

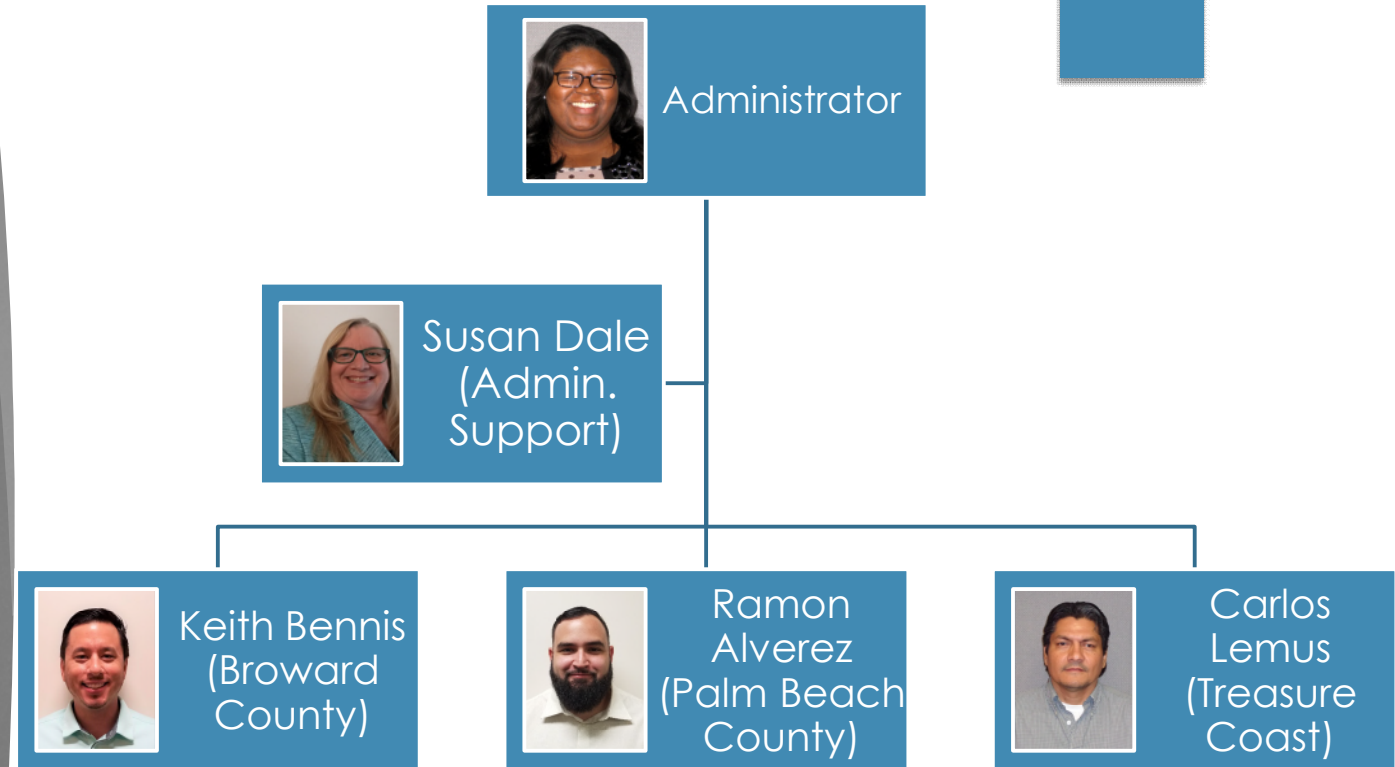


Local Program Administration Unit

Managing the State and Federal Local Programs unit

MYA WILLIAMS GRAY

LOCAL PROGRAM ADMINISTRATOR



Local Program Oversight Team

District Coordinators

Construction
Operations &
District Construction

Local
Programs

Environmental

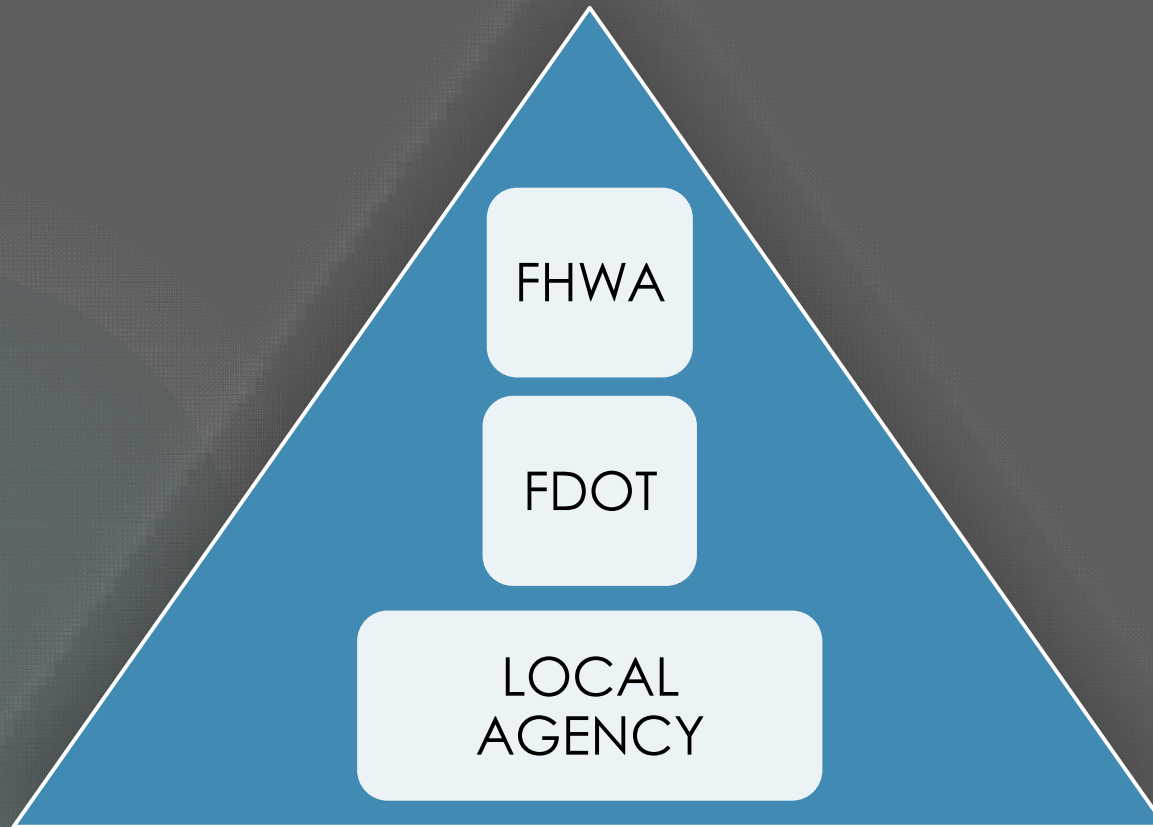
Right of Way



Local Agency Program(LAP)

FEDERAL PROGRAM OVERVIEW

WHAT IS LAP?



- REIMBURSEMENT program

Types of projects

Bicycle Lanes

Sidewalks

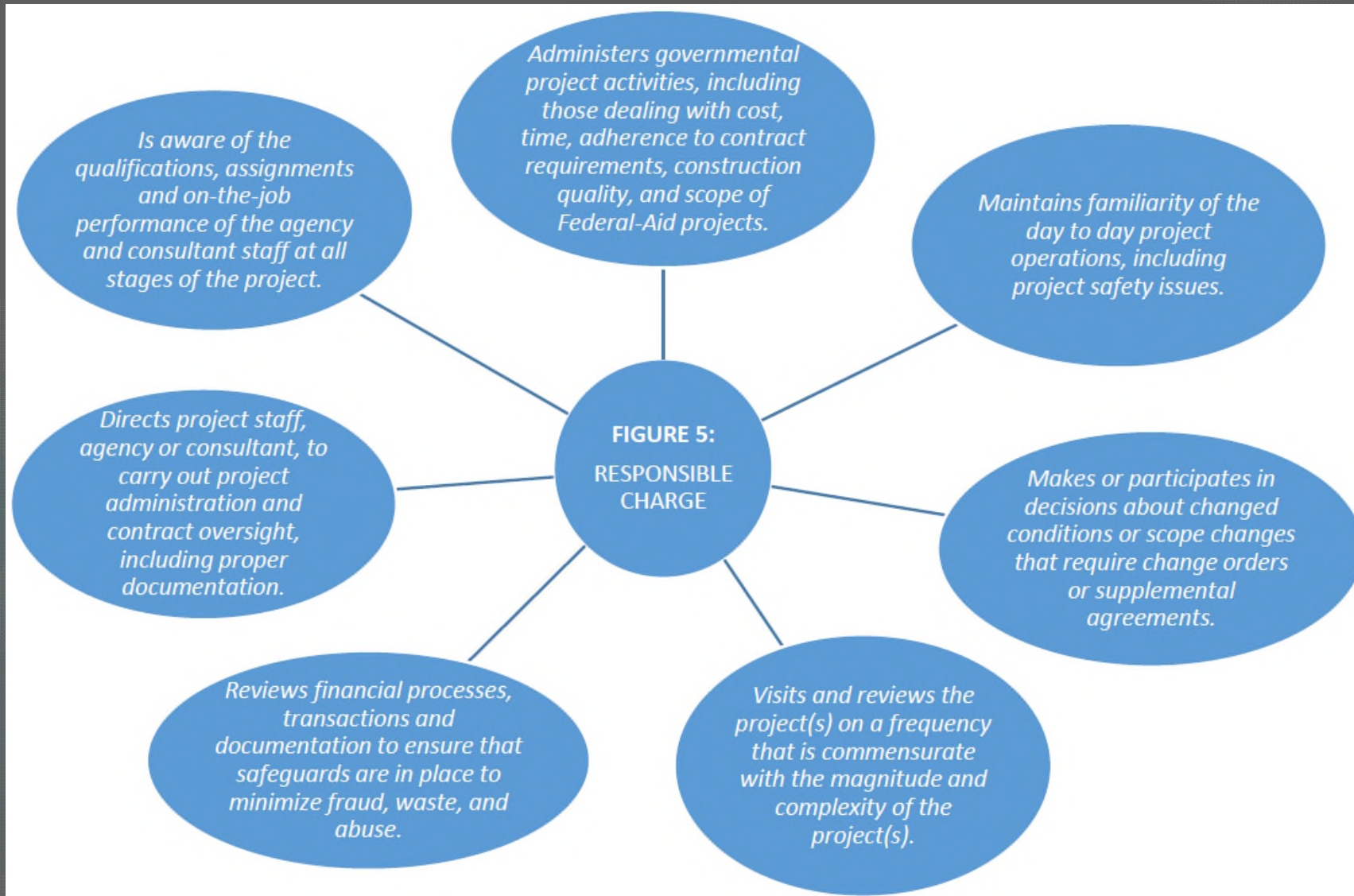
Pedestrian
Bridges

Pedestrian
Lighting

Safe Routes
to School
(SR2S or SRTS)

Emergency
Relief

Responsible Charge



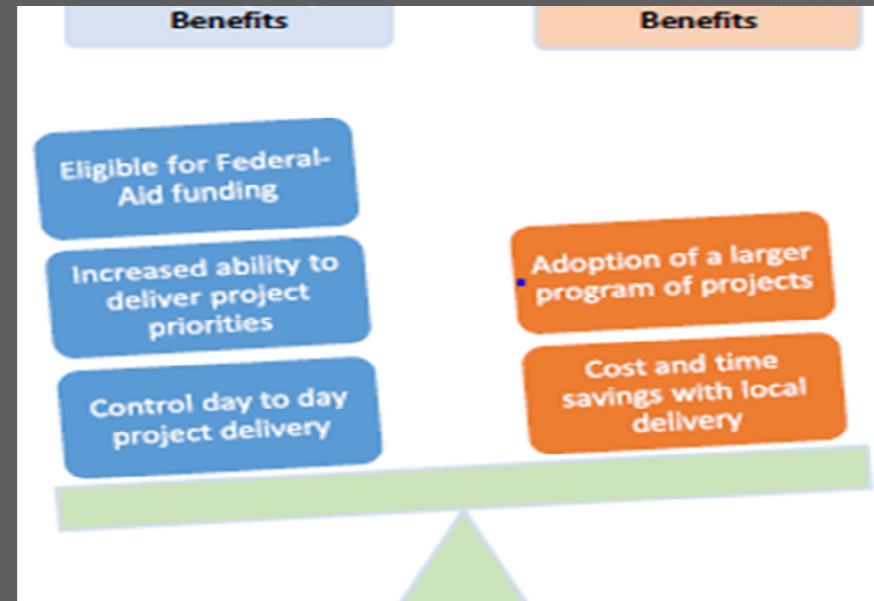
LAP Certification

Types of Certifications

- ▶ **Full Certification**
 - ▶ Reserved for County Government
 - ▶ Renewed Every 3 years
 - ▶ Performance based recertification
- ▶ **Project Specific Certification**
 - ▶ Required for Cities, Towns, and Villages
 - ▶ Renewed Every Project
 - ▶ Project monitoring and oversight by Department

Who's Eligible for Certification

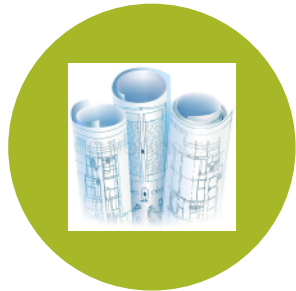
- ▶ Existing LAP Certified agencies
- ▶ **Initial Screening required for New participants**



LAP Certification website:

<https://www.fdot.gov/programmanagement/LAP/BecomingCertified.shtm>

TO DO WHAT?



Design



Construction



Construction
Administration



Construction
Procurement Only

FDOT Oversight of Design




- Kick-off Meeting w/ Local Agency




- PRELIMINARY PHASE (Concept Plans & Cost Estimate)



- INITIAL PHASE (30% Plans & Cost Estimate)



- CONSTRUCTABILITY PHASE (90% Plans & Cost Estimate)



- PRODUCTION PHASE (100% Plans & Cost Estimate)

Right of Way (Comply w/ the Uniform Act)

- **All work for this project will be completed within and from the existing right of way.”**
 - No ROW Acquisition
 - No temporary construction easement (TCE); No permanent easement
 - No donation from a property owner
 - No Lease Agreements

Environmental

- COMPLIANCE WITH THE NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)
 - Cultural Resource Assessment and Survey
 - Contamination Certification
 - Type 1 Categorical Exclusion (Environmental Certification)

PRODUCTION

- ▶ Completed Project-Specific Certification
- ▶ 100% Signed & Sealed Plans
- ▶ Final Engineer's Cost Estimate
- ▶ Signed and Sealed Contract Documents and Specifications Package
- ▶ LAP Checklist for Construction Contracts – Federal & State Requirements
- ▶ ROW Certification
- ▶ Environmental Certification
 - ▶ Type 1 Categorical Exclusion Checklist
 - ▶ Cultural Resources Assessment Survey (CRAS); if applicable
- ▶ Permits
 - ▶ Railroad and Utilities Clearance (Utilities are NOT reimbursable)
 - ▶ Proprietary Products Certification (if applicable)



| | | |
|----------------------------|---------------------------|---------------------------|
| FPN: _____ | FPN: _____ | FPN: _____ |
| Federal No (FAIN): _____ | Federal No (FAIN): _____ | Federal No (FAIN): _____ |
| Federal Award Date: _____ | Federal Award Date: _____ | Federal Award Date: _____ |
| Fund: _____ | Fund: _____ | Fund: _____ |
| Org Code: _____ | Org Code: _____ | Org Code: _____ |
| FLAIR Approp: _____ | FLAIR Approp: _____ | FLAIR Approp: _____ |
| FLAIR Obj: _____ | FLAIR Obj: _____ | FLAIR Obj: _____ |
| County No: _____ | Contract No: _____ | |
| Recipient Vendor No: _____ | Recipient DUNS No: _____ | |

Catalog of Federal Domestic Assistance (CFDA): 20.205 Highway Planning and Construction

THIS LOCAL AGENCY PROGRAM AGREEMENT ("Agreement"), is entered into _____, by and between the State of Florida Department of Transportation, an agency of the State of Florida ("Department"), and _____ ("Recipient").

(This date to be entered by DOT only)

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Department and Recipient agree to the following:

1. **Authority:** The Department is authorized to enter into this Agreement pursuant to Section 339.12, Statutes. The Recipient by Resolution or other form of official authorization, a copy of which is attached as **Exhibit "D"** and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf.
2. **Purpose of Agreement:** The purpose of this Agreement is to provide for the Department's participation in the Project, as further described in **Exhibit "A"**, Project Description and Responsibilities attached and incorporated in this Agreement ("Project"), to provide Department financial assistance to the Recipient on the terms and conditions upon which Department funds will be provided; and to set forth the manner in which the Project will be undertaken and completed.
3. **Term of Agreement:** The Recipient agrees to complete the Project on or before _____. If the Recipient does not complete the Project within this time period, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Recipient and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the term of this Agreement will not be reimbursed by the Department.
4. **Project Cost:**
 - a. The estimated cost of the Project is \$ _____. This amount is based upon the Schedule of Financial Assistance in **Exhibit "B"**, attached to and incorporated in this Agreement. **Exhibit "B"** may be modified by mutual execution of an amendment as provided for in paragraph 5.i.
 - b. The Department agrees to participate in the Project cost up to the maximum amount of \$ _____ and more fully described in **Exhibit "B"**. This amount includes Federal-aid funds which are limited to the amount of Federal-aid participation. The Department's participation may be increased or reduced upon the determination of the actual bid amounts of the Project by the mutual execution of an amendment. The Recipient agrees to bear all expenses in excess of the total cost of the Project and any deficits incurred in connection with the completion of the Project.
 - c. Project costs eligible for Department participation will be allowed only from the date of this Agreement. It is understood that Department participation in eligible Project costs is subject to:
 - i. Legislative approval of the Department's appropriation request in the work program year that the Project is scheduled to be committed;

Execution of LAP AGREEMENT

- ▶ FHWa Notice of Federal Authorization Approval
 - ▶ Approved Plans, Specifications, and Estimate (PS&E) package
- ▶ Issuance of FDOT Notice to Proceed (NTP) to Local Agency
 - ▶ Advertisement of Local Agency construction contract (within 30 days of FDOT NTP)
 - ▶ Award to the lowest responsive responsible bidder and issue NTP to the Contractor within 90 days of FDOT NTP
- ▶ Local Agency Invoicing and Federal Reimbursement

Construction Administration

Construction Compliance

- ▶ Prime and Sub-contracts include required federal terms and provisions, including FHWA 1273 and Appendix I: Terms for Federal-Aid Contracts
- ▶ Comply with FDOT's Disadvantage Business Enterprise (DBE) program plan, Bid Opportunity, and Equal Employment Opportunity (EEO) requirements

Reimbursement

- ▶ Submit Timely Invoices (Monthly preferred)
- ▶ Reimbursement up to the Federal Participating Amount as noted in the Executed LAP Agreement for eligible reimbursable cost as determined in the FDOT's Bid Concurrence.

Tips for Successful Project Delivery

- ▶ **Success of the Local Agency Program depends on the Local Agency ability to commitment and adhere to:**
 - ▶ Approved/Awarded Project Scope
 - ▶ Schedule
 - ▶ Funding

Resources

LAP Certification webpage:

<https://www.fdot.gov/programmanagement/LAP/BecomingCertified.shtm>

Computer Based Trainings:

<https://www.fdot.gov/programmanagement/LAP/LAPTraining.shtm>

LAP Forms & Documents:

<https://www.fdot.gov/programmanagement/LAP/Forms/LapForms.shtm>

LAP Manual:

<https://www.fdot.gov/programmanagement/LAP/LAP-TOC.shtm>

EOC System:

<https://www.fdot.gov/equalopportunity/eoc.shtm>



Contact Us

LOCAL PROGRAM ADMINISTRATOR

Mya Williams Gray

Ph.: 954-777-4608

Email: Mya.Williams@dot.state.fl.us

ADMIN. SUPPORT

Susan Dale

Ph.: 954- 777-4217

Email: Susan.Dale@dot.state.fl.us

BROWARD COUNTY PROGRAM COORDINATOR

Keith Bennis

Ph.: 954- 777-4491

Email: Keith.Bennis@dot.state.fl.us

PALM BEACH COUNTY PROGRAM COORDINATOR

Ramon Alvarez

Ph.: 954- 777-4403

Email: Ramon.Alvarez@dot.state.fl.us

TREASURE COAST PROGRAM COORDINATOR

Carlos Lemus

Ph.: 954- 777-4522

Email: Carlos.Lemus@dot.state.fl.us