D4 LAP CERTIFICATION FLOW CHART
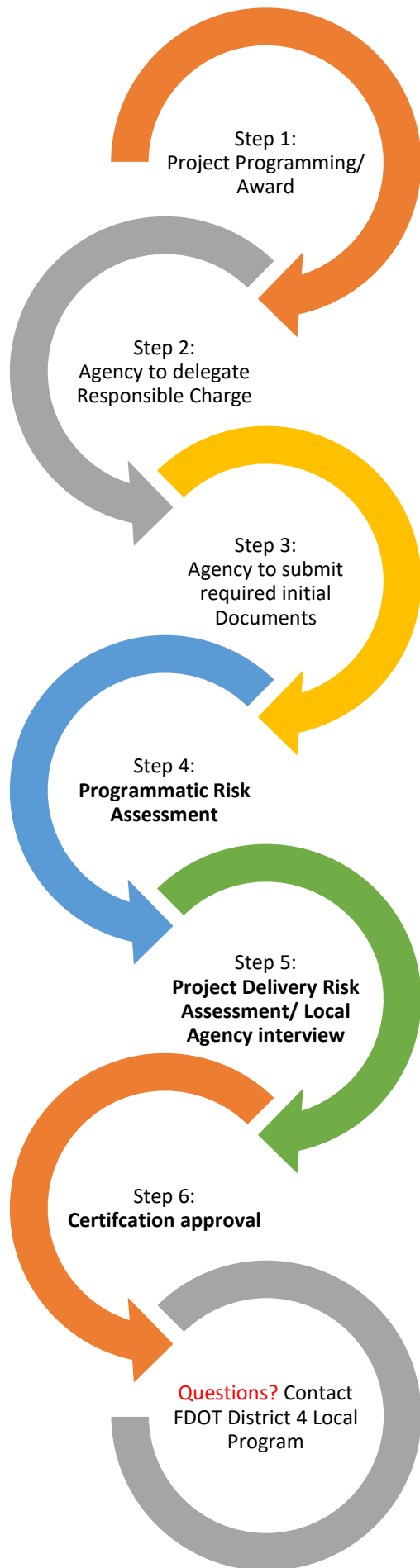
Resources
- LAP Certification webpage:
  https://www.fdot.gov/programmanagement/LAP/BecomingCertified.shtm
- Computer Based Trainings:
  https://www.fdot.gov/programmanagement/LAP/LAPTraining.shtm
- LAP Forms & Documents:
  https://www.fdot.gov/programmanagement/LAP/Forms/LapForms.shtm
- LAP Manual:
  https://www.fdot.gov/programmanagement/LAP/LAP-TOC.shtm

Step 1:
Project Programming/ Award

Step 2:
Agency to delegate Responsible Charge

- Shall be full-time employee of the Local Agency,
- Complete any required LAP training sessions,
- Attend project and coordination meetings,
- Be responsive on any project information requests

Step 3:
Agency to submit required initial Documents

- Sub-Recipient Compliance Assessment Tool (aka SCAT tool)
- LAP Certification Tool
- Title VI Nondiscrimination Assurance form
- Title VI Policy and Plan (includes Compliance procedures and ADA and LEP Plans.)

All document shall be uploaded to Local Agency Program Information Tool (LAPIT)

Step 4:
Programmatic Risk Assessment

- Performed by Central Office
- Review of SCAT

Step 5:
Project Delivery Risk Assessment/ Local Agency interview

- Performed by District LAP Administrator and the required technical experts
- Review of LAP Certification Tool:
  - Responsibilities associated with different phases of transportation projects funded with Federal funds.
  - Training documentation requirements. A combination of Face-to-Face and Computer based trainings must be completed.
- Interview is performed with Local agency

Step 6:
Certifcation approval

- Local agency to be notified by letter
- Delegates project delivery to Local agency.

Questions? Contact FDOT District 4 Local Program

- **Mya Williams Gray** – Local Program Administrator, 954-777-4608, Mya.Williams@dot.state.fl.us
- **Keith Bennis** – LAP Coordinator (Broward County), 954- 777-4491, Keith.Bennis@dot.state.fl.us
- **Roderick Clark** – LAP Coordinator (Treasure Coast), 954- 777-4522, Roderick.Clark@dot.state.fl.us
- **Ramon Alvarez** – LAP Coordinator (Palm Beach County), 954- 777-4403, Ramon.Alvarez@dot.state.fl.us