

Revised September 21, 2026

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 5

SUBJECT: Delegation of Authority

EFFECTIVE DATE: December 16, 1976

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

In accordance with Louisiana Revised Statute (La. R.S.) Title 36, Section 509, the Louisiana Department of Highways was abolished as of January 1, 1977, and all powers and authorities contained in Article VI, Sections 19, 19.2, 19.3, 19.4, 22(1), and 23 of the 1921 Constitution, made statutory by Article XIV, Section 16(a)(3) of the 1974 Constitution; La. R.S. 48:1-48:461.17; 48:756; 48:941-48:952; 48:1091-48:1106; 48:1161-48:1167; and any other applicable laws conferring powers, duties, or obligations to the Department of Highways were transferred, effective January 1, 1977, and thereafter within the Department of Transportation and Development as provided for in La. R.S. 36:501, et seq.

This was a direct transfer to the Office of the Secretary for the Department of Transportation and Development and subject to all of the provisions of the foregoing and the powers vested in the Secretary under La. R.S. 36:504.

The Secretary of the Department of Transportation and Development orders and directs that the Undersecretary, Office of Management and Finance, perform and administer and exercise all powers and duties as set forth in La. R.S. 36:506. The Secretary of the Department of Transportation and Development further delegates authority to the Undersecretary to execute all documents, agreements and contracts as necessary for the ordinary and efficient functioning of the Office of Management and Finance.

The Secretary of the Department of Transportation and Development orders and directs that the Assistant Secretary, Office of Project Delivery, perform and administer and exercise all powers and duties as set forth in La. R.S. 36:508. The Secretary of the Department of Transportation and Development further delegates authority to the Assistant Secretary, Office of Project Delivery, to execute all documents, agreements and contracts as necessary for the ordinary and efficient functioning of the Office of Project Delivery.

The Secretary of the Department of Transportation and Development orders and directs that the Chief Engineer perform and administer and exercise all powers and duties as set forth in La. R.S. 36:508(F), 48:91 and 48:92, including approval of all plans, specifications, and estimates for the construction of all facilities and projects for which the Office of Project Delivery is responsible. The Secretary of the Department of Transportation and Development further delegates authority to the Chief Engineer to execute all documents, agreements and contracts as necessary for the ordinary and efficient functioning of the duties assigned to the Chief Engineer. As provided for in La. R.S. 36:508(G), the Assistant Secretary, Office of Project Delivery, in consultation with the Chief Engineer and with the approval of the Secretary, may designate (in writing) a licensed

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engineer in the Office of Project Delivery to perform any duties required of the Chief Engineer when the Chief Engineer is absent.

The Secretary of the Department of Transportation and Development orders and directs that the Chief Operating Officer perform and administer and exercise all powers and duties as set forth in La. R.S. 36:505.1, including the supervision and direction of the Assistant Secretary, Office of Project Delivery, and the Assistant Secretary, Office of Operations. The Secretary of the Department of Transportation and Development further delegates authority to the Chief Operating Officer to execute all documents, agreements and contracts as necessary for the ordinary and efficient functioning of the offices under his supervision.

The Secretary of the Department of Transportation and Development orders and directs that the Assistant Secretary, Office of Operations, perform and administer and exercise all powers and duties as set forth in La. R.S. 36:508.2. The Secretary of the Department of Transportation further delegates the authority to the Assistant Secretary, Office of Operations to execute all documents, agreements and contracts as necessary for the ordinary and efficient functioning of the Office of Operations. As provided for in La. R.S. 36: 508.2, the Assistant Secretary, with the approval of the Chief Operating Officer, may designate (in writing) a senior staff member within the Office of Operations to perform any duties required of the Assistant Secretary.

The Secretary of the Department of Transportation and Development orders and directs that the Commissioner, Office of Multimodal Commerce, perform and administer and exercise all powers as set forth in La. R.S. 36:508.3. The Secretary of the Department of Transportation and Development further delegates authority to the Commissioner, Office of Multimodal Commerce, to execute all documents, agreements and contracts as necessary for the ordinary and efficient functioning of the Office of Multimodal Commerce.

The Secretary of the Department of Transportation and Development orders and directs that the Deputy Secretary is appointed and designated to sign and execute in the capacity any certificate required by La. R.S. 48:442(3)(a). The Secretary of the Department of Transportation and Development further orders and directs that the Deputy Secretary is appointed and designated to sign and execute in the capacity all documents, agreements, and contracts for all Offices of the Department, on behalf of the Secretary, as necessary for the ordinary and efficient functioning of the Department.

The Secretary of the Department of Transportation and Development orders and directs that the Deputy Secretary perform and administer and exercise all powers and duties as set forth in La. R.S. 36:505 and 36:508.5, including service as chief administrative officer and oversight of the Office of Transformation. The Secretary of the Department of Transportation and Development further delegates authority to the Deputy Secretary to execute all documents, agreements and contracts as necessary for the ordinary and efficient functioning of the Office of Transformation.

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The Secretary of the Department of Transportation and Development orders and directs that the Real Estate Administrator or his/her designated representative, with the Secretary's written approval, are instructed, empowered, authorized, and directed, with the exception of litigation settlements, to sign and to accept for and on behalf of the Department of Transportation and Development, all real estate or right-of-way documents executed in connection with the acquisition, disposal, abandonment, construction, alteration, and maintenance of roads, bridges, and other facilities under the jurisdiction of the Department of Transportation and Development.

The Secretary of the Department of Transportation and Development orders and directs that in the absence of the Secretary and the Deputy Secretary, the Undersecretary, Office of Management and Finance, is appointed and designated to sign and execute in the capacity any certificate required by La. R.S. 48:442(3)(a). The Secretary of the Department of Transportation and Development further orders and directs that in the absence of the Secretary and the Deputy Secretary, the Undersecretary is appointed and designated to sign and execute in the capacity all documents, agreements, and contracts for all Offices of the Department, on behalf of the Secretary, as necessary for the ordinary and efficient functioning of the Department.

The above-required written designations must be submitted to the General Counsel for recordkeeping and distribution to affected DOTD Section Heads/District Administrators. The Secretary of the Department of Transportation and Development, in accordance with the provisions as stated in La. R.S. 36:507(E), makes the necessary delegation of authority for the continued exercise of those functions as specified in the Revised Statutes of the State of Louisiana.

Signed by:



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Glenn Ledet, Jr.
Secretary