



LOCAL ASSISTANCE DIVISION FY2013 ANNUAL REPORT

Virginia Department of Transportation

Fiscal Year 2013 Annual Report

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LOCAL ASSISTANCE DIVISION FY2013 ANNUAL REPORT

The Local Assistance Division develops and interprets policy dealing with local roads and serves as liaison with local government organizations, manages several special funding programs, manages urban system changes, prepares local assistance payments, provides oversight for locally administered projects and facilitates the delivery of the statewide urban program.

COMMUNICATIONS/OUTREACH/TRAINING

The Local Assistance Division hosted a successful Local Programs Workshop in October 2012. The workshop brought together local governments, VDOT, FHWA and private sector staff to discuss delivery of the local transportation program. LAD will host the second annual Local Programs Workshop in September 2013. LAD continues to publish the Local Assistance Division Newsletter tri-annually. The newsletter serves as an outreach tool for the Department providing general information, training opportunities, updates, and changes about locally administered projects and programs and their affect on local governments. The Division's external website is updated regularly to include mass communications to local governments as well as to reflect program and policy changes and new initiatives.

In response to District needs and requests for Agreement, Appendix A, and reimbursement processing training, LAD partnered with Fiscal Division to develop and provide customized training sessions for District staff. The sessions focused on project risk/oversight, project administration agreements, completing Appendix A's and the reimbursement spreadsheet, and reimbursement processing. Six sessions were held statewide with over 100 PIM, PE, and Fiscal staff attending from all Districts.

During FY13, LAD also implemented monthly statewide videoconferences scheduled on the first Thursday of each month. The videoconferences focus on local projects and program information exchange with VDOT Project Coordinators. Subject matter experts from the Local Partnership Team often participate when topics in their respective areas are discussed.

LOCAL SYSTEMS

A. URBAN CONSTRUCTION INITIATIVE

The Urban Construction Initiative (UCI) has fourteen (14) localities under agreement to administer their entire construction program. This year, several new localities have shown interest in joining the UCI program. The UCI Certification Program, approved by the Federal Highway Administration for implementation in 2009, is an opportunity for qualified UCI participating localities to proceed with delegated project administration authority with streamlined VDOT oversight on federal and state funded projects, similar to FHWA's oversight of VDOT. In 2012, The City of Virginia Beach successfully demonstrated their ability to deliver state and federally funded projects and became the first locality to qualify under the certification process. The City of VA Beach, VDOT and the FHWA continue to collectively work together to further document and streamline the certification program.

B. SECONDARY POLICY AND DISTRICT SUPPORT

Staff continued to support the field by providing policy guidance on the Secondary system. LAD is currently working to create a Secondary Roads Policy Manual. This tool will assist VDOT and Local Staff on policies and guidance in relation to the Secondary Road programs.

C. URBAN PROGRAM

There are currently 84 municipalities in the urban system as defined under Sections [33.1-23.3](#) and [33.1-41.1](#) of the *Code of Virginia*. The Local Assistance Division (LAD) is responsible for statewide urban policy and continues to provide program oversight and guidance for the urban maintenance and construction programs.

D. URBAN SIX YEAR IMPROVEMENT PLAN

On a biannual basis, LAD provides Districts with an assessment of the urban program comparing allocations to project estimates and current expenditures. This tool was provided to District Staff with guidance and priority on areas needing delivery improvement. Areas of focus include: continued consolidation of projects (financially feasible alternatives) and expenditure of funds on fully funded phases (for federal obligation). Reconciliation of the urban program continues on a rolling basis and residual allocations are being distributed in the annual update to the Six Year Improvement Program. Each district is provided with a list of action items based on the rolling reconciliation/program review.

The FY2014-2019 Six-Year Improvement Program (SYIP) shows a return of the urban formula allocations beginning in FY2017. Detailed SYIP project information can be found at the following link: <http://syip.viriniadot.org/Pages/allProjects.aspx>

E. URBAN POLICY AND DISTRICT SUPPORT

LAD is currently working on an update of the Urban Manual to provide the latest in legislative, policy and procedural changes. Revisions of the Urban Manual are necessary to ensure that both VDOT and Local staff have a single reference for information relating to the Urban Construction and Maintenance Programs. It will also include the program development and policy requirements of the UCI Guide.

F. LOCAL MAINTENANCE PROGRAM (URBAN, ARLINGTON & HENRICO)

Urban Maintenance Program: During FY13, LAD reviewed and processed 221 urban system changes including the addition of 2.50 centerline miles of arterials and 25.60 centerline miles of local/collector roads, for a total increase of 28.10 centerline miles (or 65.27 lane miles) in the urban system for FY14. The program budget increased by 3.10% this year. LAD has worked with District and Residency offices to adjust the roadway inventory and lane mileage summaries based on eligible mileage additions/deletions as submitted by municipalities over the past fiscal year. Detailed information regarding the Urban municipal mileage and payments can be found at: <http://www.ctb.virginia.gov/resources/2013/june/reso2/Attachment B Agenda Item 7 Payments14.pdf>.

Arlington & Henrico Maintenance Payments: Arlington and Henrico are eligible to receive funds from the CTB for their local road construction and maintenance programs. These funds are authorized by Section 33.1-23.5:1 of the *Code of Virginia* and were allocated by the CTB at their June meeting. HB2313 and HB5001 of the 2013 regular session and special session of the General Assembly established a new base rate for Arlington and Henrico Counties for fiscal year 2014. Arlington & Henrico Secondary Construction and Maintenance payments can be found at:

http://www.ctb.virginia.gov/resources/2013/june/reso2/Attachment_Agenda_Item_8_A_1_and_A_2_Arlington_Henrico_County.pdf.

Overweight Permit Fee Revenue: §§ 46.2-1140.1, 46.2-1143, 46.2-1148, and 46.2-1149.1 of the *Code of Virginia*, (1950), as amended in 2012, provide that a percentage of collected overweight permit fees are to be paid to localities based on the lane miles in the locality eligible for maintenance payments. The revenue will be distributed to the localities in their quarterly maintenance payment. The fees distributed to the urban localities can be found at:

http://www.ctb.virginia.gov/resources/2013/june/reso2/Attachment_C_Agenda_Item_7_Permit_Revenue.pdf. and the fees distributed to Arlington and Henrico Counties can be found at:

http://www.ctb.virginia.gov/resources/2013/june/reso2/Attachment_B_Agenda_Item_8_Permit_Revenue.pdf.

LAD continues to work with the Steering and Technical Committees for the development and implementation of the new Roadway Network System (RNS). A pilot project to georeference the urban inventory and to provide exceptional reporting and validation of the information in the Urban Maintenance Inventory has been completed and the full data conversion project is underway. This project is scheduled for completion in the winter of 2013.

G. LOCAL PERFORMANCE AND ACCOUNTABILITY

At their December 2011 meeting, The Commonwealth Transportation Board (CTB) adopted a resolution to reconvene the Local Government Working Group (in partnership with the Virginia Municipal League and the Virginia First Cities Coalition) to advance the collection and analysis of system condition and performance data on the locally maintained system. VDOT has completed the collection of pavement data on all arterial routes and is currently preparing the detailed information to share with localities that maintain their roadway systems.

LAD continues to report local bridge conditions (from dashboard) on a quarterly basis through "Virginia Performs". As of June 30, 2013, 99.0% of the bridges on the county maintained system and 87.0% of the bridges on the city/town maintained system were rated in "fair or better" condition. The bridge performance target is that 92% of structures are rated in "fair or better" condition.

LOCALLY ADMINISTERED PROJECTS (LAP)

A. PROJECT ADMINISTRATION AGREEMENTS

A total of 225 Locally Administered Project Agreements were executed during FY2013, a decrease from the 263 agreements executed during FY2012. Additionally, 109 supplemental agreements were completed. As part of the implementation of the new Cardinal Accounting system, a new Urban Construction Project Agreement and corresponding Appendix A were created. The Federal-aid and Urban VDOT-Administered Appendix A's were revised and updates of existing agreements were coordinated with District Staff.

B. LOCALLY ADMINISTERED PROJECTS MANUAL

LAD continues to update and improve the Locally Administered Projects Manual. Significant updates this year included: inclusion of guidance for locally administered Design/Build Projects; updates reflecting authorization of the new Federal Transportation Bill – Moving Ahead for Progress in the 21st Century Act “MAP-21” (HR 4348).

C. LAP PERFORMANCE INITIATIVE

This year, LAD added two tools to the existing toolkit for assessing the performance of locally administered projects. These tools include the monthly LAP Advertisement report which tracks LAP advertisements against a baseline established in January, and a Scoping Date metric which reports completions of Appendix A planned scoping dates against the Project Schedule actual scoping date. Additional areas are being reviewed to establish a complete toolkit for District and local staff use in order to provide consistent and meaningful assessment of locality performance.

D. LOCAL COMPLIANCE

This year, Local Assistance Division (LAD) played a significant role coordinating the FHWA-Virginia Division's process review initiative of 14 locally administered projects throughout the state. The process reviews consisted of reviewing Construction Contract documentation, Quality Assurance/Quality Control, and Right of Way processes. In conjunction with the process reviews, LAD selected eight (8) of the projects to conduct project level compliance assessment “desk reviews” on preliminary engineering documentation. These reviews assess local governments and VDOT on compliance with federal and state laws, regulations and other requirements as outlined in Chapter 7 of the Locally Administered Projects Manual. Findings found during these assessments will aid project coordinators and managers in identifying trends and noncompliance issues which will help when developing future training.

FEDERAL PROGRAMS

A. TRANSPORTATION ALTERNATIVES

On July 6, 2012, the MAP 21 transportation legislation was signed into law introducing new legislation, which became effective October 1, 2012. MAP 21 establishes a new "Transportation Alternatives" program which combines Transportation Enhancement with the Safe Routes to School, and Recreational Trails programs. As a result LAD introduced an interim project selection policy for FY14 which was approved by CTB resolution. MAP-21 requires a population based selection process and LAD has coordinated this effort through partnering with the MPOs that will be selecting projects within the four (4) regional Transportation Management Areas.

Applicant outreach efforts for FY2014 allocations resulted in the receipt of 64 applications. Based on the interim policy, the CTB only considered existing projects for funding. A total of 51 projects were selected for funding with 10 of these projects selected by the MPOs in TMA areas. In total, approximately \$18M was allocated. Increasing funding on existing projects has been a specific goal of recent policy changes in order to facilitate moving the vast backlog of projects forward toward completion. As a result of the policy changes and emphasis on fully funding requests, we continue to see an increase in the overall program reimbursement rate.

Through continued efforts and coordination with the MPOs, LAD has developed a new application, website program guidance, and program manual to complete the transition to the Transportation Alternatives program. Applicant workshops were scheduled for August 2013 with applications for FY15 due November 1, 2013.

B. SCENIC BYWAYS PROGRAMS (VIRGINIA & NATIONAL)

Route 24 in Bedford and Campbell Counties was added to the Virginia Byways Designation Program bringing the total designated miles in Virginia to 3,454. In addition, LAD coordinated the evaluation of two roadway sections for Virginia Byway Designation, which will lead to additional designations in late 2013. The Byway Program Manager also worked with several organizations across the Commonwealth who are considering applying for National Scenic Byway designation through FHWA. LAD also worked with Public Affairs to update and prepare the *Map of Scenic Roads in Virginia* for its next publication.

C. FEDERAL LANDS ACCESS PROGRAM

MAP-21 established a new program titled the Federal Lands Access Program which incorporates the prior Forest Highway Program while also redefining and widening its potential application pool. LAD worked with the Eastern Federal Lands/FHWA coordinator and the U.S. Forest Service to develop a funding strategy to ensure that each phase of previously selected projects will be fully financed to bring individual projects to completion. LAD has continuously worked with EFLHD to maximize utilization of available funding. In addition, LAD has worked with FHWA—Eastern Federal Lands to develop a new selection process for the Federal Lands Access Program that will be used to issue a call for projects and include a standardized project application.

STATE PROGRAMS

A. REVENUE SHARING PROGRAM

LAD completed its annual Revenue Sharing Program de-allocation process as stipulated under the *Code*. At its January 2013 meeting, the CTB approved the de-allocation of a total of \$4,429,914 from 64 projects. These funds were used to supplement funding required for the FY 14 Revenue Sharing program. LAD staff has initiated the review of potential projects for de-allocation anticipated to be considered at the CTB's January 2014 action meeting. Projects and funding listed under this review, if de-allocated by the CTB, may be utilized to finance applications for the FY 2015 program.

Also, for the FY 2014 Revenue Sharing Program, localities were notified in August 2012 of the opening of the application period. Following the November 1, 2012 termination of the application period, 235 project applications for \$171,359,492 were reviewed with 197 projects totaling \$154,429,914 being recommended for funding by LAD and approved by the CTB at its June 2013 meeting.

As a result of the 2012 General Assembly session which re-established maintenance projects as eligible under the Revenue Sharing Program, 30 of the 197 projects that were approved for FY 2014 funding were maintenance projects receiving a total of \$5,458,235.

B. ACCESS PROGRAMS

LAD worked with various VDOT staff, local governments, other state agencies and other entities across the state to successfully allocate \$840,000 to assist localities with projects to access three (3) recreational areas, and \$1,158,000 to access two (2) economic development sites. One project allocation was approved and allocated under the Economic Development Access Program's new provision for Major Employment and Investment (MEI) developments. Staff also continued work on financial closure of completed projects.

C. RURAL RUSTIC ROADS PROGRAM

LAD collected and summarized the annual Rural Rustic Road Program accomplishments. Since the program was established, and when compared to the estimated cost of traditional construction methods, VDOT has completed 801 rural rustic road projects at an estimated cost savings of approximately \$258M. LAD added the Rural Rustic Road Program statistics to the external webpage this year for easy access for internal and external customers.

GENERAL ASSEMBLY

This year the General Assembly was focused on transportation funding with the passage of HB2313.

LAD prepared four (4) legislative proposals this year for consideration by the Executive team. LAD worked closely with members of the General Assembly, VACO and VML on key programs and issues related to local government.

LAD represented the Department at the Senate Local Government Committee and the House Counties, Cities and Towns Committee, and worked with other Department

representatives to assist them with legislation pertaining to their assignments. LAD tracked eleven (11) proposed bills, prepared a legislative impact statement on one proposed bill, and met with legislators on issues.

VIRGINIA ASSOCIATION OF COUNTIES/ VIRGINIA MUNICIPAL LEAGUE

LAD represented the Department at annual conferences as well as at the Transportation Steering Committees for these organizations. LAD staff made presentations on current VDOT initiatives, etc. to VACO and VML members.

STAFF DEVELOPMENT AND ACCOMPLISHMENTS

All members of the Local Assistance Division staff received the Commissioner's Award for Outstanding Achievement for their work launching the Local Programs Workshop.

LAD continues to hold monthly cross training sessions. On a rotating basis, representatives from the division provide staff with detailed information and a better understanding of the programs they manage.

A two day staff retreat, held at the Airfield 4-H center in Wakefield, focused on developing the Local Programs Workshop to be held in September in Richmond.

Fulton deLamorton transferred from the State Funded programs section to the Federal Programs section, replacing Erica Jeter.

Michaela Clayton, who joined the Division in June 2012 as a Core Development Program Associate, has moved into Fulton's previous position in the State Programs section.

Brandon Marsh joined the Division in June 2013 as a Core Development Program Associate. He received his Bachelor's degree in Business Management from Virginia State University.