



LOCAL ADMINISTERED PROJECT (LAP)

RE-CERTIFICATION APPLICATION FOR A 1-YEAR PERIOD

(Effective January 1, 2014)

OVERVIEW

The Georgia Department of Transportation, in collaboration with the Georgia Division Federal Highway Administration (FHWA), has developed a 1-year Local Administered Project (LAP) Re-Certification Process. This process is established to ensure the capacity and ability of the Local Public Agency (LPA) to successfully manage, administer and execute the policies and procedures for Federal and State compliance in order to receive federal funding through one of the three qualified certification options available to participants.

The Departments' goals are to obtain updated information through this process; assess the Local Agencies' past performance; gather feedback through a series of questions and written responses; provide guidance on areas of high-level non-compliance and other deficient areas, while providing additional training to increase delivery. In addition, the Department is interested in obtaining feedback from the Local Agencies on streamlining other processes and sharing best practices and innovative ideas. Finally, components of the 1-year recertification process are aligned with the Department's stewardship agreement, which seeks to ensure oversight and compliance with State and Federal regulations.

KEY DATES & TIMELINE

This LAP Re-certification is valid for 1-year expiring on **December 31, 2014**. In order to maintain a current certification, GDOT requires the following application to be completed and submitted to the Department prior to **January 31, 2014** or **within 30-days of expiration**. The LAP applicant will agree to complete the following listed training requirements within the next 6 months as part of this re-certification agreement and no later than **June 30, 2014**:

1. LAP Training (TBD)
2. Right-of-Way Acquisition Training for LPA (April & May 2014)
3. Title VI (TBD)

RE-CERTIFICATION AND CERTIFICATION REMOVAL

Each Local Agency is required to recertify after a period of 3 years. During the recertification process, the LAP Coordinator and the LAP Committee shall evaluate the Local Agency's past performance and any staffing changes. As part of the recertification process, the Local Agency completes a sub-recipient compliance non-discrimination review. Recertification provides an opportunity for the Department and the Local Agency to evaluate their partnership. Additionally, as a part of the recertification review process, a Local Agency may be recertified to a different certification type or have the certification removed. The Department and the Local Agency should determine what aspects of the Local Agency's efforts are working well, what needs to be improved and whether the LAP certification should continue.

A Local Agency's certification may be removed for failure to comply with State and Federal regulations, the requirements of this Manual, and the Local Agency Program Agreement. The certification removal may also occur for unsatisfactory performance, which includes, but is not limited to: failure to deliver projects, and failure to meet the commitments of the LAP program. The LAP Coordinator and LAP Committee will recommend certification removal to the Chief Engineer. The recommendation will include performance reports and documentation of any factors relevant to the decision. A Local Agency may appeal the certification removal by requesting a meeting with the Chief Engineer.

OFFICE OF INSPECTOR GENERAL (O.I.G.) FEDERAL REPORT AND RECOMMENDATIONS

The Office of Inspector General (OIG) issued a report dated July 15, 2011, titled *Federal Highway Administration's Oversight of Federal –Aid and recovery Act Projects Administered by Local Public Agencies Need Strengthening*. The report identified seven project activities where the OIG found a high level of non-compliance with Federal requirements. The goal is to increase our state oversight compliance in all areas through additional training for both GDOT and Locals, while specifically addressing the seven project activities with significant reoccurring non-compliance listed below:

1. Change Order and Claims
2. Project Bidding/contractor selection/unbalanced bid analysis
3. Utility agreements/reimbursements
4. Consultant selection and billings
5. Construction pay quantities and progress payments
6. Project reporting and tracking
7. Quality assurance procedures

The report can be found on the OIG's website: <http://www.oig.dot.gov/library-item/5596>

LAP CERTIFICATION INFORMATION

Agency Name:	Date:		
Type of Certification Status:	CA :_____ Non-CA Options 1:_____ Option 2:_____		
GDOT District:	Congressional Districts:		
Interview Conducted By (GDOT) Name:	Title:		
Agency Representative (Local) Name:	Title:		
Phone No.:	Fax No.:		
E-mail:	How Long in Current Position?		
Address:			
City:	State:	County:	Zip Code

LAP CHECKLIST ITEMS: (PLEASE ATTACH ANY CERTIFICATIONS THAT APPLY)

LAP Name 1:	Expiration Date:
LAP Name 2:	Expiration Date:
LAP Name 3:	Expiration Date:
PDP Name 1:	Expiration Date:
PDP Name 2:	Expiration Date:
PDP Name 3:	Expiration Date:
GA PE License:	Expiration Date:
ROW 2-Year Certification:	Expiration Date (If applicable):

Organizational Chart (Link to website for updates):

Note: The Local Agency must notify the Department within 30-days of any name or position changes.

LAP RE-CERTIFICATION ACCEPTANCE QUALIFICATION AGREEMENT

The agency agrees to comply with the following requirements when developing all Federal Highway Administration (FHWA) projects under GDOT's Qualification Certification Agreement.

1. Adherence to the *Local Administered Project Manual* and all policies and procedures promulgated by the Georgia Department of Transportation (GDOT) which accomplish the policies and objectives set forth in Title 23, U.S. Code, Highways, and the regulations issued pursuant thereto.

2. The overall approval authorities and conditions will be as follow:

a. The project prospectus will be reviewed and approved by the following official.

Position Title Only

b. The local agency agreement will be reviewed and approved by the following official or officials.

Position Title Only

c. The designs and environmental documents will be reviewed and approved by the following state of Georgia Registered Professional Civil Engineer.

Position Title Only (Attach copy of PE license)

d. The public hearing's findings (if required) will be reviewed and approved by the following official or officials.

Position Title or Titles Only

e. The contract plans, specifications and estimate of cost will be reviewed and approved by the following state of Georgia registered Professional Engineer.

Position Title or Titles Only (Attach copy of PE license)

f. Agreements will be signed by the following responsible local official:

(1) Railroad _____
Position Title Only

(2) Utility _____
Position Title Only

(3) Consultant _____
Position Title Only

(4) Technical Services _____
Position Title Only

g. The award of contract will be signed by the following responsible local official.

Position Title Only

h. All projects will be constructed in conformance with the GDOT current Standard Specifications for Road, Bridge, and such specifications that modify these Specifications as appropriate. Multi-modal enhancement projects shall be constructed in conformance with applicable state and local codes.

i. The contract administration will be supervised by the following state of Georgia registered Professional Civil Engineer.

Position Title Only (Attach copy of PE license)

j. Construction administration and material sampling and testing will be accomplished *in accordance with the GDOT Construction Manual* and the *Local Administered Project Manual*.

3. The agency agrees that it has the means to provide adequate expertise and will have support staff available to perform the functions being sub-delegated. The support staff may include consultant or state services.

4. The agency agrees that the signature on each project prospectus and local agency Agreement will be consistent with section 2 above.

5. All projects under Certification Acceptance shall be available for review by the FHWA and/or the State at any time and all project documents shall be retained and available for inspection during the plan development and construction stages and for a three year period following acceptance of the project by GDOT.

6. Approval of the local agency certification by the Georgia Department of Transportation may be rescinded at any time upon local agency request or if, in the opinion of the LAP Certification Committee, it is necessary to do so. The rescission may be applied to all or part of the programs or projects approved in the local agency certification. The Local Government accepts liability to reimburse the GDOT and FHWA for all accrued payments received for applicable projects not complying with Section 1 of this agreement.

ACTIVE/COMPLETED PROJECTS

P.I. No.:	Type of Project:	NTP Date:	Let Date:

Local Agency comments:

SIGNATURES

I understand that by signing this agreement that all information is current and require compliance with the additional training requirements listed above is mandatory. The Department may reserve the right to revoke this certification for any documented non-compliance issues.

Signature of Mayor or Chairman (Authorized):

Date:

Signature of GDOT Program Control Administrator:

Date:

Signature of GDOT Chief Engineer:

Date:

NEW LAP CERTIFICATION EXPIRATION DATE:

December 31, 2014