



Local Assistance Division Newsletter

RECENT PROGRAM UPDATES

New Project Administration Agreement Templates Released

In August of 2022, the Local Assistance Division (LAD) released new Project Administration Agreement (PAA) templates for Locally Administered Projects (LAPs) and VDOT Administered Projects (VAPs). There were also revisions and additions made to the appendices. Below is a summary of these updates to the program documents:

- New Project Administration Agreement (PAA):** The new PAA incorporates into the agreement body, non-funding related items previously included in Appendix A under the "Program and Project Specific Funding Requirements" section. For example, "This Project shall be administered in accordance with VDOT's Locally Administered Projects Manual" is now part of the PAA body.
- Simplified Appendix A:** The "Program and Project Specific Funding Requirements" section that previously laid out the special requirements and conditions related to the project funding sources has been removed. The funding breakdown by phase has also been removed; a section showing estimated VDOT oversight costs and estimated for specific requested VDOT services to be performed on LAPs is now included. An Appendix A is required for all project agreements.
- New Appendix B:** The new Appendix B lays out all of the special requirements and conditions related to the project funding sources. Previously this information was found on the old Appendix A template under the "Program and Project Specific Funding Requirements" section. The new Appendix B will remain the same for all projects and will only be updated should Local Assistance Division issue a revised Appendix B. An Appendix B is required for all project agreements.

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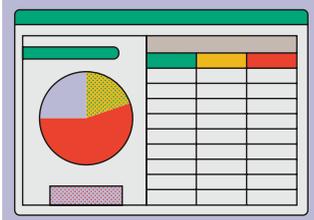
- **New Appendix C:** The new Appendix C, formerly known as the Appendix B template, captures in narrative form, VDOT services to be performed on the project. Appendix C serves as a scope of works and is required for all projects using a VDOT Administered PAA, as well as for LAPs when the local public agency has requested VDOT to preform specific services. For example, if VDOT is preparing the NEPA document or performing CEI services for a LAP, the Appendix C is required. If VDOT is not providing any specific services other than general oversight, then an Appendix C is not required.
- **Standardized VDOT Administered Agreement Template:** Previously there were two templates for VDOT Administered Projects, the "VDOT Administered Urban Agreement" and the "VDOT Administered Locally Funded Agreement". These two templates have been combined into one template entitled, the "VDOT Administered-Locally Funded Project Administration Agreement".



Subrecipient Debarment / Suspension Certification Statement

The Local Assistance Division (LAD) updated the Request to Administer form (RtA) to require a certification statement from subrecipients of federal-aid that they are not debarred or suspended from receiving federal-aid. Chapter two of the Locally Administered Program (LAP) Manual states that Local Public Agencies (LPAs) ensure that their contractors and subcontractors are not debarred or otherwise suspended from federal-aid awards by ensuring contractors are not listed in the federal website <https://sam.gov/content/home>. This requirement is found in 2 CFR 200 Subpart C Section 200.206. Similarly, VDOT is required to take steps to ensure that LPAs receiving federal awards are not themselves subject to any federal aid debarment or suspension. Further federal code references are found in 2 CFR part 180, §200.208, and §200.339. To document awareness of and compliance with this federal requirement, the following new certification statement is now included in the RtA form:

"Does the locality certify that, to the best of its knowledge and belief, it is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any state or federal department or agency or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, Debarment and Suspension, and that the locality shall not make an award to a consultant or contractor that is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any state or federal department or agency or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, Debarment and Suspension?"



Statewide Bid Tab Query - External Access

Bid Tabs are a set of bids (unit costs) associated with contracts previously awarded and used to generate the published “Unit Cost Averages” found on the Construction Division website (VDOT Resource Information) and for researching specialty, rarely used, or nonstandard bid items. They are extensively used by estimators while preparing estimates at all stages of the project lifecycle and can be a powerful tool in estimating, claims, and change order analyses.

As part of a continuing effort on the Department’s behalf to bolster access to the agency’s project cost estimating tools and technologies, VDOT is officially providing external access to the Department’s Statewide Bid Tab Query System. Furthermore, the VDOT’s Cost Estimation Office has scheduled a virtual training of the Statewide Bid Tab Query System tool on **December 14th, 2022 from 1-3 pm**. This training will help ensure approved users are equipped to leverage the tool to its fullest potential. The details of this virtual training will be provided in a separate communication.

The official announcement from VDOT’s Cost Estimation Office regarding external access to the Statewide Bid Tab Query System can be found at the following link: https://www.virginiadot.org/business/statewide_bid_tab_query_external_access.asp. To obtain access, please follow the steps outlined in this [Job Aid](#). Please contact the State Bid Tab Query email (StatewideBidTabQuery@VDOT.Virginia.gov) for more questions.



Qualification Program - 3 Year Recertification

In an effort to continue to help localities successfully administer transportation projects, VDOT has established a three year renewal process for the LAP Qualification Program. As a FHWA Every Day Counts (EDC) supported program, the Qualification Program provides training for individual local employees to prepare localities so that they can be eligible to administer federal funded projects. Per [federal guidelines](#), this person must be a full-time employee of the locality, but does not need to be an engineer. Staff members that have completed the initial pre-requisite modules, as well as attended an in-person or online instructor-led classroom session, are responsible for renewing their certificate of completion every 3 years.

A three year recertification email will be sent out by the LTAP Team one month prior to the certificate holders expiration date. Certificate holders have 30 days to complete an eight to ten hour session which includes lectures, video, quizzes and resource links. Please contact our Outreach Manager Traci Luu at traci.luu@vdot.virginia.gov if you have any questions.



FUNDING UPDATES

FY24 SGR Application Cycle for Local Paving

On Oct 17, 2022, the FY24 State of Good Repair (SGR) Local Paving application cycle period opened in the SMART Portal. The application cycle closes on Friday, December 16, 2022 at 5:00pm. Funding for selected projects is anticipated to be available on July 1, 2023 and is limited to \$1.5 million per locality per fiscal year.

Selected projects must follow federal guidelines. Pursuant to federal laws, certain maintenance activities trigger compliance with the Americans with Disabilities Act (ADA).

Projects funded through this process must meet the minimum threshold for ADA compliance and the project estimates should include the amount required to comply with these requirements. For further information regarding maintenance activities and ADA compliance, please see the joint Department of Justice and Department of Transportation Joint Technical Assistance memorandum located at <http://www.ada.gov/doj-fhwa-ta.htm> and the Federal Highway Administration's Federal Aid Essentials module entitled ADA Requirements for Resurfacing Projects at <http://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=107>.

Additional information regarding the application process, required forms and eligible segments can be found at:

http://vdot.virginia.gov/business/local_assistance_division-funding_programs.asp

FY24 SGR Local Bridge Application Cycle

The State of Good Repair Local Bridge applications followed a manual submission process for FY24. The pre-application period opened on August 15, 2022 and closed on September 16, 2022. The full application period began on October 24, 2022 and will close on December 2, 2022 at 5:00pm. Funding for the selected projects is anticipated to be available on July 1, 2023. Additional information can be found at: <https://www.virginiadot.org/projects/state-of-good-repair/bridges.asp>

Federal Lands Access Program Application Update

The Federal Lands Access Program (FLAP) received approximately \$9 million in funding for FY23 - FY26 application cycle. For this current cycle, the FLAP Decision Committee received 21 applications requesting a total of \$30.1 million. After reviewing the applications, eight new projects were selected and fully funded and two existing projects received additional funding, for a total award of \$9.35 million. The notification of selection is forthcoming, and should additional funding become available, additional projects may be selected for funding.

NEW IIM-ED-110 ENVIRONMENTAL CERTIFICATION REQUIREMENTS FOR CONSULTANTS

The new Instructional and Informational Memorandum (I&IM): Environmental Certification Requirements for Consultants (IIM-ED-110), is now available on the internal [Environmental Division SharePoint site](#) and external viriniadot.org. This new I&IM details the requirement of consultants to complete applicable environmental certification modules in Virginia Department for Transportation University (VDOTU) when conducting environmental services for VDOT and/or locally administered projects.

Please note that this is the beginning phase of converting all existing Environmental Memoranda (EM) to I&IMs. By converting existing EMs to I&IMs, the Environmental Division will provide consistent language with Agency governance documents and manuals. In addition, the Environmental Division is demarcating manuals that provide staff and contractors with required methods and processes as governance documents on the cover sheet. More information will be available in the next coming months.

The new IIM-ED-110 can be found at the below links:

Internal:

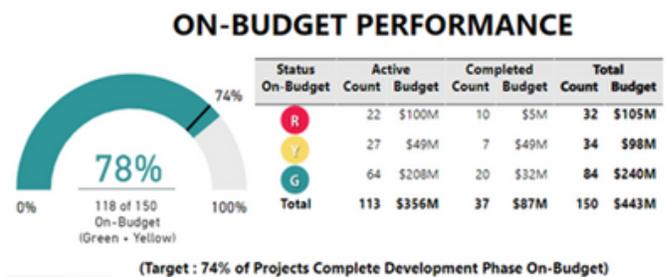
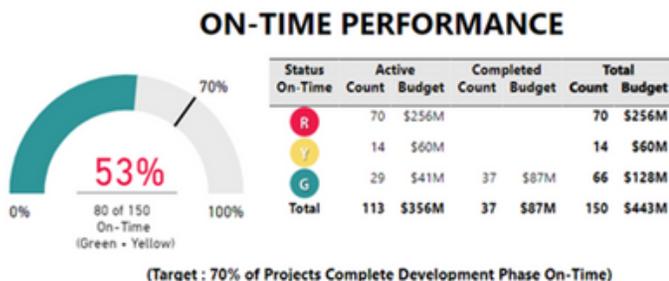
[Environmental Certification Requirements for Consultants.pdf](#)

External:

[Environmental Certification Requirements for Consultants](#)

LOCALLY ADMINISTERED PROJECT PERFORMANCE UPDATE

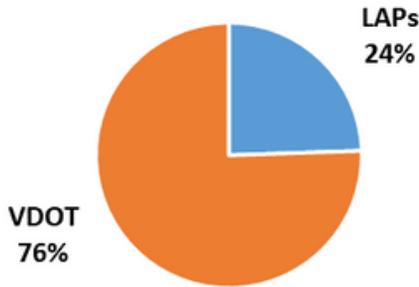
Dashboard performance snapshot FY23 Q1



Note: As of 10/31/2022

Size of the Locally Administered Program

Active VDOT vs. LAP Percent of CN
\$20,968,601,568 TOTAL CN \$ Value



Active VDOT vs. LAP Percent of CN
Projects
3,904 TOTAL Projects

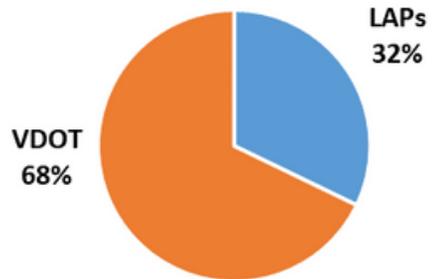
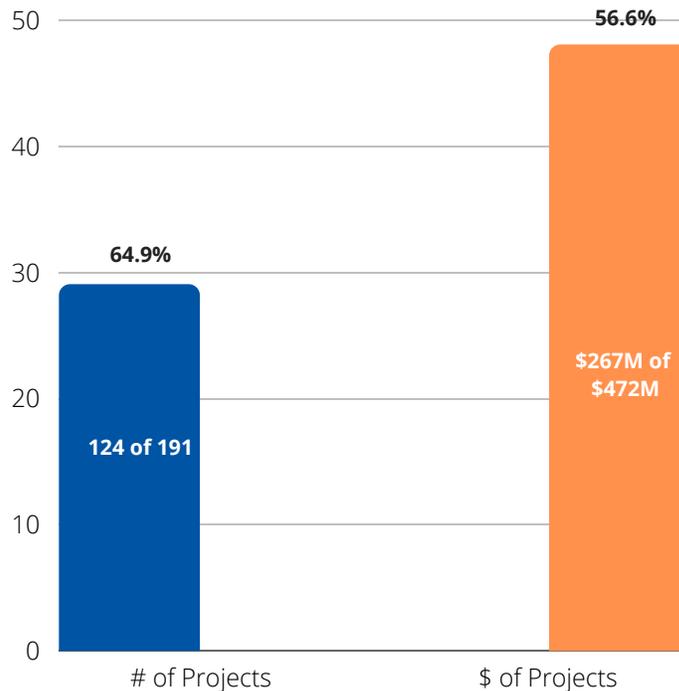


Chart 1: LAP versus VDOT Admin program sizes. Please note active projects are locally administered projects that are under development or construction in the project pool and do not include the following status: "canceled," "waiting financial closure," or "monitoring funds." The chart above also excludes mega projects.

CY22 LAP Commitments

CY22 LAP Commitments



The Commitment List tracks planned calendar year (CY) advertisement commitments for the locally administered projects. At the beginning of 2022, localities planned to advertise 191 projects with an estimated \$472M CN value. To date, 124 projects have been advertised with a CN value of \$267M. For more information and baseline comment reports, please visit the following website.

[Local Assistance Division - Business | Virginia Department of Transportation \(virginiadot.org\)](https://www.virginiadot.org/Local-Assistance-Division-Business)