



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

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Sent by email -

To: County Administrators and City/Town Managers

Subject: Announcing the Project Information Report plus other Important LAP Tools To Make Life Easier

Date: May 4, 2018

The Local Assistance Division (LAD) is pleased to announce the addition of a new report to provide localities a summary of information for all of their projects. The report includes basic project information that is extracted from VDOT's iSYP suite applications-the systems that maintain much of the project related data. The report includes general project information, current estimates, current programming schedule, SYP allocations (final approved each June), current expenditures, and schedule activities and dates.

This is an interim solution to address the fact that localities currently cannot directly access these VDOT iSYP Suite applications (POOL, iPM, Schedule, Live SYP). This interim solution will provide a report (Project Information Report) that will be posted to the LAD external website located at: <http://www.virginiadot.org/business/local-assistance-locallyAdministered.asp>.

IMPORTANT NOTE: Best results are achieved when opening in Internet Explorer (IE). If opened in Chrome, the drop-down tier selections (bookmarks) will not display automatically.

Upon accessing the report at the link above, users will first select the respective project's VDOT District. Then, users will use a series of drill-down selections to navigate to their individual projects. Both locally administered and VDOT administered projects are available via the new reporting tool.

At this time, the report will be updated weekly (Monday at 8:00AM, subject to revision in the future). As VDOT implements Dashboard 4.0 and all projects will have increased reporting expectations, ready access to information about all projects will hopefully be helpful to all localities. As an additional fyi, the Dashboard 4.0 webinar recording and the presentation used for the webinar last week should be posted early next week.

Additionally, we would like to summarize other existing tools available that can benefit local governments that are locally administering projects. Over the years we have communicated many of these tools and hope a quick reminder and reference will be helpful and have included a brief list of those tools below:

- Project Risk and Oversight Evaluation tool (LAP Manual CH 9, Appendix 9-B; and CH 13, Appendix 13.1-B) – for determining the level of project risk and applicable VDOT oversight.
- Resolution Template – sample template that covers legal requirements needed for agreements

- Project Delivery Plan – basic scheduler for pre-scope planning
- LAP Scheduling Tool – comprehensive scheduler in Excel format, aligns with VDOT PWA LAP templates
- Project Development Checklists – project requirements quick-reference matrix (also included in LAP Manual) organized by functional area
- Consultant RFP Template – template for LPA professional services RFP’s
- Consultant MOA Template – template for LPA professional services MOA’s
- Federal-aid provisions (RFP) – mandatory federal-aid provisions for professional services RFP’s
- Federal-aid provisions (MOA) – mandatory federal-aid provisions for professional services MOA’s
- Materials Quality Assurance Plan (QAP) template – template for LPA QAP’s

Note: a series of Materials non-compliance, audit and recovery plan documentation are also available on the VDOT LAD external forms site

Please see the VDOT LAD external forms site for additional resources and tools.

Available on the LAP Manual webpage:

- LAP Starter Pack - quick-start resource for administering local projects
- LAP-MAP - flowchart based LAP Manual navigational tool under development – click here to see the prototype
- LAP Manual - comprehensive manual to project development and delivery requirements and processes
- And finally, as a reminder, there are several good training resources available for quick and easy reference that aid in understanding requirements and processes:
- LAD LAP Core Curriculum - offers insight to managing local projects and applicability to regulations
- FHWA Federal Aid Essentials for Local Public Agencies - covers a large number of topics related to federal-aid requirements

Additional training opportunities include the Local Programs Workshop which will be held at the Hotel Roanoke September 19th and 20th. General registration for the workshop should begin late June. We hope you find this information helpful.

Julie R. Brown
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