

Local Agency Program (LAP) FY 2026 Project Planning Guide

No data	LOCAL AGENCY SUBMITS ITS SECTION 106 and NEPA DOCUMENTATION (MDOT FORM 5323) TO LAP ENVIRONMENTAL, AT LEAST SIX MONTHS BEFORE GI SUBMITTAL. DATES SHOWN ARE APPROXIMATELY 6 MONTHS PRIOR TO GI SUBMITTAL DATES	FOR BRIDGE PROJECTS, LOCAL AGENCY SUBMITS TYPE, SIZE, AND LOCATION (TS&L) DOCUMENTS WHEN REQUIRED, TO LAP	No data	LOCAL AGENCY SUBMITS ITS ACCEPTABLE GRADE INSPECTION (GI) DOCUMENTS TO LAP	APPROXIMATE GRADE INSPECTION (GI) MEETING DATE	No data	LOCAL AGENCY SUBMITS ITS FINAL PROPERTY ACQUISITION CERTIFICATION (ATTACHMENT B)	LOCAL AGENCY SUBMITS ITS COMPLETE BIDDABLE PACKAGE TO LAP	LAP FORWARDS FINAL BID PROPOSAL PACKAGE TO SPECS & ESTIMATES	LETTING DATE	
Local Agency (LA) or its engineering consultant begins Project Design, requests ProjectWise (PWZ) folders, contacts LAP Environmental for Section 106 consultation, prepares NEPA Form 5323 and documents, and places them in PWZ at least six months before GI submittal.	01/06/25	03/31/25	LA places GI documents in PWZ, including Program Application, Requests for design exceptions or variances, recent 3-year crash history and analysis, Diagonal parking study and analysis, Diagnostic Safety Team Review for rail crossings, and similar documents, and notifies the LAP staff engineer. LA addresses Section 106 and NEPA Form 5323 review comments	05/05/25	06/04/25	LA completes section 106 and NEPA coordination, addresses GI review comments; prepares final plans, special provisions, and cost estimates; obtains property, permits, and approvals; places all documents in PWZ, and emails the LAP staff engineer	07/04/25	07/18/25	08/15/25	10/03/25	+
	02/10/25	05/05/25		06/09/24	07/09/25		08/08/25	09/19/25	10/17/25	12/05/25	+
	01/15/25	06/09/25		07/14/25	08/13/25		10/10/25	10/24/25	11/21/25	01/09/26	**
	02/19/25	07/14/25		08/18/25	09/17/25		11/07/25	11/21/25	12/19/25	02/06/26	N/A
	03/12/25	08/04/25		09/08/25	10/08/25		12/05/25	12/19/25	01/16/26	03/06/26	N/A
	04/09/25	09/01/25		10/06/25	11/05/25		01/02/26	01/16/26	02/13/26	04/03/26	N/A
	05/07/25	09/29/25		11/03/25	12/03/25		01/30/26	02/13/26	03/13/26	05/01/26	N/A
	06/04/25	10/27/25		12/01/25	12/31/25		03/06/26	03/20/26	04/17/26	06/05/26	N/A
	07/09/25	12/01/25		01/05/26	02/04/26		04/10/26	04/24/26	05/22/26	07/10/26	**
	08/13/25	01/05/26		02/09/26	03/11/26		05/08/26	05/22/26	06/19/26	08/07/26	N/A
	09/10/25	02/02/26		03/09/26	04/08/26		06/05/26	06/19/26	07/17/26	09/04/26	N/A
	10/08/25	03/02/26		04/06/26	05/06/26		07/03/26	07/17/26	08/14/26	10/02/26	N/A
	11/05/25	03/30/26		05/04/26	06/03/26		08/07/26	08/21/26	09/18/26	11/06/26	N/A
	12/10/25	05/04/26		06/08/26	07/08/26						

Please Note:

- (+) For projects proposed to be advertised and bid early in the fiscal year, when federal funds may not yet be available, Local Agencies may consider using the Advance Construct funding option for projects in these lettings.
- (**) Date adjusted for holiday.
- LAP cannot guarantee that projects submitted late in the fiscal year will be obligated before the end of the current fiscal year. This may result in loss of funds for that fiscal year.
- Dates shown for Section 106 and NEPA document submittal are generally 4 months before Grade Inspection (GI) submittal. However LAP recommends NEPA submittal 2-6 months before GI submittal.
- All bridge projects (bridge replacement and major rehabilitation regardless of funding) require a TS&L submittal.
- For projects that may require an Environmental Assessment (EA), submit the EA document to the MDOT LAP-ENVIRONMENTAL UNIT at least one year prior to submitting the GI documents.
- For projects which FHWA has identified for Risk Based Project Involvement, submit GI documents and Complete Biddable Package to LAP at least two weeks prior to the dates shown.
- See the attached guidance document, "Local Agency Program (LAP) Project Planning Guidance."

Local Agency Program Project Planning Guidance

July 2025

This document summarizes the dates shown on the FY 2026 Project Planning Guide. The Guide includes key dates for local agencies (LA) and their consultants, for local projects funded all or in part with federal transportation funds and advertised and let for construction bids by the Michigan Department of Transportation (MDOT). For questions regarding the planning guide, please contact the MDOT Local Agency Program (LAP) area Staff Engineer (SE) or appropriate LAP Unit Obligation Specialist (UOS).

Please note that dates in the Planning Guide do not apply to special funding programs such as the Emergency Response (ER) program, or to innovative delivery methods. For such projects, please contact the MDOT LAP Section Supervisor.

The key submittals listed below are not intended to be completed in sequence but are suggestions of when the tasks might be started or completed. The suggestions are based on expected timeframes needed for various reviews and approvals, both internal and external to MDOT. Forms and information below can also be found on the [MDOT LAP webpage](#).

Prior to beginning Property Acquisition and Environmental Documentation

If your project may require temporary or permanent easements or other forms of property acquisition, please contact the MDOT Real Estate Coordinator at MDOT-LPA@Michigan.gov as soon as possible but certainly before beginning any acquisition tasks, to review the current acquisition requirements.

You should also contact the LAP Environmental Unit reviewer at MDOT-LAP-NEPAReviews@michigan.gov, before starting your Section 106 and NEPA documents, to review your project, the program requirements, and to determine the effects that property acquisition may have on the environmental classification.

Local Agency Begins Project Design and submits Section 106 and NEPA Documentation

All federally funded transportation construction projects need NEPA and Section 106 approval before the funds can be obligated. In Michigan, MDOT completes that approval role. After the project has been programmed with a MDOT job number, request that a ProjectWise (PWZ) folder be created, by accessing the instructions [Requesting a ProjectWise Folder](#), located on the LAP website. After the folder is created, you can begin adding your documents to the appropriate NEPA subfolder I PWZ. When you have added all documents, change the state on those documents to "Next", and notify the SE as well as the NEPA coordinator.

We strongly urge that the NEPA and Section 106 documents be submitted at least six months before your desired GI date. For projects with environmental sensitivity, or are in areas of historic, tribal, or archaeological significance, we suggest that you make your document submittals at least one year before the desired GI date, to allow for additional surveys or coordination.

If easements or other forms of property acquisition are required, complete Attachment A of the appropriate MDOT Programming Application form and place the file in PWZ Folder 3. Email the SE and the MDOT Real Estate Coordinator.

Submit GI Package (Approx, 22+ weeks prior to desired letting date):

For bridge projects proposing replacement or major rehabilitation regardless of the funding source, prepare a Type, Size and Location (TS&L) report. Place the TS&L report in the appropriate PWZ subfolder, and then notify the appropriate SE, at least five weeks prior to submitting the GI documents.

For each job number associated with the project, prepare an acceptable GI submittal package, including but not limited to, project construction plans (no less than 80% complete), a completed Program Application (MDOT Form 0258, 0259, or 0260), preliminary construction cost estimate in both .pdf and .xml file formats, project specific documents, such as unique special provisions, progress clause, maintenance of traffic special provision, requests for sole source items, utility and project coordination clauses, all necessary reviews and studies including railroad Diagnostic Safety Team Review, crash history reports and analyses, pavement design, geotechnical report, and diagonal parking study, permits, and requests for design exceptions or variances, and deviation from standard MDOT pavement design.

At submittal, please do not sign or seal the program applications until directed to do so by the SE. Submit GI documents by placing them in PWZ Folder 3. Change the state of these documents to Next and notify the SE of the GI submittal by email. If you use the state change process in PWZ, then PWZ will generate a notification email. Verify that the correct SE is included in the email. If PWZ does not generate the email, then notify the SE separately. If you do not receive a reply from the SE within five business days of making your submittal, you should follow up with the engineer. The SE will review the submitted items and contact the submitter with any comments.

Either the SE or one of LAP's as-needed consultants will contact the LA to schedule the GI meeting. The meeting typically occurs 15-30 days after LAP receives an acceptable GI submittal. Once the GI meeting date, time, and location have been confirmed, a GI meeting notification will be sent to the LA, with the request that the LA forward this notice to stakeholders or utility companies that need to attend the GI meeting. The GI package will be reviewed and comments discussed at the GI meeting.

Submit Final Property Acquisition certification documents (Approx, 13+ weeks prior to desired letting date):

Complete property acquisition, including such instruments as temporary permits to construct and permanent easements. Update Attachment A, if needed, update/complete Attachment B, as necessary, and place the updated and signed Attachment A and B pages of the program application in PWZ Folder 3.

Submit the required completed property acquisition documentation to the Property Acquisition PWZ folder provided to you by the Real Estate Coordinator and notify MDOT-LPA@Michigan.gov that the documentation has been submitted.

Submit Final Biddable Package (Approx, 13+ weeks prior to desired letting date):

Verify with the appropriate Metropolitan Planning Organization (MPO), Rural Task Force (RTF) or Regional Planning Agency (RPA) that all necessary S/TIP amendments or modifications have been completed and approved.

Prepare the final documents, including but not limited to the final construction plans, itemized construction cost estimate in both xml and pdf formats, unique special provisions, and all other proposal documents, making sure to address all GI comments and approval requirements. Place all final documents, as well as all approved necessary permits, certification that all matching funds are

secured, the ADA compliance certification, and other final documents, into PWZ Folder 4. Notify the SE of the final submittal by email. If you use the state change process in PWZ, then PWZ will generate a notification email.

The SE will review the final submittal documents and may have additional comments. Address all final comments made by the SE.

When the final revisions to the project documents have been completed, the SE will package the project as a draft bidding proposal and email a link to the draft proposal and plans to the LA for final verification. Once verified, the SE will provide the Project Certification form to the LA, for electronic signature. The LA person in Responsible Charge needs to sign and return the form to the SE. The signed Project Certification form will be LA's request to obligate funds and advertise the project.

The SE will request fund obligation. Allow a minimum of 10 business days for the obligation process to be completed.

LAP forwards final package to Specification & Estimates (S&E) Unit (Approx, 7+ weeks prior to desired letting date):

After the project's funds are obligated, the SE completes the bid proposal and forwards it to MDOT S&E for review. The SE will forward any comments to the local agency. Quick responses by the local agency to address these comments are essential to keeping the project on track for the bid letting.

MDOT Advertises the Project for Construction Bids (Approx. 5 Weeks Before Desired Letting Date):

MDOT Bid Letting