

CHAPTER 1 INTRODUCTION LOCAL PROGRAMS MANUAL

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1.1 PURPOSE

The purpose of the ***Local Programs Manual (LPM), Procedure No. 525-010-300*** is:

- To establish consistent and uniform practices for subrecipients of State and Federal transportation grants. Grant funds are provided through the Florida Department of Transportation (Department) to Local Agencies or “LAs” for transportation project planning, development, and delivery; including, design, right-of-way acquisition, and construction.
- To assure that LAs meet or exceed all applicable State and Federal standards and requirements and understand their roles and responsibilities when they accept a State or Federal grant award.
- To communicate the roles and responsibilities of Department Offices who assist with developing and implementing policy, standards, and practices for LA project delivery; and also with developing and maintaining the ***LPM***.
- To identify the responsibilities of the Department for policy development, oversight and monitoring of grant programs, and quality assurance reviews.

1.2 AUTHORITY

Section 20.23(4)(a) and 334.048(3), Florida Statutes (F.S)

1.3 REFERENCE

Chapters 163, 186, 255, 287, 337, and 339 F.S.

Title 2, Code of Federal Regulations

Title 23, Code of Federal Regulations

Title 49, Code of Federal Regulations

1.4 SCOPE

The ***LPM*** establishes both:

- oversight and monitoring procedures for use by Department staff when managing project phases performed by LAs, and
- minimum project delivery requirements LAs must adhere to for compliance with State and Federal transportation grant programs administered by the Department.

The ***LPM*** is a technical manual that supplements existing Department policies, procedures and manuals and provides specific Department oversight and monitoring roles and responsibilities when transportation projects are performed by LAs.

1.5 BACKGROUND

The Department is empowered by legislative authority to contract with LAs to plan, develop, design, acquire right of way, and construct transportation facilities. The Department is the primary recipient of State and Federal funds. The Department awards the funds in the form of grants to subrecipient LAs for transportation project delivery. The grant programs reimburse LAs for the services provided to the public.

Florida laws contain specific appropriations to LAs for transportation funding programs with State funds and the Department is designated as the responsible State agency for awarding and monitoring of the appropriation created grant programs. A list of grant programs is found on the Local Programs Office webpage:

<https://www.fdot.gov/programmanagement/LP>.

Public Law 102-240 (*Intermodal Surface Transportation Efficiency Act of 1991*) expanded the Federal-Aid Highway Program (FAHP) to increase the number of funding categories available to LAs as subrecipients of Federal-aid funds. Subsequent Federal laws further solidified and often expanded funding and categories available to LAs. This increase of funds and categories creates a partnership between the Federal Highway Administration (FHWA), Florida Division Office and the Department to provide oversight and monitor LAs participating in FAHP project delivery. When the Department contracts with any LA for reimbursement using FAHP funds administered by the FHWA, the Department must ensure LAs comply with all applicable Federal (and State) laws, statutes, rules, and regulations.

The Department assigns responsibility for administration and oversight of the collective programs under the Local Programs Office umbrella to a State Local Programs (LP) Administrator in the Central Office. In each District, a District LP Administrator administers and oversees the programs. The District LP Administrator is designated by the District Secretary. Each District must provide project management and oversight support to the District LP Administrator through the Offices of Planning, Environmental Management, Design, Procurement, Program Management, Right of Way, and Construction.

1.6 DEFINITIONS

Local Agency – a unit of government or any officially designated public agency or authority of such a unit of government that has the responsibility for planning, construction, operation or maintenance of, or jurisdiction over a transportation facility. For the purposes of administering this procedure common subrecipient LAs are municipalities, counties, transportation authorities, community development districts, water management districts, other state agencies, etc.

State Local Programs Administrator – The Central Office staff member responsible for establishing policy, developing procedures and guidance, providing project and program oversight, developing and delivering training, and conducting quality assurance reviews in coordination with the Districts, other Department Offices, and other State and Federal agencies as appropriate for all programs placed under Local Programs, Office of Program Management's purview. Specific responsibilities are included throughout the **LPM**.

District Local Programs Administrator – The District staff member designated by the District Secretary responsible for coordinating between the District offices and sections and with the LAs to develop and deliver projects under the District Local Programs sections. The District LP Administrator works closely with planning, project development, environmental, design, right of way acquisition, and construction staff in the District to obtain all approvals, assurances, and certifications required for those respective areas. Specific responsibilities are included throughout the **LPM**.

1.7 DISTRIBUTION

The **LPM** and associated **Program Management Bulletins** and other related Department **Forms** and **Procedures** are public documents as defined in **Chapter 119 F.S.** and must be made available to the public. The principal avenue of availability to all customers, including the public, is the Department's webpage: <https://www.fdot.gov/>. All customers are advised of the opportunity to review, download, and/or print the **LPM** as a whole or by chapter for free at the Local Programs web address provided here: <https://www.fdot.gov/programmanagement/lap/lap-toc.shtm>.

LPM users can register to receive notification of updates and **Bulletins** online through the Department's Contact Management Database at:
<https://www.fdot.gov/designsupport/contactdatabase.shtm>.

Access to Paper Copies for External Customers: External customer requests for paper copies, after being advised of the free availability on the Local Programs website, is forwarded to the Central Office or District Public Records Request designee. A reproduction fee of 15 cents per page copied on paper one-sided or 20 cents per page copied on paper two-sided is specified in **Section 119.07, F.S.** Any monies received is submitted to the Comptroller in accordance with the latest version of the **Receipt Processing, FDOT Procedure No. 350-080-300**.

1.8 LOCAL PROGRAMS MANUAL REVIEW

The **LPM** is a dynamic document that requires periodic review. In the Central Office, each Department Office assigns a technical expert who communicates changes to the State

LP Administrator and participates in periodic reviews to assess the need for content changes. FHWA, Florida Division Office also reviews and approves the **LPM**, per the **FDOT/FHWA Stewardship and Oversight Agreement**. FHWA's review is specific to Federal-Aid program and project delivery and does not apply to content that provides direction for state funded grant programs.

Comments or suggestions on the **LPM** may be submitted to the State LP Administrator using any of the following contact information:

Email: CO-localprograms@dot.state.fl.us
Phone: (850) 414-4383
Address: 605 Suwanee St., M.S. 75, Tallahassee, FL 32399

The Department's Forms and Procedures webpage also allows for comments to be submitted directly online here: <https://pdl.fdot.gov/ContactUs>.

As comments and suggestions are received, they are assigned for action by the State LP Administrator to appropriate technical experts for review. Additional details on the steps required to complete the review process is provided in **Section 1.9.1**.

1.9 LOCAL PROGRAMS MANUAL REVISIONS AND ADDITIONS

The State LP Administrator reviews and addresses comments received from other Department Offices, District Offices, LA partners and stakeholders on an on-going basis and in accordance with **Standard Operating System Procedure No. 025-020-002**. Substantive revisions that result in policy change are coordinated with the Executive Team for concurrence.

When a new item or substantial change cannot be adequately addressed within the **LPM's** current chapter/section(s), a new chapter or section is written. The chapter or section is written by the affected Department technical experts and coordinated by the State LP Administrator with other appropriate functional areas.

1.9.1 REVIEW STEPS

All chapters of the **LPM** go through a minimum of three rounds of review prior to publication of revisions. Due to both the external and internal partnering that occurs in the delivery of Local Programs projects, **LPM** general reviews are published via an externally accessible SharePoint™ site that any stakeholder may request access to. A summary of the review steps are as follows:

- 1) State LP Administrator initiates a review when a chapter is due, when a law or rule changes, or when a request is made from a customer.
- 2) State LP Administrator edits the chapter with comments or changes using a redline or change tracking tool in the publishing software. The LP Office sends the chapter edits for technical review to FDOT Subject Matter Experts and the FHWA Local Programs Engineer for review of changes, additional edits, and comments. Generally, technical reviewers complete their reviews in 14 days. Additional time may be provided for major changes.
- 3) State LP Administrator addresses comments with the technical reviewers and makes additional edits as needed.
- 4) State LP Administrator initiates the “general review”, which is open to all external and internal stakeholders, including LA staff that may be affected by the revisions. This review is usually 14 days, but more time may be granted by the State LP Administrator for major changes. All reviews are posted to the externally accessible [Program Management Partner SharePoint](#) and access to the SharePoint page may be requested at CO-LocalPrograms@dot.state.fl.us or the other contact methods provided in **Section 1.8**.
- 5) State LP Administrator ends the comment period by removing the review documents from the [Program Management Partner SharePoint](#). All comments and suggested edits are reviewed and logged in an excel spreadsheet. Any ambiguities are discussed directly with the commenter. Edits are made as appropriate in consultation with the Department technical expert(s).
- 6) Comment logs and revision histories are maintained by the State LP Administrator and are available upon request.
- 7) The final chapter version is posted to the [Local Programs Manual webpage](#) and an email announcement letting interested parties know the document is available is sent via Contact Mailer. FDOT's Forms and Procedures team is notified when postings occur.
- 8) **Chapter 1 of the LPM** is the Manual Adoption Procedure and follows the review process identified in **Standard Operating System Procedure No. 025-020-002**.

All revisions and updates are coordinated with the Forms and Procedures Office prior to publishing to ensure conformance with and incorporation into the Department's Standard Operating System.

1.9.2 BULLETINS

Upon concurrence by the Chief Engineer, **Program Management Bulletins** may be issued by the Office of Program Management. This action is used only when immediate implementation is needed. Examples of when the action is used include: mandatory legislative changes, FHWA directives, Judicial Court rulings, Department Policy changes or other timely issues.

A **Bulletin** has temporary authority and will be incorporated into the **LPM** following the revision process outlined in this chapter. **Bulletins** have a memorandum format and are sequentially numbered preceded by the last two digits of the year issued, i.e., 20-01; 21-01; 22-01, etc.

Bulletins are distributed in accordance with the revision steps provided in this chapter. The District LP Administrator will also distribute the **Bulletins** to the applicable LAs to ensure stakeholders with active projects receive the critical information.

1.10 TRAINING

Training in the use of the **LPM** is not required. Web based and in-person courses are available for many of the subjects and functional areas contained in the **LPM**. Training requirements for the Local Agency Program (LAP) are found in **Chapter 7**. Contact the State or District LP Administrator should more information about training be needed.

1.11 FORMS

Forms will be listed on a chapter-by-chapter basis, with accessibility identified if not available from the Department's Forms Library.