Local Programs
“How To”

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District Map
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 you’re going to hear a lot

Call/email your LGC Contact

DO NOT DO ANYTHING WITHOUT A NOTICE TO PROCEED!

If you’re not sure...ask!
**Initial Project Planning**

- **Planning Study**
  - Highly encouraged
  - Can apply for funds to create a planning document
  - Should be reviewed and updated every 3-5 years

- **Coordinate w/District Engineering Staff**

- **Ensure Matching Funds**
  - Do this BEFORE you submit an application

**Preliminary Engineering**

- **Consultant Selection**
  - Must be qualifications based
  - In-house design can be done; engineer MUST be a full-time employee of the sponsor

- **Environmental Document**
  - Complete this 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

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**DO NOT DO ANYTHING FURTHER UNTIL YOU RECEIVE A NOTICE TO PROCEED**
Submit Final Plans/Bid Docs

- 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

Final Engineering

Project Bidding and Award

Notice to Proceed on Bid Advertisement

- Will be issued by LGC contact

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Project Advertised

- Project should be advertised for minimum of 3 weeks (21 days)
- Best practice is to advertise for 4 weeks
- Plans must be available for the 3 week (21 day) period

Bid Tabulation Received

- Along with all signed documents
- Send Bid Tabs and attachments via email to LGC contact

Concurrence and Bid Award

- LGC will review Bid Tabs and attachments
- Will send a letter awarding concurrence, then you can award the project

Executed Contract with Contractor

- Email LGC contact a copy of your signed contractor agreement
- Attach FHWA 1273 to contract
**Construction**

**Notice to Proceed on Construction**
- CONSTRUCTION CANNOT BEGIN UNTIL NOTICE TO PROCEED WITH CONSTRUCTION IS RECEIVED FROM LGC CONTACT

**Monitor the Project**
- The engineer will ensure project stays on schedule and is being constructed as designed

**Wage Interviews**
- 100% of workers at least one time during construction must complete a wage interview

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**Project Final Acceptance**

**LPA Submits Final Acceptance**
- LPA's responsibility to make sure all requirements were met
- Contract is between LPA and Contractor

**WYDOT Issues Final Acceptance**
- WYDOT will do a brief inspection of the project and sign off

**WYDOT Processes Final Reimbursement**
- Final 10% of the total project cost is reimbursed once the LPA and WYDOT have accepted the project
All programs are reimbursement based

1 Reimbursement per quarter

Reimbursement Request Submitted to LGC
- Bills must be paid prior to submission of request

LGC Review
- Verifies that the numbers add up
- Ensures reimbursement items are eligible

Budget Office Reviews

LGC Submits Request to Budget Office

DO NOT HOLD CHECKS UNTIL PAYMENT IS RECEIVED FROM WYDOT

Reimbursement Supporting Documentation

Cost Reimbursement Form
found in a link in Project Status Tab

Reimbursement Requests

Copies of Proof of Payment for the invoices

Copies of Project Invoices received from Contractor or other vendors
Celebration of Knowledge time!!