



Local Programs Management Handbook



**Division of Technical Services
Transportation Program Management
Local Programs Management Office
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INTRODUCTION

LOCAL PROGRAMS MANAGEMENT OFFICE

The Local Programs Management (LPM) Office has been formed to provide a variety of services to local governments as they engage with the North Carolina Department of Transportation (NCDOT). The primary objective of the LPM Office is to establish policy and procedures for those projects that are administered by a Local Government Agency, or LGA. NCDOT passes through federal and/or state funds to LGAs, in order to implement a project, program, or study. Federal funding comes through (primarily) the Federal Highway Administration (FHWA). State funds are appropriated by the NC General Assembly.

An LGA can be a Municipality, County, or State Agency, who proposes to construct a transportation project or carry out a transportation program. Non-profit groups may also act as the initiator of a project, although NCDOT prefers to coordinate through a Local Government Agency. The NCDOT programs projects in the State Transportation Improvement Program to receive federal or state money on the basis of recommendations of Municipal or Rural Planning Organizations (MPOs and RPOs), NCDOT Staff, and Board of Transportation Members.

The LPM Office is committed to establishing appropriate oversight in order to ensure the best use of public funds, whether state or federal, and compliance with all applicable state and federal regulations.

Through this program, the LGA is responsible for carrying out the design and construction of the project, or implementation of the program. NCDOT's role is to advise, approve and oversee the proper expenditure of funds by an LGA on an eligible project or program. FHWA holds NCDOT accountable to ensure that Federal funds are expended correctly and appropriately. The State Auditor's Office holds NCDOT accountable for the responsible expenditure of state funds.

The LPM Office has oversight of multiple funding programs including Transportation Enhancement (TE), Direct Attributable (DA), Earmarks or High Priority funds, select Bicycle and Pedestrian funds, and will provide assistance for those areas of NCDOT that oversee Safe Routes to School (SRTS), Congestion Mitigation and Air Quality (CMAQ), and Municipal Bridge.

Other areas where the LPM will engage with Local Governments will be when a NCDOT project occurs within the boundaries of a Municipality. In those cases, the LPM will prepare and execute an agreement that governs the Municipality's responsibilities concerning the NCDOT project including utility relocation; amenities such as sidewalks, noise walls, and landscaping; and maintenance.

LOCAL PROGRAMS HANDBOOK

This Handbook is designed to be a resource for a Local Government Agency when administering a project with **Federal funds**. The Handbook is meant to be a companion guide to the **Project Agreement**, and, along with the **Project Management Overview**, should provide guidance on meeting all pertinent requirements of NCDOT and the Federal Highway Administration.

The Handbook follows the same organization as the Agreement, but provides procedural detail on how the Agreement provisions will be implemented. By signing the Agreement, the Local Government Agency agrees to comply with all the requirements as specified in the Agreement and explained in the Handbook.

This Handbook also provides information on **State-funded only** projects and the different requirements for their implementation in the **State** section. An explanation of different agreements that a Local Government may enter into with NCDOT is also provided in the **Project Agreement** section.

HOW TO USE THIS HANDBOOK

Each section has a **HEADER** identifying the topic, with a **grey box** that provides a brief summary of the topic and the related **POLICY**.

Below the box is more detailed information, including information about **PROCEDURES** and **REFERENCES**. Hyperlinks are included to reference information on the internet. Terms **reference** other subjects in the Handbook.

A listing of commonly-used **ACRONYMS** and **ABBREVIATIONS** is also included.

While all efforts have been made to incorporate accurate information and sufficient detail for project LGA, it may be necessary to contact the regional representative of the LPM Office or Division Project Managers with questions not answered here.

COUNTIES FOR REGIONAL ASSIGNMENTS

County	Region	County	Region	County	Region
Alamance	Central	Forsyth	Central	Onslow	Eastern
Alexander	Western	Franklin	Central	Orange	Central
Alleghany	Western	Gaston	Western	Pamlico	Eastern
Anson	Western	Gates	Eastern	Pasquotank	Eastern
Ashe	Western	Graham	Western	Pender	Eastern
Avery	Western	Granville	Central	Perquimans	Eastern
Beaufort	Eastern	Greene	Eastern	Person	Central
Bertie	Eastern	Guilford	Central	Pitt	Eastern
Bladen	Eastern	Halifax	Eastern	Polk	Western
Brunswick	Eastern	Harnett	Eastern	Randolph	Central
Buncombe	Western	Haywood	Western	Richmond	Central
Burke	Western	Henderson	Western	Robeson	Eastern
Cabarrus	Western	Hertford	Eastern	Rockingham	Central
Caldwell	Western	Hoke	Central	Rowan	Central
Camden	Eastern	Hyde	Eastern	Rutherford	Western
Carteret	Eastern	Iredell	Western	Sampson	Eastern
Caswell	Central	Jackson	Western	Scotland	Central
Catawba	Western	Johnston	Eastern	Stanly	Western
Chatham	Central	Jones	Eastern	Stokes	Central
Cherokee	Western	Lee	Central	Surry	Western
Chowan	Eastern	Lenoir	Eastern	Swain	Western
Clay	Western	Lincoln	Western	Transylvania	Western
Cleveland	Western	Macon	Western	Tyrrell	Eastern
Columbus	Eastern	Madison	Western	Union	Western
Craven	Eastern	Martin	Eastern	Vance	Central
Cumberland	Eastern	McDowell	Western	Wake	Central
Currituck	Eastern	Mecklenburg	Western	Warren	Central
Dare	Eastern	Mitchell	Western	Washington	Eastern
Davidson	Central	Montgomery	Central	Watauga	Western
Davie	Central	Moore	Central	Wayne	Eastern
Duplin	Eastern	Nash	Eastern	Wilkes	Western
Durham	Central	New Hanover	Eastern	Wilson	Eastern
Edgecombe	Eastern	Northampton	Eastern	Yadkin	Western
				Yancey	Western

**LOCAL PROGRAMS MANAGEMENT OFFICE
CONTACT INFORMATION**

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Program Consultants – approve and negotiate agreements with local governments, handle pre-construction project management activities for federally-funded projects, provide guidance and oversight to LGAs and Divisions for all Locally Administered Projects.

Contract Officers – review and approve all Division-level agreements; prepare and review all TIP agreements (both Municipal and Utility); initiate all agreements for Locally Administered Projects with federal funds.

MAILING ADDRESS: (for all USPS mail)

North Carolina Department of
Transportation
Transportation Program Management
1595 Mail Service Center
Raleigh, NC 27699-1595

DELIVERY ADDRESS: (for all deliveries - UPS,
FedEx)

North Carolina Department of Transportation
Transportation Program Management
1020 Birch Ridge Drive
Entrance B-1
Raleigh, NC 27610

DIVISION CONTACTS

Division Project Managers oversee all construction administration and inspection and provide pre-construction management activities for state-funded projects.

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ACRONYMS and ABBREVIATIONS

AASHTO	American Association of State Highway and Transportation Officials
ADA	Americans with Disabilities Act
BIKE/PED	North Carolina Division of Bicycle and Pedestrian Transportation
BOT	Board of Transportation
CE	Categorical Exclusion
CFDA	Catalog of Federal Domestic Assistance (Federal Tracking Number)
CFR	Code of Federal Regulations
CMAQ	Congestion Mitigation and Air Quality
CON	Construction
DBE	Disadvantaged Business Enterprise
DEPARTMENT	North Carolina Department of Transportation (NCDOT)
FHWA	Federal Highway Administration
LAP	Locally Administered Project
LGA	Local Government Agency
LPMO	Local Programs Management Office
MPO	Metropolitan Planning Organization
MBE	Minority Business Enterprise
NCGS	North Carolina General Statute
NEPA	National Environmental Policy Act
PE	Preliminary Engineering
PID	Project Information Data Sheet
PS&E PACKAGE	Plans, specifications and cost estimates
ROW	Right of Way
RPO	Rural Planning Organization
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users
SPSF	Small Professional Services Firm
SRTS	Safe Routes to Schools
TIP	Transportation Improvement Program
USDOT	United States Department of Transportation
WBE	Women Business Enterprise
WBS	Work Breakdown Structure (WBS Element)