

Local Public Authority (LPA) Administered Projects

Minimum Requirements

The Kansas Department of Transportation (KDOT), in cooperation with the Federal Highway Administration (FHWA), has developed a program through which local units of government may administer their own federally funded non-National Highway System (non-NHS) projects with minimum oversight from KDOT. Under this program the LPA either develops their own procedures following the guidelines contained in the Bureau of Local Projects *Local Public Authority (LPA) Project Development Manual* and submits them to KDOT for approval, or they adopt said Manual for their procedures.

Certain minimum criteria have been established for an LPA to be approved to administer federally funded, non-NHS projects. These criteria are intended to provide assurances that projects will be developed in accordance with all applicable laws, regulations, criteria, and accepted engineering practices. The following are the minimum criteria:

General requirements:

1. LPA must have a full-time publicly employed engineer in responsible charge of the project.
2. LPA must have a full-time professional staff.
3. All locally developed design criteria manuals and standard specifications must be submitted to KDOT for approval.
4. Review the *Local Public Authority (LPA) Project Development Manual*.
5. Meet with BLP staff and discuss procedures and responsibilities.
6. Develop procedures for project development, including design, letting, and contract administration, and submit to KDOT for approval *or* certify to follow the *Local Public Authority (LPA) Project Development Manual*.

Project Specific requirements:

1. Submit a request to develop the project under the approved criteria.
2. Develop a project schedule and cost estimate. (Project must be on the LPA current Five-Year Plan.)
3. Execute an agreement for project responsibilities through BLP and proceed with project development.