

12/11/2019

# Local Agency Certification Package

(Project Number and description)

*This is only a template please download the most recent version of these documents in the FDOT LAP Forms webpage.*

Mya Williams, Local Program Administrator  
DISTRICT 4 DEPARTMENT OF TRANSPORTATION

## LAP CERTIFICATION:

The FDOT uses the LAP Certification process to determine whether Local Agencies are qualified to administer Federal-Aid projects. In addition, this process offers perspective to the level of oversight required by district offices over local agencies for 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. Certification is obtained by completing the Local Agency Program Certification Tool and all related items for submittal to your representative District. (For District 4 – See contact information below).

**To obtain a Project-Specific Certification, the following documents must be completed and/or uploaded in LAPIT to satisfy the initial certification requirements.**

1. **Sub-Recipient Compliance Assessment Tool** (aka SCAT tool) – **MUST upload in LAPIT**
2. **LAP Certification Tool**
3. **Title VI Nondiscrimination Assurance form** (signed and dated) – **MUST upload in LAPIT**
4. **Title VI Policy and Plan** (For assistance, please see the attached Title VI Policy and Plan template. This Plan includes the Title VI Complaint Procedure and other required components such as ADA and LEP Plans.) – **MUST upload in LAPIT**
5. **LAP Training Certificates, Agency LAP project team Resumes & Organizational Chart** – **MUST upload in LAPIT**

After the above information has been reviewed and accepted by the SCAT team, FDOT will meet with the Agency's project team (responsible charge, project manager(s), procurement/invoicing department, and other staff as the City deems necessary) to review and discuss the Certification Tool. **This meeting will only be scheduled after FDOT receive all required documents and confirmation from FHWA's SCAT team that the Agency has satisfied all necessary requirements for certification.**

In addition, the Agency (responsible charge, project manager(s), LAPIT users, Title VI Coordinator, ADA Coordinator, etc.) is required to take the computer-based training (CBT) as shown in the LAP Manual, Chapter 2, Section 2.5.4 Table 4. After completing the CBT's, each training certificate MUST be uploaded in LAPIT.

**For further assistance, Local Agencies may refer to the following links for LAP Certification Requirements, Computer-Based Training, LAP Manual, and current forms/documents. *Important note: LAP Forms and Documents are frequently updated by our Statewide Local Program Office, please visit the LAP Forms regularly to retrieve the latest version of the certification documents attached.***

- **LAP Certification webpage:** <https://www.fdot.gov/programmanagement/LAP/BecomingCertified.shtm>
- **LAP Manual:** [http://www.fdot.gov/programmanagement/LAP/LAP\\_TOC.shtm](http://www.fdot.gov/programmanagement/LAP/LAP_TOC.shtm)
- **Computer Based Trainings:** <http://www.fdot.gov/programmanagement/LAP/LAPTraining.shtm>
- **LAP Forms & Documents:** <http://www.fdot.gov/programmanagement/LAP/Forms/LapForms.shtm>

**All LAP Certification inquiries should be addressed to:** Mya Williams, Local Program Administrator  
Program Management Office  
District 4- Florida Department of Transportation  
3400 W. Commercial Blvd., Ft. Lauderdale, FL 33309  
Email: mya.williams@dot.state.fl.us  
Phone: 954-777-4608



**LAPIT:**

As a requirement of LAP Certification, the Department expects the Local Agency to maintain a responsible charge as the primary point of contact for the Local Agency and a LAPIT Administrator. **The LAPIT Administrator is responsible for maintaining your agency's information up to date, identify the responsible charge, project team (names, titles and contact information) in LAPIT and granting access to other agency users.**

Please go to the LAPIT system and create a new account. After you create the account, you should receive your user id. Once you log-in with your new ID and password, you should have access to your agency's profile. Let us know as soon as you have access, so we can further assist by assigning the appropriate role in LAPIT. This can only be done by the Local Program Administrator.

LAPIT System: <https://fdotwp1.dot.state.fl.us/LocalAgencyProgram/Account.aspx/LogOn>



Welcome to LAPIT

**FDOT Disclaimer**

By logging on to a FDOT system, you acknowledge your responsibility to comply with all laws, rules, directives, policies, and procedures related to the use and security of information technology resources. Unauthorized use is strictly prohibited. You are hereby on notice that you should have no expectation of privacy as to your use of Department information technology resources as all data is potentially subject to Florida's public records law.

**LAPIT Login**

Please enter your username and password.  
[Create New Account](#) if you don't have an account.

User Name

Password

[Forgot your Password?](#)  
[Change your Password?](#)



Questions or suggestions? Please [Provide Feedback](#)  
Florida Department of Transportation, Office of Information Systems  
Report Technical Problems to the Service Desk  
1-866-955-4357 [Email Service Desk](#)  
[Internet Privacy Policy, Disclaimers & Credits](#)



# **LOCAL AGENCY CERTIFICATION PACKAGE**

## **ATTACHEMENT #1**

### **FDOT Sub-Recipient Compliance Assessment (SCAT)**



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 Program funds to ensure they are complying with Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities. See Chapter 3 of the [LAP Manual](#) and the [LAP Title VI and Nondiscrimination webpage](#) for complete information on the history, definitions, and detailed requirements of the FDOT Sub-Recipient Compliance Assessment (SCAT) process.

Please complete the Assessment and upload it to [LAPIT](#), attaching related documents as requested. Contact your [District LAP Administrator](#) or the Statewide LAP Administrator with questions, or refer to the [LAP Nondiscrimination Handbook for Local Agencies](#).

Name of Agency: [Click here to enter text.](#)

Number of Employees: Choose an item.

1. Complete and upload a FDOT Title VI/Nondiscrimination Assurance. A copy of the document may be obtained at <http://www.fdot.gov/programmanagement/LAP/Forms/AttachmentB2015.pdf>.

LAPIT Document No. [Click here to enter text.](#)

2. Post your agency's written Title VI/Nondiscrimination Plan to your website that includes:
  - Title VI/Nondiscrimination policy notice to the public.
  - Filing procedures for discrimination complaints based on race, color, national origin, sex, age, disability, religion, or family status. (*Note, this request **does not** include your agency's employment discrimination policies/procedures.*)

Provide website location of posted document: [Click here to enter text.](#)

3. Does your agency construct/improve curb ramps pursuant to the DOJ/DOT Technical Assistance Memo, including installation of truncated domes?  
[http://www.fhwa.dot.gov/civilrights/programs/doj\\_fhwa\\_ta.cfm](http://www.fhwa.dot.gov/civilrights/programs/doj_fhwa_ta.cfm)

Choose an item.

If no, briefly explain:  
[Click here to enter text.](#)

4. What design standards does your agency use to comply with ADA when planning, designing or constructing transportation facilities for projects located on local roadways? *(Note, projects located on the State or National Highway Systems require use of Florida DOT Design standards.)*

Check only one:

- 2010/2006 Standards for Transportation Facilities
- Public Rights of Way Accessibility Guidelines (PROWAG)
- Florida DOT Design Standards
- Florida Greenbook

5. Has your agency completed and publicly posted an ADA Transition Plan for the accessibility of pedestrian facilities within your public rights of way? *(Note, this is a requirement of all government agencies with 50 or more employees, regardless of funding source. See 28 CFR 35.105 and 150(d)).*

Choose an item.

6. Enter (or verify) the name(s), title and contact information of your agency's Title VI/Nondiscrimination and ADA Coordinator(s) in LAPIT

Check the box provided when you have completed this item

7. Has your agency been the subject of discrimination complaints (race, national origin, color, sex, age, disability, religion or family status) during the past three years? *(Note, this excludes employment discrimination complaints).*

Choose an item.

If yes, briefly explain or attach documentation of complaint, dates and disposition, if any:

[Click here to enter text.](#)

8. How does your agency advise the public of nondiscrimination policies or other similar information? Electronic or web-based posting alone is insufficient.

Check a minimum of two that apply to your agency:

- Web Page
- Social Media
- Postings in Public Buildings
- Public Meetings
- Publications/Media

9. Recipients of federal funding are required to collect and analyze demographic data to ensure nondiscrimination and equity in recipient programs, services and activities. Identify your agency's sources for collection and review of demographic data (race, national origin, age, etc.) on those affected your organizational decisions?

Check all that apply:

- Census
- American Community Survey
- Department of Education
- School Board
- Community Development Offices
- Other sources [Click here to enter text.](#)

10. Has your agency completed a written plan for providing language services to those who do not speak English proficiently, based upon analysis of the four factors described in [Executive Order 13166](#) and related directives? (For more information or resources visit [www.lep.gov](http://www.lep.gov)).

Choose an item.

11. A cornerstone of nondiscrimination is robust public involvement in recipient decision making regarding its programs, services and activities. Indicate how your agency provides outreach to and solicits input from minority, low income, elderly and disabled populations within your jurisdictional boundaries?

Check all that apply:

- Targeted public involvement of these communities
- Committees or advisory groups representing these communities (may include religious or social organizations).
- Community Development Department within the agency serving these communities
- Other [Click here to enter text.](#)

12. My agency is completing this SCAT form to:

- Certify as a LAP agency
- Re-Certify as a LAP agency
- Comply with a request by FDOT and/or FHWA

# **LOCAL AGENCY CERTIFICATION PACKAGE**

## **ATTACHEMENT #2**

### **LAP Risk Assessment Subrecipient Monitoring Details**



# **LOCAL AGENCY CERTIFICATION PACKAGE**

## **ATTACHEMENT #3**

### **FDOT LAP Certification Tool**



## LAP CERTIFICATION TOOL

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 LAP Certification Tool is a risk-based assessment of your Local Agency and measures performance based risk of your participation in **LAP**. Detailed information on each section is located in the Department’s **LAP Manual** (FDOT Procedure 525-010-300).

Answer each question 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.

### A. RISK ASSESSMENT

Source: LAP Manual Chapters 2 and 3

- 1) Based on the risk assessment [Click or tap here to enter text.](#) is eligible for: Choose an item.
- 2) Title VI Sub-recipient Assurance date (provided by Central Office): [Click or tap here to enter text.](#)
- 3) Risk Assessment date (provided by Central Office): [Click or tap here to enter text.](#)
- 4) Number of projects programmed in the current 5 Year Adopted Work Program: [Click or tap here to enter text.](#)

### B. PROJECT SELECTION

Source: FDOT Work Program Instructions

- 1) Which project phases does your agency plan to implement through the LAP program?

**Check all that apply:**

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Planning     | <input type="checkbox"/> Construction Administration                             |
| <input type="checkbox"/> Design       | <input type="checkbox"/> All of the Above  |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Other: <a href="#">Click or tap here to enter text.</a> |

*\*Environmental and Right of Way phases are not eligible for delegation to local agencies without additional Department approvals. Contact your District Local Program Administrator for information.*

- 2) Does your agency prioritize projects through a Metropolitan or Transportation Planning Organization (MPO/TPO) process?

[Choose an item.](#)

- i. If yes, which MPO/TPO? [Click or tap here to enter text.](#)

- 3) The Florida Department of Transportation (Department) is a member of REDI. Counties and communities that meet certain statutory criteria are eligible for waivers or reductions of the local match requirements for such projects. Refer **to Section 288.06561, Florida Statutes** (F.S.). Is your city or County eligible for a REDI waiver from the Department?

[Choose an item.](#)

### C. RESPONSIBLE CHARGE

Source: LAP Manual Chapter 2

This person (or people) must be a full-time employee of the agency. This person (or people) will be the designated point of contact in LAPIT. This person (or people) must attend training, coordination and project meetings with the Department and FHWA.

- 1) The responsible charge for your agency is: [Click or tap here to enter text.](#)

### D. LAPIT

Source: LAP Manual Chapter 2

- 1) Please provide your Agency's LAPIT Administrator name and contact information. This person is responsible for maintaining your agency's information in LAPIT and granting access to other agency users. LAPIT user roles and access are described in the **LAP Manual Section 2.8**.

[Click or tap here to enter text.](#)

### E. MANDATORY TRAINING

Source: LAP Manual Chapter 2

The list of mandatory LAP training courses is provided in the [LAP Manual Chapter 2](#). The agency may use multiple staff members to satisfy training requirements.

- 1) Is your agency committed to sending one or more staff members to each course listed in the **LAP Manual** and sending additional staff at the request of the Department to maintain certification in the LAP program?

[Choose an item.](#)

### F. AGENCY STAFFING

Source: LAP Manual Chapters 2 and 18

Your agency must have adequate staff to provide oversight for all phases of Federal-Aid Highway Projects as listed below, or may supplement staff with consultant support as needed to demonstrate adequate oversight staff.

- 1) Does your agency have adequate staff to manage multiple projects at one time?

[Choose an item.](#)

- 2) Describe delegation of duties or organizational structure for contract administration.

[Click or tap here to enter text.](#)

### G. AGENCY STAFF AUGMENTATION

Source: LAP Manual Chapters 2 and 18

**LAP Manual Section 2.4.1:** The Local Agency's certification package may identify consultant staff used to augment Local Agency forces on a regular basis; however, this does not relieve the Local Agency of its responsible charge obligations.

- 1) Per **Section 2.4.1** of the LAP Manual, identify consultant staff used to augment your agency forces on a regular basis. *For example, your agency does not have a professional engineer on staff and routinely uses a consultant P.E. for managing all design phase projects*

[Click or tap here to enter text.](#)

- 2) Will consultant support be limited to specific project phases or required for all project phases? *For example, your agency does not have a professional engineer on staff and routinely uses a consultant P.E. for managing all design phase projects.*

Choose an item.

- 3) If the answer to question 2 is “limited” or “all” phases require routine consultant support, list the phases of work and/or services consultants will perform on behalf of your agency. *For example, project applications, cost estimates, scoping, administration, project management, etc.*

Click or tap here to enter text.

## H. PROJECT DEVELOPMENT

Source: LAP Manual and FDOT Work Program Instructions

- 1) Identify the staff and/or department within your agency responsible for project development including: preparing and submitting transportation project applications for agency eligible local programs. Provide point of contact information or multiple points of contact if each respective office participates in project development.

Click or tap here to enter text.

\*Note all Federal-Aid projects must comply with the ADA. Required ADA upgrades within proposed project limits must be identified in the project application and included in the agency cost estimate(s) submitted to the Department. Insufficient scoping creates inaccurate project programming and jeopardizes local projects.

- 2) Has project development staff completed the ADA Design Accessibility Training Course or a similar training course?

Choose an item.

- i. If yes, list staff name(s), name of course, and date of training here.

Click or tap here to enter text.

- ii. If no, is your agency able to send project development staff to ADA Accessibility Training within the next 12 months?

Choose an item.

## I. PROCUREMENT - GENERAL

Source: LAP Manual Chapters 9, 18, 21 and 23

Your agency’s ability to maintain reimbursement eligibility is dependent on following the applicable federal and state procurement regulations.

- 1) Identify agency staff with federal procurement experience and the primary point(s) of contact for LAP project procurement. Include whether the staff identified support professional services, construction, or both types of procurement actions.

Click or tap here to enter text.

- 2) Is your agency able to send a minimum of one procurement staff member to the training courses identified in **LAP Manual Chapter 2** to maintain familiarity with federal and state requirements throughout the Certification period? Construction and professional services training are provided in two unique courses and both are mandatory.

Choose an item.

3) What is the average duration of your professional services and construction procurement processes from advertisement to contract award?

- Professional Services: [Click or tap here to enter text.](#)
- Construction: [Click or tap here to enter text.](#)

4) How will your agency monitor bid opportunity reporting during and immediately following the solicitation period by both contractors and consultants on federal contracts?

[Click or tap here to enter text.](#)

5) Does your agency have procurement staff to provide bid opportunity oversight responsibility in the Department’s Equal Opportunity Compliance (EOC) database?

Choose an item.

i. If yes, identify the employees with oversight responsibility and access to the Department’s EOC database.

[Click or tap here to enter text.](#)

ii. If no, identify the employee(s) that will be assigned oversight responsibility and access to the Department’s EOC database.

[Click or tap here to enter text.](#)

6) Identify agency staff who review subcontract(s) terms and conditions and approve for execution with the subcontractor(s) on Federal-Aid projects.

[Click or tap here to enter text.](#)

7) Describe the process your agency uses to monitor all subcontracts for incorporation of required federal terms and provisions, including FHWA 1273 and the LAP Terms for Federal-Aid Contracts.

[Click or tap here to enter text.](#)

8) Is your agency able to remove all preference programs, except those approved by the Federal Highway Administration, from Federal-Aid contracts and subcontracts?

Choose an item.

9) Identify your agency’s locally required preference programs applied to contract awards by local ordinance or rule that will need to be removed from Federal-Aid project solicitations and contracts.

- |   |   |
|---|---|
| <input type="checkbox"/> Minority business          | <input type="checkbox"/> Local business   |
| <input type="checkbox"/> Disadvantaged business     | <input type="checkbox"/> Location (physical location in proximity to your jurisdiction) |
| <input type="checkbox"/> Small business             | <input type="checkbox"/> Materials purchasing (physical location or supplier)           |
| <input type="checkbox"/> Locally adopted wage rates | <input type="checkbox"/> Other: <a href="#">Click or tap here to enter text.</a>        |

10) Does your agency incorporate contract language for termination for cause, convenience, and default in contracts and subcontracts greater than \$10,000?

Choose an item.

11) Does your agency develop expected project durations and incorporate beginning and end dates in each contract?

Choose an item.

### J. PROCUREMENT – CONTINUING SERVICES CONTRACTS

Source: LAP Manual Chapter 18

1) Does your agency have a continuing services contract it would like to utilize for professional services phases of LAP projects?

Choose an item.

2) If yes, is it a federalized contract approved by the Department?

Choose an item.

### K. PROCUREMENT – PROFESSIONAL SERVICES

Source: LAP Manual Chapter 18

1) Identify all locations your agency advertises contracts and the duration of a typical advertisement period.

Click or tap here to enter text.

2) Does your agency have a pre-qualification or grading program for consultants?

Choose an item.

i. If no, does your agency apply the FDOT pre-qualified consultant program requirements to Federal-Aid contracts?

Choose an item.

3) Does your agency formally evaluate consultants' performance during the contract period? *\*Performance evaluations are required for all federally funded professional services contracts per 23 CFR 172.*

Choose an item.

i. If yes, identify staff responsible for completing consultant performance evaluations for each contract.

Click or tap here to enter text.

ii. If no, is your agency willing and able to establish a performance evaluation process for use on Federal-Aid contracts?

Choose an item.

4) Select whether your agency utilizes a longlist or a shortlist process for professional services procurement.

Shortlist, or one-step, process: your agency solicits for professional services contracts and provides the complete request for proposal (RFP) to all interested consultants. The agency evaluates all responses to the solicitation to identify the most qualified consultant to negotiate a contract with.

Longlist, or two-step, process: step one – your agency solicits for qualifications (RFQ) and receives a longlist of respondents; the longlist is evaluated in step one and a shortlist of the most qualified

consultants is developed. The complete request for proposal (RFP) package is then provided to only those most qualified consultants shortlisted. Step two – the shortlisted consultants respond to the RFP and your agency evaluates the responses to identify the most qualified consultant to negotiate a contract with.

- Both methods of procurement are utilized. Explain when one process is utilized versus another.  
Click or tap here to enter text.

5) Does your agency routinely develop independent man hour estimates prior to negotiating with consultants?  
Choose an item.

- i. If yes, identify staff with experience developing independent man hour estimates for engineering related consultant services.

Click or tap here to enter text.

- ii. If no, explain how your agency will develop independent man hour estimates for each LAP project.

Click or tap here to enter text.

6) Does your agency foresee issues incorporating the Terms for Federal-Aid Contracts into all contracts and subcontracts or executing all required forms (as identified in **LAP Manual Ch 18** and on the **LAP Checklist of Professional Services Contracts Form # 525-010-49**) for each project?

Choose an item.

## L. PROCUREMENT – CONSTRUCTION

Source: LAP Manual Chapters 9, 21 and 23

1) What methods of bidding does your agency employ for transportation project construction (e.g. low bid; cost + time; bundling; indefinite quantity indefinite delivery)?

Click here to enter text.

2) Identify all locations your agency advertises contracts and the duration of advertisement.

Click here to enter text.

3) Does your agency foresee any issues physically incorporating the FHWA 1273 Form into all contracts and subcontracts or executing all required forms (as identified in [LAP Manual Chapter 23](#) and on the **LAP Checklist for Construction Contracts Form #525-010-44**) for each project?

Choose an item.

4) Identify maintenance items incorporated in or required for construction contracts by local ordinance or rule.

Warranty bonds

Maintenance bonds

Warranty provisions

Provide a summary of the terms of warranty provisions: Click or tap here to enter text.

## M. PLANNING

Source: Florida Administrative Code Chapter 14-75

The minimum qualifications for planning phases delivered on the State Highway System or National Highway System are established in **Chapter 14-75, F.A.C.**

- 1) Does your agency have a planning department with at least one planner on staff full or part-time?  
Choose an item.
- 2) Does your agency planning department have a designated transportation planner on staff?  
Choose an item.
- 3) Does your agency expect to perform transportation planning studies with in-house staff or consultant staff or both?  
Choose an item.
- 4) How many transportation planning studies have your in-house agency staff completed in the last 5 years?  
Click or tap here to enter text.
- 5) How many transportation planning studies have been performed by consultants on behalf of your agency over the last 5 years?  
Click or tap here to enter text.

#### **N. PLANS, SPECIFICATIONS AND ESTIMATES**

Source: LAP Manual Chapters 4, 11, 12, 19, 20, 21 and 23.

- 1) Identify the Florida Professional Engineer on staff with your agency. Click or tap here to enter text.
  - i. This person has Click or tap here to enter text. years of transportation design experience.
  - ii. Florida License # Click or tap here to enter text.
- 2) Does your agency plan on designing projects with in-house design staff?  
Choose an item.
- 3) Provide the number of professional engineers on staff with your agency:  
Click or tap here to enter text.
- 4) Identify the design criteria your agency uses to design projects on local transportation facilities. Local transportation facilities or “off-system” projects are referred to as LAP Classification D projects.
 

Florida Greenbook Other: Click or tap here to enter text.

FDOT Design Manual
- 5) Is your agency willing and able to apply state design criteria and standards to transportation projects delivered on the LAP Classification A (on the SHS/NHS), LAP Classification B (projects that cost greater than \$10 million), or LAP Classification C (projects containing structural elements meeting the definition of a bridge) per **LAP Manual Chapter 19**?  
Choose an item.
- 6) The FDOT must review project design plans prior to approving the PS&E Package. The FHWA Florida Division Office will also review design plans at its discretion. In general, what is your agency’s design plans development schedule and review process?



Click or tap here to enter text.

- 7) Identify agency staff responsible for submitting or monitoring consultant submittal of design plans to the FDOT's Electronic Review Comments (ERC) application.

Click or tap here to enter text.

- 8) Has project design staff completed the ADA Design Accessibility Training Course or a similar training course?  
*\*All FAHP projects must comply with ADA. Required ADA upgrades within proposed project limits shall be incorporated during the design phase.*

- i. If yes, list staff name(s), name of course, and date of training

Click or tap here to enter text.

- 9) Does your agency regularly use preferred or proprietary products on improvement projects (i.e. streetlights, benches, trash cans, patterned pavement)?

Choose an item.

- 10) Identify staff responsible for certifying right of way activities are in compliance with the ***Federal Uniform Relocation Assistance and Real Property Acquisition Act of 1970.***

Click or tap here to enter text.

- 11) Identify staff responsible for certifying that all utilities are either cleared or coordinated for each project in compliance with ***23 CFR 635.309.***

Click or tap here to enter text.

- 12) Identify staff responsible for certifying that all railroad work is either cleared or coordinated for each project in compliance with ***23 CFR 635.309.***

Click or tap here to enter text.

- 13) Identify staff responsible for identifying all environmental or cultural resources (Section 4f) within project limits and certifying NEPA compliance.

Click or tap here to enter text.

- 14) Identify staff responsible for certifying all permits and/or exemptions have been obtained and included in the final PS&E package.

Click or tap here to enter text.

- 15) Does your agency have specifications for roadway construction you would like to use on off-system LAP projects?

Choose an item.

- i. If yes, submit all specifications to the District Specifications Office for review and approval.

Specifications Approval Date: Click or tap here to enter text.

- ii. If no, does your agency foresee any issues incorporating the LAP Big Four Specifications (off system) or the Department's Standard Specifications (SHS/NHS) into project PS&E packages?

Choose an item.

## O. CONSTRUCTION

Source: LAP Manual Chapters 23 and 24

- 1) Does your agency seek to self-perform construction activities? Force account construction requires a Department approved public interest finding. Acceptable justifications for force account construction cannot be based on cost alone.

Choose an item.

- i. If yes, identify agency experience with public works construction projects (i.e. resurfacing, sidewalks, trails, traffic signals, lighting).

Click or tap here to enter text.

- 2) Does your agency have a timekeeping system that associates employee time to specific projects?

Choose an item.

## P. CONSTRUCTION ADMINISTRATION

Source: LAP Manual Chapters 21 and 23

- 1) Does your agency hold pre-construction meetings?

Choose an item.

- 2) Describe your agency's change order approval process; include how the change is initiated, review points and responsible staff, and if there are variations in the process based on cost thresholds or for no cost changes.

Click or tap here to enter text.

- 3) Describe your agency's time extension approval process only if it varies from your change order process.

Click or tap here to enter text.

- 4) Identify how your agency counts contract time? Choose an item.

- 5) Does your agency allow work on weekends, holidays, and nights? If yes, oversight staff shall be available during these times. Please check all that apply:

Weekends

Holidays

Nights

- 6) Describe your agency's materials testing and approval process.

Click or tap here to enter text.

- 7) Identify all inspectors on staff with CTQP certification(s):

Click or tap here to enter text.

**\*\*The District Materials Offices shall perform a quality assurance review of each local agency materials acceptance and testing procedures during the certification review period.**

- 8) Explain how does your agency tracks and certifies Buy America compliance on federal projects.

Click or tap here to enter text.

- 9) Identify your agency's schedule of liquidated damages. You may elect to use the Department's schedule if your agency has not developed one.

Click or tap here to enter text.

- 10) Describe your agency's liquidated damages assessment process.

Click or tap here to enter text.

## Q. CONSTRUCTION ADMINISTRATION- PROJECT INSPECTION

- 1) Does your agency seek to self-perform construction inspection activities?

Choose an item.

- i. If yes, how many inspectors does your agency employ? Click or tap here to enter text.
- ii. If yes, identify your agency inspectors who maintain certifications per FAC 14-75 in order to perform inspections on SHS and NHS projects.

Click or tap here to enter text.

- iii. If yes, describe your agency's process for inspecting construction projects.

Click or tap here to enter text.

- iv. If yes, describe your agency's process for completing inspectors' daily reports and recordkeeping.

Click or tap here to enter text.

- 2) If no, describe your agency's process for providing oversight and maintaining control of a project when a consultant CEI is performing the inspection duties.

Click or tap here to enter text.

## R. CONSTRUCTION ADMINISTRATION- CONTRACT COMPLIANCE WITH FHWA 1273

- 1) Has your agency administered Federal-Aid construction contracts in the previous 3 years?

Choose an item.

- 2) Identify staff members who have direct experience performing or monitoring Resident Compliance Specialist (RCS) duties on Federal-Aid construction contracts and who will self-perform contract compliance on construction contracts per the **FDOT Contract Compliance Manual Topic No. 275-020-002**. Staff must complete training as offered by the Department or FHWA and demonstrate adequate knowledge of federal contract compliance requirements with FHWA 1273.

Click or tap here to enter text.

- 3) Identify staff who will monitor consultant performed RCS services, which includes DBE payment reporting approvals, subcontractor approvals, etc. Staff must complete training as offered to perform this role.

Click or tap here to enter text.

- 4) Identify those employees with oversight responsibility and access to the Department's Equal Opportunity Compliance database for reporting and/or accepting DBE commitments on Federal-Aid projects.

Click or tap here to enter text.

## S. INVOICING

Source: LAP Manual Chapters 5, 7, and 10.

- 1) Describe how your agency complies with Florida’s Prompt Payment laws.

Click or tap here to enter text.

- 2) Describe how your agency verifies work invoiced by a contractor compared to work performed.

Click or tap here to enter text.

- 3) Describe how your agency verifies work invoiced by a consultant compared to work performed.

Click or tap here to enter text.

- 4) Is there any reason why your agency cannot comply with the LAP quarterly invoicing requirement?

Choose an item.

- 5) Identify staff and/or departments within your agency responsible for preparing and submitting invoices to the Department.

Click or tap here to enter text.

## T. CERTIFICATION STATUS

**Effective** [Click here to enter text.](#) **qualifies for the following Certification/Recertification:** Choose an item.

**The following exceptions are applicable to this Certification/Recertification:**

(Check all that apply)

- AGENCY MAY NOT PERFORM IN-HOUSE DESIGN ON LAP CLASSIFICATION A, B, OR C PROJECTS
- AGENCY MAY NOT PERFORM IN-HOUSE DESIGN ON LAP CLASSIFICATION D PROJECTS
- AGENCY MAY NOT PERFORM FORCE ACCOUNT CONSTRUCTION
- AGENCY MAY NOT PERFORM IN-HOUSE CEI ON LAP CLASSIFICATION D PROJECTS
- AGENCY MAY NOT PERFORM IN-HOUSE CEI ON LAP CLASSIFICATION A, B, OR C PROJECTS
- AGENCY MAY NOT PERFORM IN-HOUSE CONTRACT COMPLIANCE
- AGENCY MAY NOT PERFORM [Click or tap here to enter text.](#)

---

Signature- District Local Program Administrator

[Click here to enter text.](#)

[Click here to enter text.](#)

Print Name of District Local Program Administrator

Date

---

Signature- Local Agency Responsible Charge

Click here to enter text.

Click here to enter text.

Print Name of Local Agency Responsible Charge

Date

# **LOCAL AGENCY CERTIFICATION PACKAGE**

## **ATTACHEMENT #4**

### **Title VI/Nondiscrimination Assurance Statement**

## TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the \_\_\_\_\_ assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The \_\_\_\_\_ further assures FDOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

Dated \_\_\_\_\_

by \_\_\_\_\_,  
Chief Executive Officer

## APPENDICES A and E

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
  - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
  - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the



*Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**LOCAL AGENCY CERTIFICATION PACKAGE**

**ATTACHEMENT #5**

**Title VI/Nondiscrimination Policy and Plan**

## **Title VI/Nondiscrimination Policy and Plan for Sub-Recipients in the FDOT Local Agency Program (LAP)**

### **I. Policy Statement:**

(hereinafter the Agency) values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, the Agency believes that the best programs and services result from careful consideration of the needs of all of its communities and when those communities are involved in the transportation decision-making process. Thus, the Agency does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the Agency will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion or family status.

### **II. Nondiscrimination Assurances:**

Every three years, or commensurate with a change in executive leadership, the Agency must certify to Federal Highway Administration (FHWA) and Florida Department of Transportation (FDOT) that its programs, services and activities are being conducted in a nondiscriminatory manner. These certifications are termed ‘assurances’ and serve two important purposes. First, they document Agency commitment to nondiscrimination and equitable service to its community. Second, they serve as a legally enforceable agreement by which the Agency may be held liable for breach. Those wishing to view the Agency’s Nondiscrimination Assurance may do so by visiting the Agency website or administration offices.

### III. Complaint Procedures:

The Agency has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, religion, age, disability or family status in any Agency program, service or activity may file a complaint with the Agency Title VI/Nondiscrimination Coordinator:

Name:

Address:

Email:

Phone:

Hearing Impaired:

If possible, the complaint should be submitted in writing and contain the identity of the complainant; the basis for the allegations (i.e., race, color, national origin, sex, religion, age, disability or family status); and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the Title VI/Nondiscrimination Coordinator for assistance.

The Title VI/Nondiscrimination Coordinator will respond to the complaint within thirty (30) calendar days and will take reasonable steps to resolve the matter. Should the Agency be unable to satisfactorily resolve a complaint, the Agency will forward the complaint, along with a record of its disposition to the appropriate FDOT District Office.

The Agency Title VI Coordinator has ‘easy access’ to the Agency Chief Executive Officer (CEO) and is not required to obtain management or other approval to discuss discrimination issues with the CEO. However, should the complainant be unable or unwilling to complain to the Agency, the written complaint may be submitted directly to Florida Department of Transportation (FDOT). FDOT serves as a statewide clearinghouse for Title VI purposes and will either assume jurisdiction over the complaint or forward it to the appropriate federal or state authority for continued processing:

Florida Department of Transportation  
Equal Opportunity Office  
ATTN: Title VI Complaint Processing  
605 Suwannee Street MS 65  
Tallahassee, FL 32399

#### **IV. ADA/504 Posted Statement:**

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal-aid recipients and other government entities to take affirmative steps to reasonably accommodate those with disabilities and ensure that their needs are equitably represented in transportation programs, services and activities.

The Agency will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The Agency will also make every effort to ensure that its advisory committees, public involvement activities and all other programs, services and activities include representation by communities with disabilities and disability service groups.

The Agency encourages the public to report any facility, program, service or activity that appears inaccessible to those who are disabled. Furthermore, the Agency will provide reasonable accommodation to individuals with disabilities who wish to participate in public involvement events or who require special assistance to access facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, the Agency asks that requests be made at least \_\_\_\_\_ calendar days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodation should be made to the Agency ADA Officer:

Name:

Address:

Email:

Phone:

Hearing Impaired:

## **V. Limited English Proficiency (LEP) Guidance:**

Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal-aid recipients to take reasonable steps to ensure meaningful access to programs, services and activities by those who do not speak English proficiently. To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the City/County’s programs, services or activities;
  - The frequency with which LEP individuals encounter these programs, services or activities;
  - The nature and importance of the program, service, or activity to people’s lives and;
  - The resources available to the City/County and the likely costs of the LEP services.
1. Using census data, the Agency has determined that LEP individuals speaking English less than well represent approximately \_\_\_\_\_ % of the community. The Agency realizes that such statistical data can become outdated or inaccurate. Therefore, the Agency contacted local law enforcement, social services agencies and the school board to validate the proportion of LEP served by those entities. \_\_\_\_\_ was reported to be the prevalent LEP language with an estimate of \_\_\_\_\_ % eligible to be served.
  2. The Agency \_\_\_\_\_ received requests for translation or interpretation of its programs, services or activities into \_\_\_\_\_ or other language(s). In addition, Agency sponsored community outreach or public events \_\_\_\_\_ attended by significant numbers of LEP individuals speakers. Thus, the Agency estimates its contact with LEP individuals to be \_\_\_\_\_ .
  3. The Agency believes that transportation is of critical importance to its public, as access to health care, emergency services, employment, and other essentials would be difficult or impossible without reliable transportation systems. In that spirit, the agency defines as essential any document that advises the public of how to access nondiscrimination and public involvement policies, as well as those that impact public safety, health and welfare and emergency services. A full list of translated documents is available on the Agency website or by contacting the Agency Title VI/Nondiscrimination Coordinator.

4. The Agency is fortunate to house within/near its jurisdiction one or more institutions of higher education which have extensive language resources. Further, the Agency maintains cordial relationships with faith based and/or community organizations that offer competent language services at low or no cost to the Agency. Finally, the Agency employs proficient \_\_\_\_\_ speakers that can interpret and/or provide translation services.

The analyses of these factors suggest that LEP services \_\_\_\_\_ required at this time.

At a minimum, the Agency commits to:

- Maintain a list of employees who competently speak the LEP language(s) and who are willing to provide translation and/or interpretation services.
- Distribute this list to staff that regularly has contact with the public.
- Provide public notification in the LEP language of the availability of language assistance, free of charge.

In addition, the Agency will:

The Agency understands that its community characteristics change and that the four factor analysis may reveal the need for more or varied LEP services in the future. As such, it will at least triennially examine its LEP plan to ensure that it remains reflective of the community's needs.

Public Notices:

- **English** - Persons requiring special language services should contact the Agency's Title VI/Nondiscrimination Coordinator.
- **Spanish** - Las personas que requieran servicios de traducción deben comunicarse con el Coordinador del No Discrimin de la Agencia.
- **Creole** - Moun ki bezwen sèvis lang espesyal yo ta dwe kontakte Koòdonatè ki pa Diskriminasyon.



## **VI. Public Involvement:**

In order to plan for efficient, effective, safe, equitable and reliable transportation systems, the Agency must have the input of its public. The Agency spends extensive staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. The Agency hosts an informative website that advises the public how it can access information and provide input. The Agency also holds public meetings, workshops and other events designed to gather public input on program/project planning and construction. Further, the Agency sponsors, attends and participates in other community events to promote its services to the public. Finally, the Agency is constantly seeking ways of measuring the effectiveness of its public involvement.

Persons wishing to request special presentations by the Agency; volunteer in any of its activities; offer suggestions for improvement; or to simply learn more about Agency programs and services should visit:

Or contact:

Name and Title:

Address:

Email:

Phone:

Hearing Impaired:

## **VII. Data Collection:**

FHWA regulations require federal-aid recipients to collect racial, ethnic and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. The Agency accomplishes this through the use of census data, American Community Survey reports, Environmental Screening Tools (EST), driver and ridership surveys, its community development department and other methods. From time to time, the Agency may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate in Agency programs, services or activities. This information assists the Agency with improving service equity and ensuring effective outreach. Self identification of personal data to the Agency will *always* be voluntary and anonymous. Moreover, the Agency will not release or otherwise use this data in any manner inconsistent with the FHWA regulations.

**LOCAL AGENCY CERTIFICATION PACKAGE**

**ATTACHEMENT #6**

**LAP Computer-based Training Requirements**

**&**

**Project Team Resume(s) including Consultants and Agency  
Organizational Chart**



**LAP Training:**


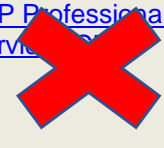
The required CBT courses are per [LAP Manual Chapter 2, Section 2.5.4](#). As other trainings become available, the appropriate staff is expected to register and/or attend the class.

For District Four, at this time, your agency will NOT need to take the LAP Professional Service nor FDOT LAP Professional Services Checklist Training.

As per the LAP Manual Chapter 2, section 2.5.4, Training Requirements: "Training must be completed by each Local Agency designated employee (or employees) prior to initial certification and/or within twelve (12) months of the LAP certification effective date, unless a course is not offered within that 12-month period. Failure to complete all required training courses as indicated will effectively terminate your Local Agency's LAP certification and may affect future program participation and reimbursement of project funds. Mandatory course attendance requirements are identified in Table 4".

We recommend the agencies visit our [Upcoming Trainings Webpage](#) for a list of available training dates around the state or subscribe through the following link to receive notice of announcements and training opportunities: <https://www.fdot.gov/programmanagement/LAP/Default.shtm>

(Table included is adjusted to display all required CBTs per LAP MANUAL)

TABLE 4: LOCAL AGENCY PROGRAM MINIMUM TRAINING REQUIREMENTS			
COURSE NAME / DESCRIPTION	COURSE IDENTIFICATION NO.	REQUIRED MINIMUM ATTENDEES	COMPLETION TIMEFRAME
 FDOT LAP Professional Services Checklist Training	BT-05-0152 (8 hours)	RC, project managers, and procurement staff who develop RFPs, scopes and negotiate contracts- <i>Agency may satisfy this course with a minimum of one attendee from the list provided.</i>	Once every two years
<a href="#">LAP SCAT</a>	CBT	RC, Title VI Coordinator, ADA Coordinator	Once every three years and as new staff enter program. <i>Not required if staff attends course BT-05-0153.</i>
 <a href="#">LAP Professional Services</a>	CBT	RC, project managers, procurement staff	One time prior to Certification approval and as new staff enter program. <i>Not required if staff attends course BT-05-0152.</i>

**TABLE 4: LOCAL AGENCY PROGRAM MINIMUM TRAINING REQUIREMENTS**

COURSE NAME / DESCRIPTION	COURSE IDENTIFICATION NO.	REQUIRED MINIMUM ATTENDEES	COMPLETION TIMEFRAME
<a href="#">FDOT LAP Certification</a>	CBT	Each employee identified on the Certification Tool	One time prior to Certification approval and as new staff enter program
<a href="#">LAPIT CBT</a>	CBT	RC and all LAPIT users	One time prior to Certification approval and as new staff enter program
FDOT LAP Workshop	BT-05-0151 (8 hours)	RC and all delegates in each program area- <i>Agency may satisfy this course with a minimum of one attendee from the list provided.</i>	Once every three years
LAP Title VI Sub-recipient Compliance (SCAT)  <i>*May be offered with BT-05-0062 as an 8hr course</i>	BT-05-0153 (4 hours)	RC, Title VI Coordinator, ADA Coordinator- <i>Agency may satisfy this course with a minimum of one attendee from the list provided.</i>	Once every three years
ADA for Design and Construction-General  <i>*May be offered with BT-05-0152 as an 8hr course</i>	BT-05-0062 (3 hours)	RC, ADA Coordinator, Project Managers- <i>Agency may satisfy this course with a minimum of one attendee from the list provided.</i>	Once every three years  (may fulfill with alternate ADA Training courses for transportation facilities as offered by FHWA)
<a href="#">LAP SCAT</a>	CBT	RC, Title VI Coordinator, ADA Coordinator	Once every three years and as new staff enter program. <i>Not required if staff attends course BT-05-0153.</i>
<a href="#">LAP Professional Services CBT</a>	CBT	RC, project managers, procurement staff	One time prior to Certification approval and as new staff enter program. <i>Not required if staff attends course BT-05-0152.</i>

TABLE 4: LOCAL AGENCY PROGRAM MINIMUM TRAINING REQUIREMENTS			
COURSE NAME / DESCRIPTION	COURSE IDENTIFICATION NO.	REQUIRED MINIMUM ATTENDEES	COMPLETION TIMEFRAME
<a href="#">Resident Compliance Specialist CBT</a>	CBT	Resident Compliance Specialists and Contract Compliance Oversight staff.  Recommended for construction project managers	One time prior to Certification approval and as new staff enter program. <i>Not required if staff attends District Contract Compliance Training.</i>
<a href="#">Equal Opportunity Compliance CBT</a>	CBT	Resident Compliance Specialists and Contract Compliance Oversight staff	One time prior to Certification approval and as new staff enter program
<a href="#">ERC Application User Guide</a>	CBT	Design project managers	One time prior to Certification approval and as new staff enter program
<b>*WBT = Web Based Training    BT = Face to Face Training    CBT = Computer Based Training</b>			

The training courses provided in **Table 7** are not mandatory, but may be recommended or required for Local Agency certification by the District LAP Administrator. Additionally, any Local Agency staff that has an interest may complete the training courses listed below.

TABLE 7: LOCAL AGENCY PROGRAM RECOMMENDED TRAINING REQUIREMENTS			
COURSE NAME / DESCRIPTION	COURSE IDENTIFICATION NO.	RECOMMENDED ATTENDEES	RECOMMENDED COMPLETION TIMEFRAMES
<a href="#">Consultant Performance Evaluations</a>	CBT	RC and consultant evaluators	N/A
<a href="#">NHI ADA Pedestrian Facility Design</a>	NHI-142045 (1.5 days)	Design project managers	Alternate course to LAP ADA Training- <b>as offered by FHWA</b>
FDOT Engineering Academy- <a href="#">Design Build 101</a>	CBT	RC, project managers, and procurement staff	Prior to design-build process approval and as new staff enter the program
<a href="#">FHWA Emergency Relief Program Overview</a>	WBT	RC, project managers, procurement staff	Recommended if ERP reimbursement is required
FHWA Pedestrian Road Safety Audit Workshop	BT	RC, project managers, design staff	Recommended as a substitute for ADA Pedestrian Facility Design course
<a href="#">Mutual Gains Negotiation CBT</a>	CBT WI-01-0032	Negotiations committee members for consultant contracts	One time prior to certification and as new staff enter program
<a href="#">Value Engineering Reporting System</a>	CBT	VE team members	Prior to beginning VE
<b>*WBT = Web Based Training    BT = Face to Face Training    CBT = Computer Based Training</b>			