

Update Details

Chapter 2 – Qualifications for federal and state-aid project administration:

- Section 2.2.1 (2 CFR 200 Uniform Guidance) - added sub-section regarding the process and requirements for Indirect Cost Allocation Plan (ICAP) submissions to establish locality indirect cost rates on federal aid projects.

Chapter 5 – State-funded projects and special programs:

- Section 5.2 (State aid Projects) - changed procedure language so that Project Coordinators now upload the locality signed, State-aid certification forms to iPM Documents – the forms are no longer submitted to the LAD Director.
- Throughout chapter - corrected broken links and formatting issues

Chapter 9 – Project Development overview/summary:

- Section 9.1 (Project Development Introduction) - updated language and links to reference the VDOT-FHWA 2015 Stewardship and Oversight agreement, and the Project Development Process and flowchart
- Throughout chapter - corrected erroneous page numbering and formatting issues

Chapter 10 – Project Administration and Agreements:

- Section 10.6 (Appendix A) - added CFDA number (20.205) as requirement on Appendix A
- Section 10.6 (Appendix A) - updated CMAQ obligation and expenditure deadlines (1 and 3 years after allocation)
- Throughout chapter - corrected broken links and formatting issues

Chapter 11 – Consultant Procurement:

- Updated the Memorandum of Agreement (MOA) template
- Section 11.2.8 (Consultant Negotiations and Pre-Award Audit) - Removed the Civil Rights Title VI evaluation report form as a required submittal for Pre-Award audit – **NOTE:** *While the form is not a component of the Pre-award Audit submission, LPA's are required to have a documented Title VI plan as outlined in Chapter 17*

Chapter 12 – Project Development:

- Introduction – added section regarding the Project Development Process (with links); added information related to federal oversight associated with projects identified as “PoDI” and “PoCI”
- Section 12.1.3 (Scoping Process Requirements) – changed the timeline for completion of scoping after execution of the agreement from 6 to 12 months
- Section 12.2.5.1 (Title Sheets) – added LAP title sheets (with links) to be used on Design-Build projects

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- Section 12.3.3 (Project Schedules) - added description and link to the LPA Schedule Tool
- Section 12.5.3 (Sealing and Signing and Requirements /Title Sheet Signatures) – split into two subsections, added references to Design Build title sheets
- Section 12.6.4.1 (Sole Source and Proprietary Items) – added new section
- Throughout chapter - updated links and references; clarified language; corrected formatting issues; updated VDOT division names

Chapter 13 – Project Delivery:

- Section 13.1.5.3 (Materials Acceptance and Assurance Sampling and Testing) – added clarifying language of materials acceptance and assurance sampling and testing requirements on Primary routes, NHS, and VDOT maintained highways
- Section 13.2.4 (Materials Acceptance/Quality Assurance Technicians) –clarified language related to entity/technician roles performing independent assurance and quality control
- Section 13.2.10 (Independent Assurance Sampling and Testing (IAST) – clarified language related to independent assurance sampling and testing requirements on VDOT maintained highways
- Appendix 13.2-A (Definitions) – added clarifying language for the definition of “Independent Assurance”

Chapter 15 – Environmental Requirements:

- Section 15.3.3 (SERP Coordination Process) – added clarifying language regarding agency and locality roles and communications for Preliminary Environmental Inventory (PEI) development requirements (this adjustment addresses an item from the Environmental audit)
- Section 15.12.1 (Environmental Monitoring Introduction) – removed reference to SERP regarding, monitoring Environmental commitments – this does not apply to SERP (this adjustment addresses an item from the Environmental audit)
- Throughout chapter - updated links; clarified language; corrected formatting issues

Chapter 17 – Civil Rights:

- Section 17.2.1 (Title VI Requirements #3) – updated to reflect that LPAs with populations greater than 200,000 are required to develop and implement a plan for their Title VI program. LPAs with populations less than 200,000 may submit a nondiscrimination agreement.
- Section 17.2.1 (Title VI Requirements #3, bullet ‘e’) – updated to reflect that USDOT Standard Title VI/Nondiscrimination Assurances, DOT Order No. 1050.2A, Appendices A and E are required in consultant’s contract/subcontracts, and in Construction contractor’s FHWA 1273
- Appendix 17-E – updated the Title VI/Nondiscrimination Assurance Template
- Appendix 17-F – updated USDOT 1050.2A Appendices A, B, C, D, E
- Throughout chapter – updated references to the revised USDOT 1050.2A

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Chapter 18 – Structure and Bridge:

- Section 18.1 (Introduction) – updated bridge funding requirements as applicable to “FAST Act” (replaced references to MAP-21”)
- Throughout chapter - updated links and references; clarified language; corrected formatting issues

Chapter 19 – Financial Management/Reimbursement Processing:

- Throughout chapter - clarified language; corrected formatting issues