



## Network for Success Local Programs Workshop



### 8th Annual Local Programs Workshop September 9 - 11, 2019 Williamsburg Lodge

The eighth annual Local Programs Workshop will be held at the Williamsburg Lodge. This workshop will focus on providing an overview of local programs, which will provide training for program management and project development. The theme of the workshop is “Network for Success.” 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 year one track will be devoted to the classroom training for the Qualifications Program. This track is open solely to localities that have pre-registered in advance of the 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. Check out our Local Programs Workshop [website](#) for registration details, schedule and more!

#### 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 can be found on our [Sponsor page](#) on the website.

#### Project Showcase

As part of the Local Programs Workshop, we will be having a project showcase. We are looking for submissions of projects to highlight. The showcase of projects will be featured in a slideshow to be shown continuously during breaks and meals in the general session ballroom. In order to be included, projects should be either locally administered, funded through one of our programs, or both and should be complete. If interested in submitting a project or you have questions, contact Carol West at (804)786-2746 or [carol.west@vdot.virginia.gov](mailto:carol.west@vdot.virginia.gov).

#### 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.

#### Mobile Workshops

On Monday, September 9, we are offering four mobile workshops which highlight projects in the Williamsburg and surrounding areas. For information on these mobile workshops, check out our [Other Events page](#) on the website.

## LOCALLY ADMINISTERED PROJECTS QUALIFICATION PROGRAM



In an effort to continue to help localities successfully administer transportation projects, the Local Assistance Division began development of 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. Virginia's Qualification Program includes a set series of on-line and classroom training sessions that provide a high level overview of the federal requirements for locally administered projects. The Local Assistance Division has partnered with an internal technical expert team and Virginia LTAP to help develop the training. Virginia LTAP will deliver the Qualification Program training. On-line classes will be rolled out the beginning of August and the first classroom session will be held in conjunction with the 2019 Local Programs Workshop. Classroom sessions will be offered multiple times each year across the state. Please visit our Locally Administered Projects Qualification Program [webpage](#) for more information and updates as we get closer to August!

## UTILITY RELOCATION

The uncertainty associated with utility relocation and the impacts on projects schedules and estimates has been noted as a concern that has often impacted on time and on budget project delivery. The Commonwealth Transportation Board (CTB) established a working group (Utility Relocation Working Group) for the purpose of reviewing processes, procedures and policies relating to utility relocations on transportation projects. As part of the review process for the working group, feedback and suggestions were gathered from utility companies, District staff and local government representatives. An area of emphasis was identifying and communicating proposed projects and/or actions needed earlier in the process and improving Utility Coordination and consistency between VDOT administered and locally administered projects. The Utility Relocation Working Group made several recommendations that were adopted by the CTB at their April meeting and that resolution is posted on the [CTB webpage](#). Additional tools to guide the process and clarify expectations as well as additional training are part of the implementation plan moving forward. One of the first products developed in coordination with LAD, Right-of-Way, District Staff, and LPAs members was the creation of a new form called the Locally Administered Projects Utility Coordination Checklist (UT LAP-100). Another benefit from the working group discussions will be increased communication which will include VDOT District Utility Managers inviting the localities to attend VDOT utility coordination meetings in their region (usually monthly) - previously focused on communication between utility owners for VDOT Administered Projects. The goal is to ensure close coordination through the project life-cycle for all projects. LAD will enhance the current language in the LAP manual regarding utility coordination. The LAP Manual update is planned for Summer 2019.

## 2019 CAP REVIEW FINDINGS

As part of the Federal Highway Administration (FHWA) Stewardship & Oversight of the Federal Aid Highway Program, the Virginia Division completed its Compliance Assessment Program (CAP) for Performance Year 2019 (PY19). Fifty-five projects were selected through a random sample from a population of 283 active construction projects authorized by VDOT during PY18. These projects included 39-State administered and 16-locally administered. No deficiencies were found on 6 of 10 the Core Questions. An Action Plan is being developed to address the areas of improvement identified in the CAP Review Findings. The findings and action plan will be posted on our external website in the coming months.

## PRE-AWARD AUDIT/EVALUATION REVIEW TEMPLATES

The VDOT Local Assistance Division (LAD) is working with internal stakeholders to improve turn-around time for Pre-Award Audit Reviews during the consultant procurement process of consultants working for the LPAs. A key component is getting complete submittals and all of the desired information upfront. With this effort, we are preparing to release two new Pre-Award Templates to support the proposed expedited process. These new templates incorporate comments from the Virginia Transportation Construction Alliance (VTCA) and several LPAs and is intended to provide guidance on VDOT's Pre-Award submittal process, needed information to expedite ACO's review, and minimize impact on construction schedules. Release of the new templates is planned soon.

## TAX EFFECT RECOVERY FACTOR—DOMINION ENERGY

We have received a number of questions and wanted to provide a status update on the Tax Effect Recovery Factor (TERF). TERF applies to payments made to Dominion Energy (the Company) which are classified as a contribution in aid of construction on the Company's books. TERF applies to capital assets being installed and contributions in aid of construction (Project Cost Responsibility), with the only exceptions being items being removed or transferred (coded "R" or "T" on estimates/billings).

After consultation with FHWA, VDOT determined that TERF is not a reimbursable federally participating cost on VDOT or local projects. VDOT has not approved TERF as an eligible cost to date. In the interim VDOT and Dominion Energy have agreed to include the TERF cost in the project authorization for relocation of their facilities with the understanding if not approved when discussions are finalized any TERF cost authorized will not be billed and/or paid by VDOT or a locality or if already paid to Dominion Energy these costs will be reimbursed.

Discussion between the Office of the Attorney General, VDOT Chief of Policy office and Dominion Energy are still on-going to reach final resolution. Once a decision is made all stakeholders will be notified.

## FUNDING PROGRAMS

### REVENUE SHARING PROGRAM

FY 21 and FY22 funding for the Revenue Sharing Program is being solicited and requires a pre-application in order to be considered. The Smart Portal opened May 15, 2019 and pre-applications will be accepted on a rolling-basis through the **July 1 deadline**. Pre-application information will be evaluated by VDOT District and LAD staff during the screening process. When complete, the Department will validate the pre-application and the application submitter will be notified via email when they can proceed with completing the full application. As noted, this is being done on a rolling-basis so the earlier pre-applications are submitted, the earlier the locality can begin working on their full application. Full applications will be due by no later than **October 1, 2019** and all supporting documentation (including the resolution) must be uploaded with the on-line application and submitted by the deadline, as well. Note that this is one-month earlier than the prior Revenue Sharing application deadline!



## TRANSPORTATION ALTERNATIVES

The Transportation Alternatives program is soliciting applications for FY21 and FY22 funding. The Smart Portal opened May 15, 2019 for pre-applications. Pre-applications will be accepted on a rolling-basis through the **July 1 deadline**. Pre-application information will be evaluated by VDOT District and LAD staff during the screening process. When complete, the Department will validate the pre-application and notify the project sponsor that they can proceed with the full application. As noted, this is being done on a rolling-basis so the earlier pre-applications are submitted, the earlier the sponsor can begin working on their full application. Full applications will be due by no later than **October 1, 2019**. Note that this is one-month earlier than the prior TA application deadline.

The current FAST Act legislation will expire September 30, 2019. Before TA funding can be awarded in June 2020, Congress will need to approve a new transportation bill or extend the existing legislation. The effects of the FAST Act Rescission is still unclear, however the Department is continuing to move forward with the solicitation of new applications so we are ready. The funds available for distribution may be reduced based on the results of the recession.

## HIGH VOLUME UNPAVED ROADS

Applications were recently accepted from counties for the FY2020 High Volume Unpaved Road Program. Section 33.2–358 of the Code of Virginia authorizes the set-aside of unpaved road funds for providing a hard-surface to unpaved roads with traffic volumes over 50 vehicles per day. The CTB established a policy, effective July 1, 2014, whereby a small portion of these unpaved road funds may be allocated to address high volume unpaved roads in counties. The policy defines a high volume unpaved road as one with a traffic count greater than 500 vehicles per day. An application is necessary for each proposed project, and a county with qualifying routes may apply annually for up to \$500,000. An application's score relies on criteria including traffic count, construction readiness, safety issues, and the road's access to schools and other community/public service facilities. The funding provision set aside under Section 33.2-358 will sunset after July 1, 2020. Therefore, this year will be the final year for the High Volume Unpaved Roads Program. Since the Program's inception in 2014, over \$7M has been allocated to 11 counties to pave 20.4 miles of high volume unpaved roads. For the current fiscal year, a total of \$1.98M of High Volume Unpaved Roads funds were available for FY2020. A list of qualifying routes and additional information about the Program, can be found on our [website](#). Applications were received from Isle of Wight County, Loudoun County, and Wythe County with total requests equaling \$1.5M. A recommendation to fully fund all three projects was presented to the CTB in May 2019 and the CTB will approve the project allocations at its June 2019 meeting.

## STATE OF GOOD REPAIR PROGRAMS

### SGR/PRIMARY EXTENSION DEALLOCATION

Local Assistance Division worked with Asset Management and Infrastructure Investment Divisions to develop a deallocation process for local paving projects and deficient bridges. Paving projects funded in FY2020 and prior fiscal years that are not advertised within 6 months and completed within the fiscal year funds were received may be subject to de-allocation. Deficient bridges receiving SGR funds must start the preliminary engineering or construction phase within 24 months of the first year of allocation in the SYP. If a locality is unable to complete a project within the timeline, a letter/email with the reason should be submitted to the District and Central Office Local Assistance Division prior to the advertisement due date. The deallocation process was shared with localities and districts in April. The deallocation process will be updated in FY2021 to match timelines given in the updated process for federal projects. You can find more information on the deallocation process on our [website](#).

## STATE OF GOOD REPAIR PROGRAMS CONTINUED

### PRIMARY EXTENSION

The Commonwealth Transportation Board (CTB) approved local paving projects for the FY2020 Primary Extension Program at their May 15th meeting. In order to qualify to apply for funds, projects were required to have a Combined Condition Index (CCI) less than 60. Scoring criteria included considerations for NHS, prior year expenditures in pavements, CCI value and traffic volume.

This year, our application process kicked off on November 1st and applications were due January 7th. Applications were accepted again this year through the Smart Portal which allowed localities to identify candidate projects using a map feature which simplified project selection. Total funds available were \$6.2M State of Good Repair and \$16.0M CTB Formula. Local Assistance scored 122 applications with requests for funding over \$30.3M. A total of 83 projects were fully funded and 1 project partially funded in 35 localities with the available funding. Approved projects for the FY2020 paving program can be found on the CTB website [here](#).

An exception to the federal process was granted again this year that allowed the projects to be developed as state funded. Beginning in Fiscal Year 2021 the federal exception will expire and projects must be developed following federal guidelines. Local Assistance will be working with other divisions to update the primary extension process to consider federal guidelines.

### LOCALLY OWNED BRIDGES

Bridge notification forms that are requested for all locally maintained deficient bridges were made available via the Smart Portal following the same timeline as SGR-Primary Extension. Allocations are being deferred for new projects until FY2021 (July 1, 2020) due to the passage of [HB-2784](#). This decision was based on funding availability and recent changes to the Code of Virginia and affects both VDOT and locality maintained bridges. Bridge notification forms submitted in the SMART Portal for FY 2020 will be carried forward to FY 2021. An [email](#) notifying localities that provided additional information was sent in April. For those localities that requested funding for bridge projects for the FY2020 cycle, your VDOT District liaison will reach out to you to gather the additional information needed for your application being pulled forward for the FY2021 application cycle.

Additional information on the Primary Extension program and Locally Owned Bridges can be found on our external website on the [Funding Programs](#) page.

## UPCOMING TRAININGS

### VA TRANSPORTATION TRAINING ACADEMY / VA LTAP WORKSHOPS

UVA TTA has some great new workshops throughout Virginia for 2019. Registration for June and July classes are now being accepted. For general class registration information go to <http://uva-tta.net/workshops/>.

## 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 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.” VDOT’s updated dashboard officially launched in July 2018. This represented a significant shift in how VDOT monitors project development and delivery, which now includes tracking 10 intermediary activities in the project development process. Our statistics utilizing both tracking methods are shown below. The CY2019 Commitment Baseline List is posted on our [website](#). The VDOT Dashboard is publicly available and can be accessed at <http://www.virginiadot.org/dashboard/projects.asp>,

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.

**VDOT Dashboard Score by District**

As of 5/22/2019	On-Time Development	On-Budget Development
Bristol	67%	67%
Culpeper	59%	82%
Fredericksburg	75%	100%
Hampton Roads	65%	61%
Lynchburg	92%	83%
Northern Virginia	44%	70%
Richmond	68%	64%
Salem	74%	77%
Staunton	58%	67%
Statewide	64%	70%

**LAP Construction Advertisement Commitments for CY2019**  
Reported through first quarter CY2019

<u>Project Count</u>	<u>Estimated Construction Value</u>
CY19 Planned 169	CY19 Planned \$387M
CY19 Q1 Actual 44	CY19 Q1 Actual \$61M

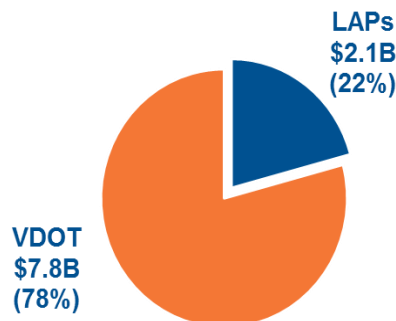
On Delivery Goal 70%  
 On Budget Delivery Goal 74%

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 January 31, 2019 are shown on the charts below.

**LAP Percent of CN Projects**  
**1769 TOTAL Projects**



**LAP Percent of CN \$\$**  
**\$10,034,733,632**



## LAP MANUAL UPDATES

### LAP MAUNAL UPDATES

#### RECENT UPDATES

Local Assistance Division recently completed some updates to the LAP Manual.

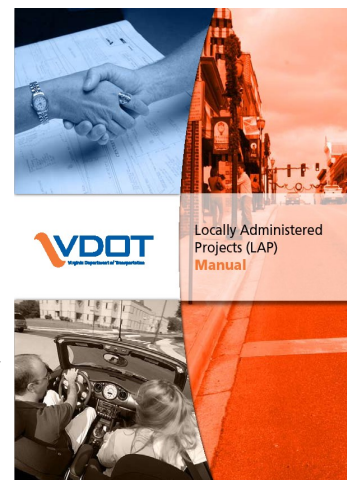
Chapter updates include:

- Project Initiation and Authorization (CH8)
- Project Delivery (Construction Administration) (CH13)

For details on updates, please refer to the Detailed Update Summary for [December 2018](#) located on LAD's website.

#### UPCOMING UPDATES

Language in the LAP Manual will be updated regarding inspector certifications and the associated certifying processes required update to meet current Department procedures. The Mid Atlantic Regional Technician Certification Program is no longer accepted as being certified to work on projects in Virginia. The new requirements are already in place whereas the LAP manual update is planned by end of June 2019. New legislation approved in 2018 require all manual updates to be posted for public comment, which will require an additional 60 days to finalize manual updates. LAD is working on Utility Relocation, Title VI, and Pre-award Audit Reviews for the next LAP Manual Update.



## NEW LAD EMPLOYEES

### SYNTHIA WAYMACK

Synthia is a new addition to the Local Assistance Division working with the Transportation Alternatives and Scenic Byways Programs. Prior to joining VDOT, Synthia worked for 12 years at the Virginia Department of Conservation and Recreation (DCR) managing the Land and Water Conservation Fund, the Recreational Trails Program and the Open Space Recreation & Conservation Fund. For 6 years she served as DCR's Environmental Impact Review Coordinator. Synthia has a bachelor's degree from the University of Richmond and is a recent graduate of the Virginia Natural Resources Leadership Institute.

### LLOYD ARNOLD

Lloyd joined the Local Assistance Division as the new Program Manager for Locally Administered Projects. Prior to joining LAD, Lloyd successfully managed VDOT's Environmental Division Highway Noise Abatement Program, Construction Division Construction Quality Improvement Program, and Construction Division Integrated Business Applications Support Program. His formative professional career began in the manufacturing industry as an Electrical Engineering intern for the General Motors Corporation before branching into acoustics as an consultant engineer where he led the noise control programs for Ford Europe, GM Mexico, and GM Canada. Lloyd has lead and served on committees such as Committee Chair for Construction Engineering & Inspection procurements, Co-Chair/Advisor of Construction Quality Committee, and Chair FWHA/VDOT Noise Abatement / Materials Committees to name a few. A 2002 Commissioners Award for Excellence recipient and 2009 AASHTO Performance Management Bronze Trailblazer team award recipient; Lloyd is a graduate of Michigan State University School of Engineering, and holds certification as a Project Management Professional (PMP) and Six Sigma/Lean Greenbelt (SSLGB).