



Welcome

Local Public Agency (LPA) Certification Training Federal Aid





Local Federal Aid Programs

**Approximately \$30 Million
Per Year**

- Federal Surface Transportation Block Grant:
 - Transportation Alternatives Program (TAP)
 - Congestion Mitigation & Air Quality (CMAQ)
 - Highway Safety Improvement Program (HSIP)
 - Safe Routes to School (SRTS)
- Municipal Off-System Bridge (MOBRR)
- Municipal Urban Compact Area (MUPCA)
- Emergency Relief (ER)
- Earmarks, Other Federal Aid, etc...

Intro

Example LPA Projects





This Training Does Not Apply to State Only Funded Programs

- *State Bridge Aid
Approx. \$7 million/year
- *State Highway Aid
Currently Not Funded
- *Block Grant Aid
Approx. \$30 million/year

***LPA Certification Training does not apply**





Who is here from NHDOT?

Community Assistance Section

<u>Bill Watson,</u>	Administrator, Planning & Comm. Asst.
<u>Tom Jameson,</u>	Program Manager TAP & CMAQ
<u>Kevin Russell,</u>	Project Manager, Roadway & Bridge
<u>Bob Hudson,</u>	Project Manager, HSIP
<u>John Corrigan,</u>	Program Manager, SRTS
<u>Ron Kleiner,</u>	Bridge Engineer, State Bridge Aid
<u>Vacant,</u>	Part-time Project Manager
<u>Kim Ware,</u>	Program Specialist
<u>Dawn Pulica,</u>	Program Assistant
<u>C.R. Willeke,</u>	Municipal Highways Engineer

Intro

Who do we work with from Federal Highway Administration?

Patrick Bauer, NH Division Administrator

Cynthia Vigue, NH Asst. Division Administrator

Yamilee Volcy, Eng. & Operations Supervisor

Karim Naji, Bridge Engineer

Bob Bollinger, ITS/ Area Engineer

Michelle Marshall, Safety/ Area Engineer

Leigh Levine, Planning & Develop Supervisor

Jamie Sikora, LPA, Environment

Wanda Hughley-Culbertson, Civil Rights Specialist

Michelle Ballinger, Finance Manager

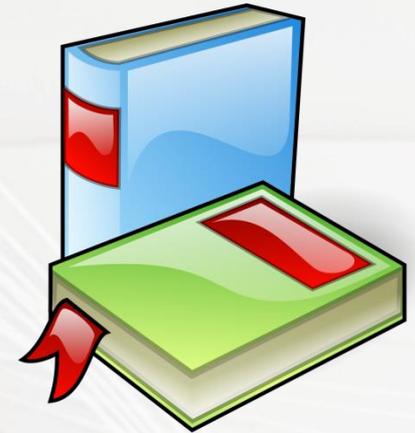
Ralph Estey, Finance Specialist





Course Material

- PowerPoint Presentation Book
(includes agenda for the day)
- Handout Book
(includes list of acronyms)
- Course Evaluation
(to be turned in at end of day)
- Certificate of Completion
(to be issued at end of day)



LPA Manual V3 is online



What are LPAs?

Local Public Agencies

- Municipalities
- School groups
- State Agencies
- Non-Profits (except TAP funded)

That receive Federal funds

thru NHDOT

AKA "Sub-Recipients"



Why Are We Here?

Federal Rules Require It

- **Sub-recipients shall** follow federal rules
- **NHDOT shall** oversee the process (Stewardship Agreement with FHWA)
- All federal programs thru NHDOT follow the **same core rules**
- LPA **Manual** and **training** lay out the rules
 - Written by NHDOT Community Assistance
 - Required by FHWA





Back Ground

Office of Inspector General (OIG) found 7 LPA areas nationwide needing improvement

- 1) Project reporting and tracking
- 2) Consultant selection and billing
- 3) Utility agreements and reimbursement
- 4) Bidding
- 5) Construction pay quantities and payments
- 6) Change orders and claims
- 7) Quality assurance procedures





OIG Found

Common nationwide issues

- Lack of sufficient documentation
- Lack of uniformity
- Lack of proper reviews by State and LPAs
- Lack of training
- Lack of written guidance
- Lack of oversight





Example OIG Finding

Consultant selection and billing

- 1) Lack of documentation that LPA had used Qualification Based Selection (QBS) process
- 2) Independent Government Estimates (IGEs) were not prepared prior to negotiation of compensation
- 3) Invoices were approved with limited review

See FHWA handout describing OIG findings



Training Requirements

What, who and how long

- 1 Day of training (**this course**) plus
- ½ Day *Office of Federal Compliance (OFC)* training (for infrastructure projects)
- **Who must attend?**
 - LPA "Person in Responsible Charge"
 - Consultant Engineer of Record
 - Consultant Contract Administrator / Resident Engineer

LPA Certification good for four years

OFC Certification good for two years



Options for “Person in Responsible Charge”

- Select person
- Town Managers/Town Administrators
- Public Works Director/Road Agent
- City/Town Engineer
- Planning Director
- Police Chief/Fire Chief
- Plant/Facilities Manager
- State Agency staff



Shall be decision-maker & full-time employee



Course Objectives

Person in Responsible Charge leaves here with understanding of responsibilities of Project Sponsor

Consultant Project Manager and staff understand program requirements and their responsibilities in supporting LPAs

NHDOT Project Manager oversight role and approval points known

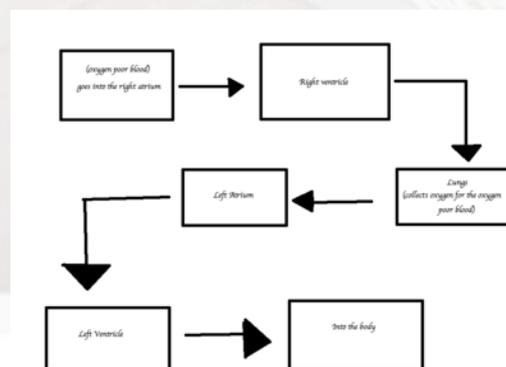


What will we cover?

Step wise project process

- Project Administration
- Consultant Selection
- Planning & Engineering
 - Engineering Study
 - Preliminary Design
 - Final Design
 - Bidding
- OIG – fraud awareness
- Construction
- Project ending

Including
Environmental &
Right-of-Way
information





Non Compliance

What happens?

- Part or all of project **ineligible** for federal funds, depending on issue
- FHWA takes federal funds from NHDOT
- NHDOT takes funds from Project Sponsor





Ground Rules for Today

- Questions taken during presentation
Balance keeping presentation moving and answering questions
- Evaluations at end of day
- Fire Drill go out front doors to Pole A
- Restrooms (lobby)
- Cell phones to vibrate, minimize interruptions





Ground Rules Continued

- Attendance required for Certification
- Sign-in Sheet - morning & afternoon
- Short Breaks refreshments provided
- Lunch 1 hour - Not Provided





Slide Information

Denotes training course topic
we are speaking about
example:
Engineering Study – Step #1

Denotes where in online LPA Manual
to find information

Section #15



Introduction

Questions ?



Next Up:
Project Administration