

## ENHANCING LOCAL PROJECT DELIVERY

PennDOT and the Federal Highway Administration (FHWA) have developed a new, in-depth Local Project Delivery Manual (Publication 740), to assist local project sponsors, project managers, and interested stakeholders in successfully delivering locally-sponsored transportation projects. Publication 740 provides a more detailed and informative description of local project delivery processes and timeframes to improve project development and delivery.

## WHAT DO I NEED TO KNOW?

This brochure provides an overview of the required and/or recommended processes for delivering local projects utilizing federal and/or state funding. This will assist local project sponsors in familiarizing themselves with the appropriate processes, requirements and procedures for improved project management and completion. Ultimately this will save time, increase the occurrence of complete and accurate submissions and ensure efficient use of available funding.

Local project sponsors coordinate with a variety of organizations to propose projects for consideration. To assess the applicability of a project, contact your local PennDOT district office for guidance and information on getting started.

Please note that Publication 740 does not address projects using Liquid Fuels funds. For information on Liquid Fuels funding, please refer to PennDOT's Publication 9 that outlines the policies and procedures for the administration of the County Liquid Fuels Tax and the Liquid Fuels Tax Act 655 (for municipalities).

In addition, Publication 740 does not specifically address the Transportation Alternatives Program (TAP), authorized under the federal legislation, MAP-21; which provides funding for projects such as pedestrian, bicycle facilities or community improvement activities. For more information on the TAP program, please contact your local PennDOT district office at the number provided on the back of this brochure.

To access PennDOT's available publications, including Publication 740, visit [www.penndot.gov](http://www.penndot.gov), then select "FORMS, PUBS & MAPS".

## RECOMMENDATIONS ON MOVING FORWARD

Local projects that utilize state and/or federal funding must meet the requirements of Publication 740.

When a local project sponsor enters into a Project Reimbursement Agreement with PennDOT to obtain state and/or federal funding, the project must proceed to construction. The Reimbursement Agreement will remain in effect for three years with the possibility of an extension following detailed justification.

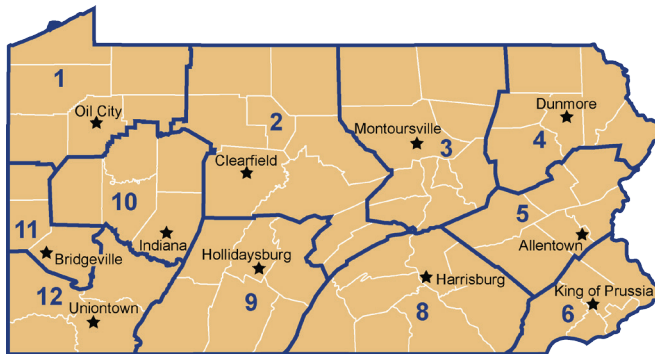
Please note that if no activity occurs within the three year timeframe, the Reimbursement Agreement will be terminated and the local project sponsor may need to repay state and/or federal funds that were provided.

PennDOT recommends that local project sponsors utilize firms or individuals that are familiar with or have previous experience with PennDOT's processes and procedures.

## INTERESTED IN LEARNING MORE?

PennDOT's knowledgeable staff is available to help you get started!

Contact the local district office near you:



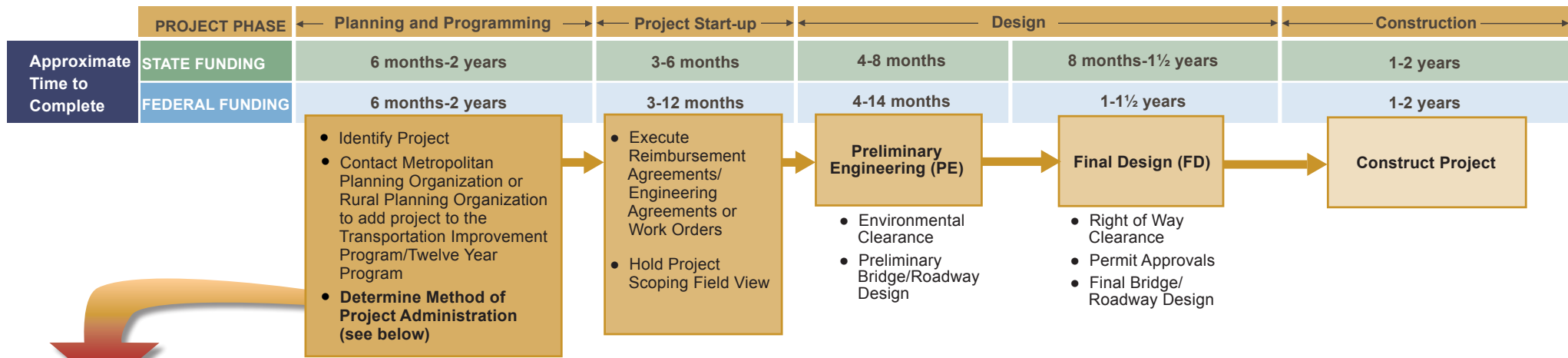
<b>District 1</b> 814-678-7015	<b>District 5</b> 610-871-4113	<b>District 10</b> 724-357-2806
<b>District 2</b> 814-765-0410	<b>District 6</b> 610-205-6661	<b>District 11</b> 412-429-5004
<b>District 3</b> 570-368-8686	<b>District 8</b> 717-772-0778	<b>District 12</b> 724-439-7340
<b>District 4</b> 570-963-4010	<b>District 9</b> 814-696-7100	

# PennDOT's Local Project Delivery Brochure

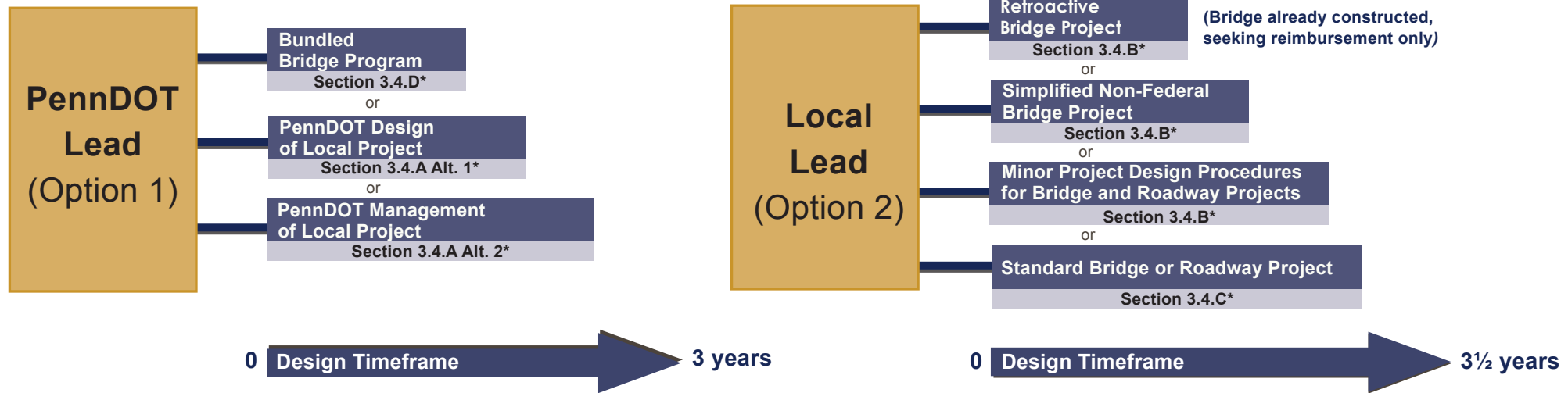
An overview of the  
Local Project Delivery Process



# General Project Development Flowchart - Locally Sponsored Projects



## Options for Project Administration



\* Refer to Publication 740, Chapter 3 for explanation of administration options.

## Factors that can Impact a Schedule

- Historic Bridges
- Right of Way Acquisitions
- Parks/Recreational Areas
- Endangered Species
- Archaeology
- Railroad Involvement
- Utilities
- Waterway Permitting