

VDOT DEPARTMENT MEMORANDA (DM)

Date: 8/9/2019

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Approved: Stephen C. Brich, Commissioner

Supersedes: DPM 8-7 (2/13/2008)

DELIVERY OF LOCALLY ADMINISTERED PROGRAMS AND PROJECTS

Introduction

Virginia’s transportation program delivery continues to evolve with local governments managing a large percentage of the transportation projects in Virginia. As a result, VDOT’s role has expanded beyond the traditional one as an implementing agency, and VDOT now has an increased role with oversight and stewardship of the transportation program. To fulfill its oversight and stewardship responsibilities and ensure effective local program delivery, VDOT established this policy to provide guidance and principles for implementation of an agency-wide approach to locally administered programs and projects.

Policy

VDOT will develop programs and processes that provide local governments the necessary tools to successfully administer transportation programs. VDOT will establish consistent requirements so federal and state stewardship and oversight responsibilities can be met and projects can be implemented in the most efficient and effective manner possible. VDOT will optimize Department resources by focusing efforts on highest risk areas.

VDOT responsibility

To implement this policy, VDOT will:

- develop strong partnerships and foster open collaboration with localities to promote effective project development and delivery; and
 - provide oversight and guidance recognizing that local governments will be responsible for successfully delivering the project or program on time, on budget, with quality workmanship and in accordance with applicable federal and state requirements; VDOT will establish appropriate milestones for review to determine that the locality is on track to meet that responsibility; and
 - strive to provide local governments with the maximum flexibility in how they administer their own transportation programs, while meeting all federal and state stewardship and oversight requirements. This effort includes accepting locality processes and methods as long as the end results are achieved and requirements are met and includes utilizing the state aid certification for state funded projects; and
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- establish agency stewardship and oversight of local government programs in a consistent approach across Division and District lines through written guidelines and directives developed in accordance with this policy; and
 - focus its limited resources on oversight of federal projects and those projects that represent the greatest risks to VDOT, utilizing risk based oversight tools; and
 - provide training for localities and establish baseline assessment for administering federal projects and consider the impact to locally administered projects when developing new requirements and systems
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**Further
Information
Reference**

For further information, contact the Local Assistance Director.

- Code of Virginia, §§ 33.2-209, [33.2-221](#), [33.2-338](#).
 - Locally Administered Projects (LAP) Manual
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