

**Local Letting Approval Form (LLAF)  
Office of Program Control**

<b>P.I. #:</b>	<b>Date:</b>
<b>Project Description:</b>	<b>County:</b>
	<b>District:</b>
<b>Request Prepared by:</b>	<b>Requestor Office:</b>
<b>Local Government:</b>	
<b>Is the Local Government LAP Certified?</b>	

**Reason the Local Government desires a Local Letting:** *(Describe the factors that make a Local Letting desirable by the Locals and/or GDOT. Explain why a Local Letting is an efficient use of resources.)*

**Change Justification (as submitted by Local Government), including Risk Assessment (Experience with Local Lettings and Federal Requirements), Benefits, Implementation Requirements (Materials Testing resources to be used; Construction Inspection resources), Contracting ability:** *(PM should coordinate with District Construction.)*

**Attachments:** *Preconstruction Status Report, Project Financial Report, Detailed Cost Estimate, Map, Other supporting documentation to include letters from Project Sponsor, Future LG projects in the Program.*

**Local Letting Form Approval:**

_____	_____
Local Government	Date
_____	_____
Project Manager / District Preconstruction Engineer	Date
_____	_____
Office Head (for Office of Program Delivery Projects)	Date
_____	_____
District Engineer (for all projects)	Date
Approved: _____	_____
Director of Construction	Date

- Upon approval or rejection send the original to the Project Manager (Program Delivery or District Preconstruction Engineer)
- PM should send Executed Copies to:
  - Office of Planning
  - Office of Program Control
  - Office of Financial Management (to change the TPRO designation)

**NOTES:**

- The Local Letting designation cannot be changed after PFPR to a Local Let unless approved by the Chief Engineer.