

LOCALLY ADMINISTERED PROGRAMS AND PROJECTS

HOT TOPICS

Transportation Project Management Institute (TPMI) Scholarships

To encourage local government participation in the TPMI, VDOT is again partnering with the UVA Center for Transportation Studies (CTS) to offer partial scholarships, up to \$2,000 (half the cost of tuition) to eligible local government staff for this May's Institute. Local government staff must first apply to UVA CTS by March 5 for eligibility determination, and state on their application that they wish to be considered for the VDOT scholarship. Applicants will be notified of scholarship awards in early March 2013. Scholarship evaluation criteria include local government size, locality participation in VDOT-funded programs, and the applicant's project management responsibilities. For more information on the TPMI, go to the UVA TPMI [website](#). Additional questions regarding VDOT scholarships may be referred to Clark Woods at (804) 692-0565.



VDOT Board of Supervisors Manual

VDOT's Local Assistance Division (LAD) maintains a manual created for new Board of Supervisors members. The Board of Supervisors (BOS) manual contains brief overviews of many VDOT topics the board members may be questioned about. The manual has been very helpful throughout the state by elected officials, as well as local governments and VDOT staff. The manual is updated annually. The latest update to the manual is now available on the LAD [website](#).

TRAINING

Upcoming NHI Training Opportunities for Localities

The Transportation Training Academy ([TTA](#)) is sponsoring several courses that would be beneficial to our local government partners. The course titles are listed below and can also be found on the LAD training website with a brief description and the links for each course registration. The VDOT Learning Center will cover the registration costs for all local government attendees for each NHI course. The locality would be responsible for all travel expenses. These courses are very valuable to those local governments that are administering transportation projects.

[Introduction to Federal-Aid Right of Way Requirements for Local Public Agencies](#) (NHI 141050) will be held in Hampton, VA on February 19-20, 2013.

[Introduction to Federal-Aid Right of Way Requirements for Local Public Agencies](#) (NHI 141050) will be held in Roanoke, VA on May 7-8, 2013. Details and registration will be available on TTA's website in February 2013.

[Contract Administration Core Curriculum](#) (NHI 134077) will be held in Roanoke, VA on August 27-28, 2013. Details and registration will be available on TTA's website in May 2013.

[ROW Appraisal for Federal-Aid Highway Programs](#) (NHI 141043) will be held in Midlothian, VA on September 3-4, 2013. Details and registration will be available on TTA's website in June 2013.

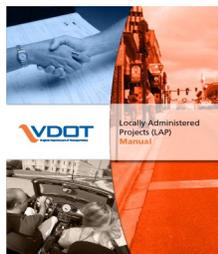
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AASHTO TSP2 Southeast Bridge Preservation Partnership Meeting

Virginia will be hosting the 2013 Southeast Bridge Preservation Partnership (SEBPP) meeting in Norfolk, VA on April 2-4, 2013. SEBPP invites bridge preservation practitioners from Virginia's local governments to participate in the meeting. Information can be found at the following [website](#).

LAP MANUAL UPDATES



The LAP Manual provides guidance and direction to all localities choosing to administer VDOT funded projects with an emphasis on federal-aid, and provides guidance to all VDOT staff assigned an oversight role for locally administered projects. There are no updates at this time. The LAP Manual can be found on the Local Assistance Division [website](#).

LOCAL PROGRAMS WORKSHOP—2012

In October, the Local Assistance Division hosted the 2012 Local Programs Workshop. Over 350 local government, consultant, contractor, and VDOT staff came together for an intense two days of networking and information sharing. Based on feedback we have received, the workshop was very well received from all who attended. We have posted all of the presentations and workshop materials on our [website](#) so they are available to those who may not have been able to attend the workshop. We have already started to prepare for the 2013 workshop which will be held in late September or October. Look for additional information in upcoming Newsletters.



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SPECIAL PROGRAMS

Revenue Sharing Program

VDOT's Local Assistance Division received 244 applications totaling \$173,619,871 for the FY2014 Revenue Sharing Program. No decision will be made as to which projects will be funded until after the budget is passed by the General Assembly. Approved funds will become available July 1 for the FY2014 program.

Based on legislation approved in 2008, the Department's process for de-allocation of Revenue Sharing Program funds was established and is described in the current Revenue Sharing Program Guidelines. Projects identified as candidates for de-allocation under this process were presented to the Commonwealth Transportation Board (CTB) at its January meeting and the Revenue Sharing funding on 64 projects totaling \$4,429,914 was approved for de-allocation. The Department proposes to make these de-allocated funds available for the FY 2014 program.

Rural Rustic Program

A revised Rural Rustic Program Manual was published in July 2012. It includes the addition of a discussion on engineered solutions with clarification for when signing and sealing may be required, a minor adjustment to the Rural Rustic Road Program Project Scoping Report, and a sample Board of Supervisors resolution. Further, it removed the referenced Code Section 10.1-603.8 from the Appendix since all applicable information is incorporated in the text of the manual, and it revised various titles used in the manual. The Rural Rustic Roads Program Manual is available on Local Assistance Division [website](#).

MAP-21 Transportation Alternatives

Applications are currently coming in for the FY14 Transportation Alternatives Program funds - deadline February 1, 2013! Due to the large backlog of outstanding Enhancement projects, we are only accepting applications for existing projects that are still eligible under the MAP-21 Transportation Alternatives eligibilities. We plan to have the applications and scores available to the TMAs / MPOs and Commonwealth Transportation Board members in mid-March with tentative selections being made in mid-April. The Transportation Enhancement/Transportation Alternatives [website](#) has been updated with the application, eligibility information and an MPO / TMA listing.



Virginia Byways Program

NEW BYWAYS DESIGNATED IN CAMPBELL AND BEDFORD COUNTIES

In October, at the request of Campbell and Bedford counties Board of Supervisors, the Commonwealth Transportation Board (CTB) designated a 16.2 mile stretch of Route 24 as the newest Virginia Byway. This segment of Route 24 provides a relaxing and scenic drive from Route 29 in Campbell County, westward to its intersection with Virginia Byway Route 43 in Bedford County. Points of interest along the route include the historic community of Evington, whose citizens spearheaded the request for Virginia Byway designation, the Flat Creek Rural Historic District, as well as the Buffalo Creek Nature area, which is known for its wide diversity of native wildflowers and shrubs that bloom in the spring, and is included in the [Peaks of Otter Loop](#) of the [Virginia Birding and Wildlife Trail](#).



Virginia Byway designation can be a valuable tool, along with local land use planning and zoning, for localities to preserve their significant natural and historic landscapes. Virginia Byways are also the primary feature on VDOT's popular "Map of Scenic Roads in Virginia," which, along with local tourism promotion efforts, can be used to attract tourists to communities and sites along Virginia's 3,500 miles of designated Virginia Byways. For more information on the Virginia Byways program visit the VDOT Virginia Byway [website](#).

REQUEST TO ADMINISTER LOCAL PROJECTS

The "Request to Administer" (RtA) form is used to initiate the agreement process for many locally administered projects utilizing state and/or federal transportation funds. The form is not required for Enhancement, Revenue Sharing, or Urban Construction Initiative projects. The locality initiates the process by submitting the RtA to the designated local VDOT contact. Approvals follow the established VDOT Tier 1/Tier 2 approval process. LAD receives and retains copies of all Tier1/ Tier 2 RtA's.

RtA Projects Form Activity 2012

	OCT	NOV	DEC
RtA's Approved	7	1	3
RtA's processed in 30 days	6	1	2
% of RtA's Processed in 30 days	86%	100%	67%

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.

MESSAGE FROM LAD DIRECTOR

This is our first newsletter since the Local Programs Workshop last fall, so I want to take the opportunity to again thank all of those who participated. From those who attended, to the speakers, and our corporate sponsors, we were overwhelmed with the positive response. I am pleased to say that we are already well into planning the 2013 workshop. We will build on the success of last year, with a few key changes based on your feedback. There will be a half-day "Boot Camp" for those who are new to local programs. This session will focus on providing a basic introduction to local programs and locally administered projects. We are also planning to restructure the breakout sessions to provide time for more dialogue, especially question and answer periods.

We will be providing information on the 2013 workshop on our website. A "save the date" and information for corporate sponsorships will be posted in March.

As always, if you have questions, comments, or suggestions about the workshop or any of our local programs, please let me know. We are here to help.

-- Jennifer DeBruhl, Local Assistance Division Director

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We're on the Web!
<http://www.virginiadot.org/business/local-assistance.xml>

LOCALLY ADMINISTERED PROGRAMS PERFORMANCE REPORT

The charts below are a representation of the role locally administered projects have in the overall statewide construction program and the 36 month advertisement schedule. The charts 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, **27% of construction dollars** are used for locally administered projects and **36% 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.

