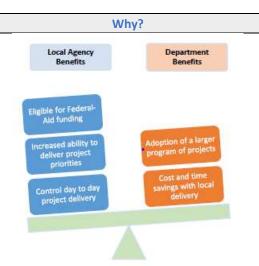# D4 LOCAL AGENCY PROGRAM (LAP) CERTIFICATION PROCESS

Nationwide, approximately 75% of the total miles of roadway are owned and operated by local public agencies. The LAP provides local agencies the ability to develop, design, and/or construct transportation facilities with federal funds.

Why?

The Department uses the LAP Certification process to determine whether Local Agencies are qualified to administer Federal Aid projects. The Department will still serve as the prime recipient of Federal Funds and will provide oversight on the projects from Programming to Project Close-Out.

Who needs to be Certified?

Any governmental entity, other than the Department of Transportation, who intends to administer any Federal Aid project. Local agencies are certified to perform one or more phases of work in a transportation life cycle.

ELIGIBLE FOR LAP CERTIFICATION
County
City
Expressway or transportation authority
Special road or bridge district
Regional governmental unit

See LAP Manual, Chapter 2, Table 1 and Section 2.1.4 for additional information on LAP Certification eligibility.

What?

There are three (3) functional areas of LAP Certification available to Local Agencies with different reimbursement eligibility. Minimum qualification requirements must be met for each applicable area. *See LAP Manual, Chapter 2.3 and Table 3 for details on qualification requirements.*

Areas of Certification	Eligible for reimbursement
Design	NO
Construction	YES
Construction Administration	NO

Areas not available for delegation:
- ➢ NEPA class action determination
- ➢ Environmental
- ➢ Right of Way

See LAP Manual, Chapter 2.9 and Table 6 for supplemental information.

Which?

There are two LAP certification types available. Local Agencies should contact the LAP administrator to discuss which LAP certification option will be the best fit.

Project specific	Full Certification
Reserved for Cities, Towns and Villages.	Reserved for County government only.
Infrequent project delivery	Annual/ biannual project delivery
Project specific training	Agency- wide training.
Highest level project oversight by Department	Risk-based project oversight
Certification on Project by Project basis	Recertification evert 3 years
Requires full certification review for each project	Allows for performance-based recertification

See LAP Manual, Chapter 2.2 and Table 2 for additional details on Certification options

When?

Agencies shall start seeking required LAP Certification immediately after Project funding Award. Coordination with the District Local Program Administrator shall be initiated six (6) months prior of Project Funding Application submittal.

Where?

All required documents shall be uploaded on Local Agency Program Information Tool (LAPIT) web application. This tool shall be used to share and track all project related information. *See LAP Manual, Chapter 2.8, Table 5 for specific Local Agency User roles.*

How?

Step 1. Initial Document Requirements

The following documents must be completed and uploaded to LAPIT to satisfy the initial certification requirements:
- 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)

Step 2. Programmatic Risk Assessment

The Local Agency is evaluated by the Department to determine an overall risk level. Central Office will review the provided SCAT tool and identify risk level based on review of:
- Local Agency's Single Audit,
- Invoicing history,
- Responsible Charge and his/her past performance,
- Past performance evaluations for LAP projects,
- Compliance with mandatory trainings,
- Title VI and other non-discriminatory services as detailed in the SCAT tool.

Step 3. Project Delivery Risk Assessment

Once Step 2 is completed by Central Office. District LAP Administrator and required technical experts will review the provided LAP Certification Tool, which shall include:
- Responsibilities associated with different phases of transportation projects funded with Federal funds.
- Training documentation requirements based on each category of responsibility. Combination of Face-to-Face and Computer based trainings must be completed. *See LAP Manual, Chapter 2 Section 2.5.4, Table 4 for specific training requirements and completion timeframes.*

An interview will be scheduled with the Local Agency (responsible charge, Project manager, and any others as deemed needed) to review and discuss the Certification Tool and determine the Level of Certification required.

Step 4. Certification Decision

Upon completion of previous steps, the Local Agency will be notified in writing of the eligibility decision for Certification. Approval of LAP Certification effectively delegates project delivery to Local Agency.

D4 LAP CERTIFICATION FLOW CHART

Step 1: Project Programming/ Award

Step 2: Agency to delegate Responsible Charge

Step 3: Agency to submit required initial Documents

Step 4: Programmatic Risk Assessment

Step 5: Project Delivery Risk Assessment/ Local Agency interview

Step 6: Certifcation approval

Questions? Contact FDOT District 4 Local Program

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FDOT

Florida Department of TRANSPORTATION

**DISTRICT 4 (D4)
LOCAL AGENCY PROGRAM (LAP)
CERTIFICATION BROCHURE**

The intent of this brochure is to provide a quick overview of the D4 Local Agency Program Certification process, including eligibility requirements, available areas and types of certification. Information included is not intended to replace and/or supersede any of official information posted on the available resources listed on the back of this brochure.