



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF TRANSPORTATION

1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219-2000

**DAVID S. EKERN, P.E.**  
COMMISSIONER

June 9, 2009

To: County Administrators/City and Town Managers

RE: Locally Administered Projects Manual

Last year, to emphasize VDOT's commitment to ensuring effective local program delivery, the Commissioner issued a policy for the Delivery of Locally Administered Programs and Projects. It emphasizes the importance of VDOT's partnership with local governments and thoroughly integrates oversight of the local administration of programs and projects as a core responsibility and mission of VDOT.

The policy commits VDOT to developing programs and processes that:

- provide local governments tools to successfully administer transportation programs,
- provide a consistent approach to VDOT stewardship and oversight across districts and divisions, and
- promote efficient and effective local project and program delivery.

Following the release of the Commissioner's Policy, we set out to gather input to improve the local administration process from a variety of sources including local government, VDOT staff, FHWA, and the consultant community. The feedback we received focused on three key areas of improvement: clarifying roles and responsibilities, clearly outlining what is required, and providing flexibility based on the complexity of the project. This feedback was used to develop a new *Locally Administered Projects Manual*. **I am pleased to announce the new manual will go into effect on July 1<sup>st</sup>.**

Some of the most significant accomplishments reflected in the Manual include:

- Initiates a risk based approach to VDOT oversight – lower risk reduces VDOT's level of oversight
- Emphasizes outcomes, not processes
- Clarifies VDOT and Local roles, responsibilities, and expectations
- Identifies what submittals are required and provides examples of properly completed submittals
- Incorporates a streamlined state-aid project certification based on local autonomy and sole responsibility to meet legal requirements, while retaining VDOT oversight for those activities that may impact VDOT

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The new Manual is a significant step toward the goals outlined in the Commissioner's Policy, but additional work remains. Next steps include clarification of construction and materials oversight expectations for VDOT staff, and incorporation of Urban Construction Initiative (UCI), Enhancement, and other program specific guides as chapters or supplements. We are also committed to updating the manual based on changes in law/regulation, lessons learned, and feedback.

The Manual is available on our website at: <http://www.virginiadot.org/business/local-assistance.asp> in final draft form with the final version available on July 1st. The Commissioner's Policy and other resources for local governments can also be found on this website.

Please feel free to contact me by phone at 804-786-2745 or via email at [Michael.Estes@VDOT.Virginia.gov](mailto:Michael.Estes@VDOT.Virginia.gov).

Sincerely,

Michael A. Estes, P.E.  
Director, Local Assistance Division

cc: Virginia Association of Counties  
Virginia Municipal League

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Bc: Executive Team  
District Administrators  
District Preliminary Engineering Managers  
District Construction Engineers  
Residency Administrators  
Urban Program Managers  
Guide Development Team  
District Advisory Team