



## Local Programs Workshop 2016

The 5th annual Local Programs Workshop was held at the Hotel Roanoke on September 13-15. Our plenary sessions offered perspectives from local government officials, VDOT and FHWA executives and members of the Commonwealth Transportation Board. There were sixteen breakout sessions in four tracks — “Boot Camp” for those new to local project delivery, Funding and Financial with a focus on various application based funding programs and the proper use of federal funds, a track on Project Development and Delivery and finally a full track of Best Practices. All presentations and workshop materials are posted on our [website](#) making them available for those who may not have been able to attend the workshop. Many thanks to our speakers and presenters for sharing their expertise and to our sponsors and host committee for making this workshop possible.

***Over 470 attendees from Local Governments, Consulting Engineering firms, VDOT and FHWA brought together for two days of networking and information sharing.***

The 2017 Local Programs Workshop will be held September 12-14 at the Founders Inn in Virginia Beach.

## Coming Soon ... LAP Starter Pack

As introduced at the 2016 Local Programs Workshop, the LAP Starter Pack has been finalized and will soon be available on our website. This will be our first edition and updates will be made periodically.

The Starter Pack was developed as a VDOT Business Plan initiative to improve local governments understanding of the requirements associated with administering a state and/or federally funded transportation project. The Starter Pack is coined as a “Beginners Guide to locally administered projects”, and is intended to serve as a quick-start resource for local government Project Managers and others that may be new or have limited familiarity with the expectations and requirements to administer a transportation project. The guide briefly outlines the major components, processes and procedures necessary to administer a transportation project, but should NOT be used as a substitute to the comprehensive LAP Manual.



***Intended to serve as a quick-start resource***

## FUNDING PROGRAMS

### Urban Formula Funding

#### Consolidation of Formula Funds

In September 2016, John Lawson, VDOT's Chief Financial Officer, issued a letter to localities regarding the 2016 Virginia Appropriations Act, Item 436 C.2—Consolidation of Formula Funds. In the letter, Mr. Lawson explained that the 40-30-30 formula that once provided 30% formula funding to the Urban System has been eliminated and there are projects with unspent or uncommitted formula funds remaining. There is an opportunity for localities and VDOT to work together to consolidate these funds to advance projects. The consolidation effort needs to begin now to be incorporated into the FY2018 update of the Six Year Improvement Plan. Mr. Lawson asked that the initial review be completed by December 1, 2016. Any formula funds remaining as of January 1, 2018 may be transferred to the new State of Good Repair program. The letter can be found at the link below under Recent Communications with Local Governments.

<http://www.virginia-dot.org/business/local-assistance.asp> The 2016 Appropriations Act language is available at: <https://budget.lis.virginia.gov/item/2016/1/HB30/Chapter/1/436/>.

#### Accounts Receivable Reconciliation for Projects with Urban Formula Funds

With the approval of the 2016 Virginia Appropriations Act, Item 436.c.2, Local Assistance Division has been working to reconcile accounts receivable funds on active and inactive projects funded with urban construction formula funds. Review of active projects will determine if there are available urban formula funds to transfer to other active projects where needed within a district or locality. Review of inactive projects will also determine if there are available urban formula funds to move to active projects; to cover deficits on active or inactive projects and to facilitate project closeout. As review is complete within a district or locality, districts will be notified. If there are available urban formula funds within a locality, localities will be notified through their respective VDOT district office contact. Our goal is to complete the accounts receivable reconciliation by the end of December 2016.

### State of Good Repair (SGR) Funding for Deficient Local Bridges

With the State of Good Repair (SGR) Program approved under HB1887, VDOT was able to accelerate the availability of funding for paving and bridge projects well before the original planned program date of FY2021. The Commonwealth Transportation Board (CTB) approved the prioritization process and methodology for selecting SBR Pavement and Bridge projects at the June CTB meeting. Asset Management Division, in coordination with Bridge and Local Assistance Divisions, have been communicating with districts and localities regularly regarding SGR funding for deficient bridges. Submissions are due by **November 1, 2016** for all structurally deficient bridges via the "Deficient Bridge Information Update Form". Information must be submitted for all bridges on the prioritization list even if SGR funds are not requested. After the prioritization list is finalized in November, draft funding will be applied to projects on the prioritized list if funding was requested. The submission form and the prioritization list by district as well as presentations and other pertinent information can be found at the following website:

[http://www.virginia-dot.org/business/local\\_assistance\\_division\\_funding\\_programs.asp](http://www.virginia-dot.org/business/local_assistance_division_funding_programs.asp)

## Municipal Street and Road Functional Reclassification

The Virginia Department of Transportation (VDOT) is responsible for maintaining the Commonwealth's official Federal Functional Classification System. Functional classification is the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide. A statewide review of functional classifications typically occurs following the decennial census with the most recent statewide update being completed and approved by FHWA in 2014. This resulted in significant changes across all of the functional classification categories.

The Urban Maintenance Program is based on Section 33.2-319 of the Code of Virginia which authorizes the Commonwealth Transportation Board (CTB) to make payments to cities and towns in the urban system for maintenance of roads categorized in two groups based on functional classification that includes; Principal/Minor Arterial Roads and Collector/Local Streets.

VDOT is now in the process of updating the inventory to reflect the latest functional classification changes. Over the next six months, we will reach out to municipalities with any potential changes to the functional classification of roadways in UMIS within their jurisdiction.

Additional information can be found at [http://www.virginiadot.org/projects/fxn\\_class/home.asp](http://www.virginiadot.org/projects/fxn_class/home.asp).

## Transportation Alternatives—Set-Aside Program



**November 1st at midnight** is the deadline for submitting applications for the federal TA Set-Aside program. This marks the first time applications have been submitted on-line!! At one week prior to this deadline, we see several applications “pending” (not submitted) in the Smart Portal. Please do not forget to review your applications carefully and SUBMIT them for consideration before the deadline!! Any last minute local resolutions and/or public meeting documentation will be accepted through December 1, 2016. Please mail one hardcopy to Ms. Julie Brown, Director of the VDOT Local Assistance Division at 1401 E. Broad Street, Richmond, VA 23219. Once the application deadline passes, LAD staff will begin reviewing applications for completeness and accuracy. If we have questions or need additional clarification, we will contact the person who submitted the application. Please periodically check the portal through the month of November for any notifications posts by LAD staff as they make their review.

## Revenue Sharing Program

Applications for the FY 2018 Revenue Sharing program are due on **November 1st**. The process to submit an application was changed this year to facilitate a locality's ability to apply for this Program's funding. All applications and supporting documentation are required to be submitted electronically via the SMART Portal

<https://smartportal.virginiahb2.org/>. Local Assistance Division is currently reviewing applications for eligibility. A project's priority selection, based on the criteria established within [Section 33.2-357](#) of the *Code of Virginia*, is determined by information provided with the application.

The Local Assistance Division is finalizing its review of another round of inactive projects subject to de-allocation by the CTB in January 2017. These funds are anticipated to be included with the FY 2018 Program allocation.

**Application  
Deadline  
November 1st**

## Federal Lands Access Program (FLAP)

### APPLICATION DEADLINE

The Eastern Federal Lands Highway Division (EFLHD) of the Federal Highway Administration (FHWA) is accepting Federal Lands Access Program (FLAP) applications in order to develop a multi-year program of projects for Federal Fiscal Years (FY) 2017 through FY 2020. These funds are available to improve transportation facilities that provide access to, are adjacent to, or are located within Federal lands. The deadline for applications is **November 15, 2016 at 11:59 p.m.** Please explore the FLAP website located at <http://flh.fhwa.dot.gov/programs/flap/> and follow the links to the state webpage to download the application, review the state's program goals, associated scoring criteria, FAQ's and tips for preparing a good application. Applications should be submitted via email to [EFL.planning@dot.gov](mailto:EFL.planning@dot.gov). An estimated total of \$6M will be available for programming in Virginia.

## TRAINING OPPORTUNITIES

### 2017 Transportation Project Management Institute (TPMI)

***It's not too early to start thinking about TPMI!***

The 2017 institute is scheduled for May 16-25 at the UVA Darden School of Business in Charlottesville. TPMI is an eight day intensive residential training program exclusively designed for managing the development phase of transportation projects. The program has been developed specifically for project management practitioners from VDOT, local government, and private consulting firms. VDOT plans to offer Local Government Scholarships again this year. More information regarding these scholarships will be available in the Winter 2017 Newsletter.

Additional information regarding TPMI can be found at <http://www.cts.virginia.edu/transportation-project-management-institute/>

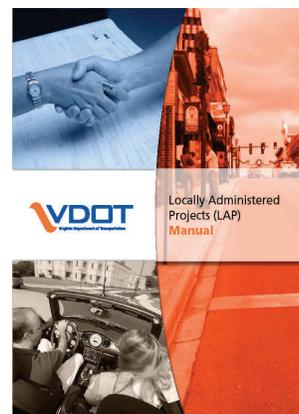


*TPMI 2016 graduating class*

## LAP Manual Updates

LAD continues working on comprehensive updates to the LAP Manual. The next update is scheduled for second quarter 2016 and will include Compliance Reviews (CH 7), Construction (CH 13), Environmental (CH 15), and Right of Way (CH 16).

Reminder— always consult the latest version available on LAD's external [website](#).



## New LAD Employees

### Carolyn France

Carolyn joins LAD serving as the new Federal Programs Manager for the Transportation Alternatives Program assisting the Bristol, Salem, and Hampton Roads Districts and she will be managing the Virginia Byways designation program as well. Carolyn previously served as the Lynchburg District project coordinator for the Enhancement/Transportation Alternatives program and has been with VDOT for over thirteen years.

Outside of work Carolyn loves spending time with her daughter, Morgan, a Liberty University sophomore, as well as traveling and shopping with friends.



### Thomas Babb

Thomas comes to us from the United States Army Ordnance School after 23 years of service, where he served as Senior Human Resources Manager. He has extensive knowledge and experience in human resources disciplines. He is currently completing his bachelor's degree in HR Management from Ashford University. Thomas will serve as a Program Support Assistant Intern from the Wounded Veterans Program. He will be assisting LAD staff with Standard Operating Procedures development, and a multitude of administrative duties.

Thomas originally hails from Lakeland, Florida but has been residing in Prince George for the last 4 years.



Please join us in welcoming Carolyn and Thomas to the Local Assistance Division.

## 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 CY2016 Commitment List is posted on our webpage. Our statistics utilizing both tracking methods as of September 30, 2016 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.

Localities are reminded to use the scheduling templates for locally administer projects to ensure good schedules are developed at the beginning of the project!

### Dashboard On-Time Advertisements—End of 1Q FY17 (September 30, 2016)

Target 70% Actual 93%

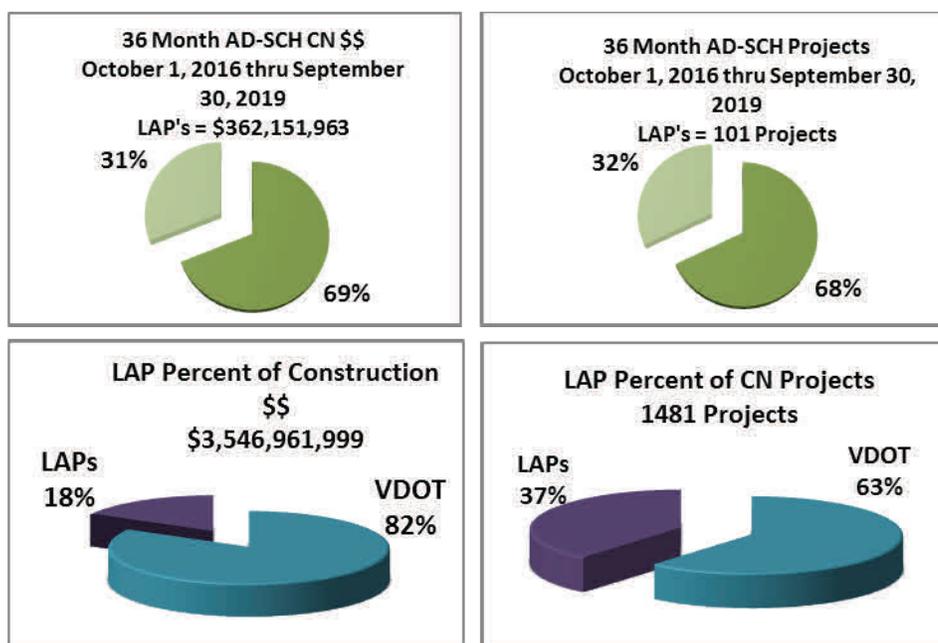
### CY16 Commitment List—Projects Committed for Advertisement

Planned 163 Actual (thru 10/15/16) 111

### CY16 Commitment List—\$ Value of Projects Committed for Advertisement

Planned \$299M Actual (thru 10/15/16) \$273M

We also continue to report quarterly on the size and scope of the local program relative to VDOT administered projects. Those statistics as of September 30, 2016 are shown below.



Visit us on the web!

<http://www.virginiadot.org/business/local-assistance.asp>