

LAP Certification

LAP Certification

- **Project Specific Certification**
 - Required for Cities, Towns, and Villages
 - Renewed for Every Project
- **Full Certification**
 - Reserved for Counties
 - Renewed Every 3 Years

LAP Certification

Certification Qualification Tool

Certification is obtained by completing the **Local Agency Program Certification Qualification Tool** and all related items for submittal to your representative District.

The Certification Qualification Tool was developed in conjunction with FHWA and serves as a guide to the elements reviewed in order for your agency to become certified. Elements of Certification include (but are not limited to):

- Local Agency Staff Qualifications
- Professional Services Procurement Procedures for fair, open, and competitive selection of qualified consultants
- Sub-recipient Compliance Assessment Tool for Title VI and related Non-Discrimination authorities
- Construction Contract Procurement
- Construction Contract Administration including CEI and Contract Compliance.

Certification varies based on qualifications. Please contact your **District LAP Team** for further assistance and information.

***For a List of Florida Certified Agencies [Click here](#)*

[Contact Us](#) [Employment](#) [MyFlorida.com](#) [Performance](#) [Statement of Agency](#) [Web Policies & Notices](#)



Florida Department of Transportation

100 Years of Innovation, Mobility and Economic Development

Can be Found at:

<http://www.dot.state.fl.us/programmanagement/LAP/BecomingCertified.shtm>

LAP Certification

- Local Certification Qualification Tool

Can be Found at:

http://www.dot.state.fl.us/programmanagement/LAP/Forms/CertTool_2015-09-25.pdf



LAP CERTIFICATION QUALIFICATION TOOL

Per the [Stewardship and Oversight Agreement](#), in enacting *23 United States Code (USC) 106(c)* Congress recognized the need to give states more authority to carry out Federal-Aid Highway Program project responsibilities traditionally handled by the Federal Highway Administration (FHWA). Under this assignment of responsibilities, the Florida Department of Transportation (FDOT) may permit local agencies to carry out the FDOT's assumed responsibilities on locally administered projects. The FDOT is responsible for Local Agency compliance with all applicable Federal laws and requirements.

Congress recognized the importance of a risk-based approach to oversight of the Federal-Aid Highway Program (FAHP) and established requirements in *23 U.S.C. 106(g)*. The processes of Certification and recertification record local agency staff capability and proficiency in executing Local Agency Program (LAP) projects. Local agencies may be certified in up to five phases in the transportation project life cycle and each phase carries its own requirements and commitments. The keys to compliance and reducing state and federal risk factors related to compliance in the most simplest of terms are Local Agency staff experience and cooperation and state sponsored training of local agency staff.

Certification and recertification is a commitment by the local agency to perform all associated activities of the Federal-Aid Highway Program including but not limited to Title VI compliance, ADA compliance, grant management and fiscal accountability, procurement of professional service and construction administration in adherence to all federal and state requirements. The Certification Qualification Tool is a risk-based assessment of your Local Agency and measures performance based risk of your participation in LAP.

Answer all questions in this Tool to the best of your ability. Your District LAP Team is there to provide assistance and support as required while you complete the re/certification process.

1. INITIAL SCREENING

Based on the initial screening is eligible for

Title VI Sub-recipient Compliance Assessment approval date:

Financial Risk Assessment approval date:

Number of projects programmed in the current 5 Year Adopted Work Program:

2. RESPONSIBLE CHARGE

Single Audit Reporting Application (SARA)

Single Audit Reporting Application [Home](#) [Data Analysis](#) [Help](#)

41 Auditees with no Prior Year 4 Audit Reports Due 0 Audit Report Reviews Due 1 Management Decisions Due 0 Corrective Action Follow-up Due
0 Enforcement Action Recommended

Audit Year **Auditee Name** **Vendor ID** **Contract** **Financial Project** **CFDA / CSFA**

2014 miramar

Drag a column and drop it here to group by that column

Profile	Auditee Name	Status	Action Type	Audit Report Due	Risk Assessment
→	City of Miramar	Complete	Single Audit Report Received	6/30/2015	Low

Go to page: Show rows: 1-1 of 1

 **FLORIDA DEPARTMENT OF TRANSPORTATION**
Report Technical Problems to the Service Desk 1-866-955-4357
[Web Policies and Notices](#)
[Accessibility Information](#)

Can be Found at:

<http://fdotwp2.dot.state.fl.us/SingleAuditReportingApplication/Home/Search>

Lap Certification Qualification Tool

1. Initial Screening
2. Responsible Charge
3. LAPIT
4. Training
5. Agency Staffing
6. Project Development
7. Procurement
 - A. Continuing Services Contracts
 - B. Professional Services Procurement
 - C. Construction Procurement

8. Planning
9. Plans, Specifications, and Estimates (PS&E)
10. Construction
11. Construction Administration
 - A. Inspection
 - B. Contract Compliance (Wages, Payrolls, DBE)
12. Invoicing
13. Certifications/Re-certifications Status

LAP Certification Webinar

Local Agency Program (LAP)

Program Management / LAP /

LAP Certification



LAP Certification

Nationwide approximately 75% or 2.9 million of the 3.9 million total miles of roadway are owned and operated by local public agencies. The Local Agency Program or "LAP" provides sub-recipient towns, cities and counties develop, design, and construct transportation facilities with federal funds. The Department is the steward of the federal funds and is responsible for oversight of funded projects on behalf of the Federal Highway Administration (FHWA). LAP agencies prioritize and fund local projects (through their respective MPO or governing board) and are then eligible for reimbursement for the services provided to the traveling public through compliance with applicable Federal statutes, rules and regulations.

Federal-Aid Highway Program funds are only available to local agencies that perform the required certification process that evaluates whether the local agency has the sufficient qualifications and ability to "to undertake and satisfactorily complete the work". The certification provides proof that the local agency is able to comply with federal requirements in a project and offers perspective to the level of oversight required by district offices over local agencies over the life of a LAP project.

There are two certification options that a local agency may receive; Full certification which lasts for three years and Project-specific certification which must be renewed at the beginning of a new project. Both certification levels require completion of the Certification Qualification Tool. The LAP Manual Chapter 2 offers more detailed information on the process to certification.

Check out this video to learn more about the Federal-aid Highway Program!

Please review the FHWA Contract Administration Core Curriculum Participant's manual and Reference Guide, 2014

The FDOT LAP Certification Webinar recording is now available! [Link for the recording](#) ; [Link for the PowerPoint Presentation](#)

Certification Qualification Tool

Can be Found at:

<http://www.dot.state.fl.us/programmanagement/LAP/BecomingCertified.shtm>

LAP Certification

- **Local Certification Qualification Tool**
 - Organizational Chart
 - CBT Certificates
 - Construction Narrative
- **Sub-Recipient Compliance Assessment (SCAT)**
 - Title VI Policy
 - ADA
 - LAP SCAT CBT Course No. BT-15-009



23 Code of Federal Regulations (CFR) Part 200 requires that the Florida Department of Transportation (FDOT) conduct periodic reviews of cities, counties, planning agencies and other recipients of federal-aid highway funds to ensure they are complying with Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities. Title VI states that "no person in the United States shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any Federally-funded program, policy or activity on the basis of race, color or national origin." Similarly, the Highway Act of 1973, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) prohibit discrimination on the basis of sex, age and disability, respectively.

FDOT has developed this assessment as a means of determining sub-recipient nondiscrimination compliance; helping sub-recipients understand their nondiscrimination responsibilities; and assisting FDOT in planning future training and technical assistance. Sub-Recipient Nondiscrimination Compliance Assessments must be completed as a condition of LAP Certification and each triennial Recertification. The Assessments may be used as the basis of random or risk based reviews by either FDOT or Federal Highway Administration (FHWA).

This assessment is designed to take only a few minutes of your time. Please complete the Assessment and upload it to LAPIT, attaching related documents as requested. Please contact your District LAP Administrator or the Statewide LAP Administrator with questions, or refer to the Nondiscrimination Handbook for Local Agencies.

Name of Agency: Number of Employees:

1. Has your organization completed and uploaded an FDOT Nondiscrimination Agreement? See document at <http://www.dot.state.fl.us/planning/policy/metrosupport/titlevi.pdf>

2. Does your organization have a written nondiscrimination policy and/or notice, and complaint filing procedures for discrimination based on race, color, national origin, sex, age and disability? Note, this request does not include your organization's employment discrimination policies/procedures (i.e. Title VII).

Enter link below or upload document to LAPIT:

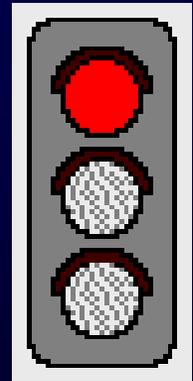
Can be Found at:

<http://www.dot.state.fl.us/programmanagement/LAP/Forms/2015SCAT.pdf>



Sub-recipient Compliance Assessment (SCAT)

- 1. FDOT Nondiscrimination Agreement**
- 2. Written Nondiscrimination Policy and/or Notice, and Complaint Filing Procedures for Discrimination Based on Race, Color, National Origin, Sex, Age, and Disability**
- 3. Construct/Improve Curb Ramps Pursuant to DOJ/DOT Technical Assistance Memo**



Sub-recipient Compliance Assessment (SCAT)

- 4. Organization's Nondiscrimination Coordinator**
- 5. Advise the Public of Nondiscrimination Policies**
- 6. Written Plan for Non-English Speakers (Exec. Order 13166)**
- 7. Steps to Avoid/Minimize Adverse Impacts to Minorities (Exec. Order 12898)**
- 8. Outreach to Solicit Input on Programs & Activities from Minority Communities**

Sub-recipient Compliance Assessment (SCAT)

9. Collect & Review Demographic Data

10. Include Appendix A/E from Nondiscrimination Agreement in All LAP Contracts/Agreements

11. Include FHWA 1273 in ALL Design/Build and Constructions Contracts/Subcontracts

12. Include DBE Assurance Language in All Contracts in Compliance with 49 CFR 26.13

Sub-recipient Compliance Assessment (SCAT)

- 13. Design Standards to Comply with ADA**
- 14. Truncated Dome Detectable Warnings on Curb Ramps**
- 15. FDOT's Design Exception Process**
- 16. Complete and Publicly Post ADA Transition Plan for Accessibility of Pedestrian Facilities within Public ROW**
- 17. Subject of Discrimination Complaints (Last 3 Years)**
- 18. Reason for Completion of SCAT Form**

Other Requirements

- **Organization Chart**
- **CBT Certificates**
 - **LAP Certification & Re-certification**
 - **Professional Services**
- **Construction Narrative**
- **Local Agency Interview / Meeting with the District**