RESPONSIBILITIES

**LOCAL AGENCY RESPONSIBILITIES:**

1. Reviews the eligibility requirements and criteria for the program to ensure a viable project is chosen.
2. Completes the application in order to satisfy all the requirements and criteria listed in the guidelines.
3. Requests allocation and obligation of all awarded funds.
4. Follows the *Local Assistance Procedures Manual* and *Local Assistance Program Guidelines*. [http://www.dot.ca.gov/hq/LocalPrograms/public.htm](http://www.dot.ca.gov/hq/LocalPrograms/public.htm)

**STATE TRANSPORTATION AGENCY RESPONSIBILITIES:**

1. Coordinate with local governments and MPOs within the state, as necessary, to develop project applications.
2. Ensure that the applications are completed for candidate projects in accordance with the submission requirements outlined above.
3. Submit the applications electronically to the local FHWA division office on time so that the submission deadline can be met.
4. Submit request to FHWA division office for allocation of funds, after awards are announced and when project funds are ready to be obligated.

**FHWA DIVISION OFFICE RESPONSIBILITIES:**

1. Provide the solicitation memorandum and this program information to the state transportation agency electronically to facilitate their electronic submission of applications.
2. Request candidate projects be submitted by the state to the FHWA division office electronically to meet the submission deadline established in the solicitation.
3. Review all candidate applications submitted by the state prior to sending them to FHWA Headquarters to ensure that they are complete and meet the eligibility and submission requirements.
4. Submit the candidate applications electronically to FHWA Headquarters Office of Program Administration as outlined in the solicitation memorandum. Include the following with the transmitting email message:
   
   a. Statement from the division office that the state’s submittal has been reviewed by the division office and that it meets the submission requirements. Include any concerns about eligibility of the project.
   
   b. State transportation department submission email or letter to the FHWA division office. (This will document that all applications were submitted by the State transportation department, as required.)
c. Each MS Word two-page application as a separate attachment.

5. Forward award announcement to the state.
6. Forward allocation requests from state to the Office of Program Administration, via email to Tony DeSimone (Anthony.DeSimone@dot.gov).

**FHWA HEADQUARTERS PROGRAM OFFICE RESPONSIBILITIES:**

1. Solicit applications from the states through annual solicitation memorandum.
2. Review applications and compile appropriate program and project information for the Office of the Federal Highway Administrator.
3. Issue award announcement via email to all FHWA division offices.
4. Allocate funds upon receipt of request from state through the FHWA division office.