Boot Camp
Breakout Session #1
LAP Funding and Program Overview

Wednesday, September 19, 2018
Debbi Webb-Howells– Moderator
Program Manager – Local Assistance Division
OBJECTIVE

This is the first of 4 boot camp sessions. If you are “new” to administering your projects, this is a good place to start.

• **Session 1**: This session will provide a high level overview of special funded programs available, project stakeholder and collaboration development, setting up new projects, preparing agreements, and using the LAP manual.

• **Session 2: Project Development**: Starts after lunch and provides a high level introduction to the technical project development steps, including preliminary design, procurement, public involvement and environmental requirements.

• **Session 3: Right of Way and Environmental**: Is the last session for today and will provide a high level introduction to project development involving right of way/utilities and environmental requirements.

• **Session 4: Construction**: This is the first session tomorrow morning and will provide a high level overview of the responsibilities of the locality during project construction for a locally administered project.
LAP Funding and Program Overviews

Can anybody remember when the times were not hard and money not scarce? — Ralph Waldo Emerson

Greg Banks
Programming & Investment Director
VDOT - Culpeper District
Funding Programs

- Revenue Sharing
- Transportation Alternatives
- Access Roads
- SGR
  - Primary Extension
  - Local Deficient Bridges
- Highway Safety Improvements
- Appalachian Regional Commission
- Federal Lands Access Program
- High Volume Unpaved Roads
Revenue Sharing Program

Purpose

• Provide cash match (1:1) funding for localities to address construction, reconstruction, improvement, or maintenance projects on highway systems benefitting the general traveling public within a locality and across the Commonwealth.

Funding

• Program allocation up to $100 million per year
• Locality limit - $5 million per year
• Lifetime project limit - $10 million
Eligibility

- **Construction Projects** – adding or changing the characteristics of the road, facility, or structure; providing a new or significantly modified transportation facility.

- **Reconstruction Projects** – completely replacing an existing facility or significantly improving the functionality of an existing facility.

- **Improvement Projects** – projects that facilitate or control traffic or pedestrian flow. Examples include turn lanes, new sidewalks or multi-purpose trails, curb and gutter, or any new installation that will enhance traffic flow or safety.

- **Maintenance Projects** – projects that involve work in preserving or restoring the roadway, facility or structure to its original condition.
Eligible localities include all counties and cities, and only those towns that maintain their own highway road system.

Requested projects must meet criteria.

Funding is expected to be immediately needed to initiate or progress a project’s development…or future funding consideration may be denied and previous funding subject to de-allocation.

Eligible projects address general public service need.
Funding Priority:

- Construction projects that have previously received Revenue Sharing funding as part of the application process

- Construction projects that meet a transportation need identified in the Statewide Transportation Plan (VTRANS) or when funding will accelerate a project in a locality’s capital improvement plan. 
  Note: If in CIP project must be specifically identified.

- Projects that address deficient pavement resurfacing and bridge rehabilitation

- All other eligible requests
Revenue Sharing Program

Applications:

• Applications submitted electronically via SMART Portal
• Next cycle will include a “pre-application”
  • Likely due in spring (May-June review)
• Applications accepted on a biennial cycle
• Next cycle - August 2019 for FY 2021 and FY 2022 allocation years
• Application submitted for each individual project and indicate allocation amount requested for each of the two fiscal years
• Final applications due October 1st
• Continued focus on schedules and projects progressing
Revenue Sharing Program

Route 15/53 Roundabout Palmyra
Transportation Alternatives Set-Aside Program

These projects are intended to improve non-motorized transportation, enhance the public’s travel experience, revitalize communities and improve the quality of life.

- Federally funded reimbursement program
- Requires a minimum 20% local match
- VDOT provides oversight as set forth in our agreement with FHWA
- In general, other transportation funds cannot be used to match these funds
- Locally administered projects
- Expected to be under construction within 4 years of receiving the first funding award
FAST Act Legislation

Federal transportation bill passed in December 2015 and in effect until 2020.

• Established the Surface Transportation Block Grant (STBG) Program
• Designated a set-aside within the STBG funding for Transportation Alternatives (TA Set-Aside)
• Four (4) categories of eligibility for Set-aside:
  • Transportation Alternative activities
  • Safe Routes to Schools (SRTS) activities
  • Boulevards from Divided Highways activities
  • Recreational Trails Program activities
### Transportation Alternatives Set-Aside Program

#### 10 Transportation Alternative Categories:

<table>
<thead>
<tr>
<th>Pedestrian and Bicycle Facilities</th>
<th>Historic Preservation &amp; Rehab of Transportation Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safe Routes for Non-Divers</td>
<td>Vegetation Management</td>
</tr>
<tr>
<td>Conversion of Abandoned Railway Corridors to Trails</td>
<td>Archaeological Activities</td>
</tr>
<tr>
<td>Scenic Turnouts and Overlook</td>
<td>Storm-water Mitigation</td>
</tr>
<tr>
<td>Outdoor Advertising Management</td>
<td>Wildlife Management</td>
</tr>
</tbody>
</table>
Transportation Alternatives Set-Aside Program

Tentative Schedule for next cycle:

• 2 year application cycle – applications requested in odd years (2019, 2021, etc.)
• Pre-application required in order to submit an application (May 2019 – June 2019)
• Application submittal (August 2019–September 2019)
• Tentative selection for both years (January 2020)
• VDOT 6-Year Plan Public Hearings (April/May 2020)
• CTB approval for both fiscal years (June 2020)
Eligible Sponsors

- Local Governments
- Regional Transportation Authorities (including PDC’s)
- Transit agencies
- Natural resource or public land agencies
- School districts, local educations agencies, or schools
- Tribal governments
- Other local or regional governmental entity with responsibility for oversight of transportation or recreational trails

NOT ELIGIBLE: State DOT’s, MPOs and Non-Profits
Scoring Process

• **ALL** Projects evaluated on:
  • Project Concept
  • Funding / Resources
  • Effect on the Transportation Network
  • Sponsor’s Experience Administering Federal-aid Projects
  • Project’s Readiness to Proceed

• **EXISTING** projects will also be evaluated on:
  • Progress being made through project development
Transportation Alternatives Set-Aside Program

Selection Process

Statewide Funds (50%)
- Divided amongst District CTB members for project selections; maximum $1M per member per year
- Secretary of Transportation and CTB At-Large members will select projects with any remaining statewide funds (any funds over $9M per year)

Population Based Funds (50%)
- MPO’s will make selection in the 4 TMAs
- If not met by District CTB members, the Secretary of Transportation and CTB At-Large members will select projects to complete the population-based distribution
Transportation Alternatives Set-Aside Program

Gordonsville Streetscape
Access Road Programs

**Economic Development Access Program**
Assist in providing adequate road access for certain types of developments intended to attract private investment

**Employment Airport Access Program**
Assist in providing adequate road access to new or expanding licensed, public-use airport

**Recreational Access Program**
Assist in providing adequate road and/or bikeway access to public recreational or historical areas
Access Road Programs

- $5.5 million (state-wide)
- Annual budget appropriation for Economic Development Access, Airport Access, and Industrial Rail Access $1.5 million (state-wide)
- Annual budget appropriation for Recreational Access Programs Utilize State Funds
- State Aid Certification Available
Access Road Programs

Economic Development and Airport Access
– $500,000 unmatched/$150,000 matched

Recreational Access Program
– Local recreational or historical areas
– $250,000 unmatched and $100,000 matched maximum allocation per road project
– State recreational or historical areas
– $400,000 unmatched maximum allocation per road project

(additional allocation available for associated bikeway)
State of Good Repair (SGR) Primary Extension Paving Program

Application General Information
• Call for applications in October
• Applications due end of December
• Enter thru Smart Portal

State of Good Repair (SGR) Funding for Primary Extensions
• Each District has a set percentage of SGR funding dedicated to Locality pavement projects
• Recommend funding projects in priority order until funding exhausted

CTB Formula Funding for Primary Extensions
• Set aside 14% of CTB formula funds for pavement designated for municipality maintained primary extensions
• Recommend fund projects in priority order until funding exhausted

See VDOT-Local Assistance Division webpage for more information:
http://www.virginiadot.org/business/local_assistance_division_funding_programs.asp#good
**State of Good Repair (SGR) Primary Extension Paving Program**

Accept applications on an annual basis to support pavement overlay, rehabilitation, or reconstruction projects

- Maximum request of $1M per locality, per year
- Roadway must have Combined Condition Index (CCI) rating less than 60
- Projects must be advertised within 12 months of allocation
- Maintenance of Effort Certification required

Prioritize projects for funding based on technical score that considers pavement condition, traffic volume, and past expenditures

- Pavement condition (CCI) – 45%
- Traffic Volume – 30%
- On the National Highway System (NHS) – 10%
- Prior expenditures – 15%

Same criteria used to select projects for CTB Formula and State of Good Repair funding.

SGR local program is currently exempt from the federal process until FY2021
State of Good Repair (SGR) Local Deficient Bridges

Application General Information

• Call for applications in October
• Applications due end of December
• Enter thru Smart Portal

State of Good Repair (SGR) Funding

• Each District has a set percentage of SGR funding dedicated to local deficient bridges
General Information – Bridges (Locally Owned)

- Bridge must be structurally deficient
- National Bridge Inventory Only
- Bridge must not have been replaced or undergone a deck and/or super structure replacement during the ten (10) years prior to the date of application
- Proposed work must take bridge out of structurally deficient status
- Localities must be current on bridge inspections
- Starting in 2021, the prior fiscal year bridge maintenance expenditures, as reported to the Weldon Cooper Center, to be a minimum of 2%
- Project receiving funding under this program must initiate the Preliminary Engineering or Construction Phase within 24 months of award of funding or it becomes subject to deallocation

See VDOT-Local Assistance Division webpage for more information: http://www.virginiadot.org/business/local_assistance_division_funding_programs.asp#good
State of Good Repair (SGR)
Local Deficient Bridges

Belmont Bridge, City of Charlottesville
Purpose

Highway Safety Improvement Program (HSIP) - is a core program administered at the federal level by the U.S. Department of Transportation (USDOT) Federal Highway Administration (FHWA) Office of Safety:

**Highway Safety Program (HSP)** Identify and improve locations where there is a high concentration, or risk, of vehicle crashes that result in deaths or injuries and to implement strategies to attain Virginia’s *Towards Zero Deaths* vision

**Highway-Rail Grade Crossing Program (H-RGCP)** - reduce risk and number of crashes involving trains at highway-rail grade crossings

**Bicycle and Pedestrian Safety Program (BPSP)** - Reduce risk and number of non-motorized crashes
Limitations / Eligibility

• Safety proposals under the HSP have documented crash history or risk assessed and tied to an emphasis area in VDOT’s Strategic Highway Safety Plan (SHSP)

• H-RGCP safety proposals:
  – Federal legislation requires at least fifty percent of appropriated funds to be available for installation of warning devices; and up to fifty percent is to be available for elimination of hazards

• BPSP safety proposals must address documented non-motorized safety concerns on any public road, public surface transportation facility, or publicly owned bicycle or pedestrian pathway or trail
Highway Safety Program

Application

• Applications submitted electronically via SMART Portal

• Applications accepted on an annual cycle
  – Next cycle: August 1 – November 1, 2018

• Application to be submitted for each individual project and indicate allocation amount requested for each phase of project cycle.
Highway Safety Program

Route 29 and Route 718 RCUT
Appalachian Regional Commission
Local Access Road Program

Purpose
Provide or improve access between region’s businesses, communities, and residents to the Appalachian Development Highway System (ADHS)

Funding
VA is authorized to use up to $3 million annually from balances already allocated. (No new funding is provided under MAP-21)

Limitations / Eligibility
Project candidates must meet criteria and determined by ARC Board

Application
Contact ARC program manager (Va. Dept. of Housing & Community Development) / request pre-application package
- https://www.arc.gov/index.asp
Federal Lands Access Program

Purpose
Improve access to, within and adjacent to high-use Federal recreation sites or Federal economic generators within federally-owned lands

Funding
Amounts available to Virginia by formula varies each year and according to FAST Act

Limitations / Eligibility
• Project selection based on PDC (Program Decision Committee) establishment through multi-year program review
• Requires local match

Application
• PDC’s request project applications through call for projects
• Submission via email; contact FHWA PDC member for Virginia (see http://flh.fhwa.dot.gov/programs/flap/ for more information)
High Volume Unpaved

- Provides for funding for unpaved roads carrying 500+ vehicles per day
- Applications requested annually
- Maximum request is $500,000 per locality, per fiscal year
- Applications prioritized based on technical score that considers: traffic volume, project readiness, local funding, safety, and access to community facilities
High Volume Unpaved
Working Together to Get Your Project Started

*Coming together is a beginning; keeping together is progress; working together is success.* - Edward Everett Hale

Dic Burke
Transportation Director, Prince William County
VDOT – NOVA District
Defining a Project

Need/Outcome

Information Gathering

Manage Expectations
Need/Outcome

• Capacity, Safety, Access, Development
• Emergency Services
• Comprehensive Plans
• Citizens
• Elected Officials (Local, State, Federal)
Understand why the project is needed and what outcome is anticipated. Not all maybe realistic but good to know at the project initiation.

Are there other benefits other than the intended? Are there improvements to capacity, safety, access, or development.

Understand that anticipated outcomes could be different based on different perspectives. Elected officials, citizens, and emergency services may not have the same overall vision.
Information Gathering

- Discussion with Stakeholders
- Proposed feasible solution
- Road System
- Roadway Classification
- Funding Type
Stakeholder discussions are opportunities to gain knowledge about the issue and community view of the solution. It also sets communication tree and exchange of information. Set high level deliverables and outcomes.

Important to understand if the “wanted” outcome is feasible. If not, identify what could be done and how it would improve the concern. Get buy-in early before scope is finalized and design begins if possible.
Who owns the roadway system where the project is proposed is important and can help determine schedules. There would be different timelines if owned/maintained by the locality, state or federal.

Functional class of the roadway should be known early as many design elements are determined by this. Does this classification fit with future/anticipated usage/development?

Are there non-typical characteristics of the roadway (bus, heavy truck, industrial, urban)?
Funding type can also play a huge role in schedules and project delivery. Know your funding. There are large differences between local, state, and federal fund requirements.
Manage Expectations

Gathering of early information will help set the schedule for the entire project. Make sure schedules are realistic and achievable.

It is important to account for the time needed to complete all parts of the project development including necessary agreements, authorizations, project work packets.

Make sure you invoice timely and often. This will identify any issues with reimbursement early that can be resolved before the overall expenditures are great.
Pitfalls

Plan Inclusion – as the project is being defined make sure the project is listed in the appropriate local, state, federal plans. These could be CIP, CLRP, TIP, STIP, SYIP. If not, getting it included could add time to the project at critical stages.

Funding – Many projects have comingled funds from various sources. Where possible, similar funds should be focused on the same project. This could help with timeframes through the life of the project.

Staffing – In addition to the Project Development Team other services should be discussed. Do you have the capacity in other Departments like procurement, inspection, and fiscal.
Mitigation

Some ways to mitigate some of the pitfalls:

• Clearly identify key information
• Have a good scope
• Keep open channels with your VDOT LAP Manager
Identify Key Information – The Agreement is a good place to include such information. This could include project limits, scope of the project, funding types, anticipated timelines and team contacts for the project.

Clear Scope – Having a scope of the project that is detailed and where it identifies the intent of the project, clear milestones/deliverables, stakeholder outreach, and timelines.
Keep your VDOT contact informed of the project’s development. Most have coordination or project meetings. These can vary from a standing meeting schedule or one for a specific concern. Many of the standing meetings can also be used:

- Monthly – Project level
- Quarterly – Program level
- Annual – Policy level
Coordination

Opportunities for structured meetings

Monthly – The project team can meet to discuss any issues or that the project is progressing on schedule. Any identified issues can be discussed and resolved quickly. At this stage there is a greater ability to recover schedules/estimates. In addition, the next milestone can be affirmed.

Quarterly – Project level discussion can occur but could also include program levels. This could be a chance to discuss with management and elected official level of concerns. Could also be an opportunity to discuss additional application/funding opportunities.

Annual – Usually statewide where new policies and practices are shared. Many new initiatives come from these discussions.
Resources

• Local Assistance Division Web Page:
  http://www.virginiadot.org/business/local-assistance.asp

• Locally Administered Project (LAP) Manual
• LAP Starter Pack
LAP Manual / RTA’s / Agreements

When we all help one another, everyone wins.
Jim Stovall

Jay Guy
Program Manager
VDOT Salem District
LAP MANUAL

Psssst...
It is over
800 pages...

Don’t Print it!!!
BUT... Don’t be intimidated by the size

- LAP Manual is divided into:
  - 4 major topic areas
  - 19 chapters
- Download/search individual chapters or Parts 1 – 3 together
- “One-stop Shop”
- Detailed Explanation

Detailed Updates

- February 2018 update summary
- December 2017 update summary
- March 2016 update summary

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<td>Oct. 1, 2014</td>
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<td>9. Project development overview / summary</td>
<td>February 2018</td>
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LAP Manual Navigation

- Chapters by “discipline”
- Formatted for easy searching
- Uses hyperlinks & cross-chapter links
- Tables / Checklists / Flow Charts outlining important processes
- Provide VDOT & Local Responsibilities
LAP Manual Navigation

All chapters are generally set up the same way:

- Flow Chart
- Table of Contents
- Introduction
- Applicability
- Purposes/Process
- VDOT Responsibilities
- Key Submittals / Requirements
- References
- Checklists
12.1 - PROJECT SCOPING

This chapter includes the following topics:

12.1.1 Introduction
12.1.2 Applicability
12.1.3 Scoping Process Requirements
12.1.4 Tasks / Submittals / File Documentation
12.1.5 References

Project Scoping Checklist
### Applicability Tables

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<tr>
<th>Plan Design</th>
<th>Federal-aid</th>
<th>State-aid / VDOT Maintained</th>
<th>State-aid / LPA Maintained</th>
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<td>X</td>
<td>X</td>
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* Projects are to be designed in accordance with this manual; however, VDOT oversight to these designs is limited to technical assistance as requested by the LPA.

### VDOT Responsibilities

VDOT Responsibilities:

- Circulate the title sheet for signatures (the title sheet can be on paper, mylar or digital) and submit the original signed title sheet to Room 705, CO L&D Plan Library / Room 1005, CO S&B Plan File Room to be filed.

- The VDOT Project Coordinator will coordinate the submission and provide environmental certifications to the District Environmental Manager for coordination with the FHWA. The VDOT Project Coordinator will also coordinate review of the bid documents as outlined in the Advertisement and Award Chapter ([Ch 12.6](#)).

- Additional discussion on the Environmental approval process is contained in [Chapter 15](#).
### LAP Manual Navigation

#### Key Submittals/Requirements

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<th>S-V</th>
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<th>Requirement</th>
<th>Chapter / Section</th>
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<td>LD-440 for Design Exception (to AASHTO)</td>
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#### Checklists

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<tr>
<th>Task/Submittal/File Documentation</th>
<th>Locality Responsibility</th>
<th>VDOT Project Coordinator Responsibility</th>
<th>Submittal Timing/Recordkeeping Requirements</th>
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</thead>
<tbody>
<tr>
<td>Establish project schedule</td>
<td>Develop and provide a project schedule to include all tasks needed to complete the project to the VDOT Project Coordinator.</td>
<td>Enter appropriate milestones dates in the IPM Schedule.</td>
<td>After completed scoping process</td>
</tr>
<tr>
<td>Maintain project schedule</td>
<td>Provide the VDOT Project Coordinator with schedule changes in a timely manner. Provide the VDOT Project Coordinator dates scheduled tasks are completed in a timely manner.</td>
<td>Monitor and update the project schedule in IPM, as appropriate based on input from the Locality Project Manager.</td>
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<tr>
<td>Provide timely and accurate estimates in PCES</td>
<td>Enter the project estimate in PCES and update</td>
<td>Review estimates and provide technical assistance</td>
<td>At key project milestones or as necessary</td>
</tr>
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LAP Map is a great tool to see what lies ahead for your project, and a cue for things that need to be done.

Request to Administer
(RTA)
Request to Administer (RTA)

Why do we need an RTA?

• In order to utilize federal funds on a Locally Administered Project, the Locality must be “adequately staffed and suitably equipped to undertake and satisfactorily complete the work” (23 CFR 635.105)

• Federal law requires states to be responsible for determining that sub-recipients have adequate project delivery systems and sufficient accounting controls

• Locality is fully responsible for the administration of its projects, and the locality should not expect VDOT Project Coordinator to provide quality control for their consultant work.
Request to Administer (RTA)

• **All** projects may require an RTA. This can be determined based upon the type, size and complexity of the project, as well as the type(s) of funding.

• Identifies the rationale for, and ability of, a locality to administer a project.

• Must be completed by locality and **approved by VDOT** before Project Administration Agreement (PAA) and Appendix A can be signed by the locality.
Request to Administer (RTA)

Denials are uncommon, but can happen if:

- Locality lacks previous experience or training that demonstrates ability to deliver a federal project.
- Documented and repeated failure to meet deadlines, submit expenditures, violations of federal and/or state requirements, and no acceptable corrective action plan.
Request to Administer (RTA)

To: District Office Local Liaison

From: 
(Printed Name of Responsible Local Official Issuing Request) 
(Email Address) 
(Phone)

Signature (Typed when e-mailed) By: 
Date: 

<table>
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<th>Locality:</th>
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Project Scope (short narrative):

Local Government Project Delivery Self-evaluation attached: [ ] Yes [ ] No [ ] N/A

Local Responsible Person*

<table>
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* See Chapter 3.1 of LAP Manual for Responsible Person qualifications

Phase of project to be administered: [ ] PE [ ] RW [ ] CN [ ] Other; describe:

State Funding Source(s):

[ ] Federal Highway [ ] State Formula (Urban / Secondary) [ ] Other (specify):

Check as applicable: Project will be pursued through PPTA: [ ] Project will be administered as Design-Build: [ ]
Request to Administer (RTA)

RTAs for Federally funded projects require the *Self-Evaluation* section

The Self-Evaluation Identifies:

- Responsible Party (RP) and their experience with Federal Aid projects.
- Project Manager (can be same as RP) and their experience.
- Consultants (if identified at this time) and their experience.
- Locality’s previous projects with Federal funds.
- Project scheduling.
- Locality’s work order process.
- Locality’s compliance with federal requirements and audit reviews.
Project Delivery Plan (PDP)
### LAP Project Delivery Plan

**Locality:**

| Project #:
| UPC:
| Scope of Project:

#### Date LAP Project Delivery Plan & RTA Form Submitted to VDOT:

<table>
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<th>Planned End Date</th>
<th>Planned Duration</th>
<th>Possible Duration</th>
<th>Project Development Activity</th>
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<tr>
<td>1</td>
<td>10/31/2018</td>
<td>30</td>
<td>1 Month</td>
<td>VDOT Review/Approval of PDP &amp; RTA; Agreement Drafted &amp; Sent</td>
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<td>2</td>
<td>12/30/2018</td>
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<td>Agreement/App A Review, Approval, &amp; Execution by LPA &amp; VDOT</td>
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<td>3</td>
<td>4/29/2019</td>
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<td>4 Months</td>
<td>Procure Consultant</td>
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<td>4</td>
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<td>1 Day</td>
<td>Hold Kick-off Meeting/ Pre-scoping meeting with VDOT</td>
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<td>5</td>
<td>8/28/2019</td>
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<td>30% Plans Completed for review</td>
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<td>6</td>
<td>9/12/2019</td>
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<td>VDOT Review and comment</td>
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<td>7</td>
<td>6/8/2020</td>
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<td>9 Months</td>
<td>Complete Environmental Document (concurrent activity)</td>
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<td>8</td>
<td>3/10/2020</td>
<td>180</td>
<td>6 Months</td>
<td>Develop 60% Plans and special provisions, and pay items</td>
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<td>3/25/2020</td>
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<td>15 Days</td>
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<td>5/9/2020</td>
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<td>Public Involvement (Willingness or Public Hearing)</td>
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<td>Develop 90% Plans and special provisions, and pay items</td>
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<td>RW/Utility phase (varies per project based on needs)</td>
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<td>14</td>
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<td>Obtain R-O-W Certification</td>
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<td>Submit final plans &amp; bid document, technical specs</td>
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<td>VDOT Review and comment</td>
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<td>Request &amp; obtain advertisement Authorization</td>
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<td>Advertise for Bids</td>
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<td>Review &amp; Recommend Award of Contract</td>
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<td>VDOT Review and Approve Award of Contract</td>
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<td>2 Weeks</td>
<td>Preconstruction Conference &amp; issue Notice to Proceed</td>
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<td>22</td>
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<td>Varies</td>
<td>Construct Project</td>
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<td>23</td>
<td>7/24/2021</td>
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<td>24</td>
<td>8/23/2022</td>
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<td>30 Days</td>
<td>Final reimbursement request (ensure funds expended by deadline on Project Administration Agreement.)</td>
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**Note:**

*This date generates potential (not committed) schedule below*

**LAP Manual Reference**

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<th>Chapter 12</th>
<th>Chapter 15</th>
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Project Delivery Plan (PDP)

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<th>Strategy for Contracting and Procurement</th>
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<td>Design Accomplished by: select from drop-down box</td>
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<td>Locality Accomplished by: select from drop-down box</td>
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<td>Resources to deliver the project - (If applicable)</td>
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<td>- PE: select from drop-down box</td>
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<td>- VDOT:</td>
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<tr>
<td>- Other:</td>
</tr>
<tr>
<td>- N/A:</td>
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</table>

<table>
<thead>
<tr>
<th>Resources to deliver the project - (If applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Contractor:</td>
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</table>

<table>
<thead>
<tr>
<th>CN - (Quality Mgmt &amp; Oversight)</th>
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<tbody>
<tr>
<td>select from drop-down box</td>
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</table>

<table>
<thead>
<tr>
<th>Expected Role of the VDOT: (List any assistance outside of reviews &amp; technical support)</th>
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</table>

<table>
<thead>
<tr>
<th>Potential Risk Identification - (List any risk that may delay or impact the project that will require mitigation planning.)</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Funding Plan - (Also identify sources for costs outside of authorized funds)</th>
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</thead>
</table>

January 2018
Agreements
Project Agreements

**Project Specific**
- Includes the Project Administration Agreement relevant to Federal Aid or State Aid and a single Appendix A
- Can be for any project
- Straight forward; typically for stand-alone projects

**Multiple UPC (Parent – Child Projects)**
- Combined Appendix A listing multiple UPCs
- Parent project is locality-wide but type specific
  - corridor initiative
  - multi-phased or segmented project (common on trail projects)

**Programmatic** (Revenue Sharing & Urban Construction Initiative-UCI)
- Individual Appendix A’s
- Unified Appendix B
• ZIP+4 – Funding reporting requirements
• Require project manager/contact information.
• Includes the budgets by phase for the project that was included in the application(s).
• All funding sources, including Local Funds to show project as fully funded.
• Special Provisions, expenditure deadlines, etc.
• Signature must be by “Authorized Official”
## Project Agreements

1. **Version**
2. **Project UPC and Number**
3. **Project Location including ZIP+4**
   - Funding reporting requirements
4. **Project Scope**
5. **Project manager/contact information**

<table>
<thead>
<tr>
<th>Appendix A2 (Revised May 2017)</th>
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<tbody>
<tr>
<td><strong>Project Number:</strong></td>
<td>014-A1-APZ7</td>
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<tr>
<td><strong>UPC:</strong></td>
<td>999998 &amp; 999999</td>
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<tr>
<td><strong>CFDA #:</strong></td>
<td>20.206</td>
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<tr>
<td><strong>Locality:</strong></td>
<td>Evil Empire</td>
</tr>
<tr>
<td><strong>Locality Address (incl ZIP+4):</strong></td>
<td>P.O. Box 1138, Death Star, Outer Space, 99999-0065</td>
</tr>
</tbody>
</table>

### Project Narrative

| Scope: | Sidewalks in various locations |
| From: | Giant Laser |
| To: | Cafeteria |

### Locality Project Manager Contact Info
- Darth Vader, Sith/Project Manager, P.O. Box 1138, Death Star, Outer Space, 99999-0065, (555) 555-1234.
- Department Project Coordinator Contact Info: Cheryl Becker, VDOT Salem District Office, 731 Harrison Avenue, Salem, VA 24153, (540) 387-5399, cheryl.becker@vdot.virginia.gov.
6. Includes the estimates by phase for the project

7. All funding sources, including Local Funds to show project as fully funded
These bullets cite specific requirements, dates, and amounts for individual types of funding.

Total funding allocations by type and any required local match. This number should match sections 6 & 7.
Project Agreements

Smart Scale is Unique

- Local Committed Funds must be spent first.
- Smart Scale funding will be the LAST DOLLAR spent.
- May not come back for more Smart Scale funding applications in the future.

<table>
<thead>
<tr>
<th>Project Financing</th>
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<tr>
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<tr>
<td>Transportation Alternatives</td>
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<td>$250,000</td>
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- Project estimate, schedule and commitment to funding are subject to the requirements established in the Commonwealth Transportation Board Policy and Guidelines for Implementation of a Project Prioritization Process, Code of Virginia, and VDOT’s Instructional and Informational Memorandums.
- This project shall be initiated and at least a portion of the programmed funds expended within one year of the budgeted year of allocation or funding may be subject to reprogramming to other projects selected through the prioritization process. In the event the Project is not advanced to the next phase of construction when requested by the Commonwealth Transportation Board, the locality or metropolitan planning organization may be required, pursuant to § 33.2-214 of the Code of Virginia, to reimburse the Department for all state and federal funds expended on the project.
- This project has been selected through the Smart Scale (HB2) application and selection process and will remain in the SYIP as a funding priority unless certain conditions set forth in the Commonwealth Transportation Board Policy and Guidelines for Implementation of a Project Prioritization Process arise. Pursuant to the Commonwealth Transportation Board Policy and Guidelines for Implementation of a Project Prioritization Process and HB2 Implementation Policy Guide, Section 5.3, this project will be re-scored and/or the funding decision re-evaluated if any of the following conditions apply: a change in the scope, an estimate increase prior to contract advertisement or award, or a significant reduction in the locally/regionally leveraged funds. Applications may not be submitted in a subsequent annual HB2 prioritization cycle to account for a cost increase on a previously prioritized...
Authorizing Resolutions

• All project agreements require a designation of *Signatory Authority* and *Budgetary Commitment*, from the locality’s governing body.

• These approvals can be:
  – “Blanket Approval” good for multiple years or in perpetuity
  – Cover multiple projects and agreements.
  – Annual approvals
  – Project Specific

✔ Blanket approvals ARE time saving (weeks if not months) and specific to projects and funding amounts covered by VDOT agreements.

✘ Blanket approvals ARE NOT carte blanche for administrators or blank checks.
Keys to remember:

First Page of the Agreement:
These blanks are filled in by Central Office upon final signature.

Do Not Fill In These Blanks
Keys to remember:

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

FIRST GALACTIC EMPIRE, OUTER SPACE:

[Signatures and dates]

The Emperor
Typed or printed name of person signing

Authorized Locality Official and date

Authorized VDOT Official
Recommendation and Date

Jay Guy, Program Manager
Typed or printed name of person signing

Network for Success
Local Programs Workshop
Keys to remember:

1. Wait until the agreement is **fully** executed – no work by the locality, consultant, or contractor will be eligible for reimbursement until then.

2. Federal aid projects require authorization by phase (PE, RW, or CN). You **must** seek this authorization from VDOT **before** proceeding with work.

3. Source of funding (State / Federal) and funding program type dictate the type of agreement and requirements included.
QUESTIONS??