

Why did VDOT create a new LAP Manual?

In 2008, VDOT set out to improve and streamline its existing Locally Administered Projects guidance. This Manual responds to comments from localities, VDOT staff, and addresses issues identified at both the state and national level regarding locally administered projects, including –

- VDOT's updated [Policy on Locally Administered Programs and Projects](#)
- Increasing participation in locally administered projects
- Changing business needs and business philosophy at VDOT
- FHWA's findings from its national and state review of locally administered projects

Did VDOT receive any input from outside the agency?

Yes, VDOT worked through a collaborative process that included input from many stakeholders including local governments, FHWA, the consultant community and VDOT staff. This updated manual addresses many of the comments and concerns that were identified.

Why is this new manual so much bigger than the old manual?

This Manual focuses on federal-aid projects and provides detailed explanation of project management requirements. There is greater use of process flowcharts and better identification of management expectations and requirements for both VDOT and the Locality.

The manual concentrates on these elements:

- Primary focus is on federal-aid projects
- Specific identification of VDOT and Local Government roles and responsibilities
- Flow charts that outline major and sub-processes
- Differentiation between requirements (by law or regulation) and recommendations or VDOT internal processes
- Clear expectations/guidance for both VDOT Project Coordinators and Local Government Project Managers
- Flexibility to minimize reviews based on project complexity and risk

Did VDOT add any requirements?

Generally speaking, this manual does NOT include anything that has not been previously required; however, you may notice additional details describing these requirements. The only addition is the use of VDOT prequalified contractors on federal-aid projects. Previous guidance was silent on this issue.

Did VDOT remove any requirements?

Yes and no. Of course, VDOT cannot eliminate legal requirements, but we do recognize that compliance with these is the responsibility of the local governments. So, in those cases, VDOT's review/approval was removed. Significant efforts went into the identification and removal of activities that were not legally required, did not add value to the project, or were not needed to protect VDOT's interests. .

What is different about this manual?

This manual presents a new approach to VDOT's oversight of local project development and delivery. It:

- Initiates a risk based approach to VDOT oversight – lower risk reduces VDOT's level of oversight
- Emphasizes outcomes, not processes
- Clarifies VDOT and the Local roles, responsibilities, and expectations.
- Identifies what submittals are required and provides examples of properly completed submittals

Incorporates a streamlined State-aid Project Process that:

- Is based on local autonomy and sole responsibility to meet legal requirements
- Retains VDOT oversight for those activities that may impact VDOT.
- Requires a Local certification of compliance at project award.

Presents information in several different ways, including:

- Flowcharts
- Checklists
- Tables
- Narrative

When will the new manual be effective?

This manual supersedes and replaces all previous versions of the Guide for Local Administration of VDOT Projects effective July 1, 2009. While the new manual provides significant benefits, it is important to ensure there is no undue hardship during the transition. Flexibility to utilize prior guidance will be provided for a period of 90 days to ensure a smooth transition for projects scheduled for advertisement between July 1 and October 1.

Who do we contact with comments or suggestions?

Any comments or suggestions can be directed to the Director of the Local Assistance Division.

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