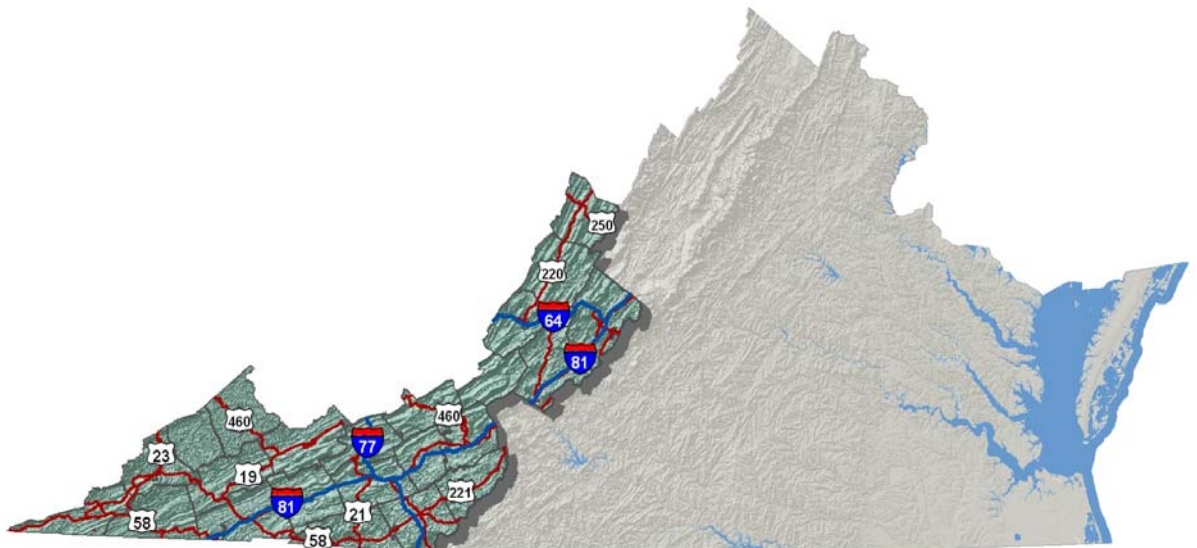


A Guide for the

APPALACHIAN REGIONAL COMMISSION LOCAL ACCESS ROAD PROGRAM



Local Assistance



Member counties: Alleghany, Bath, Bland, Botetourt, Buchanan, Carroll, Craig, Dickenson, Floyd, Giles, Grayson, Highland, Lee, Montgomery, Pulaski, Rockbridge, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe. Member cities: Bristol, Buena Vista, Covington, Galax, Lexington, Norton, and Radford.

Appalachian Regional Commission
Local Access Road Program Guide

CONTENTS

I.	Purpose	1
II.	Definitions	2
III.	Funding	3
IV.	Eligible Work	4
V.	Standards	5
VI.	Application	5
VII.	Coordination with VDOT	6
VIII.	Approval Process	7
IX.	Implementation/Administration	7
X.	Reimbursement	9
XI.	Appendices	
	A. ARC/VA Process	
	B. Sample letter from VDOT to VA ARC Alternate	
	C. Sample Invoice Cover Sheet	
	D. ARC Contacts	
	E. Planning District Commissions	
	F. VDOT Residencies	
	G. VDOT Central Office Contacts	

Appalachian Regional Commission **Local Access Road Program Guide**

I. PURPOSE

The Appalachian Regional Commission (ARC) is an independent Federal agency created through the Appalachian Regional Development Act (ARDA) of 1965. ARC's Local Access Road Program aims to better link the Region's businesses, communities, and residents to the Appalachian Development Highway System (ADHS) and to other key parts of the Region's transportation network.

Because the cost of building highways through Appalachia's mountainous terrain was high, the nation's interstate highway system had largely bypassed the Appalachian Region, going through the Region's rugged terrain as cost-effectively as possible.

As a key to economic development, Congress authorized the construction of the ADHS. The ADHS was designed to generate economic development in previously isolated areas, supplement the interstate system, connect Appalachia to the interstate system, and provide access to areas within the Region as well as to markets in the rest of the nation. The program offers a flexible approach to meet local needs and provide a financing mechanism to support a variety of economic development opportunities throughout the Region. As such, a portion of the ADHS funds is allowed to be used for local access roads under the discretion of the governor's appointed alternate who oversees Virginia's ARC program and serves as the state-level contact for those seeking ARC assistance.

Most of the information in this Guide is from the guidelines the ARC Commission publishes and is available on their website at www.arc.gov. This guide is intended to serve as a reference document with many of the key provisions being used by localities and VDOT staff involved in coordinating these projects. Please keep in mind that the ARC makes all decisions regarding these funds.

II. DEFINITIONS

The following terms when used in this guide, shall have the following meanings, unless the context clearly indicates otherwise:

Appalachian Development Highway System (ADHS) - a highway system authorized by Congress to generate economic development in previously isolated areas, supplement the interstate system, connect Appalachia to the interstate system and provide access to areas within the Region as well as to markets in the rest of the nation.

Appalachian Regional Commission (ARC) – an independent Federal Agency created through the **Appalachian Regional Development Act (ARDA)** of 1965.

ARC State Alternate – a person appointed by the governor overseeing the state’s ARC program and serving as the state level contact. In Virginia this program is managed by the Department of Housing and Community Development (DHCD). There is also an **ARC Program Manager**, designated by the State Alternate to manage ARC program/grants in the state.

Data Universal Numbering System (DUNS) – a system that allows the federal government to track the “family trees” of corporations and agencies applying for and receiving federal funds and to confirm their addresses and points of contacts.

Eligible Project – a project that meets the goals and criteria established by the ARC, VDOT, and the Federal-aid Highway Program.

Memorandum of Agreement – an agreement that primarily addresses the provision of matching funds, ineligible project costs, or eligible projects costs in excess of the ARC Access allocation prior to any work beginning on the project. This is for VDOT administered projects.

Request to Administer (RtA) Form – a form that initiates the standard project administration agreement process and requires approval by VDOT’s Chief Engineer. The RtA is prepared by the locality and submitted to the VDOT Residency for its concurrence prior to transmittal to VDOT’s Local Assistance Division.

Six Year Improvement Program (SYIP) – a VDOT program that provides elected officials as well as the general public a plan of specific highway improvements and is used by VDOT staff to assign all federal and state funding available as well as facilitate project development.

Standard Project Administration Agreement - a standard agreement between VDOT and the locality that has been approved by the Office of the Attorney General of Virginia used to identify responsibilities for locally administered projects.

Statewide Transportation Improvement Program (STIP) – a federally mandated document that lists the transportation projects and programs to be federally funded statewide.

VDOT Manager – the VDOT person responsible for the administration of the ARC projects, in most cases, the VDOT Residency Administrator (unless otherwise indicated). A separate project manager (for VDOT administered projects) or project coordinator (for locality administered projects) may also be assigned.

III. FUNDING

Section 9.5 of the ARC Code gives state governors the option of using up to \$500,000 plus 5% of their annual ADHS apportionment, but no more than \$1,000,000 each year, for local access road projects. It should be noted that these are not new or additional funds, they are part of ADHS funds apportioned to the State for use on the ADHS.

As soon as the Federal Highway Administration (FHWA) announces the final annual apportionment of ADHS funds, the ARC will inform all parties of the maximum amount of ADHS funding that the State may use for local access roads. This information should be provided to the ARC State Alternate, ARC Program Manager, and VDOT through the FHWA Virginia Division Office. The Federal-aid Highway Program is a reimbursable program; and thus project recipients only receive reimbursement for the federal share of the cost actually incurred. The maximum participation in the project’s cost from the ARC access funds varies based on the locality’s classification as illustrated in the ARC County Economic Classification and Required Match Chart (shown in Table 1). The Appalachian Regional Development Act of 1965 prohibits funding of local access road projects in localities that have been designated as Attainment Localities by the ARC.

ARC County Economic Classification and Required Minimum Match

The ARC uses an economic classification system for each federal fiscal year to allow targeted localities in need of economic assistance to receive maximum federal participation of local access road projects. The system classifies localities into five economic status designations: distressed, at-risk, transitional, competitive, and attainment. These designations are based on a comparison of county and national averages for three economic indicators: three-year average unemployment rate, per capita market income, and poverty rate. Table 1 below, lists the minimum percentage required match (non-Federal) for ARC Economic Classifications. Additional information on Virginia localities’ classifications is available on the ARC website.

Table 1 - Classification and Required Match Table

<u>Classification</u>	<u>Minimum Percent Required Match</u>
Distressed, At Risk & Transitional	Must provide 20% match for 80% ARC local access road funds
Competitive	Must provide 70% match for 30 % ARC local access road funds
Attainment	Receive no ARC local access road funds

IV. ELIGIBLE WORK

The basic eligibility criteria for local access road projects are contained in the ARC Code. The ARC may approve local access road projects which serve industrial and commercial areas, residential developments, recreational areas, and educational areas.

ARC Local Access Road (LAR) funds are available for the initial construction of local access road projects. These funds may be used for preliminary engineering, right-of-way or construction. Local access road funding is not allowed for resurfacing/rehabilitation, upgrading and/or safety improvements on roads previously built or improved with ARC local access road funds.

Specific items that may be included in construction projects include:

- Clearing and grubbing
- Grading
- Drainage
- Erosion & settlement control
- Relocation of utilities if required by the construction
- Base Course
- Pavement
- Traffic control devices
- Highway lighting
- Materials testing
- Project management/inspection

Specific items that may **not** be included in construction projects include:

- Utilities to serve residences or businesses
- Fire hydrants

Specific items that may be included in right-of-way projects include:

- Appraisal
- Acquisition
- Condemnation cost
- Relocation assistance

Specific items that may be included in preliminary engineering projects include:

- Surveys
- Design
- Environmental assessments/clearance
- Permits
- Project management

V. STANDARDS

Appalachian access road projects are to be designed, constructed and maintained in accordance with the provisions of Title 23 of the U. S. Code. Section 109 of Title 23 allows road projects, such as ARC access roads, that are not on the National Highway System, to be designed and constructed in accordance with the applicable State Standards. ARC access roads are to be designed to accommodate the type and volumes of traffic that are anticipated for the 20-year period following construction. For this reason the ARC recommends that 12-foot lanes, 4-foot shoulders and 2-1/2 foot ditches be used in open sections and a 36-foot roadway be provided in curb and gutter sections. Horizontal and vertical curves, including cul-de-sac radii, serving industrial parks are to be designed to accommodate a WB-50 design vehicle.

Proposed local access road projects into industrial parks, ports, landfills, and schools are to include acceleration, deceleration, and turning lanes on the main road/highway leading into the local access road project, provided traffic analysis justifies the need.

VI. APPLICATION

The locality must coordinate with the ARC State office (DHCD) when considering the use of ARC funds. The State ARC Program Manager will assist with determining if a project is a good candidate for ARC funding.

ARC Form 2 – Local Access Road Project Applications can be submitted to the State ARC Program Manager after January 1st of the fiscal year but usually no later than June 1st of the same fiscal year. Applications will be reviewed and approved on the merit of the project as they are received.

Applicants are encouraged to visit the ARC website at: www.arc.gov. This site contains numerous data sets, research reports, and links to other sources of information.

Project applications should demonstrate how the project meets one or more of the objectives listed in the ARC LAR Project Guidelines located on the ARC website. **Local access road project submissions must include:**

- ARC Form 2 (Local Access Road Project Application) – **No Form 1 (Construction Project Application) is required.**
- The roadway typical section(s), pavement structure, and design criteria.
- Itemized cost estimate (roadway related).
- A letter from VDOT stating that:
 - They have reviewed the project and the proposed design criteria meet their design standards.
 - VDOT will make the necessary funds available from their ADHS account along with the obligational authority available for this project when the project is ready to be advanced/advertised.
 - VDOT will administer the project (design, right-of-way and/or construction) or enter an agreement with the locality that ensures the locality commits to administer in accordance with applicable requirements.

- If the project is for an existing road, a statement should be submitted with the application indicating ARC local road access funds were not used previously in building or improving the road.

Applicants for federal grants must also use a Data Universal Numbering System (DUNS) number on applications (which began October 1, 2003). The DUNS number allows the federal government to track the "family trees" of corporations and agencies applying for and receiving federal funds and to confirm their addresses and points of contact.

Applicants should first confirm that your agency has a DUNS number (individuals are exempt from this requirement). If you need a DUNS number, you can get one by calling toll-free DUNS Number request line at 1-866-705-5711 or by visiting <http://fedgov.dnb.com/webform>.

VII. COORDINATION WITH VDOT

Under the FHWA partnership with Virginia, VDOT takes the lead in the planning, design, and construction of highway projects and all federal highway funding flows through VDOT. This means that federally funded highway projects must also meet VDOT requirements. Therefore, close coordination with VDOT is essential.

To ensure that adequate funding and obligational authority is available, the Governor's ARC Alternate should notify VDOT of their intention to submit a local access road project to the ARC and to use a portion of their State's ADHS funds for local access road projects. On an annual basis, one million dollars is usually identified for funding of ARC Local Access Road projects in the Six Year Improvement Program (SYIP). As projects are identified and set up, funding will be allocated to the project, at which point the State Transportation Improvement Program (STIP) will be amended to include the individual project, which will permit processing of a federal authorization.

All federal actions, including funding of local access road projects that affect the human environment must comply with the provisions of the National Environmental Policy Act (NEPA). All projects impacting wetlands and other aquatic resources are also subject to Section 404 of the Clean Water Act. Projects impacting historical or archaeological resources must also comply with Section 106 of the National Historic Preservation Act and projects impacting park or recreational areas are subject to the provisions of Section 4(f), 23 USC 138. These as well as up to 65 various other state and federal environmental laws, regulations and Executive Orders may apply, depending on the scope of the project. Completing the NEPA process on a project can take from one week to 3 years, depending on specific requirements for NEPA documentation from FHWA. As the compliance process is so varied and dependent upon the project scope, the applicants will need to be in close consultation with the VDOT project manager or project coordinator. The project manager or project coordinator will work closely with VDOT's Environmental Manager who will provide the NEPA process guidance necessary to assist in a successful environmental process. (For further detail pertaining to Federal-Aid Project Environmental Requirements, please see Appendix G of the "Guide for Local Administration of Virginia Department of Transportation Projects".)

VIII. APPROVAL PROCESS

The ARC may approve local access road projects that meet the ARC goals and basic project eligibility criteria. Projects must be approved by the ARC on a project by project basis. Projects can only be submitted to the ARC by the ARC State Alternate.

ARC's Transportation staff review submissions and make recommendations to the ARC's Federal Co-Chair. Approval by ARC's Federal Co-Chair signifies concurrence that the proposed project meets the goals of the ARC and the State's Local Access Road program and approval for the State to use a portion of their ADHS funds to complete the project. It should be noted that the ARC's Co-Chair's approval is for a specified dollar amount (as opposed to a cost to complete the project). **ARC's approval of the project does not guarantee the availability of funding nor does it obligate federal funding for the project.**

ARC's Project Approval vs FHWA's Obligation of Funds

The FHWA's obligation of local access road project funds only occurs when VDOT has reviewed the project, certified that the project meets all of the administrative and legal requirements, and requested FHWA's concurrence in using a portion of their funds and obligational authority to finance the project. Obligation of federal funds is a legal agreement between the federal government (FHWA) and VDOT, which commits the federal government to reimburse VDOT for the federal share of the eligible project cost incurred on that local access road project.

No work proposed for reimbursement should begin until notification that the funds have been obligated and that FHWA has provided authorization to spend the funds. In addition, if the project is locally administered, a standard project administration agreement needs to be executed prior to work beginning.

If a local access road project has not been advanced within 18 months after the ARC's approval of the project, the ARC reserves the right to withdraw their approval of the local access road project.

IX. IMPLEMENTATION / ADMINISTRATION

Upon ARC and FHWA approval of a project, development of the individual project begins. The state matching funds for the approved project are reserved and the project account is set up.

If VDOT is not going to administer the project, the submission must include a statement of concurrence from VDOT. The concurrence will include VDOT's determination that the project will meet applicable design standards and that VDOT will enter into a project agreement with the locality that specifies the locality's responsibility in order to meet federal requirements. Once ARC and FHWA have approved a project the locality must complete a Request to Administer (RtA) form if they want to administer the project. Once the RtA is approved a Standard Project Administration Agreement is drafted and executed. Any project administered by the locality must follow the "Guide for Local Administration of Virginia Department of Transportation Projects". See Appendix A of the "Guide for Local Administration of Virginia Department of Transportation Projects" for examples of these documents. Appendix E of the "Guide for Local

Administration of VDOT Projects” provides a Locally Administered Project Checklist which may be helpful.

The process for VDOT administered projects and locally administered projects follows:

A. VDOT ADMINISTERED PROJECTS

1. When funding is approved by the ARC and FHWA, the project is deemed viable. However, it is subject to the same rules of design, right of way acquisition, environmental review, scheduling for advertisement, bidding, and construction as other projects administered by VDOT.
2. A Memorandum of Agreement is between the locality and VDOT and must be executed prior to any work beginning on the project. The Memorandum of Agreement primarily addresses the provisions of matching funds, ineligible project costs, or eligible project costs in excess of the ARC allocation. After funds have been obligated to a project, and the Statewide Transportation Improvement Program (STIP) has been finalized, VDOT (Local Assistance Division) will forward a Memorandum of Agreement to the locality for review and execution.
3. The locality will provide payment to the VDOT manager for any required matching funds, ineligible project costs, or eligible projects costs in excess of the ARC Local Access Road allocation at the time the Memorandum of Agreement is executed by the locality. The VDOT Manager will forward this payment to the Local Assistance Division, which will ensure that it is credited to the project.
4. The expenditure of funds for the project may be authorized by VDOT only after any contingencies of the ARC and FHWA have been met and federal authorization received.
5. A VDOT administered project must be authorized with all necessary funding in place before the project begins.
6. Once a project is authorized, the VDOT manager will coordinate all aspects of the construction of VDOT administered projects.

B. LOCALLY ADMINISTERED PROJECTS

1. When funding is approved by the ARC and FHWA, the project is deemed viable. However, it is subject to the same rules of design, right of way acquisition, environmental review, scheduling for advertisement, bidding, and construction as described in the “Guide for Local Administration of Virginia Department of Transportation Projects”.
2. The locality will submit a Request to Administer (RtA) form to the VDOT

Manager for approval. Once the RtA has been approved by the Chief Engineer, VDOT (Local Assistance Division) will prepare a Standard Project Administration Agreement between the locality and VDOT. This agreement requires that the locality follow state and federal procurement regulations in the administration of the project's construction, and specifies responsibilities, and payment of costs. The agreement is a contract that authorizes the locality to perform any work that can be reimbursed from VDOT funds and must be executed prior to beginning work. Any cost incurred or contract executed by a local governing body or its agent before an agreement is signed by all parties is the responsibility of the local governing body.

3. The expenditure of funds for the project may be authorized by VDOT only after any contingencies of the ARC and FHWA have been met and federal authorization received.
4. A locally administered project must be authorized before VDOT will reimburse a locality for eligible costs attributed to any phase of the project. For federally funded projects, separate authorization is required for the preliminary engineering (PE), Right of Way and Utility(R/W) and Construction (CN) phases of the project. Appropriate documentation of costs and billing information must be provided by the locality. Timely billings are important to demonstrate that the project is active and progressing.
5. The VDOT Manager will monitor the project and will notify the Local Assistance Division when the project begins and has been completed.

Additional VDOT charges may be needed to perform various tasks. Please keep this in mind when preparing the cost analysis on a project. See Appendix A of the Standard Agreement for guidance on identifying VDOT charges for a project.

X. REIMBURSEMENT

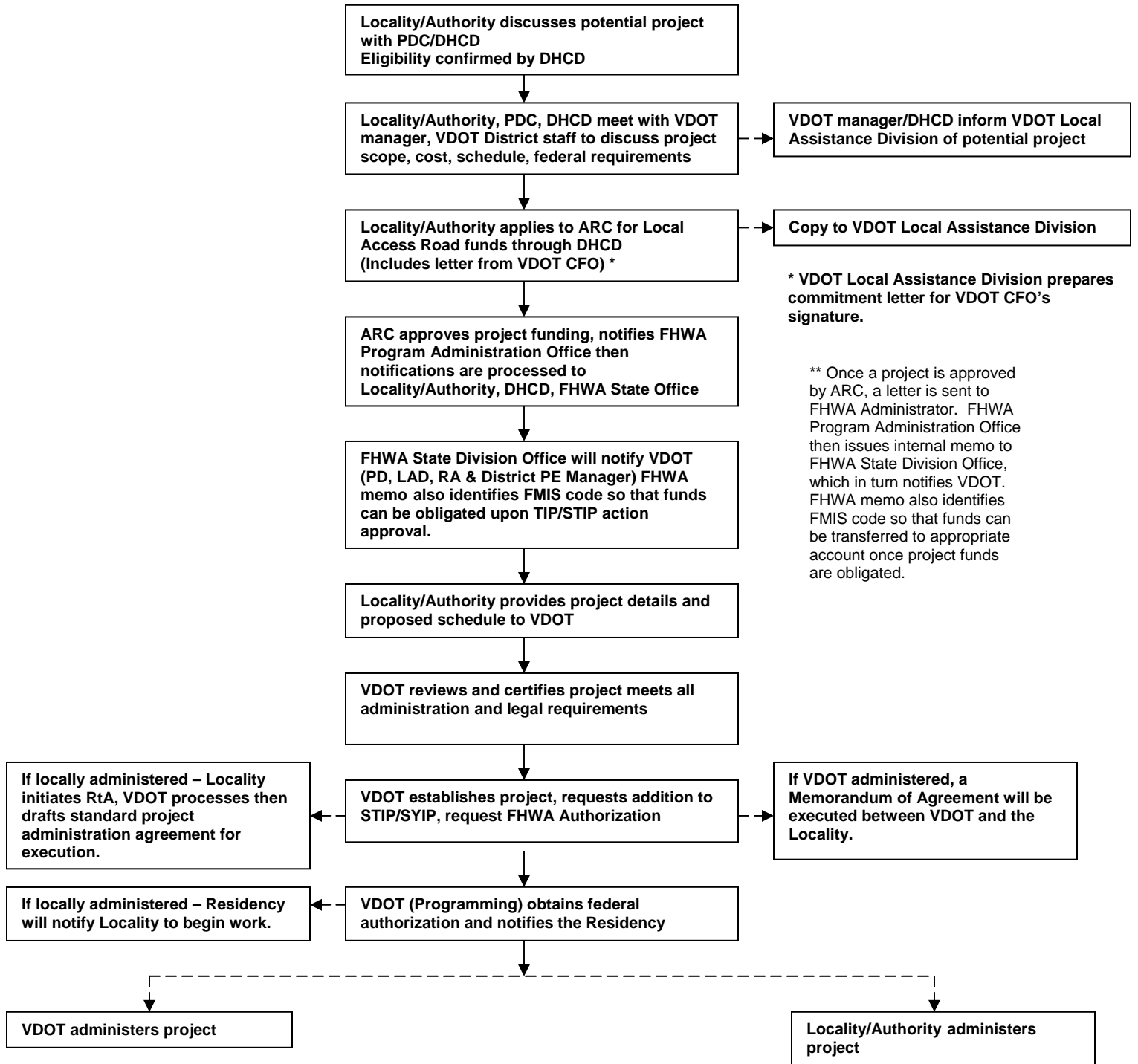
The Federal-aid Highway Program is designed to share with states the costs associated with federal-aid highways. The program funding is provided on a cost reimbursable basis. Therefore, eligible project cost must be incurred before funds may be received from FHWA. Once a project begins, an invoice, accompanied by supporting documentation, should be submitted to the VDOT Manager no more frequently than monthly and no less frequently than 90 days. The supporting documentation should include copies of invoices paid by the locality and to-date project summary schedule tracking payment requests and any adjustments. After all work is completed the locality makes a final billing to VDOT for its share of the actual eligible costs incurred. Any project costs over the costs identified in the standard project administration agreement will be the responsibility of the locality. A sample invoice cover sheet is attached, see Appendix C.

XI. APPENDICES

- A. ARC/VA Process Chart
- B. Sample letter from VDOT to ARC
- C. Sample Invoice Cover Sheet
- D. ARC Contacts
- E. Planning District Commissions
- F. VDOT Residencies
- G. VDOT Central Office Contacts

Appendix A

Appalachian Regional Commission Local Access Road Projects Virginia Process



ARC: Appalachian Regional Commission FHWA: Federal Highway Administration VDOT: Virginia Department of Transportation PD: Programming Division	DHCD: Virginia Department of Housing & Community Development PDC: Planning District Commission LAD: Local Assistance Division RA: Residency Administrator
---	--

Appendix B

Sample letter from VDOT to the ARC State Alternate, DHCD

Date _____

Mr. William C. Shelton, ARC State Alternate, DHCD
501 North Second Street
Richmond, Virginia 23219-1321

Dear Mr. Shelton:

The Virginia Department of Transportation (VDOT) has received an indication that _____ [Locality], plans to submit a formal application for Appalachian Regional Commission (ARC) access funds to _____ [project specific] that will serve the _____ [Name of project] Project.

VDOT staff has reviewed the proposed project and proposed typical section, pavement section, and design criteria meet VDOT standards. We will provide a final plan review once plans are complete.

Once the ARC approves the application submitted by the county and the project is ready to be advertised for construction, VDOT will make \$_____ available from Virginia's ADHS account (H 98 funds) along with the necessary obligation authority to use these funds.

[The Virginia Department of Transportation will administer the project for (name of applicant) in accordance with federal-aid highway procedures.]

-or-

[The applicant will administer this project in accordance with our Standard Project Administration Agreement that will be developed for the project upon approval of the ARC.]

If you have additional questions, please contact Michael Estes of the Local Assistance Division at 804-786-2745.

Sincerely,

Chief Financial Officer

cc: Denise Ambrose

Appendix C

SAMPLE INVOICE COVER SHEET
(Must be submitted on Locality Letterhead)

Date _____

Virginia Department of Transportation
Attn: (VDOT Resident Administrator)
Residency
Current Address

RE: Reimbursement for ARC Local Access Road Program for _____
Project Number: _____
UPC Number: _____

Dear Resident Administrator:

In accordance with the Local/State Agreement dated _____ for utilization of ARC Local Access Road Program funds for the above mentioned project, this is to request reimbursement for the cost incurred in performing tasks in the approved application.

Enclosed is a copy of the invoice that the Locality recently paid, in the amount of \$ _____, for eligible work. Consistent with the 80/20 (or 30/70 where applicable) match requirement of the ARC funding, I hereby request reimbursement of \$ _____.

TOTAL FEDERAL ALLOCATION: _____ PERCENT FEDERAL SHARE: 80%

PAYMENT REQUEST NUMBER: _____

INVOICE PERIOD: _____ to _____

	<u>EXPENDITURES TO DATE</u>	<u>CURRENT EXPENDITURES</u>
1. TOTAL EXPENSES	\$ _____	\$ _____
2. ARC FUNDS (80% of TOTAL)	\$ _____	\$ _____
3. LOCAL SHARE (20% of TOTAL)	\$ _____	\$ _____
4. REIMBURSEMENT REQUESTED FROM VDOT	\$ _____	\$ _____

* If classification is "Competitive", form would show minimum required match -ARC Funds (30% of Total) / Local Share (70% of Total).

I certify that reimbursement of these funds has not previously been requested.

Signature

Title

Date

Attachments

Appendix D

ARC State Office (DHCD) Contact List

The Appalachian Regional Commission programs, other than the ARC Highway System program, are administered in the Commonwealth of Virginia by the Virginia Department of Housing and Community Development. The Virginia ARC Program is managed by:

William C. Shelton
Director
ARC State Alternate

Todd M. Christensen
Associate Director
ARC Program Manager

Denise Ambrose
Program Manager
(804) 371-7029
denise.ambrose@dhcd.virginia.gov

Chris Thompson
Policy Analyst
(804) 371-7056
chris.thompson@dhcd.virginia.gov

Resource List

www.arc.gov

Appendix E

Virginia Department of Transportation Residency Offices

<u>County</u>	<u>District</u>	<u>Residency</u>	<u>Phone Number</u>
Alleghany	Staunton	Lexington	(540) 463-3108
Bath	Staunton	Lexington	(540) 463-3108
Bland	Bristol	Tazewell	(276) 988-2566
Botetourt	Salem	Salem	(540) 387-5488
Buchanan	Bristol	Lebanon	(276)889-7600
Carroll	Salem	Hillsville	(276) 728-2813
Craig	Salem	Salem	(540) 387-5488
Dickenson	Bristol	Wise	(276) 328-9331
Floyd	Salem	Hillsville	(276) 728-2813
Giles	Salem	Christiansburg	(540) 381-7200
Grayson	Bristol	Wytheville	(276) 228-2153
Highland	Staunton	Verona	(540) 332-8989
Lee	Bristol	Jonesville	(276) 346-1911
Montgomery	Salem	Christiansburg	(540) 381-7200
Pulaski	Salem	Christiansburg	(540) 381-7200
Rockbridge	Staunton	Lexington	(540) 463-3108
Russell	Bristol	Lebanon	(276) 889-7600
Scott	Bristol	Jonesville	(276) 346-1911
Smyth	Bristol	Abingdon	(276) 676-5503
Tazewell	Bristol	Tazewell	(276) 988-2566
Washington	Bristol	Abingdon	(276) 676-5503
Wise	Bristol	Wise	(276) 328-9331
Wythe	Bristol	Wytheville	(276) 228-2153

<u>City</u>	<u>District</u>	<u>Residency</u>	<u>Phone Number</u>
Bristol	Bristol	Abingdon	(276) 676-5503
Buena Vista	Staunton	Lexington	(540) 463-3108
Covington	Staunton	Lexington	(540) 463-3108
Galax	Salem	Hillsville	(276) 728-2813
Lexington	Staunton	Lexington	(540) 463-2813
Norton	Bristol	Wise	(276) 328-9331
Radford	Salem	Christiansburg	(540) 381-7200

Appendix F

Planning District Commissions (PDC's)

LENOWISCO PDC

Mr. Ronald C. Flanary
P. O. Box 366
Duffield, Virginia 24244
Phone: (276) 431-2206

Cumberland Plateau PDC

Mr. James Baldwin
P. O. Box 548
Lebanon, Virginia 24266
Phone: (276) 889-1778

Mount Rogers PDC

Mr. David Barrett
1021 Terrace Drive
Marion, Virginia 24354
Phone: (276) 783-5103

New River Valley PDC

Mr. David Rundgren
P. O. Box 21
6580 Valley Center Drive
Radford, Virginia 24141
Phone: (540) 639-9313

Roanoke Valley-Alleghany PDC

Mr. Wayne Strickland
P. O. Box 2569
Roanoke, Virginia 24010
Phone: (540) 343-4417

Central Shenandoah PDC

Mr. A. Ray Griffith, Jr.
112 MacTanly Place
Staunton, Virginia 24401-2373
Phone: (540) 885-5174

Appendix G

VDOT Central Office Contact List

Local Assistance Division

Mike Estes

Director

(804) 786-2745

Michael.Estes@VDOT.virginia.gov

Hugh Adams Program Supervisor

(804) 786-2744

Hugh.Adams@VDOT.virginia.gov

Peggy Todd

Program Manager

(804) 786-7399

Peggy.Todd@VDOT.virginia.gov

Environmental Quality Division

Jackie Cromwell

Project Delivery Coordinator

(804) 371-6829

Jackie.Cromwell@VDOT.virginia.gov

Scheduling & Contract Division

Betty Cousins

Federal Submissions Officer

(804) 786-5274

EB.Cousins@VDOT.virginia.gov

Resource List for Local Assistance Division

www.vdot.virginia.gov/business/local-assistance.asp