



Local Agency Certification Program: An Overview

Local Programs Advisory Committee,
January 3, 2024





OVERVIEW

- Local Agency Certification Program Staff
- ODOT policy on local agency projects
- Local Agency Certification Program – purpose, participants, scope, processes
- Partnering – The Certification User Group (or “CUG”)
- Resources, Contacts, Q&A



Local Agency Certification Program Staff

Statewide Investments Management Section, Statewide Programs Unit

**Tiffany
Hamilton**

Certification
Program
Manager

**Melissa
Flores**

Certification
Coordinator

**Hanne
Eastwood**

Certification
Compliance
Coordinator





DELIVERY OF FEDERALLY FUNDED LOCAL PROJECTS

ODOT policy provides 3 options:

Exchange Funds

LPA delivers through
an approved fund
exchange program

Federal Funds

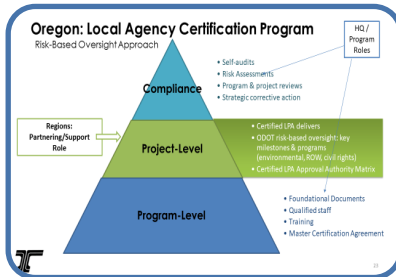
Certified LPA (can be
on behalf of another
LPA)

Federal Funds

ODOT delivers on
behalf of LPA



What is the Local Agency Certification Program?



Program

- FHWA approved, state administered, started early 2000s
- **Enables local agencies to deliver federal projects**
- Risk-based oversight by ODOT (key milestones & programs: environmental, ROW, civil rights)



Purpose and objectives

- Delegate project delivery and **contracting responsibility** to the lowest practical level
- Provide accountability and assistance to ensure compliance
- Streamline administrative costs while maintaining quality





Scope of Certification

Certified LPAs are required to be certified in all disciplines needed to deliver the agency's projects, generally:

- Consultant selection and contract administration
- Roadway design
- Bridge design (optional)
- Construction ad/bid/award and contract administration



Which agencies are currently certified?

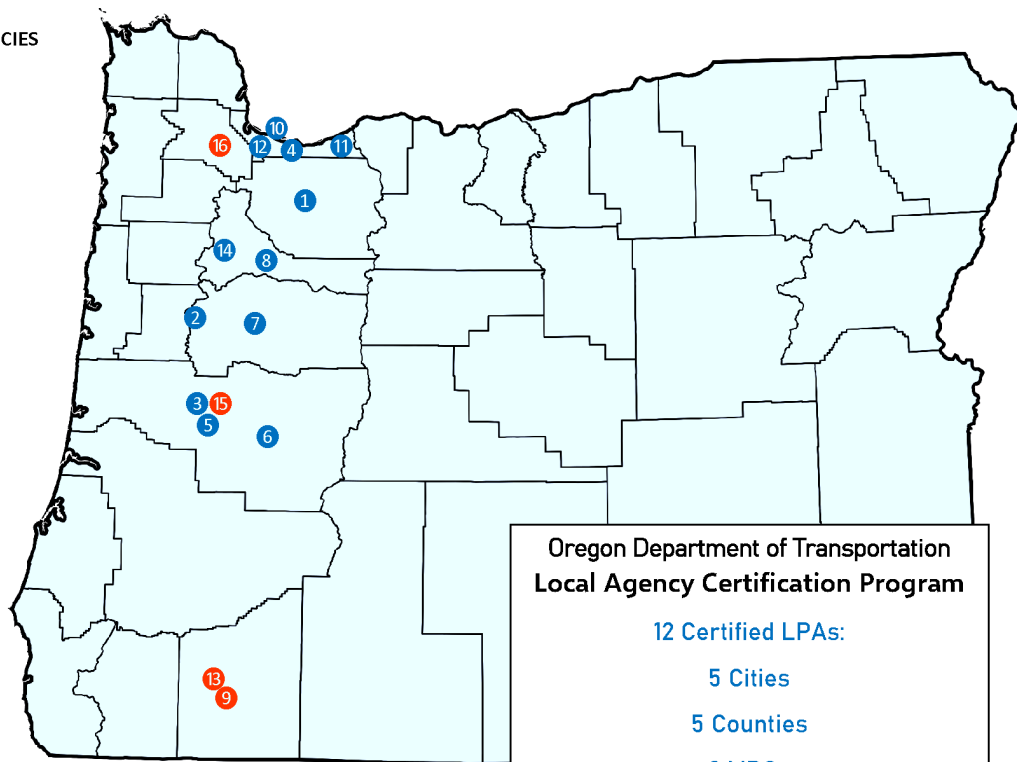
2024-2027 STIP Projects

- 95 Certified LPA
- 5 COBO
- \$516.9M

STIP-FP data as of 12/04/23

PARTICIPATING LOCAL AGENCIES

1. Clackamas County (P)
2. Corvallis (P)
3. Eugene (P)
4. Gresham (P)
5. Lane COG (C)
6. Lane County (P)
7. Linn County (PB)
8. Marion County (P)
9. Medford
10. Metro MPO (C)
11. Multnomah County (P)
12. Portland (PB)
13. Rogue Valley COG
14. Salem (P)
15. Springfield
16. Washington County



CERTIFICATION TYPE:

- (P) Project Delivery
- (PB) Project Delivery plus Bridge Design
- (C) Consultant Selection for Planning Services only

Oregon Department of Transportation Local Agency Certification Program

12 Certified LPAs:

5 Cities

5 Counties

2 MPOs

4 Pending Certification





Peter Courtney Minto Island Bridge

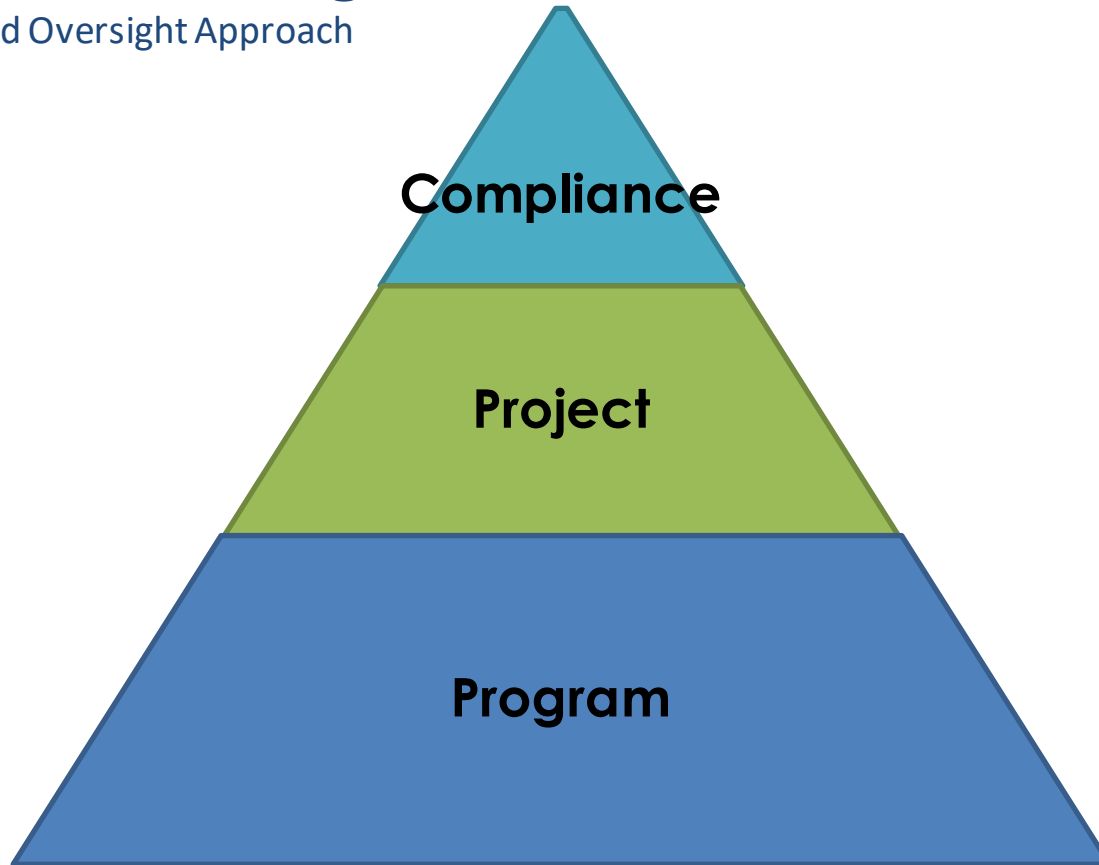
City of Salem, Certification Project





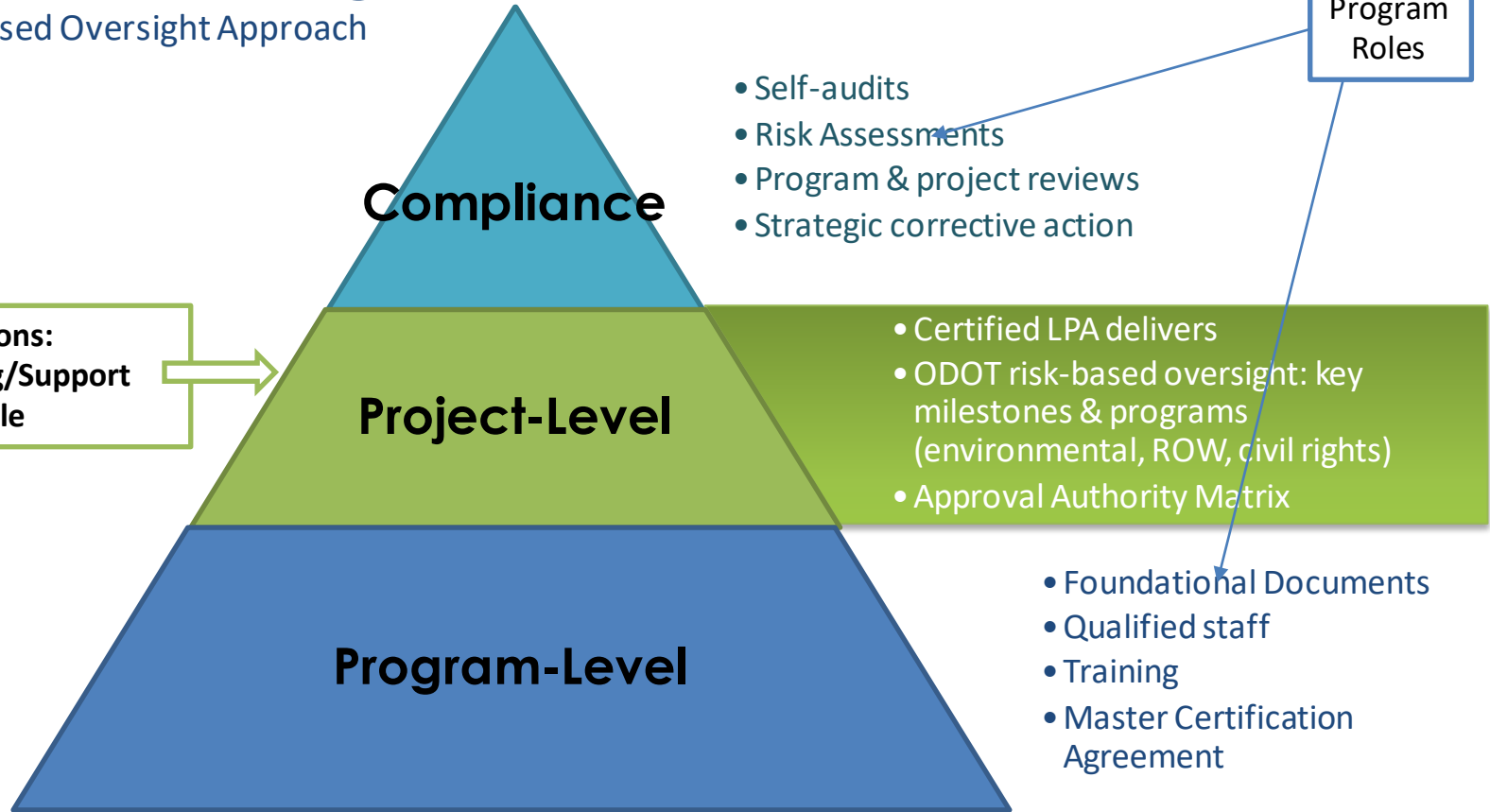
Certification Program Structure

Risk-Based Oversight Approach



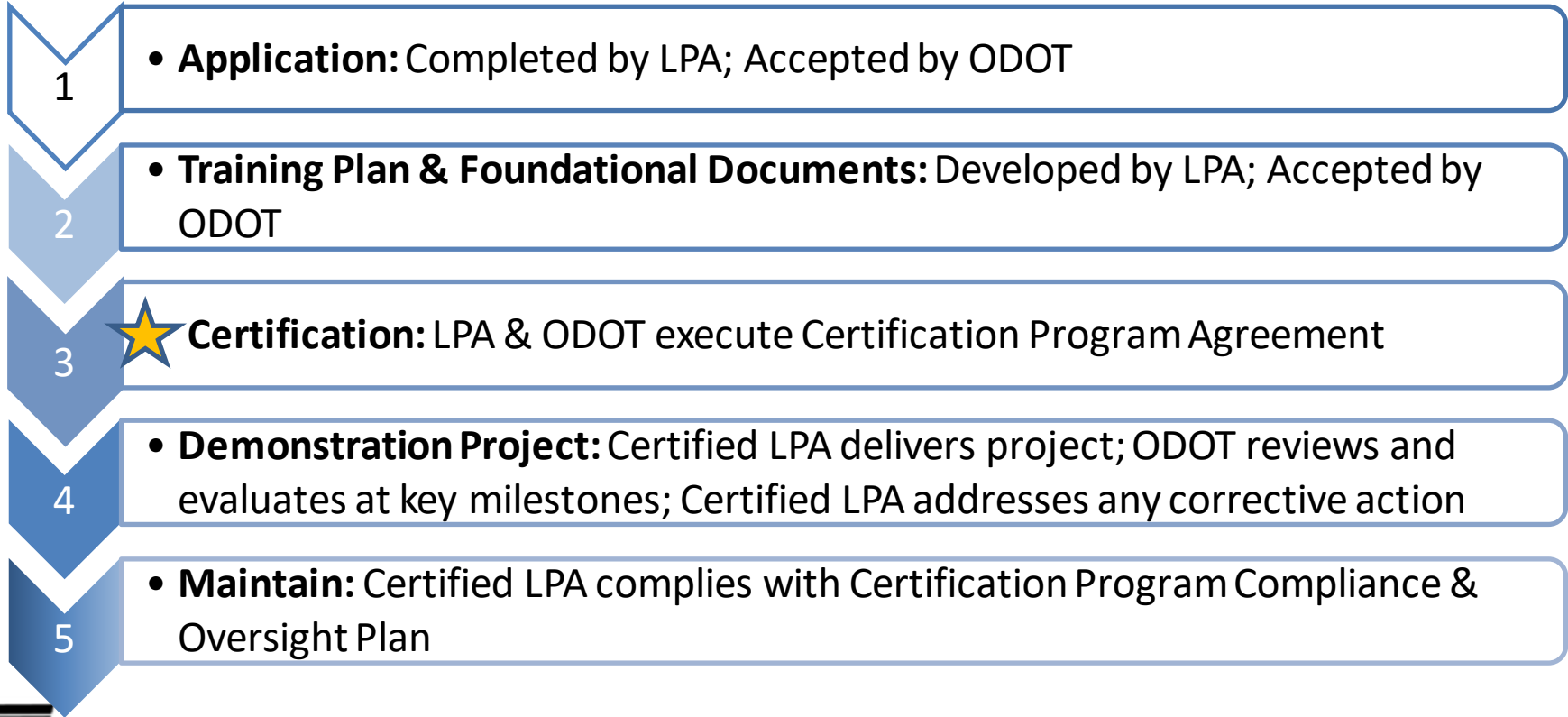
Certification Program Structure

Risk-Based Oversight Approach





Certification Process





Certification Process

Application Minimum requirements

Volume of projects	<ul style="list-style-type: none">• Generally, 2-3 federal-aid projects in most STIP cycles
STIP Portfolio Management	<ul style="list-style-type: none">• LPA can manage, schedule, and adequately staff their portfolio of STIP projects
Certification Program Liaison	<ul style="list-style-type: none">• Full-time LPA employee designated as single point of contact to the certification program
Person in Responsible Charge	<ul style="list-style-type: none">• Full-time LPA employee accountable for a project
Quality Control Coordinator	<ul style="list-style-type: none">• A designated person who will coordinate LPA's certification quality program plan activities
Qualified Staff	<ul style="list-style-type: none">• Sufficient staff, expertise, and capability to perform all project phases.
Publications	<ul style="list-style-type: none">• LPA must have appropriate guidance on hand or available electronically.





Certification Process

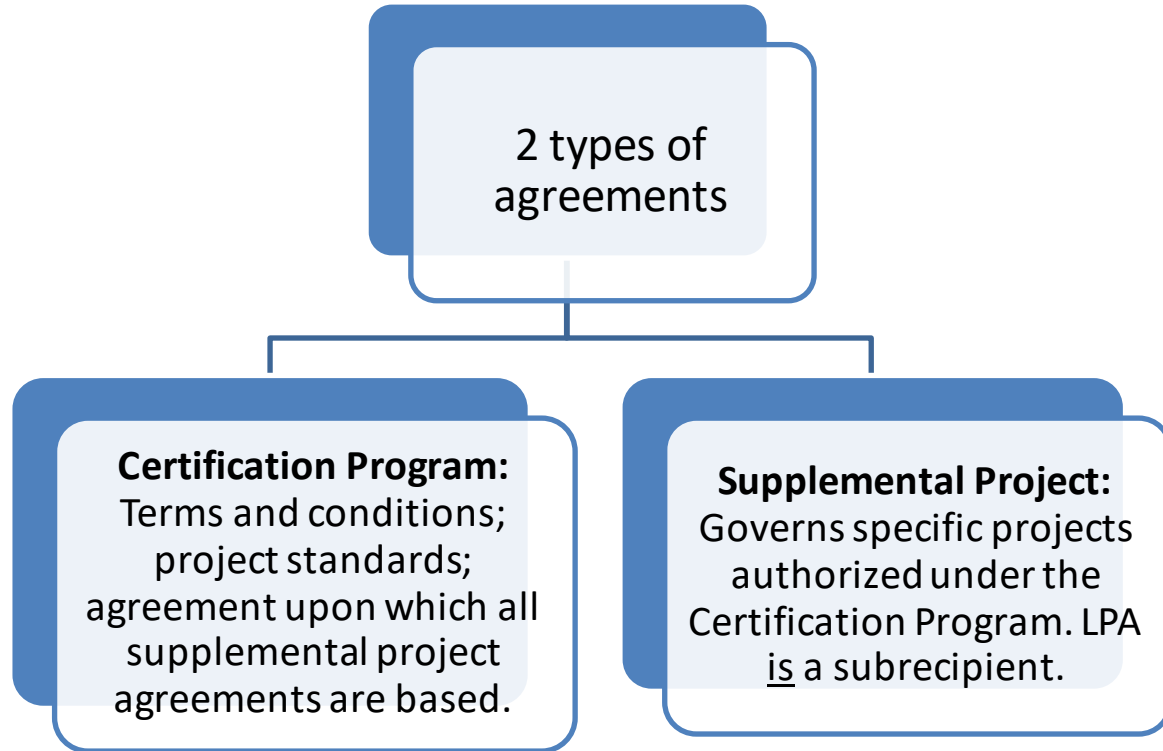
Foundational Documents

- Title VI Program and Plan
- ADA Title II Transition Plan
- Consultant Contracting Templates
- Construction Contracting Templates
- Quality Program Plan



Certification Process

Agreements between ODOT and Certified LPAs





ODOT Support to Certified Agency-Delivered Projects

What we ask of ODOT staff

Please do:

- Support the CLPA in navigating ODOT processes; connect them with program and technical resources
- Become familiar with program guidance, resources, agreement terms
- Track project schedule at STIP phase and funding authorization levels
- Process invoices per program requirements
- Ensure tech reviewers know which standards apply and level of review needed
- Escalate program-related questions and potential compliance concerns to program managers
- Monitor program reports, and help resolve inconsistencies

Please do not:

- Manage the CLPA's project
- Get in the middle of the CLPA's contractual relationships
- Second-guess the CLPA's engineering, contract administration, and business decisions
- Require the CLPA to complete unnecessary forms or processes

CLPA = Certified Local Public Agency (federal term, interchangeable with "Local Agency.")



Who decides on Certified LPA Projects?

See Certified LPA Approval Authority Matrix ([Form 734-5191](#))

- Generally organized to follow the project development & delivery cycle in eight sections (I. – VIII.)
- Shows Agency Responsible **CLPA**, **ODOT**, or **FHWA** by on/off the State Highway System
- Identifies when ODOT concurrence is needed
- Use the matrix as a starting place → cites to more detailed guidance

Certified LPA Approval Authority Matrix
November 2021

FHWA - Federal Highway Administration
ODOT - Oregon Department of Transportation
CLPA - Certified Local Public Agency
Core Curriculum - FHWA Contract Administration Core Curriculum Manual
NHS - National Highway System
SHS - State highway system. SHS requirements apply to the portion(s) of project work on or along the state highway system.
Stewardship Agreement - Stewardship and Oversight Agreement on Project Assumption and Program Oversight by and between Federal Highway Administration, Oregon Division and the State of Oregon Department of Transportation
Concurrence - Defined: 1) *Agreement in opinion or design*; 2) *Consent*
Approve - Defined: *To give formal or official sanction*
Recommend Approval - Defined: *To recommend to the approval authority that it give formal or official sanction*

This matrix designates the agency responsible for approval of the various actions listed below for CLPA projects either on the state highway system or on their local facilities⁽¹⁾⁽²⁾⁽³⁾. The second column from the right designates the actions where additional ODOT input is required.

Approval Action	Agency Responsible		ODOT Concurrence/ Recommendation	Guidance or Citation
	On SHS by CLPA	Off SHS by CLPA		
I. Program Development (Planning)				
1. Project Selection		ODOT / MPO as applicable	N/A	Varies by funding program. LAC Section 6, Chapter 2
2. Ensure f				

- I. Program Development (Planning)
- II. Environmental (All Phases)
- III. Civil Rights (All Phases)
- IV. Preliminary Design (Design Phase)
- V. Detailed / Final Design (Design Phase)
- VI. Right of Way (Design Phase)
- VII. Ad., Bid, and Award (Design Phase)
- VIII. Construction (Construction Phase)





Silverton Rd: Little Pudding River Bridge Replacement

Marion County, Certification Project





Risk-based Compliance & Oversight Plan

A Three-Tiered Approach

Self Audit

Certified LPAs perform an annual self-audit and submit needed updates to Approval Authority and Key Qualified Staff forms

Project

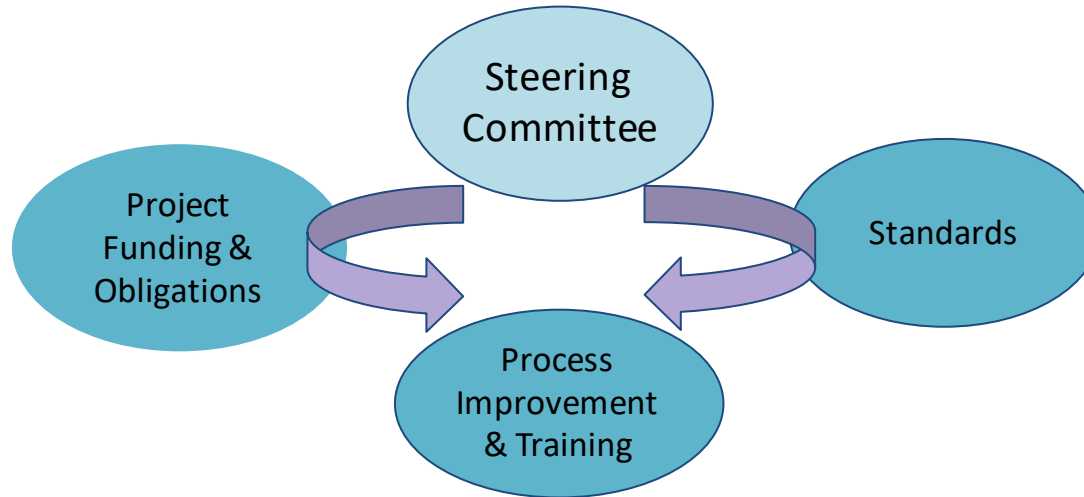
Certification Program Office:

- Sets a 4-year review schedule to align with the STIP cycle
- Performs risk assessments in year 1
- Performs project and program level compliance reviews on each Certified LPA once per review cycle

Program



Certification User Group (CUG)





CUG Guiding Principles



Partner for Success



Efficient Project Delivery



Effective Oversight





Prairie Rd/E Enid Rd Pres/Sidewalk Rehab

Lane County, Certification Project





Where do you find information about Certification?



Local Government



Funding Programs

[Local Government Funding Overview](#)

[STIP](#)

[Connect Oregon](#)



Guidance

[Local Agency Guidelines Manual](#)

[Governance](#)

[Forms Library](#)

[Keep Oregon Moving \(HB 2017\)](#)

[Certified Local Agency Resources for Consultant Selection](#)



Certification

[About the Program](#)

[Certification Guidance & Forms](#)

[Local Agency Certification Status](#)

[Certified LPA Review Schedule](#)



Engagement

[Committees & Contacts](#)

[Certification User Group](#)

[Training Opportunities](#)



Resources

Local Government Page:

<https://www.oregon.gov/ODOT/LocalGov/Pages/index.aspx>

Funding Programs, Guidance, Certification & Engagement

- [ODOT-FHWA Stewardship & Oversight Agreement](#)
- [ODOT/AOC/LOC Agreement & AOC\LOC Agreement - Amendment 1](#)
- [Local Agency Certification Status](#)
- [Certified LPA Review Schedule](#)
- [Local Agency Guidelines for Certified LPAs](#)
- [Certified LPA Approval Authority Matrix](#)
- [Certification Guidance and Forms](#) (Includes application form)
- [Certification User Group](#) (GovDelivery mailing list available)
- [Training Opportunities](#) (See Federal-aid Essentials)



Resources

- [ODOT Statewide Transportation Improvement Program](#)
- [STIP documents](#)
- [Oregon MPO Consortium \(OMPOC\) Member Agencies](#)
- [ODOT Project Delivery Guidebook](#)
- [Certified Local Agency Resources for Consultant Selection](#) page
(A&E/Non-A&E Requirements Guide, SOW Library)
- [ODOT NEPA Manual](#)
- [ODOT Utility Relocation Manual](#)
- [Consultant PS&E Guide](#)



Who do you ask?



Contacts

Statewide Investments Management Section

Jeff Flowers, Section Manager, Jeffrey.A.Flowers@odot.oregon.gov, 503-572-2510

Statewide Programs Unit (Grant Programs)

Cecelia Gilbert, SPU and Connect Oregon Program
Manager Cecelia.Gilbert@odot.oregon.gov, 503-991-8689

Local Agency Certification Program, ODOTCertification@odot.oregon.gov

Tiffany Hamilton, Program Manager, Tiffany.Hamilton@odot.oregon.gov, 503-551-6277

Hanne Eastwood, Compliance Coordinator, 503-428-9748

Melissa Flores, Certification Coordinator, 503-480-5018

Scoping & Non-certified Local Agency Projects

Justin Bernt, Justin.J.Bernt@odot.oregon.gov, 503-986-3825

Local Government, Committees & Contacts Page (Region & Technical Resources)

<https://www.oregon.gov/odot/LocalGov/Pages/Contacts.aspx>





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Bulletins Issued since July 2023

July

- 101_65: 2024 Certified LPA General Conditions Template and Process Updates

Aug.

- 101_47 (Rev. 4): Title VI Plan and AAR Guidance

Sept.

- 101_53 (Rev. 2): Indirect Costs Rate Approvals

Oct.

- 101_61 (Rev. 1): Form FHWA-1273 Update

Dec.

- 101_66: 2024 Certified LPA General Conditions Template: Redline of 2023 Boilerplate



Certification Bulletin Summary Update 2023

Certification Guidance and Forms

GUIDANCE

Local Agency Guidelines

Governance


Forms Library


Certified Local Agency Resources
for Consultant Selection

CERTIFICATION

About the Program

Certification Guidance and Forms

Certified Local Public Agencies 

Certified LPA Review Schedule 

ENGAGEMENT


The Oregon Department of Transportation Certification Program issues policies and guidance for certification. This guidance is primarily housed in the Local Agency Guidelines, or LAG, Manual. The manual provides Federal Highway Administration funding for local transportation-related projects through the Federal-aid program. ODOT issues bulletins to supplement LAG Manual guidance as needed.



Local Agency Guidelines Manual

Certified LPA Bulletins

Bulletins provide temporary guidance on certification process and policies. Bulletins are cancelled when they are incorporated into permanent guidance.

 [Bulletin Status Summary](#)

Sort 

Document Title	Number
 Build America Buy America – ACTION REQUIRED	101-62
 Form FHWA-1273 Update - Action Required	101-61
 Certified LPA Self-Audit 2022	101-60



Certification Program Bulletins Planned for 2024

Jan. 2024

- ADA Title II Transition Plan Requirements
- Build America, Buy America Updates
- New Certification Program Agreement Template Implementation

May 2024

- Annual Self-Audits

Aug. 2024

- Title VI / Annual Accomplishments Reports

Sept./Oct.
2024

- Indirect Cost Allocation Plan / Rates

Nov./Dec.
2024

- LAG Manual Update

Anticipated release dates are approximate.

Partnering on Federal Project Delivery



Certification User Group

Annual Meeting
December 5, 2023

Downtown, 405 – Steve Szigethy, Capital Delivery
Division Manager, Portland Bureau of Transportation





2024 CUG Steering Committee

- Tiffany Hamilton, ODOT (co-chair)
- Ryan Crowther, Marion County (co-chair)
- Katie Marwitz, City of Eugene
- Drake McKee, ODOT
- Kate Dreyfus, City of Gresham
- Greg Stellmach, ODOT
- Mark Hardeman, ODOT
- Emily Miletich, Multnomah County
- Ted Leybold, OR Metro
- Satvinder Sandhu, FHWA





Certification User Group Goals

1. Achieve a high percentage of projects completed on schedule.
2. Promote full obligation of program funds to projects.
3. Enable agencies to obtain and/or maintain certification.
4. Provide resources to support successful delivery of projects (tools, guidance, training, checklists, etc.)
5. Promote understanding of compliance issues and identify trends to increase success of local agencies.
6. Update and streamline standards to simplify compliance and reduce ODOT Oversight





CUG DRAFT SCHEDULE 2024

CUG Events	Steering Committee	Standards Subcommittee	Process Improvement & Training Subcommittee
<p>2024 Training Series: TBD</p> <p>Summer Work Session: June 25, 2024</p> <p>Annual Meeting: December 3, 4, or 5, 2024 (TBD)</p>	<p>General schedule: Quarterly, Thursday afternoons</p> <p>Jan 18, 2-3:30pm April 11, 2-3:30pm July 11, 2-3:30pm Oct 10, 2-3pm</p>	<p>General schedule: Quarterly, Monday afternoons</p> <p>Mar 11, 3:30-5pm June 25, 2024 (@ Summer Session) Sept 16. 3:30-5pm Nov 25. 3:30-5pm</p>	<p>General schedule: Quarterly, Wednesday or Thursday afternoons</p> <p>Feb 28, 3-4:30 June 25, 2024 (@ Summer Session) Sept 10, 3-4:30 Nov 20. 3-4:30pm</p>



We need your help updating the LAG!



2024 LAG Manual Update Survey

The ODOT Certification Program Office collaborates with our Certified LPAs to update the LAG manual. This survey will assess your desired level of participation and identify the areas you would like to collaborate on.

We are flexible in how your agency would like to respond. If you are unsure of your agency's capacity to assist in each area, please forward this survey to others as multiple responses are permitted.

* Required

1. First Name *

Enter your answer

2. Last Name *

Enter your answer

3. Agency *

5. Subject Matter *

Please select areas of the LAG manual that you or your agency are willing to participate in updating:
Select all that apply.

- Our agency does not have the capacity to assist at this time.
- I or my agency will assist as needed, no area of preference.
- Section A: Overview of Federal-Aid Project Delivery Options for Local Public Agencies, Including Certification
- Section B: Local Public Agency Certification, Compliance and Oversight
- Section C: Delivering Federal-Aid Projects as a Certified Local Public Agency (*All Chapters*)
- Section C - Chapter 1: Introduction
- Section C - Chapter 2: Planning & Program Development
- Section C - Chapter 3: Project Technical Scope Sheet
- Section C - Chapter 4: Agreements
- Section C - Chapter 5: Progress Billing
- Section C - Chapter 6: NEPA & Environmental

7. Capacity *

Please identify your agency's capacity to assist in the following:
Select all that apply.

- Review All
- Review Topic
- Review Final Format
- Other Resources Input
- Participate in Focus Group
- Our agency does not have the capacity to assist at this time.





Comments or suggestions on the LAG?

Local Agency Guidelines for Certified Local Public Agencies

The Local Agency Guidelines for Certified Local Public Agencies, or LAG for Certified LPAs, is updated as needed. Updates will be summarized in a change log and posted for user reference. **Please refer to this website for the most updated version.**

[LAG Manual full version](#)

- [Section A](#): Overview of Federal-Aid Project Delivery Options for Local Public Agencies, Including Certification
- [Section B](#): Local Public Agency Certification, Compliance and Oversight
- [Section C](#): Delivering Federal-Aid Projects as a Certified Local Public Agency
 - [Chapter 1](#): Introduction
 - [Chapter 2](#): Planning & Program Development
 - [Chapter 3](#): Project Technical Scope Sheet
 - [Chapter 4](#): Agreements
 - [Chapter 5](#): Progress Billing
 - [Chapter 6](#): NEPA & Environmental
 - [Chapter 7](#): Right of Way
 - [Chapter 8](#): Civil Rights
 - [Chapter 9](#): General Design Requirements

Contact

✉ [Tiffany Hamilton](#)

Local Program Certification Manager

☎ 503-551-6277

Submit a comment or suggestion for updating the LAG by completing this short comment form.

