

Project Management Overview - Federal

TIP #		Local Gov't Agency		Federal Funding:	\$
F.A. #				Non-Federal Match:	\$
NAME:				TOTAL FUNDING:	\$
PROJECT DESCRIPTION		LPMO Contact	Division Project Manager	Division ROW Agent	
		<i>Name</i>	<i>Name</i>	<i>Name</i>	
		<i>Title</i>	<i>Title</i>	<i>Title</i>	
		<i>Office</i>	<i>Office</i>	<i>Office</i>	
		<i>Address</i>	<i>Address</i>	<i>Address</i>	
PE WBS:		<i>City, State, ZIP</i>	<i>City, State, ZIP</i>	<i>City, State, ZIP</i>	
ROW WBS:		<i>Phone Number</i>	<i>Phone Number</i>	<i>Phone Number</i>	
CON WBS:		<i>E-mail</i>	<i>E-mail</i>	<i>E-mail</i>	
Other WBS:					
For more detailed implementation instructions, please refer to the Local Programs Management Handbook.					
Phase	Date Completed	Description	Notes		
Programming		Program into TIP	Once a project is approved by the Board of Transportation, it is programmed into the 7-year Transportation Improvement Program (TIP).		
		Submit Project Information Data	Sponsor must complete Project Information Data Sheet in order for a Project Agreement to be prepared; Submit to LPMO Contact.		
		Agreement Preparation	NCDOT prepares project agreement based on data submitted by Sponsor - Agreement will govern all aspects of project implementation.		
		Scoping Meeting	The opportunity to identify all responsible parties and go over project administration responsibilities and timeline.		
		Agreement Execution	Agreement <u>must</u> be executed before any funding can be authorized.		
Pre-Construction		Preliminary Engineering Authorization	Requested after agreement is fully executed; Allows the Sponsor to submit reimbursement requests for any phase of design.		
		Procuring Professional Services	All procurement must be in accordance with applicable Federal regulations and state laws. NCDOT must review all proposed contracts before execution; Work with LPMO Contact.		
		Environmental Documentation	All projects must be in compliance with the National Environmental Policy Act (NEPA).		
		Design--Plans, Specification, and Engineer's Estimate (PS&E)	All plans and specs must be in accordance with NCDOT Standards and Specifications. Submit PS&E Package to Division Project Manager		
		ROW Authorization	Requested by NCDOT if any <u>reimbursable</u> ROW Acquisition or Utility Relocation involved; Must have approved Env Doc, Location Approval, and estimate of R/W/Utility Costs.		
		ROW Acquisition or Utility Relocation	Acquisition of ROW must be in accordance with the "Uniform Act."		
		Right of Way Certification	Submit documentation of ROW Ownership and/or legal access to Division ROW Agent.		
Proposed Date		Final Approval of Contract Proposal	Goal for DBE participation will be set by NCDOT; Federal provisions must be included and followed.		
Construction		Construction Authorization	Requested by NCDOT upon completion and/or approval of Environmental Document, ROW Certifications and Plans, Specifications and Estimate (PS&E package); Allows the Sponsor to advertise and let a construction contract.		
		Procuring Construction Services	Recommendation for low bidder must be approved by NCDOT before contract is awarded.		
		Construction	Oversight will be accomplished by NCDOT Division Office.		
Proposed Date		Project Completion	Completion occurs when project has been accepted by LGA and NCDOT and final reimbursement request submitted.		
RECURRING ITEMS					
	Reports:	Due at regular intervals according to your agreement.			
	Reimbursement:	Submit request for reimbursements at least every 6 months to keep project active - follow guidance in Local Programs Management Handbook .			
	Maintenance:	Maintenance is the responsibility of the Local Gov't Agency, unless otherwise assigned in the Agreement.			