



U.S. Department
of Transportation
**Federal Highway
Administration**

Memorandum

Subject: GUIDANCE: Preparation for Fiscal Management
Information System (FMIS) Modernization

Date: November 25, 2013

From: 
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Chief Financial Officer

In Reply Refer To:
HCF-1
(HCF-2013-021)

To: Division Administrators

This memo provides guidance for State Departments of Transportation for preparation for modernization of the Fiscal Management Information System (FMIS). Implementation of FMIS 5.0 is scheduled for October 2014.

The primary attachment for this memorandum is the "FMIS State Guidance." This document includes:

1. Specifications needed by the States to develop the following automated interfaces: Current Bill Upload; Electronic Data Sharing (EDS) Upload of Project Agreement Data to FMIS; and EDS Download of Project Agreement Data from FMIS.
2. Suggested preparation steps for States where project data is keyed directly into FMIS.
3. Overviews of the project agreement and current bill processes in FMIS 5.0.
4. Changes to data elements contained in the project agreement.
5. A detailed description of the rules for embedding geospatial data into project detail lines.
6. An explanation of how a State can associate bridge numbers from FMIS projects with individual project detail lines, so that obligations can be tied to a particular bridge. The "Bridge Relocation Worksheets" attachment supports this process, and its purpose is explained in the State Guidance.
7. Non-technical considerations such as the basis for adding geospatial data to FMIS, Memorandums of Understanding (MOUs) required to use EDS, and general guidance and timeframe for testing.

Actions Required

Division Administrators should provide this guidance to State DOTs, with the primary audience being State financial and technical personnel who are involved with FMIS, current bill, or their associated software interfaces.

The guidance should also be distributed to State and Division Highway Performance Monitoring System (HPMS) coordinators, as they are familiar with the State's geospatial reference data. These data, which have been used in HPMS for a number of years, will be included in FMIS 5.0 beginning in FY 2015.

Software lifecycle costs incurred by the States in preparation for FMIS 5.0 are eligible for Federal reimbursement. The memorandum entitled "Reimbursement Methods for FMIS Modernization Activities" details the reimbursement options available to the States.

If you have any questions about this guidance, please email CurrentBillSupport@dot.gov for Current Bill related questions or FMIS-5-Support@dot.gov for all other topics.

Future Changes to This Document

This document is subject to change as the FMIS 5.0 project progresses. If a revision to the document becomes necessary, it will be distributed to the States via the FHWA Division offices, and will be posted to the FMIS modernization link on the FMIS User News and Information web site (FUNI). The FUNI site is available as an option on the Help menu in production FMIS.

The purpose of revisions will be to improve the document's usability in response to comments from the field, as well as to make technical changes, which are expected to be minor if they occur.

cc: Associate Administrators
Chief Counsel
Director, Innovative Program Delivery
Directors of Field Services
Federal Lands Highway Division Engineers
Director, Technical Services