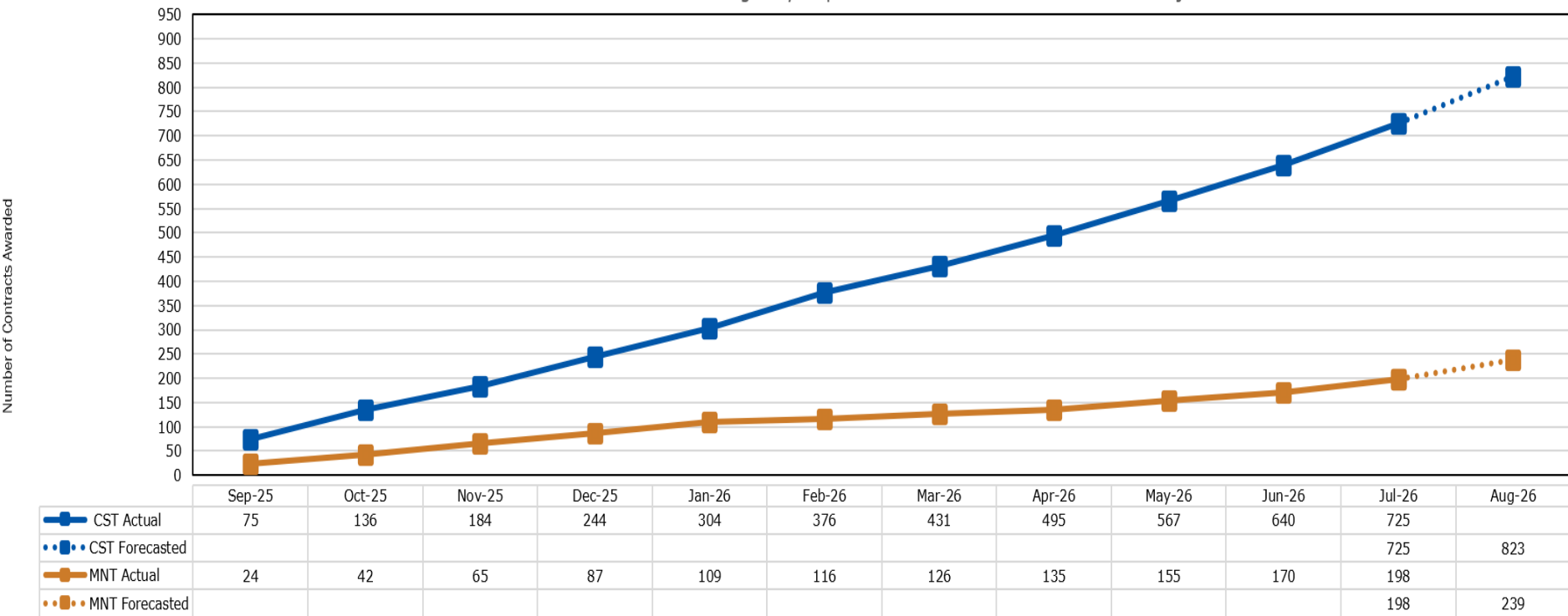
Cumulative Letting Dollar Volume for Construction & Maintenance Projects FY 2026

Cumulative Letting Dollar Volume for Highway Improvement and Routine Maintenance Projects FY 2026



Cumulative Number of Construction & Maintenance Projects – FY 2026

Cumulative Number of Highway Improvement and Routine Maintenance Projects – FY 2026



Construction Division Highlights

Jason Duncan



Texas
Department
of Transportation

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AASHTOWare Project Construction & Materials

For more than 20 years, TxDOT has been using SiteManager and LIMS for construction and materials information management. Although SiteManager is a powerful tool, AASHTOWare, the same organization that created SiteManager, has developed a more extensive and robust system.

The Texas Department is excited to implement a new construction and materials information management system called AASHTOWare Project Construction and Materials™ or APCM.

Phased rollout

APCM will be rolled out beginning in January 2026.

The project team has grouped the districts into five groups to roll out in five phases. APCM will be used for all new projects, including both construction and maintenance.



Contact us

Let us know if you have questions about the new APCM system or the transition.

[Email Jason Deman](#)

Rollout schedule	Districts	Rollout date
District group 1	ABL, FTW, LFK, WAC, YKM	January 2026
District group 2	BWD, LBB, LRG, SAT, S3T	February 2026
District group 3	AMA, ATL, BHT, BRV, PAR	March 2026
District group 4	AUS, CHS, ELP, OGA, WFS	April 2026
District group 5	CRP, DAL, HOU, PHR, TYL	May 2026

APCM district rollout is for new projects

SharePoint

APCM

AASHTOWare Project Construction & Materials

Documents > APCM Job Aids >

All Documents

Name	Modified	Modified By
Construction (CST) Job Aids	February 9	Jennifer Keller
Construction (CST) Materials Job Aids	April 20	Jennifer Keller
Frequently Asked Questions (FAQ)	February 12	Jennifer Keller
Maintenance (MNT) Job Aids	March 24	Jennifer Keller
Materials and Test (MTD) Job Aids	February 9	Jennifer Keller
APCM Quick Reference.pdf	January 30	Jennifer Keller
Report transition to APCM crosswalk.xlsx	April 17	Kasha Radlick



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Construction training and development

Construction training and development

Inspector/ Development Program (IDP)

Recordkeeper Development Program

Project Manager Development Program

Sit/Manager

Instructional Videos

The Construction Training toolbox includes knowledge, skills, best practices, and support for employees through resources and training courses (in-person and self-paced online), along with a [video library](#) to further enhance your learning experience.

We are actively working to ensure that training materials and resources are accessible in accordance with Section 508 of the Rehabilitation Act. Instructional videos are available with closed captioning in English. If you need assistive accommodations to participate in training, please contact CST_Training@tdot.gov at least 10 business days prior to the scheduled date to allow sufficient time for coordination.

Available resources and training courses:

- Align with TxDOT goals
- Provide opportunities for knowledge sharing
- Facilitate learner engagement and interaction
- Provide access to resources to ensure project compliance
- Develop employee understanding of new construction project technologies

APCM phased rollout & trainings

TXDOT.gov

[Go to APCM website](#)

AASHTOWare project construction & materials

MS SharePoint

[Go to APCM job aids](#)

Lunch and Learns

This is an opportunity to learn and ask questions from subject matter experts. If you have expertise in construction topics or content beneficial to our audience, please schedule and share at CST_Training@tdot.gov. We welcome presenters for future sessions.

Current priorities

The upcoming APCM rollout is the focus of our lunch and learns for the coming year, training will prepare us for successful system migration and implementation.

Date	Training Topic	Join Meeting link 12:00 pm CST or view past recordings	Job Eliminations
Aug 20, 2025	Creating and approving a DMR	Click to APCM ID Go	Job Simulation for Managing Daily Work Projects Go
Sept 11, 2025	Playing for Work forms/estimates	Payment and Estimates ID Go	Job Simulation for Managing Payment Estimates Go



SiteManager/APCM – Accounts Payable

Aaron Pennington
Ashley Loving



7/16/2026

Overview

- According to State Statute Title 6 Sec 223.048 the department may not pay a contractor for highway improvement, construction, or maintenance before the 10th day of the month after the month in which the work is performed, or the material is used. The department shall make payment as soon after that date as is practical.
 - Determining the Peak Period Deadlines
 - Reviewing Estimate Period Dates
- Prompt Pay Law Texas Government Code Chapter 2251

Agencies are responsible for ensuring that each **payment** is treated correctly in USAS according to the **prompt payment law**. A state agency's payment is due on the 30th day after the latest of:

- The date the agency receives the **goods** under the contract.
- The date the performance of the **contracted** service is completed.
- The date the agency receives an invoice for the goods or services.
- Comptroller Website for Prompt Pay: https://fm.xcpa.texas.gov/fm/pubs/purchase/prompt_pay/

Estimate Approval Guidance

- **Running Estimates for a one-month period:** Guidance was emailed May 04, 2022 to the DOCs from the Construction Division. A progress estimate needs to be run every month, regardless if it will result in a payment.

Ensure that each Progress Estimate is ran for a one-month period only.

DOCs,

This previous month's estimate cycle has shown that some offices are not generating monthly progress estimates for various reasons. This in turn is a trigger for Finance to inquire if the payment is for work performed in the current month or previous months to ensure that no interest payment is due to the contractor.

Please refer to the CCAM Chapter 11, Section 2 regarding monthly estimates:

"Start generating monthly progress estimates when time charges on the project begin, and continue to generate estimates monthly until the project records are delivered to the District construction Office."

A zero or negative dollar estimate does not modify the requirement for a monthly estimate to be generated.

Time charges should begin related to Item 8 of the Spec Book:

"Begin work within 30 calendar days (7 calendar days for routine maintenance Contracts) after the authorization date to begin work"

BEGIN WORK as written in the SPEC BOOK is the same as TIME CHARGES BEGIN in SM. Entering the Time Charges Begin date in SM does not mean that work has officially begun, only that some form of time has to be charged (either a charge or a credit) and an estimate is to be generated.

Processing monthly estimates is a good record keeping practice to provide consistency in:

- tracking each day's time charges
- compliance with the CCAM
- providing benefits to auditing
- ensures the project is being monitored in accordance with the contract requirements.

Should you have any questions regarding estimates, please reach out to Jackie Benavides.

- **Rolling Back estimates for correction:**
 - FIN AP pulls estimates approximately every 2 hours during Peak. It is critical that estimates are correct at the time of approval. If you are unable to roll back an estimate that will result in an overpayment to the contractor, please contact FIN_AP_SMGR-Payments immediately.

Supplemental Estimate Guidance

- Guidance on **Supplemental Progress Estimates**
 - The purpose of a Supplemental Progress Estimate is to pay a contractor for work that is not included in the standard monthly Progress Estimate. The end date for a supplemental progress estimate will be the same as the last estimate.
 - The Estimate Period Begin Date and End Date will be for one day.

Estimate History								
Contract ID:			Description1: BRIDGE MAINTENANCE					
Estimate Number	Net Pay	Period End Date	PM User ID	PM Appr. Date	Last Appr. User ID	Last Appr. Date	Est Stat	Est Type
0008	\$676,637.94	05/27/25		06/10/25		06/13/25	APRV	PROG
0007	\$274,816.22	05/27/25		05/29/25		06/04/25	APRV	PROG

Supplemental Estimate Email Example

FIN requires the district to provide the date the estimate should have been approved based off policies and procedures to ensure the correct amount of interest is calculated based on Prompt Payment Law.

- FIN adds the email from the district as supporting documentation for audit purposes as to why the dates were changed in PeopleSoft prior to making payment. Email FIN Accounts Payable to

FIN_AP_SMGR-Payments@txdot.gov

providing clarification on why the Supplemental Progress

Estimate was ran.

Email Subject: Supplemental Estimate #XX CSJ XXX-XX-XXXX

Provide responses to the questions below:

- Period end date (last date of service):
- Last date the estimate should have been approved by:
- If this amount should have been processed on a previous estimate, please provide the estimate number: If the estimate is late and is not caused by a delay on TxDOT, then interest is not owed. The district will need to send FIN AP an email at the time of approval with an explanation for the delay with documentation of the dispute/delay on the contractor. FIN AP will add this explanation to the voucher in PeopleSoft for Audit purposes

To	● FIN_AP_SMGR-Payments
Cc	
Bcc	
Subject	Supplemental progress estimate CSJ XXXX-XX-XXX est 08

Hello,

Supplemental progress estimate CSJ XXXX-XX-XXX est 08 is for items missed in the month of May.

- **Period end date (last date of service): 05/27/2025**
- **Last date the estimate should have been approved by: 06/04/2025**
- **If this amount should have been processed on a previous estimate please provide the estimate number: 07**

Thank you,

End of Year

It is important to be mindful of the Period End Date selected for the August Estimate.

- August estimates should be run through August 31st.
 - If an estimate cannot be run through August 31st then a second estimate will need to be ran for the remaining August Days.
 - Example: If the estimates cutoff date is August 25th, then a supplemental progress estimate will need to be ran for August 26th through August 31st to ensure charges are applied to the correct AY.
- If the estimate period crosses the fiscal year, the estimate status is set to rejected.



Heather Delahoussaye

To: [#DOO_DOM](#); [#DOC](#)
Cc: Bryce Bayles; Aaron Pennington; Patricia Abelardo; Donna Stolpman; Jackie Benavides; Brandi Mutscher; FIN_AP_SMGR-Payments; Gresham Kay

Follow up.

Start by Monday, August 12, 2024.

Due by Monday, August 12, 2024.

Construction Monthly Estimate Deadline Outlook item

Maintenance and MMC/TMC Monthly Estimate Deadline Outlook item

😊

↩ Reply

↩ Reply All

→ Forward

📧

⋮

Mon 8/12/2024 12:22 PM

Good afternoon,

As we come to the close of the Fiscal Year, it is important to be mindful of the service date you select for the August estimates in Site-Manager (SMGR). FIN defines the **service date** as the last date that services were rendered; in SMGR that field is listed as the **period end date**. It's especially important to ensure that an August date is selected if the estimate should be charged to the 2024 Appropriation Year (AY). Any estimates that have a service period crossing AY's will be moved to a rejected status. Beginning in September any estimates using a September period end date will be charged to the 2025 AY.

If end-users are not precise the expense will be charged to the wrong AY which will then have unintended budget implications. In addition, selecting the wrong period end date could delay payments to the contractors while FIN reviews and coordinates the service date/AY alignment with the District Offices. Please distribute this notification to your Area Offices and others as appropriate.

- August service dates cannot be included with the September Estimate otherwise it will charge to 2025 AY. Any estimates crossing the fiscal year will be marked in rejected status.
- August estimates should be run through August 31st.
 - If an estimate cannot be run through August 31st than a second estimate will need to be created for the remaining August days.
 - For example: If the estimate's cutoff date is August 25th than a second estimate will need to be run for August 26th through August 31st to ensure this gets charged to 2024 AY.

If you have questions please contact Heather Delahoussaye at 512-486-5577 (Heather.Delahoussaye@TxDOT.gov) or Aaron Pennington at 512-486-5649 (Aaron.Pennington@TxDOT.gov) or FIN_AP_SMGR-Payments@txdot.gov.

Refunds

When a refund is requested, please cc: **FIN_AP_SMGR-Payments@txdot.gov** and **FIN_ACCTREC@txdot.gov** in the email to the vendor. Additionally, once the refund is requested, FIN AP will need the below supporting documents to complete the JV.

- Copy of the Email to vendor
- Copy of refund request letter
- Negative Estimate Package
- Details regarding what caused the overpayment and the original estimate number that issued the overpayment.
 - Examples: LDs, or MOH adjustments.
 - **Note** if a refund has a combination of LDs and overpayment on MOH those amounts need to be broken down for FIN
 - We need the “Original” estimate that overpaid the vendor, not the estimate that entered the negative adjustment.

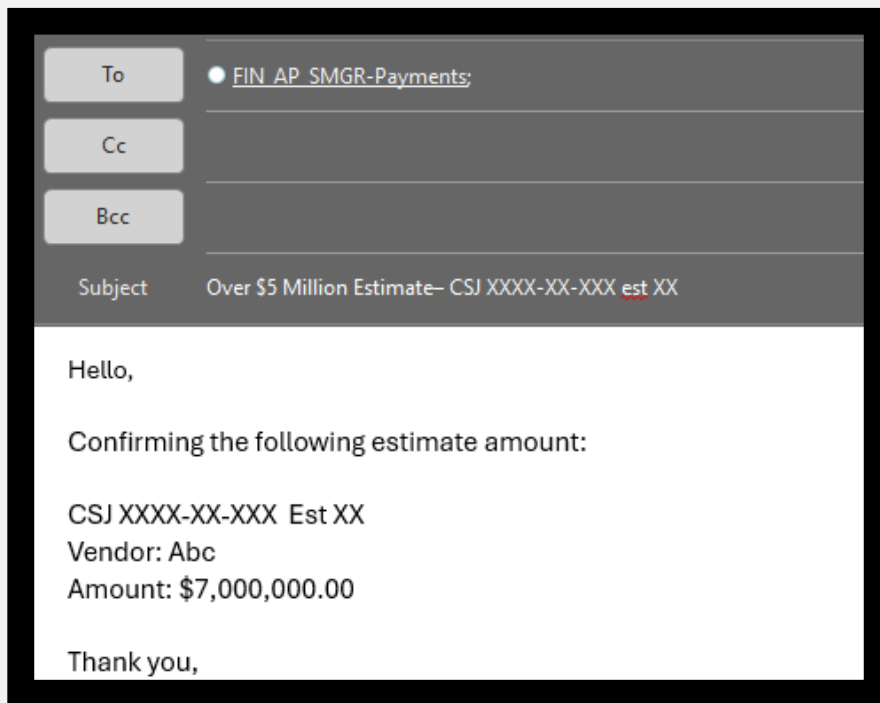
- **Note:** it is important that FIN AP **and** FIN AR receive a timely notification of refunds to ensure that a JV can be prepared (FIN AP) and a receivable can be established (FIN AR). Establishing the receivable in PeopleSoft will start the timeline for escalation to the Attorney General, as needed.

Negative Estimates and Zero Estimates

- FIN doesn't need to be notified of \$0 estimates - FIN has no action for these estimates
- FIN only needs to be notified of a negative estimate if a refund is being requested. Please provide the documentation listed on the previous slide.

Estimate over \$5 million

A progress Estimate over \$5 million requires a notification to the FIN. Include the CSJ, Estimate #, dollar amount and contractor name to **FIN AP SMGR-Payments@txdot.gov**.



The screenshot shows an email composition window with the following fields:

- To:** ☒ FIN AP SMGR-Payments@txdot.gov
- Cc:**
- Bcc:**
- Subject:** Over \$5 Million Estimate- CSJ XXXX-XX-XXX est XX

The body of the email contains the following text:

Hello,

Confirming the following estimate amount:

CSJ XXXX-XX-XXX Est XX
Vendor: Abc
Amount: \$7,000,000.00

Thank you,



Accounts Receivable

Negative Estimate Collections



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Negative Estimate Collections

When payment is requested from a vendor to satisfy a Negative Estimate, you must notify **FIN-AR** to create a receivable in PeopleSoft.

- *Whenever it is determined that funds are due to the Agency....a receivable must be established if those outstanding funds have not yet been received.*
[[FIN Policy Manual](#)]
- [Accounts Receivable In-Take Form](#)
 - FIN-AR will provide Item ID and Customer ID for inclusion in payment request letter.

Receivable Aging Process

- Demand letters are generated by PeopleSoft, which also provides the tracking of those debts through aging reports.
 - Demand Letters can be automatically mailed by FIN-AR or provided to District Construction Office contacts for distribution
 - If the obligation remains outstanding after the First Demand and Final Demand letters, FIN-AR will coordinate additional collection actions with Office of Attorney General (OAG).

Collection and Escalation to OAG

- Debt collection policy is set forth by Texas Administrative Code: Section 5.10, Title 43, Texas Administration Code and Section 59.2, Title 1.
 - Requires the agencies report all uncollected and delinquent obligations to the OAG for further collection efforts **no later than the 90th day** after an obligation becomes delinquent.

Remittance Addresses

- Payments should be mailed to:

Texas Department of Transportation
ATTN: FIN - AR
125 E 11 St.
Austin, TX 78701

- For overnight remittance use the following:

Texas Department of Transportation
Attn: FIN - AR
6230 East Stassney Lane
Austin, Texas 78744



EPIC Roads Ahead - Paving the Way for Environmental Compliance



7/16/2026

What is an EPIC?

- An **EPIC** is an *environmental permit, issue, or commitment* generated during the design/NEPA clearance phase of the project
- EPICs can be water related, listed species related, archaeological/historical related, hazardous material related, vegetation related, and air/noise related
- Some Districts may have special EPICs, such as Edwards Aquifer commitments



And, What is an EPIC Sheet?

- An **EPIC Sheet** is a **summary of resolved and unresolved environmental issues and commitments the contractor must be informed of and adhere to during the construction phase of a TxDOT project**
- The EPIC Sheet must be included in the Plans, Specifications, and Estimates (PS&E) package and as part of a bid proposal
- The purpose of the EPIC Sheet is to provide clear, specific, direct, and actionable **communication to the Contractors** so that they can comply with the environmental requirements of the project
- The EPIC Sheet should also include environmental issues that may arise during construction – i.e., archaeological resources encountered during excavation, underground storage tanks located, etc.
- The EPIC may also include commitments made to the general public or other entities – i.e., construction of sound barriers and preservation of bridge plaques

Communication is Essential ! !

- It is important that the Project Design Engineer works closely with Environmental to ensure all EPICs are captured appropriately
- Environmental Compliance Oversight System (ECOS) is a tool designed to manage and keep track of environmental commitments generated during the NEPA clearance phase of the project
- An EPIC Sheet is required for documentation purposes even if there are no EPICs (stormwater or other) on the project



Environmental Permits, issues and commitments or EPIC sheet is located on the Design Division's Roadway Standards Page and includes:

Stormwater, Bodies of Water(s), Cultural,
Vegetation, Listed protective species

Hazardous and all other

1. POLLUTION PREVENTION/RESTORATION/LEAKAGE/HAZARD MITIGATION ACTION ☐ The project will not anticipate that any erosion, sedimentation, or environmental control practices will be needed on this project. The Contractor must still implement appropriate provisions to prevent pollution from construction activities from reaching waters of the State. If it becomes necessary to implement erosion control measures, payment for that work must be in accordance with the following: ☐ The project will disturb less than 2 acres of soil and has EPAIC that require the implementation of erosion, sedimentation, or stormwater control devices. The BMPs required must meet and incorporate best information that has been developed and included in the plans. Additional documentation must be maintained during construction in accordance with Department policy. ☐ The project will disturb 2 acres or more of soil therefore requires the implementation of erosion, sedimentation, or stormwater control devices. The BMPs required must also associated and information for best management and included in the plans. Additional documentation must be maintained during construction in accordance with Department policy and Texas Commission on Environmental Management Construction General Permit (TX-0108080) requirements. 2. BMP IN 20 YEAR FUTURE, WATERSHEDS AND WETLANDS CLEAN WATER ☐ No Permit Required ☐ SPACE Permit required for TILLING, GRADING, CONCRETE or other work in any water bodies, rivers, creeks, or wetlands. The permit must be obtained and submitted. Must include an EIP of the limits, and a schedule of work, and a plan for the project. The permit must be obtained and submitted. ☐ EROSION PERMIT (EIP) - EIP not Required (less than 12,000 sq. ft. water or wetlands affected) ☐ EROSION PERMIT (EIP) - EIP Required (12,000 sq. ft. or more water or wetlands affected) ☐ EROSION PERMIT (EIP) - EIP Required (12,000 sq. ft. or more water or wetlands affected) ☐ EROSION PERMIT (EIP) - EIP Required (12,000 sq. ft. or more water or wetlands affected) ☐ EROSION PERMIT (EIP) - EIP Required (12,000 sq. ft. or more water or wetlands affected)	3. VEGETATION RESOURCES The Contractor must protect native vegetation to the extent practical. Native vegetation buffers defined in the BMPs for wet projects to water bodies. Contractors must adhere to Construction Specification requirements (Table 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770,
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Stormwater Pollution Prevention-Clean Water Act Section 402

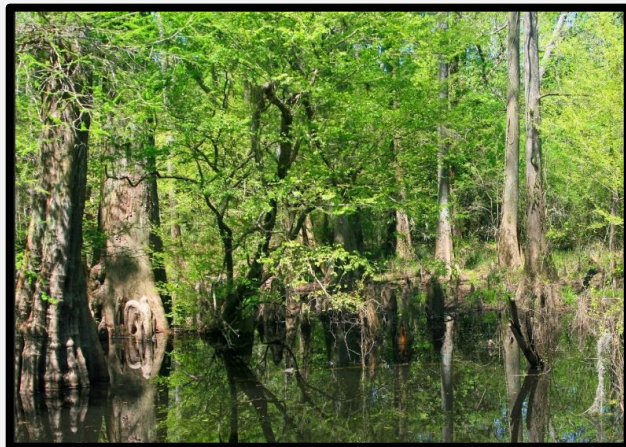
- Box 1 – projects with no soil disturbance or minimal soil disturbance and no water-related BMPs (i.e., light pole installation) * Note – if project has no soil disturbance and no EPICs, still need to complete sheet for documentation and check Box 1 (some exceptions for routine maintenance projects)
- Box 2 – projects with less than 1 acre of soil disturbance (no Construction General Permit (CGP) required), but require stormwater or water-related BMPs (i.e., bridge rehabilitation project)
- Box 3 – projects with 1 acre or more of soil disturbance – under authority of CGP (roadway widening project)



Work in our Near Waters of U.S. or Wetlands – Section 404

This section of the EPIC has to do with any Waters of the U.S. that are being temporarily or permanently impacted on the project site – filling, dredging, excavating, or other work in water bodies or wetlands

- **Nationwide Permits** (NWP) issued by Army Corps of Engineers (USACE) for the more minimal impacts – these can be assumed, or a pre-construction notice (PCN) may be required if certain thresholds are exceeded
 - 57 different NWPs, but TxDOT uses a small percentage of these
 - Important to remember that *even the assumed Nationwide permits have certain general conditions that must be followed*
- **Individual Permits** are required for more significant water or wetland impacts



Work in our Near Waters of U.S. or Wetlands – Section 404

continued 1

- **Nationwide Permit 14 – most common** used Section 404 permit on TxDOT projects
- **Nationwide Permit 14 - Linear Transportation Projects.** Activities required for crossings of waters of the United States associated with the construction, expansion, modification, or improvement of linear transportation projects (e.g., roads, highways, railways, trails, driveways, airport runways, and taxiways) in waters of the United States.
- **Temporary fills must consist of materials, and be placed in a manner, that will not be eroded by expected high flows.** Temporary fills must be removed in their entirety and the affected areas returned to pre-construction elevations. The areas affected by temporary fills must be revegetated, as appropriate.

Work in our Near Waters of U.S. or Wetlands – Section 404 continued 2

Nationwide Permit General Conditions Excerpts:

Aquatic Life Movements – No activity may substantially disrupt the necessary life cycle movements of those species of aquatic life indigenous to the waterbody. All permanent and temporary crossings shall be culverted, bridged, or designed and constructed to maintain low flows to sustain movement of those species.

Management of Water Flows – To the maximum extent practicable, the preconstruction course, condition, capacity and location of open waters must be maintained for each activity, including stream channelization, storm water management activities, and temporary and permanent road crossings. The activity must be constructed to withstand high flows.

Soil and Erosion Sediment Controls – Appropriate soil and erosion controls must be used and maintained in effective operating condition during construction, and all exposed soil and other fills, below the ordinary high-water mark or high tide line, must be permanently stabilized at the earliest practicable date.

Removal of Temporary Structures and Fills – Temporary structures must be removed, to the maximum extent practicable, after their use has been discontinued. Temporary fills must be removed in their entirety and the affected areas returned to preconstruction elevations. The affected areas must be revegetated, as appropriate.

Work in our Near Waters or Wetlands – Section 404

The following lists the impacted water, its stationing, planned disturbed acreage, and additional notes:

1. Onion Creek, STA 123+45 to 123+46, 0.04 acres, install orange fencing to protect from encroachment during construction activities

You will also notice there is a place to list the impacted waters – *station, disturbed acreage, and any additional notes*



Cultural Resources

III. CULTURAL RESOURCES

Refer to TxDOT Standard Specifications in the event historical issues or archeological artifacts are found during construction. Upon discovery of archeological artifacts (bones, burnt rock, flint, pottery, etc.) cease work in the immediate area and contact the Engineer immediately.

□ **Additional Required Actions:**

- 1.The historical marker located at the intersection at SH 123 and US 456 will be removed. The Contractor must store the historic marker at the Area Office until construction in that area has been completed. The Contractor must reinstall the historic marker at the direction of the Engineer.
- 2.Archeological surveys for parcels ID-1, ID-2, and ID-3 are pending, and must be completed in Phase I of the project. **The Contractor cannot commence work in these locations, as shown in the plans, until the Department conducts the applicable surveys, and the Engineer directs that work may begin.**

This section of the EPIC sheet addresses
standard commitments for discovery of historical or
archaeological artifacts and any special circumstances
associated with cultural resources

Required actions might be protection or survey



Vegetation Resources

V. VEGETATION RESOURCES

The Contractor must preserve native vegetation to the extent practical. Follow vegetative buffers defined in the SWP3 for work adjacent to water bodies. Contractor must adhere to Construction Specification Requirements Specs 162, 164, 192, 193, 506, 730, 751, 752 in order to comply with requirements for invasive species, beneficial landscaping, and tree/brush removal commitments.

☐ Additional Required Actions:

1. During construction, Iconic trees - Becket Grove Tree, Grandmother Oak, and Grandfather Oak must be protected. Tree protection fencing must be installed around these trees in accordance with the detail sheet included in the plans.

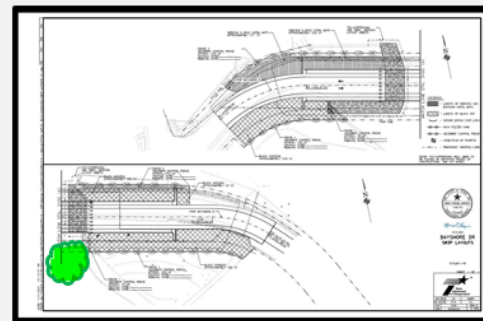


This section includes standard vegetation commitments and special requirements such as protected trees, vegetation preservation, and required mitigation measures.

Vegetation Resources cont'd 1

Special Considerations:

- Areas of vegetation preservation should be notated on the EPIC sheet, but also clearly marked on the SWP3 layout sheets
- Areas of vegetation preservations should be clearly defined in the field with orange construction fencing, brightly colored ribbons, or wooden barricades
- Protection for trees should be installed outside the dripline of the tree to prevent damage to root system, compacting of soils, and/or damage to overhanging branches



Ensure tree protection is placed further **39**

Protected Species and Migratory Birds

V. PROTECTED SPECIES AND MIGRATORY BIRDS

The work must not remove active nests from bridges and other structures during nesting season of the birds associated with the nests. If caves or sinkholes are discovered, cease work in the immediate area, and contact the Engineer immediately. Do not disturb or handle bats found under bridges and other structures. Do not harm or kill wildlife that enters the project area, including rattlesnakes. Implement measures to avoid infesting water bodies with zebra mussels.

If any listed species are observed, cease work in the immediate area, do not disturb the species or habitat, and contact the Engineer immediately.

☐ Additional Required Actions:

1. The Contractor cannot begin work between Sta 123+45 and 123+85 until the Department has completed the survey for the sticky tansy aster plant species. If the species is found the Department must conduct mitigation efforts. Once the survey (and mitigation, if necessary) is complete the Department must release the area to the Contractor to begin work.

This section of the EPIC addresses required actions to remain in compliance with Federal and State regulations including the Endangered Species Act, Migratory Bird Treaty Act, Bald and Golden Eagle Protection Act, the TxDOT/TPWD Memorandum of Understanding, and Chapter 64 of the Texas Parks and Wildlife Code

- Habitat to be avoided/protected
- Additional pages can be added to the EPIC sheet, if needed (Coastal Districts and Karst Districts tend to have a lot)



Protected Species and Migratory Birds cont'd 1

Examples of EPIC Listed Species conditions/commitments:

- West Indian manatee and bottlenose dolphin are protected under the Marine Mammal Protection Act. All contractor personnel are advised that there are civil and criminal penalties for harming, harassing, or killing protected species
- Prior to construction, perform daytime surveys for nests, including under bridges and in culverts, to determine if they are active before removal
- Use barrier fencing to direct animal movements away from construction activities and areas of wildlife-vehicle collisions
- If a sea turtle or smalltooth sawfish is seen within 100 yards of the active daily construction/dredging operation or vessel movement, all appropriate precautions should be taken. This includes cessation of operation of any mechanical construction equipment within 50 feet of a sea turtle or smalltooth sawfish

Protected Species Commitments

In the News: Manatee sighting halts construction at TxDOT ferry construction project. Some excerpts from the news clip:

- “TxDOT works to be a good steward of the environment and educated construction personnel prior to the project, so crews knew what to do when they saw the majestic sea cow”
- “Construction personnel immediately reported the manatee to TxDOT, as required, and all work paused”
- “Protecting wildlife near our projects is critical”



TxDOT News Clips – August 2025 (Port Aransas)

Migratory Birds

One of the **most common** EPIC commitments on a TxDOT project

Many birds are classified as “migratory birds”

Migratory birds use a variety of TxDOT infrastructure for nesting, foraging, and hunting

Some of the most common birds on TxDOT projects are swallows

TxDOT and contractors should be aware that there is the possibility that migratory birds may be nesting on existing structures, vegetation, or gravel substrate with the project limits at any time of the year, but especially during nesting season

Nesting seasons vary by species and region of the State

Districts can address migratory bird requirements on the EPIC sheet and at pre-construction meetings with the contractor



Migratory Birds continued 1

Not taking the necessary precautions at the proper time of year could result in significant project delays, and potentially punitive action

Conduct necessary vegetative clearing outside of nesting season

Remove old nests (outside of nesting season)

Utilize bird exclusion devices such as netting and gels/paints – methods can exclude but not harm



Hazardous Materials and Contamination Issues

- Addresses any previously identified high risk sites associated with hazardous materials that may be encountered during construction, standard language and applies to **all projects**.

VI. HAZARDOUS MATERIALS OR CONTAMINATION ISSUES

For **all projects** the Contractor will comply with the OSHA Hazard Communication Standard (29 CFR 1910.1200) for personnel who will be working with hazardous materials by conducting safety meetings prior to beginning construction and making workers aware of potential hazards in the workplace. Ensure that all workers are provided with personal protective equipment appropriate for any hazardous materials used. Obtain and keep on-site Safety Data Sheets (SDSs) for all hazardous products used on the project, which may include, but are not limited to the following **categories: paints, acids, solvents, asphalt products, chemical additives, fuels and concrete curing compounds or additives**. Provide protected storage, off bareground and covered, for products which may be hazardous. Maintain product labeling as required by the Act. Pollutant housekeeping is also required in accordance with items listed in Section I of this EPIC sheet. Maintain an adequate supply of on-site spill response materials, as indicated in the SDS. In the event of a spill, take actions to mitigate the spill as indicated in the MSDS, in accordance with safe work practices, and contact the District Spill Coordinator immediately.

The Contractor shall be responsible for the proper containment and cleanup of all product spills. Contact the Engineer if any of the following are detected:

- Dead or distressed vegetation (not identified as normal)
- Trash piles, drums, canister, barrels, etc.
- Undesirable smells or odors
- Evidence of leaching or seepage of substance

Hazardous Materials and Contamination Issues cont'd 1

- The HazMat standard language addresses:
 - Contractor compliance w/OSHA Hazard Communication Program Requirements.
 - Storing hazardous products per the CGP and project-specific SWP3.
 - Maintain adequate spill response materials and initiate spill response actions, as necessary.
 - Reporting to the engineer any hazardous materials discovered during construction and ceasing work in the immediate area until cleared.



Non-Asbestos/Lead Contamination or Waste Issues

- Section used to communicate type and locations of any identified contamination or waste issues (non-asbestos/lead related) including:
 1. Contamination or waste within the project area including any related soil and groundwater management plans; and
 2. Additional notes about the issue(s) the Contractor needs to be aware of.

The following list identifies non-asbestos/lead contamination or waste issues (location, contamination/waste type, if a soil and groundwater management plan applies, and any additional notes)

1. FuelR Us - The FuelR Us gas station located on the southeast intersection of US 123 and FM 456 is an LPST site. A soil and groundwater management plan (SGMP) has been developed. The Contractor will implement the activities specified in the SGMP.

Demolition Activities

- Section used to identify bridge demolition activities and associated requirements:
 - Notification to Texas Department of State Health Services (DSHS) required in accordance w/National Emission Standards for Hazardous Air Pollutants and the Texas Asbestos Health Protection Rules (TAHPR).
 - DSHS notification is required even if asbestos isn't present.

Demolition Activities - Does the project involve the demolition of any bridge class structure (not including buried culverts) for the purpose of replacement or permanent removal?

☐ No - no further action required for demolition activities

☒ **Yes** - the Contractor must provide the dates for demolition to the Engineer at least 30 days in advance, to allow the Department sufficient time to prepare and submit the pre-demolition notification to the DSHS at least 10 working days prior to the scheduled demolition.

Asbestos Concerns: Actions to Take

- Section used to identify the presence of asbestos for any bridge structures where rehabilitation or replacement will be performed
- Identifies who is responsible for performing asbestos abatement prior to activities that may disturb asbestos.
 - TxDOT will either hire an asbestos abatement contractor under a separate contract or include asbestos abatement as part of the work to be performed under the main construction contract.
 - In both cases notification to DSHS is required at least 10 days prior to initiating abatement.

Lead Paint Concerns (Part 1 of 2)

- Used to identify if demolition or repair work creating the potential for lead fume inhalation will occur. This includes cutting, torch cutting, welding, or abrasive blasting of steel coated with lead paint.



Lead Paint Concerns - The project involves demolition or repair work that could require cutting, torch cutting, welding, or abrasive blasting of steel, creating a high potential for worker lead fume inhalation.

- ☐ No - no further action required for lead paint concerns
- ☐ Yes - the lead paint inspection results are negative. No action required for lead paint concerns.
- ☒ Yes - the lead is at the following locations and concentrations:
Location (location/structure ID)

Lead Paint Concerns (Part 2 of 2)

- Section identifying **follow-up actions**, if necessary, associated with the confirmed presence of lead.
 - Mitigation is required if the concentration is above 90 ppm, unless the structure is being rehabilitated.

For positive lead results, the following action will apply:

- ☐ The work is under Item 446 (Field Cleaning & Painting Steel), management of hazardous materials is addressed in the specification and **additional mitigation is not required.**
- ☐ The lead concentration of the coating is known to be **less than 90 ppm** (Consumer Product Safety Commission threshold for paint to be designated as lead-containing), additional mitigation is not required.
- ☒ **Mitigation for lead hazards is required in accordance with OSHA.** The Contractor must provide mitigation as part of this contract. Mitigation may include stripping back of paint from steel at cut points or other areas where paint will be disturbed. [...]
- ☐ Mitigation for lead hazards is required in accordance with OSHA. **The Department will provide lead paint removal[...]**

Lead Paint Concerns: Abatement in Action!



Other Environmental Issues

- Section used to communicate miscellaneous environmental issues not addressed in the previous section.
 - Common environmental program areas referenced in this section include Air, Noise, and Edwards Aquifer requirements.

VII. OTHER ENVIRONMENTAL ISSUES

(includes program areas such as Air, Noise, Edwards Aquifer Protection Program, etc.)

-  Additional Required Actions:
1. The noise wall along the apartment complex (Best Life Living) and residential development (Cornerstone Community) on the west side of SH123 from Sta 123+00 to 123+50 must be constructed prior to beginning construction of the new lanes adjacent to those developments.
 2. Contractor must comply with the requirements of the Edwards Aquifer Protection Plan (EAPP). If sensitive features are encountered during construction the contractor will immediately cease work and notify the Engineer. The contractor must install BMPs as shown in the feature protection details and establish a 50 foot no work zone. The contractor cannot continue work in that area until the Department has obtained an approved feature closure plan approval from the TCEQ and is directed that work can resume.
 3. Contractor is responsible for air quality permits for concrete and asphalt batch plant.



Design
Division
Standard

Other Environmental Issues: Air Quality

- Specific considerations/requirements relating to air quality that may need to be communicated/implemented by the contractor include:
 - Practicing common dust control techniques such as surface chemical treatment or watering of unpaved road surfaces and vehicle speed reduction to prevent airborne dust during construction.”
 - Minimizing Mobile Source Air Toxics (MSAT) by utilizing measures to encourage use of EPA required cleaner diesel fuels, limits on unnecessary idling, increase use of cleaner burning diesel engines, and other emission limitation techniques, as appropriate.”

4.3.4. Restricted Activities and Required Precautions. Do not discharge onto the ground or surface waters any pollutants such as chemicals, raw sewage, fuels, lubricants, coolants, hydraulic fluids, bitumens, or any other petroleum product. Operate and maintain equipment on-site to prevent actual or potential water pollution. Manage, control, and dispose of litter on-site such that no adverse impacts to water quality occur. **Prevent dust from creating a potential or actual unsafe condition, public nuisance, or condition endangering the value, utility, or appearance of any property. [...]**

Other Environmental Issues: Air Quality cont'd 1

- Air Permits for concrete batch plant or hot mix asphalt (usually operated by the contractor)



Other Environmental Issues: Noise

- There are no federal or state requirements that directly regulate construction noise for TxDOT projects.
- Item 7 of TxDOT's Standard Specifications does require general abatement and mitigation of excessive/unnecessary noise. **"Minimize noise throughout all phases of the Contract"**
- **"All equipment associated with the work must be equipped with components to suppress excessive noise....."**

10.

ABATEMENT AND MITIGATION OF EXCESSIVE OR UNNECESSARY NOISE

Minimize noise throughout all phases of the Contract. Exercise particular and special efforts to avoid the creation of unnecessary noise impact on adjacent noise sensitive receptors in the placement of non-mobile equipment such as air compressors, generators, pumps, etc. Place mobile and stationary equipment to cause the least disruption of normal adjacent activities.

All equipment associated with the work must be equipped with components to suppress excessive noise and these components must be maintained in their original operating condition considering normal depreciation. Noise-attenuation devices installed by the manufacturer such as mufflers, engine covers, insulation, etc. must not be removed nor rendered ineffectual nor be permitted to remain off the equipment while the equipment is in use.

Other Environmental Issues: Noise cont'd 1

- Generally, EPIC language pertaining to Noise issues, if included, will resemble the contract language for Item 7:

“The contractor shall make reasonable efforts to minimize construction noise through abatement measures such as work hour controls and proper maintenance of equipment mufflers.”
- In rare cases, the contractor may be required to implement project-specific measures to mitigate construction or roadway noise (i.e., noise abatement wall)



Other Environmental Issues: Edwards Aquifer

- The Edwards Aquifer Protection Program (EAPP) (Austin and San Antonio Districts – small portion of Laredo District) includes requirements applicable to both the construction and post-construction phase of a construction project. Specific considerations or requirements relating to Edwards rules that may need to be communicated to or implemented by the contractor include:
 - Ceasing work around any voids encountered during construction. Discovered voids are subjected to review by the TCEQ and must be reported.
 - Complying with approved Water Pollution Abatement Plans (WPAP)/Contributing Zone Plans (CZP) and the WPAP/CZP approval letter.”
 - Providing protections for any known karst features/voids at the project site.



EPIC Sheet and the SWP3

Just a reminder, - a copy of the EPIC Sheet is required to be stored in the SWP3 binder under **Attachment 2.9 – TxDOT Federal, State, and Local Compliance Documentation**

SWP3 Summary and Layout sheets should be consistent with information on the EPIC Sheet – (i.e., SWP3 Summary sheet disturbed acreage should match the stormwater section of the EPIC sheet, and SWP3 layout sheets should show Waters of the U.S. and/or cultural resource preservation areas that were notated on the EPIC sheet)



More Info on the EPIC Sheet

DES908 – How to Create an Environmental Permits, Issues, and Commitments (EPIC) sheet

Online learning – one hour class

Not currently a required or recommended training for Record Keepers on the EMS Training Matrix, but a good source of information on the EPIC sheet.

Training Matrix and courses are being updated and reviewed for accessibility



Current EMS Training Matrix

Course Title	Course Code	Deadlines	Delivery Method	Recordkeeper (recommended courses based on job duties)
Construction Stage Gate Checklist	CON816	Within 30 days of hire or job assignment and repeated every 3 years	PeopleSoft UTA AASHTO	Recommended
Stormwater Inspection Checklist	CON817	Within 90 days of hire or job assignment and repeated every 3 years	PeopleSoft	Recommended
Advanced Planning and Design (AP&D) Stage Gate Checklist	DES435	Within 90 days of hire or assignment and repeated as needed	PeopleSoft UTA AASHTO	
Plans, Specifications, and Estimates (PS&E) Stage Gate Checklist	DES907	Within 90 days of hire or assignment and repeated as needed	PeopleSoft UTA AASHTO	
How to Create an Environmental Permits, Issues, and Commitments (EPIC) Sheet	DES908	Within 90 days of hire or job assignment and repeated every 3 years	PeopleSoft UTA AASHTO	
Introduction to Construction Stormwater Best Management Practices (BMPs)	EL4030	Within 6 months of hire or job assignment and repeated as needed	PeopleSoft UTA AASHTO	
Stormwater Pollution Prevention Plan (SWP3) Applied Concepts	ENV302	Within 90 days of hire or job assignment and repeated as needed	Instructor Led	
Conducting Stormwater Pollution Prevention Plan (SWP3) Inspections	ENV303	Within 90 days of hire or job assignment and repeated as needed	Instructor Led	
Stormwater Erosion and Sediment Control	ENV301	Within 6 months of hire or job assignment and repeated as needed	Instructor Led	
Field Environmental (ENV) Emergency Compliance	ENV405	Within 30 days of hire or job assignment and repeated every 3 years	PeopleSoft UTA AASHTO	
EMS Awareness Training and Orientation	ENV414	Within 30 days of hire or job assignment and repeated every 3 years	PeopleSoft UTA AASHTO TxDOT Internet	Recommended
Construction General Permit (CGP) Compliance and Enforcement	ENV432	Within 30 days of hire or job assignment and repeated every 3 years	PeopleSoft UTA AASHTO	
Stormwater Compliance Requirements During Construction	ENV433	Within 30 days of hire or job assignment and repeated every 3 years	PeopleSoft UTA AASHTO TxDOT Internet	Recommended
404 Compliance During Construction	ENV457	Within 30 days of hire or job assignment and repeated every 3 years	PeopleSoft UTA AASHTO	
TxDOT Environmental Permits, Issues, and Commitments (EPIC) Survey	ENV458	Optional Course	Instructor Led	
Revegetation During Construction	MNT415	Within 90 days of hire or job assignment and repeated every 3 years	PeopleSoft UTA AASHTO	

Other Recommended Classes

DES 908 – How to Create an EPIC Sheet

ENV 291 – SWP3 Summary Sheets

ENV 292 – SWP3 Binder Requirements
(will make CON817 obsolete)

ENV 302 – SWP3 Applied Concepts
(2118 form for inspections)

ENV 301 – Building an Effective SWP3
(designers and environmental staff)

* Stage Gate checklist trainings will eventually be combined

Facility Environmental Compliance Records

Environmental Compliance Assistance Team (ECAT) support topics for

Office Manager/recordkeepers:

- SPCC Plans & Training
- Underground Storage Tank Information
- Waste Manifesting
- Hazardous Material Removal
- Spill Response
- Disaster Debris Management Sites

Contact:

David Nuckels

512/571-2974

David.Nuckels@txdot.gov

Environmental Questions?

Heather Carman

Environmental Planner

Environmental Compliance Assistance
Team (ECAT)

Environmental Affairs Division

Heather.Carman@txdot.gov

(512) 284-0451





OJT Program and DBE Compliance

Civil Rights Division



7/16/2026

OJT Program Overview

The purpose of the OJT program is to ensure the participation of minority groups, disadvantaged persons, and women in all phases of the highway construction industry. This training program is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not.

- Contractor-Based Program: Annually assigned goals based on previous fiscal year awards.
- Project-Specific Program: Assigned to Design-Build (DB) projects based on construction cost estimate.

OJT Program Requirements

- Trainees cannot have any prior experience in the proposed training classification.
- Trainees must be compensated at the appropriate percentage of prevailing wage rate specified in contract:
 - First half of training – 60%
 - Third quarter – 75%
 - Last quarter – 90%
- Certified payroll must reflect the training classification and actual number of training hours reported monthly in DMS.
 - Submission of CST-C-1 form if utilizing LCPTracker.
- Contractor failure to comply with program requirements may be cause for corrective and appropriate measures pursuant to Section 8.8 "Termination of Contract".

OJT Program | Data & Reporting

TxDOT DMS is the online tool used to track and report OJT data.

- Contractor is notified that an OJT goal has been assigned.
- Training Plan is due for submission within 60 days of goal notification.
- Enrollments are submitted within 7 business days of training start date.
- Monthly reporting due on the 10th of each month.
- Compliance staff review of pending reports are requested by the 20th of each month.
- Goal is completed when the assigned number of OJT credits have been earned.

OJT Program | CIV Responsibilities

- Assign OJT goals based on goal methodology.
- Notify contractors of OJT goals via TxDOT DMS.
- Review and approve:
 - Training plans
 - Trainee Enrollments
 - Requests for Graduation – Termination – Good Faith Effort
 - Reimbursement Requests
- Provide technical assistance for internal staff and contractors.
- Monitor and ensure contractor compliance.

OJT Program | Compliance Staff Responsibilities

- Encourage contractors to add anticipated OJT classification codes to project during pre-con meeting (best practice).
- Review & verify monthly training reports.
- Return inaccurate training reports with comments for edits and resubmission.
- Approve accurate training reports with comments to identify which contract data was reviewed.
- Conduct one labor interview per trainee.
- Reimburse requested verified training hours worked on federal-aid contracts.
- Provide technical guidance and monitor compliance.

OJT Program | Trainee Enrollment

- Notification of enrollment approval to compliance officer on training contract.

Training Information	
TRAINING CLASSIFICATION	9405: Roller Operator, Other Credits: 1
CURRENT WAGE	\$ 15.00
TRAINING START DATE	08/23/2020
CONTRACT WHERE TRAINING BEGAN	07183201: GR, BS, STR, PVMT

Figure 1: Trainee Enrollment

OJT Program | Alerts & Notification

- Notification of report submission to compliance officer(s) on training contract(s).

	Status	Actions
CONTRACT STATUS	Open	View Contract , Edit Contract , Close Out Change Secondary Status to: None selected ▼
COMPLIANCE OFFICER	Assigned	Change Compliance Officer to: Jennifer Griffin ▼ Assigned to: Jennifer Griffin
SECONDARY COMPLIANCE OFFICER	Assigned	Change Secondary Compliance Officer to: Cheryl McCalla ▼ Assigned to: Cheryl McCalla

Figure 1: Report Submission Notification

OJT Program | Reporting & Verification

- Certified payroll must reflect the training classification and number of training hours reported.

Training Information

REPORTING MONTH April 2024

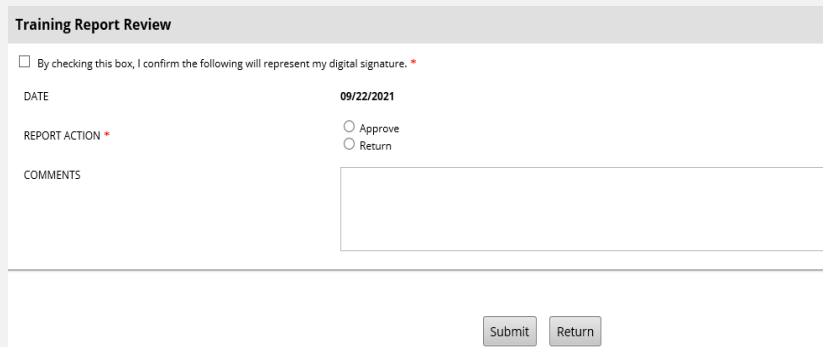
TOTAL HOURS PRIOR TO THIS TRAINING REPORT PERIOD 64.00

Payroll Period	Contract	Reference Number	District	Area Office	Training Hours for Payroll Period
04/07/2024	06233209: Bosque Co. FM 2114, CSJ: 2305-01-014	06233209	Waco (9)	McClennan County	67.00
04/14/2024	06233209: Bosque Co. FM 2114, CSJ: 2305-01-014	06233209	Waco (9)	McClennan County	15.00
04/14/2024	Contract not selected	Erath Co. SH6, CSJ:0258-02-059	Fort Worth (2)	Erath	30.00
04/21/2024	Contract not selected	Erath Co. SH6, CSJ:0258-02-059	Fort Worth (2)	Erath	58.00
04/28/2024	Contract not selected	Erath Co. SH6, CSJ:0258-02-059	Fort Worth (2)	Erath	24.00
04/28/2024	01223233: McLennan Co., FM 2113, CSJ: 2060-01-037	01223233	Waco (9)	McClennan County	32.50
Total training hours for the reporting month:					226.50
Total training hours (current and previous months):					290.50
Percentage of training completed:					55.87 %

Figure 1: Training Information Reporting

OJT Program | Report Verification & Approval

- Hours for multiple training projects may show up on one report, but report can only be approved once:
 - Compliance officer will review training data reported for their contract(s).
 - If discrepancies are found, return report for edits and resubmission with detailed comments.
 - If no discrepancies are found, approve report with comments identifying which District, Area Office, and contract data was reviewed.
 - If there are discrepancies with training data on other contracts, the compliance officer can return the report for edits and resubmission.



The screenshot shows a web form titled "Training Report Review". At the top, there is a checkbox with the text "By checking this box, I confirm the following will represent my digital signature. *". Below this, the form is divided into two columns. The left column contains labels for "DATE", "REPORT ACTION *", and "COMMENTS". The right column shows the date "09/22/2021" and two radio button options: "Approve" and "Return". The "COMMENTS" label is followed by a large, empty text area for input. At the bottom right of the form, there are two buttons: "Submit" and "Return".

Figure 1: Training Report Review

OJT Program | Labor Interviews

- Conduct labor interviews and verify wage rate utilizing CST Labor Standards Review Form 2220.
- One interview per trainee should be conducted during the training period.
- Completed form should be uploaded to the trainee record in TxDOT DMS.

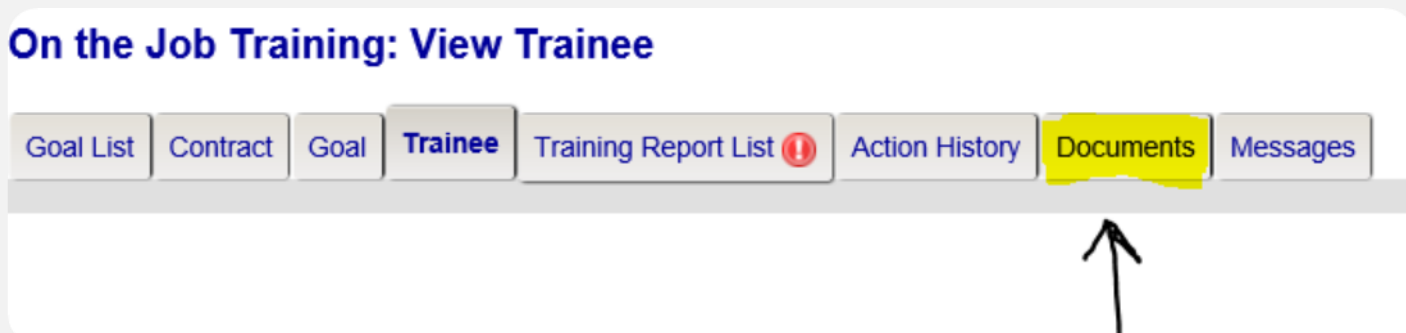


Figure 1: Documents Tab on Job Training Page

OJT Program | Reimbursement

- Reimbursement is allowed when the total hours to be reimbursed have been verified through a review of certified payrolls and accurately reflects the total hours of actual training.
 - Reimbursement = \$0.80 per training hour
- The contractor will not be reimbursed if there was a lack of good faith effort on their part in meeting the requirements of the program.
- District staff can either add a detail number:
 - During contract activation or by change order to pay contractor.

Graduation Information	
GRADUATION DATE	06/28/2021
REIMBURSEMENT AWARDED	Yes
REVIEWED BY	LaShaundra Shaw
DATE REVIEWED	06/23/2021
COMMENTS	Training complete

Figure 1: Graduation Information

OJT Program Updates

- Updated Goal Methodology.
- WFD Updates
 - Connecting Career Pathways
 - WDSS

Annual Estimated Total – Beginning Range	Annual Estimated Total – Ending Range	Trainees Required Annually
\$500,000,000.01	And ABOVE	16
\$450,000,000.01	\$500,000,000.00	15
\$400,000,000.01	\$450,000,000.00	14
\$350,000,000.01	\$400,000,000.00	13
\$300,000,000.01	\$350,000,000.00	12
\$270,000,000.01	\$300,000,000.00	11
\$240,000,000.01	\$270,000,000.00	10
\$210,000,000.01	\$240,000,000.00	9
\$180,000,000.01	\$210,000,000.00	8
\$150,000,000.01	\$180,000,000.00	7
\$120,000,000.01	\$150,000,000.00	6
\$90,000,000.01	\$120,000,000.00	5
\$60,000,000.01	\$90,000,000.00	4
\$30,000,000.00	\$60,000,000.00	3

Table 1: Annual Estimates

Major Changes to DBE Program

- Interim Final Rule (IFR), ["Disadvantaged Business Enterprise Program and Disadvantaged Business Enterprise in Airport Concessions Program: Implementation Modifications"](#)
 - States must reevaluate and recertify all new and existing members in TUCP
 - Requires all small business concerns to demonstrate social, economic disadvantage based on individualized experiences without reliance on race or sex.
 - No goal setting until reevaluation is complete
 - Limited compliance requirements until reevaluation is complete
 - Prompt payment, termination regulations remain enforceable
 - No CUF, GFE requirements
 - "Race-neutral" and "race-conscious" now "DBE-neutral" and "DBE-conscious"

OJT Program and CIV Compliance Contact Information

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FHWA Update: Federal Domestic Materials Program

Jorge A. Millan, P.E., CFM



7/16/2026

Disclaimer

This presentation reflects TxDOT's implementation of Federal Domestic Materials Program (FDMP) requirements. References may be made to Buy America, or Build America, Buy America (BABA), as legacy terminology remains in certain forms and guidance during the transition period.

All requirements are governed by applicable federal regulations and contract provisions. In the event of any inconsistency, the contract documents and governing regulations control.

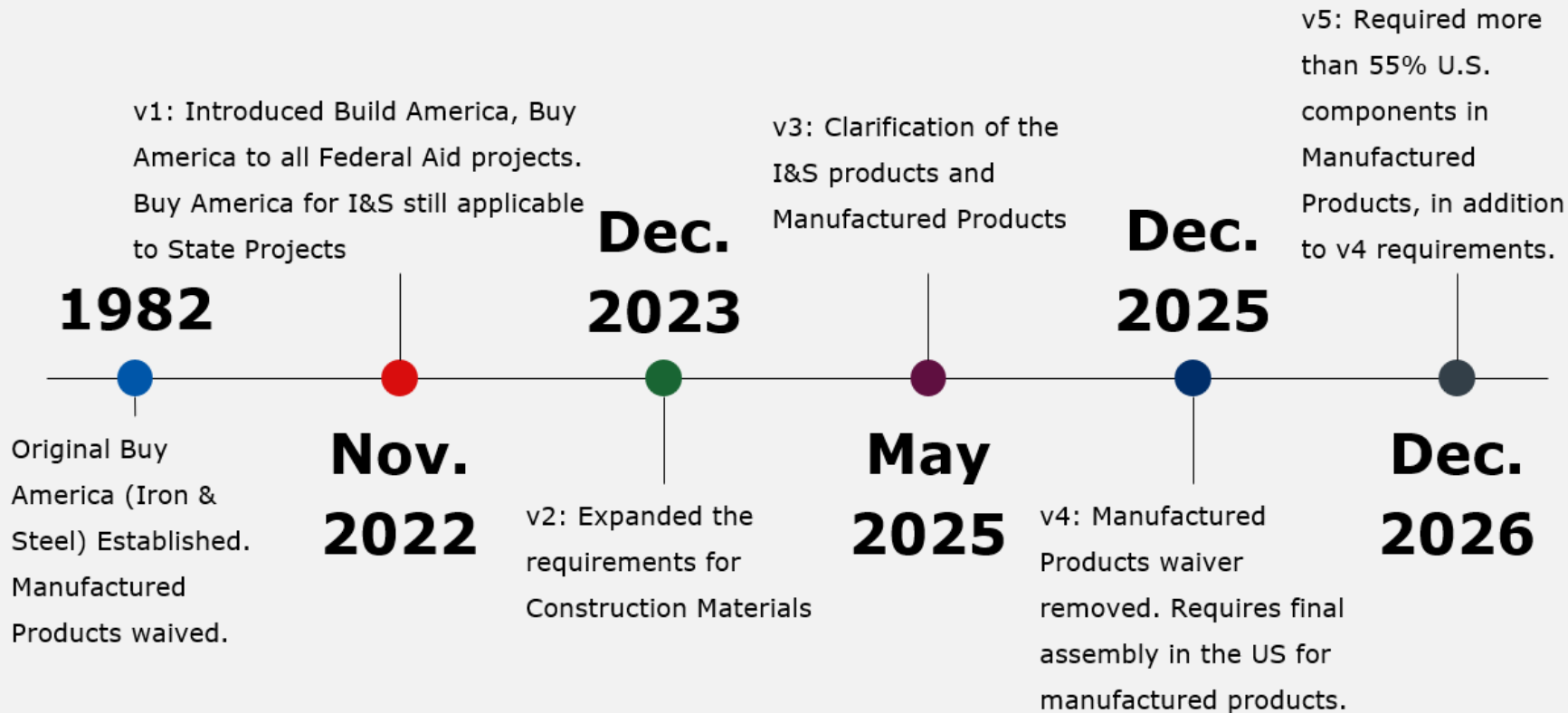
Glossary

- 23 CFR 635.410: Title 23 - Highways, Chapter I - Federal Highway Administration, Department of Transportation, Subchapter G - Engineering and Traffic Operations, Part 635 - Construction and Maintenance, Subpart D - General Material Requirements, § 635.410 (Buy America requirements).
- 2 CFR 184: Title 2 Federal Financial Assistance - Subtitle A Office of Management and Budget Guidance for Federal Financial Assistance - Chapter I Office of Management and Budget Government-Wide Guidance for Federal Financial Assistance - Part 184 Buy America Preferences for Infrastructure Projects

Glossary of Forms

- Form 1818: (a.k.a. D 9-USA-1) Material Statement form (mainly for Iron and Steel)
- Form 2806: Construction Materials and Manufactured Products BABA Certification
- Form 2812: BABA Certification Form (Vendors / Manufacturers)

Federal Domestic Materials Timeline



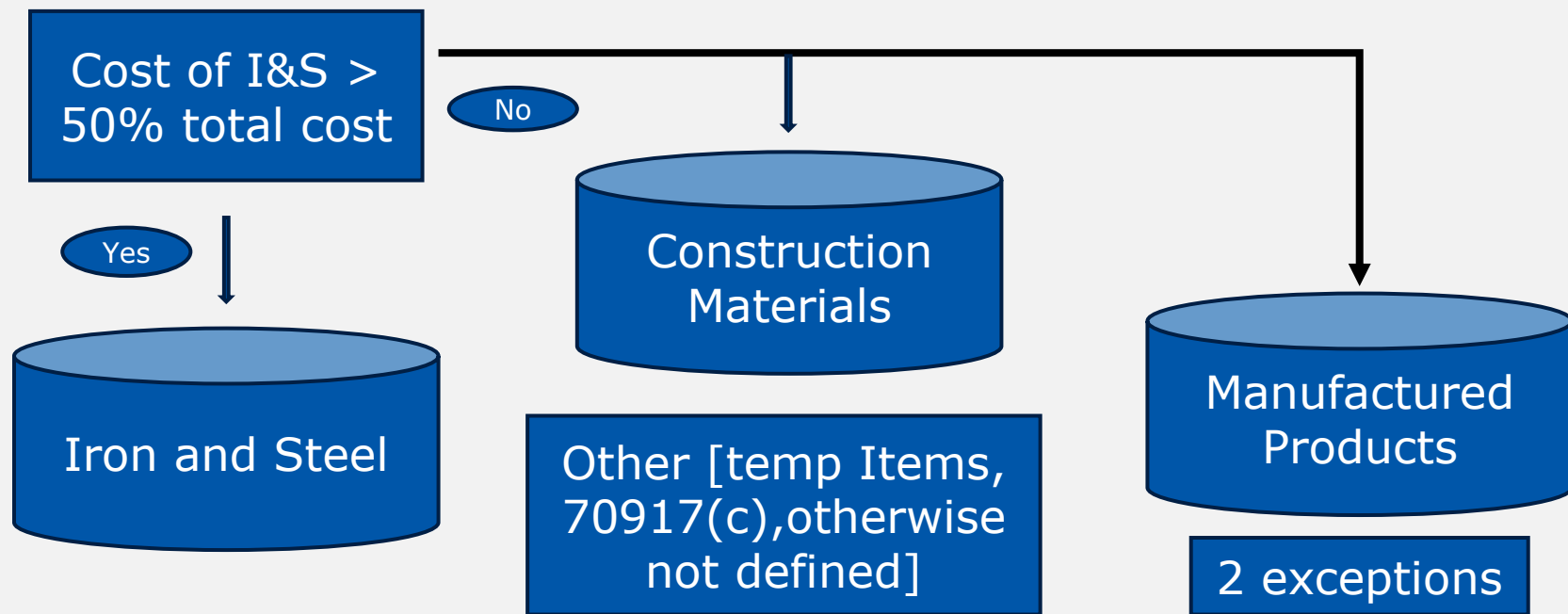
Which version are we currently in?

Federal Domestic Materials v4 (formerly BABA v4):

- Federal Regulation:
 - 23 CFR 635.410 (January 2025)
 - 2 CFR 184 (October 2023)
- State Implementation:
 - SP 006-009 (Spec Book 2024)
 - TxDOT Gold Star program



Federal Domestic Materials Classifications



FHWA's Latest Federal Domestic Materials Regulation

- Updated: 23 CFR 635.410
- Defined Predominantly Iron or steel or combination of both means that:
 - Cost of iron and steel content exceeds 50 percent of the total cost of all its components.
 - The cost of iron and steel is the cost of the iron or steel mill products (such as bar, billet, slab, wire, plate, or sheet), castings, or forgings utilized in the manufacture of the product and a good faith estimate of the cost of iron or steel components. Cost of components does not include any cost associated with the manufacture of the manufactured product.

FHWA's Latest Federal Domestic Materials Regulation (1 of 3)

- 2 exceptions to the single bucket rule:
 - For Precast Concrete Products that are not Predominantly Iron or Steel
 - Need to comply with the Manufactured Product requirement AND the Iron and Steel (I&S) components need to comply with I&S requirement.
 - For Intelligent Transportation Systems and other electronic hardware systems that are classified as manufactured products, the cabinets or other enclosures of such systems that consist wholly or predominantly of iron or steel or a combination of both:
 - Need to comply with the Manufactured Product requirement AND the Iron and Steel (I&S) components need to comply with I&S requirement.

FHWA's Latest Federal Domestic Materials Regulation (2 of 3)

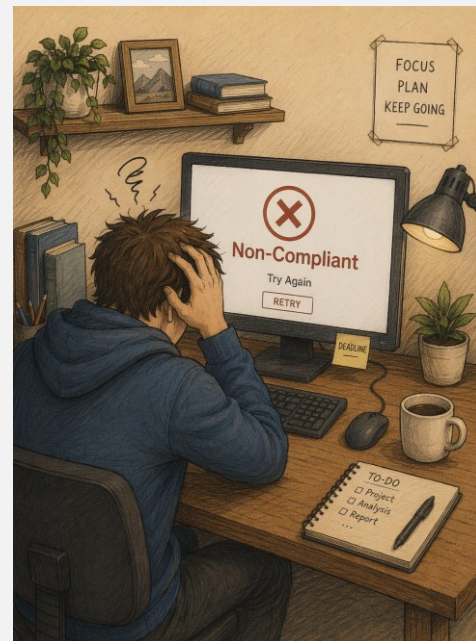
- Sets Manufactured Product Compliance deadlines.
 - October 1, 2025 (State Let December 2025 Projects) (formerly BABA v4)
 - Final assembly in the United States.
 - October 1, 2026 (State Let December 2026 Projects) (formerly BABA v5)
 - Final assembly in the United States **AND** the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product

FHWA's Latest Federal Domestic Materials Regulation (3 of 3)

- To define Final Assembly, the definition of manufactured product is helpful:
 - “Manufactured Product means articles, materials, or supplies that have been processed into a specific form and shape, or combined with other articles, materials, or supplies **to create a product with different properties than the individual** articles, materials, or supplies....”
 - Remember for Federal Domestic Materials v4 (formerly BABA v4):
 - Final assembly of manufactured products must occur in the United States.

FDMP Non-Compliance Consequences

- May lead to difficult conversations with leadership regarding decisions and outcomes
- Potential funding removal at the following levels:
 - Item, project, corridor, or program
- May result in required coordination and training with the overseeing agency (FHWA) to address compliance issues
- May result in stricter requirements moving forward
- May results in Claims for projects that can't be built

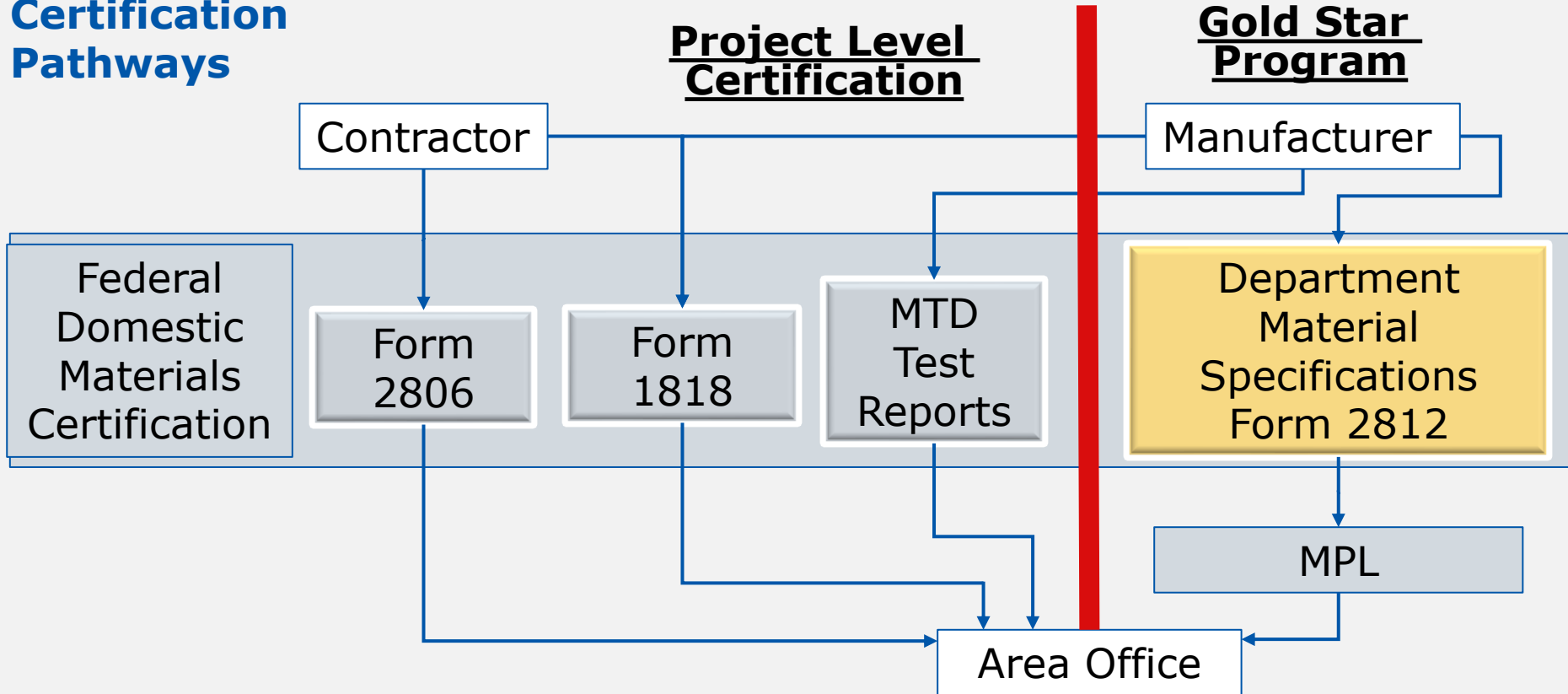


TxDOT's Gold Star Program

- Starting with Federal Domestic Materials v4.
- Centrally collecting Federal Domestic Materials certifications for some Department Material Specifications (DMS).
- Updated Item 6 via the Special Provision (SP) 006-009.
- Form 2812 for vendor to get into our Material Producer List (MPL.)
- Material sourcing documentation to verify material is connected to our MPL.



Certification Pathways



TxDOT's Gold Star Program cont'd 1

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Department Material Specifications Update

- Example of Gold Star Language added to the DMSs.

DMS-8105

Paint, One Coat Overcoat

Effective Date: **October 2025**



1. DESCRIPTION

This Specification governs and defines repair paint for use on existing painted steel. Material may be single-component or multicomponent and must be formulated specifically for overcoating of poorly prepared surfaces, as defined in SSPC SP-2.

The MPLs associated with this DMS include notations that identify products or materials that are pre-certified to comply with Buy America, Gold Star certification. Submit the Department's "Buy America Certification" Form 2812 found on [TxDOT.gov](https://www.txdot.gov) for Gold Star certification. Provide additional form or documentation upon Department request. Submit a new form if material or product Build America, Buy America (BABA) compliance status changes. BABA compliance status change means anytime the product's Buy America status, as represented on the MPL, changes. The Department maintains authority for establishing BABA material classifications (iron or steel, manufactured product, construction material, or excluded material).

Department request. Submit a new form if material or product Build America, Buy America (BABA) compliance status changes. BABA compliance status change means anytime the product's Buy America status, as represented on the MPL, changes. The Department maintains authority for establishing BABA material classifications (iron or steel, manufactured product, construction material, or excluded material).

4. BIDDERS' AND SUPPLIERS' REQUIREMENTS

NOT Gold Star DMSs – MTD inspected

- 7300 – Precast Nonstressed Member Fabricators; Precast Prestressed Member Fabricators.
- 7365 – Elastomeric Bridge Bearing Pad Manufactures
- 7370 – Steel Bridge Fabrication Shops
- 7380 - High Mast Illumination Pole, Ring, and support assembly fabrication. Traffic signal Pole Assembly Fabrication, Roadway Illumination Pole, Luminar Arm Fabrication plants, ITS/Camera Pole fabrication plants, Overhead Sign supports Structures and Sign Walkway Fabrication Plants.
- 7395 - Metal Railing Fabrication Plants

TxDOT's Gold Star Program cont'd 2

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Special Provision 006-009, Effective December 2025

- Introduced Federal Domestic Materials v4 requirements into construction contracts
- Clarified required documentation at each stage of delivery
- Defined consequences for Federal Domestic Materials noncompliance

Table 1
BABA Submission Requirements

Classification	Form 1818 ^{2 & 3} (notarized original Form D-9 USA-1)	Material Sourcing Documentation ⁴	Form 2806 ^{5 & 6}	De Minimis Tracking Log ⁷
Iron or Steel Products	✓	✓		✓
Construction Material		✓	✓	✓
Manufactured Product ¹		✓	✓	✓

- For ITS enclosures and precast concrete products as stated under Manufactured Products, submission requirements for Iron and Steel Products and Manufactured Products apply. Reinforcing Steel or items covered by TxDOT's Gold Star Program do not require a Form 1818 submission.
- For miscellaneous steel exceptions may be allowed to submit a notarized certification letter in lieu of submitting Form 1818, as approved by the Department. There are no exceptions for iron or steel products required to be furnished in accordance with item 441, "Steel Structures", or requested otherwise. Items covered by TxDOT's Gold Star Program do not require a Form 1818.
- Item 450 aluminum metal railing and Item 610 aluminum roadway illumination poles, inspected by Material and Test Division, will require Form 1818 to be submitted when requested by the Department.
- For materials that are BABA compliant and are on a Material Producer List (MPL). Material Sourcing Documentation is documentation, along with any necessary attachments, that connects the Material's source to project. Provide additional documentation at the request of the Department.
- Form 2806 is required to be submitted for products and materials to certify BABA compliance when an MPL does not exist for the corresponding material.
- Form 2806 is required for materials that are not listed as BABA compliant on the associated MPL.
- De Minimis Tracking Log is required for materials that are not BABA compliant and must be submitted in advance when de minimis waiver is being pursued. De Minimis Tracking Log must track non-compliant iron or steel products separately from non-compliant construction materials and manufactured products. Contact the Department when either thresholds in 6.1.1.5, "Buy America Exceptions" is reached. Non-compliant items above the de minimis threshold will require removal and replacement with BABA compliant item, or not paid for as determined by the Engineer.

Special Provision 006-009

(1 of 4)

1. For Intelligent Transportation Systems (ITS) enclosures and precast concrete products as stated under Manufactured Products, submission requirements for Iron and Steel Products and Manufactured Products apply. Reinforcing Steel or items covered by TxDOT's Gold Star Program do not require a Form 1818 submission.

Classification
Iron or Steel Products
Construction Material
Manufactured Product ¹

Special Provision 006-009

2. For miscellaneous steel exceptions may be allowed to submit a notarized certification letter in lieu of submitting Form 1818, as approved by the Department. There are no exceptions for iron or steel products required to be furnished in accordance with item 441, "Steel Structures", or requested otherwise. Items covered by TxDOT's Gold Star Program do not require a Form 1818.
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Classification	Form 1818 ^{2 & 3} (notarized original Form D-9 USA-1)
Iron or Steel Products	✓
Construction Material	
Manufactured Product ¹	

Special Provision 006-009 (2 of 4)

4. For materials that are BABA compliant and are on a Material Producer List (MPL): Material Sourcing Documentation is documentation, along with any necessary attachments, that connects the Material's source to project. Provide additional documentation at the request of the Department.

Classification	Material Sourcing Documentation ⁴
Iron or Steel Products	✓
Construction Material	✓
Manufactured Product ¹	✓

Special Provision 006-009 (3 of 4)

5. Form 2806 is required to be submitted for products and materials to certify Domestic Materials compliance when an MPL does not exist for the corresponding material.
6. Form 2806 is required for materials that are not listed as Domestic Materials compliant on the associated MPL.

Classification	Form 2806 ^{5 & 6}
Iron or Steel Products	
Construction Material	✓
Manufactured Product ¹	✓

Special Provision 006-009

(4 of 4)

7. De Minimis Tracking Log is required for materials that are not BABA compliant and must be submitted in advance when de minimis waiver is being pursued. De Minimis Tracking Log must track non-compliant iron or steel products separately from non-compliant construction materials and manufactured products. Contact the Department when either thresholds in 6.1.1.5, “Buy America Exceptions” is reached. Non-compliant items above the de minimis threshold will require removal and replacement with BABA compliant item, or not paid for as determined by the Engineer.

Classification	De Minimis Tracking Log ⁷
Iron or Steel Products	✓
Construction Material	✓
Manufactured Product ¹	✓

De Minimis Tracking Workbook

[illegible]

<https://www.txdot.gov/content/dam/docs/division/cst/buy-america/buy-america-de-minimis-material-tracking-invoice-method.xlsx>

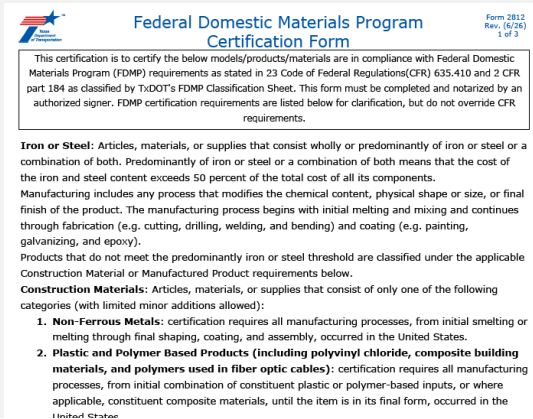
TxDOT's Gold Star Program cont'd 3

- ✓ • Starting with Domestic Materials v4.
- ✓ • Centrally collecting Domestic Materials certifications for some Department Material Specifications (DMS).
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 - Form 2812 for vendor to get into our Material Producer List (MPL.)
 - Verify material sourcing documentation to verify material is connected to our MPL.



Buy America Certification Form for Vendors (1 of 2)

- NOT for Contractor/project level use.
- Contractor submits Form 2806.
 - For Manufactured Products and Construction Materials.
- Supplier/Manufacture or Contractor submit Form 1818
 - for Iron and Steel products.



Federal Domestic Materials Program Certification Form

This certification is to certify the below models/products/materials are in compliance with Federal Domestic Materials Program (FDMP) requirements as stated in 23 Code of Federal Regulations(CFR) 635.410 and 2 CFR part 184 as classified by TxDOT's FDMP Classification Sheet. This form must be completed and notarized by an authorized signer. FDMP certification requirements are listed below for clarification, but do not override CFR requirements.

Iron or Steel: Articles, materials, or supplies that consist wholly or predominantly of iron or steel or a combination of both. Predominantly of iron or steel or a combination of both means that the cost of the iron and steel content exceeds 50 percent of the total cost of all its components. Manufacturing includes any process that modifies the chemical content, physical shape or size, or final finish of the product. The manufacturing process begins with initial melting and mixing and continues through fabrication (e.g. cutting, drilling, welding, and bending) and coating (e.g. painting, galvanizing, and epoxy).

Products that do not meet the predominantly iron or steel threshold are classified under the applicable Construction Material or Manufactured Product requirements below.

Construction Materials: Articles, materials, or supplies that consist of only one of the following categories (with limited minor additions allowed):

- 1. Non-Ferrous Metals:** certification requires all manufacturing processes, from initial smelting or melting through final shaping, coating, and assembly, occurred in the United States.
- 2. Plastic and Polymer Based Products (including polyvinyl chloride, composite building materials, and polymers used in fiber optic cables):** certification requires all manufacturing processes, from initial combination of constituent plastic or polymer-based inputs, or where applicable, constituent composite materials, until the item is in its final form, occurred in the United States.

Product Certifications						
Material Producer	FDMP Material Classification (Select from List Above)	Product/Model/ Part/Material	FDMP v4 Compliant? Y/N (if appl)	FDMP v5 Compliant? Y/N (if appl)	DMS/Spec	+ -
						+ -

Buy America Certification Form for Vendors (2 of 2)

Certification Statement	
I certify: - the above products meet the requirements for Build America Buy America as stated in 2 CFR 184 and 23 CFR 635.410 and as stated in this document, unless indicated otherwise in the form. - to inform the TxDOT contact listed in this document/respective material producers list as well contracted contractors of domestic Status changes at any point. - the listed products may be subjected to random audits. - to maintain documentation for 7 years, or as specified on the Department Material Specifications. - to only submit materials and products meeting BABA requirements as stated in the respective contract. - to store and clearly label Buy America compliant materials separately from non-compliant materials. I will comply with the above listed requirements, conformance with respective governing specification(s) and certification requirements found above. Failure to abide by the requirements of this form may result in action by the Department, which includes but is not limited to removal from TxDOT's material producers list, and sanctions under the Texas Administrative Code Chapter 10. I understand and agree that this certification may be publicly available.	
Company/Producer/Manufacturer Name: Producer/Supplier Representative Name: Producer/Supplier Representative Signature: Date: Contact Phone Number: Contact Email:	

Company/Producer/Manufacturer Name:			
Producer/Supplier Representative Name: Producer/Supplier Representative Signature:	Date:		
Contact Phone Number:	Contact Email:		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e6f2ff; text-align: center; padding: 5px;">Notarization</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> State of _____ County of _____ Before me, _____, on this day personally appeared _____ Notary Public _____ My Commission Expires _____ Attachments Provided (Yes/No): _____ Number of attached pages: _____ </td> </tr> </tbody> </table>		Notarization	State of _____ County of _____ Before me, _____, on this day personally appeared _____ Notary Public _____ My Commission Expires _____ Attachments Provided (Yes/No): _____ Number of attached pages: _____
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Example: Junction Box, Inlet, Manhole MPL

- Language will be updated to reflect Domestic Materials v4 and v5 requirements.

Fabrication Plants

The following multi-project fabrication plants (as defined in DMS-7305) that produce precast junction boxes, manholes, and inlets have been approved in accordance with DMS-7305, "Fabrication and Qualification Procedure for Multi-Project Fabrication Plants of Precast Concrete Drainage Structures," which is referenced in Item 465.

Fabrication plants noted as Buy America Status compliant on the MPL have provided TxDOT Form 2812, "Buy America Certification," indicating compliance with Buy America requirements referenced in Standard Specification Item 6. Project level certification, therefore, is not required.

Project level certification requires completed TxDOT Form 2806 to comply with Buy America requirements.

Producer Code	Fabricator	Location	Buy America Status (Expiration Date)
98409	Ameritex Pipe & Products LLC-Precast	Conroe, TX	Compliant (October 1, 2026)
98406	AmeriTex Pipe & Products, LLC	Gunter, TX	Compliant (October 1, 2026)
98131	Del Zotto Products of Texas, Inc.	Gladewater, TX	Compliant (October 1, 2026)
99212	L&R Precast Concrete Works, Inc.	Mission, TX	Project Level Certification
99706	Oldcastle Infrastructure-Brookshire Plant	Brookshire, TX	Compliant (October 1, 2026)
99718	Oldcastle Infrastructure-Wayside Plant	Houston, TX	Compliant (October 1, 2026)
99487	Oldcastle Infrastructure-Mansfield Plant	Mansfield, TX	Compliant (October 1, 2026)

- Compliant v4
- Compliant v5
- Project Level Certification required

TxDOT's Gold Star Program cont'd 4

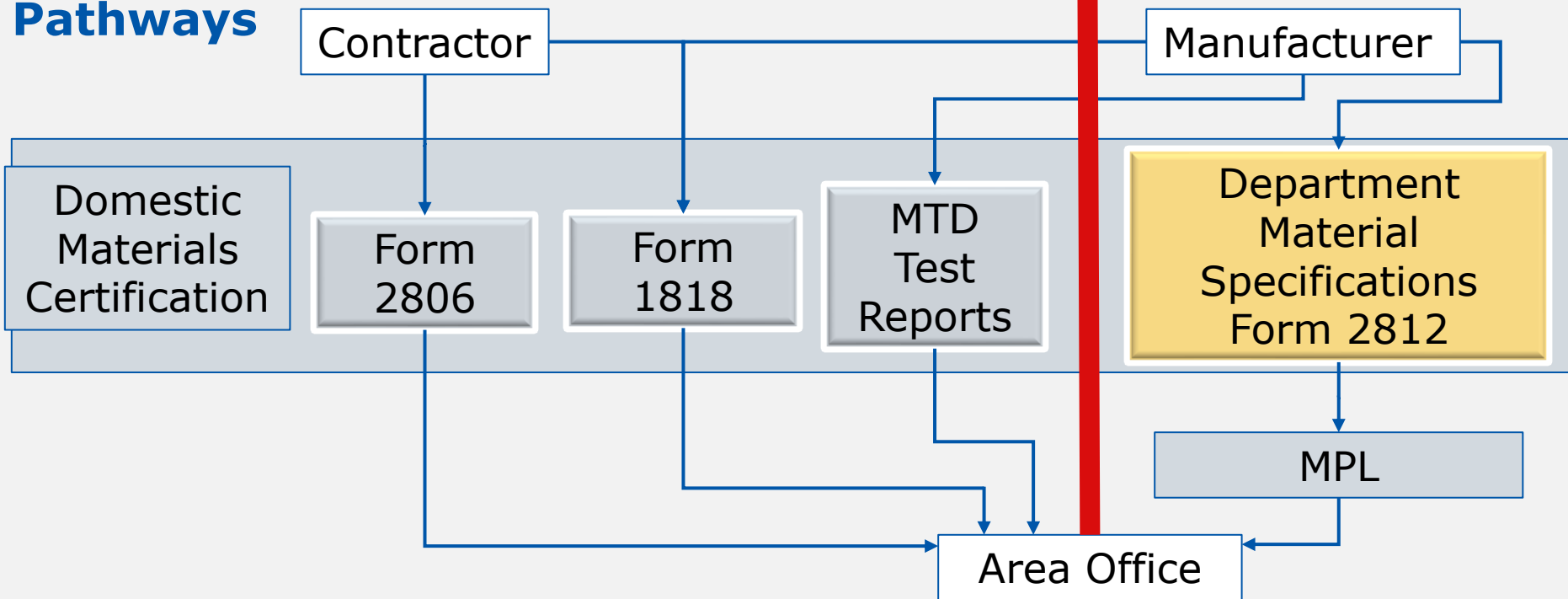
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Domestic Materials Certification Pathways

Project Level Certification

Gold Star Program



Domestic Materials Exceptions / Waiver

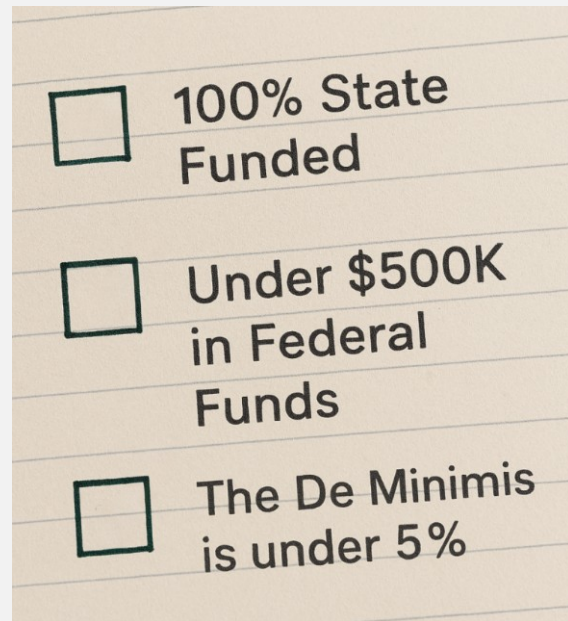
Not Subject to Domestic Materials

- 100% State-Funded projects with no federal funding involvement under the scope of the NEPA decision.

Nationwide Waivers

- Small Grants Waiver : Federal share under \$500,000
- De Minimis Waiver: no more than the lesser of \$1 million or 5% of Total Applicable Costs

When applicability or compliance is unclear, a mandatory pre-bid meeting or pre-bid Q&A is recommended.



What is De Minimis

- Allows contractors to use Foreign products up to a limit. Contractor to provide documentation prior.
- Iron/Steel products:
 - cost, including delivery, **does not exceed 0.1% of the total Contract cost or \$2,500....** Contractor must provide documentation showing under threshold in advance for Engineer's consideration.

What is De Minimis

cont'd

- Construction Materials and Manufactured Products:
 - **no more than the lesser of \$1,000,000 or 5% of Total Applicable Costs** for the project... Contractor must provide documentation showing under threshold in advance for Engineer's consideration.
 - Total Applicable Cost means the actual cost of all materials requiring Domestic Materials compliance including iron & steel, construction materials, manufactured products, or other materials that are within the scope of existing waivers.

Gearing up for Domestic Materials v5

CST currently working on:

- Updating the Special Provision to item 6
- Revising Form 2806 to v5
- Coordinating with internal stakeholders
- District outreach and education
- Ongoing coordination with the Statewide Manufacturing Extension Partnership



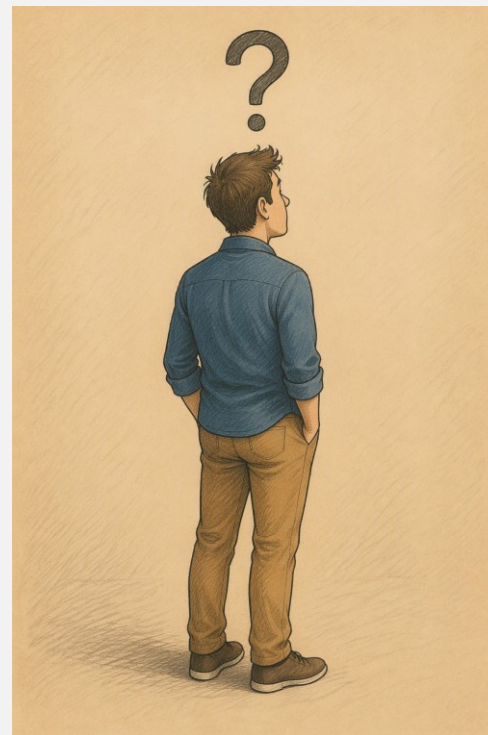
Questions?

Construction FDMP Inbox:

CST_FDMP@txdot.gov

Construction Support Group:

CST-ConstructionSupport@txdot.gov





Training and Development Updates

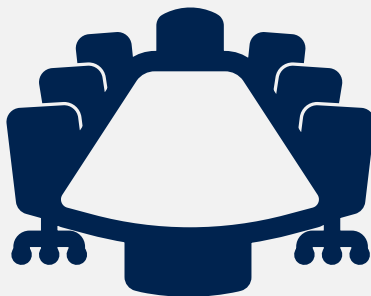
Construction Division



7/16/2026

Survey Results: Meeting Format Preferences

- Overall preference: Hybrid meeting format best supports participation
- Strong interest in keeping Auditors and RKs together in one meeting for all
- Continue with a combine, hybrid approach for future sessions



Recent Enhancements

- **Training Delivery**

- CON320 Bootcamp – new delivery and learner support enhancements
- APCM Training & SharePoint – improved access to materials

- **Training Resources**

- Crossroads – updated training resources and content
- Training Matrix – new **Professional Development Learning Path**



- **Planning & Scheduling**

- New course schedule

Crossroads Improvements: Easier Access to Training



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Construction training and development

Construction Division (CST)

Construction training and development

Inspector Development Program (IDP)
Recordkeeper Development Program
Project Manager Development Program
SiteManager
Instructional Videos
Courses

The Construction Division training toolbox includes knowledge, skills, best practices, and support for employees through resources and training courses (in-person and self-paced online), along with a [video library](#) to further enhance your learning experience.

We are actively working to ensure that training materials and resources are accessible in accordance with Section 508 of the Rehabilitation Act. Instructional videos are available with closed captioning in English. If you need assistive accommodations to participate in training, please contact CST_Training@txdot.gov at least 10 business days prior to the scheduled date to allow sufficient time for coordination.

Available resources and training courses:

- Align with TxDOT goals
- Provide opportunities for knowledge sharing
- Facilitate learner engagement and interaction
- Provide access to resources to ensure project compliance
- Develop employee understanding of new construction project technologies

APCM phased rollout & trainings
TxDOT.gov
[APCM rollout](#)

AASHTOWare project construction & materials
MS SharePoint
[APCM Job aids](#)

Lunch and Learns

This is an opportunity to learn and ask questions from subject matter experts. If you have expertise in



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Construction Division training courses

The Construction Division offers training that supports interdisciplinary learning, skill development, and consistent application of construction policies and practices. Courses are open to all TxDOT employees interested in expanding their knowledge of construction operations and are especially beneficial for construction field staff, project managers, inspectors, and support personnel.

Getting Started with AASHTOWare Project (AWP) (CON514)

[APCM SharePoint learning](#)

This course introduces users to AASHTOWare Project and its core navigation and functionality. Participants learn how to manage construction contracts, access project data, and perform common system tasks to support daily construction and materials management activities.

- PeopleSoft ELM (self paced eLearning)

Construction Contract Administration (CON118)

This course introduces and reinforces the policies, procedures, and recordkeeping requirements used on TxDOT construction projects as outlined in the Construction Contract Administration Manual. Participants gain an understanding of effective contract administration practices and proper documentation to support compliant project delivery. This course replaces CON200.

- PeopleSoft ELM (self paced eLearning)

Introduction to Construction Scheduling (CON509)

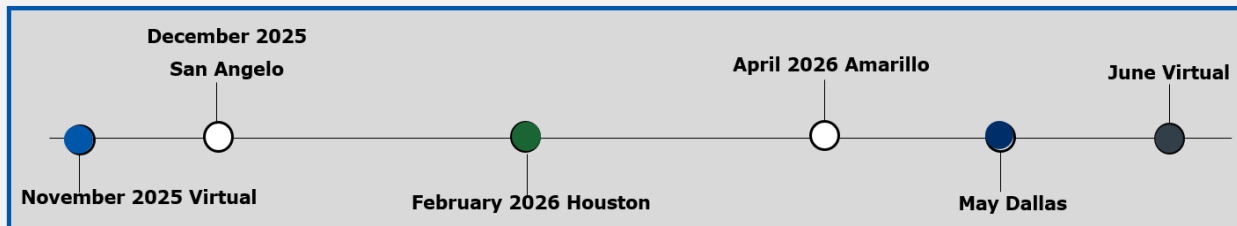
Scheduling foundational

This 1.5-day workshop provides a foundational introduction to construction scheduling and serves as an on-ramp for CON 511. Participants learn basic scheduling concepts, including how to read bar chart schedules and identify the critical path to better understand and manage construction project timelines.

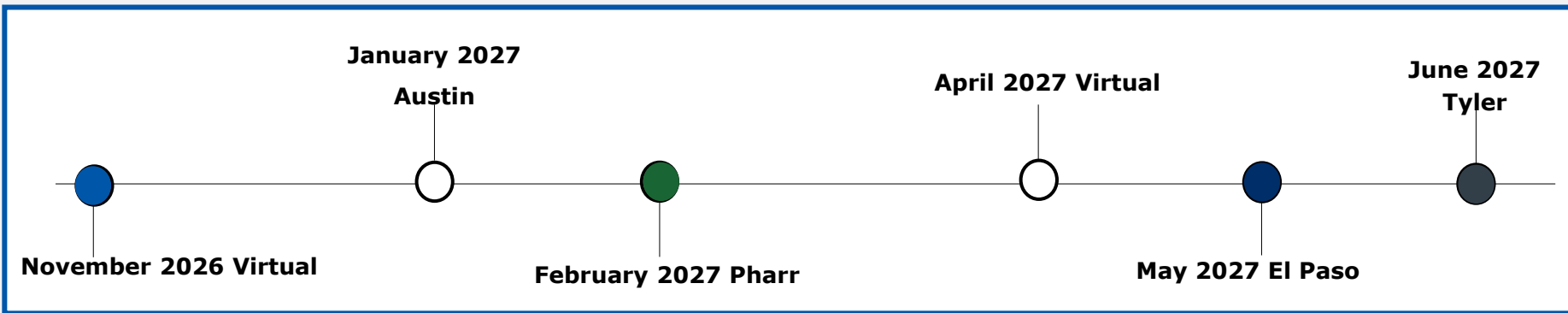
- In-person instructor led, enroll in PeopleSoft ELM

CON320 Recordkeeper Bootcamps Timeline

Completed FY26:



FY27 Projected Bootcamp Schedule:



CMAD Conference Engagement

- CMAD attendees are helping improve and expand TxDOT job aids
 - Opportunities to contribute at Job Aids Workshop
- Assistance needed to expand and maintain job aid content
 - Call for past contributors to update their content
 - Strengthen content relevance and expand expertise



Auditor Training Development Underway

- **Assessment:** identifying training needs in progress
- **Goal:** identify auditor-specific skill gaps
- **Training Solutions Under Consideration:**
 - Online course development
 - Instructor-led workshops
 - Structured on demand training
- **Expected Outcome (2027):**
 - Launch targeted training pilot



Future Focus Areas

- Expand APCM Checklist Events, Key Dates, and Critical Dates resources
- Continue refining:
 - Training strategy
 - Content development
 - SME collaboration
- Deliver improved tools, training, and resources



Stay Connected

- **Distribution List**

- Join: ConstructionRecordKeepers-Auditors@txdot.gov
- Submit a TxDOTNow ticket to be added

- **Website Updates**

- Subscribe to the Recordkeeping and Auditing Resources page
- Add Lunch & Learns to Outlook Calendar Updates

- **Training Support**

- CST_Training@txdot.gov





APCM Known Issues

Technical Project Manager Lead APCM Workgroup, Rendy Drews



7/16/2026

Overview of APCM Topics

- Current Issues, Impacts, and Workarounds
 - Known Issues Affecting Estimates
 - Business Impact and User Experience
 - Current Workarounds
 - Planned Fixes and Status Updates

[AASHTOWare Project Construction & Materials - Home](#)



Form Updates & 2027 CCAM Major Updates

By CST – Construction Support



7/16/2026

MAP Audits in the works

- Change Orders – Work groups are discussing Timelines and verbal approvals. They include Districts and CST to updating the SOPs, CCAM and guidance.
- Evaluations – Work groups are kicking off with CST and Districts.
 - Internal audit identified timing of evaluations as a priority 2 findings. This means internal audit will be doing a follow up and report to the commission on whether TxDOT is conducting contractor evaluations on time.
 - DOCs are in a workgroup to improve the overall process, but as a record keeper it is beneficial to keep track of when the interim evaluations are due to remind your area engineers.

Forms Updates

Divisions / [Construction Division \(CST\)](#)

Construction support

Construction Division (CST)

The Construction Support Group provides general construction support to districts and other divisions regarding highway improvement construction contracts.

Construction support

Buy America (Federal Domestic Materials Program)

Performance Review Committee: Letter and Memo Templates

Construction support contacts

Construction support: letter templates

Letter templates: CAP and PRP templates

Resources

- [Construction Contract Administration Manual \(CCAM\)](#)
- [2014 Plan Quantity Items List](#)
- [2024 Plan Quantity Items List](#)
- [CHANGE ORDERS](#)
- [Prepave Agendas](#)
- [Errors and Omissions Correction and Collection Procedures \(PEPS\)](#) (under Management & Admin tab)
- [Performance Measures - Projects Completed On Time and On Budget](#)
- [Pre-Bid Q&A Guidance](#)
- [Pre-Bid Q&A Presentation](#)
- September 18, 2019 - [Form 599 \(Traffic Control Inspection\)](#)
- [TDLR Construction Accessibility Requirements Procedures](#)

Quarterly Director of Construction Meeting

CONSTRUCTION TIPS

FHWA Texas Division Resources

CEI Resources

E&O Standardization Process Workshop

Schedule Guidance

Production Rates

[Construction Division Forms](#)

[Project Records Checklist](#)

Construction Division Forms

- [2146](#) - Change Order Checklist
- [2146-AFA](#) - Change Order Third Party Notification Sheet
- [2146-RC](#) - Change Order Reason Codes
- [2177](#) - Prompt Pay
- [2177 A](#) - Prompt Pay Audit
- [2220](#) - Labor Standard Review
- [2390](#) - Escalation Ladder
- [2391](#) - Contractor Pledge
- [2707](#) - Prime Contractor Evaluation
- [2707 R](#) - Prime Contractor Evaluation Review
- [2795](#) - Contractor Staff Designee
- [2796](#) - Pre Construction Conference Agenda
- [2802](#) - Contractor Request for Subcontractor Approval
- [2802A](#) - Subcontractor Checklist
- [2807](#) - Time Suspension
- [316](#) - Daily Report of Force Account Work
- [318](#) - Daily Report on Law Enforcement FA
- [Audit Template](#)
- [Archived Project File Index](#) (email request)
- [New Project File Index](#)

Project Records Checklist

- [Project Records Checklist](#)

Construction TIPS

- Change Orders
- Dispute Analysis & Resolution
- Estimates
- Surplus Materials
- Sub Set-Up & Buy-Out

ProjectWise Standard Folder Structure

Tab 1 - MAIN INDEX OVERVIEW - Overall brief view of the CST required Project Folder Setup.
 Tab 2 - INDEX - Detailed folder descriptions and CST suggested naming convention and a search option.
 Tab 3 - SEARCH - Single key word search option.

1 INDEX and CONTRACT DOCS

- 1.1 Contract Etc
- 1.2 Prime
- 1.3 Sub
- 1.4 Certs
- 1.5 Equip
- 1.6 ROW and Utilities

2 CONTRACT ADMIN

- 2.1 Proj Time
- 2.2 Labor Compliance
- 2.3 DBE SBE OJT
- 2.4 Prompt Pay
- 2.5 Bulletin Board Checklist
- 2.6 Lane Closures
- 2.7 Gen Corr
- 2.8 Audits and Reviews

3 ENV

- 3.1 1+/-1 Acre SWP3 Binder
EPIC
Stage Gate

4 ESTIMATES

5 CHG ORDER

6 PROJ DOC

- 6.1 Item Support
- 6.2 Matis
- 6.3 Sched
- 6.4 RFIs
- 6.5 Mtgs
- 6.6 Drawings

7 FINAL PROJ DOC

ProjectWise & Standard Folder Structure

Beginning with January 2024 let projects, all Construction Project records will be stored in ProjectWise and follow a Standard Folder Structure. The folder structure should be built as part of the activation process by the District Construction Office. The original folder structure should not be altered or modified. If additional folders are needed, they can be added as subfolders to the existing structure i.e. subcontractors, general correspondence, pay items, etc.

- A list of where subfolders can be created, if needed:
- 1.1 for AFA
- 1.3 Subcontractors
- 2.3 DBE
- 2.7 General Correspondence
- 4. Estimates
- 5. Change Orders
- 6.1 Pay Item Support
- 6.2 Materials (Bulk Materials & Form 2806)
- 6.3 Schedules (TIA and monthly updates)
- 6.4 RFI
- 6.5 Meetings
- 6.6 Shop Drawings

Construction Division will conduct reviews of the district's use of ProjectWise and current folder structure. Please refer to the [CST Construction Support](#) (internal access only) page.

ProjectWise Standard Folder Structure...continue 2

PROJECT FILE INDEX

CSJ: _____

PROJECT: _____

CONTRACTOR: _____

KEY WORD SEARCH:

type in key word and press ENTER, scroll through document to find highlighted folder

BOLD Underline - FOLDER NAME or Suggested Naming Convention - Italics (and parenthesis) - brief description, guidance and information.

Folder **1 INDEX and CONTRACT DOCS**

Folder **1.1 Contract Etc**

File **plans-county** - (example: plans-pecos) Project Plans

File **proposal-county** - (example: proposal-pecos) Project Proposal

File **proposal-adden-county** - (example: proposal-adden-pecos) Project Proposal Addendums

File **bid-tabs** - bid tabs can be pulled from TxDOT.gov

File **award-letter** - (example: award-letter) Award Letter - for naming convention use date of award letter received from CST; date of letter is identical to Critical Date Entry AWARD DATE

File **abw-contract** - (example: abw-10233010) Authorization to Begin Work Letter & Contract - for naming convention use date of letter received from CST; date of letter is identical to Critical Date Entry NOTICE TO PROCEED DATE

File **afa-entityname** - (example: afa-cityofaustin) Advanced Funding Agreement(s) identify "Entity Name"; create sub folders for additional Entity(s) as needed; include copy of AFA, Amendment(s) or any additional correspondence as needed

Sub-Folder **Default or Termination** - Correspondence (Intent & Default Letters); Surety Take Over Agreement

File **default-letter** - (example: default-letter) Default Letter - for naming convention use date of default letter sent to contractor; date of letter is identical to Critical Date Entry CONTRACTOR DEFAULT DATE

File **term-letter** - (example: term-letter) Termination Letter - for naming convention use date of termination letter sent to contractor; date of letter is identical to Critical Date Entry CONTRACT TERMINATED

Sub-Folder **Pre-Bid O and A**

Folder **1.2 Prime**

File **form2795** - Form 2795 Contractor Staff Designation - use date of contractor signature for file name; **this file is originally submitted at pre-con and is also part of the pre-con packet;**

any updates to the contractor staff designee's can be done with an email - save any updates using the date of new submittal

Folder **1.3 Sub** - create sub folders as needed; use system 3 digit subcontractor number which will match the Subcontractor Summary Report

Sub-Folder **001 Name** - (example: 001 Willis Electric)

File **001-name-form2802** - (example: 001-williselect-form2802) Form 2802 Subcontractor Request for Approval - required for all subcontractors working on the project; including CSJ in file name assist when sharing documents within area office, district and division

File **name-contract** - (example: williselect-contract) Fully executed contract with required special provisions between Prime and Subcontractor - required for all DBE subcontractors and one NON-DBE per project; see CCAM Chapter 10, Section 3

Sub-Folder **002 Name** - (example: 002 Wolfe-DBE)

File **002-name-form2802** - (example: 002-wolfe-form2802) Form 2802 Subcontractor Request for Approval - required for all subcontractors working on the project; including CSJ in file name assist when sharing documents within area office, district and division

File **name-contract** - (example: wolfe-contract) Fully executed contract with required special provisions between Prime and Subcontractor - all DBE subcontracts are required to be on file and one NON-DBE per project; see CCAM Chapter 10, Section 3

Folder **1.4 Certs** - identify files by contractor if applicable; i.e. Electricians, Welders, ACI Shotcrete Nozzleman, Mobile Retroreflectivity Operator, JD Construction-Electrician

Letter Templates

Buy America (Federal Domestic Materials Program)		Termination Template
Performance Review Committee: Letter and Memo Templates		cap-prp-templates
Construction support contacts		PIF Template
Construction support: letter templates		Prompt Pay Sample Letter Template
Letter templates: CAP and PRP templates		Admin CO Approval Request Memo
		Negative Estimate Collection Template
		Default Template
		Legislator Project Notification Request (REQUIRED)
		Legislator Project Completion Notification (IF APPL)
		Penal Sum Payment Agreement Template
		Tender Agreement Template
		Voluntary Default Template
		Intent to Default Template (10 Day Letter)
		Wrongful Default Template
		Takeover Agreement Template
		Final Acceptance Template
		Status of Contract Request
		performance-review-committee-templates
		Termination for Cause Template

Project Records Checklist

Construction Division Forms	▼	Project Records Checklist	▲
Bulletin Board	▼	• Project Records Checklist	

Project Records Checklist...continued 1

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How To

Project Documentation

Master

Non-Pay Items

General Instructions

This guide is used for Materials, Testing, and Federal Domestic Materials Program (FDMP) required documentation for project compliance. Use this document in conjunction with the contract and referenced material links listed below. It does not include documents used for support measurements, equipment compliance, pay quantities, or other items. Therefore, this should not be considered a complete guide of all contract record requirements.

Use the tabs below as the following:

- **Project Documentation:** Enter the project CSJ to populate the items that are included on the contract. As a reminder, the report must be repopulated following any contract modifications, such as the completion of a change order.
- **Master:** this is a list of all the current specification items and item description.
- **Required Records:** This column includes Materials and Testing requirements based on specific items. Refer to the specific item that is being used on the contract to determine what applies. Note: If a bid item indicates "Remove or Relocate," disregard the documentation requirements.
- **Minimum Information Needed in SiteManager/APCM and/or Project Files:** This column includes Diary, Daily Work Reports (DWR), and documentation needed for contract project files. When project test and/or FDMP, refer to that specific column for additional requirements.
- **Federal Domestic Materials Program (FDMP) Documentation Required:** (formally referred to as Buy America/BABA Program) This column will refer to the special provisions that require documentation to meet project compliance. Review the contract to determine which provisions apply to the project. This column also will refer to the "Required Records" column for specific item needs. The additional columns Iron/Steel, Manufactured Product, Contractor/Manufactured Classified Material, and Excluded Materials are part of the FDMP and the classification that each specific item may be classified as. These classifications would be specific to the special provision that is included on the contract.
- **Non-Pay Items:** Use this tab when referenced. These are listed requirements that are subsidiary to the pay items and are not listed or populated with the Project Documentation tab.

Additional Notes:

- Material Sourcing Verification Document - generic term to include any type of documentation that provides a description, quantity, origin, and chain of custody* of a given material or product as appropriate. Some examples that can be accepted include shipping manifests, bill of lading, commercial invoice, delivery ticket as long as they meet the stated criteria.
- Note: The document can come from an intermediate supplier as long as the producer or manufacturer is identified on the document, thus establishing a chain of custody.

This is a guide, to be used in conjunction with the following Materials Guidance and Reference Documents:

[Guide Schedule of Sampling and Testing for Design-Bid Build Projects](#)
[Material Inspection Guide](#)
[Asphalt Binder Inspection and Sampling Guide](#)
[Flexible Base Selection and Information Guide](#)
[Test Procedures](#)
[Departmental Material Specifications](#)
[Standard Specifications - Highways, Streets and Bridges](#)
[Federal Domestic Materials Program](#)

For questions or issues with this document please contact: CST_ConstructionSupport@txdot.gov

Project Records Checklist...continued 2

2024 MATERIALS, TEST REPORTS, AND FEDERAL DOMESTIC MATERIALS PROGRAM DOCUMENTATION FOR PROJECT RECORDS

Item Code	Description	Required Records	Minimum Information Needed in SiteManager/APCM and/or Project Files	Federal Domestic Materials Program (FDMP) (formally referred to Buy America) Documentation Required
			- obtain tickets from delivery truck ■ Plans Quantity item (PQ)	
0650	Overhead Sign Supports	■ Galvanizing: Refer to item 0445 "Galvanizing" in the Non-Pay Items tab. Obtain material source verification documents for all materials received. ■ Support Structures: - MTD enters test report into SiteManager. - MTD enters daily source report into APCM. - Verify the producer is on the Material Producer List for "Overhead Sign Support Structure and Sign Walkway Fabrication Plants." - Check for fabricator approval stamp. ■ Anchor Bolts: Refer to Item 0449 "Anchor Bolts" in the Non-Pay Items tab. Field verify these materials (taking photos is highly recommended): ■ Conduit: - Obtain material source verification documents for all materials received. - Verify the Manufacturer is on the Material Producer List for "Roadway Illumination and Electrical Supplies." - Obtain label or brochure that each material used meets the specification requirements. - Duct Cable: - Obtain material source verification documents for all materials received. - Verify the producer is on the Material Producer List for "Roadway Illumination and Electrical Supplies."	■ Show Station and Offset in Daily Work Report (DWR) & Diary - show calculations; monitored and measured - refer to the plan sheet, summary sheet - include verified FDMP required documentation - include Sign ID number ■ Documentation for project files - obtain notarized fabricator's certification of compliance - verify identification decal - shop drawings - verify material in field suggest using photos - verify material source from the Materials Producers List (MPL) - verify Federal Domestic Materials Program (FDMP) required documentation ■ Obtain invoices - obtain tickets from delivery truck ■ Include test record	■ Support Structures: - MTD retains Material Statement Form 1818 (D-9-USA-1) with corresponding Mill Test Reports (MTR's) and Certifications. - Area Office confirms MTD inspection has been performed within SiteManager/APCM. ■ Anchor Bolts: - Area Office obtains Material Statement Form 1818 (D-9-USA-1) with corresponding Mill Test Reports (MTR's) or Certifications as indicated on the Form 1818. ■ Conduit (PVC): - Area Office obtains Form 2806 if Special Provision (SP) 006-030, 006-039, 006-040, 006-001, or 006-005 is included in the contract. - Area Office obtains material sourcing documentation (invoice, delivery ticket, etc..) if Special Provision (SP) 006-009 is included in the contract; • Verify Gold Star status through the Material Producer List (MPL). - Otherwise, Area Office obtains project level certification Form 2806. ■ Duct Cables: - Area Office obtains Form 2806 if Special Provision (SP) 006-030, 006-039, 006-040, 006-001, or 006-005 is included in the contract. - Area Office obtains material sourcing documentation (invoice, delivery ticket, etc..) if Special Provision (SP) 006-009 is included in the contract; • Verify Gold Star status through the Material Producer List (MPL). - Otherwise, Area Office obtains project level certification Form 2806.
0654	Sign Walkways	■ Galvanizing: Refer to item 0445 "Galvanizing" in the Non-Pay Items tab. Obtain material source verification documents for all materials received. - MTD enters test report into SiteManager. - MTD enters daily source report into APCM. ■ Verify the producer is on the Material Producer List for "Overhead Sign Support Structure and Sign Walkway Fabrication Plants." ■ Check for fabricator approval stamp.	■ Show Station and Offset in Daily Work Report (DWR) & Diary - show calculations; monitored and measured - refer to the plan sheet, summary sheet - include verified FDMP required documentation - include Sign ID number ■ Documentation for project files - obtain notarized fabricator's certification of compliance - verify identification decal - shop drawings - verify material in field suggest using photos ■ Obtain invoices - obtain tickets from delivery truck ■ Plans Quantity item (PQ) ■ Include test record	- MTD retains Material Statement Form 1818 (D-9-USA-1) with corresponding Mill Test Reports (MTR's) and Certifications. - Area Office confirms MTD inspection has been performed within SiteManager/APCM.

Project Records Checklist...continued 3

Federal Domestic Materials Program (FDMP) (formally referred to Buy America) Documentation Required	Iron/Steel (requirements apply) FDMP Documents required.	Construction Material FDMP Documents required. () denote Manufacturing Requirements to be met.	Manufactured Product. (no FDMP Certification Required)	Contractor/Manufacture Classified Material	Excluded Materials (no FDMP Certification Required)
- Support Structures: - MTD retains Material Statement Form 1818 (D-9-USA-1) with corresponding Mill Test Reports (MTR's) and Certifications. - Area Office confirms MTD inspection has been performed within SiteManager/APCM. - Anchor Bolts: - Area Office obtains Material Statement Form 1818 (D-9-USA-1) with corresponding Mill Test Reports (MTR's) or Certifications as indicated on the Form 1818. - Conduit (PVC): - Area Office obtains Form 2806 if Special Provision (SP) 006-030, 006-039, 006-040, 006-001, or 006-005 is included in the contract. - Area Office obtains material sourcing documentation (invoice, delivery ticket, etc..) if Special Provision (SP) 006-009 is included in the contract; - Verify Gold Star status through the Material Producer List (MPL). - Otherwise, Area Office obtains project level certification Form 2806. - Duct Cables: - Area Office obtains Form 2806 if Special Provision (SP) 006-030, 006-039, 006-040, 006-001, or 006-005 is included in the contract. - Area Office obtains material sourcing documentation (invoice, delivery ticket, etc..) if Special Provision (SP) 006-009 is included in the contract; - Verify Gold Star status through the Material Producer List (MPL). - Otherwise, Area Office obtains project level certification Form 2806. - MTD retains Material Statement Form 1818 (D-9-USA-1) with corresponding Mill Test Reports (MTR's) and Certifications. - Area Office confirms MTD inspection has been performed within SiteManager/APCM.	- Supports - Anchor Bolts - Galvanizing:	Conduit PVC (plastic and polymer)	Duct Cable (for projects let November 2022 until November 2026)	Duct Cable (starting with projects let December 2026 moving forward)	No documentation required.
	- Galvanizing - Walkway	No documentation required.	No documentation required.	No documentation required.	No documentation required.

Construction Contract Administration Manual (CCAM)

Construction Contract Administration Manual

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[TxDOT Manual System](#)

- Manual Notice: 2026
- > 1. Introduction
- > 2. Pre-Award Activities
- > 3. Post-Award Activities
- > 4. Project Records and Closeout
- > 5. Control of the Work
- > 6. Control of Materials
- > 7. Changes to the Contract
- > 8. Disputes and Claims
- > 9. Legal Relations and Responsibilities
- > 10. Prosecution and Progress
- > 11. Measurement and Payment
- > 12. Environment
- > 13. Health and Safety
- > 14. Disadvantaged and Small Business Programs
- > 15. Contractor Workforce

Construction Contract Administration Manual

January 2026

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 [Printer-friendly format \(PDF\)](#)

CCAM – 2027 Changes

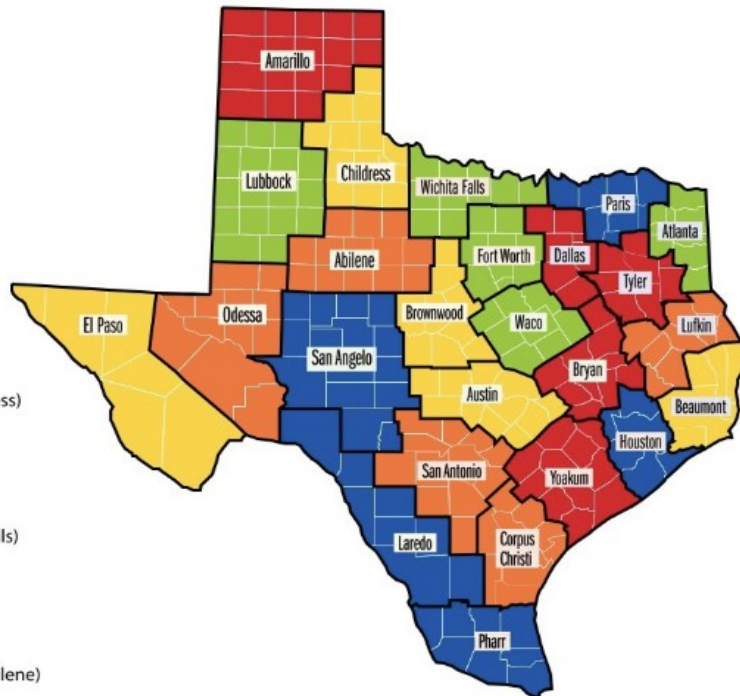
- Change Orders – New SOPs
- APCM verbiage
- Schedule clarifications
- Surplus Materials
- Subcontractor Vendor Number Setup & Buy-Out Process
- Major Item clarifications
- TxDOTCONNECT for Pre-Bid Conference Attendees

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