

LOCALLY ADMINISTERED PROGRAMS AND PROJECTS

HOT TOPICS

**Registration continues....
Local Programs Workshop
October 24th & 25th in Richmond**



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 feature 20 breakout sessions, scheduled in four concurrent tracks. The four tracks are Federal Program Requirements, Project Development and Financials, Funding Programs and Project Delivery.

Visit the UVA Center for Transportation Studies—[Transportation Training Academy's website](http://www.cts.virginia.edu/transportation-training-academy) for more information and how to register.



The Federal Highway Administration has launched an online video library offering localities an extensive series of training modules intended to increase the understanding of federal highway policies and requirements. The library is comprised of over 70 videos, most of which are four to seven minutes long, which offer concise guidance on seven main categories: Federal-aid Program Overview, Civil Rights, Environment, Finance, Right-of-Way, Project Development, and Project Construction and Contract Administration. The library can be accessed at <http://www.fhwa.dot.gov/federal-aidessentials/> and all localities are encouraged to take advantage of this new resource to enhance their knowledge of federal-aid requirements.

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 projects, and provides guidance to VDOT staff assigned an oversight role for locally administered projects. Updates to the manual are available on the Local Assistance Division website http://www.virginiadot.org/business/locally_administered_projects_manual.asp.

Chapter 10 - Enhanced RtA Process

Local government administration of federal-aid transportation projects can have many benefits and has become an integral part of Virginia's Transportation Construction Program. However, not every project is the right "fit" for every locality. Recognizing this, one action item in VDOT's 2012 Business Plan asked staff to develop a process to "evaluate local government ability to effectively manage and deliver projects." During the "Request to Administer" process, VDOT Districts have always been expected to review the projects local governments are requesting to administer to ensure that there is a good "fit" between the project and the locality's expertise and experience. However, that process has been an informal one and there was little guidance to either localities or to VDOT District Offices. To implement the Business Plan action item and improve guidance to District Offices and localities, an enhanced RtA process for federal-aid projects has been developed. This new process streamlines RtA submittals by delegating approval authority to District Administrators for Tier I projects. The process also formalizes the types

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of information localities should consider and Districts should review when requesting to administer federal-aid projects by integrating a locality self-evaluation within the RtA form. The new RtA form and the corresponding self-evaluation can be accessed at in Chapter 10 of the LAP Manual.

Chapter 18 - Structure and Bridge

Changes clarify that with specific exemptions, the State-aid certification process applies to bridge projects.

MESSAGE FROM LAD DIRECTOR

It has been a busy summer in the Local Assistance Division. As you'll see featured in this newsletter, we have published new guidance for the Economic Development Access and Revenue Sharing programs. We have learned more about the new federal transportation bill and how it will change the Transportation Enhancement program. We have implemented several initiatives to better document compliance and overall performance for locally administered projects.

We have also been working to prepare for the first Local Programs Workshop. It has been quite an effort to put all the pieces in place to make this workshop engaging and beneficial to all who are able to attend. I am extremely grateful for the many local government, private sector, FHWA, and VDOT staff who are supporting delivery of this workshop and look forward to seeing everyone there next month.

We have recently posted our FY2012 Annual Report on our [webpage](#). 2012 has been a pretty interesting year for local programs and we have more planned for 2013. Stay tuned! - *Jennifer DeBruhl, Local Assistance Division Director*

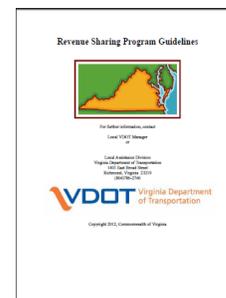
CTB TAKES ACTION ON SPECIAL PROGRAMS

The Commonwealth Transportation Board (CTB) takes action on several items impacting special programs managed by the Local Assistance Division. Listed below are the actions taken on these programs.

Revenue Sharing Program

The CTB approved the allocations for the Fiscal Year 2013 Revenue Sharing Program. A list of approved projects can be found on the website at <http://www.virginiadot.org/business/local-assistance.asp>. All counties, cities and towns that maintain their urban system have been sent a letter explaining next steps to implement their projects.

The Revenue Sharing Program Policy and Guidelines were revised at the July CTB meeting to address the legislative changes that become effective July 1, 2012. The restoration of maintenance project eligibility is the most significant changes. The updated Guidelines revise the prioritization criteria and provide guidance on what information is needed to establish a maintenance project as a priority project. The legislative changes this year also added a requirement that any project receiving Revenue Sharing funds be initiated within one year. The ability to provide an additional supplemental allocation to localities requesting the maximum allocation has also been restored. These changes will be reflected in the FY14 application cycle that was initiated in August of this year. The updated Policy and Guidelines can be found on the website at http://www.virginiadot.org/business/local-assistance-access-programs.asp#Revenue_Sharing.



Economic Development Access Program

The Economic Development Access (EDA) Guide has been updated to address changes the CTB made to the Economic Development Access Fund Policy. The Local Assistance Division coordinated with the Virginia Economic Development Partnership and several local or regional economic development officials to identify possible changes in the administration of the Department's road access program to make it more flexible in assisting localities in providing needed road access to large development sites known as Major Employment and Investment (MEI) sites or "megasites." Other changes include removal of "government installations" from the list of ineligible types of development and allowing credit for a local government's investment in land or building on property served by the EDA project and on which a qualifying business is operating. The EDA guide has been revised to incorporate these changes and is available on the website at http://www.virginiadot.org/business/local-assistance-access-programs.asp#Access_Programs.

Transportation Enhancement Program

On June 29, 2012 Congress passed a new 27-month federal transportation bill—MAP 21 introducing new legislation that will become effective October 1, 2012. According to MAP-21, a new “Transportation Alternatives” Program is established, incorporating many of the activities from the prior Transportation Enhancement Program as well as the Safe Routes to School and Recreational Trails Programs. The new program does however eliminate several Enhancement activities including transportation museums, acquisition of scenic/historic sites, visitor and welcome centers as well as historic preservation for structures other than historic transportation facilities (depots, lighthouses, bridges, etc). In addition to eliminating several activities previously eligible for funding, MAP-21 reduces the overall funding available by almost 30% and changes how funding is allocated; specifically that 50% of the funding for the Transportation Alternatives Program will be sub-allocated by population. The full impact of the new legislation on the existing Transportation Enhancement Program is still being evaluated, and VDOT will be working with MPOs and FHWA to update our program guidance. The application process is currently on hold until we can meet with the effected MPOs and establish a plan for moving forward. Watch our website at <http://www.virginiadot.org/business/prehancegrants.asp> for further details!

Urban Maintenance Program

In accordance with Section 33.1-41.1 of the Code of Virginia, the CTB approved the maintenance payments for Urban Cities and Towns. The program increased by 2.68% this year. Detailed information regarding the Urban municipal mileage and payments can be found at http://www.virginiadot.org/business/resources/local_assistance/Urban_municipal_mileage_and_payments.pdf.

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Collection of Pavement Condition Data on the Local System

Based on recommendations presented to the CTB to advance the collection and analysis of system condition and performance data on locally maintained systems, VDOT will begin collecting data on all arterial routes beginning this summer with analysis of the data being completed in the winter of 2013. Information on the Local Government Workgroup and data collection process is available on our Urban Highways webpage at <http://www.virginiadot.org/business/local-assistance-programs.asp#UrbanHighways>. All cities and towns in the Urban System and Arlington and Henrico counties have been informed via email regarding this process.

2012 Legislative Update

A comprehensive report of this year’s legislation that was tracked by the Department has been made available for your information at http://www.virginiadot.org/projects/resources/2012_Legislative_Report.pdf. Some of these legislative changes had impacts to programs administered by the Local Assistance Division. Additional information about those specific program impacts is available below.

Legislative Report
2012 Virginia General Assembly Session



HB 1248 (Ch 729) / SB 639 (Ch 733) - Transportation Construction, Operation and Maintenance, and Funding

This legislation resulted in many changes in the Code of Virginia including revisions to §33.1-23.05, the Revenue Sharing Program statute. The most significant change in that Code Section was re-establishing maintenance projects as eligible for Revenue Sharing funding. The total funding limits remain the same with a locality being able to request a maximum of \$10M, but the new legislation also provides that up to \$5M of that request can be specified for maintenance projects. The statute, as revised, requires that priority has been given first to allocations that will accelerate projects in the Commonwealth Transportation Six-Year Improvement Program or the locality’s capital plan. Once that priority has been satisfied, to the extent revenue sharing funds remain available, priority will be given to those maintenance projects addressing bridges and pavement that are below VDOT’s established maintenance condition rating and then to those projects that do not meet the priority criteria.

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 Tier 1/Tier 2 RtA’s.

Request to Administer Projects Form Activity

	2012	JUN	JULY	AUG
RtA’s Approved		7	0	3
RtA’s processed in 30 days		6	0	1
% of RtA’s Processed in 30 days		86%	NA	33%

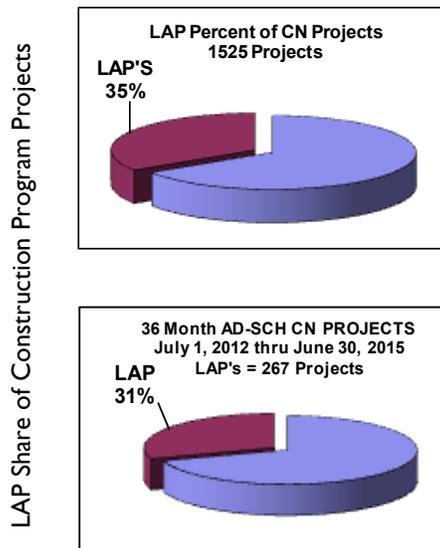
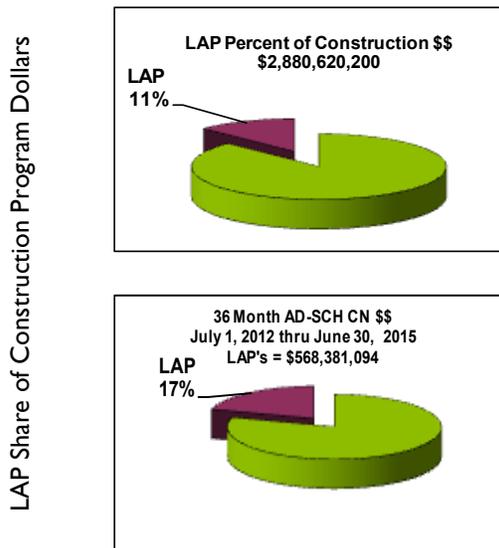
LAD also provides a list of projects within programs that require a VDOT “Request to Administer Project” form and are approved for local administration for the most current three months. The link is: [List of Transportation Projects Approved for Local Administration](#)

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.

LOCALLY ADMINISTERED PROJECTS 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, **11 out of every 100 construction dollars** are used for locally administered projects and **35% 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.



PROGRAM STAFF NEWS

Local Assistance Division welcomes **Michaela Clayton** as our Core Development Program Associate. Michaela is a recent graduate of Virginia Commonwealth University with a Bachelor of Science degree in Business Administration and Management. Michaela comes to us from the Virginia Department of Health where she provided procurement and ARRA-funded programs support for and ensured compliance with federal requirements.