

Subject: U.S. DEPARTMENT OF TRANSPORTATION PROJECT DELIVERY  
ACCELERATION COUNCIL

1. **PURPOSE:** This order establishes the responsibilities and duties of the U.S. Department of Transportation (DOT) Project Delivery Acceleration Council (Council). The Council's charge is to ensure that all parts of the Department, across the Office of the Secretary of Transportation (OST) and the relevant modal Operating Administrations (OA), work together seamlessly to facilitate expeditious delivery of DOT-funded projects. The Council will identify cross-cutting issues that impact project delivery to ensure DOT is continuously evaluating and improving its internal processes while also removing unnecessary barriers and impediments. While the Council's work will benefit all DOT-funded projects, the Council will focus on accelerating the delivery of projects funded at least in part through competitive grant programs.
2. **RESPONSIBILITIES:** For the Department as a whole, offices within OST and OAs, the Council will:
  - a. Develop metrics and targets related to project delivery and improve or create systems to track those metrics and targets to create accountability and evaluate success. These metrics and targets should compare the pace of project delivery over time within and across competitive grant programs. The Council will regularly report on metrics and targets and may develop a public-facing dashboard to report on accelerating project delivery.
  - b. Identify challenges related to timely project delivery, as well as opportunities to strengthen grants administration throughout the entire lifecycle to accelerate project delivery while ensuring projects meet their stated goals, including with respect to:
    - 1) Issuing Notices of Funding Opportunity and consideration of applications;
    - 2) Streamlining grant agreement processes;
    - 3) Shortening the time period between announcing grants, execution of signed grant agreements, and obligation of funds;
    - 4) Expediting Environmental reviews including decisions on the appropriate National Environmental Policy Act class of action and issuance of Categorical Exclusions and ensuring that Environmental Assessments and Environmental Impact Statements are completed within applicable statutory deadlines; and
    - 5) Identifying processes, solutions, and best practices to improve project delivery times and putting in place opportunities to share those best practices across the Department.

The Council will operate in a manner that complements but does not supplant the statutory authority of the OAs and OST Offices. The OAs and OST Offices may continue to pursue their own internal project delivery acceleration activities in collaboration with those of the Council.

3. **STRUCTURE AND MEMBERSHIP:** The Council will be chaired by the Deputy Secretary of Transportation, who serves as the Coordinator for Project Delivery with the following members (or their designees):
- a. Deputy Secretary (Chair)
  - b. Under Secretary of Transportation for Policy
  - c. General Counsel
  - d. Chief Financial Officer and Assistant Secretary for Budget and Programs
  - e. Assistant Secretary for Administration
  - f. Assistant Secretary for Transportation Policy
  - g. Administrators (or their designees) of the:
    - 1) Federal Aviation Administration
    - 2) Federal Highway Administration
    - 3) Federal Railroad Administration
    - 4) Federal Transit Administration
    - 5) Maritime Administration
    - 6) Pipeline and Hazardous Materials Safety Administration
  - h. Additional members, which may be added at the discretion of the Secretary or Chair.
    - 1) A Council Vice Chair, if designated by the Secretary or Chair.

4. **DUTIES OF THE MEMBERS:** Members of the Council will:

- a. Participate in all meetings and relevant Council activities:
- b. Share information, insights, and challenges related to the progress of project delivery for their respective OST office/OA's portfolio of grant programs;
- c. Recommend initiatives for the Council to consider on both departmental and OST office/OA levels; and
- d. Provide internal guidance and leadership to their respective OST office/OA to implement processes, solutions, and best practices to improve project delivery times.

All members of the Council will actively participate in and support the functions and operations of the Council.

5. **SUPPORT FOR THE COUNCIL:** The Council and its members will receive staffing support from the Office of the Under Secretary of Transportation for Policy, which will help schedule, organize, and facilitate meetings and document and share all Council work products and deliverables.

6. **MEETINGS:** The Council will hold a meeting of the full membership monthly or at another set interval as directed by the Chair, with additional meetings held at the discretion of the Secretary or the Chair. The Council may create working groups, which may meet between meetings of the Council.

7. **WORK PRODUCTS AND DELIVERABLES:** The Council will develop work products or deliverables, which may include but are not limited to the following:
  - a. An agenda, circulated by the Chair (or its designee) prior to each full Council meeting.
  - b. Monthly summaries on project delivery progress to date, with Council members responsible for submitting data relevant to their respective OST office/OA.
  - c. Departmental and OST office/OA-specific goals and targets developed and monitored over the course of relevant intervals until those specific goals and targets are met.
  - d. Periodic written and verbal updates to the Secretary, with additional briefings as requested.
  - e. Recommendations to the Secretary for policies and programs to accelerate project delivery at the Departmental or OA level.
  
8. **EFFECTIVE DATE:** This order is effective upon signature.



Pete Buttigieg  
Secretary of Transportation