



Local Program Stakeholder's Roles and Responsibilities

Updated 7/16/2019

Federal Highway Administration (FHWA) FHWA provides funding for the local program. Funding is primarily used for design and construction of eligible projects. FHWA maintains certain approval responsibilities and have delegated certain responsibilities to Wisconsin Department of Transportation (WisDOT) through their Federal Aid Oversight Agreement. FHWA provides oversight of WisDOT's administration of the local program.

WisDOT WisDOT is charged with the task of administering the Local Program for the Federal Highway Administration according to the Federal Aid oversight agreement. Whether WisDOT is managing the Local Program projects or on-system projects, the same guidelines for facilities development need to be followed and the same documentation needs to be completed in order for FHWA and WisDOT to justify the disbursement of federal funds. WisDOT serves as administrators of the program. WisDOT will provide: 1) limited oversight of design and construction projects eligible for reimbursement 2) limited Facilities Development Process and environmental guidance 3) cursory reviews of the products produced by the sponsor 4) monitoring of the real estate acquisition 5) progress/ schedule updates of all projects. WisDOT will not be responsible for quality control reviews of the sponsor's work efforts.

Sponsor The sponsor, be they the County or a Local Public Agency (LPA), has a cost share and is the entity that needs to "own" the project and be the champion for it. The project is on their facility and the sponsor needs to take the lead with the scoping, design, construction and eventual maintenance of the facility. The sponsor is responsible for adhering to the policies associated with the Local Program's Federal/State Aid Project Delivery program, the WisDOT facilities development process and the Sponsor's Guide to Non-Traditional Transportation Project Implementation. If the sponsor doesn't have the personnel to understand and implement this guidance themselves, they need to contract with a DOT-approved firm who is familiar with the guidance. The sponsor is the owner of the project, needs to be continually involved with the delivery of the project and is responsible for any communication of the project to interested parties such as the media, legislators or the general public. The sponsor will be responsible for quality control reviews of the projects, maintaining schedules, acquiring right of way, any railroad coordination, clearing all utilities prior to construction and obtaining all agency-required permits.

Design Firm The design firm is contracted by the sponsor and so reports to the sponsor on a regular basis. The contracted firm needs to be knowledgeable in the policies associated with the Local Program's Federal/State Aid Project Delivery program, the WisDOT facilities development process and the Sponsor's Guide to Non-Traditional Transportation Project Implementation. All products produced by the firm during the design of a project need to be reviewed internally with their own quality control procedures. The design firm signs the plans and will be held accountable for the quality of the plans.

Issue resolution *If a sponsor is concerned with the timely review/completion/delivery of a firm's product during the development of a project, the first step to resolution should be to have dialogue with the design firm. Design firms or sponsors should not automatically call WisDOT to resolve.*