



Florida Department of Transportation

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LAP COMMUNITY OF PRACTICE CHARTER

Every Day Counts (EDC) 2 Stakeholder Partnering Definition: Communication, coordination and cooperation are key to successfully implementing any funding program. Clarity of FHWA's requirements for LPA administered Federal-aid projects is critical. To aid in this partnering effort and collaboration goal, a Stakeholder Committee composed of FHWA, state and LPA representatives may be established. ***Its purpose is to ensure effective communication among members, training is provided and that development and delivery processes are reviewed and refined.***

The Florida Department of Transportation (Department) hereby charters the Local Agency Program (LAP) Community of Practice. A centralized partnership of Department, Federal Highway Administration (FHWA), and Local Agency stakeholders whose mission is to:

1. Improve project delivery through improved communication, coordination, and cooperation.
2. Encourage peer information exchange.

The Department encourages the Community of Practice to serve as champions working toward coordinated goals and objectives to institutionalize various EDC initiatives for local agencies. The Department also recognizes the value stakeholder partnering adds to local project delivery across funding programs and does not limit LAP Community of Practice collaboration to Federal-aid programs and projects. Members are encouraged to explore opportunities to provide training and review and refine development and delivery processes across the Department's local transportation funding programs. The aim is to include as many local agency partners as possible reflective of the diverse roles individuals possess when participating in locally delivered transportation programs administered by the Department or FHWA.

The Department Districts are divided regionally for the purpose of this Community of Practice- Districts 1 and 7, Districts 2 and 3, Districts 4, 5, and 6. Each District region identified shall have a minimum of one representative serving on the Community of Practice, with the ultimate goal of including a representative from every District when possible. It is important to include a broad sample of stakeholders on the Community of Practice due to the diversity of the State of Florida and its local agencies. The Local Agency partners are encouraged to nominate members who are geographically diverse and equally representative of all types of local public agencies when possible.

Community of Practice Members

- **Florida Department of Transportation representation** includes:
- State Local Program Administrator (lead member)
 - State Local Program Coordinator (facilitator)
 - 3 District Local Program Administrators rotated on two-year terms
 - Executive/Senior Management representative
 - Equal Opportunity Office representative



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- Construction representative
 - Design representative/ADA Coordinator
 - Office of Policy Planning/Rural Programs Coordinator representative
 - Office of Safety representative
 - Subject matter experts on call as needed (i.e. Materials, Structures, Traffic operations, Finance, etc.)
- **FHWA** is represented by the Florida Division's Local Programs Engineer with the support of subject matter experts on call as needed.
- **Local Technical Assistance Program** nominates one member.
- **Local Partners:**
- Metropolitan Planning Organizations Advisory Council (MPOAC) nominates one member
 - Florida Association of County Engineers (FACERS) nominates three members
 - Florida Chapter of the American Association of Public Works (APWA) nominates three members

Community of Practice Meetings

The Community of Practice holds quarterly meetings. The Community of Practice members meet face to face in a centralized location biannually, with interim quarterly meetings conducted remotely.

- Face to face meetings will be scheduled in summer and winter on six (6) month intervals.
 - The members decide the locations of the face to face meetings annually.
- Interim quarterly meetings will be hosted utilizing a web-based platform (e.g. Go-To-Meeting, Microsoft Teams, etc.).

The Department shall utilize all viable technology resources to achieve maximum participation in the Community of Practice. Meeting dates will be published on the [LAP Community of Practice](#) webpage. The Department will utilize email distribution, surveys, webinars, web-based meetings, e-newsletters, social media, etc. to notice meetings, solicit meeting topics, generate feedback, and optimize partnering between all local transportation programs stakeholders. Local agency staff who are not affiliated with the LAP CoP member organizations may participate in the meetings. Meetings are open to the public.