

NCDOT

**Local Programs
Management Office**

Locally Administered Projects

Local Programs Management Office
Transportation Programs Management Unit
Technical Services
NCDOT

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Divisions 8 - 14 (roughly south of Greensboro to the western edge of the state)

General Oversight Requirements

- Federal-aid funding is cost reimbursement
- Funding Authorization
- The LGA's responsibility is to deliver the project
- NCDOT's responsibility is to provide oversight and ensure appropriate use of funds

Resources

Local Projects Website:

[https://connect.ncdot.gov/municipalities/
Funding/Pages/default.aspx](https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx)

Resources

Connect NCDOT
BUSINESS PARTNER RESOURCES

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Local Projects Administration

Guidance to help municipalities implement and deliver locally-administered transportation projects.

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Introduction

The Local Programs Management Office (LPMO) provides guidance and oversight to Local Government Agencies (LGA) that receive federal or state funds to implement a project, program, or study. LPMO establishes standard operating procedures for those projects that are administered by an LGA.

FORMS & TEMPLATES

[Letter from LGA Requesting Review of Proposal](#)



[Letter from LGA Requesting NCDOT Concurrence](#)



[Letter from LGA Requesting](#)





Local Programs Management Handbook



Division of Technical Services
Transportation Program Management
Local Programs Management Office
April 2009



<https://connect.ncdot.gov/municipalities/Funding/>

Typical Project Delivery

Municipal Agreement

-----Preliminary Engineering Authorization-----

- *Procuring Professional Services*

Environmental Document

ROW Plans

-----Right of Way Authorization-----

- *Right of Way Acquisition*
 - *Utility Relocation*

Right of Way Certification

Plans, Specifications, and Estimate

-----Construction Authorization-----

- *Advertise and Let Construction Contract*
 - *Construction & Administration*

Final Inspection

- *Final Reimbursement*
 - *Close-out*

Final Voucher Date

Programming

- All projects must be programmed into the Metropolitan or Local Transportation Improvement Program (TIP) and the State Transportation Improvement Program (STIP)
- Your MPO takes the lead on programming with the concurrence of appropriate Business Units at NCDOT
- Programming includes scope, funding type(s) and amounts, and Federal Fiscal Year.

On-line STIP

DIVISION		13		NCBOT AMENDED STIP - MARCH 2014					TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAK										
COUNTY	ROUTE/CITY	NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	5 YEAR WORK PROGRAM					DEVELOPMENT						
								FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018					
URBAN PROJECTS																			
BUNCOMBE	US 25 (MCDOWELL STREET)	U-4014	US 25 (MCDOWELL STREET) IN ASHEVILLE. UPGRADE TUNNEL.	0.1	1527	1527													
								UNDER CONSTRUCTION											
BUNCOMBE	US 25	U-5189	I-40 SOUTH TO NC 146 (LONG SHOALS ROAD). CONSTRUCT SIDEWALK AND CROSSING IMPROVEMENTS.		4125														
								STPOA						C	3300				
								C						C	825				
								PLANNING, DESIGN, AND CONSTRUCTION BY CITY OF ASHEVILLE											
BUNCOMBE	US 70	U-5178	US 70, BLUE RIDGE ROAD TO GROVESTONE ROAD IN BLACK MOUNTAIN. CONSTRUCT SIDEWALKS.		229	229													

https://connect.ncdot.gov/projects/planning/Planning%20Document%20Library/LIVE_STIP.pdf

Agreement

- Executed between NCDOT and the Local Governmental Agency
- Includes provisions that LGA must comply with in order to receive reimbursement
- Includes funding, time frames, scope of work, and responsibilities

Funding Authorizations cannot occur until a fully executed agreement is in place.

Funding Authorizations

- Authorizations are made for:
 - PE - preliminary engineering
 - ROW/UTIL - right of way and/or utility relocation
 - CON - construction.
- The authorization request is based on an estimate provided by the LGA.
- Authorization is requested BY NCDOT TO FHWA and generally takes about two weeks for approval.
- Authorization requests should not occur until the LGA is ready to begin work.

No work can occur prior to funding authorization and be reimbursed.

PE FUNDING AUTHORIZATION

PE Funding Authorization

- Need an executed Agreement and an estimate of costs from LGA.
- The estimate, ideally, should be a breakdown of tasks and man-hours needed to complete the pre-construction phase (i.e. design, environmental analysis)
- PE can pay for environmental analysis, design, & the professional services to produce.

Professional Services

- LGA is responsible for soliciting and selecting consultants in accordance with federal regulations, state statutes, and NCDOT policy
- NCDOT reviews, comments, and accepts the consultant proposal (i.e. tasks, man-hours, rates, etc.)
- LGA must have final concurrence from the Department before entering into the Contract

Professional Services

- NCDOT provides template “Request for Letters of Interest”
- Advertise project (no exemption from federal regs for advertising less than \$50,000)
- Select most qualified firm
- Negotiate a cost proposal
- Submit to NCDOT for review & concurrence

Environmental Document

- Must be in conformance with NEPA - National Environmental Policy Act
- Must comply with other Federal Environmental Laws
- Most projects qualify as a Programmatic Categorical Exclusion (PCE) Document

Environmental Document

- Guidance on the Local Programs website
 - Checklist
 - Guidance on who to consult
- Ensure that you have qualified people undertaking work
- Documents may be reviewed at the Division or may be sent to Raleigh for review
- This step should occur early in the design process.

Design

- Follow NCDOT Design Standards for Roadways and Structures
- Use NCDOT details, for example wheelchair ramps, curb & gutter, etc.
- Plans should be submitted at 25% for review, continuing on to 100% for final review.
- Review may occur solely at Division or certain reviews may occur in Raleigh.

Right of Way

- Right of Way is probably the biggest “unknown” when an LGA is working on a project
- Any kind of ROW, whether it’s acquisition in fee simple, or you’re entering into an easement (temporary or permanent) or an encroachment, must be properly documented and then certified.

Right of Way

- If ROW is an eligible expense per the agreement, then submit ROW plans for review (usually about 75%)
- ROW Plans show the limits of the project and what property is needed.
- The Division will issue a LADA “Location and Design Approval” memo.

ROW FUNDING AUTHORIZATION

Right of Way Acquisition

- All acquisition must be in conformance with the “Uniform Act,” whether ROW Acquisition is being reimbursed with Federal funds or not
- Appraisals must be reviewed by NCDOT, if ROW is an eligible expense.
- NCDOT will provide a concurrence in “just compensation”

Utility Relocation

- All relocation should occur in the pre-construction phase and be complete prior to the construction.
- Exception: if plans for relocation are included in the construction contract, then relocation can occur during the construction phase.

Right of Way Certification

- Certification ensures that LGA has control of all ROW needed for project and the ROW is clear from all obstructions.
- Either the LGA owns outright or has a lease, easement, or other legal document to control ROW.
- LGA submits all documentation to the Division ROW Agent for certification.

Proposal & Estimate

- Contract Proposal is prepared in accordance with the 2012 *North Carolina Standard Specifications for Roads and Structures*.
- Proposal will include federal provisions that will be part of the contract.
- The engineer's estimate is a line-item estimate that references the Spec Book or special provisions.
- The engineer's estimate is also used to set a goal for Disadvantaged Business Enterprise firms.

CONSTRUCTION FUNDING
AUTHORIZATION

Construction Procurement

- Advertising and Letting a Construction Contract can only occur after Construction funds are authorized.
- NCDOT must review and concur in the LGA's proposal to award a construction contract.
- We have template letters and forms to use when requesting concurrence.

Construction

- Construction Administration and Engineering & Inspection is accomplished by the LGA in accordance with the NCDOT Construction Manual.
- NCDOT will provide oversight through the Division Office or the Resident Engineer's Office.
- NCDOT must concur with the LGA's acceptance of the project before final reimbursement can be made.

Reimbursement

- Can occur throughout the project as costs are incurred
- LGA pays full invoice; NCDOT reimburses 80% of eligible costs up to amount in agreement
- Final Reimbursement will not occur until project is complete, accepted by NCDOT, and all reporting and other requirements have been accomplished

Close-Out & Final Voucher Date

- Department will process several items related to closing out the LGA project
 - Ensuring that LGA has all appropriate records
 - Calculating any costs that the LGA owes the Department
 - Certifying materials permanently incorporated in the Project
- Once these items are accomplished, NCDOT will request FHWA close the project and issue a Final Voucher Date.
- Final Voucher date will start retention of records period

QUESTIONS?