

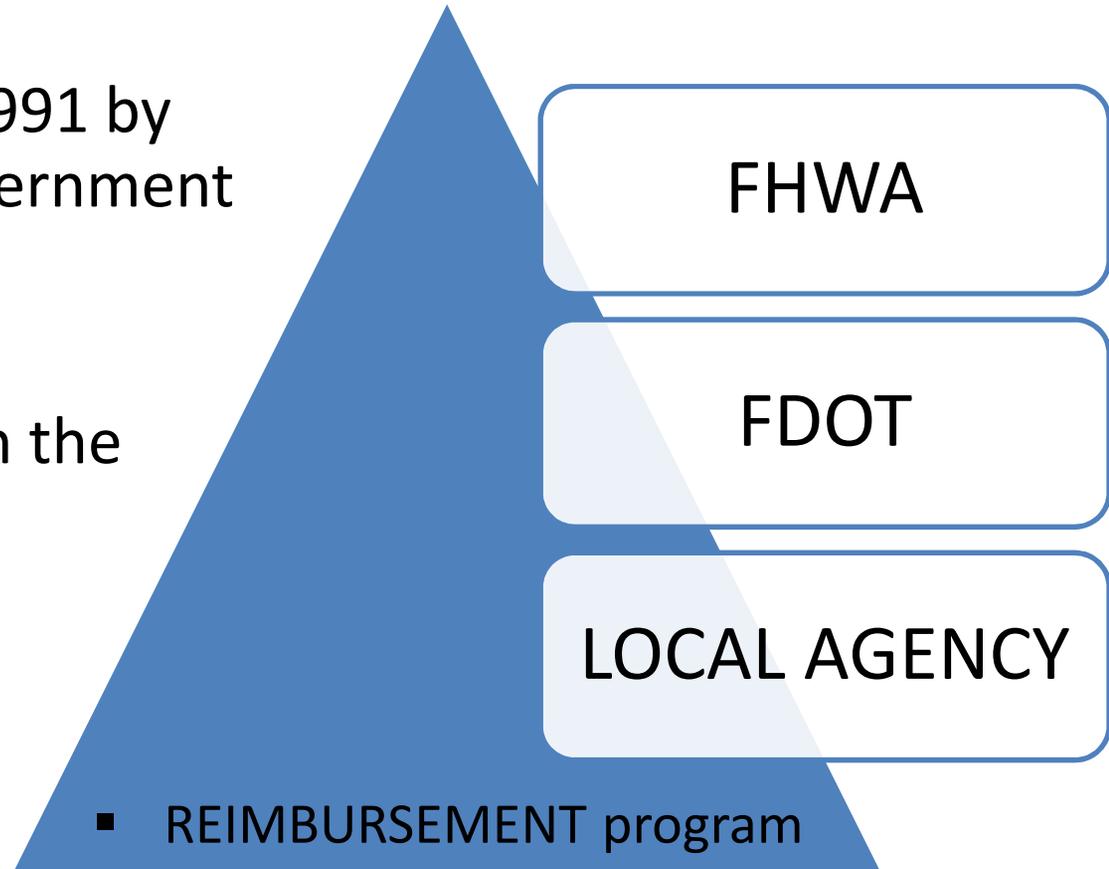


# Local Agency Program



# What is the Local Agency Program?

- Established in 1991 by the Federal Government
- Reimbursement Program
- Administered on the District Level
- Not a grant program



*The Local Agency Program (LAP) is a Delivery mechanism for federally funded projects.*



# Responsibility / Role - FHWA

- FHWA = Oversight Agency
  - Efficient & Effective Management of the Public Funds
  - Conducts Risk & Program Assessments
  - Conducts Program/Process Reviews
  - Approves LAP Manual
  - Coordinates & Delivers Technical Assistance



# Responsibility / Role - FDOT

- FDOT = Supervising Agency
  - Prime Recipient of Federal Funds
  - Certifies Local Agencies to Participate in LAP
  - Conducts Quality Assurance Reviews (QARs)
  - Reviews LAP Plans & Specifications
  - Inspects & Accepts all LAP Projects
  - Reviews Local Agency Programs



# Responsibility / Role – Agency

- Local Agency = Project Delivery
  - Adequately staffed
  - Suitably equipped to undertake and satisfactorily complete the work.
  - The Local Agency shall provide a public employee that is in responsible charge of the project.
  - Quality Control and Project/Contract Management



# LAP Project Funding

- MAP 21 - Transportation Alternatives
  - 23 U.S.C. 101(a)(29) (MAP-21 1103)
  - Funding and Eligibility
  - <http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm>
- Safety Program
- Federal earmarks
- Other Federal sources
- Local Funds



# LAP Certification

- Demonstrates the local agency's knowledge and ability to administer a federally funded project
  - Processes
  - Procedures
  - Team



# LAP Certification

## Who can be LAP certified?

- Municipal Government
  - (city, town, or village)
- County Government
- Indian Tribal Council

# LAP Certification

- Full – Permits full administration by the local agency of all projects
  - Must have in-house staff with experience
  - Allowed to perform Force Account & Design Build
- Project by Project - Allow limited local agency administration on a project-by-project basis
  - Low Risk Projects (sidewalks, signage, etc.)
  - Only off-system



# LAP Certification

Planning

Design

Construction  
&  
Construction  
Admin

# Things to consider...

- Are you prepared to adhere to all federal requirements relating to construction and associated activities?
  - This includes the procurement and letting of all contracts
  - Many local agencies not familiar with federal requirements
    - Davis-Bacon, EEO, Buy America, etc. all apply
- Overloaded local staff?
  - Staff members performing multiple jobs
  - Local agency staff reduction/turnover
- Requires substantial amount of paperwork/documentation
- Project complexity may be above local agency ability
- Low dollar construction projects may not be good LAP candidates (although multiple projects can be bundled together)

# Things to consider...

- Department Production Commitments
  - When phases of a project are funded in the Department's Work Program they become a part of the Department's Production Plan.
  - We have to establish when we will commit those funds in the fiscal year.

*Example: If a project is funded in fiscal year 2016, we have to "lockdown" a month those funds will be encumbered (committed) in the Work Program.*

- We depend on the project schedule submitted by the local agency to develop this lockdown on the schedule.
- Please consider all activities when developing a project schedule (review time, permits, utility relocation, etc.).

# Recent Review – LAP

- FHWA Review of the LAP Program in Florida and the review of the program nationwide.
  - **Assessment:** FHWA Florida Division and FDOT have spent many years focusing efforts on the LPA program. There are quality manuals, procedures and guidance related to LPA, yet we continue to see instances of non-compliance and failure to understand Federal requirements. We believe this is partially due to a high staff turnover in local agencies coupled with their infrequent involvement with the LPA program. FDOT is currently looking at shifting their emphasis to additional timely training of those LPA staff that are involved with projects as well as many new FDOT staff with LAP responsibilities. Further we will jointly review the State's certification process and make changes so that only those LPAs that are truly capable of delivering projects will become certified. We will also utilize the CAP process next year to test compliance with the approved LAP Manual and Bulletins.



# As a Result of Findings - LAP

- As a result of the review we can expect....
  - More training opportunities on various issues related to the LAP Program.
  - More CAP (Compliance Assessment Program) Reviews on randomly selected projects. These reviews typically look at different components of projects and phases and change each year. Central Office and FHWA both conduct these reviews.
  - More Projects of Division Interest (PODI). This term replaces the old “full oversight” term used by FHWA. Projects that are designated as a PODI will have involvement from FHWA through the entire phases selected.
  - Changes to the LAP Certification Process (rolling out very soon).
    - New Forms, new process, and etc.
  - More questions from the Department staff.....



# LAP Links and Resources

- **FDOT LAP Page**

<http://www.dot.state.fl.us/specificationoffice/LAP/default.shtm>

- **The FDOT LAP Manual**

[http://www.dot.state.fl.us/specificationoffice/lap/lap\\_toc.shtm](http://www.dot.state.fl.us/specificationoffice/lap/lap_toc.shtm)

- **The Local Agency Program Information Tool – LAPIT**

<https://www3.dot.state.fl.us/LocalAgencyProgram/Account.aspx/LogOn>

- **LAP Training**

<http://www.dot.state.fl.us/specificationoffice/lap/LAPTraining.shtm>

- **LAP Memos & Annual Reports**

<http://www.dot.state.fl.us/specificationoffice/LAP/LAPMemos/>



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Thank you for  
participating.