

Helpful Hints for Working with VDOT on Local Projects

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Presentation Overview

- VDOT Organization
- Locally-Administered vs. VDOT-Administered
- Project Types & Funding Programs
- Federally-Funded Project Requirements
- Consultant Procurement
- Keys to Project Success
- Resources



VDOT plays a critical role in funding and approving local transportation projects.

VDOT Organization

Spring 2025

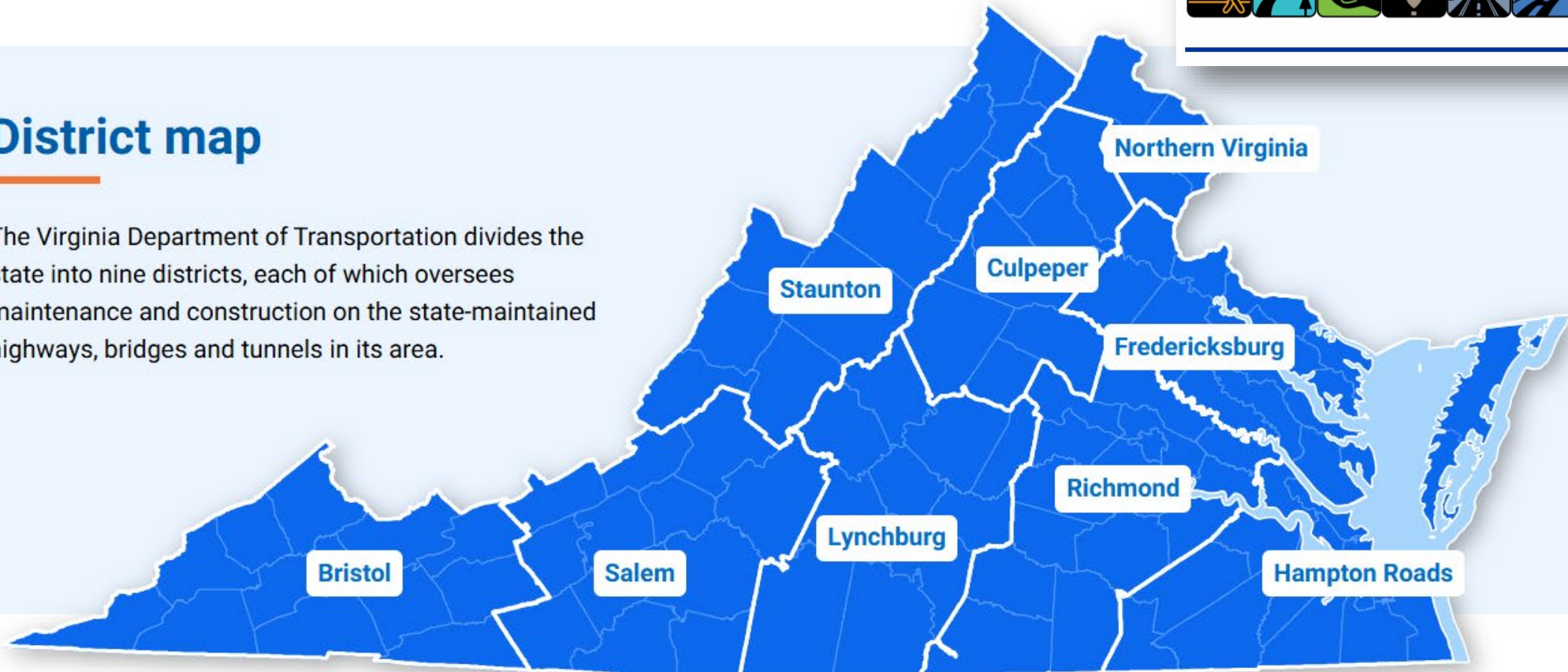


Local Assistance Division Newsletter



District map

The Virginia Department of Transportation divides the state into nine districts, each of which oversees maintenance and construction on the state-maintained highways, bridges and tunnels in its area.



Project Types & Funding Programs

Federal Programs

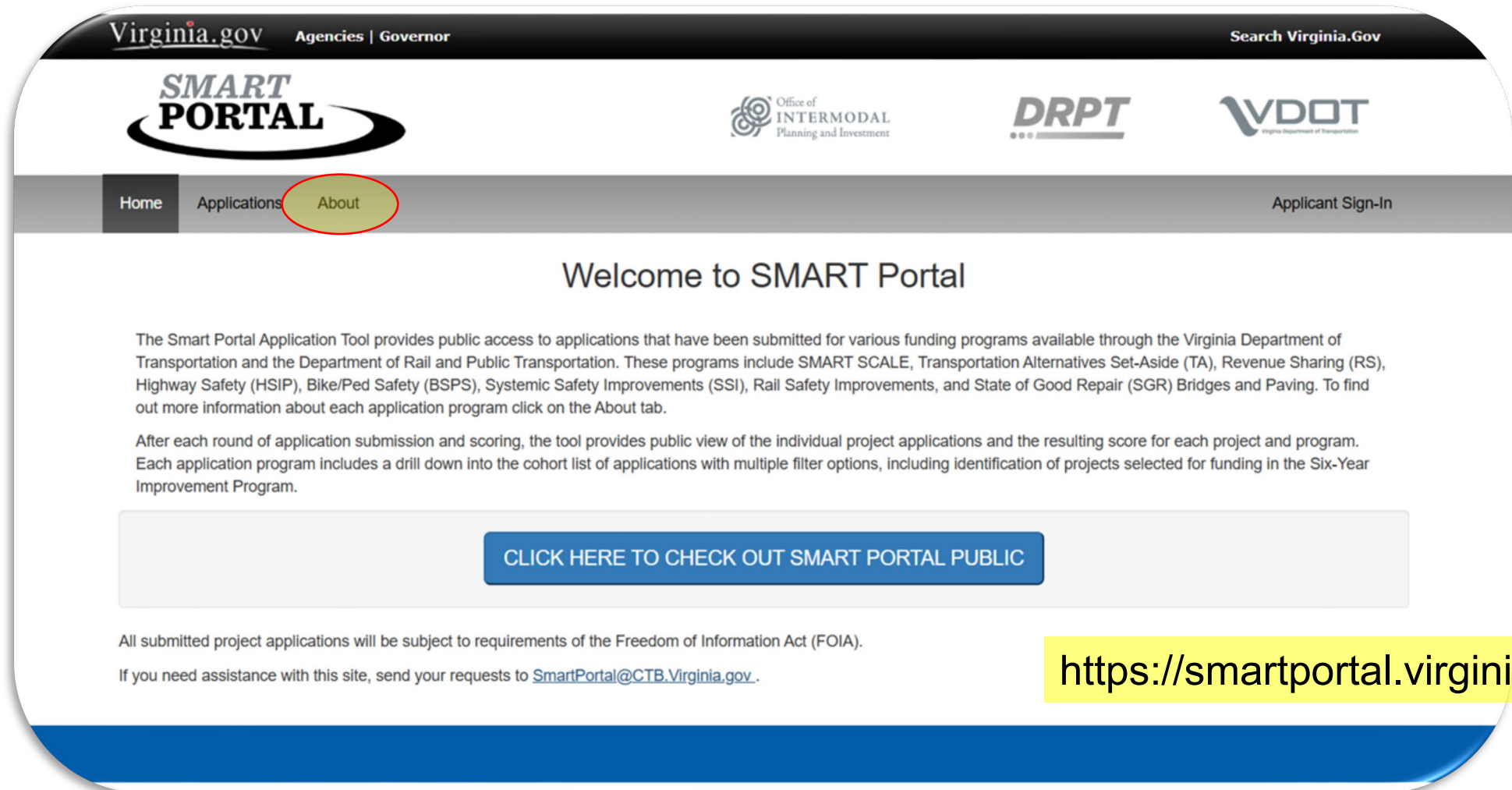
- Transportation Alternatives Program (TAP) (formerly Enhancement Program)
- Safe Routes to School Program
- Safe Streets & Roads For All (SS4A)
- Highway Safety Improvement Program (HSIP)
- Congestion Mitigation & Air Quality (CMAQ)
- Regional Safety Transportation Program (RSTP)
- Federal Bridge Funds
- RAISE/BUILD/TIGER Grants (USDOT/HUD)

State Programs

- Revenue Sharing
- State of Good Repair Funding (bridges/pavements)
- Urban Maintenance Program
- Access Program (Economic Development, Airports, Recreational Access)



Project Types & Funding Programs



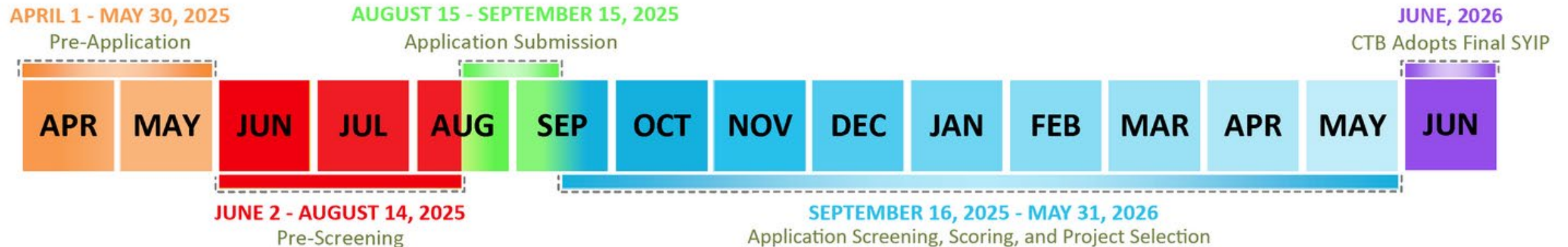
<https://smartportal.virginiahb2.org>

Project Types & Funding Programs

Revenue Sharing and Transportation Alternatives Program

- pre-applications were due 05/30/2025
- final applications due 09/15/2025

Application process and forms



Project Types & Funding Programs

Ready, Set, Go! Transportation Alternatives Grant Program

- applications due 09/30/2025

READY, SET, GO! PROGRAM GUIDE

ELIGIBLE APPLICANTS AND PROJECT CONSIDERATIONS

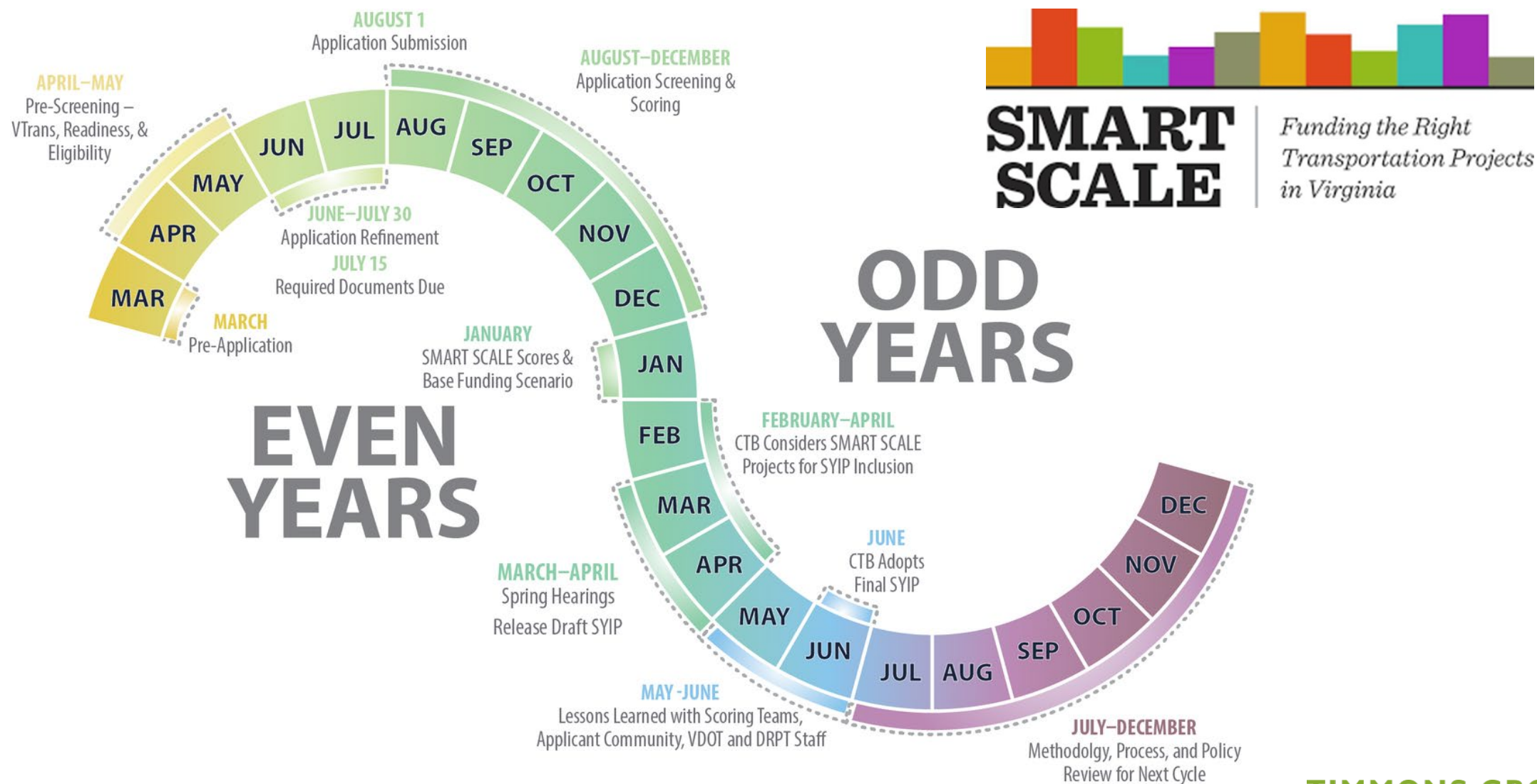
Localities with a population size of less than 200,000 are eligible to apply for RSG!. Priority is given to localities with populations of less than 5,000 that are not contained within a TMA/TPO area. Consult VDOT's Local Assistance Division should you have questions regarding eligibility.

The RSG! program solely supports project types that would be eligible under the Transportation Alternatives program. Refer to the Transportation Alternatives Program Guide for project eligibility information. Projects that would not be eligible for TAP funding, such as maintenance, projects that are not non-motorized use (e.g., park rehabilitation, intersection improvements that enhance vehicle capacity or operations), recreation trails, or area-wide plans/studies. Logical termini and independent utility must also be identifiable either during submission or during the RSG! process.

If localities choose to submit a TAP application, they can request that VDOT administer projects. Interested parties are strongly encouraged to discuss proposed project ideas and budgets with VDOT District staff prior to submitting a pre-application.



Project Types & Funding Programs

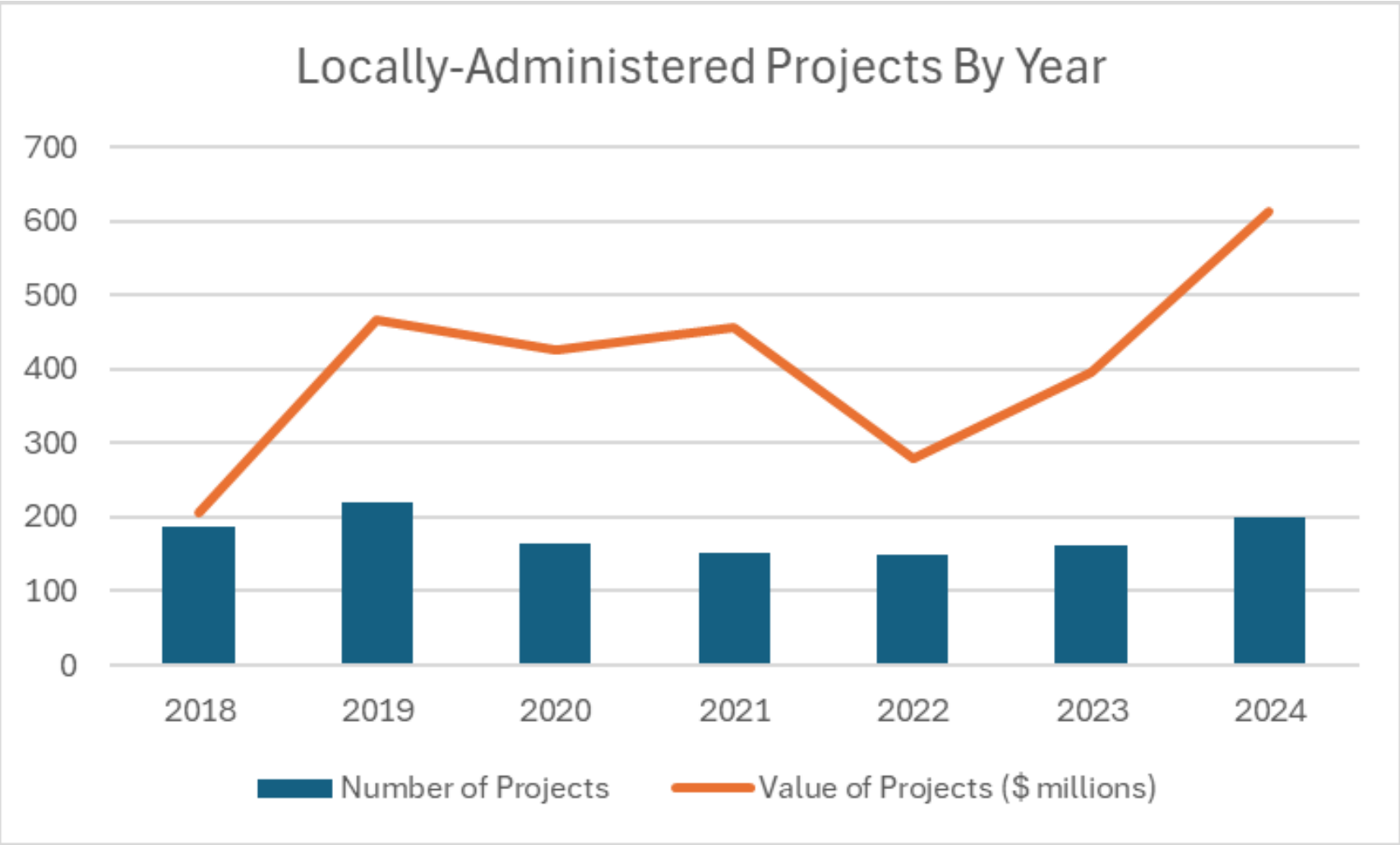


Locally-Administered vs. VDOT-Administered

VDOT will develop programs and processes that provide local governments the necessary tools to successfully administer transportation programs. VDOT will establish consistent requirements so federal and state stewardship and oversight responsibilities can be met and projects can be implemented in the most efficient and effective manner possible. VDOT will optimize Department resources by focusing efforts on highest risk areas.



Locally-Administered vs. VDOT-Administered



Locally-Administered vs. VDOT-Administered

- Projects must be included in the SYIP
- Locality must have a full-time employee who has completed the LAP Qualification Program
- 8 to 10 hours of on-line training modules plus 1-day, in-person instructor-led training session and exam

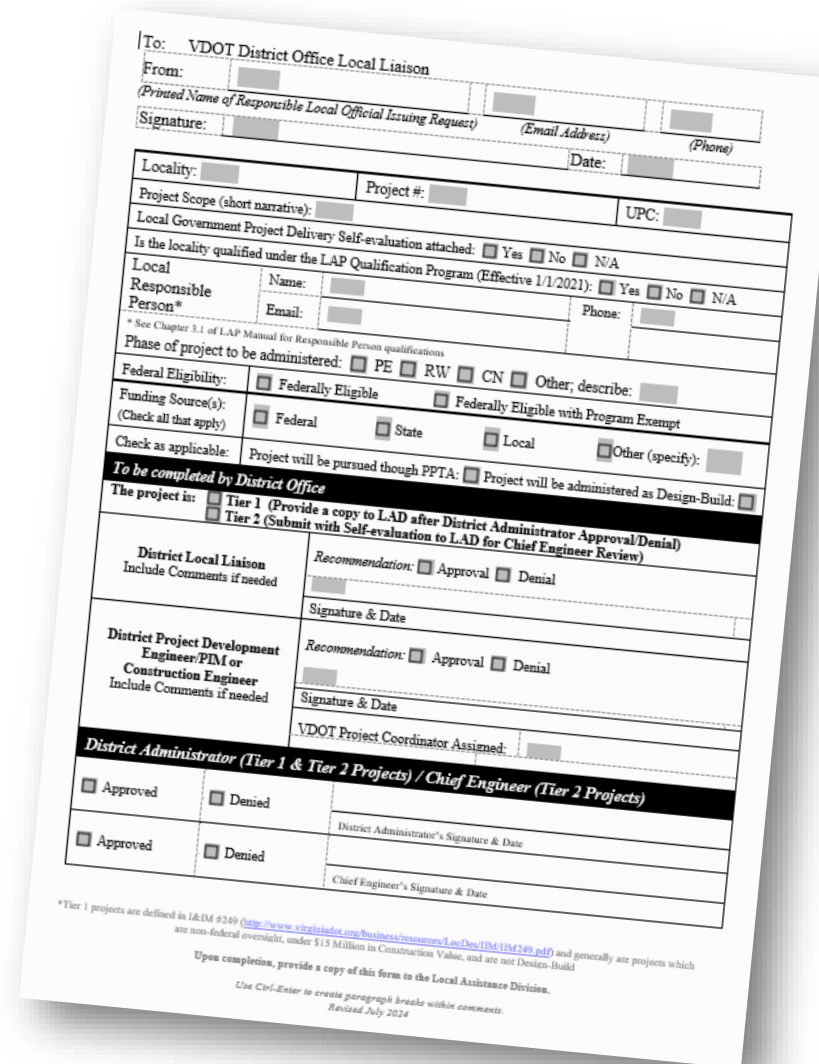


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**Locally Administered Projects
Qualification Program**

Locally-Administered vs. VDOT-Administered

- Request to Administer Process



The form is titled "Request to Administer Process" and is used for requesting the administration of a project. It includes sections for project information, eligibility, funding, and approval. The form is divided into several sections with checkboxes and text boxes for input.

To: VDOT District Office Local Liaison

From: [Name] [Address] [City] [State] [Zip] [Phone]

Signature: [Signature] **Date:** [Date]

Locality: [Locality] **Project #:** [Project #] **UPC:** [UPC]

Project Scope (short narrative): [Project Scope]

Local Government Project Delivery Self-evaluation attached: ☐ Yes ☐ No ☐ N/A

Is the locality qualified under the LAP Qualification Program (Effective 1/1/2021): ☐ Yes ☐ No ☐ N/A

Local Responsible Person* **Name:** [Name] **Email:** [Email] **Phone:** [Phone]

* See Chapter 3.1 of LAP Manual for Responsible Person qualifications

Phase of project to be administered: ☐ PE ☐ RW ☐ CN ☐ Other, describe: [Other]

Federal Eligibility: ☐ Federally Eligible ☐ Federally Eligible with Program Exempt

Funding Source(s): (Check all that apply) ☐ Federal ☐ State ☐ Local ☐ Other (specify): [Other]

Check as applicable: Project will be pursued through PPTA: ☐ Project will be administered as Design-Build: ☐

To be completed by District Office

The project is: ☐ Tier 1 (Provide a copy to LAD after District Administrator Approval/Denial) ☐ Tier 2 (Submit with Self-evaluation to LAD for Chief Engineer Review)

District Local Liaison Include Comments if needed **Recommendation:** ☐ Approval ☐ Denial **Signature & Date:** [Signature & Date]

District Project Development Engineer/PIM or Construction Engineer Include Comments if needed **Recommendation:** ☐ Approval ☐ Denial **Signature & Date:** [Signature & Date]

VDOT Project Coordinator Assigned: [Name]

District Administrator (Tier 1 & Tier 2 Projects) / Chief Engineer (Tier 2 Projects)

☐ Approved ☐ Denied **District Administrator's Signature & Date:** [Signature & Date]

☐ Approved ☐ Denied **Chief Engineer's Signature & Date:** [Signature & Date]

*Tier 1 projects are defined in 18IM 9249 (<http://www.virginiadot.com/business/resources/LocDev/18IM9249.pdf>) and generally are projects which are non-federal oversight, under \$15 Million in Construction Value, and are not Design-Build

Upon completion, provide a copy of this form to the Local Assistance Division.

Use Ctrl-Enter to create paragraph breaks within comments.

Revised July 2024

Locally-Administered vs. VDOT-Administered

- Projects must be included in the SYIP
- Locality must have a full-time employee who has completed the LAP Qualification Program
- 8 to 10 hours of on-line training modules plus 1-day, in-person instructor-led training session and exam
- Request to Administer process
- Title VI Certification
- Locality Sustained Performance Program (LSPP)



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**Locally Administered Projects
Qualification Program**

Federally-Funded Project Requirements

- Plan for inclusive public meetings
- Start before submitting funding applications
- National Environmental Policy Act (NEPA)
- Civil Rights requirements
- Uniform Act for Right-of-Way Acquisition
- VDOT Right-of-Way Manual
- Federal Aid Construction Provisions



Consultant Procurement

- Qualifications Based Selection (QBS)
- Project-based or on-call contract?
- Cannot use another locality's contract
- However, many PDCs have on-call consultant contracts you can use
- Must follow VDOT RFP procedures for any federally-funded projects
- Coordinate in advance with VDOT District staff



VDOT Design Review Process

- Scoping meeting & field inspections
- Expect 30% - 60% - 90% reviews
- Respond thoroughly to VDOT comments
- Wait for phase authorizations (PE/RW/CON)
- Project Cost Estimating System (PCES)



Top 10 Keys to Local Project Success

1. Get to know your VDOT District and Residency staff
2. Define project scope early and avoid scope creep
3. Get help to develop realistic budgets and update estimates often
4. Really get to know VDOT's *Locally Administered Projects Manual*
5. Be patient and be prepared to wait for VDOT approvals and authorizations



Top 10 Keys to Local Project Success

6. Don't skip steps (consultant procurement, environmental, utility coordination, right-of-way)
7. Be flexible and plan for alternatives/options in your construction bid documents
8. Accept the fact that railroads and utility companies can be very challenging to work with and budget extra time if they're on your project
9. Coordinate and communicate constantly with VDOT, stakeholders, and the public
10. Document everything and be prepared for an audit



Resources

<https://www.vdot.virginia.gov/doing-business/technical-guidance-and-support/technical-guidance-documents/locally-administered-projects-manual/>




Resources

<https://www.vdot.virginia.gov/doing-business/for-localities/training-and-outreach/>

Home / Doing business / For localities / Training and Outreach

Training and Outreach



Local Assistance Division email sign up!

VDOT's Local Assistance Division offers email notifications. Sign up to be notified when we post local governments or training opportunities.

Upcoming training opportunities

Qualification Program: Hybrid Instructor Led Classroom
Friday, May 30, 2025
[Click here](#) to find out more information and to register.

2025 Local Programs Workshop
Tuesday, September 16 - Thursday, September 18, 2025
[Click here](#) to find out more information.


Training for localities

- Local Programs Workshop
- Locally Administered Projects Qualification Program
- ProjectWise Deliverables Management

Resources

<https://www.vdot.virginia.gov/doing-business/for-localities/local-programs-workshop/>

[Home](#) / [Doing business](#) / [For localities](#) / [Local Programs Workshop](#)



LOCAL PROGRAMS WORKSHOP


2025


The thirteenth annual Local Programs Workshop will be held September 16 - 18, 2025 at Hilton Norfolk The Main, in Norfolk Virginia. This annual workshop provides an excellent learning and networking opportunity to discuss the delivery of the local transportation program.


The Local Programs Workshop focus is to provide an overview of local programs and training for program management and project development. In addition to the plenary sessions, the workshop will feature 20 breakout sessions scheduled in four concurrent tracks, as well as optional mobile workshops over the two-day and half workshop. This Workshop is intended for local public agency staff that has oversight of locally administered projects or works with projects receiving special funding from various programs, as well as consultants and VDOT staff that are involved in locally administered projects.


Questions?

For questions related to the Local Programs Workshop, please contact us at LocalProgramsWorkshop@vdot.virginia.gov

 Solicitation for Breakout Session Proposals



 Location & Lodging



Questions???



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