



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

FORECASTING AND PERFORMANCE BULLETIN 25-02
(FHWA Approval:)

DATE: November 18, 2025

TO: District Directors of Transportation Operations, District Design Engineers, District Construction Engineers, District Maintenance Engineers, District Structures Design Engineers, District Program Management Engineers, District Specifications Engineers, District Safety Administrators, District PLEMO

FROM: Chris Lewis, P.E.
Director, Office of Forecasting and Performance

Signed by:

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COPIES: Will Watts, Jennifer Marshall, Rudy Powell, Tim Lattner, Katasha Gruver, Jose Hernando, Brenda Young, Will Potter, Mark Mathes, Derwood Sheppard, Patrick Overton, Scott Arnold, Daniel Strickland, Kendra Sheffield, Jose Ortiz, Daniel Holt

SUBJECT: **2025 Local Programs Manual**

REQUIREMENTS

This bulletin outlines updates to FDOT's Local Programs Manual which is available on the Local Programs website: [LAP Manual](#)

BACKGROUND

Updates to the Local Programs Manual historically occurred based on specific chapter review, law or rule change or when a request made by a user warranted.

SUMMARY OF REVISIONS

Key Changes

The below provides a summary of revisions.

- Editorial Changes:
 - Updated language and hyperlinks to be consistent with various areas of the Department
 - Added clarifying language at the request of FHWA, FDOT District offices and Local Agency Partners

- Updated language and guidance to be consistent with Florida Statute.
- Added language, procedure and guidance on the SCAT Tool created in the LP system GAP

Chapter 2:

- District 1 Charlotte County and District 7 Hernando County are no longer eligible for state funding through the Small County Outreach Program (SCOP).
- At the request of FHWA, detail was added to better describe FDOT's assumption of FHWA's responsibilities in certain cases.
- Intelligent Transportation Systems (ITS) Operations activities were added as a non-traditional federal project which FDOT administers and FDOT Form 750-040-05 is required for such a project.

Chapter 5:

- Federal Discretionary grants with terms and conditions different from what's already in the agreement and/or exhibits used for the grant will require specific updates to that agreement and/or exhibits. (section 5.6.3)

Chapter 6

- For clarification it is added that any contract/agreement that uses FAHP funding must comply with the Buy America requirements per 23 USC 313.

Chapter 7

- Added a statement that for projects on the SHS or on the NHS the LAs will use the Samples Testing and Reporting Guide and the FDOT Materials Manual.
- Added clarification regarding when a local agency can receive federal reimbursement for a consultant.

Chapter 12

- Clarified that a project on the SHS with an estimated total cost of \$25 million or more and that is not delivered using the Design/Build method of construction may utilize the VE process.
- Added that LAP projects utilizing the VECP/CSI process will utilize the requirements of 23 CFR 627 and FDOT Procedure 625-030-005, Cost Savings Initiative.

Chapter 14

- Added that a nongovernmental entity is required by state statute to execute the Affidavit Regarding Labor and Services (Form 375-030-31) every time a contract is executed, renewed or extended.
- Updated limits of Local Agency Continuing Service Contracts as detailed in the Forecasting and Performance Bulletin 25-01.

Chapter 15

- Language added to clarify a LA's prequalification of prospective bidders. There were two different LAP Division 1 Specifications depending on if the project was off-system (Class

D) or on-system (Class A, B or C). They have now been consolidated and do not differentiate between on and off-system.

- Language was added to clarify requirements for advertising projects.
- Prevailing wage rates must be included in prime contracts and associated subcontracts.
- After bid opening a LA must verify and document that the contractor is not debarred or suspended.

Chapter 17

- Added two additional GIS websites where information included on roadways on the NHS can be found.
- Added to Table 1 LAP Division Specifications in the chart. In same chart for Class D LAP projects LAP Big 4 was changed to LAP Big 3 specifications.
- Added that projects on the NHS must be designed to meet FHWA standards listed in 23 CFR 625.
- Revised Figure 1: Design Phase Submittals Flowchart at the request of FHWA.
- Noted that FDOT’s Surveying and Mapping (Topic No. 550-030-101-d) replaces two previous topics. <https://pdl.fdot.gov/api/procedures/downloadProcedure/550-030-101>

Chapter 20

- Updated which FDOT specifications a LA must use based on the LAP project classification.

Chapter 21

- Also contains the updated FDOT Specifications to be used based on Class of the project.
- Form FHWA 1273 must be included in all Federal-aid design-build contracts, in all subcontracts and in lower tier subcontracts excluding subcontracts for design services, purchase orders, rental agreements and other agreements for supplies or services.
- Added that time extensions granted must comply with requirements in 23 CFR 635.

Additional Changes made across chapters:

Changed references to Catalog of State Financial Assistance (CSFA) and Catalog of Federal Domestic Assistance (CFDA) to Assistance Listing Number (ALN).

- Chapters 4, 5

LAP project performance evaluations/monitoring plans and supporting documentation must be uploaded into GAP.

- Chapters 5 and 7

The Sub-Recipient Compliance Assessment (SCAT) Tool is now completed in GAP.

- Chapters 5, 7, 8 and 9.
- In addition, in Chapter 7 mentioned SCAT Tool must be completed prior to requesting Risk Assessments.

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COMMENTARY

Moving forward the Local Programs manual will be updated on an annual basis with a November publish date and January effective date. Any federal or state law or rule changes that require immediate implementation will be covered via supplemental updates to the Manual followed by permanent incorporation in the next annual cycle.

IMPLEMENTATION

Updates effective upon release of Bulletin.

CONTACT

Samantha Samford
State Local Program Administrator
Phone (850)-414-4383
Samantha.Samford@dot.state.fl.us

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