



Interoffice Memo

DATE: November 7, 2025

FROM: Albert V. Shelby, Director of Program Delivery **Albert Shelby**

TO: Meg Pirkle, P.E., Chief Engineer

SUBJECT Letting Assignment Process Update for Locally Sponsored Projects

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Date: 2025.11.07 09:04:56-05'00'

Effective immediately, the Local Letting Approval Form (LLAF) will be retired. Letting assignment responsibilities will now shift to the Office of Program Control prior to project management assignment.

Historically, the Office of Financial Management (OFM) defaulted the “Let By” field to “GDOT” when locally sponsored projects were programmed. The LLAF was used by managing offices to assess whether a local sponsor could successfully administer construction. This process is now being replaced.

Moving forward, the Director of Program Delivery will lead the evaluation of a local sponsor’s ability to administer a project. Letting assignment decisions will consider the following factors:

- LAP certification status
- Funding source
- System classification (on-system vs. off-system)
- Work type

Local sponsors who wish for GDOT to let the project must submit a formal request to the Chief Engineer or Director of Program Delivery with reasons for hardship. This request should be made as early as possible in the project schedule to ensure timely resource allocation for utility coordination and avoid delays in delivery.

The LLAF will no longer be used, and its only remaining reference—in the LAP Manual—will be updated to reflect this new guidance.

If you have any questions, contact the State Program Delivery Administrator, Kimberly Nesbitt, at (404) 631-1575 or via email at knesbitt@dot.ga.gov.

AVS:KWN

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Approved: _____

Meg Pirkle, P.E., Chief Engineer

11/11/2025

Date

cc: Marc Mastronardi, Deputy Chief Engineer; Patrick Allen, Director of Construction; Angie Robinson, Financial Management Administrator; Kimberly Nesbitt, State Program Delivery Administrator; Derrick Brown, State Program Control Administrator; District Engineers