**Responsible Charge for Federal-Aid Projects**

In accordance with Federal Regulation 23 CFR 635.105 the Local Public Agency must provide a full time employee of the Local Public Agency to be in “responsible charge” of the project. This person does not need to be an engineer. This person is required even when consultants have been retained by the LPA to manage the entity’s engineering activities, including design and construction engineering and inspection services. Identified below is the information and duties required of this employee.

**Project No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name & Title of Responsible Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Information**:

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NOTE**: The regulation does not require the same public employees to be in responsible charge over several projects. It allows for the transfer of responsible charge duties for different phases, i.e. design and construction. If design and construction duties are handled by separate individuals on a project, please identify each employee and the phase of the project they are responsible for.

**(Note: Only one employee per phase should be listed.)**

**Duties:**

* This person acts as the primary point of contact for the Entity with the DOTD Project Manager.
* Oversees project activities; cost, time adherence to contract requirements, design and construction quality and scope
* Ensures the contract is properly recorded
* Directs project staff, agency or consultant, to carry out project administration and contract oversight including proper documentation
* Is aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project
* Makes or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements
* Reviews financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste and abuse
* Maintains familiarity of day to day project operations & safety issues
* Visits and reviews the project on a frequency that is proportionate with the magnitude and complexity of the project.
* Attends all project related meetings. (It is understood that if the person in Responsible Charge is not in attendance, the meeting will be cancelled.)

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Name of Signatory Party for the Local Public Agency

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Signature of Signatory Party for the Local Public Agency

**NOTE: It is the Entity’s responsibility to notify the Project Manager if the Responsible Person in Charge changes during any phase or duty.**