



Local Assistance Division Newsletter

Local Programs workshop – Calling for Breakout Session Proposals

The Local Assistance Division (LAD) recently held the 2023 Local Programs Workshop at the Founders Inn in Virginia Beach. Over 550 individuals from the consultant community and state, local and federal governments participated this year. 20 sessions covering topics ranging from Construction Management to applying for Federal Aid discretionary funding programs were provided to the participants. Thanks to everyone that joined us and helped make another successful Workshop!

Each year we work closely with a Workshop Planning Committee to provide the best and most beneficial session topics for our participants. For our 2024 Workshop, the division is trying something new and is soliciting for proposals for next years' breakout sessions for the Workshop Planning Committee's consideration. Topics can be anything associated with the Locally Administered Projects Program, funding, the project selection processes, etc. Our target audience especially loves to hear about new technologies used on projects and share lessons learned from specific projects. In the solicitation process, the division would also appreciate recommendations on speakers for the topic(s) you submit. Breakout sessions are about 1 ½ hour, oftentimes include two additional related topics, and limited to three speakers.

Please share your session ideas with LAD no later than January 26th. If your proposal is selected, you will receive a notification. Please note, that submitting your proposal does not guarantee that the topic will be selected. Submit your proposal [here](#).

If you have any questions, please contact [Michaela McCain](#) or [Traci Luu](#).

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Virginia Regulatory Town Hall Information

From time to time the Virginia Department of Transportation (VDOT) and Commonwealth Transportation Board (CTB) undertake periodic reviews of and changes to their regulations. These actions are posted on the Virginia Regulatory Town Hall. Stakeholders such as citizens and locality staff may register on the Town Hall to receive notices when an entity such as the CTB or VDOT is proposing to take an action on a regulation. Registration with Town Hall provide the registrant sufficient notice to submit comments in response to the proposed action.

Localities that may have an interest in CTB or VDOT regulations are encouraged to subscribe. Instructions for subscribing and registering can be found at the following link: [Register as a public user](#). Once registered, you will receive an email with a link to activate your account and modify or specify email preferences.

Compliance Program Updates

On September 29, 2023, LAD emailed the FY 2023 Federal Sub-Recipient Reporting letter to all localities for which VDOT disbursed more than \$100,000 in federal funds in FY 2023. For these sub-recipients, certain federal requirements may apply depending on the amount of federal funds received from all sources, not just VDOT. The letter included a reminder for sub-recipients to submit the Annual Comprehensive Financial Report's (ACFR's), annual financial audit and Single Audit Reports (if separate from ACFR) no later than March 31, 2024.

The letter, FY 2023 Response Form and FY 2023 Sub-recipient Expenditure Spreadsheet are all included on our [Locally Administered Projects](#) website.

Public Right-of-Way Accessibility Guidance (PROWAG) Final Rule Notice for Districts

The U.S. Architectural and Transportation Barriers Compliance Board (Access Board) recently issued its final rule for accessibility guidelines for pedestrian facilities in public rights-of-way (PROWAG or guidelines) effective September 8, 2023. These guidelines are issued under Title II of the Americans with Disabilities Act of 1990 (ADA) and the Architectural Barriers Act of 1968 (ABA). Title II of the ADA applies to State and local government facilities, among others. The ABA applies to facilities constructed or altered by or on behalf of the Federal Government, facilities leased by Federal agencies, and some facilities built with Federal funds, including those funded through VDOT.



The purpose of the guidelines is to ensure that pedestrian facilities located in the public right-of-way are readily accessible to and usable by pedestrians with disabilities. Despite on-going efforts to improve access, pedestrians with disabilities throughout the United States continue to face major challenges in public rights-of-way because many sidewalks, crosswalks, and other pedestrian facilities are inaccessible. Equal access to pedestrian facilities is of particular importance because pedestrian travel is the principal means of independent transportation for many persons with disabilities.

Key accessible features of pedestrian facilities specified in these guidelines include:

- **Pedestrian Access Routes:** Sidewalks, shared use paths and other pedestrian circulation paths must contain a “pedestrian access route,” which is required to be accessible to and traversable by individuals with disabilities. The portions of these sidewalks and paths that comprise the pedestrian access route must be wide enough to minimize the possibility of a pedestrian using a mobility device falling into a roadway when passed by another pedestrian. Pedestrian access routes have specified cross slopes and running slopes so that they are traversable by pedestrians using manual wheelchairs or other mobility aids without exhaustive effort. Surfaces of paths in the pedestrian access route must be firm, stable, and slip resistant, without large openings or abrupt changes in level. Objects may not hazardously protrude onto sidewalks, shared use paths, or other pedestrian circulation paths.
- **Alternate Pedestrian Access Routes:** When an entity closes a pedestrian access route for construction, it must provide a temporary alternate pedestrian access route with basic accessible features. Alternate pedestrian access routes ensure that construction in the public right-of-way does not prevent pedestrians with disabilities from reaching their destinations.
- **Accessible Pedestrian Signals:** All new and altered pedestrian signal heads installed at crosswalks must include “accessible pedestrian signals” (APS), which have audible and vibrotactile features indicating the walk interval so that a pedestrian who is blind or has low vision will know when to cross the street. Pedestrian push buttons must be located within a reach range such that a person seated in a wheelchair can reach them. The walk speed used to calculate the crossing time allows pedestrians with disabilities sufficient time to cross.



- **Crosswalks:** Curb ramps and detectable warning surfaces are required where a pedestrian circulation path meets a vehicular way. Crosswalks at multilane roundabouts and channelized turn lanes must have additional treatments that alert motorists to the presence of pedestrians or slow or stop traffic at those crosswalks.
- **Transit Stops:** Boarding and alighting areas at sidewalk or street level, as well as elevated boarding platforms, must be sized and situated such that a person with a disability can board and alight buses and rail cars. Pedestrian access routes must connect boarding and alighting areas and boarding platforms to other pedestrian facilities. Transit shelters must have clear space for use by a person in a wheelchair.
- **On-Street Parking:** On-street non-residential parking must have designated accessible parking spaces sized so that a person with a disability may exit a parked vehicle and maneuver to the sidewalk without entering a vehicular way. Standard size designated accessible on-street parking spaces must be situated near an existing crosswalk with curb ramps.

The following excerpt was taken from guidance provided by VDOT State L&D Engineer Emmett Heltzel, P.E. and State Traffic Operations Engineer Mark Cole, P.E. on 8/16/2023:

“As many of you may already be aware, the Access Board recently issued its [Final Rule](#) regarding Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way. The rule provides updated guidelines to ensure the accessibility and usability of pedestrian facilities within the public right-of-way, including for pedestrians with disabilities.

At this time, these latest guidelines have not been officially adopted by VDOT and, until you receive further notice, VDOT should continue to execute our work per our existing policies and practices. As the U.S. Departments of Justice (DOJ) and Transportation (DOT) work towards consideration of further federal adoption, Central Office Location & Design (L&D) and Traffic Operations Divisions (TOD) alongside the Civil Right Division and other partners will be working with FHWA to determine the specific details of formal acceptance of the new guidance into VDOT policy and practice. ***Formal direction will be provided when these guidelines are to be incorporated into VDOT's work.”***

VDOT Districts will continue to advise localities concerning implementation of PROWAG as the policy is developed. Any questions concerning PROWAG should be directed to your Local Project Coordinator.



Qualification Program

Qualification Program Class in Petersburg – Spots Still Available!

The Qualification Program recently added an in-person instructor-led session. The class is being held in the Petersburg area on October 27th, from 8:00 am – 5:00 PM. To register, click [here](#)! Space is limited, we encourage you to register early. Please note that you must complete the self-paced online modules prior to attending the classroom session. The self-paced modules will take eight to ten hours to complete.

If you are interested in future classes, please visit our [Qualification Program website](#). The upcoming schedule will be finalized soon.

Please contact [Traci Luu](#) if you have any questions or concerns about the Qualification Program.

3- Year Renewal Qualification Program Update

The re-certification program is currently being transferred from Talent LMS to the Virginia Department of Transportation University (VDOTU). During this transition period, re-certifications are on hold and certifications set to expire between October 15, 2023, and December 30, 2023, are being extended for 60 days. (Ex. Qualification certificates set to expire on October 15, 2023, now have an expiration date of December 14, 2023.) All affected individuals have been contacted via email.

When the re-certification QP course is launched in VDOTU, affected individuals will be notified with additional information and instructions on how to access the course content. **Please note that this course is different from the QP course in that it is a refresher that covers the Project Management modules.** For the re-certification QP course, you will need to complete the eight (8) QP - Project Management modules (versus the 12 modules in the full QP course). Each module includes a lecture, video(s), short quiz and resource links. For quizzes, the minimum passing score is 80%; quizzes may be retaken as many times as necessary to achieve a passing score. There is no final exam. Your re-certification will be valid for three years from the date of course completion.

Please visit our [website](#) for more details or contact [Traci Luu](#) with any questions.



State Trails Office

The State Trails Office is planning three virtual engagement forums, offering the public opportunities to provide feedback or ask questions about the Statewide Trails Plan.

The Statewide Trails Plan aims to lay the groundwork for a network of multiuse trails by inventorying existing and proposed trails, identifying key gaps in the network of trails, outlining the next steps and best practices in multi-use trail development, and providing opportunities for community engagement.

Public participation in these forums is valuable in the planning process for laying the groundwork for a network of accessible and connected multi-use trails across Virginia. The presentations will be the same across the three forums, so the public can choose the date and time that works best for them.

The first forum will be on October 30, 2023 (6:00 – 7:30 PM ET) for the western districts, including Bristol, Salem, Staunton and Lynchburg. To register, click [here](#).

The second will be on November 1, 2023 (6:30 - 8:00 PM ET) for the northern districts, including Northern Virginia, Culpeper and Fredericksburg. To register, click [here](#).

And the third will be on November 2, 2023 (6:00 - 7:30 PM ET) for the eastern districts, including Richmond and Hampton Road. To register, click [here](#).



Funding

FY25 State of Good Repair (SGR) Local Paving Applications Cycle and FY25 SGR Local Bridge Application Cycle -

FY25 SGR Local Paving Application Cycle

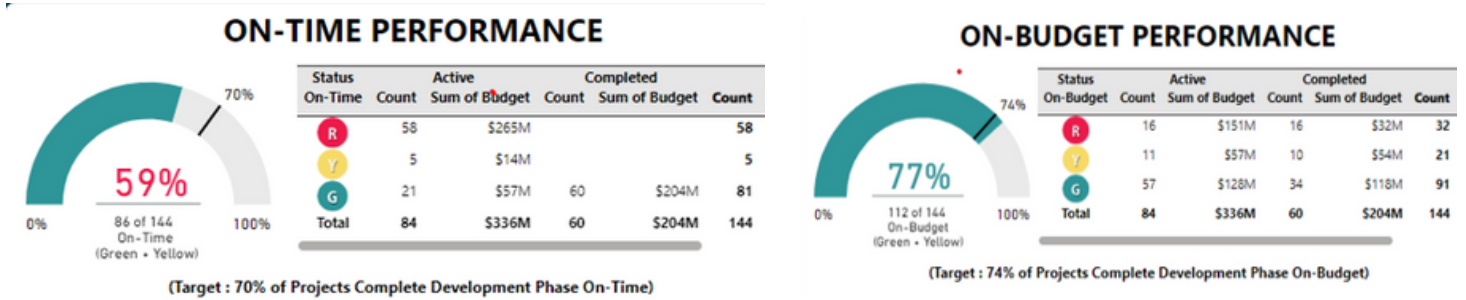
The SGR Local Paving application intake period opened in the Smart Portal on October 10, 2023, and will close on December 8, 2023, at 5:00 PM. Funding for selected projects is anticipated to be available on July 1, 2024. Applications must follow the federal process. Localities will have an opportunity to request an exception to the federal process in the Spring of 2024, after the project selection is complete. The application funding limit remains at \$1.5 million per locality, per fiscal year. Selected projects must be advertised within 12 months of receipt of funding. Pursuant to federal laws, certain maintenance activities trigger compliance with the Americans with Disabilities Act (ADA). Projects funded through this process must meet the minimum threshold for ADA compliance and the project estimates should include the amount required to comply with these requirements. For further information regarding maintenance activities and ADA compliance, please visit the joint Department of Justice and Department of Transportation Joint Technical Assistance memorandum located at <http://www.ada.gov/doj-fhwa-ta.htm> and the Federal Highway Administration's Federal Aid Essentials module entitled ADA Requirements for Resurfacing Projects at <https://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=107>. Additional information regarding the application process, required forms and eligible segments can be found at: https://vdot.virginia.gov/business/local_assistance_division-funding_programs.asp

FY25 SGR Local Bridge Application Cycle

The SGR Local Bridge applications followed a manual submission process for FY25. The pre-application period opened on August 14, 2023 and closed on September 15, 2023. The full application period will begin on October 23, 2023 and will close on December 1, 2023 at 5:00pm. Funding for the selected projects is anticipated to be available on July 1, 2024. Additional information can be found [here](#).

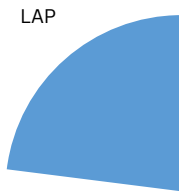
Locally Administered Project Performance Update

Dashboard performance snapshot FY24 Q1

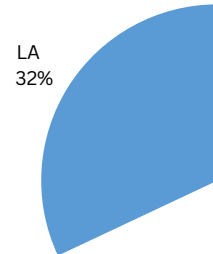


Size of the Locally Administered Program

Active VDOT - LAP Percent of CN
\$24,410,153,601 Total CN \$ Value



Active VDOT - LAP Percent of CN Project
3,862 Total Projects



DOT
8%

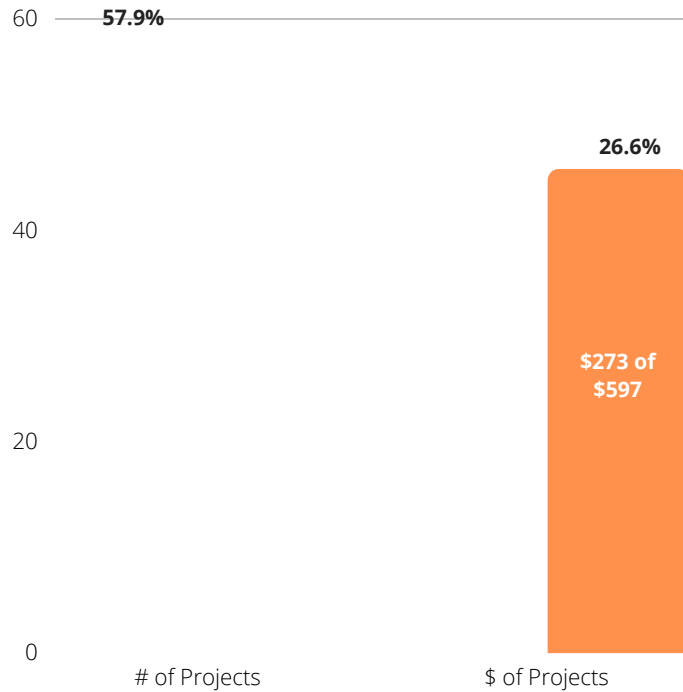
77%

Chart 1: Active projects are locally administered projects that are under development or construction as indicated in Project Pool. Projects with a status of "canceled," "waiting financial closure," or "monitoring funds" are excluded. The Hampton Roads Bridge Tunnel Expansion and Transform I-66 Outside the Beltway projects are excluded due to project size. Projects without a CN value are also excluded.

Note: As of 9/27/2023

CY23 LAP Commitments

CY23 LAP Commitments



The Commitment List tracks planned calendar year (CY) advertisement commitments for the locally administered projects. At the beginning of 2023, localities planned to advertise 190 projects with an estimated \$597M CN value. To date, 110 projects have been advertised with a CN value of \$273 M.

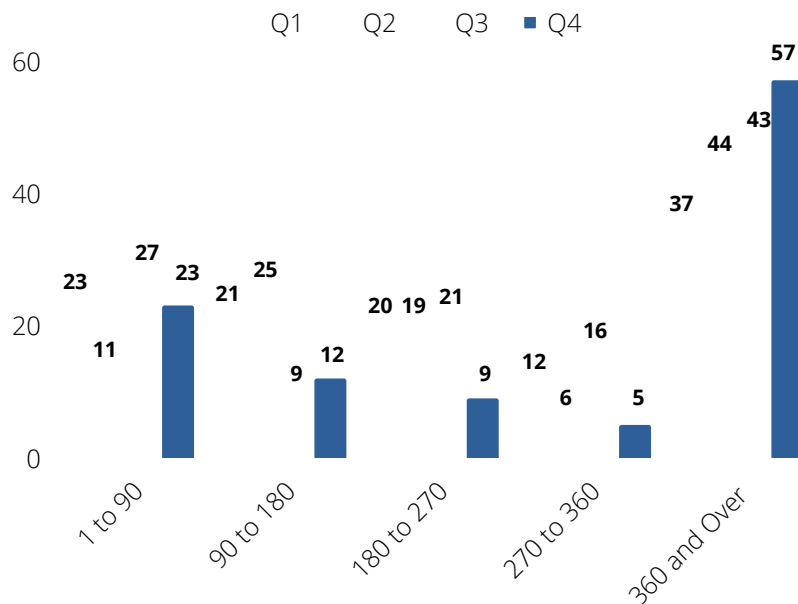
[Local Assistance Division - Business](#) | [Virginia Department of Transportation \(virginiadot.org\)](http://virginiadot.org)

Projects in Scoping

Project Scoping Upcoming due @ 90 days: **21**

Projects that are past due: **106**

Past Due Scoping Planned Date



Local Assistance Welcomes New Staff!



Philip Kempf - Federal Programs Coordinator

Philip Kempf has joined VDOT's Local Assistance Division as a Federal Programs Coordinator and will be coordinating Transportation Alternative Program (TAP) applications and projects in the Northern Virginia (NOVA), Culpeper & Lynchburg Districts. He will also oversee the Ready, Set, Go! Program. Prior to joining LAD, Phil was employed with VDOT's Transportation Planning and Mobility Division; Michael Baker Engineering and various MPO's & local planning departments in North Carolina, Florida and Virginia. Phil holds a master's degree in urban and regional planning from Virginia Commonwealth University and a bachelor's degree in Geography from the University of North Carolina at Greensboro (UNCG).



Soyoung Lee - Program Analyst

Soyoung has joined VDOT's Local Assistance Division as a Program Analyst for the Revenue Sharing Program since September 2022. She performs financial review of project allocations, provides support in transfer of allocations across project or balance entry accounts, ensures all financial transactions meet Commonwealth Transportation Board and Division policies and procedures, and provides program management support for the Revenue Sharing Program.

Prior to joining VDOT, Soyoung was an Agency Management Analyst Senior at the Virginia Department of Taxation. Soyoung has a Master of Arts in Applied Linguistics from Georgia State University and a Bachelor of Science in Chemistry from Myong-Ji University in South Korea.



Jaysaree Sankar - Program Administration Specialist

Jayasree Sankar has joined VDOT's Local Assistance Division as a Program Admin Specialist II for Locality Sustained Performance Program since April 2023. She creates, enhances interactive Reports and dashboards that drives Business Intelligence using Power BI tool.

Prior to joining VDOT, Jaysaree has nine years of experience as Data Visualization Developer and Admin using various Business Intelligence Tools like Tableau, Power BI, WEB Focus, SAS and MicroStrategy for Organization like Salesforce, Cognizant and Tata Consultancy Services in India. She has a bachelor's degree in information technology from Anna University -Jerusalem College of Engineering in India.



Romeia Washington - Business Coordinator

Romeia joined VDOT's Local Assistance Division in July 2023 as a Financial Specialist where she has assisted in the financial research, review, and analysis for locally administered projects that have been identified as ready for closeout. Romeia has an extensive financial background spanning two decades with reputable institutions like Capital One, Genworth, and Virginia Credit Union in various roles with a focus in operational aspects. In October, Romeia transitioned into the role of Business Coordinator where she hopes to leverage her financial acumen to drive operational excellence.



Wood Hudson - Transportation Program Administrator

Wood Hudson has joined VDOT's Local Assistance Division as its new Transportation Program Administrator. He will be involved in implementing the Urban Maintenance Program, Legislative monitoring, and providing a cross-departmental look at LAD programs and activities. Wood comes to LAD after some time with the VDOT State Trails office. Before joining VDOT, he worked for the Department of Rail and Public Transportation as a Statewide Transit planner. Mr. Hudson has over 10 years of transportation planning and analysis experience at the state and regional levels. Before working in the transportation sector, he was an environmental planner focused on freshwater streams, rivers, and wetlands. He holds a master's degree in urban and environmental planning, from the University of Virginia and a bachelor's degree in environmental studies and Sustainable Development, from Rollins College.