# Local Programs

## “How To”

### Vacant

**Local Government Coordinator**

- Vacant

### Local Programs Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sara Janes Ellis</td>
<td>Local Programs Coordinator</td>
<td><a href="mailto:Sara.Ellis@wyo.gov">Sara.Ellis@wyo.gov</a></td>
</tr>
<tr>
<td>Mariah Johnson</td>
<td>Local Programs Specialist</td>
<td><a href="mailto:Mariah.Johnson@wyo.gov">Mariah.Johnson@wyo.gov</a></td>
</tr>
<tr>
<td>Robert Rodriguez</td>
<td>Local Programs Specialist</td>
<td><a href="mailto:Robert.Rodriguez1@wyo.gov">Robert.Rodriguez1@wyo.gov</a></td>
</tr>
</tbody>
</table>

### Cooperative Agreements

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janice Burlew</td>
<td>Cooperative Agreements Coordinator</td>
<td><a href="mailto:Janice.Burlew@wyo.gov">Janice.Burlew@wyo.gov</a></td>
</tr>
</tbody>
</table>

### Transit Programs Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talbot Hauffe</td>
<td>Transit Program Coordinator</td>
<td><a href="mailto:Talbot.Hauffe@wyo.gov">Talbot.Hauffe@wyo.gov</a></td>
</tr>
<tr>
<td>Robert Rodriguez</td>
<td>Local Programs Specialist</td>
<td><a href="mailto:Robert.Rodriguez1@wyo.gov">Robert.Rodriguez1@wyo.gov</a></td>
</tr>
<tr>
<td>Vanessa Romero</td>
<td>Transit Programs Specialist</td>
<td><a href="mailto:Vanessa.Romero1@wyo.gov">Vanessa.Romero1@wyo.gov</a></td>
</tr>
<tr>
<td>Joni Kithas-Harlan</td>
<td>Transit Fiscal Consultant</td>
<td><a href="mailto:JKH@rtconnect.net">JKH@rtconnect.net</a></td>
</tr>
</tbody>
</table>
Local Programs Contact Information

Sara Janes Ellis  
**WYDOT Districts 2 & 5**  
Local Programs Coordinator  
[Sara.Ellis@wyo.gov](mailto:Sara.Ellis@wyo.gov)  
307-777-3938

Mariah Johnson  
**WYDOT Districts 3 & 4**  
Local Programs Specialist  
[Mariah.Johnson@wyo.gov](mailto:Mariah.Johnson@wyo.gov)  
307-777-4862

Robert Rodriguez  
**WYDOT District 1**  
Local Programs Specialist  
[Robert.Rodriguez1@wyo.gov](mailto:Robert.Rodriguez1@wyo.gov)  
307-777-4181
What are Local Programs?
- Transportation Alternatives Program (TAP)
- Congestion Mitigation Air Quality (CMAQ)
- High Risk Rural Road Program (HRRRP)
- Commission Road Improvement Program (CRIP)
- Urban Systems Funding
- Industrial Road Program (IRP) - State Funded

This is why you are here today!
Things Have Changed!

- Google Documents
- Project Specific
- Streamlined
- One Point of Contact
- Electronic
- Be Patient With Us!
<table>
<thead>
<tr>
<th>Initial</th>
<th>Date</th>
<th>Milestone</th>
<th>Time Frame</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Project Approval Letter to Sponsor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Lobbying Certification received by LOC</td>
<td>Sent by November 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Unreleased Agreement to Sponsor (if all prerequisites are met)</td>
<td>Sent by December 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Signed Agreements received by LOC</td>
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<tr>
<td></td>
<td></td>
<td>Agreements Processed by LOC</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>10% Authority For Expenditure (AFE) for PS&amp;E Requested by LOC</td>
<td>Allow 20 business days</td>
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<tr>
<td></td>
<td></td>
<td>10% AFE Received by LOC</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Notice to Proceed on PS&amp;E and Environmental and Encouragement to Sponsor</td>
<td>Allow 15 business days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LRA Cost Maintenance Form Activated by LOC (Handed out when active)</td>
<td>Available after issuance of 10% Notice to Proceed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Evidence of Qualifications Produced by LOC (If a consulting firm will be engaged for professional services)</td>
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<tr>
<td></td>
<td></td>
<td>* Consultant Information Form Received by LOC (If a consulting firm will be engaged for professional services)</td>
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<tr>
<td></td>
<td></td>
<td>Consultant Information Form Processed by LOC</td>
<td>Allow 15 business days</td>
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<tr>
<td></td>
<td></td>
<td>* Right-Of-Way form received from Sponsor</td>
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<tr>
<td></td>
<td></td>
<td>Environmental Documentation received by LOC</td>
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<tr>
<td></td>
<td></td>
<td>Environmental Documentation Submitted by LOC to Environmental Services</td>
<td></td>
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<tr>
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<td>Approved Categorical Exclusion Received by LOC</td>
<td>Allow 15 business days</td>
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<tr>
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<td>LRA Public Interest Finding Received by LOC (If Force Account work is processed)</td>
<td>Allow 15 business days</td>
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<td></td>
<td></td>
<td>LRA Public Interest Finding Received by LOC</td>
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<tr>
<td></td>
<td></td>
<td>PS&amp;E sent to WYDOT District Office by LOC</td>
<td>Allow 45 business days</td>
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<td></td>
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<td>PS&amp;E approved by LGC and WYDOT District Office</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100% AFE requested by LGC</td>
<td>Allow 45 business days</td>
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<tr>
<td></td>
<td></td>
<td>100% AFE received by LGC</td>
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<tr>
<td></td>
<td></td>
<td>Notice to Proceed on Bid Advertisement Authorization to Sponsor</td>
<td>Allow 10 business days</td>
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<tr>
<td></td>
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<td>* Bid Solicitation Form Requested by LOC</td>
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<tr>
<td></td>
<td></td>
<td>Bid Solicitation Form Received by LOC</td>
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<tr>
<td></td>
<td></td>
<td>Bid Solicitation Form Processed by LOC</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Executed Copy of Contractor Agreement received by LOC</td>
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</tr>
</tbody>
</table>

* Milestones with an asterisk (*) require Project Sponsor Action.

Color-coded milestones relate to a specific name-colored tab.

**Project Forms Sample**
• Call/email your LGC Contact

• **DO NOT DO ANYTHING WITHOUT A NOTICE TO PROCEED**

• If you’re not sure...ask!

Things you’re going to hear a lot
• Planning Study
  ◦ Highly encouraged
  ◦ Can apply for funds to create planning document
  ◦ Should be reviewed and updated every 3-5 years
• Coordinate with District Engineering Staff
• Ensure matching funds are secured prior to application

Initial Project Planning
Consultant Selection
- Must be qualifications based
- In-house design can be done, engineer MUST be a full time employee of the sponsor

DO NOT DO ANYTHING FURTHER UNTIL A NOTICE TO PROCEED IS RECEIVED

Environmental Document
- This should be done first so any issues can be addressed in design

Preliminary Design
- Submit preliminary project design and draft bid documents to your LGC representative for review and comment
• Submit final plans and bid documents to LGC contact
  ◦ Should address any environmental concerns
  ◦ Should incorporate any suggestions/changes from LGC review
• Notice to Proceed on Bid Advertisement will be issued by LGC contact
DO NOT ADVERTISE PROJECT PRIOR TO RECEIVING NOTICE TO PROCEED FROM LGC CONTACT

- Project must be advertised for a **minimum of 3 weeks (21 Days)**
  - Best practice would be to advertise for 4 weeks
  - Plans MUST be available for the 3 week (21 day) period as well
- Bid tabulation and all signed bid documents should be emailed to your LGC contact for concurrence
- Once you have received concurrence, you can award the project
- You will need to email your LGC contact the signed contract, with the FHWA 1273 & Supplemental Information attached
CONSTRUCTION CAN NOT BEGIN UNTIL NOTICE TO PROCEED WITH CONSTRUCTION IS RECEIVED FROM YOUR LGC CONTACT

- Monitor project throughout construction (this will be done by engineer)
- Wage interviews
  - 100% of workers at least one time during construction
- Ensure project stays on schedule
• Completion of the Job / Final Acceptance:
  ◦ LPA will accept the job first
  ◦ Make sure all requirements have been met
    • Contract is between LPA and Contractor
  ◦ WYDOT will issue final acceptance and will then reimburse the final 10% of the total project cost.
• All programs are reimbursement based
  ◦ You must pay bills prior to submitting them for reimbursement
    • This means sending/hand delivering the check
    • DO NOT HOLD CHECKS UNTIL PAYMENT IS RECEIVED FROM WYDOT

• Must submit at least one reimbursement per quarter
  ◦ If reimbursement will not be submitted, must provide project update in Project Form
Reimbursement Supporting Documentation

- **Reimbursement Request Form** found in Project Forms
- **Copies of project invoices** received from the Contractor or other vendors
- **Copies of proof of payment** for the invoices
Top Ten Things
That Make Your LGC
Contact Say,
“What the...
Phil’s going to kill
Us!”
6 – Asking for forgiveness instead of permission

7 – Final Design without environmental clearance

8 – Not submitting any reimbursement requests until the project is complete

9 – Submitting your Environmental Request prior to securing Right-of-Way

10 – Sending things to anyone other than your LGC contact
1 – Constructing the project before completing any other steps

2 – Doing ANYTHING without a Notice to Proceed

3 – Advertising on Saturday, Sunday and the next Sunday and calling it 3 weeks

4 – Holding checks until payment is received from WYDOT

5 – No contact with us until something goes wrong