

National Park Service
United States Department of the Interior

Federal Highways Administration
United States Department of Transportation



Park Roads and Parkways Program Handbook



GUIDELINES FOR PROGRAM IMPLEMENTATION

Preface: This handbook was written and edited by the many program stakeholders that contribute to the daily operation and success of the Park Roads and Parkways Program (PRP) over the years and today. The handbook represents a multi-discipline effort by professionals from the headquarters and field staff of the National Park Service and Federal Highway Administration (FHWA). It provides an excellent working representation of the Park Roads and Parkways Program business practices. The manual compiles all the important policies, procedures and key milestone events at both the project and program levels. The manual was written for a broad audience of readers to give both a general and detailed accounting on how the program and project delivery aspects of the PRP work on a daily basis. The information articulated throughout the source provides helpful pointers on how the program works as experienced and detailed by the staff that deliver the multi-million dollar transportation construction program.

These professionals are the custodians of a vast transportation system that includes approximately 5,450 miles of paved roads, 4,100 miles of unpaved roads, 1,414 bridges, 63 Tunnels and 110 alternative transportation systems (e.g., buses, trolleys, ferries and trams). The paved roads alone stretch the distance between Washington DC and Los Angeles, California. The system of paved roads and bridges represent a Federal investment of over \$20 billion dollars. In Fiscal Year 2007, the program covered the coordination, scheduling and tracking of a \$225 million dollar construction program, with 320 projects in 116 parks, in seven regions and 42 states. Roadways and bridges provide critical access to and within the parks. With the support of our partner the FHWA, during Fiscal Year 2007 the NPS rehabilitated and reconstructed 97 miles of roadway achieving a 99 percent obligation rate of program funds. Actual construction (e.g., paving roads and rehabilitating bridges) constituted 75 percent of the total expenditures from the Park Roads and Parkways Program. The remaining 25 percent was for design, environmental compliance, planning and administration. This handbook seeks to capture the who, what, where, when and how the stakeholders deliver the PRP.

Business practices change through improvements to streamline processes, changes in legislation, increases and decreases in funding and integration of new technologies. Accordingly, this is an evolving document that will change and adapt to meet future challenges of the Park Roads and Parkways Program.

The document is intended to provide general guidance and best practices for administering the PRP and generally caring for the road and bridge based transportation infrastructure within the National Park Service. **This document does not take the place of formal laws, codes, regulations, executive and director orders, policies, design standards and interagency agreements.**

PARK ROADS AND PARKWAYS PROGRAM



GUIDELINES FOR PROGRAM IMPLEMENTATION

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- Z. FHWA Rules for State and Metropolitan Planning
- AA. NPS Park Road Standards
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- CC. NPS Financial Forms - *Under development*
- DD. Highway Earmarks Guidance and Related Forms

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FOREWORD

This guideline is intended as a ready reference to the program and project management processes of the Park Roads and Parkways Program (PRP Program), a jointly administered transportation program of the National Park Service (NPS or Park Service) and the Federal Highway Administration (FHWA). The agencies want to ensure that everyone who participates in the PRP Program understands what needs to be done to provide a high quality and cost-effective transportation system for our national park system.

This guidance document provides information on goals, policies, roles and responsibilities, planning, coordination, fund sources, budgeting, programming, project development, and project delivery. The guidance updates the processes and procedures for the PRP Program since the last (January 1998) procedures document—FLHP Park Roads and Parkway Revised Funding and Prioritization Procedures—and includes information on related programs that support transportation in the national park system.

As the PRP Program evolves over time and new legislation is enacted, periodic updates will be required. To facilitate that process, this document is organized so that, to the greatest extent possible, material that is likely to change more frequently than every three to four years is put into an appendix. This includes: program guidance, eligibility criteria, forms, allocation formulas, and process charts. Other extensive or in-depth material, such as glossaries, other manuals, copies of legislation, and stand-alone publications are also included in the appendixes.

The primary means of access to this guideline is on the public NPS Web site, so that both agencies and other public and private partners of the PRP Program can obtain the information they need. With the exception of the “Overview” (Chapter I), each chapter relates to a single important PRP Program topic or process. In this manner it should be easy to download just the information needed for the task at hand. A limited number of printed copies are available from the NPS Regional FLHP Coordinators (Coordinators). Updates to the appendix and text are the responsibility of the Servicewide Maintenance Advisory Committee–Federal Lands Highway Program Subcommittee (SMAC-FLHP), which includes the Coordinators and the Federal Lands Highway division staff, among others. Contact information for these individuals is located on the prior page.

DOCUMENT ORGANIZATION

In the following chapters you will learn about the guiding policies of the PRP Program as well as day-to-day management issues, procedures, and processes. Detailed guidance, technical definitions, procedures, legislation, and other items subject to change every few years are included in the appendix to these guidelines. The chapters are organized from the general to the specific.

Chapter II. Program Goals and Performance

This chapter describes the vision, mission, and goals for transportation in national park system units and sets out performance measures to track progress in attaining those goals.

Chapter III. The Park Roads and Parkway Program and Other Funding Sources

The three categories of PRP funding are described in this chapter, along with examples of eligible activities. Other public programs and fund sources, which have been used to supplement PRP projects or fully fund transportation capital projects and services, are also described. The final section of the chapter is a table (III.1) listing the major federal transportation programs, their funding levels, basic eligibility, and matching requirements.

Chapter IV. Park Roads and Parkways Program Roles and Responsibilities

The focus of this chapter is on the primary responsibilities of the two agencies and their respective units involved with implementing the PRP Program and certain other federal transportation programs for the Park Service. The chapter also describes the potential roles of public and private sector partners.

Chapter V. Planning and Management Systems

As a jointly administered program of the National Park Service and Federal Highway

Administration, planning for PRP projects should reflect the applicable decision support systems of both agencies. This chapter summarizes key planning requirements and decision tools for each agency as they relate to the PRP program.

Chapter VI. Program Development and Funds Management

This chapter describes the funding requirements of the federal Highway Trust Fund, the decision-making process surrounding selection of PRP projects, and the development and execution of the multiyear and annual program of projects. Management of the funds, once project decisions are made, is explained in section D.

Chapter VII. Design and Construction (Project Delivery)

The purpose of this chapter is to identify the activities involved in delivering a completed project, from the initial project scoping through the completion of construction. This chapter describes the key processes, procedures, and responsibilities of FLH and NPS staff.

Appendixes

Each chapter and section of the appendix is a separate PDF or Web page/link to allow the user to download individually, as needed. This arrangement also facilitates keeping the guidelines up-to-date.