

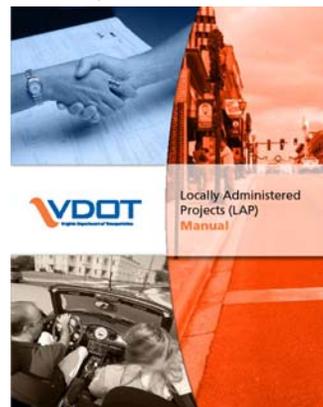
LOCALLY ADMINISTERED PROGRAMS AND PROJECTS

Manual Updates

The LAP Manual is periodically updated to reflect changes. However, as the Manual matures, updates may be less frequent and may only reflect changes in VDOT policies/procedures, state law or federal guidance. VDOT will continue to post updated chapters on the Local Assistance Division website www.virginiadot.org/business/local-assistance.asp with the latest revision dates listed.

Below are recent updates to the LAP Manual.

- Chapter 3, Section 3.5 – Dispute Resolution. Provides a process for Dispute Resolution.
- Chapter 7 Compliance. This is a new chapter. See **HOT TOPICS** below.
- Chapter 9 & Chapter 12.3 – Project Development. Clarifies that Right-of-Way estimates must be uploaded into PCES utilizing the “Alternate Right-of-Way” or “Alternate Utilities” worksheets. Lump sum estimates are no longer accepted.
- Chapter 12.6 – Advertisement and Award. Updated to reflect that Commissioner or CTB concurrence to award will no longer be required after July 1, 2011.



Hot Topics

VDOT's Performance Audit

As a follow-up to the release of VDOT's Performance Audit last fall, Commissioner Whirley met with industry representatives to seek input on improvements to VDOT programs and procedures. One of the outcomes of this effort was a comprehensive review of VDOT's role in monitoring the locally administered program with the goal of implementing measures similar to FHWA monitoring on VDOT projects. Based on these discussions, we have increased our focus on training and compliance efforts to make them more similar to the FHWA model. Updates on both of those initiatives are included in this newsletter. We appreciate and welcome the input of all of our partners as we strive for continuous improvement in the local program.

Compliance Assessment Program for Locally Administered Projects

The Local Assistance Division understands that self-evaluation is a key aspect of program improvement. Accordingly, a compliance assessment program for locally administered projects has been developed, piloted, and is scheduled for implementation this summer. The assessment program includes three separate types of assessments: evaluations of local government compliance with specific functional areas, such as Right-of-Way or Environmental requirements; evaluations of all applicable functional areas for a single locally administered project; and, a programmatic evaluation of the Locally Administered Program in its entirety, in a process similar to FHWA's Process Review. Details of the compliance assessment program can be found in the Locally Administered Projects Manual, Chapter 7. A select number of local governments which are or have recently administered a federal aid project may receive a notice of a pending evaluation this summer.

Results of the evaluations will be used to identify and prioritize guidance, training, and other outreach programs to improve LAP compliance with federal and state requirements. In addition, implementation of this program will also help satisfy several outstanding external and internal audit findings of VDOT's Locally Administered Program.

Hot Topics Continued

Training Resources: Web-based Core Curriculum



Last Fall we announced the development of a web-based training curriculum supporting locally administered projects. Along with that announcement, the first VDOT-produced module, entitled [An Introduction to Locally Administered Projects](#), was published. In February, the second VDOT-produced module, entitled [Locally Administered Projects for the Local Government Project Manager](#) was released. This module highlights some of the key requirements associated with delivering locally administered projects, raises awareness of resources available to ensure successful project delivery, and provides guidance regarding the use of the Locally Administered Projects Manual. This module is approximately 40 minutes in duration, but can be viewed in segments. All Local Government Project Managers are encouraged to take a look! Additional information on the complete locally administered projects web-based training curriculum can be found on the Local Assistance Division's [Local Partnership Team web page](#)

FHWA National Review Team Visit

In a recent FHWA National Review Team audit of locally administered "Recovery Act" (ARRA) projects, the City of Newport News' construction management approach was identified by the team as a notable practice. The team also indicated that the Locally Administered Projects Manual was a best practice.

The team also found that some local governments were not meeting quality assurance sampling/testing procedures as required by the Locally Administered Projects Manual and VDOT specifications. Quality Assurance sampling/testing verifies your contractors' test results and is an integral part of the materials acceptance process. Quality Assurance sampling/testing is required when a contractor's workforce performs Quality Control sampling/testing that is used for materials acceptance. Further information can be found in the Locally Administered Projects Manual, in [Chapter 13.2](#). A table listing Materials Testing requirements is found in appendix 13.2-G.

2011 General Assembly

The 2011 General Assembly enacted and the Governor signed many bills that impact local transportation programs. VDOT worked with the Governor's Office on many of these bills. A complete list of Transportation related legislation approved by the General Assembly is available [here](#). Several bills of interest include the following:



[HB 1758 \(Chapter 400\)](#)

Provides that Rural Rustic Road projects undertaken along the same basic alignment are exempt from storm-water management regulations similar to routine maintenance activities. This bill also provides additional flexibility to municipalities interested in joining the Urban Construction Initiative program.

[HB 1947 \(Chapter 60\)](#)

Eliminates the requirement of providing written notice by certified or registered mail to a property owner in connection with entering on property for determining its suitability for transportation purposes. Notice must be made by mail. Also eliminates the required waiting period when the landowner agrees to or requests an earlier date of entry than what is specified in the notice.

[SB 1135 \(Chapter 164\)](#)

Clarifies that the responsibility to locate and establish routes in any local system of roads rests with the local governing body with authority to do so, rather than the Commonwealth Transportation Board (CTB). This bill also increases the value of contracts that must be let by the CTB from \$2 million to \$5 million and provides that local governments may let contracts at any value without prior concurrence from the CTB.

[HB 2527 \(Chapter 830\) / \[SB 1446 \\(Chapter 868\\)\]\(#\)](#)

Increases the maximum allocation that the CTB may make for the Revenue Sharing program to \$200 million; increases to \$10 million the amount of funds for which any one locality can apply, and eliminates the previous priority structure (tiers) and provides that priority shall be given to allocations that accelerate projects in the Six Year Improvement Plan or the locality's capital plan. Also, these bills include additional funding options that provide funding for transportation projects and establish the Virginia Transportation Infrastructure Bank.

SPECIAL PROGRAMS

Revenue Sharing Program

Due to legislation changes, the Commonwealth Transportation Board approved new [Revenue Sharing Program Guidelines](#) at its April 2011 meeting. Revenue sharing applications for the FY12 program were due April 29, 2011. Responses were received from 68 localities, requesting a total of \$131.5 million in funding. Staff are reviewing project applications and will provide a list of individual projects and the amount of state Revenue Sharing Program funding for approval at the June 2011 CTB meeting.

Recent presentations on this program can be found on the Commonwealth Transportation Board's [webpage](#).

Transportation Enhancement Program

The Transportation Enhancement team will be holding public workshops this summer for the next round of applications. The due date for applications this year is **November 1, 2011** which is a change from the former December 1 date. The workshops will be held at various locations around the state for any localities or government entities that want to apply for federal Enhancement funds. The dates and locations are:

Thursday June 30, 2011 at 10AM
Town of Farmville—Town Hall

Thursday July 14, 2011 at 10AM
VDOT Bristol District Office

Tuesday July 26, 2011 at 10AM
VDOT Northern VA District Office

Wednesday July 13, 2011 at 10AM
Augusta County Government Center

Tuesday July 19, 2011 at 10AM
Yorktown—Historic Freight Shed

The Commonwealth Transportation Board recently released the tentative enhancement allocations for FY12. **Further details on both the workshops and tentative allocations can be found on our website at <http://www.virginiadot.org/business/prehancegrants.asp>**

Urban Construction Initiative—Program Status

The Urban Construction Initiative (UCI) program continues to grow! The Town of Purcellville recently executed an agreement to join the initiative effective July 1, 2011. This brings the total of localities in UCI to 12. They join the cities of Virginia Beach, Hampton, Richmond, Charlottesville, Harrisonburg, Lynchburg, Colonial Heights and Newport News and the towns of Blacksburg, Bridgewater and Dumfries as members of UCI. The City of Chesapeake is also in the process of executing an agreement to join this July.



The City of Danville recently passed a resolution of intent to join the Urban Construction Initiative. This resolution serves as the starting point for the transition process which is established by Code. Danville will be eligible to enter into the programmatic agreement to join UCI effective July 1, 2012.

REQUESTS TO ADMINISTER LOCAL PROJECTS

The purpose of the “Request to Administer” (RtA) form is to initiate the agreement process for locally administered projects. The form is used for locally administered projects utilizing State and/or Federal transportation funds. The form is not required for Enhancement or Urban Construction Initiative projects. The locality initiates the process by submitting the RtA to the designated local VDOT contact for district review and comments. Then the form is forwarded to the Local Assistance Division (LAD) to record and process the form for the Chief Engineer’s signature.

Request to Administer Project Form Activity

	2011	JAN	FEB	MAR
RtA’s Approved		6	7	15
RtA’s processed in 30 days		5	2	10
% of RtA’s Processed in 30 days		83%	29%	67%

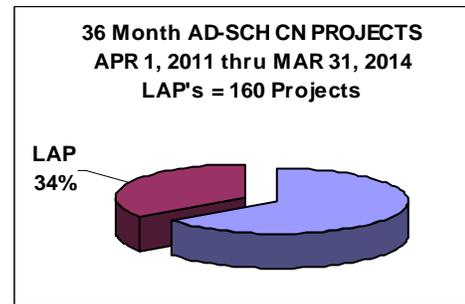
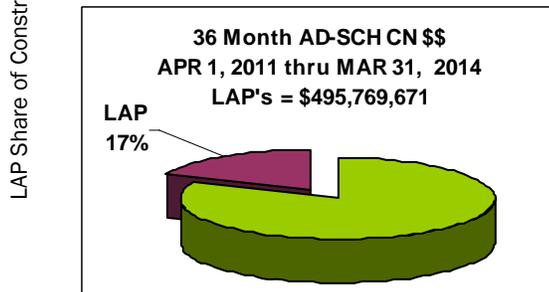
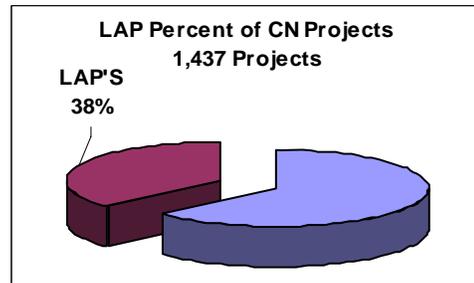
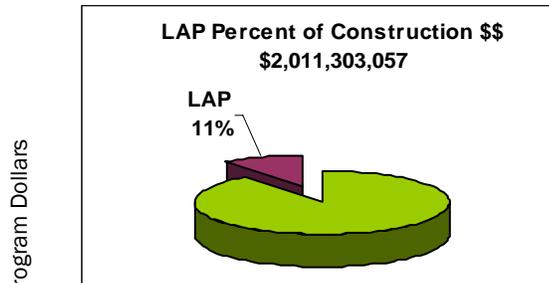
LAD also provides a list of projects within programs that require a VDOT “Request to Administer Project “ form and are approved for local administration for the most current three months. The link is: [List of Transportation Projects Approved for Local Administration](#)

Note: LAD’S monthly performance goal of 80% is based on processing an approved RtA and getting project agreements back to local governments within 30 days.

LOCALLY ADMINISTERED PROJECTS PERFORMANCE REPORT

The graphs below are a representation of the role locally administered projects have in the overall statewide construction program and the 36 month advertisement schedule. The graphs indicate the percentage of active projects that are locally administered as they relate to construction dollars and construction projects. In the 36-month advertisement schedule, **17 out of every 100 construction dollars** are used for locally administered projects and **34% of all projects** are locally administered.

Note: Total construction program data is from the data warehouse on active projects only. 36 month advertisement schedule is from VDOT's integrated project management system.



PROGRAM STAFF NEWS

The Local Assistance Division is pleased to announce the addition of **Ciara Williams** to our staff serving in the Special Federal Programs Manager position. Ciara is responsible for the Transportation Enhancement Program in Lynchburg, Fredericksburg, and Hampton Roads Districts, as well as, a myriad of special federal funding programs including Forest Highway and Public Lands. She replaces Peggy Todd who recently retired. Ciara has her Bachelors degree in Political Science and International Relations. She recently received her Master's Degree in Urban and Regional Planning from Virginia Commonwealth University. You may remember Ciara as she previously served in our division as an intern. Welcome Back Ciara!