

LOCAL GRANTS DIVISION

Local Maintenance & Improvement Grant (LMIG) Program

1. **Funding allocations:** Funds will be distributed to Local Governments (LG) based on paved and unpaved centerline miles and population as follows:

$$\frac{(\text{LG POPULATION}/\text{STATE POPULATION})(1/3) + (\text{LG MILE}/\text{STATE MILE})(2/3)}{\text{FACTOR X ANNUAL ALLOCATION}} = \text{LG FORMULA AMOUNT}$$

2. **Notification of Program:** Each year GDOT will notify all Local Governments (LG) of the upcoming LMIG program if funding is made available.
3. **Transportation Plan:** LG are encouraged to develop a transportation plan or priority list of their various local needs. Projects can then be selected based on available dollars on the local level and state level for that fiscal year. The Department's LMIG staff will be available to advise a LG on their priority list each year to help maximize state motor fuel fund utilization.
4. **Project Criteria:** Per state statute, state motor fuel funds can only be used on improvements for roads and bridges that are within the county, city or state right of way. The Department will place strong emphasis on the maturity of all requests. LG need to be aware of the project's total cost, right of way concerns, environmental and local funding issues before a request is submitted. *If this information is not available at the time of the submittal, the request can be denied until further study has been performed by the LG.* If requested the LMIG staff will be available to assist LG in gathering some of this data on smaller, less complicated projects.
5. **Evaluations & Rating Scores:** The Department will continue to utilize GDOT's Rating Forms to score all requests submitted by a LG. This information can then be used by the LG to develop their priority list. All requests will be reviewed by the Commissioner and selections made based on the LG's formula amount. The LG may be required to submit bid documents to the Department prior to execution of the contract.
6. **Award Amount:** The Department reserves the right to reduce the award amount if the following occurs:
 - The LG's low bid for the project is below the approved contract amount
 - The original project scope is reduced after the contract is authorized
7. **Type Projects:** Due to motor fuel funds being used for this program only certain types of transportation improvement projects are eligible. Project types include but are not limited to: patching & resurfacing, new location, widening, turn lanes, rehabilitation, intersections,

dirt road upgrades, safety upgrades, culvert/bridge repair or replacement. Any sidewalk/bike lane improvements must lie within the roadway right of way to be an eligible request.

8. **Parking Lots:** Local governments can make a request for funding assistance on a public driveway and/or parking lot. *However, it is the Department's recommendation that all requests should be focused on road and bridge type projects due to the limited amount of state funds available.*
9. **Due Date of Submittals:** All requests must be submitted from July 1st through April 30th to be eligible for that year's program. If no requests are submitted by a LG during this time frame their LMIG funds cannot be rolled over to the next year. A LG can make a written request that funds be allocated to a specific project and rolled for a maximum of 3 years to help finance larger projects. Continuous progress must be demonstrated on the project or the funds can be withdrawn.
10. **Local Match:** LG will be expected to match at least 10% of the construction cost on all projects except for resurfacing/maintenance type projects. LG may count monies spent on preliminary engineering activities toward the 10% match. In addition, monies spent on any construction items not included in the GDOT contract, can go toward the 10% match.
11. **Resurfacing Projects:** LG that desire to have GDOT let their resurfacing requests must have their priority list submitted by July 31st. Letting schedules will be based on the number of projects submitted state wide and location.
12. **Submittals:** All requests should be submitted to the Local Grants office in Atlanta with a copy of the package sent to the local District Engineer's Office.
13. **Timeline Requirements:** The Department will determine a completion date based on the current status and complexity of the project. A LG may be asked to submit a PROJECT schedule detailing milestone dates for preliminary engineering activities, right of way activities and construction activities on certain projects. The recipient is expected to expend one hundred percent (100%) of all funds by the end of the completion date in the contract.
14. **Projects behind Schedule:** The Department will monitor all LMIG projects from the date it's approved to the final close out of the construction phase. If the LG falls behind their proposed schedule all unobligated funds can be recaptured and the LG can be restricted from submitting future requests.

15. **GDOT Services:** Construction testing and inspection will be performed by GDOT's staff on all LMIG projects. LG can make a request to perform these services themselves through their local District Engineer's Office.

16. **Design Requirements:** It will be the responsibility of the local government to complete any needed surveys and construction plans for the project. The Sponsor shall provide certification, by a Georgia Professional Engineer, that the construction plans have been prepared in accordance with no less than "Minimum" design features established by the AASHTO Green Book Chapter on Local Roads and Streets and all other chapters or documents referenced therein. Construction plans will be required on all projects to varying degrees, including but not limited to: typical section, map, plan & profile sheets, and detailed cost estimate. Depending on the size and complexity of the project the plan and profile sheets and the Professional Engineer stamp may be eliminated on certain type projects. Plans do not have to be prepared in accordance with the Department's Plan Presentation Guide.

17. **State Route Requirements:** Design for projects on the state route system shall be in accordance with AASHTO and GDOT design policies and guidelines. Project applications will be reviewed by the District Traffic Operations Office for approval prior to final selection of projects. . Applicant must follow the Department's procedure for identification of existing and proposed utilities.

18. **Construction Requirements:** Projects will have to be constructed in accordance with the Department's "Standard Specifications", current edition; "Supplemental Specifications Book", current edition.

19. **Eligible Program Applicants:** Must be in compliance with the State Audit Act and the State Service Delivery Act. A local government that becomes ineligible during a program year jeopardizes any approved projects and also their ability to roll funds to the next fiscal year.

20. **Right of Way Requirements:** It will be the local government's responsibility to certify to the Department that they have sufficient right of way necessary for the proper construction and maintenance of the PROJECT according to the plans submitted to the Department. Certain minimum right of way widths may apply if the LG does not have plans that have been stamped by a Georgia Professional Engineer.

21. **Environmental Compliance:** There are many federal and state environmental protection laws and regulations to consider when planning and implementing State funded projects. It is the responsibility of the recipient to comply with all federal and state environmental protection laws. Projects with more than 50% of the total project cost being funded by a state grant or a state grant of more than \$250,000.00 must comply with the Georgia

Environmental Policy Act (GEPA). Projects with a state grant amount that falls below these figures must still comply with certain federal, state and local regulations and permits such as The Army Corps of Engineers. Guidance on environmental procedures may be found in GDOT's Environmental Procedures Manual on the Departments external website in the ROADS link under "Design Policies and Guidelines" and the Office of Environment/Location.

22. **GDOT's Contract:** Payment reimbursements on LMIG projects will be based on pay item quantities and the amount of actual work completed on the project. If the project is let by the LG the contract will not contain an item for traffic control or erosion control activities.

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