

LOCALLY ADMINISTERED PROGRAMS AND PROJECTS

Manual Updates

The LAP Manual will be periodically updated to reflect changes in funding programs, policy procedures and federal and state requirements to make it the most effective tool for day-to-day management of locally administered projects. VDOT posts the updated chapters on the Local Assistance Division website [www.virginiadot.org/business/local-assistance.asp](http://www.virginiadot.org/business/local-assistance.asp) with the latest revision date listed.



Below are some of the most recent updates that have been made to the LAP Manual.

Clarifies pre-award evaluation...

**Consultant Contract Pre-Award Audits**— [Chapter 11.2.8](#) — Clarifies the pre-award responsibilities for consultant contracts with a value less than \$100,000. Contracts having a value of less than \$100,000 are not required to have a Federal Acquisition Regulation (FAR) Audit or to be submitted to VDOT for pre-award review. However the LPA must still conduct a review of the proposal to ensure that fees are appropriate and required federal provisions are included. See [Chapter 11.2.8](#) of the LAP Manual for additional details.



**Title Sheet Signatures**— [Chapter 12.5.3](#) — When submitting for approvals for Right of Way or Advertisement phase authorizations, title sheets must be signed by appropriate LPA responsible officials. VDOT has recently prepared sample title sheets for Federal-aid and State-aid locally administered projects. Digital versions of the title sheets can be obtained from your VDOT Project Coordinator. For more information see VDOT's [IIM 204](#).

Hot Topics

New Training Resources provide convenient and cost-efficient training to local government partners

**Training Resources: Web-based Core Curriculum**

Earlier this year, this newsletter announced that the Local Assistance Division would be developing a web-based core curriculum training program to provide convenient and cost-efficient training to our local government partners. The courses included in the core curriculum have been finalized and are available on Local Assistance Division's Local Partnership Team [website](#). The first module, entitled *An Introduction to Locally Administered Projects*, is available for viewing by going to this link [LAP Introduction](#).

This module is intended to give the local government decision-makers, including City or Town Managers and Assistant Managers, County Administrators and Assistant Administrators, Directors of Public Works, and City Engineers, a basic understanding of the requirements and expectations of administering a state or federal aid project. With this understanding, local governments considering administering a project can make better-informed decisions. It is approximately 12 minutes in length and we encourage all local government officials, including project managers, to take time to review it.

A second module, entitled *Locally Administered Projects for the Project Manager*, will be available in the upcoming weeks. Both will be accessible through Local Assistance Division's Local Partnership Team [website](#).

**Blanket Categorical Exclusion (BCE)**

On September 17, 2010, VDOT and FHWA revised the Programmatic Categorical Exclusion (PCE) Agreement to offer further streamlining opportunities for NEPA compliance on certain types of federal-aid transportation projects. Some activities, such as planning and research, feasibility studies, and general maintenance projects, may now qualify as Blanket Categorical Exclusions (BCE's). There are 22 possible actions that may qualify as a BCE. Consult with your [VDOT District Environmental Manager](#) to determine whether your project qualifies for this streamlining opportunity.

### New Improvements to the Virginia Department of Historic Resources (VDHR) Data Sharing

The Virginia Department of Historic Resources (VDHR) recently announced a number of new improvements to the department's data sharing capabilities, which will enhance access to historic property data and exchange of project information.

#### **Electronic Transfer of Large Files**

VDHR staff are now able to receive large files electronically through the VITAShare file transfer site. To transfer large electronic files,

- visit <http://vitashare.vita.virginia.gov/>
- click on the Public Access button at the bottom
- enter your information and upload files
- enter destination email address in Recipient's Email field

#### **Historic Property Databases Now Available Free of Charge**

VDHR is now making available to interested parties archaeological and architectural inventory data, annotated bibliographic data for Cultural Resource Management reports, and the VDHR's Library Card Catalog. Information will be available quarterly through the VITAShare system. For more information or to add your email to the database distribution list, contact Quatro Hubbard at [quatro.hubbard@dhr.virginia.gov](mailto:quatro.hubbard@dhr.virginia.gov).

#### **GIS Shapefile Data for Survey Areas and Historic Properties Now Accepted**

VDHR is encouraging agencies, project sponsors, and consultants to submit GIS shapefile data for Phase I archaeological survey areas. Submission of shapefile data for newly surveyed and resurveyed architectural resources is also encouraged. For more information, contact [jolene.smith@dhr.virginia.gov](mailto:jolene.smith@dhr.virginia.gov).

## UPCOMING EVENTS



**Commonwealth of Virginia**  
**Governor's Transportation Conference**  
December 8 - 10, 2010

Join Governor Robert F. McDonnell, Secretary of Transportation Sean T. Connaughton and the Governor's transportation team, legislative leaders and key modal stakeholders at this conference to explore the steps needed to reform and revitalize transportation in Virginia. Additional information can be found at [www.vatransconf.org](http://www.vatransconf.org)

## SPECIAL PROGRAMS

#### **Enhancement Program**

Project Sponsor Workshops have been scheduled at various locations throughout the Commonwealth. These workshops provide guidance on the Federal and State requirements for project development and are strongly recommended for those localities that have been awarded Transportation Enhancement funding. Locations and dates for these workshops can be found on the Transportation Enhancement Program [website](#).

Enhancement applications this year will only be accepted for **EXISTING** Enhancement-funded projects. Additional information is available at [www.virginiadot.org/business/prehancegrants.asp](http://www.virginiadot.org/business/prehancegrants.asp)



#### **Revenue Sharing Program**

The Commonwealth Transportation Board approved the FY11 Revenue Sharing Program at their September 15th meeting. There were 68 locally administered projects approved, for a total of \$15 million in state funding. The localities will provide the same amount in matching funds on these projects. Agreements for these projects are being prepared and will be forwarded to the local VDOT representative, who will work with the locality in obtaining signatures. Once the agreements are executed by VDOT, the locality will be notified and provided a copy for their files.

A call for Letters of Intent from localities interested in participating in the program for FY2012 has been requested. The letter of intent should identify the amount of funding your locality will be requesting for FY 2012. All letters of intent should be provided to your local VDOT representative no later than December 17, 2010.

PROGRAM STAFF NEWS

**Todd Halacy, P.E.** joins the Local Assistance Division as the Local System Policy Manager. Todd comes to us from Williamsburg Residency where he most recently served as the Residency Administrator. Prior to serving in the Williamsburg Residency, Todd was the Hampton Roads District Urban Programs Manager. Todd received a Commissioner’s Award for Outstanding Achievement in 2007 for leading the team that transitioned urban program management from the Central Office to the District, enhancing partnerships with local government, and successfully delivering locally administered projects to meet federal strategy.

Hampton Roads District welcomes **Ms. Kim Farrar** as the new District Program & Investment Management Director. She is responsible for programming project funds and coordinating activities with the municipalities and counties within the District. Kim is a graduate of James Madison University with a Bachelors Degree in Public Administration and obtained her Masters of Public Administration from Virginia Commonwealth University in Policy Analysis, Planning and Evaluation. Kim served for 14 years with the Department of Motor Vehicles and 7 years in the Office of the Governor where she had high level program and budget oversight of state agencies in the Administration Secretariat.

**Bill Dandridge** has been selected as the new Special State Funded Programs Manager in the Local Assistance Division. Bill is a graduate of the College of William and Mary and worked as a Park Ranger in the Virginia State Parks system before joining the Department in 1987. After spending 10 years in the Chesterfield Residency as a Construction Inspector and Contract Administrator, Bill assumed the role of Program Manager for the Access Programs (Economic Development, Airport and Recreational) which he has managed for the last 13 years.

**Hugh Adams** has retired after serving 44 years with VDOT. Hugh began his career in 1966 working in the Traffic and Safety Division, he then joined the Secondary Roads Division that transitioned into Local Assistance Division where he managed the Access Programs (Industrial/Economic Development Access, Recreational Access) and the Revenue Sharing program. He also recently retired from the Virginia National Guard where spent his military career flying UH-60 Black Hawk helicopters helping protect our country. Hugh plans on enjoying retirement ‘flying’ around spending time with his wife Deane, their 3 children and 3 grandchildren.

REQUESTS TO ADMINISTER LOCAL PROJECTS

The purpose of the “Request to Administer” 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 LAD to record and process the form for the Chief Engineer’s signature.

Request to Administer Project Forms

	2010	JUL	AUG	SEP
RtA’s Approved		7	5	2
RtA’s processed in 30 days		7	4	2
% of RtA’s Processed in 30 days		100%	80%	100%

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](#)

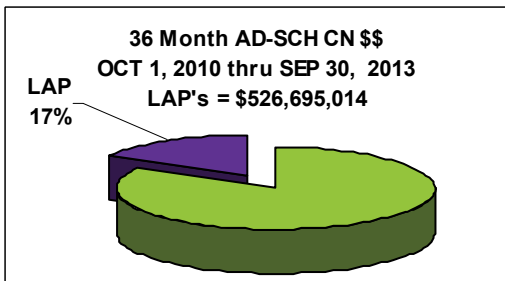
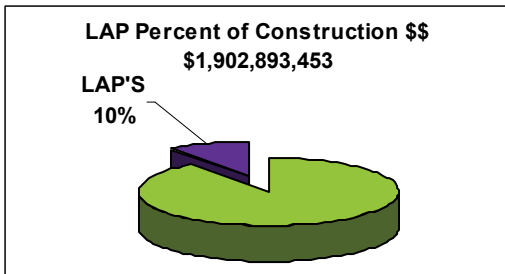
**Note:** LAD’S monthly performance goal of 80% is based on processing an approved RtA and getting project agreements back to local governments within 30 days.

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 **27% 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.

LAP Share of Construction Program Dollars



LAP Share of Construction Program Projects

