

SCHEDULE

The Schedule is the proposed timeline of activities and their deadlines that the LGA and NCDOT agree to as part of the Project Agreement. The LGA will propose the schedule initially; NCDOT may suggest modifications, and the final schedule will be placed in the Agreement.

POLICY: The LGA agrees to adhere to the schedule as outlined in the Agreement. If milestone dates are not met, the Department may reconsider the funding. Any changes to the schedule will require a modification to the Agreement.

The schedule is tied to several aspects of implementing a project. First it is used to program a project in the correct Federal Fiscal Year in the Statewide Transportation Improvement Program (STIP). The schedule is also inserted in the agreement, so that the LGA has milestones they are committed to meet. NCDOT's Schedule Management Office maintains schedules for Locally Administered Projects, tracking proposed milestones for ROW funding authorization and the Let Date of a project.

MONITORING THE SCHEDULE

The Department will monitor implementation activities to ensure timely progress and completion of a project. If a Municipal Planning Organization (MPO) has allocated funding, they may also monitor the LGA's schedule. The Federal Highway Administration (FHWA) also identifies "Inactive Projects" and requires updates to determine if the funding will still be available.

Changes to the schedule may require a STIP Amendment, a supplement to the Local Project Agreement, and a change to the Baseline Schedule managed by the Schedule Management Office, or possible withdrawal of funds by FHWA.

DELIVERY SCHEDULE

The LGA proposes a schedule for delivering the project. Major milestones can include:

- Completion of Environmental Document
- Start or completion of ROW Phase
- Completion of PS&E Package
- Construction Authorization – tied to a specific Federal Fiscal Year
- Let Date – when LGA opens bids on the construction phase
- Completion date of Project – defined as construction complete, project accepted by LGA, and final reimbursement request submitted to NCDOT

INACTIVE PROJECTS

Once funds are authorized in the specific Fiscal Year, then there is a corresponding requirement to use funds in a timely manner. **Inactive projects** are defined as those projects that have had no funding reimbursement over a certain period of time, once funds have been authorized (obligated). FHWA may withdraw funds on those projects determined to be inactive. The table below summarizes what qualifies as an inactive project, based on the amount of funds authorized and the length of time that no invoice activity has occurred:

Authorized funds	No Activity
>\$500,000	One year
≥50,000 and ≤\$500,000	Two years
<\$50,000	Three years

FHWA monitors this activity and issues reports at six and nine months, requesting explanation for inactivity. The LGA may be required to explain why the project is inactive, and submit an invoice for [Reimbursement](#), if necessary, to reactivate the project.

PROCEDURE

1. The LGA will propose an initial schedule of activities (IDENTIFY ALL DATES NEEDED TO TRACK).
 - a. The STIP Unit will use these dates to program a project in the STIP.
 - b. The LPMO will prepare an agreement and incorporate these dates.
 - c. The LPMO will prepare a Baseline Schedule based on the implementation dates in the Agreement.
2. If an LGA fails to meet the Schedule dates, the LGA will need to provide a revised schedule and may need to amend the STIP, execute a Supplemental Project Agreement, and/or revise the Baseline Schedule.

IMPORTANT: No work should be undertaken on a project before the Agreement is executed and Funding authorized. If work does take place on a particular phase, it will not be eligible for reimbursement by NCDOT and FHWA.