



JULIE BROWN RETIRED!

Local Assistance Director, Julie Brown, retired as of November 1. Julie worked for the Department of Transportation for over 37 years, coming to work as an engineer trainee just after graduating from the University of Virginia with a degree in Civil Engineering. Julie served as Assistant Resident Engineer in the Ashland Residency and Resident Engineer in the Bowling Green Residency before coming to Local Assistance as an Assistant Division Administrator. She was named Director of Local Assistance in 2015. Congratulations on your retirement, Julie. Well done!



RUSS DUDLEY PROMOTED!

We are pleased to announce that Russ Dudley is the new Director of the Local Assistance Division. Many of you have worked with Russ over the years in his various positions within VDOT.



Russ is a proud graduate of JMU, has a Masters of Public Administration from Central Michigan University, and has undertaken post-graduate studies in numerous other areas. Russ' work experience has included work in the private and public sector and he began his VDOT career in the Environmental division. For more than a dozen years, Russ has advanced through several positions within the Local Assistance Division, having served as both the Assistant Division Administrator for Local Systems and Projects Programs and the Assistant Division Administrator for Special Funding Programs. He brings a wealth of knowledge and experience and I would ask that you join me in congratulating Russ on his new position.

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 sessions 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. On-line classes were rolled out the beginning of August and two classroom sessions have been held as of November 1st. Every locality must have one person "qualified" by December 31, 2020. Currently, there are 69 localities who have successfully completed the Qualification Program and have received the "qualified" status. A list of localities that have completed the Qualification Program training is being maintained on the Qualification Program webpage.



Classroom sessions are being offered multiple times throughout 2020 across the state. Please visit our Locally Administered Projects Qualification Program [webpage](#) for more information and to register for an upcoming classroom session near you!

2019 LOCAL PROGRAMS WORKSHOP

The Eighth annual Local Programs Workshop was held at the Williamsburg Lodge in Williamsburg on September 9-11 where we had over 550 registered attendees. All breakout session presentations and workshop materials are posted on our [website](#) making them available for those who may not have been able to attend the workshop or missed a session. Many thanks to our speakers and presenters for sharing their expertise and to our sponsors and host committee for making this workshop possible. The 2020 Local Programs Workshop will be held September 29- October 1 at the Hotel Roanoke in the Roanoke. Registration will open in the spring.



LOCAL PROGRAMS POLICY

Commissioner Brich recently signed the updated [Department Memoranda \(DM\) for the Delivery of Locally Administered Programs and Projects](#). While the policy has been in effect for some time, VDOT determined there was a need to re-emphasize the Policy's guiding principles because of the age of the policy and with the increased size of the program. There are some minor changes in the updated policy but the primary goal of the policy update is to refocus on the primary commitments of the agency to assist local governments in local project delivery.

The updated Policy continues VDOT's commitment to:

- ⇒ Provide local governments tools to successfully administer transportation programs
- ⇒ Provide a consistent approach to VDOT stewardship and oversight across districts and divisions
- ⇒ Promote efficient and effective local project and program delivery
- ⇒ Strive to provide local governments with maximum flexibility
- ⇒ Provide training to assist localities

The updated Policy strengthens VDOT's commitment to:

- ⇒ Optimize department resources by focusing efforts on highest risk areas
- ⇒ Utilize state aid certification to allow minimal oversight on state funded projects

Exploring different initiatives and tools to assist local governments has been included in VDOT's Business Plan for many years and we are currently working on multiple initiatives aimed at this goal. These include the Qualifications Program, electronic signatures for local project agreements, providing enhanced project estimating tools, reviewing local schedule templates and providing localities better access to project information. We also are working on efforts to support VDOT's better estimating of oversight charges.

As part of the implementation of the updated policy, we plan to survey VDOT staff, localities and consultants regarding the local program, our prior and current efforts to streamline local project delivery and future suggestions. Those surveys will help frame our future discussions and should go out over the next few weeks. Once we have the results of these surveys, we will work with our Local Government Stakeholders Group to review the results and current initiatives as well as identify additional recommendations moving forward to improve the local program.

PROFESSIONAL QUALIFICATIONS FOR ENVIRONMENTAL TASKS

Please be aware that certain environmental disciplines have professional standards or require certifications, including disciplines outside of the professional licensing requirements of the *Code of Virginia*. For example, cultural resource work (archaeology, architectural history) should be performed by individuals who meet the *Secretary of the Interior's Professional Standards* for those disciplines, published as Appendix A to 36 CFR 61 and available at www.nps.gov/history/local-law/arch_stnds_9.htm, especially for transportation projects involving federal funds and/or federal permits. It is the responsibility of the locality to make sure that qualified individuals are performing the environmental services to which they have been assigned.

SCOPING CHANGES ON SMART SCALE FUNDED PROJECTS

In harmony with the [SMART SCALE Project Change Guide](#), the LAP Manual in Chapter 12.1.3 has been updated to address how a SMART SCALE project is to be rescored when there are proposed scope changes. Since scope changes occur throughout the development phase, projects initially selected for funding must be re-assessed and the funding decision re-visited to determine if there is significant scope or cost impact that could require a re-scoping of the project. Prior to completion of the SMART SCALE certification statement, Project Coordinators are to bring to the attention of the cross-functional Re-evaluation Team any proposed scope changes for reconfirmation of the stated benefits. This additional step is to ensure continued transparency and accountability of SMART SCALE project selection.

PRE-AWARD EVALUATION REVIEW TEMPLATES AND INSTRUCTIONS

For federally funded transportation projects, the Virginia Department of Transportation (VDOT) is required to conduct a Pre-Award Evaluation for combined prime and sub-consultant professional services cost proposals having a value greater than \$200,000 prior to the contract execution. VDOT's Local Assistance Division (LAD) has been working with internal and external stakeholders to improve the turn-around time for Pre-Award Evaluations during the consultant procurement process for the localities. A key component is getting a complete submittal and all of the desired information upfront. In efforts to improve both the understanding and timeliness of the Pre-Award Evaluations, VDOT has prepared a series of instructions, checklists, and document templates to help expedite the review process for fixed billable rate professional service contracts. VDOT has used similar templates for VDOT Administered projects and we do think this will help cut down on the review time on Locally Administered projects. These new instructions and templates can be found at the following link: <http://www.virginiadot.org/business/local-assistance-locallyAdministered.asp>

PATENTED AND PROPRIETARY PRODUCTS UPDATE

The FHWA is revising its regulations to provide greater flexibility for States to use proprietary or patented materials in Federal-aid highway projects. Effective October 28, 2019, the Final Rule ([RIN 2125-AF84](#)) for Construction and Maintenance – Promoting Innovation in the Use of Patented and Proprietary Products, rescinds the requirements limiting the use of Federal funds in paying for patented or proprietary materials, specifications, or processes specified in project plans and specifications, thus encouraging innovation in transportation technology and methods. VDOT is working with the Federal Highway Administration (FHWA) on how this change will affect existing and future federally funded projects using proprietary and patented products and to ensure manuals and documents are updated accordingly. In addition, VDOT will be comparing these changes with the requirements in state code. Additional information will follow.

NON-VDOT ADMINISTERED PROJECTS (NVAP)

Additional Guidance: NVAP is the Department's interactive tool that gives local governments the ability to provide important updates during project construction and has now been in use since July 1, 2018. The following are some tips to improve administrative efficiency and Dashboard tracking. Inform the VDOT Project Coordinator: 1) if the Locality Project Manager changes, 2) if the locality cannot input their project in NVAP, or 3) the locality does not see the NVAP Project icon upon log-in to SMART Portal. Additionally, once in NVAP, enter the Contract Acceptance date ONLY when the project's construction is completed, otherwise the project is locked to further updates and will require administrative assistance to re-open. Further guidance is found in the [NVAP Users Guide](#). Upon receiving the automated email alert, please update the project data within the time-frame to prevent a "past due" condition and to prevent the project from displaying "red" on the Project Delivery dial of the VDOT Dashboard. If you have specific questions regarding your SMART Portal account set-up, or require access to the NVAP module, please first contact your respective locality's SMART Portal Point of Contact (POC), or your VDOT Project Coordinator.

RIGHT OF ENTRY

Effective **July 1, 2019**, Section [33.2-1011](#) of the *Code of Virginia* (Right to Enter) requires VDOT and those representing VDOT (Localities, Consultants, etc) to request permission to enter property from property owners not less than 15 days prior to entering the property. When responsive property owners confirm dates for property entry, no further contact is necessary. However, when property owners are either non-responsive or deny permission, those property owners shall be contacted a second time with an “Intent to Enter” letter sent not less than 15 days prior to the date of intended entry. Property entry includes access to properties to perform project-related activities. If additional time is required beyond the stated period identified in the letter, the process must be repeated. We encourage everyone to review the referenced Code change as there are new requirements regarding specific information to be included in notifications such as proposed dates of entry and number of individuals seeking entry.

FUNDING PROGRAMS

REVENUE SHARING PROGRAM

The Commonwealth Transportation Board confirmed its approval of Fiscal Year 2020 allocations at its June 19, 2019 meeting. In addition to its prior June 20, 2018 action, this approval affected 85 projects by re-allocating approximately \$12.6 million that had been de-allocated from projects that had not been progressing by the CTB at its January meeting. As a result, the FY2020 Revenue Sharing allocation was revised for 78 projects that had been approved for pro-rated amounts initially in June 2018; these projects received the full amount of the locality’s original request. Additionally, 7 maintenance projects meeting the priority 3 selection criterion were approved and allocated approximately \$5.7 million.



Applications for FY2021 and FY2022 funding began April 15, 2019 with the requirement of pre-application submittal by July 1, 2019 in order to determine project eligibility and which of the statute’s priority selection criteria the project work would be expected to meet. Completion and submittal of each full application through the SMART Portal ended October 1st at 5pm. 233 applications totaling a little under \$278 million were submitted successfully by the due date and respective District staffs and the Local Assistance Division will be reviewing applications to determine the specific priority selection criteria are met in competition for the \$200 million budgeted for the next two fiscal years.

The Local Assistance Division is currently reviewing the status of projects to be considered for de-allocation at the CTB’s January meeting. LAD anticipates finalizing its review and notifying affected District offices and the localities by mid-November.

TRANSPORTATION ALTERNATIVES

Following the pre-application period this summer, the Department received 128 full applications for the FY21 / FY22 federal Transportation Alternatives Set-Aside funding cycle. Applications are currently being evaluated and scored by VDOT staff. The CTB will be provided final scores in January and we hope to wrap up final selection by the end of March. The selections will be included in the Department’s Six-Year Improvement Program public hearings and finalized along with the program in June 2020.

Continued on next page ...

Transportation Alternatives continued from previous page ...

We appreciate the tremendous efforts made by localities and VDOT District staff to accelerate projects in order to obligate as much federal TA funding as possible prior to the rescission deadline. We are currently awaiting details from FHWA on possible impacts the FAST Act rescission may have on Virginia. We want to remind everyone however, that localities with existing TA projects will not be affected by the rescission. Not only were we able to obligate additional funds, but we were also able to close out several older completed projects. These released allocations and *future* TA allocations will be used to fill any gaps resulting from rescission impacts.

STATE OF GOOD REPAIR PROGRAMS

LOCAL PAVEMENT AND DEFICIENT BRIDGES

Similar to last year, primary extension and local bridge applications will be accepted through the Smart Portal. The application period opened on October 1, 2019. As previously communicated, the exception granted for primary extension projects funded with both CTB Formula and State of Good Repair funds to follow the federal process expired in FY2020. Beginning with the FY2021 application cycle, projects selected for funding must follow the federal process. The CTB approved an increase in the amount a locality could apply for to \$1.5M and increased the time to advertise to 12 months. As communicated in a letter to city and town managers from Local Assistance Director Julie Brown on April 23, 2019, VDOT deferred allocations to new bridge projects until FY2021 based on the passage of HB 2784. Local bridge forms that were submitted for FY2020 State of Good Repair funding have been uploaded to the Smart Portal for updates and may be resubmitted for FY2021 State of Good Repair funding. A call for applications has been sent for both local pavements and local bridges. Paving applications and bridge notification forms must be submitted through the following link: <https://smartportal.virginiahb2.org/>. The deadline for submitting local SGR/Primary Extension applications and SGR bridge notification forms is **5pm, December 13, 2019**. Additional information regarding paving federalization and local bridge projects can be found at this link: http://www.virginia-dot.org/business/local_assistance_division_funding_programs.asp#good

SPECIAL HAULING VEHICLE (SHV) AND EMERGENCY VEHICLE (EV) BRIDGE LOAD RATING UPDATE

As part of National Bridge Inventory System (NBIS), FHWA now requires that bridges and structures be evaluated to determine whether weight restrictions need to be set or adjusted for Special Hauling Vehicles (SHV) and Emergency Vehicles (EV). These new standards only apply to bridges that fall under NBIS purview, and apply to all state DOTs and any localities that maintain bridges. FHWA issued standards in two mandates. The first mandate required that bridges be evaluated for SHVs. The mandate divides bridges into two groups. Group I, structures less than 200 feet, were to be evaluated for SHV by Dec. 31, 2017. Group II, all other structures, must be evaluated by Dec. 31, 2022. The second mandate required that bridges be evaluated for EVs. This mandate also divides bridges into two groups. Group I, bridges located on interstates or within one mile of an interstate, must be evaluated for EV by Dec. 31, 2019. Group II, all other bridges, must be evaluated by Dec. 31, 2022. VDOT's Local Assistance and Structure and Bridge divisions will provide statewide communications to localities regarding the status of this initiative and coordinate the bridge inspections that incorporate the changes. District Bridge Engineers will continue working with localities in their Districts that maintain bridges as they are also working to load rate and post structures as needed per the SHV requirements. VDOT is working to create a web-based GIS map that will allow users to see where posted bridges are located to help plan routes as needed. VDOT will work with the Department of Motor Vehicles to update information and brochures related to load ratings and signage as needed.

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>. There is also a new Dashboard Performance tool available to localities that can be found at http://www.virginiadot.org/business/reporting_systems_to_be_used_on_locally_administered_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 10/31/2019	On-Time Development	On-Budget Development
Bristol	68%	94%
Culpeper	45%	81%
Fredericksburg	66%	50%
Hampton Roads	42%	88%
Lynchburg	91%	58%
Northern Virginia	43%	68%
Richmond	55%	67%
Salem	82%	79%
Staunton	60%	73%
Statewide	56%	74%

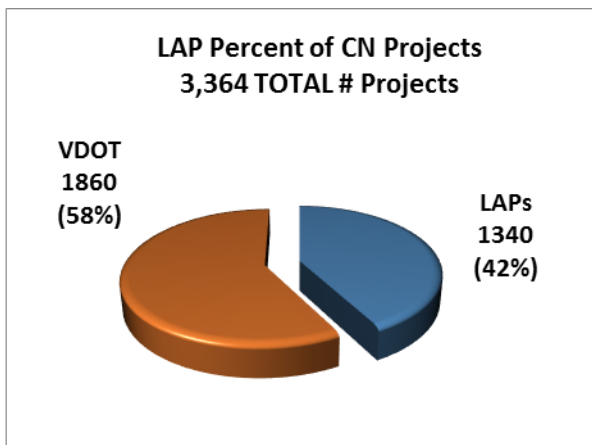
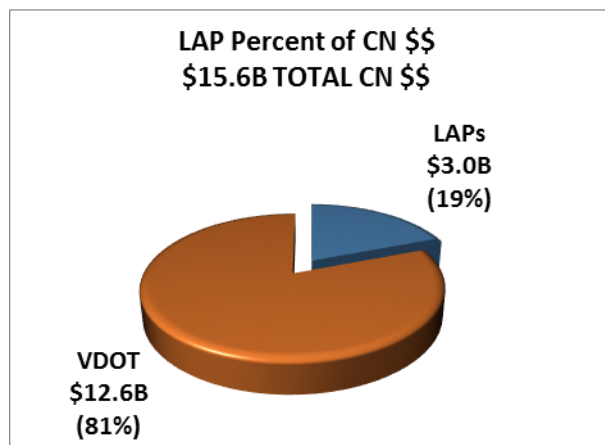
On Delivery Goal 70%

On Budget Delivery Goal 74%

LAP Construction Advertisement Commitments for CY2019
Reported through third quarter CY2019

Project Count	Estimated Construction Value
CY19 Planned 169	CY19 Planned \$387M
CY19 Q1 Actual 134	CY19 Q1 Actual \$302M

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 October 31, 2019 are shown on the charts below.



LAP MANUAL UPDATES

LAP Manual updates are now required to be submitted to [Virginia Regulatory Town Hall](#) for a 30 day public comment period prior to making proposed document changes official. In preparation, LAD must first provide a marked up version and clean version to VDOT's Governance & Legislative Affairs Division (GALA), and on behalf of LAD, will make a submission to the Town Hall. This process may take up to two months. In September, Local Assistance Division completed important updates to the LAP Manual as summarized below and the public comment period will end late November. Our [webpage](#) currently shows each of the proposed updated chapters as a draft.

CHAPTER 12

- Surveys
- Smart Scale Funded Projects
- Hydraulics
- Plan Design Checklist
- Public Participation Requirements
- Location and/or design approval for projects with a posting of notice of willingness to hold a hearing
- Mandatory Federal-aid Provisions
- Appendices 12.6B & 12.6C

CHAPTER 13

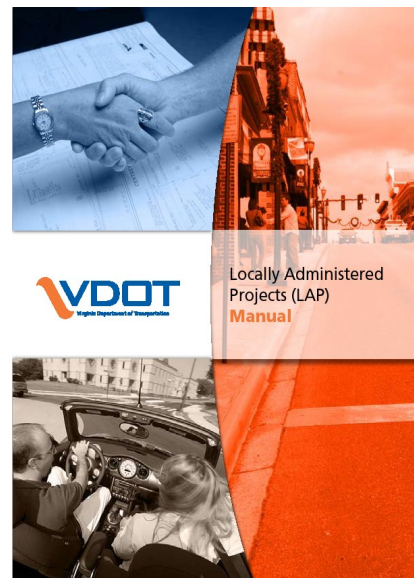
- Material Acceptance and Assurance Sampling and Testing

CHAPTER 14

- Stormwater Acceptance and Project Certification

CHAPTER 16

- Added new section called LAP Utility Coordination / Relocation Process.
- Notice of Intent to Enter



UPCOMING TRAININGS

VA TRANSPORTATION TRAINING ACADEMY/VA LTAP WORKSHOPS

UVA TTA has some great new workshops throughout Virginia for 2019 and 2020. For general class registration information go to <http://uva-tta.net/workshops/>.

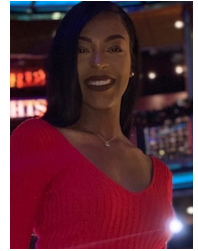
LAP QUALIFICATION PROGRAM

Classroom sessions for the Qualification Program have been scheduled throughout 2020. For details and to register for a classroom session near you, please go to http://www.virginia-dot.org/business/local_assistance_division_qualification_program.asp

NEW LAD EMPLOYEES

NICOLE REED

Nicole joins the Local Assistance Division (LAD) as the new Access Roads Program Manager working with the Economic Development, Recreational, and Airport Access Programs in addition to supporting the Revenue Sharing Program. Nicole began her career with VDOT in 2016 as a Core Development Program (CDP) Business Associate in the Fredericksburg District. Upon completion of the program in 2018, she accepted a position with the Programming and Investment Management team in the Fredericksburg District until her transition to Central Office in July 2019. Nicole has a Bachelor's of Arts degree from Longwood University and is currently pursuing her Masters of Business Administration degree with a concentration in Finance from Liberty University. Nicole is originally from the Richmond, VA area and now resides within Henrico County.



TRACI LUU

Traci Luu joined VDOT in June 2019 as a Business Associate. She is in the Core Development Program and will graduate in June 2021. She is helping LAD with different projects while she doing her rotations. Traci has a Bachelor's of Science degree and a Master's of Science degree from Virginia Commonwealth University.



JONATHAN LISS

Jonathan joins the Local Assistance Division as a new Locally Administered Projects Program Coordinator. Jonathan came to us from the City of Colonial Heights, where he worked as a Project Manager for 2 years. With the City, his duties included Federal, State and Local Project Development, Design and Delivery; he also managed all GIS information for the City's Public Works Department. Jonathan is a VCU alumni, where he received a Bachelor's of Science degree in Mechanical Engineering.



LINGHAN SONG

Linghan joined the Local Assistance Division (LAD) as the new Business Data Analyst starting August 2019. Before that, she has had over four years' experiences in strategic data analytics from financial services industry. She will utilize her skills in database querying, BI analytic and financial engineering to help build and lead the division's data driven decision-making initiative. Linghan came to Richmond, Virginia since 2009 from China and has gladly called RVA her home ever since! During her spare time, she likes to kayak and hike in Virginia rivers and mountains. She loves animals and currently lives happily with her brown white tabby Masie.



ALONSO ARVIZO

Alonso joined Local Assistance in September 2019 as a GIS Specialist assisting with completion of the UMIS / RIMS project. He will continue to work to maintain the local road inventory after it is fully implemented into RIMS. His experience as a GIS technician for Timmons Group makes him a great asset to assist with this project. As a Timmons Group employee he has worked with clients from all over the civil/geospatial industry. His hobbies include hiking, fishing and craft beer. Alonso earned a B.S. in Geographic Science from James Madison University and served in the United States Marine Corps.

