



One-Day Training for Locally Managed Federal Projects
August 31, 2016
8:30AM – 4:30PM

1. Introductions, Sign-in, Groups
2. Locally Managed Projects Overview (8:40AM-9:45AM)
 - i) How are projects funded?
 - (1) TIP/STIP Processes
 - (2) CMAQ Process
 - (3) Local funds
 - ii) Guidance and Impacts of Super Circulars
 - iii) Timelines/Schedules
 - iv) Project Cost Estimating
 - v) Project Cost Thresholds
 - vi) Project Prioritization (local, MPO, SPOT processes)
 - vii) My project was funded, now what?
 - viii) Local or state project management roles and responsibilities
3. Break (9:45AM – 10:00AM)
4. Project Implementation (10:00AM – 12:30PM) – Two Parallel Tracks

| Non-Transit Projects | Transit Projects |
|---|----------------------------------|
| MPO On-Call Contract Process/Opportunity | MPO & Transit Overview |
| Local Program Management Unit | Funding Sources |
| NEPA/Environmental Documentation | Distributions & Processes / PMPs |
| Design: Major/Minor Projects | Split Letters |
| Design: Contract proposals | Flexing |
| Bid Proposal Document Preparation | Oversight |
| Right of Way Acquisition | Reporting |
| Procurement / Award Concurrence | |
| Construction Oversight | |
| Fiscal & Reporting / Reimbursement procedures | |

5. Lunch Break (12:30PM)
6. Workshop (1:45PM – end)

Groups will consider local example projects. With example projects, each group will manage a project through all (abbreviated) phases of project from inception to ribbon cutting. Sample documents will be provided as guides and to expedite each phase of the workshop.