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**A. OVERVIEW**

The *Local Agency Guidelines (LAG Manual)* provides information and guidance to help local public agencies (LPAs) to access Federal Highway Administration (FHWA) funding for local transportation- related projects through the Federal-aid Highway Program. In general, the *LAG Manual* does not include discussion of [state programs](#) for LPAs.

**1. What Is The Federal-Aid Highway Program?**

The Federal-aid Highway Program is a cost-based reimbursement program between [FHWA](#) and [Oregon’s Department of Transportation](#) (ODOT). ODOT’s Federal-aid Program reimburses federal funds to local agencies.

**2. Who Can Receive Funding Through The Federal-Aid Highway Program?**

Local agencies such as cities and counties, ports, special districts, tribes and other federal agencies are eligible for such federal funding. FHWA provides funds to ODOT through the Federal-aid Highway Program. ODOT reimburses these funds to eligible LPAs.

*NOTE: In order to use federal-aid funding, the local public agency and its consultant(s) must be suitably staffed and equipped to perform federal-aid work and responsible to ensure that all relevant federal and state requirements are met in the expenditure of these funds. [23 CFR 1.11\(b\)](#)*

**3. How Can Local Public Agencies Utilize This Funding?**

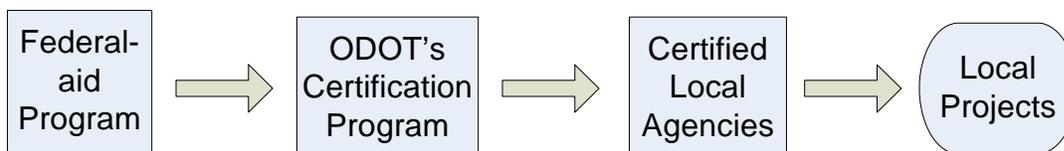
LPAs can utilize federal-aid funding through the following methods:

- Becoming a certified local public agency;
- Contracting with another certified local public agency; or
- Working with and through ODOT to perform the project related work.

The intergovernmental agreement (IGA) will document which project delivery method has been agreed to by ODOT and the LPA. For further details see the Certified and Non-Certified Sections of this manual.

**4. What Is ODOT’s Certification Program?**

The Certification Program enables certified local agencies to obtain the most approval authority and control at the LPA level on FHWA funded transportation projects up to the allowable FHWA limits.



## **a. Vision**

The most cost effective, timely delivery of FHWA projects by local public agencies.

## **b. Mission**

To streamline the Local Public Agency (LPA) delivery process of FHWA projects by certifying highly qualified LPAs that provide excellent quality control that ensures FHWA requirements are met to deliver projects in a cost effective, timely manner through the collaboration of ODOT, FHWA and LPA partners.

## **B. PURPOSE OF THE MANUAL**

The purpose of the *LAG Manual* is to provide clear and specific information regarding LPA delivery of federal-aid projects and the process:

1. By which an LPA can become a certified local public agency and utilize funding provided by the Federal-aid Highway Program.
2. For non-certified LPAs to receive and utilize federal funding using the Federal-aid Highway Program and other available funding programs.

The *LAG Manual* outlines the necessary processes, procedures and information for Oregon's local public agencies to obtain FHWA funds for transportation-related projects.

## **C. ORGANIZATION OF THE MANUAL**

As depicted in the following overview, the *LAG Manual* is divided into the following three major sections that provide information related to each section.

### **1. Introductory Overview – Section A**

- Introduction
- Roles and Responsibilities
- Federal Funding Programs
- Developing Projects Using the *LAG Manual*
- Local Agency Force Projects
- Access Management
- Title VI Program
- Certification Oversight Program

### **2. Non-Certified Local Agency – Section B**

- Project delivery options and processes as a non-certified agency

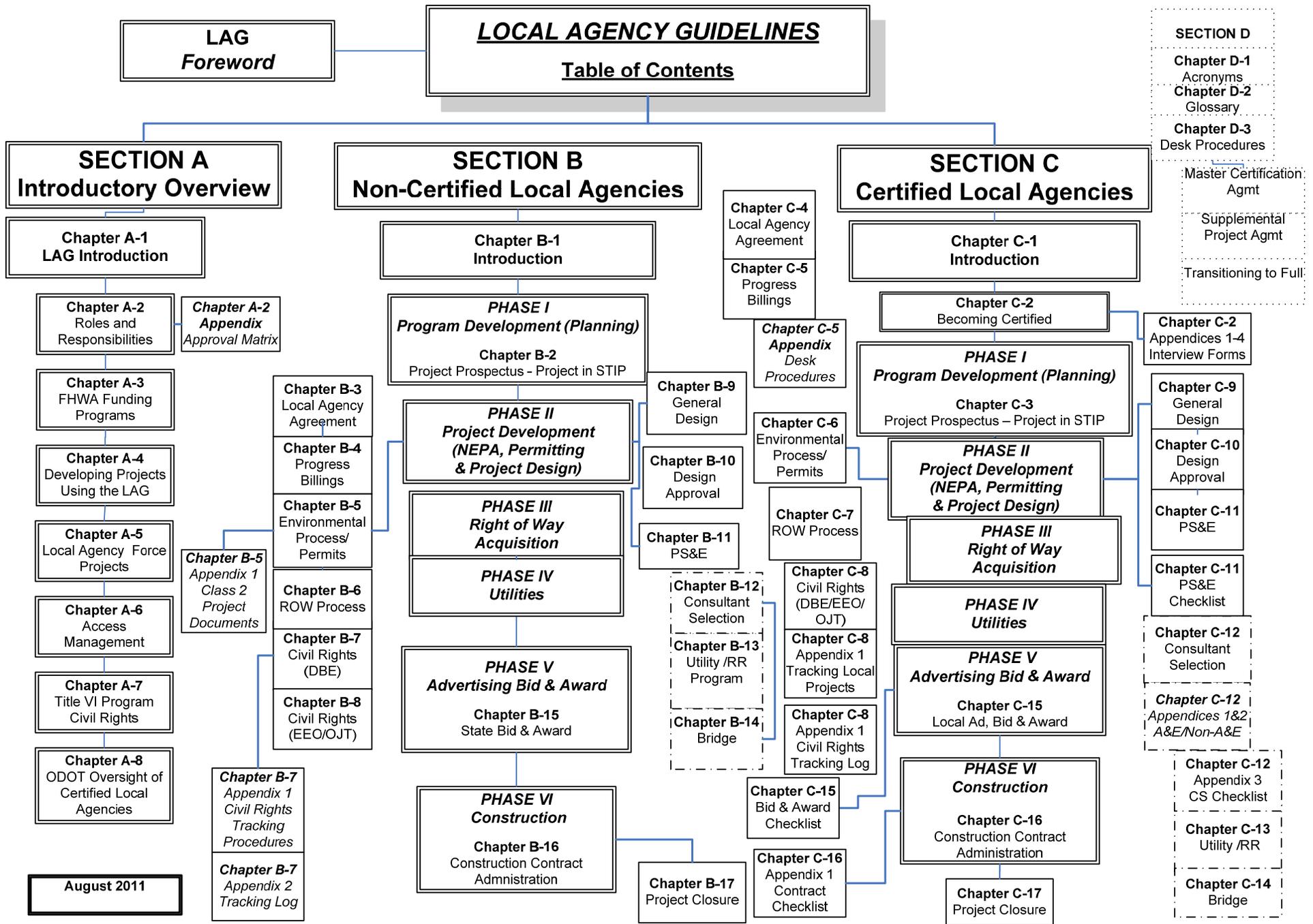
### 3. Certified Local Agency – Section C

- Process for becoming a certified local public agency
- Project delivery options and processes as a certified local public agency

The non-certified and certified sections are organized to reflect the flow of a project through the major phases of development.

There are six phases of a federal-aid project. Each of these phases are addressed in more detail throughout the *LAG Manual*.

- **Phase I Program Development** – This is the planning phase for the proposed project. During this phase, projects may be accepted into the [STIP](#).
- **Phase II Project Development (NEPA, Permitting & Final Design)** – In this phase, projects are cleared for environmental impacts, necessary permits are attained, designs, specifications, schedules and estimates are completed.
- **Phase III Right of Way Acquisition** – There may be some overlap between the Project Development phase and the Right of Way Acquisition phase. After NEPA requirements are satisfied, then right of way acquisition may start. LPAs must contact their [Regional Local Agency Liaison](#) to determine when the NEPA requirements have been satisfied.
- **Phase IV Utilities** – Coordination regarding utilities begins in the Project Development phase and continues throughout the life of the project. A separate utility federal authorization phase occurs when the utility relocation:
  - a. must be started prior to construction and
  - b. is eligible for federal reimbursement.
- **Phase V Advertising Bid and Award** – During this phase, PS&E is approved, then there is a request to FHWA for authorization of funds and the project can be advertised for bid and award.
- **Phase VI Construction** – Upon completion of the prior phases, construction commences. Project closure occurs in this phase.



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## **D. UPDATING PROCESS**

Since FHWA funding programs and eligibility requirements frequently change, the *LAG Manual* is updated annually or as necessary. Changes to the *LAG Manual* will be [available online](#) and include the date of revision.

Every effort will be made to incorporate changes to applicable rules, laws and regulations, but there may be a delay before such changes are reflected in the *LAG Manual*. Still, local public agencies shall comply with all current rules, laws and regulations. If a local public agency has any questions, they should contact their [ODOT Regional Local Agency Liaison](#) or ODOT's [Certification Program Manager](#) in the Statewide programs Section.

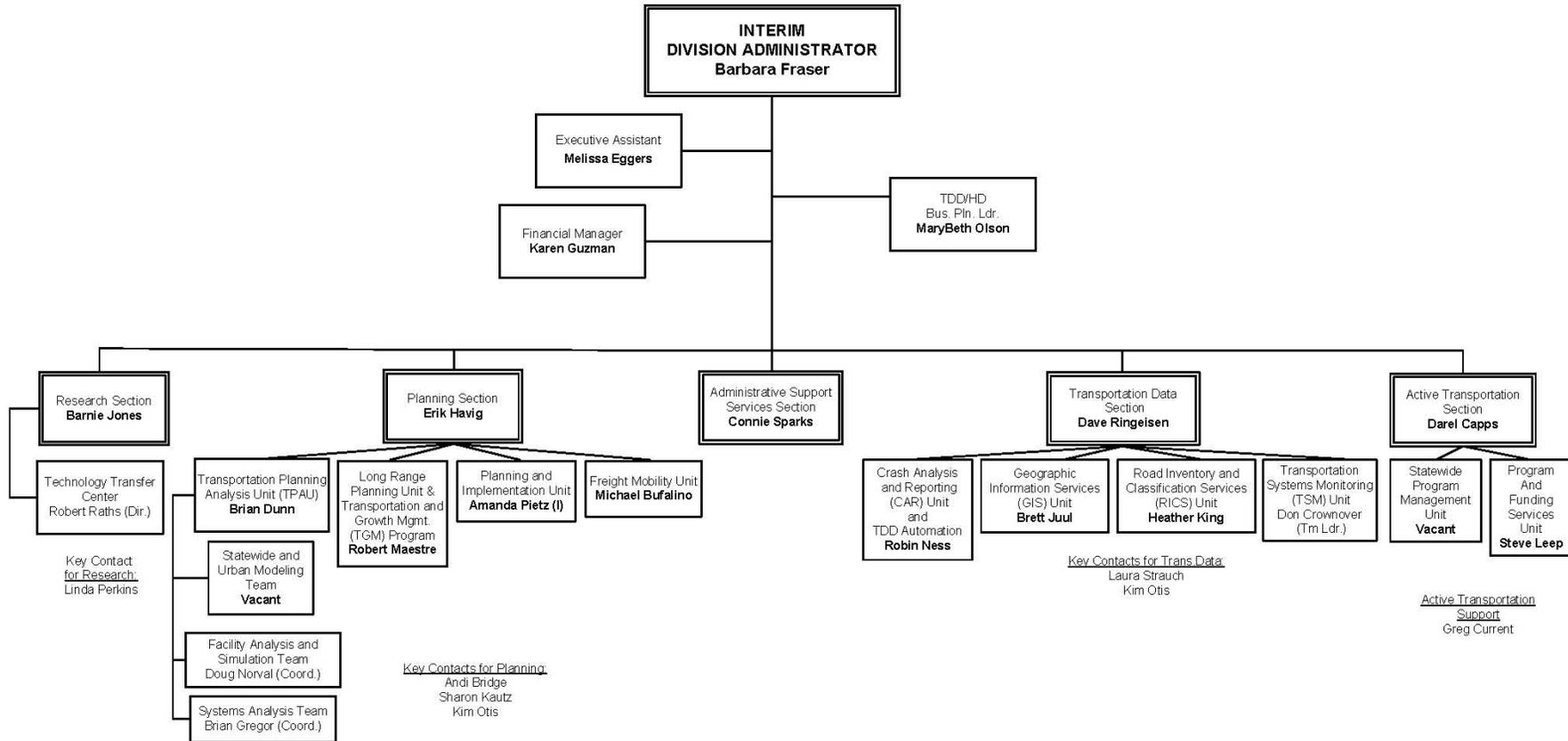
ODOT invites comments and suggestions for improvements to the *LAG Manual*. Please direct comments for consideration to ODOT's [Certification Program Manager](#).

## **E. ORGANIZATIONAL CHARTS**

The following [ODOT organizational chart](#) and local program organizational chart show how the Active Transportation Section and Regional Local Program Units fit in ODOT's organization. See ODOT's Statewide Program Unit for the most current contact and program information.

# TRANSPORTATION DEVELOPMENT DIVISION

## August 22, 2011

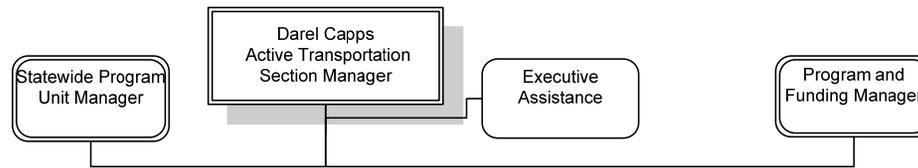


For more information regarding the Transportation Development Division, you may access our Directory at: [www.oregon.gov/ODOT/TDD/docs/ODOT\\_TDD\\_TransDevDiv.pdf](http://www.oregon.gov/ODOT/TDD/docs/ODOT_TDD_TransDevDiv.pdf)

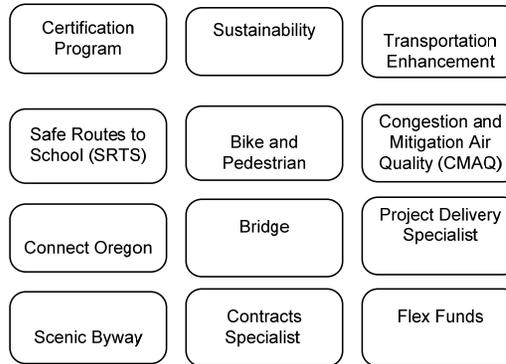
I = Interim  
LD = Limited Duration  
R = Rotational  
T = Temporary

**Bolded text signifies  
management/  
executive service  
employee**

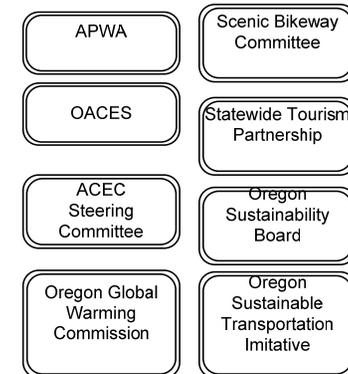
# Active Transportation Section Statewide Program Unit



## Programs



## External Advocacy Groups



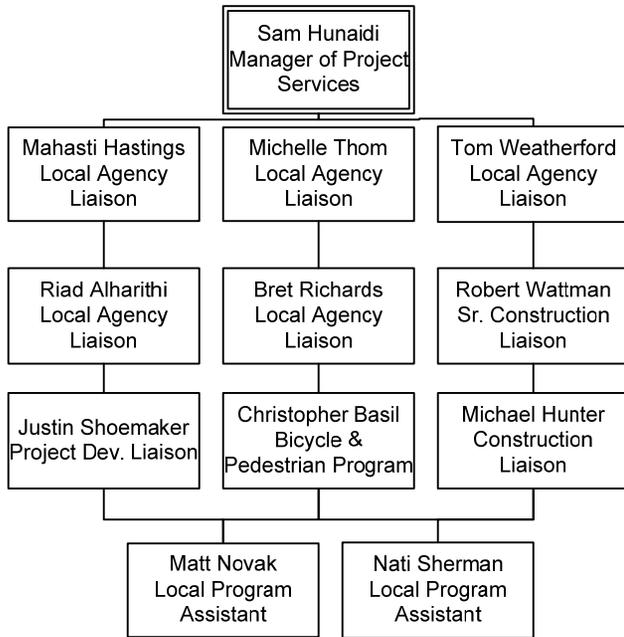
## Internal Advocacy Groups



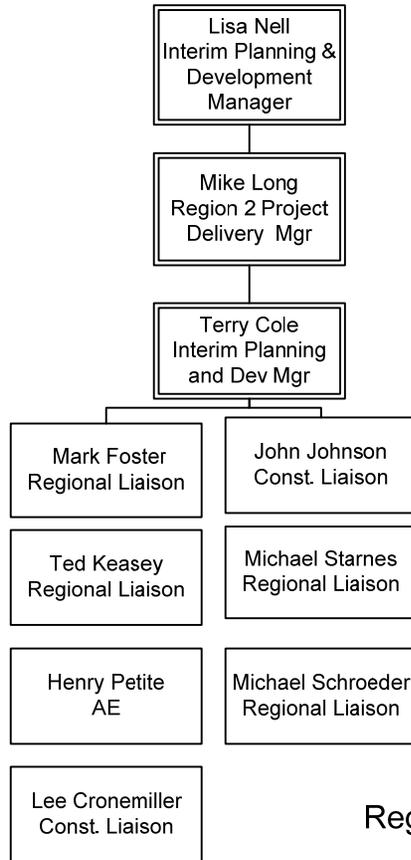
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# Regional Local Program Unit

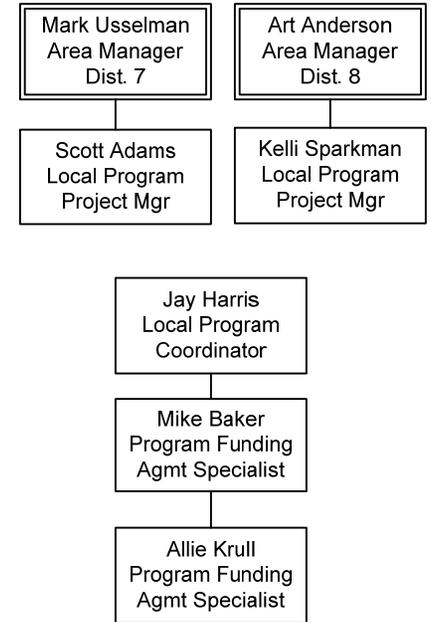
## Region 1



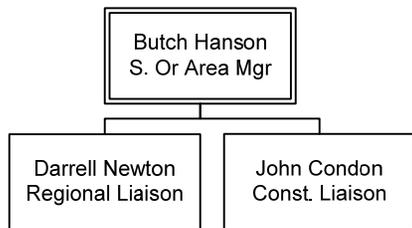
## Region 2



## Region 3



## Region 4



## Region 5





