



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

# Memorandum

Subject: **ACTION:** Guidance on Developing Future  
Stewardship/Oversight Agreements

Date: May 2, 2006

/Original Signed by/  
From: Frederick G. Wright, Jr.  
Executive Director

Reply to  
Attn. of: HIPA-1

To: Division Administrators

Section 106 of Title 23, United States Code, requires that the Federal Highway Administration (FHWA) and the State enter into an agreement documenting the extent to which the State assumes the responsibilities of FHWA under Title 23. The Stewardship/Oversight Agreement formalizes these delegated responsibilities and agreements to address how the Federal-aid highway program will be administered in the State.

With the passage of recent legislation, including the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), FHWA is faced with an increased oversight workload and limited resources. The Agency recognizes the need to develop and implement a consistent approach to stewardship and oversight throughout FHWA in support of its evolving oversight mission. Acting Administrator Capka indicated in a June 15, 2005, memorandum the Agency's intention to develop guidance and potentially a template that would result in a more consistent approach to developing stewardship agreements.

In October 2005, Christine Johnson and King W. Gee convened a group of Division Administrators led by Jim Cheatham to develop the guidance. Attached for your use is the Stewardship/Oversight Agreement Guidance to assist you in developing future agreements with your State.

The intent of the attached Stewardship/Oversight Guidance is to address the comprehensive approach to the Federal-aid highway program stewardship, and the associated delegated responsibilities to the States. This guidance outlines the basic stewardship concepts and approaches, rather than mandate specific procedures.

At the March 2006 Strategic Implementation Plan workshop in Crystal City, there was solid consensus that all division offices should update their State agreements to be consistent with the new guidance. Each division is expected to work with their State partner to check their current



agreement against criteria in the guidance, considering their current working environment and risk assessment, and amend their plan as appropriate to conform to the guidance. The target date to reach 100 percent conformance is FY 2009.

As you update your agreement, please send an electronic copy to Connie Yew, at [connie.yew@fhwa.dot.gov](mailto:connie.yew@fhwa.dot.gov), or contact her at (202) 366-1078.

Attachment

cc: Leadership Team