



Florida Department of Transportation LAP COMMUNITY OF PRACTICE CHARTER

Every Day Counts 2 Definition: Communication, coordination and cooperation are key to successfully implementing any funding program. Clarity of FHWA's requirements for LPA administered Federal-aid projects is critical. To aid in this partnering effort and collaboration goal, a Stakeholder Committee composed of FHWA, state and LPA representatives may be established. ***Its purpose is to ensure effective communication among members, training is provided and that development and delivery processes are reviewed and refined.***

The Florida Department of Transportation (Department) hereby charters the Local Agency Program (LAP) Community of Practice. A centralized partnership of Department, Federal Highway Administration, and Local Agency stakeholders whose mission is to satisfy the Every Day Counts definition incorporated above. The Department aims to include as many agency partners as possible reflective of the diverse roles individuals possess across the Local Agency Program (LAP) as a whole.

The Department Districts are divided regionally for the purpose of this Community of Practice- Districts 1 and 7, Districts 2 and 3, Districts 4, 5, and 6. Each District region identified shall have a minimum of one representative serving on the Community of Practice, with the ultimate goal of including a representative from every district when possible. It is important to include a broad sample of stakeholders on the Community of Practice due to the diversity of the State of Florida and its local agencies. The Local Agency Partners are encouraged to nominate members who are geographically diverse and equally representative of all types of local public agencies when possible.

Community of Practice Members

- **Florida Department of Transportation representation** includes:
 - State Local Program Administrator (lead member)
 - 3 District Local Program Administrators rotated on two year terms
 - Equal Opportunity Office representative
 - Construction representative
 - Design representative/ADA Coordinator
 - Subject matter experts on call as needed (i.e. materials, structures, traffic operations)

- **FHWA** is represented by a LAP liaison with the support of subject matter experts on call as needed.

- **Local Technical Assistance Program/T2** nominates one member.

- **Local Partners:**
 - Metropolitan Planning Organizations Advisory Council (MPOAC) nominates two members
 - Florida Association of County Engineers (FACERS) nominates three members
 - Florida Chapter of the American Association of Public Works (APWA) nominates three members



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Community of Practice Meetings

The Community of Practice holds quarterly meetings. The Community of Practice members meet face to face in a centralized location biannually, with interim quarterly meetings conducted remotely.

- Face to face meetings will be scheduled in summer and winter on six (6) month intervals.
 - The members decide the locations of the face to face meetings annually.
- Interim quarterly meetings may be hosted via teleconference, video conference, webinar, or go-to-meeting.
 - Videoconferences would be held at the Department district offices to accommodate local members.

The Department shall utilize all viable technology resources to achieve maximum participation in the Community of Practice. Meeting dates will be published on the [LAP Community of Practice](#) webpage. The Department will utilize email distribution, surveys, webinars, go-to-meetings, e-newsletters, social media, etc. to notice meetings, solicit meeting topics, generate feedback, and optimize partnering between all LAP stakeholders. Meetings are open to the public.