

# Network for Success

# Local Programs Workshop



## Locally Administered Project Resources Breakout Session #1B

## Track: Project Development and Financials

John Simmers – VDOT Local Assistance Division

Matthew Cox – VDOT Bristol District

John Dew, PE – Town of Abingdon

October 24, 2012

# Locally Administered Project Resources

## Session Agenda

- Introduction
- Resource Overview (John Simmers - VDOT LAD)
- Resources for VDOT (Matthew Cox - VDOT Bristol District)
- Resources for Localities (John Dew - Town of Abingdon)
- Questions and Wrap-up

## Objective

Overview those resources available to Local Public Agency and VDOT staff; provide resource access information; illustrate resource application; and provide examples of how the resources are beneficial.

# Locally Administered Project Resources

**Information = Knowledge : leads to *Project Success***

**Reliable and readily accessible resources provide the knowledge for, and are critical to, successful project administration and management**

**Resources are available from...**

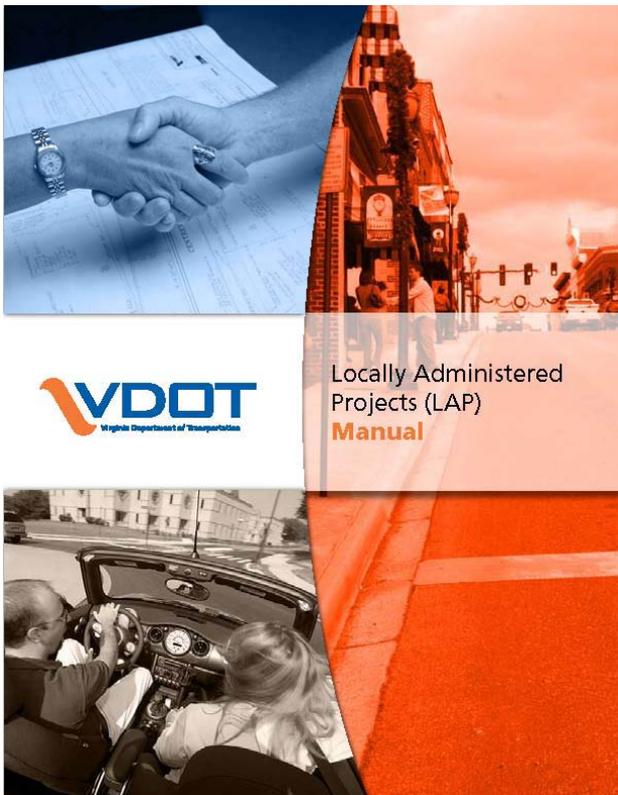
- **Virginia Department of Transportation (VDOT)**
- **Federal Highway Administration (FHWA)**
- **National Highway Institute (NHI)**
- **Transportation Training Academy (TTA)**
- **Consultant Partners**
- **Local Governments**
- **Other...**

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**Local Programs Workshop**



# Locally Administered Project Resources

## The VDOT Locally Administered Projects (LAP) Manual



**The SOURCE for LPA Project Managers and VDOT Project Coordinators**

**First published in July 2009 with regular updates bi-annually**

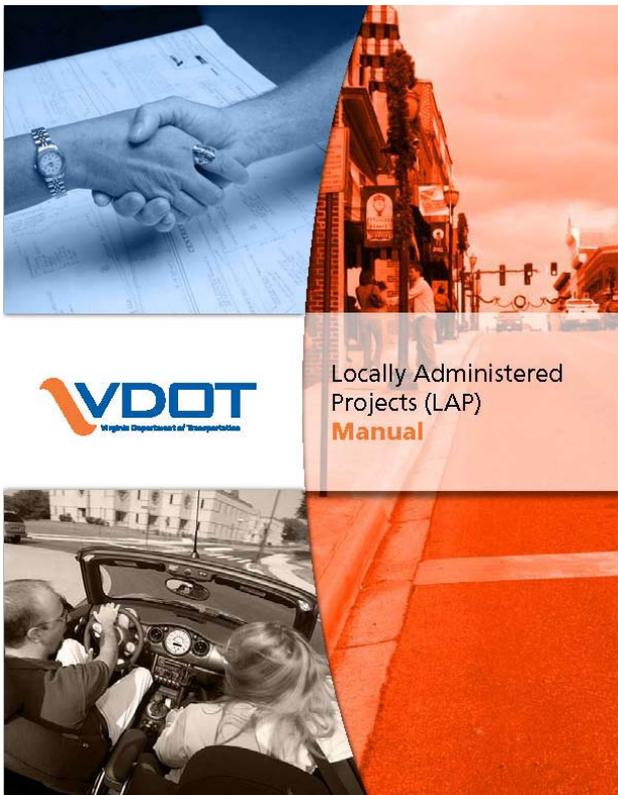
**Contains links to numerous other resources**

**Weblink:**

**[http://www.virginiadot.org/business/locally\\_administered\\_projects\\_manual.asp](http://www.virginiadot.org/business/locally_administered_projects_manual.asp)**

# Locally Administered Project Resources

## The VDOT Locally Administered Projects (LAP) Manual



- Implements Numerous Streamlining Opportunities
- Recognizes differences between funding sources (federal aid vs state aid) and highway maintenance responsibilities
- Provides Flexibility off the NHS and off the Right of Way
- State-aid Project Certification
- Roles and Responsibilities, including VDOT
- Implements a risk-based approach to project oversight

# Locally Administered Project Resources

## The VDOT Locally Administered Projects (LAP) Manual

### LAP Manual Chapter 4 - Resources for Local Governments

- **VDOT Learning Partnership Team (section 4.1)**
- **VDOT Virtual Campus (section 4.2)**
- **National Highway Institute (section 4.3)**
- **Transportation Training Academy (section 4.4)**
- **Work Zone Traffic Control Training (section 4.5)**

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# Locally Administered Project Resources

## Local Assistance Division External Website

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.Gov

 **Business Center** 

Home > Business > Local Assistance Division [Contact Us](#) | [Search VirginiaDOT.org](#) **GO**

### Local Assistance Division

[About](#) | [Access Programs](#) | [Local Partnership Initiatives \(2005 General Assembly\)](#) | [Local Partnership Team \(Training\)](#) | [Local Projects](#) | [Other Programs](#)  
[Revenue Sharing](#) | [Rural Rustic Roads](#) | [Scenic Byways](#) | [State Programs](#) | [Transportation Enhancement](#) | [Urban Construction Initiative](#) | [Devolution](#) | [Urban Highways](#)

The Virginia Department of Transportation's (VDOT) Local Assistance Division develops policy and provides guidance for special funding programs and other programs that impact work performed by localities, and serves as a liaison to local governments.

The division also:

- Manages several special funding programs
- Manages urban system changes
- Manages the local assistance payments program
- Provides oversight for locally administered projects
- Coordinates the urban construction program

#### Email update sign-up

VDOT's Local Assistance Division is now offering email notifications when we update our website. Sign up to be notified when we post revised guidance, letters to local governments, or training opportunities.

To sign up:

1. Send an email to [vdot\\_local\\_assistance-request@virginiainteractive.org](mailto:vdot_local_assistance-request@virginiainteractive.org)
2. Type **subscribe** in the body of the message and click send. No subject is needed for the email. Please remove any automatic signature.
3. You will receive an email asking you to confirm that you want to subscribe. Click the link in the email and then click subscribe. That's it!

**Recent Updates** 

Network for Success  
**Local Programs Workshop**  
VDOT Virginia Department of Transportation

This two-day Workshop will focus on providing an overview of local programs and provide training for program management and project development. The workshop will be held on October 24 and 25th at the Holiday Inn Koger Center in Richmond. The theme of the workshop is "Network for Success" and will bring together local government, VDOT, and private sector staff to discuss delivery of the local transportation program. In addition to four plenary sessions, the workshop will feature 20 breakout sessions, scheduled in four concurrent tracks, over the two-day workshop.

Click [here](#) for more information and registration.

For Workshop Sponsorship information, click [here](#).

Report Road Problems  
**1-800-FOR-ROAD**  
Customer Service Center

# Locally Administered Project Resources

## Local Assistance Division External Website

### Program specific information and reference material:

<http://www.virginiadot.org/business/local-assistance.asp>

- Locally Administered Projects Manual (LAP Manual)
- Urban Manual
- UCI Guide
- Revenue Sharing Guidelines
- Enhancement Program Procedures Manual
- Economic Development Access Program Guidelines
- Local Partnership Team and Training Opportunities

# Network for Success Local Programs Workshop



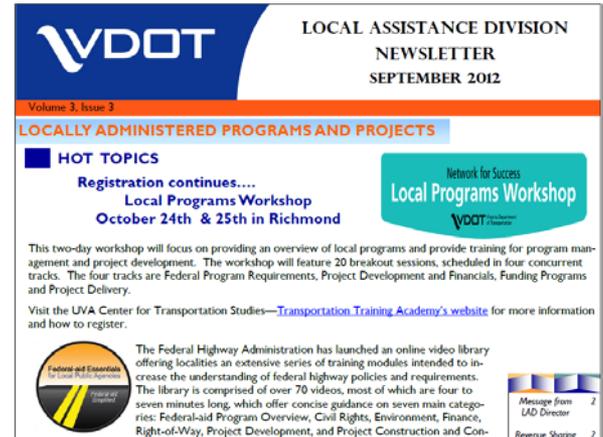
# Locally Administered Project Resources

## LAD Newsletters (Tri-Annual)

- Hot Topics
- LAP Manual Updates
- Program Updates
- Other Relevant News & Info.

## UVA-CTS Transportation Training Academy

- Leverage TTA expertise to bring training for Locally Administered Projects
- Target training resources on issues of highest concern and importance
- Respond to those issues FHWA see as highest risk
- TTA Website: <http://cts.virginia.edu/uva-tta.html>



# Locally Administered Project Resources

## Local Partnership Team-

- **Established through the appropriations act by the 2005 General Assembly to promote and strengthen partnerships between VDOT and local governments.**
- **Accessed through VDOT Project Coordinators, the LPT provides technical assistance and training opportunities to local government staff administering federally funded transportation projects.**
- **Team information available on the LAD Website.**

# Locally Administered Project Resources

## Core Curriculum Training

- Two internally-developed Web-based modules



- Three FHWA – NHI Web-based modules
  - Introduction to Highway Federal aid
  - Introduction to NEPA
  - Introduction to the Uniform Act(Plus other applicable web-based modules)



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# Locally Administered Project Resources

## Introducing- “Federal-aid Essentials for Local Public Agencies”

Website:  
[http://www.fhwa.  
dot.gov/federal-  
aidessentials/](http://www.fhwa.dot.gov/federal-aidessentials/)

U.S. Department of Transportation  
Federal Highway Administration

Search FHWA

## Federal-aid Essentials for Local Public Agencies

*Federal-aid Simplified.*

HOME | ABOUT | FEDERAL-AID ESSENTIALS VIDEO LIBRARY | STATE RESOURCES

Federal-aid Essentials Introduction Share More info

Federal Highway Administration  
Federal-aid Essentials for Local Public Agencies

HOME ABOUT FEDERAL-AID ESSENTIALS VIDEO LIBRARY STATE RESOURCES

Federal-aid Simplified

More and more, transportation agencies must pursue better, faster and smarter ways of doing business. Federal-aid Essentials offers a central online library of informational videos and resources, designed specifically for local public agencies. Each video addresses a single topic-condensing the complex regulations and requirements of the Federal-aid Highway Program into easy-to-understand concepts and illustrated examples.

To learn more, view the video to the left.

I want to know more about...  
the Federal-aid process Go!

Stay Connected with FHWA

Facebook Twitter YouTube

U.S. Department of Transportation  
Federal Highway Administration

Privacy Policy | Freedom of Information Act (FOIA) | Accessibility | Web Policies & Notices | No Fear Act | Report Waste, Fraud and Abuse  
U.S. DOT Home | USA.gov | WhiteHouse.gov

Federal Highway Administration | 1200 New Jersey Avenue, SE | Washington, DC 20590 | 202-366-4000

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# Locally Administered Project Resources

U.S. Department of Transportation  
Federal Highway Administration

Search FHWA

## Federal-aid Essentials for Local Public Agencies

*Federal-aid Simplified.*

HOME | ABOUT | **FEDERAL-AID ESSENTIALS VIDEO LIBRARY** | STATE RESOURCES

### All Federal-aid Essentials Videos

#### CIVIL RIGHTS

- [Background and Purpose](#)
- [Non-discrimination Requirements on Construction Contracts](#)
- [Disability Protections](#)
- [Transition Plans](#)
- [Self-Evaluation Basics](#)
- [Program Overview](#)
- [Project Contract Administration](#)
- [DBE Contract Goals](#)
- [Evaluating Good Faith Efforts](#)
- [Commercially Useful Function](#)

#### PROJECT DEVELOPMENT

- [Selecting the Method of Construction: Contract or Force Account](#)
- [Project Advertisement, Bid Review, and Request for Concurrence in Award](#)
- [Environmental Requirements](#)
- [Value Engineering Requirements for Federal-aid Projects](#)
- [Pedestrian Accessible Design Requirements](#)
- [Form FHWA-1273](#)
- [Buy America Contract Requirements](#)
- [Utility Coordination and Certification Requirements](#)
- [Railroad Coordination and Certification Requirements](#)
- [Right-of-Way Coordination and Certification Requirements](#)

#### PROJECT CONSTRUCTION AND CONTRACT ADMINISTRATION

- [Introduction to Project Construction and Contract Administration](#)
- [Supervising Agency Requirements](#)
- [Construction Quality Assurance](#)
- [Design-Build Procurement](#)
- [Project Closeout](#)
- [Contract Time and Schedule Management](#)
- [Change Orders](#)
- [Buy America Field Compliance](#)
- [Job Site Posters](#)
- [Job Site Posters Compliance](#)
- [Contractor Payroll Submittals and Statements of Compliance](#)
- [Job Site Worker Safety](#)
- [Transportation Management Plan Requirements](#)
- [Work Zone Traffic Control Reviews](#)

#### FEDERAL-AID PROGRAM OVERVIEW

- [Stewardship and Oversight](#)
- [A Process from "Cradle to Grave"](#)
- [Key Actions in the Cradle to Grave Process](#)
- [Funding Basics and Eligibility](#)
- [Project Requirements](#)
- [National Bridge Inspection Standards](#)
- [Consultant Services Overview](#)
- [Hiring a Consultant Using Competitive Negotiation Procedures](#)
- [Organizational and Consultant Conflicts of Interest](#)

#### FINANCE

- [Introduction to Cost Principles](#)
- [Common Grant Rule](#)
- [Transparency Act Sub Award Reporting](#)
- [Internal Control Regulations and Requirements](#)
- [Introduction to Internal Control](#)
- [Single Audit \(OMB Circular A-133\)](#)
- [Developing an Indirect Cost Allocation Plan](#)
- [Matching or Cost Sharing Requirements](#)
- [Advance Construction](#)

#### RIGHT-OF-WAY (ROW)

- [Introduction to Right-of-Way Requirements and the Uniform Act](#)
- [Project Development](#)
- [Property Management](#)
- [Valuation](#)
- [Acquisition and Negotiation](#)
- [Relocation Assistance](#)

#### ENVIRONMENT

- [Overview of NEPA as Applied to Transportation Projects](#)
- [Documentation and the Environmental Process](#)
- [NEPA Compliance and Class of Actions](#)
- [Categorical Exclusion](#)
- [Environmental Impact Statement](#)
- [Environmental Assessment](#)
- [Purpose & Need, and Alternatives](#)
- [Public Involvement](#)
- [Agency Coordination](#)
- [Mitigation of Environmental Impacts and Environmental Commitment](#)
- [Compliance](#)

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# Local Programs Workshop



## Locally Administered Project Resources Breakout Session #1 Track: Project Development and Financials

**Matthew Cox**

Programming Director, VDOT Bristol District

October 24, 2012

# Locally Administered Project Resources

## Where should I start?

**VDOT Local Assistance Division Website for Locally Administered  
Projects:**

[http://www.virginiadot.org/business/local-assistance-  
locally%20administered.asp](http://www.virginiadot.org/business/local-assistance-locally%20administered.asp)

**Not just a link to the LAP Manual!**

# Locally Administered Project Resources

## LAD Website

- LAP Manual- Guidance and Direction
- Local Partnership Team Site- Training Opportunities and Outreach
- Local Programs Policy- PDFs of Policy, Surveys, and Correspondence

# Locally Administered Project Resources

## LAD Website

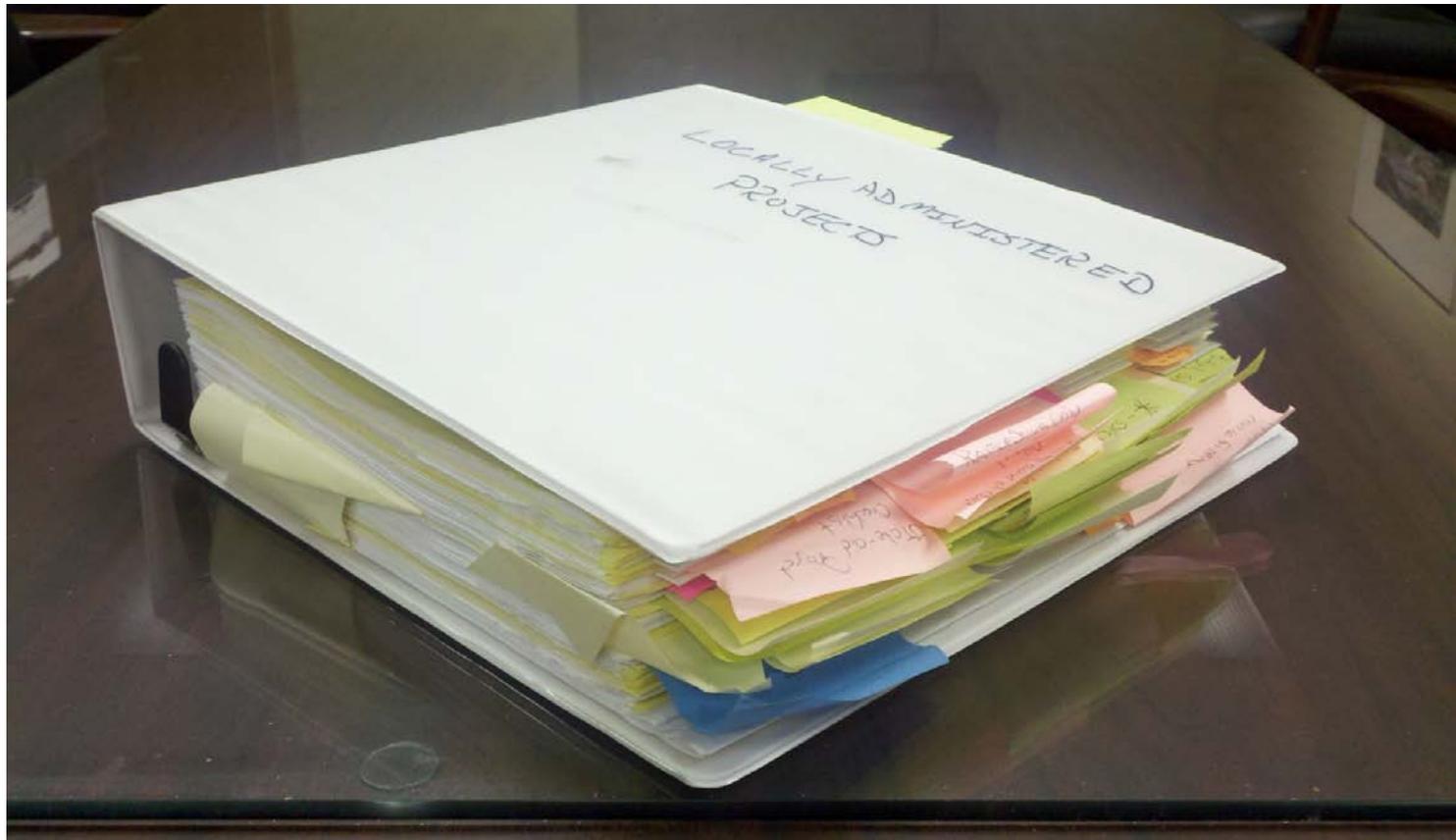
- Reporting Systems- PCES, Dashboard
- Forms- RTAs, Checklists, Standard agreements
- Keys To Success- Things to Remember; funding, SERP, civil rights

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# Locally Administered Project Resources

## LAP Manual



# Locally Administered Project Resources

## LAP Manual

- More Easily Consumed In Small Pieces
- Links by chapter on the LAD website

[http://www.virginiadot.org/business/locally\\_administered\\_projects\\_manual.asp](http://www.virginiadot.org/business/locally_administered_projects_manual.asp)

# Locally Administered Project Resources

## The VDOT Locally Administered Projects (LAP) Manual

Part	Last updated	PDF
Table of contents	Jan.27, 2011	 554 KB
Preface	July 1, 2011	 602 KB
Index	Jan. 27, 2011	 484 KB
<b>Part 1- Program development</b>	n/a	n/a
1. VDOT policy	July 1, 2009	
2. Qualifications for federal and state-aid project administration	Jan. 27, 2011	
3. Roles and responsibilities	May 31, 2011	
4. Resources for local governments	May 2012	
5. State-funded projects and special programs	May 2012	
6. Certification program (Reserved)	July 1, 2009	
7. Assessment/audit program requirements	May 31, 2011	
8. Project initiation and authorization	May 2012	
9. Project development overview/summary	May 2012	
<b>Part 2- Project management</b>	n/a	n/a
10. Project administration and agreements	Sept. 21, 2012	 729 KB
11. Consultant procurement	May 2012	 1.4 MB
12. Project development	Sept. 21, 2012	 1.4 MB
13. Project delivery (construction administration)	May 2012	 2 MB
14. Project close-out	May 2012	 762 KB
<b>Part 3- Standards and practices for locally administered projects</b>	n/a	n/a
15. Environmental requirements	May 2012	 1.3 MB
16. Right of way	May 2012	 1 MB
17. Civil rights and disadvantaged business enterprises	July 1, 2009	 279 KB
18. Structure and bridge	Sept. 21, 2012	 827 KB
19. Financial management / reimbursement processing	May 2012	 1 MB
<b>Part 4 - Submittal samples</b>	July 1, 2009	 15.6 MB



# Locally Administered Project Resources

## LAP Manual

### Important / Useful Chapters:

#### **Part 1 – Program Development**

- Chapter 5 - State-funded projects and special programs

#### **Part 2 – Project Management**

- Chapter 11 - Consultant Procurement
- Chapter 12 - Project Development
- Chapter 13 - Project Delivery (Construction Administration)
- Chapter 14 - Project Closeout

# Locally Administered Project Resources

## LAP Manual

### **Part 3 – Standards and Practices for Locally Administered Projects**

- Chapter 14 - Environmental Requirements
- Chapter 15 - Right of Way
- Chapter 16 - Civil Rights & DBEs

# Locally Administered Project Resources

## Training Opportunities

- National Highway Institute (NHI)  
[http://www.nhi.fhwa.dot.gov/training/down\\_catalog.aspx](http://www.nhi.fhwa.dot.gov/training/down_catalog.aspx)
- UVA Transportation Training Academy  
[http://cts.virginia.edu/tta/uva-tta\\_workshops.htm](http://cts.virginia.edu/tta/uva-tta_workshops.htm)
- FHWA MAP – 21 Webinars  
<http://www.fhwa.dot.gov/map21/webinars.cfm>

# Locally Administered Project Resources

## Additional Guidance

- VDOT Road and Bridge Specifications/Standards  
<http://www.virginiadot.org/business/const/spec-default.asp>  
[http://www.virginiadot.org/business/locdes/Standards\\_TOC.asp](http://www.virginiadot.org/business/locdes/Standards_TOC.asp)
- VDOT Road Design Manual  
<http://www.virginiadot.org/business/locdes/rdmanual-index.asp>
- Virginia Work Area Protection Manual  
<http://www.vdot.virginia.gov/business/trafficeng-WZS.asp>

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# Locally Administered Project Resources

- **Better resources lead to greater project success.**
- **Cooperation**
- **Communication**



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## Locally Administered Project Resources Breakout Session #1 Track: Project Development and Financials

**John B. Dew, P. E.**

Director of Public Services & Construction

Town of Abingdon

October 24, 2012

# Locally Administered Project Resources – The Local Experience

## My Locality – The Town of Abingdon

- **Population of 8,200**
- **Incorporated Area of 8.3 square miles**
- **Roadways Eligible for Urban Maintenance Funds –**
  - **8 miles of State Arterials**
    - 24 peak hour moving lane miles
  - **47 miles of Collector and Local Roads**
    - 95 peak hour moving lane miles
  - **Total Maintenance Funds Available for 2012-13 - \$1,440,262**
- **Small Staff, Infrequent LAP Opportunities**
  - **Resources key to efficient use of limited time**

# Locally Administered Project Resources – The Local Experience

## What Type of Project Do You Have?

- **Federal Aid**
- **State-Aid**
- **Revenue-Sharing**
- **Access Program**
- **Enhancement Projects**
- **Urban Construction Initiative**
  
- **LAD Website and LAP Manual Specific to Project Funding/Maintenance**
  - **Federal Aid**
  - **State-aid/VDOT Maintained**
  - **State-aid/Locality Maintained**

# Locally Administered Project Resources – The Local Experience

## LAD Website – “One-Stop Shop” for all Things Local

- **All Programs Offered Through LAD Division**
- **Key Contacts and Full Staff Directory**
- **Important Correspondence**
  - Recent Communications with Local Governments
  - LAD Newsletters
- **Dates and Milestones for Program Participation**
- **Local Partnership Team (Training)**

# Locally Administered Project Resources – The Local Experience

## LAP Manual – Paper or On-line?

- **Entire Manual is 19 Chapters**
  - Paper version can be cumbersome for Quick Access
  - Consider printing key sections as-needed
- **On-line manual has most recent updates**
  - Essential to proceed efficiently
- **Questions on the manual itself –**
  - Contact your local VDOT Project Coordinator
  - Contact Local Assistance Division staff

# Locally Administered Project Resources – The Local Experience

## LAP Manual – Key Benefits

- **More Information = Higher Quality Project**
- **Keep You and Your Project in Compliance**
- **No Need to “Re-invent the Wheel”**
- **Avoid Unnecessary Steps – Proceed Efficiently**
- **Uniformity in Present and Future Locally Administered Projects**

# Locally Administered Project Resources – The Local Experience

## LAP Manual – Key Chapters

- **Chapter 5 – State Funded Projects and Special Program**
  - Appendix 5-A Certification Form for State Funded Projects
- **Chapter 10 – Project Administration and Agreements**
  - Flowchart to navigate through local administration
- **Chapter 12 – Project Development**
  - “Cookbook” for getting project from scope to awarding contract
  - Appendix 12.6C – Project Delivery Key Requirements Summary Table/Checklist
- **Chapter 13 – Project Delivery (Construction Administration)**
  - Guidance through the construction phase
  - Appendix 13.1-G-2 – Reimbursement Request!!!

# Locally Administered Project Resources – The Local Experience

## “Lean on Me” – Resources I Value Most:

- **Local VDOT Representatives**
  - Project Development Assistance
  - Scheduling Guidance
  - Funding Issues and Available Program Sources
  - Compliance Questions
- **Your Design Consultant**
  - Ask about their LAP experience during the interview phase
    - Design Standards
    - Environmental Requirements
    - Right-of-way Acquisitions

# Locally Administered Project Resources – The Local Experience

## “Lean on Me” – Resources I Value Most (cont.):

- **LAD Website**
  - “One-stop Shop”
- **LAP Manual**
  - As Discussed Before, Key Information that leads to a better project
- **Peer Group at other localities**
  - Learn from their successes (and mistakes)
- **UVA TTA**
  - High Quality Instruction
  - Very Economical Training
  - Guaranteed Good Lunch from Jane!
- **NHI**
  - Wide Variety of Topics
  - Easily Accessed

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**Local Programs Workshop**



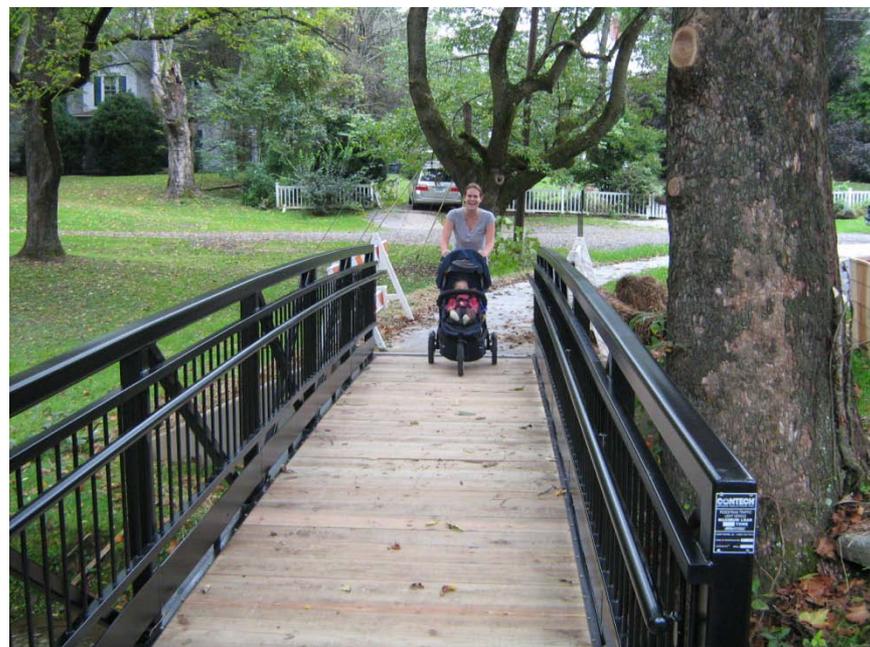
# Walden Road Pedestrian Improvements



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# Walden Road Pedestrian Improvements Revenue Sharing Project



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# Walden Road Pedestrian Improvements Revenue Sharing Project



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# Locally Administered Project Resources

## Questions?