

LOCAL MAINTENANCE & IMPROVEMENT GRANT (LMIG) PROGRAM

GENERAL GUIDELINES & POLICIES

1. The following activities/projects will be eligible for LMIG funds:
 - Preliminary engineering (including engineering work for R/W plans and Utility plans)
 - Construction supervision & inspection
 - Utility Adjustments or replacement
 - Patching, leveling and resurfacing a paved roadway
 - Grading, Drainage, Base and Paving existing or new roads
 - Replacing storm drain pipe or culverts
 - Intersection improvements
 - Turn lanes
 - Bridge repair or replacement
 - Sidewalk adjacent (within right of way) to a public roadway or street
 - Roadway Signs, striping, guardrail installation
 - Signal installation or improvement
 - Aggregate Surface Course for dirt road maintenance

2. The following activities/projects will not be eligible for LMIG funds:
 - Right of Way acquisition for a county or city road
 - Street Lighting
 - Beautification & Streetscapes
 - Walking trails and tracks
 - Landscaping
 - Administrative Services
 - Parking Lots

**** Locally purchased Right of Way will be eligible to go toward the 10% or 30% local match.*

3. The amount of your allocation is based on the total centerline road miles for your local road system and the total population of your county or city as compared with the total statewide centerline road miles and total statewide population. To ensure the Department uses current mileage numbers for your county or city it is critical that you keep our Office of Transportation Data updated on any revisions or changes to your local road system.

4. If a local government does not submit a project list, they will not receive local assistance for that program year. The unused LMIG funds will be used for emergencies, economic development or school access projects elsewhere in the state, on an as needed basis, as determined by the Commissioner.

5. You will be responsible for a 10% or 30% match to obtain your LMIG funds as stated in the Transportation Investment Act (TIA). The counties and cities in the River Valley Region, Central Savannah River Area, Heart of Georgia Region, and Southern Georgia Region will be at the 10% match. All other remaining counties and cities will be at the 30% match. *For example, if your formula allocation is \$100,000 and your county's match requirement is 30%, then your project list must have a total in value dollar amount over \$130,000. If the project list you submit does not equal or exceed your Formula Amount plus your required match, you will be asked to resubmit your application.*

6. Larger LMIG Projects, that include preliminary engineering, right of way and construction phases, shall be completed *as soon as possible* but substantially complete within three (3) years from the date of receiving the LMIG Grant. We expect resurfacing and maintenance type projects to be completed within a year from the date of receiving the LMIG Grant unless it is necessary for the local government to combine their fiscal year allocations. Funds can be rolled up to 3 fiscal years, when the project list is approved by the Department.
7. All preconstruction activities, advertisements, lettings, and quality control of work and materials will be the responsibility of the local government. It's important to remember that all these expenses are eligible for LMIG funds and the match requirements.
8. All work to be paid with LMIG funds cannot begin until the Department has issued payment to the Local Government.
9. Wherever practical and feasible, GDOT encourages the use of locally owned, disadvantaged business enterprises, and veteran owned businesses in any project that is funded in whole or in part with LMIG funds. GDOT asks each Local Government to report, at the end of the year, any DBE usage on LMIG contracts to your local District State Aid Coordinator. This measure will be used to assist GDOT in meeting the 2012-2015 Race Neutral DBE Goals. If you have any questions concerning firms that are DBE Certified, please visit our web page at www.dot.ga.gov.
10. The local government shall accomplish all the design activities in connection with the projects identified on the project list. Design activities must be accomplished in accordance with the applicable guidelines of the American Association of State Highway and Transportation Officials ("AASHTO") and the Manual on Uniform Traffic Control Devices (MUTCD), current edition.
11. In addition, all projects on the state route system shall be done in accordance with DEPARTMENT design policies & guidelines where applicable. The local government shall also be responsible for submitting permit applications to the District Traffic Operations Office or the District Utilities Office if the project is on a state route.
12. The Department recommends that any design plans for bridge replacement and structural repairs be reviewed by the State Bridge Engineer prior to construction. If not, final bridge plans and all supporting documents must be submitted to the Local Grants Office in Atlanta. Final plans will then be forwarded to the Bridge Maintenance Office for use in their biennial inspections. Request for plan review should be coordinated with the Office of Bridge Design located at One Georgia Center, 600 West Peachtree Street, Atlanta, Georgia 30308. Phone (404) 631-1985.
13. All projects identified on the project list shall be constructed in accordance with the DEPARTMENT's Standard Specifications Construction of Transportation Systems (current edition), Supplemental Specifications (current edition) and Special Provisions.
14. Authorized representatives of the DEPARTMENT may at all reasonable times review and inspect the work, activities and data collected in connection with the projects identified on the project list, including but not limited to, all reports, drawings, studies, specifications, estimates, maps and computations prepared by or for the local government.
15. All projects on the project list shall be subject to a construction field audit at any time. The audit may be performed by employees of the DEPARTMENT or by an independent auditor on behalf of the DEPARTMENT. Local governments shall make a good faith effort to cooperate with GDOT employees or auditor(s).

16. The Local Government shall submit a project status letter each year to their local District Office. This documentation must be received and approved before subsequent LMIG Grants can be approved.
17. Upon completion of the LMIG project, the Local Government must notify their local District Office that the project list is complete and ready to be closed. The Local Government will also have to complete a "Statement of Final Expenditures" and submit to the local District Office.
18. All inspections, sampling and testing of the work will be the responsibility of the local government. Documentation of this work will not have to be submitted to the Department for review.
19. All local governments receiving LMIG funds are responsible for completing their own environmental documentation for proposed work.
20. For any questions about the LMIG process, please contact the Local Grants Office in Atlanta at 404-347-0240 or call your State Aid Coordinator at the following locations:

District Office	Contact Number
District One – Gainesville	770.519.0118
District Two – Tennille	478-553-3383
District Three – Thomaston	706-646-7505
District Four – Tifton	229-391-5438
District Five – Jesup	912-530-4396
District Six – Cartersville	678-721-5293
District Seven – Chamblee	770-216-3880

21. The LMIG Grant Application is filed electronically each year. It shall include the following:
 - The **List of Projects** to type in the system:
 - a. Road name, Beginning and Ending points, Length in miles, Description of work, Project cost, Estimated project let date
 - The LMIG **Cover Letter** shall include the following:
 - a. Short overview of type project(s) being requested
 - b. Status (percentage of completion) of previous LMIG funding for **last 3 fiscal years**
 - c. Signature of Mayor or County Commission Chairperson
 - The LMIG **Application Signature Page** shall include the following:
 - a. Signature of Mayor or County Commission Chairperson
 - b. County/City Seal is Required (if using an embossed seal, please shade it before scanning)
 - c. Notary Signature and Seal