






STAKEHOLDERS' ROLES AND RESPONSIBILITIES

Local Public Agency Guide
Updated August 2024



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|  <p>U.S. Department of Transportation Federal Highway Administration</p> | <p>FEDERAL HIGHWAY ADMINISTRATION (FHWA)</p> <p>The Federal Highway Administration (FHWA) provides funding for the Local Program. Funding is used for the design and construction of eligible projects. FHWA asserts certain approval-related responsibilities and delegates others to the Wisconsin Department of Transportation (WisDOT) through the Stewardship and Oversight Agreement (2015). FHWA provides oversight of WisDOT's administration of the Local Program.</p> |
|  | <p>WISCONSIN DEPARTMENT OF TRANSPORTATION (WisDOT)</p> <p>The Wisconsin Department of Transportation (WisDOT) is responsible for administering the Local Program in accordance with the Stewardship and Oversight Agreement. To justify disbursement of federal funds, WisDOT will provide limited oversight of design and construction projects eligible for reimbursement, limited guidance on the Facilities Development Process and the environmental document, cursory reviews of products produced by the sponsor, monitoring of real estate acquisition, and updates on project process/schedule. WisDOT will not be responsible for quality control reviews of the sponsor's work efforts.</p> |
|  | <p>LOCAL PUBLIC AGENCY (LPA)/PROJECT SPONSOR (SPONSOR)</p> <p>The local public agency (LPA)/project sponsor has a cost share and is the entity that owns the project. The sponsor leads the scoping, design, construction, and maintenance of the facility. Each program type requires that specific policies be followed. These policies are available in the Local Public Agency Guide (state let federally funded projects), the Sponsor's Guide to Non-Traditional Transportation Project Implementation (locally let federally funded projects), and the Facilities Development Manual (FDM). If the sponsor doesn't have the personnel to understand and implement these requirements themselves, they need to contract with a DOT-approved firm who is familiar with the guidance. As owner of the project, the sponsor must be continuously involved with the delivery of the project. The sponsor is responsible for communication about the project with interested parties, including the media, legislators, and the general public. The sponsor is responsible for quality control reviews of the project, maintaining the project schedule, acquiring real estate or right-of-way, railroad coordination, utility coordination, and obtaining permits.</p> |
|  | <p>DESIGN/CONSULTING FIRM</p> <p>The consulting firm is contracted by the sponsor and reports to the sponsor on a regular basis. The contracted firm shall be knowledgeable of WisDOT Local Program policies and the Facilities Development Process. All products produced by the firm during the design of a project shall be reviewed internally using their quality control procedures. The consulting firm signs design plans and will be held accountable for their quality.</p> |
|  | <p>ISSUE RESOLUTION</p> <p>In situations where a sponsor is concerned with the timely review, completion, or delivery of a firm's product during project development, the first step to resolution shall be dialogue with the design firm. Neither the firm nor the sponsor should call WisDOT to resolve.</p> |