



LOCAL PROGRAMS WORKSHOP

2021

SAVE
THE DATE!

9th Annual Local Programs Workshop

October 26—28, 2021

Norfolk Waterside Marriott

The ninth annual Local Programs Workshop will be held at the Norfolk Waterside Marriott. This workshop will focus on providing an overview of local programs, which will provide training for program management and project development. This will bring together local government, VDOT, and private sector staff to discuss the delivery of the local transportation program. In addition to the plenary sessions, the workshop will feature 20 breakout sessions scheduled in four concurrent tracks, over the two-day workshop. This workshop is intended for local public agency staff that have oversight of locally administered projects or work with projects receiving special funding from various programs, as well as consultants and VDOT staff that have involvement in locally administered projects.

Registration— Registration will open in early June. Keep watch for additional information on our [Workshop web-site](#).

Sponsorship Opportunities— This will be an excellent learning and networking experience for both the public and the private sector. A limited number of workshop sponsorships are available to the private sector. Information regarding sponsorship opportunities will be available soon.

Continuing Education Credits— The Local Programs Workshop provides up to 9.5 educational hours. For purposes of the VA DPOR continuing education requirements to uphold a Virginia Professional Engineer license this workshop earns 11.4 continuing education credits.

LOCALLY ADMINISTERED PROJECTS QUALIFICATION PROGRAM

In an effort to continue to help localities successfully administer transportation projects, the Local Assistance Division developed the Locally Administered Projects Qualification Program for localities administering federal projects. As a FHWA Every Day Counts (EDC) supported program, the Qualification Program will provide a consistent method of determining a locality's readiness to administer federal projects. VDOT's Qualification Program includes a set series of on-line and classroom training session that provide a high level overview of the federal requirements for locally administered projects. The Qualification Program training is specifically aimed at the LPA's responsible charge person who is the decision maker and at this time is only open to localities and PDCs. **Please note, while PDCs are able to take the Qualification Program training, they are not able to hold the "qualified" status for a locality unless they enter into a project agreement with VDOT.**

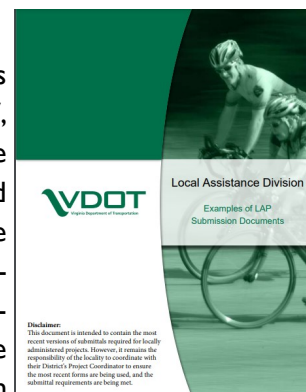


Effective January 1st, 2021, every locality must have one person "qualified" in order to administer federally funded projects. Currently, there are 134 localities who have successfully completed the Qualification Program and have received the "qualified" status. Due to COVID-19, classroom sessions have been moved to a virtual platform and are continuing to be offered. If your locality does not have "qualified" status, please contact [Michaela McCain](#). Please visit our Locally Administered Projects Qualification Program [webpage](#) for more information.

Specifications & Guidance

LAP MANUAL PART IV—EXAMPLES OF LPA SUBMITTALS

Part IV, a supplement to the LAP Manual, is now again available and provides examples of properly completed documents and forms referenced in the LAP Manual. Part IV, now called “Examples of LPA Submittals”, provides a single location to access all these documents. We realize this first release is large (24 meg) and the format will need revamping, however distributing the resource now will assist in meeting the immediate needs of project teams. One major improvement already planned is to make each document its own separate link - this will resolve issues with document size, loading, formatting/delineation, and navigation. Updating the "Examples of LPA Submittals" will be an ongoing effort to ensure project teams have the latest information. Please take an opportunity to wade through these completed examples which can be found on our [LAP Manual webpage](#). Please let us know if you find it helpful and where it can be improved.



LAP MANUAL REVISIONS



The Local Assistance Division (LAD) is proposing revisions to the *LAP Manual* - chapters 5, 12, and 16. Manual revisions must comply with the Virginia Regulatory Town Hall process, which allows for public comment. LAD anticipates the revisions will be available for comment between March 15, 2021 and April 14, 2021 on the [Town Hall website](#). Once the comment period concludes, LAD may publish, modify, or abandon the proposed revisions. If a proposed revision requires modifications, LAD will reinitiate the Town Hall process for the affected revision.



Prior to the comment period, interested persons may also view the current LAP Manual, proposed revisions (clean version) and proposed revisions (marked up version) are posted on our [LAP Manual webpage](#).

2020 ROAD & BRIDGE SPECIFICATIONS AND LOCALLY ADMINISTED PROJECTS PICK LIST

Effective October 1, 2020, all locally administered federal aid projects are required to be developed in accordance to VDOT's *2020 Road & Bridge Specifications* for their advertisement plans and contract documents. Certain specifications must be included within the documents verbatim. VDOT developed a “LAP Picklist” to assist in identifying and incorporating these specifications into your advertisement package.

The “LAP Pick List” contains the latest specifications required by the FHWA for locally administered projects using federal-funding. Special provision copied notes (SPCN) such as, “Form FHWA-1273 contract provisions”, “standardized changed conditions contract clause for differing site conditions”, and “standardized changed conditions contract clause for suspension of work ordered by the engineer” must be included in the contract physical and verbatim.

Please note, this “LAP Pick List” is only a tool used to determine what is *minimally* required to ensure that the proposal meets requirements to receive federal or state funds. An understanding of the work required for the project as well as skilled, individual judgment will be necessary to fully determine what needs to be included in the proposal and is the responsibility of the person developing the proposal.

The 2020 LAP Pick List can be found on [VDOT's Construction Division's website](#) under its own subheading “Locally Administered Projects (2020 Spec Book)”. After opening the zip file, please utilize the document titled “2020 Picklist – LAP.docx” to determine applicability for your specific project.

Funding Programs Update

REVENUE SHARING PROGRAM

The Revenue Sharing Smart Portal pre-application intake period is anticipated to begin Monday, May 17th. Training and updates to the Revenue Sharing pre-application and application process will be shared with districts and localities on the dates indicated below.

Locality training will include information shared with the districts regarding application updates that are specific to them. The locality meeting will be held via webinar on **Thursday, April 29th**. Districts are invited to attend the locality webinar. You can register for the **Local Government** Revenue Sharing Applicant Webinar here: <https://www.surveymonkey.com/r/MF9QT7D>

TRANSPORTATION ALTERNATIVES PROGRAM

We are preparing for the next application cycle allocating the anticipated FY23 / FY24 funding. We are planning an Applicant Workshop webinar for localities interested in applying for Transportation Alternative (TA) federal funds. This webinar will review requirements of the TA program and a how-to on navigating the application. The webinar is scheduled for Wednesday, April 14th. To register for this webinar please go to: <https://www.surveymonkey.com/r/MSVXCWX>.

The Smart Portal will be opening on May 17th and the mandatory pre-application is due by **July 1, 2021**. The pre-application reviews will be performed on a rolling basis with all screening completed by August 15th. The full application deadline will be **October 1, 2021**.

New this year, if the applicant wants to administer the project, a completed [Request to Administer form](#) will be required as part of the pre-application submission. Any locality wishing to administer a federally funded project must have completed [VDOT's Qualification Program](#). For applicants that would prefer to have VDOT administer the proposed project, this possibility or expectation should be discussed with your local VDOT District project coordinators. Regardless of who is administering the project, the District project coordinator can assist with finalizing the project scope, estimate and schedule which will improve the strength of application. It is strongly recommended that this coordination take place over the next few months before the pre-application deadline.

PRIMARY EXTENSION & LOCALLY OWNED BRIDGES

Due to budget delays for FY2021, funding for FY2021 project selections was approved by the CTB at their October 23, 2020 meeting. Projects selections approved for FY2021 State of Good Repair funding must be advertised by October 31, 2021 or be subject to deallocation.

The application period for FY2022 SGR/Primary Extension projects began October 1, 2020 and ended December 11, 2020. There were 118 applications received from 38 localities in 8 districts. Projects are being scored and selection will occur with the final budget. Each year, the Commonwealth Transportation Board (CTB) approves local paving projects limits and funding. All funded projects must follow the federal process. Information regarding the project selection and scoring process is available on LAD's external website at the link below.

FY2021 SGR funding for locally owned bridge projects was approved by the CTB at their December 18, 2020 meeting. FY2022 applications followed the same timeline as SGR Primary Extension.

Additional information on the Primary Extension program and Locally Owned Bridges can be found on LAD's [Funding Programs webpage](#).

FEDERAL LANDS ACCESS PROGRAM

In February, the Federal Lands Access Program (FLAP) Programming Decisions Committee (PDC) met to develop a program of projects for FLAP funds in VA. After evaluating twenty applications, the PDC selected six projects to receive funding. For information on those projects or on the FLAP program, please visit the [FLAP website](#).

Upcoming Trainings

April 14, 2021—Transportation Alternatives Applicant Workshop. [Register now!](#)

April 22, 2021—Qualification Program Hybrid Online Class. [Visit for more information.](#)

April 29, 2021—Local Government Revenue Sharing Applicant Workshop. [Register now!](#)

For more information on upcoming trainings, please contact Michaela.McCain@VDOT.virginia.gov.

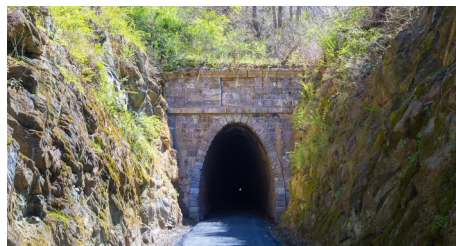
Local Project Highlight!

Fairfax County— Fairfax County's Scotts Run Trail project was recently awarded the 2021 APWA Mid-Atlantic Chapter's Project of the Year Award for the category of Transportation Less than \$5 Million. The Scotts Run Trail received a Chapter endorsement and has been forwarded for National consideration as well.

The Scotts Run Trail project provided roughly a half-mile of 8 foot asphalt trail, which includes two pedestrian bridges that connect residential communities to Tysons Metro Station and local retailers. The \$4 million project was locally administered by Fairfax County and was funded by the Federal Regional Surface Transportation Program (RTSP) and Fairfax County.



You can find more information on the Scotts Run Trail project on the [Fairfax County's project webpage](#).



Nelson County—Nelson County's Blue Ridge Tunnel was recently highlighted in a new documentary film titled *The Tunnel*. The 35-minute documentary film discusses how the tunnel was first built by the Irish between 1850 and 1858, and how it was restored between 2002 and 2021. You can view the documentary, *The Tunnel*, in its entirety at online at <https://vimeo.com/523217970/f805f52c08>

Nelson County used Transportation Alternative funds to assist in the restoration efforts. The Blue Ridge Tunnel was re-opened the tunnel for public use in November of 2020 and in less than four months attracted more than 30,000 visitors to the historic site. For more information on the Blue Ridge Tunnel please visit <http://blueridgetunnel.org/>

If you have a recommendation for a local project to highlight, please submit them to Michaela.McCain@VDOT.virginia.gov.

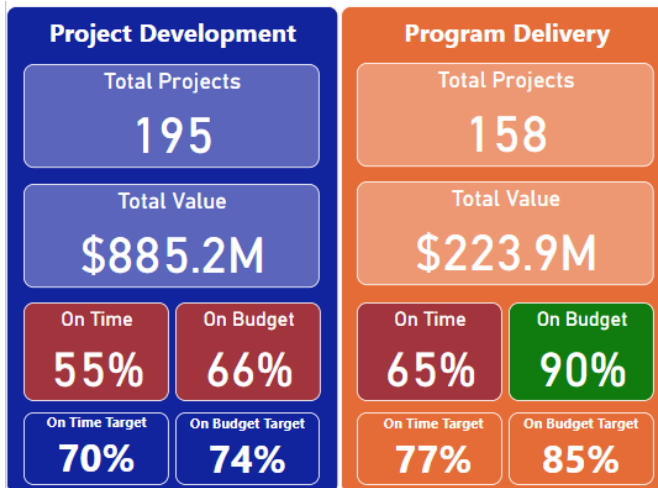
Locally Administered Performance Update

PROGRAM PERFORMANCE OVERVIEW

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 in two ways — real time via [VDOT's Dashboard](#) and also by tracking advertisements planned by calendar year on what we call our "commitment list." The CY2021 Commitment Baseline List is posted on our [website](#)

All localities are encouraged to work closely with their District Project Coordinators to ensure project information is updated during project development in a timely manner and ensure that your locality representative inputs data directly into NVAP monthly for projects under construction.

Snapshot of the Locally Administered Projects Program for FY 2021 as of 4/1/2021



On Time Delivery Goal 70%
On Budget Delivery Goal 74%

CALENDAR YEAR 2021 COMMITMENTS

LAP Construction Advertisement Commitments for CY2021

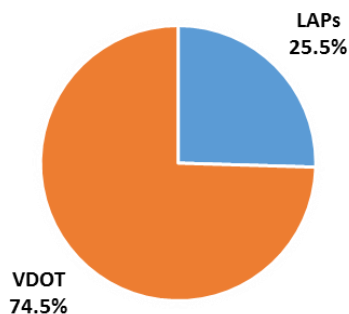
Reported through first quarter CY2021

Project Count	Estimated Construction Value
CY2021 Planned 180	CY2021 Planned \$398M
CY2021 Q1 Actual 33	CY2021 Q1 Actual \$96M

SIZE OF THE LOCALLY ADMINISTERED PROGRAM

We continue to report quarterly on the size and scope of the local program relative to VDOT administered projects. Those statistics for active projects as of March 31, 2021 are shown on the charts below.

Active VDOT vs. LAP percent of CN \$\$
\$15,553,481,350 TOTAL CN \$ value



Active VDOT vs. LAP Percent of CN Projects
3,241 TOTAL Projects

