



# Federal-aid Essentials for Local Public Agencies

The Federal Highway Administration introduces an online library of dynamic videos and related materials specifically designed for local public agencies. This new resource highlights key components of the Federal-aid Highway Program, offering valuable and helpful information to manage federally funded transportation projects. The materials are featured on a new Web site called [Federal-aid Essentials for Local Public Agencies](#).

## Federal-aid *Simplified*.

### UNDERSTANDING THE ESSENTIALS

[Federal-aid Essentials for Local Public Agencies](#) is a gateway to up-to-date materials, and an extensive directory of State resources and Federal contacts. It is an online library of informational video modules, designed to help local public agencies answer the important questions about federally funded projects.

Available 24 hours a day, on most devices with Internet access, [Federal-aid Essentials for Local Public Agencies](#) is readily accessible and available when you want an answer. Each module addresses a single topic presented in plain language—condensing the complex regulations and requirements of the Federal-aid Highway Program into easy-to-understand language and illustrated examples. Brief, concise, and to the point—each video is less than 10 minutes long and highlights a critical topic essential to the successful delivery of a federally funded project. Videos can be viewed online in any order and at any time. Companion resources accompany each presentation, along with links to further resources.

[Federal-aid Essentials for Local Public Agencies](#) is organized around main categories:

- Federal-aid Program Overview
- Civil Rights
- Environment
- Finance
- Right-of-Way
- Project Development
- Project Construction & Contract Administration

The Web site allows you to indicate areas of interest and receive alerts when new material becomes available. You also can give feedback that will help FHWA continue to provide useful assistance through this Web site.

[Federal-aid Essentials for Local Public Agencies](#) presents what you need to know about the Federal-aid Highway Program. It is designed to help local agency staff navigate the Federal-aid Highway Program and to further understand the benefits of the policies, procedures, and practices. Your State department of transportation – your DOT – is very knowledgeable about Federal-aid projects and continues to be your primary resource for complying with Federal requirements. The Federal-aid Essentials Web site also includes a comprehensive listing of State Resources, consisting of links to local program Web sites, manuals, references, local technical assistance programs, and local program coordinators.

*Start here: for help managing your next Federal-aid transportation project, go to [www.fhwa.dot.gov/federal-aidessentials](http://www.fhwa.dot.gov/federal-aidessentials).*

*Want more information on the Federal-aid Essentials for Local Public Agencies Web site?*

**E-mail: [LPA-feedback@dot.gov](mailto:LPA-feedback@dot.gov)**

# A Peek Inside the Library

Federal-aid Essentials can become your personal reference library available 24 hours a day. Consult Federal-aid Essentials at the start of a new roadway project concept, or when questions arise about financing, right-of-way, or environmental impacts. Or, you may have an interest in civil rights, or a need for more information on project development or construction administration. You may simply want to review the process to closeout a project. Federal-aid Essentials offers a wide range of video modules to address questions and concerns.

## SAMPLE TOPICS IN THE LIBRARY

### **Federal-aid Program Overview**

- Stewardship and Oversight
- A Process from “Cradle to Grave”
- Key Actions in the Cradle-to-Grave Process
- Funding Basics and Eligibility
- Project Requirements
- National Bridge Inspection Standards
- Hiring a Consultant Using Competitive Negotiation Procedures
- Procuring Consultant Services
- Organizational and Consultant Conflicts of Interest

### **Civil Rights**

- Background and Purpose
- Nondiscrimination Requirements on Construction Contracts
- Foundations of the ADA/Section 504
- Disability Protections
- Transition Plans
- Self-Evaluation Basics
- Disadvantaged Business Enterprise Program Overview

### **Environment** (and NEPA, the National Environmental Policy Act)

- Overview of NEPA as Applied to Transportation Projects
- Documentation and the Environmental Process
- NEPA Compliance and Class of Actions

- Categorical Exclusion
- Environmental Impact Statement
- Environmental Assessment
- Purpose & Need, and Alternatives
- Public Involvement
- Agency Coordination
- Mitigation of Environmental Impacts and Environmental Commitment Compliance

### **Finance**

- Introduction to Cost Principles
- Common Grant Rule
- Transparency Act Sub-Award Reporting
- Internal Control Regulations and Requirements
- Introduction to Internal Control
- Single Audit (OMB Circular A-133)
- Developing an Indirect Cost Allocation Plan
- Matching or Cost Sharing Requirements
- Advance Construction

### **Right-of-Way**

- Introduction to Right-of-Way Requirements and the Uniform Act
- Project Development
- Property Management
- Valuation
- Acquisition and Negotiation
- Relocation Assistance

### **Project Development**

- Projects and Statewide Planning Requirements
- Cost Effectiveness Determinations and Public Interest Findings
- Selecting the Method of Construction: Contract or Force Account
- Project Advertisement, Bid Review, and Request for Concurrence in Award
- Project Geometric Design Requirements
- Environmental Requirements
- Value Engineering Requirements for Federal-aid Projects
- Bike and Pedestrian Accommodation
- Pedestrian Accessible Design Requirements
- Form FHWA-1273

### **Project Construction and Contract Administration**

- Introduction to Project Construction and Contract Administration
- Supervising Agency Requirements
- Construction Quality Assurance
- Design-Build Procurement
- Project Closeout
- Contract Time and Schedule Management
- Change Orders
- Buy America Field Compliance
- Job Site Posters