2018 LOCAL PROGRAMS WORKSHOP

The seventh annual Local Programs Workshop was held at the Hotel Roanoke in Roanoke on September 18 - 20 where we had 550 registered attendees. 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 or missed a session.

Many thanks to our speakers and presenters for sharing their expertise and to our sponsors and host committee for making this workshop possible.

The 2019 Local Programs Workshop will be held September 9 - 11 at the Williamsburg Lodge in the City of Williamsburg. . Registration will open in the spring.

LOCALLY ADMINISTERED PROJECTS QUALIFICATION PROGRAM

The Local Assistance Division has begun the planning process for a qualification program for localities administering federal projects. Once fully implemented, we anticipate that this qualification program will provide more comprehensive training for localities and provide VDOT enhanced capabilities to assess a locality's ability to administer a federally funded project. We are in the early stages working with an advisory group on developing the framework for this program over the next year. We feel that the qualification program will enhance and streamline the request to administer review process, but until that program is fully implemented the existing RtA and locality performance history are the primary tools for assessing a locality's capability to administer a federal project and determine VDOT's risk based oversight level.

LAP—MAP

Last month at the Local Programs Workshop LAP-MAP was announced as being available in a full Production version. LAP–MAP is an intelligent flowchart-based navigational tool to guide users through the locally administered project development and delivery processes. The Northern Virginia District staff that work closely with localities administering projects saw an opportunity to help localities navigate the project development and delivery process using the LAP Manual and developed this new tool. Once you access the tool, you will see the project "selector" tool which asks five basic project characteristic questions, conveniently listed in drop-down menus. Based on the users input, the tool will automatically take the user to the applicable project development and delivery process flowchart for nine different scearios. The flowchart provides a detailed outline of the necessary steps required for the respective project development and delivery process according to the input provided in the selector tool. The LAP–MAP flowchart shows each step and includes hyperlinks to the appropriate page or form in the LAP Manual.   LAP–MAP is a useful tool for both the novice and experienced project manager to assist in project development, delivery, closeout and audit. LAP-MAP is NOT to be used as a substitute to the actual Locally Administered Projects (LAP) Manual, but is intended to provide the user with a quick resource in locating specific project information/guidance. The LAP–MAP tool and additional information about using it can be found on the VDOT-LAD external website on the Locally Administered Projects Manual webpage.

IMPORTANCE OF MAINTAINING GOOD SCHEDULES

Developing realistic project schedules and estimates begin during the application process. Schedules should consider necessary federal requirements and VDOT reviews. Estimates should include contingency and VDOT oversight costs. There are many great resources to help develop an initial schedule and estimate. Your VDOT Project Coordinator can assess your assumptions and offer insights. The LAP Manual provides detailed information and standard time frames for various federal deliverables. Other resources include the LAP MAP and the LAP Scheduling Tool. Don't forget to leave room for the unexpected.

Once your project agreement is executed and phase authorization is received, it is time to get to work. Funding programs each have requirements for project initiation and completion. For example, Transportation Alternatives (TAP) and Revenue Sharing projects are required to begin work within the first year of their allocations. TAP projects are required to advance to construction within four years of initial allocation. Projects not progressing in accordance with their program requirements may be subject to de-allocation. To keep your projects on track, it is important to meet milestone commitments. Regular coordination with your VDOT project coordinator can help identify issues early and find strategies to keep your projects moving as well as ensure milestones are accurately reflected in Dashboard 4.0. Closely monitoring the status of the project development milestones in Dashboard 4.0 throughout the project can assist in recovery of the project schedule as needed.

NON-VDOT ADMINISTERED PROJECTS (NVAP)
NEW REQUIREMENT: TRACKING PROJECT DELIVERY VIA "NVAP"

As introduced in the Spring newsletter, a new feature of the VDOT Dashboard is the inclusion of Project Delivery (Construction) information that will be tracked and reported. "Non-VDOT Administered Projects" (NVAP) is the interactive tool that gives local governments the ability to provide important updates during project construction through an easy-to-use SMART Portal data entry site. The use of this tool, and providing construction contract information, dates, and expenditures is effective for locally administered projects having an Award date of July 1, 2018 and beyond. NVAP is also used to update construction information for all locally administered SMART Scale projects regardless of Award date. This is a new requirement for local governments and is further outlined in LAP Manual section 13.1.4.2 - VDOT Databases. A NVAP Users Guide is also available to assist local government's use of the new tool.

NON-VDOT ADMINISTERED PROJECTS (NVAP) GUIDE – JUNE 2018

NVAP projects are added monthly with a requirement to be updated every thirty days. Each Locality Project Manager (PM) and VDOT Project Coordinator (PC) that is listed as a contact on a monthly project, will receive email notifications that the project has been added, with subsequent email update alerts auto-generated. The update alerts will be system generated at ten days prior to the due date, and on the due date. If project data is not entered, the project will display "red" on the Project Delivery dial of the VDOT Dashboard.

If you have specific questions regarding your SMART Portal account setup, or require access to the NVAP module, please first contact your respective locality's SMART Portal Point of Contact (POC), or your VDOT Project Coordinator.

AT-RISK SMART SCALE PROJECTS

Local governments that have received SMART SCALE funding are aware that the projects score and ultimate funding is dependent on many factor including the total amount of SMART SCALE funding requested and the benefits of the project. When project estimates change, leaving the project underfunded, or when project scopes are modified so that the benefit of the project change, these projects may be identified as At-Risk SMART SCALE projects. In October the Commonwealth Transportation Board (CTB) adopted a new policy to establish additional review requirements for SMART SCALE applications and address the steps that must be taken for projects with cost overruns and if the applicant is requesting additional SMART SCALE funding. We encourage all localities with SMART SCALE-funded projects to review and familiarize yourself with the new CTB Policy. The SMART SCALE At-Risk projects briefing and the CTB Policy can be found on the October 30, 2018 CTB Agendas and Meeting Minutes webpage.

FAST ACT RESCISSION

The nation's current federal funding bill, the Fixing America's Surface Transportation (FAST) Act, contains language providing for a nationwide rescission of $7.569 billion (yes, **B**illion) of unobligated contract authority. For those not accustomed to "fed-speak," a rescission is a legislative action that cancels the availability of contract authority (apportionment) that has not been obligated to a contract or project in the Federal Highway Administration's (FWHA) financial system. In other words, the rescission will impact funding available for project phases that have not started, and will reduce the amount of federal funding supporting projects in funding categories subject to the rescission. The FAST Act specifies that rescission amounts will be calculated based on these unobligated balances as of September 30, 2019, and the rescission will be applied on July 1, 2020.

So what does that mean to you and the funding programs you rely on and what can you do to help?

While the exact impact is unknown, the amount of the rescission required by the FAST Act is significant and likely to cause reductions in funding in certain programs with large unobligated balances. In particular, the Transportation Alternatives (TA) Program has been identified as high risk for experiencing significant impacts.

The best way to reduce the impact of the rescission is to maximize obligation of federal funds, and there are several things that you and your staff can do to help us plan for and work to minimize this rescission:

- Ensure that your projects have accurate and updated estimates;
- Ensure that your projects have realistic schedules that comply with Departmental Policies for project delivery;
- Work to advance phases that are already fully funded; and
- Deliver your projects as scheduled.

Many of you have or will soon receive a correspondence from the Department further explaining the rescission's impact and asking for your assistance to ensure that our project schedules and estimate are accurate and up-to-date. The more accurate the project information we have the better we can plan for and mitigate the impacts of this rescission. If you have any questions, particularly as the rescission may impact the TA program, please contact Russ Dudley, Assistant Division Administrator for the Local Assistance Division, at russ.dudley@vdot.virignia.gov or 804-786-6663.

FUNDING PROGRAMS

STATE OF GOOD REPAIR (SGR) PROGRAMS
LOCAL PAVEMENT AND DEFICIENT BRIDGES

Similar to last year, primary extension and local bridge applications will be accepted through the Smart Portal. The application period opened on November 1, 2018. Funding from both the CTB Formula and State of Good Repair funds will be available again this year for primary extension/local paving projects. Primary extension projects will have an exception to the federal process again this year which means these projects do not have to follow the federal process. This exception will expire in FY2021. A call for applications has been sent for both local pavements and local bridges. Paving applications and bridge notification forms must be submitted through the following link: https://smartportal.virginiahb2.org/.

The deadline for submitting local SGR/Primary Extension applications and SGR bridge notification forms is **5pm, January 7, 2019.**

REVENUE SHARING PROGRAM
PROJECT SELECTIONS AND APPLICATIONS

At its June meeting, the Commonwealth Transportation Board (CTB) approved 221 projects totaling $217,161,200 in Revenue Sharing allocations for fiscal years 2019 and 2020. An objective the 2017 revisions of the CTB policy and guidelines was to provide more localities the opportunity to establish new Revenue Sharing projects by limiting the maximum allocation which could be provided to each locality per application cycle and capping the cumulative allocation per project. This objective appears to have been realized, as there were 176 new projects funded this past application cycle while there were none in the previous application cycle.

The next Revenue Sharing application period will open in 2019 for requests for allocations for fiscal years 2021 and 2022. A new pre-application process is planned for this year, and is expected to begin in May 2019 with a deadline of October 1 for final applications. Additional information on the submittal process will be provided as soon as the details are finalized.

As a reminder, in order to meet Priority 2 selection criteria, all new construction project requests for Revenue Sharing Program funds must either have that project identified in the locality's approved capital improvement plan with the project advertisement schedule shown to be advanced by receipt of the revenue sharing funds or meet a transportation need identified in the CTB's Statewide Transportation Plan (VTrans).

The 2018 General Assembly approved legislation to amend and reenact §33.2-357 affecting the limit of funding made available to the Revenue Sharing Program. As was previously anticipated in the budget, there will still be at least $100 million available for the CTB to allocate in each year of the next biennial application cycle. The Local Assistance Division is finalizing its annual review of inactive projects and projects with surplus funds that have been completed for six months or more. These projects are subject to deallocation by the CTB in January 2019. The CTB has the discretion to reallocate these funds in accordance with the Revenue Sharing Program Guidelines.

TRANSPORTATION ALTERNATIVES
PROJECT SELECTIONS AND APPLICATIONS

At its June meeting, the Commonwealth Transportation Board (CTB) allocated approximately $40.2M to 92 projects for fiscal years 2019 and 2020 of the Transportation Alternatives Set-Aside Program. A total of 134 eligible applications requesting approximately $66.1M were received. Of the projects selected for funding, 86 applications were fully funded and six received partial funding. The list of projects selected can be found on the Local Assistance Division's website.

The next Transportation Alternatives Set-aside application period will allocate funding for fiscal years 2021 and 2022. A new pre-application process is planned for this year, and is expected to begin in May 2019 with a deadline of October 1 for final applications. Additional information on the submittal process will be provided as soon as the details are finalized. Because of the new pre-application process and the earlier deadline for final applications, localities wishing to submit applications for TA funding should begin planning soon. Applicant workshops are tentatively planned for the March/April, 2019 timeframe. More information will be provided as those dates are finalized.

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 via VDOT's Dashboard and other VDOT reporting applications. The chart below (right side) illustrates on-time project development for Non-SMART Scale LAP's and SMART Scale LAP's through September 30, 2018.
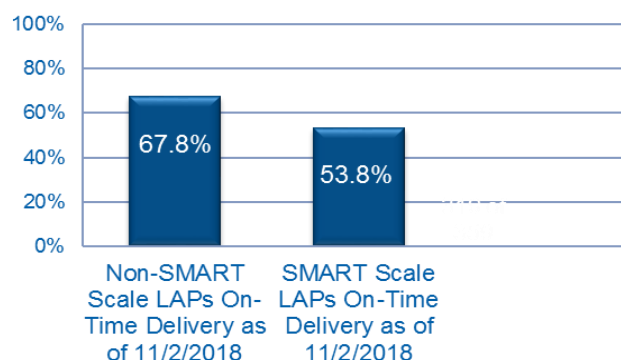
LAP Construction Advertisement Commitments for CY2018
Reported through third quarter 2018

Project Count		Estimated Construction Value	
Planned	180	Planned	$264M
Actual	134	Actual	$157M

Locally Administered Projects On-Time Advertisements

Non-SMART Scale LAPs On-Time Delivery as of 11/2/2018: 67.8%
SMART Scale LAPs On-Time Delivery as of 11/2/2018: 53.8%

LAP ADVERTISEMENT TREND REPORT
THREE—YEAR AVERAGE REPORT

The VDOT Local Assistance Division would like to let you know about the availability of a locally administered project performance tool. The LAP Advertisement Trend report illustrates a locality's historical performance meeting on-time advertisements of construction contracts. This performance data is derived from the VDOT Dashboard and provides a rolling 3-year average (calendar years) of all locally administered projects based on locality's meeting (green) the planned (baselined) schedule advertisement date as reported in the Dashboard. The report is particularly useful to show a locality's on-time advertisement trend over a combined ten-year period, and may be used as a supplementary tool to evaluate a locality's Request to Administer (RtA) a project. The LAP Advertisement Trend report is now available on the VDOT-LAD external website on the Local Projects webpage.

NEW LAD EMPLOYEES

KELLY WALDROP

Kelly joined the Local Assistance Division as the new Federal Funds Program Manager, leading the Transportation Alternatives, Federal Lands Access, and Scenic Byways Programs. Kelly previously worked for five years in the VDOT Hampton Roads District as a LAP Program Manager. She successfully coordinated local project development and delivery for the cities of Virginia Beach and Chesapeake as well as the Town of Chincoteague, and also worked on a number of initiatives related to local programs. Kelly is a graduate of the College of William and Mary and also served in the United States Marine Corps. We are very excited to have her join our team!

Kelly replaced Winky Chenault who retired from VDOT with 45 years of service! We congratulate Winky on his many accomplishments with the Department and wish him good luck in the future.

MICHELE PICCOLOMINI

Michele joined the Local Assistance Division as the Program Manager for the Access Roads programs (Economic Development, Airport and Recreational) and will also be assisting Debbi Webb-Howells in oversight of Revenue Sharing Program projects in Lynchburg District, Hampton Roads District and Bristol District. Michele will also oversee the High Volume Unpaved Roads Programs and Rural Rustic Road Program.

Michele joins us from the Richmond District where she has worked for the past eight years as a Locally Administered Project Coordinator. In the Richmond District, Michele successfully coordinated local project development for a variety localities, ranging from Chesterfield County to the Town of Ashland. Michele holds a B.S. in Chemical Engineering from Pennsylvania State University, as well as a Master's Certificate in Project Management from George Washington University School of Business.

UPCOMING TRAININGS

VA TRANSPORTATION TRAINING ACADEMY / VA LTAP WORKSHOPS

UVA TTA has some great new workshops throughout Virginia for 2018, including a NEW two-day Public Works Safety & Maintenance course. Registration for November and December classes are now being accepted. For general class registration information go to http://uva-tta.net/workshops/ .