



# Local Assistance Division Newsletter



## 2023 Local Programs Workshop

The Founders Inn and Spa

September 11th-14th



The eleventh annual Local Programs Workshop will be held in Virginia Beach at The Founders Inn and Spa. This workshop will focus on providing an overview of local programs and will provide training for program management and project development. This will bring together local government, Virginia Department of Transportation (VDOT), and private sector staff to discuss the delivery of the local transportation program. In addition to the plenary sessions, the workshop will feature 20 breakout sessions scheduled in four concurrent tracks over the two-day workshop. This workshop is intended for local public agency staff that have 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.

**Registration** – General registration will open in June. Keep watch for additional information on the [Local Programs Workshop webpage](#).

**Sponsorships** – This will be an excellent learning and networking experience for both the public and private sector. A limited number of workshop sponsorships are available to the private sector. Information regarding sponsorship opportunities is available on the [Local Programs Workshop webpage](#).

**Continuing Education Credits** - For the purposes of the Virginia Department of Professional and Occupation Regulation (DPOR) continuing education requirements to uphold a Virginia Professional Engineer license, this workshop earns up to 11.4 continuing education credits.

## Updates & Features

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# Recent Updates



## NEW IJJA Locally Request Form

Recently, the Department published an Infrastructure Investment and Jobs Act (IJJA) Discretionary Grants Request form. Whenever a locality or external entity would like a letter of support (LOS) from the Department or the Secretary of Transportation to accompany a discretionary grant application, this form must be used. Click [here](#) to access the form.

## NEW Guidance Regarding the Uplisting of the Northern Long-Eared Bat



Virginia Department of Transportation's Environmental Division recently published a new guidance regarding the uplisting of the Northern Long-Eared Bat from threatened to endangered status. This uplisting can significantly impact transportation maintenance and construction activities. All stakeholders are encouraged to become familiar with the new regulatory requirements. For more information, please visit, the [Environmental Division's Page](#) or [U.S. Fish and Wildlife Service Page](#).



## Locally Administered Projects Qualification Program New Dates Added!

The Qualification Program recently added two instructor-led classroom sessions, which includes an in-person session in Charlottesville and a hybrid/virtual classroom session. Visit the Qualification Program website to register for an upcoming class.

- [Thursday, March 30, 2023 – Charlottesville](#)
- [Tuesday, April 25, 2023 – Hybrid](#)

## Three Year Re-Certification

The recent launch of the Three-Year Re-Certification has been a success. Over 90 certificate holders have been re-certified. In order to maintain a "Qualified" status, certificate holders must take the on-line re-qualification course. Certificate holders will be notified by email roughly one month prior to their certificate expiration date. All certificate holders have 30 days to complete the on-line, self-paced eight-to-ten-hour session which includes lectures, videos, quizzes and resource links. Certificate holders that fail to meet the completion date deadline lose their "Qualified" status. If they wish to regain their "Qualified" status, they will need to retake the entire Qualification Program.

If there are any questions or concerns, please contact [Traci Luu at traci.luu@vdot.virginia.gov](#).



# Upcoming Trainings

## **Transportation Project Management Institute (TPMI) Training Program**

The Transportation Project Management Institute (TPMI) is an eight-day intensive residential training program exclusively designed for managing the development phase of transportation projects. This year's program will take place at the Boar's Head Resort from May 15-18 and May 22-25. The program's objective is to enhance the knowledge and skills of project managers in order to complete projects on-time and on-budget. The program has been developed specifically for project management practitioners from Virginia Department of Transportation (VDOT), local government, and private consulting firms. Participants will be able to directly apply their learning of project management principles, practices, and techniques to their day-to-day jobs.

### **Scholarships**

To encourage local government participation in the TPMI, the VDOT's Local Assistance Division (LAD) is partnering with the University of Virginia (UVA) Center for Transportation Studies to offer two full scholarships (entire cost of the institute) to eligible local government staff. Local staff must first send their applications to UVA Center of Transportation Studies (CTS) by March 24th, 2023 for eligibility determination, and state on their application that they wish to be considered for the VDOT scholarship. (Applicants who are accepted to TPMI but do not receive a scholarship are still eligible to attend.) Applicants will be notified of scholarship awards the week of April 3rd. Scholarship evaluation criteria includes local government size, locality participation in VDOT funded programs, and the applicant's project management responsibilities. For more information on TPMI and to download the application instructions, go to the [UVA TPMI website](#).

## **Upcoming Webinars**

### **Transportation Alternative Program Application Process**

The Local Assistance Division is hosting a Transportation Alternatives Program (TAP) Pre-Application Training on Wednesday, April 5 from 10 a.m. until noon. [Register now!](#)

### **Cost Estimate Summit**

VDOT's Cost Estimation Office is pleased to announce that registration for VDOT's first Cost Estimation Summit is now open! The Summit is held in Blacksburg, VA from April 25th - 26th. [Register now!](#)

### **Revenue Sharing Webinar Application Process**

The Local Assistance Division will be holding a Revenue Sharing Applicant Workshop for Local Governments and VDOT District personnel on Wednesday, May 10, 2023 from 9am-noon. The webinar will review program eligibility and the application process for the upcoming application cycle which begins May 15, 2023 with the opening of the pre-applications. [Register Now!](#)

# FUNDING UPDATES

## Revenue Sharing Application Process

The Revenue Sharing application process will begin in May of 2023 for funds to be allocated in FY27 and FY28 with projects selected added to the FY25 SYIP. The Revenue Sharing Program requires a pre-application to be submitted in order to submit a full application. The Smart Portal will open on May 15, 2023, with pre-applications being accepted until June 30, 2023. Pre-applications will be evaluated by Virginia Department of Transportation (VDOT) District and Central Office staff during the screening process and screened in applications will become available as full applications. The Smart Portal will open on August 15, 2023, for full applications and will close on October 2, 2023, with no exceptions. All supporting documentation, including the resolution, must be uploaded into the online portal and submitted by the deadline. For more information, Local Assistance will be hosting a webinar in May of 2023 highlighting application updates.



## State of Good Repair (SGR) - Primary Extensions FY24 Applications

The recent FY24 applications received an exception to the federal process due to the increased cost of materials and inflation. Virginia Department of Transportation (VDOT) received 130 applications for the FY24 SGR Primary Extension Program. Scoring and project selecting will be complete by April 1, 2023 and localities will be advised of tentative project selections at that time. The FY24 project selections are anticipated to be funded by July 1, 2023. Advertisement is required by June 30, 2024 and any federal exception will be re-evaluated for the next round of applications.

# Sustainable Performance Report

January 26, 2023, Russ Dudley, Local Assistance Division Administrator sent a [letter](#) to each locality that provided an update on the Locality Sustained Performance Program. The new program is a proactive approach to track, monitor, evaluate, and support local partners experiencing the largest challenges delivering their current project portfolio. Beginning October 2023, VDOT will annually review the performance of localities administering five or more projects using three performance metrics designed to reflect the partnership between VDOT and the localities.

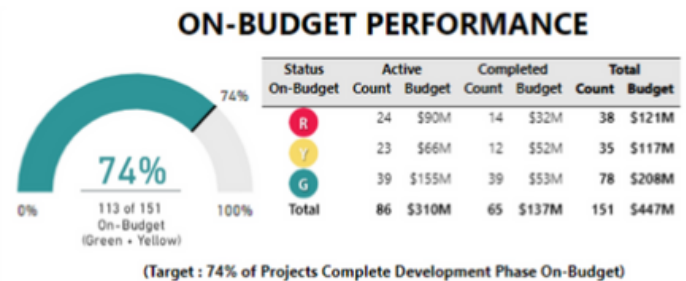
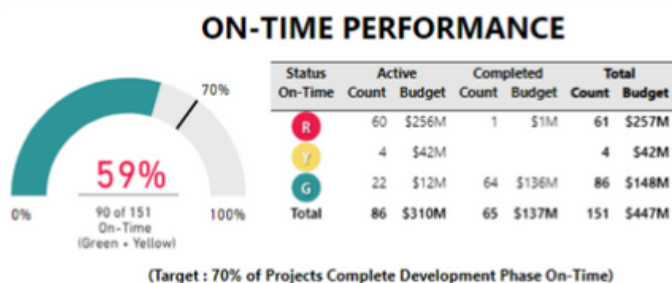
## Metrics:

- On-time project development for current and past projects.
- Reasonable progress, the ability to complete a scheduled authorization milestone within an acceptable time.
- Unexpended allocations, a measure of VDOT’s expenditures compared to funding currently available.

For more information on the program, please contact Geraldine Jones at [geraldine.jones@vdot.virginia.gov](mailto:geraldine.jones@vdot.virginia.gov)

# Locally Administered Project Performance Update

## Dashboard performance snapshot FY23 Q2



Note: As of 1/3/2023

## Size of the Locally Administered Program

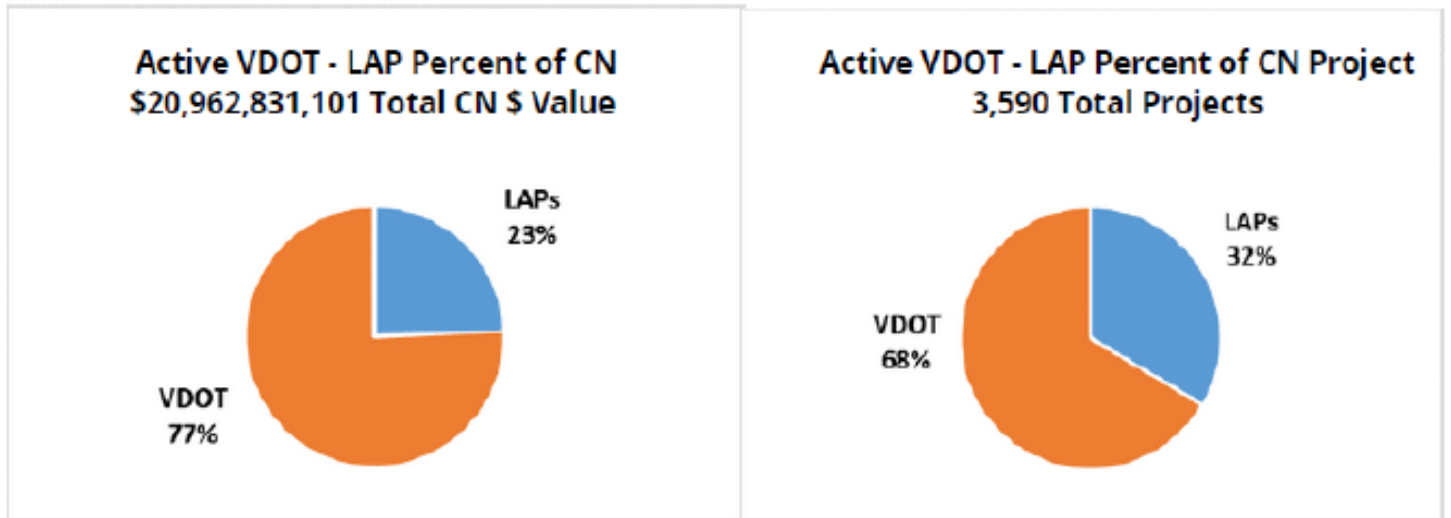
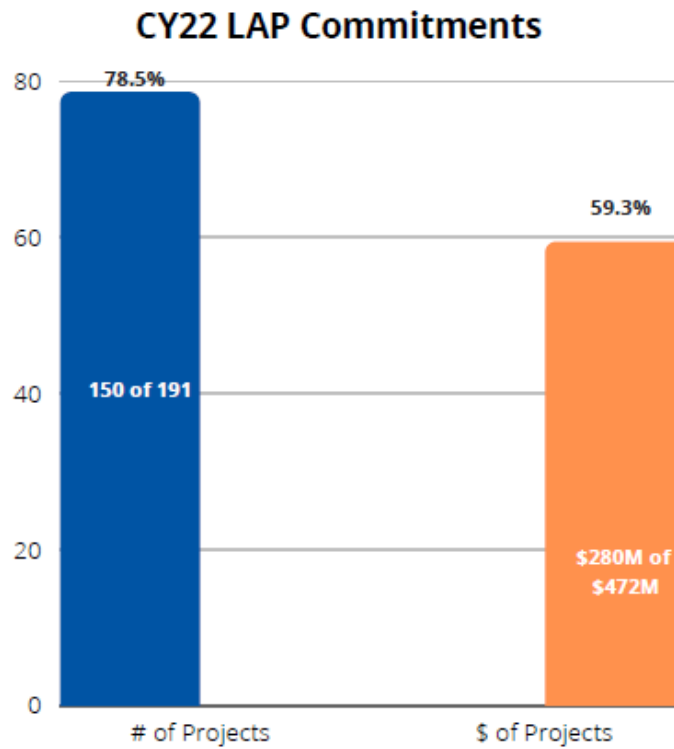


Chart 1: Please note active projects are locally administered projects that are under development or construction in the Project Pool and do not include the following status: "canceled", "waiting financial closure," or "monitoring funds." The chart above also excludes mega projects.

## CY22 LAP Commitments



The Commitment List tracks planned calendar year (CY) advertisement commitments for locally administered projects. At the beginning of CY23, localities planned to advertise 204 projects with estimated \$630M CN value. To date, 150 projects have been advertised with a CN value of \$280M. For more information and baseline commitment reports, please visit the following website.

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



## **New LAD Assistant Division Administrator**

### **Larrie Henley**

Larrie has joined Virginia Department of Transportation's (VDOT's) Local Assistance Division (LAD) as its new Assistant Division Administrator (ADA) for Local Projects and Outreach. In this capacity she provides oversight and management of LAD's Local Projects and Performance and Engagement Programs.

Larrie's more than 22-year tenure at VDOT includes supervisory and leadership roles in several Central Office divisions including Maintenance, Asset Management (former Operations Planning), and more recently as ADA in Federal Programs Management. While in the Federal Programs Management Division, Larrie successfully led the Commonwealth transportation agencies and federal and metropolitan planning partners through two full Statewide Transportation Improvement Program (STIP) updates, provided guidance and leadership for federal reporting, and helped strengthen the department's federal program data and business processes. Larrie holds a B.S. in Electrical Engineering from the University of Tennessee.



## **New Strategic Planning Manager**

### **Geraldine Jones**

Geraldine has joined VDOT's Local Assistance Division as its new Strategic Planning Manager. She will provide oversight and management of special programs and projects, including the Locality Sustained Performance Program.

Geraldine has 18 years at VDOT both in the Environmental Division where she worked on the Geographic Information System (GIS) Integrator and Comprehensive Environmental Data and Reporting System (CEDAR) and at Transportation Mobility Planning Division (TMPD) where she launched and administered the Pathways for Planning program. Geraldine has a B.S. in Environmental Resource Management from Virginia Tech, and a M.S. in Resource Economics from West Virginia University.

# LAD Staff Continued



## **New Federal Funding Manager**

### **Brittany Voll, ENV SP, CTPA**

Brittany has joined VDOT's Local Assistance Division as its new Federal Programs Manager. She oversees the Transportation Alternatives, Federal Lands Access, Scenic Byways, and other program areas.

Brittany comes to VDOT from the Virginia Department of Rail and Public Transportation and has over 10 years of transportation-related experience. She holds a Master of Public Administration, post-baccalaureate graduate certificate in Nonprofit Management, a B.S. in Mass Communications, and a B.A. in International Studies, all from Virginia Commonwealth University. Additionally, Brittany is an envision sustainability professional (ENV SP) and certified transit program administrator (CTPA).



## **New Trails Manager**

### **Torsha Bhattacharya**

Torsha has joined VDOT's Local Assistance Division as the Program Manager for the newly created State Trails Office. She will be working on developing tools to prioritize trail project applications for funding, analyze equity impacts of trail funding and develop a statewide trail count database in addition to working closely with the Virginia Transportation Research Council (VTRC) and the Transportation Mobility and Planning Division (TMPD) on other statewide trail projects. Torsha has over 15 years experience working in the field of transportation planning and analysis. Torsha was an Assistant Professor of Transportation Management at the University of Hawaii, Manoa and most recently was the Director of Research for Rails-to-Trails Conservancy in Washington, DC, before joining VDOT. Torsha has a Ph.D. and a M.S in Urban and Regional Planning from Florida State University.