



*Expires – Upon Issuance of LPP*

## Local Assistance Highway Bridge Program Project Delivery Policy

### I. BACKGROUND

Local Assistance Program Guidelines Chapter 6, Highway Bridge Program, defines eligibility requirements, programming policy, and procedures for programming the Federal Statewide Transportation Improvement Program (FSTIP) in compliance with federal regulations. This policy makes changes to Section 6.7, Project Programming Policy and Procedure, and adds a Project Delivery Policy for projects currently programmed for funds in the FSTIP.

Programming of Highway Bridge Program (HBP) projects is managed through a 15-year plan. The demand for local agency projects in the HBP has exceeded the 15-year plan. To ensure funds are reserved for projects ready to advance, the Division of Local Assistance (DLA) HBP Managers have recommended policy changes to the HBP Advisory Committee regarding delivery expectations of programmed funds. The HBP Advisory Committee has concurred with the recommendations.

### II. POLICY

This Policy is for programmed projects to address funds and delivery management. The intent is to maximize the use of funds and to have project delivery a high priority for HBP projects. The HBP Advisory Committee has recommended these policy changes to the DLA regarding delivery expectations of programmed funds.

#### Funds Management:

- New projects are being metered into the program. A project's Preliminary Engineering (PE) phase may not be obligated in an earlier year than programmed.
- Agencies that utilize Advanced Construction to authorize PE will have the conversion to Federal Funds in the year PE is programmed.
- To avoid delivery failure, by February 1 agencies should either submit a Request for Authorization (RFA) or notify Local Assistance of an anticipated project delay.
- When an agency requests additional funding for an authorized phase (post-programming), the funds must be obligated in the year programmed. If a local agency does not request the additional funding in the year programmed, it is considered a delivery failure and the funding will be moved to the last year of the FSTIP in the October updates. Project phases that fail to deliver will be required to wait until April 1 to advance the funding.
- If agencies fail to deliver the Right of Way (RW) or Construction (CON) phase of a project as programmed, the phase will be moved to the last year of the FSTIP and will be required to wait until April 1 to advance the funding.

#### Delivery Management:

- Metering of the new projects will give an agency a minimum of two-year notice of the available project start date. Agencies must authorize the PE Phase in the year programmed. Projects that fail to authorize PE, will have the project removed from the



program. Re-application into the program will be under current guidelines.

- Agencies with HBP projects on the PE greater than 10 Years List, will not be allowed to program new HBP projects.
- Agencies with HBP projects at PE greater than eight years are required to submit a detailed status report with the annual HBP survey. Surveys without the required status reports will be considered incomplete.
- Agencies with a project that has National Environmental Policy Act clearance for more than five years and RW certification is not complete or construction authorized, will not be allowed to add new HBP projects to the program.

Exceptions to the above will require an approval from HQ HBP Managers.

### III. PROCEDURE

Projects will be evaluated regarding Project Delivery Policy as the Annual HBP Project Survey data is processed at the end of the Federal fiscal year.

### IV. APPLICABILITY/IMPACTS

This Office Bulletin applies to Local Assistance bridge projects funded through the federal Local HBP as authorized by Streets and Highways Code 2400-2414.

This policy/procedure is subject to annual review and recommendation of the Local Assistance Highway Bridge Program Advisory Committee. Members include the Department (Chair), representatives from the League of California Cities, California State Association of Counties, California Association of Councils of Governments, California Transportation Commission, and the Federal Highway Administration.

Recommended:	Original Signature By	4/25/2019
	Eileen Crawford, HBP Program Manager	Date
Approved:	Original Signature By	4/25/2019
	Robert W. Peterson, Chief Office of Federal Programs	Date