



Local Assistance Division Newsletter

Providing guidance for localities and serving as a liaison to local governments throughout the state

Volume 6, Issue 2

Spring 2015

Local Programs Workshop ■ September 29—October 1, 2015, Williamsburg, Virginia



4th Annual "Network for Success"

The fourth annual Local Programs Workshop will be held at the Doubletree by Hilton Williamsburg. This Workshop will focus on providing an overview of local programs and provide training for program management and project development. In addition to plenary sessions, the workshop will feature 20 breakout sessions, scheduled in four concurrent tracks, over the two-day workshop. This workshop is intended for those within local public agencies that have oversight of locally administered projects, Transportation Alternatives project sponsors, consultants and VDOT staff involved in locally administered projects.

Check out <http://www.cpe.vt.edu/lpw/index.html> for more information, registration details, schedule and more!

Sponsorship Opportunities

This will be an excellent learning and networking experience for both the public and the private sector. A limited number of workshop sponsorships are available to the private sector. If you are interested in a Sponsorship, please check out our [Sponsor page](#).

Project Showcase

As part of the Workshop we will feature a local project showcase slideshow that will be shown continuously during breaks and meals in the general session ballroom. To be included, projects must be locally administered, funded through one of our programs, or both and should be complete. To submit a project for inclusion in the showcase visit the [Project Showcase](#) webpage for details on how to have your project highlighted.

Charity Golf Tournament

In conjunction with the Local Programs Workshop, Volkert consulting will be hosting a charity golf outing the day before the workshop. If you are interested in a fun day of golf and networking with local partners visit the [Charity Golf Tournament](#) webpage for details and registration. The tournament may fill up quickly, so please register ASAP.



FUNDING PROGRAMS

Revenue Sharing Program

The Commonwealth Transportation Board (CTB) is scheduled to review the list of project requests for the FY2016 Revenue Sharing Program and approve project allocations at its June 17, 2015 action meeting. Each application has been reviewed for a determination of eligibility and prioritized according to criteria established under Section 33.2-357 of the *Code of Virginia* and program guideline procedures. We are recommending the allocation of the entire \$185M in state matching funds budgeted for the Program together with the approximately \$4M that was de-allocated in January. However, applications have exceeded the available funding; therefore, locality requests for projects that do not meet either the first or second priority criteria and exceed \$1 million are expected to be pro-rated. The list of requests, which includes the priority status, is posted on the Local Assistance Division website. Upon approval of the FY2016 program, the list of projects and respective allocations will be posted on the Local Assistance Division website.

VDOT's Local Assistance Division has begun its review of project candidates for the annual de-allocation process for the Revenue Sharing Program. Any project that has not been initiated within two years of receiving the allocation or has not incurred expenditures within the past 24 months is a candidate for the de-allocation of funds. We strongly encourage localities with existing projects to ensure those projects are progressing and funding is being spent within the established timeline. More information on the de-allocation process can be found on our [website](#).

Transportation Alternatives Program (TAP)

The tentative TAP selections are currently posted on our website and were made available for public comment as part of the Department's SYIP public hearings. This year we have recommendations for awards totaling \$18.8M to 57 projects statewide. These recommendations will be presented to the Commonwealth Transportation Board for final approval at the June 17th CTB meeting. The final selections will be posted on our website following the meeting. For those local sponsors that are awarded funding, please plan on attending the LAD Local Programs Workshop "Network for Success" in September – the many breakout sessions will provide invaluable project development information!

The next call for applications will be made in July with a deadline of November 1, 2015. We have just completed scheduling Applicant Workshops for later this summer. These workshops will review program eligibility, the application process, and scoring criteria. Below are the upcoming dates and locations:

Wednesday, July 22, 2015 at 10:00am
Farmville – Commonwealth Regional Council Conference Room

Tuesday, August 4, 2015 at 10:00am
Culpeper – VDOT Culpeper District Office

Tuesday, August 11, 2015 at 10:00am
Smithfield – Smithfield Conference Center

Thursday, August 20, 2015 at 10:00am
Wytheville – Heritage Preservation Center Education Room

Additional information can be found on our [website](#)!

LOCAL SYSTEMS



Urban Construction Initiative (UCI) Program

The City of Suffolk joins the Urban Construction Initiative (UCI) program effective July 1, 2015. It joins the cities of Virginia Beach, Hampton, Richmond, Charlottesville, Harrisonburg, Lynchburg, Colonial Heights, Newport News, Chesapeake, Danville and the towns of Blacksburg, Bridgewater, Dumfries and Purcellville in taking over administration of its entire construction program. For information on joining the UCI program visit <http://www.virginiadot.org/business/local-assistance-firstCities.asp>.

Highway Safety Improvement Program (HSIP) Applications

The Traffic Engineering Division has announced its intent to accept applications for HSIP funds from localities this year. In Virginia, approximately 20% of highway deaths and 37% of highway injuries occur on roads maintained by localities. A disproportionate number of those involve cyclists and pedestrians. Safety project proposals will be accepted this summer for projects starting in VDOT Fiscal Year (FY) 2017. Funding for locally administered HSIP projects will start at \$4M in FY 2017 and is expected to increase to \$10M by FY 2020. Both Highway and Bike and Pedestrian involved safety project funding may be requested.

VDOT's updated HSIP Manual, with a revised Chapter 6 for locally administered projects, will be available in June. The revision includes new criteria to help local safety projects be successful. It includes guidance for the local safety project submittal process, prioritization, selection and delivery. Selected safety projects will be funded by fiscal year based on the submitted schedules. To receive new HSIP funding, jurisdictions cannot have more than \$5M or 5 active HSIP projects at any time; also, more than 70 percent of a jurisdiction's active safety projects must be authorized for construction to be eligible for new HSIP funds.

Each jurisdiction may **submit its initial FY2017 SYIP safety project ideas** for review by **August 1, 2015**. The point of contact for submittals is the locality's designated local liaison who will work with other district staff to ensure the appropriateness of the countermeasures, cost and schedules proposed. A final submittal of no more than the jurisdiction's **top three priority safety projects with required documentation** must be prepared by **September 1st**. VDOT District staff will review and prioritize local safety project proposals within each District to submit to Central Office for funding consideration by November 1st. Central Office HSIP staff in the Traffic Engineering Division will then review the statewide submittals for prioritization and funding for inclusion in the FY2017 SYIP update by the following February.

For more information or if you have questions please contact: Mark Cole at Mark.Cole@VDOT.Virginia.gov or (804) 786-4196 or Stephen Read at Stephen.Read@VDOT.Virginia.gov or (804) 786-9094 of the Traffic Engineering Division.

OTHER UPDATES

Proprietary Items and Processes

VDOT and the FHWA conducted a process review that determined that the process being used for reviewing and approving patented and proprietary items on construction projects could be streamlined and made more efficient under current federal regulations. Following the process review, VDOT and the FHWA worked together to establish a new, more streamlined process. The new process allows the use of Product Certifications when a product is necessary for synchronization with existing facilities, Public Interest Findings (PIFs), and Experimental/Research for approving patented and proprietary products. The new process also allows multi-year and/or multi-project approvals.

The new process has been finalized and is available under VDOT Construction Memorandum IIM-CD-2015-01.01 (<http://www.virginiadot.org/business/resources/const/IIM-CD-2015-01-01.pdf>). This IIM provides detailed instructions for the approval procedures to use proprietary items and processes on construction projects using State or Federal-Aid Highway Program funds.

For more information please contact Richard Britton by email at Richard.Britton@vdot.virginia.gov or (804) 786-1262.

Rural Rustic Road Program

Since 2002, VDOT's Rural Rustic Road Program has allowed for the paving of an existing unpaved road with the reestablishment of associated ditches and shoulders, usually on the same horizontal and vertical alignment. A focal point of the program is paving roads at a lower cost and leaving undisturbed, to the maximum extent possible, trees, vegetation, side slopes, and open drainage abutting the roadway where additional right of way is not required.

The Local Assistance Division compiles information on the Rural Rustic Road Program annually. In 2014, 61 miles of unpaved roads were hard-surfaced using the rural rustic road concept, yielding a savings of approximately \$24.7 million compared to traditional design and construction methods. Since the program's inception, VDOT has completed 940 projects providing a paved surface to more than 856 miles of roadway under this concept, with an estimated savings of over \$306 million.

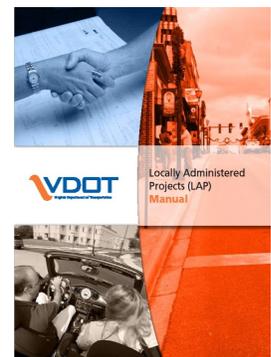
Additional information about VDOT's Rural Rustic Road Program, including a list of projects completed since 2002, can be found at http://www.virginiadot.org/business/local-assistance-programs.asp#Rural_Rustic.

LOCALLY ADMINISTERED PROJECTS

LAP Manual Updates

LAD is undertaking significant updates to the LAP Manual. Many of these changes are due to federal changes, changes in VDOT Processes, or clarifications. Please consult the latest version available on LAD's external [LAP Manual Webpage](#).

The latest updates are listed on the next page.



LAP Manual Updates:

CH 2 – Qualifications for federal and state-aid project administration: Added Section 2.2.1 OMB Requirements. This section outlines recent updates included in the “New” OMB supercircular and published in 2 CFR 200. Specific items include Period of Performance Requirements; Annual Audit threshold increased from \$500,000 to \$750,000; Inclusion of the Catalog of Federal Domestic Assistance number on all Federal-aid Agreements; Verification by LPAs of suspension or debarment of contractors/subcontractors.

CH 5 – State Funded Projects and Special programs: Section 5.2 Environmental Coordination, clarified that SERP will be performed for projects over **\$500,000 in value**.

CH 11 – Consultant Procurement: Appendix B, RFP Template has been updated; Mandatory Federal Provisions for RFPs and MOAs are now available as separate stand-alone documents that a Locality can insert into its own RFP and MOA templates. Appendix C, Non-Salary (Other) Direct Cost has been updated by addition of caps on Leased Vehicle rates and Cell Phone rates.

CH12 – Project Development: Added Section 12.6.4.1 Sole Source and Proprietary Items. Includes discussion on the use of these types of products.

CH 13 – Project Delivery-Materials: Comprehensive update to sections 13.1 and 13.2 includes requirement to prepare a Quality Assurance Plan (QAP), use of forms such as the Weighperson’s Daily Summary (TL-102A) and Materials Certification (TL-131LAP), addition of a table identifying materials which must be inspected at the manufacturer or fabricator, and alignment of the Materials Testing and Frequencies tables with VDOT’s Materials Manual of Instructions (MOI) to improve consistency.

CH 19 – Financial Management/Reimbursement Processing: Section 19.1 - Added detail on OMB Period of Performance requirements. Section 19.3 - Processing of Invoices, VDOT Responsibilities – clarified that VDOT will make payment to a locality within 30 days after the receipt of an **acceptable** invoice. Section 19.8, Comprehensive Annual Financial Report (CAFR) threshold increased from \$500,000 to \$750,000.

TRAINING FOR LOCAL GOVERNMENTS

Local Government Budgeting – Remember Training!

As local governments prepare their respective budgets for the upcoming year, please be sure to include funds for training. LAD works hard with the various training organizations and institutes to minimize or even eliminate course costs to local governments and encourages you to take advantage of this whenever possible. So when preparing your training budgets remember to budget for NHI training, TPMI, other UVA-CTS courses, and of course the Local Programs Workshop!

Transportation Construction Quality Assurance, July 21–22, Roanoke

This course was developed to ensure that agency, contractor, producer, and consultant personnel responsible for interpreting and applying quality assurance specifications in transportation construction are properly qualified. <http://www.cts.virginia.edu/transportation-construction-quality-assurance-nhi-134064/>

Questions regarding training may be referred to Penny Forrest at 804-786-9810.

Congratulations 2015 TPMI Graduate

Local Assistance Division (LAD) congratulates Aundra Bandy, with Fairfax County, recipient of the VDOT scholarship for local government staff, for graduating from TPMI on May 21, 2015. Aundra was joined by 30 VDOT and Industry participants to complete another successful institute at UVa’s Darden School of Business.

On-Time Advertisement of LAP’s

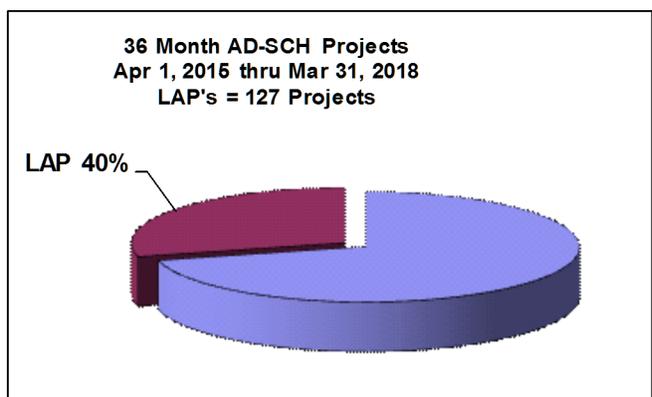
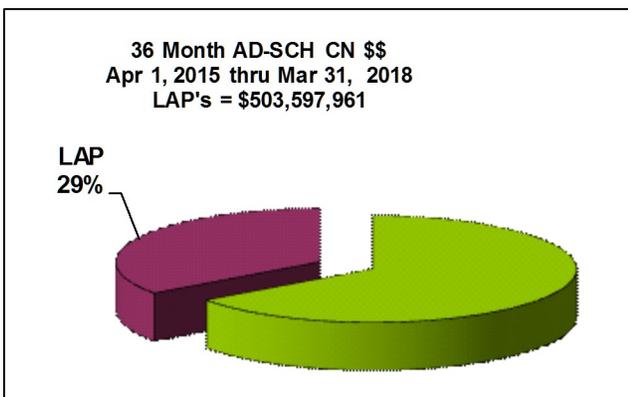
On-time project delivery is a key performance measure for both VDOT and locally administered projects. We periodically report on-time advertisement of locally administered projects as a measure of program success. This information is tracked in two ways—real time via VDOT’s Dashboard and also by tracking advertisements planned by calendar year on what we call our “commitment list”. The CY2015 Commitment List is posted on our webpage. Our statistics utilizing both tracking methods as of March 31 are shown below. We have additional performance data available by locality on our “Outside VDOT” team site. If you would like access to the team site, please contact John Simmers at (804)786-2571.

Dashboard—End of 3rd Quarter FY15
 Target 70% Actual 71%

CY15—Projects Committed for Advertisement
 Planned 144 Actual (thru 5/15) 47

CY15—\$ Value of Projects Committed for Advertisement
 Planned \$310M Actual (thru 5/15) \$139M

We also continue to report quarterly on the size and scope of the local program relative to VDOT administered projects. Those statistics as of April 2015 are shown below.



Visit us on the web!

<http://www.virginia-dot.org/business/local-assistance.xml>