

The Florida Department of Transportation

LOCAL AGENCY PROGRAM ANNUAL REPORT

FISCAL YEAR 2014/2015

Mission: “The department will provide a safe transportation system that ensures the mobility of goods, enhances economic prosperity and preserves the quality of our environment and communities.”

Vision: “Serving the people of Florida by delivering a transportation system that is fatality and congestion free.”

Values: Integrity,
Respect, Commitment,
One FDOT, Trust,
Customer Driven



Florida Department of
Transportation
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Local Agency Program Overview

Nationwide approximately 75% or 2.9 million of the 3.9 million total miles of roadway are owned and operated by local public agencies. The Local Agency Program or “LAP” reimburses local agencies for the design and construction of transportation facilities with Federal-Aid Highway Program Funds. The Department is the steward of the federal funds and is responsible for oversight of funded projects on behalf of the Federal Highway Administration (FHWA).

Federal-Aid Highway Program funds are only available to local agencies that have sufficient capacity “to undertake and satisfactorily complete the work” as prescribed in the *LAP Manual*. Certification processes evaluate the local agencies’ ability to comply with FAHP requirements and offer perspective to the level of LAP project oversight required by District offices. LAP certified agencies retain eligibility for Federal-Aid reimbursement for transportation projects through compliance with applicable Federal and State statutes, rules and regulations.

The Local Agency Program (LAP) Annual Report for State Fiscal Year 2014/2015 (FY 14/15) highlights the efforts undertaken in LAP from July 1, 2014 through June 30, 2015, documents program performance targets and accomplishments, and presents the initiatives employed to improve customer service and program efficiency statewide.

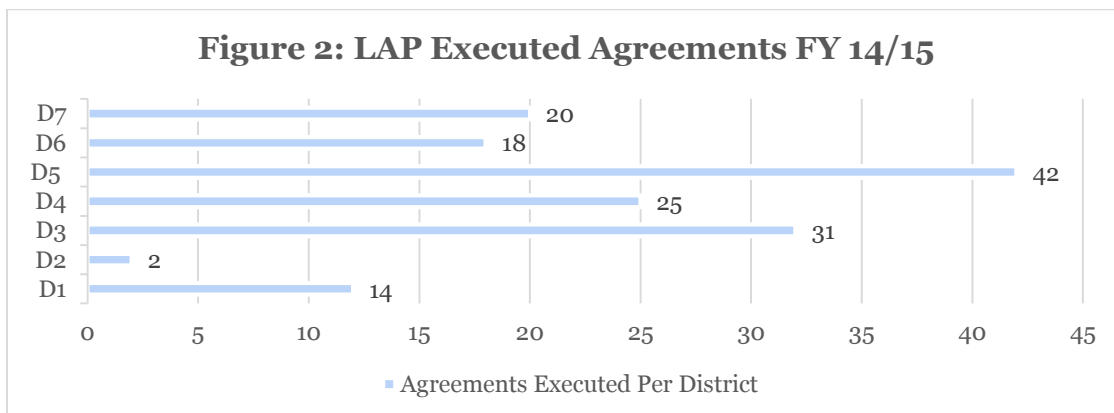
LAP facilitates delivery of transportation improvements on local roadways, including trails, bridges, and a variety of other transportation enhancements. FAHP projects delivered via LAP are essential for communities across our State. In FY 14/15, program project commitments totaled \$236,443,788.00 across the Department’s seven Districts. **Figure 1** breaks down federal, state, and local funds allocations by district. LAP received 6.97% of the Department’s total Federal-Aid allocation in FY 14/15.

Figure 1

| LAP Project Commitments 2015 | | | | | |
|------------------------------|-------------------------|-----------------------|------------------------|-----------------------|-------------------------|
| District | Funding Source | | | | Grand Total |
| | Federal | Federal Earmark | Local | State | |
| 01 | \$9,527,479.00 | | \$3,701,122.00 | \$207,858.00 | \$13,436,459.00 |
| 02 | \$771,981.00 | \$400,472.00 | | \$17,412.00 | \$1,189,865.00 |
| 03 | \$12,193,668.00 | | \$2,534,155.00 | \$523,075.00 | \$15,250,898.00 |
| 04 | \$17,718,634.00 | \$1,086,263.00 | \$8,566,579.00 | \$16,613.00 | \$27,388,089.00 |
| 05 | \$90,556,766.00 | \$604,923.00 | \$13,247,789.00 | \$161,971.00 | \$104,571,449.00 |
| 06 | \$21,753,633.00 | \$1,969,316.00 | \$16,318,744.00 | \$160,339.00 | \$40,202,032.00 |
| 07 | \$21,250,258.00 | \$2,758.00 | \$11,682,327.00 | \$1,469,653.00 | \$34,404,996.00 |
| Grand Total | \$173,772,419.00 | \$4,063,732.00 | \$56,050,716.00 | \$2,556,921.00 | \$236,443,788.00 |

Local Agencies annually perform a high volume of work improving communities throughout Florida. In FY 14/15 alone, the Department executed LAP Agreements for 150 projects in the seven districts as illustrated in **Figure 2**.

Figure 2: LAP Executed Agreements FY 14/15



Additionally, the Adopted Work Program for Fiscal Years 2016-2021 includes approximately 388 projects with an estimated total value of \$322,902,016 scheduled to be delivered via the LAP program. **Figure 3** illustrates the continuing high volume of project delivery in LAP.

| Figure 3: LAP Project Outlook 2016-2021 | | |
|--|---------------------------|------------------------------------|
| District | Number of Projects | Total Project Dollar Values |
| 01 | 87 | \$56,082,475.00 |
| 02 | 16 | \$14,607,178.00 |
| 03 | 61 | \$36,136,857.00 |
| 04 | 49 | \$50,325,934.00 |
| 05 | 72 | \$78,772,433.00 |
| 06 | 62 | \$58,336,316.00 |
| 07 | 40 | \$27,440,823.00 |
| CO | 1 | \$1,200,000.00 |
| Grand Total | 388 | \$322,902,016.00 |

Performance:

LAP strives to hit high performance goals every fiscal year. FY 14/15 was no different as LAP exceeded set target measures.

Secondary Measure (1): The number of LAP consultant contracts actually executed compared against the number of LAP consultant contracts planned to be executed during the year.

Objective: The Department is to let no less than 95% of those LAP consultant contracts planned to be let during the year.

Result: Statewide, LAP executed 100% of the consultant acquisition plan for a total dollar amount of approximately \$17,460,000.

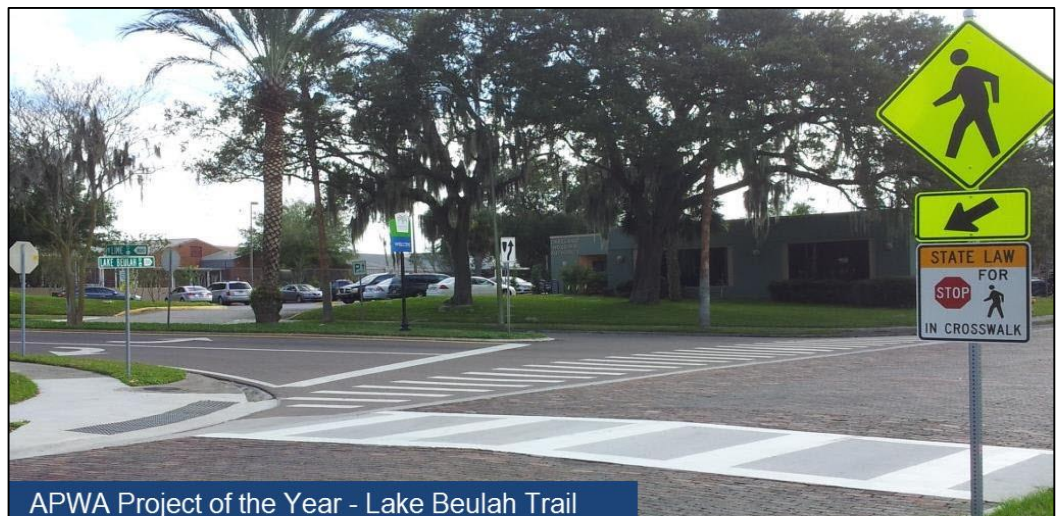
Secondary Measure (2): The number of LAP construction contracts actually executed compared against the number of LAP construction contracts the Department planned to execute during the year.

Objective: The objective is to execute no less than 95% of those contracts planned to be let during the year.

Result: Statewide, LAP executed 104% of the contract lettings plan for a total dollar amount of approximately \$150,710,000.

Awards, Recognition & Innovative Projects: Participation in LAP has resulted in innovative projects that enhance Florida communities that also earn awards and recognitions on local, state, and national levels.

District 1: 2014-2015 American Public Works Association (APWA) Project of the Year Award (Transportation); City of Lakeland; Lake Beulah Trail



APWA Project of the Year - Lake Beulah Trail

District 2: 2014-2015 APWA Project of the Year Award from the Northeast Florida Branch of APWA; City of Jacksonville; Chamber of Commerce Landscape Improvements



District 5: Innovative Project and Future Award Nominee: City of Kissimmee; Kissimmee Trail Over Pass; Bike Path/Trail



District 5: Innovative Project and Future Award Nominee: City of Sanford; Sanford River walk; Bike Path/Trail



LAP Initiatives and Progress: The LAP administration team consistently works to streamline and improve the Program, focusing on areas that will benefit the Public, Local Agencies, the Department, and the Program as a whole. In FY 14/15 the LAP team identified and targeted several key areas where there was room for improvement. **Figure 4** illustrates the key focal areas as well as improvements made by the LAP team. Successfully implementing these initiatives has shown great progress for the Local Agency Program.

**Figure 4
Local Agency Program Initiatives & Progress**

| Initiative | Activity | Outcome |
|---------------------------------|--|--|
| Project Delivery | Update the LAP Manual to incorporate streamlining revisions in order to stay current on all rules, regulations, and aspects of the Program. | Key chapter revisions of the LAP Manual: Ch 2: LAP Certification and Qualifications Tool Ch 15: Title VI Sub-Recipient Compliance Assessment Tool (SCAT) process Ch 18: Professional Services Procurement is current with revised 23 CFR 172 requirements |
| Training | Create and implement LAP training plan targeting District's training needs. | <ul style="list-style-type: none"> • 8 Training courses offered • 5/8 courses offered by 4 Districts & FHWA • 3/8 courses offered by central office • Computer Based Training (CBT) for the Sub-recipient Compliance Assessment Tool (SCAT) developed. |
| Compliance | Conduct quality assurance reviews (QAR) for District projects utilizing FHWA recommended targets. Implement broader use of the Local Agency Program Information Tool (LAPIT) as the centralized LAP information hub. | Central Office performed QAR's of each of the 7 District programs, including several additional electronic QAR's targeting the use of LAPIT. The average statewide QAR compliance rate for FY 14/15 was 90.6%. |
| LAP Community of Practice (CoP) | Assess the structure for the CoP group to better gather diverse input from the Department, FHWA, and Local Agency stakeholders to benefit overall Program processes. | The LAP CoP charter expanded membership to a total of 17 local agency, state, and federal representatives across all seven Districts, providing a newly diverse partnership. Meetings are set to begin in September 2015. |

Local Agency Program Future Plans: FDOT LAP team continuously strives to operate at the highest levels of excellence and efficiency. We aim for recognition as a national leader in the Local Programs functional area. As we look towards the upcoming fiscal year, we will remain persistent in the training and development of agency and department staff, while targeting growth opportunities for the future of LAP. Future goals consist of:

- Streamline and revise the **LAP Manual** incorporating training, technology tools, and innovative processes
- Develop training courses needed to support and keep current on ever-evolving federal programmatic guidelines
- Implement the revised Local Agency Certification Process statewide
- Foster development of new LAP ideas and initiatives via the re-structured and diversified Community of Practice stakeholder partnership
- Implement broader use of the Local Agency Program Information Tool (LAPIT) for streamlined project tracking, file sharing and storage, and auditing in one web-based location accessible from any internet connected device.

The projects outlook provided in the Department's Five-Year Adopted Work Program continues to resonate with growth for this valuable program. At a time when investing in transportation infrastructure is critical, LAP is an indispensable resource for our local municipalities, counties, MPOs and other agencies entrusted with maintaining, improving and enhancing Florida's transportation infrastructure.

