



VDOT | VALTAP

Locally Administered Projects Qualification Program

Frequently Asked Questions

Q What is the Qualification Program and when is it required?

A The Qualification Program is an FHWA supported program that provides a consistent method of determining a locality's readiness to administer federal projects. It includes a set series of on-line and classroom training sessions that provide a high level overview of the federal requirements for locally administered projects. A locality is required to have a "qualified" status when they request to administer a federally funded project.

Q What does it mean to have "qualified" status?

A Once a full-time employee of the locality has successfully completed the entire series of training sessions in the Qualification Program, that locality will receive a status of qualified to administer federally funded projects. This means that the locality has demonstrated they have at least one employee with a base level of knowledge of the federal requirements for Locally Administered Projects and are able to administer projects that have federal funding allocations

Q Who is required to go through the Qualification Program training for the locality? Can a Consultant hold this status for localities?

A The individual who serves as the "responsible charge" for the locality on federally funded projects is who should be attending the training sessions. Per [federal guidelines](#), this person must be a full-time employee of the locality, but does not need to be an engineer. A consultant now have the opportunity to attend these training sessions, but cannot hold this status for a locality.

Q Will any localities be "grandfathered" through the Qualification Program?

A No. All localities will be required to have at least one full-time employee attend the training sessions for the Qualification Program to receive the required "qualified" status to administered federally funded projects.

Q I am a UCI locality; what does this mean for me?

A All UCI localities will be required to have at least one full-time employee attend the training sessions for the Qualification Program to receive the required "qualified" status to administer federally funded projects. It is assumed localities with more experience such as UCI localities should be able to easily meet the qualification program requirements. The same streamlining available to UCI localities will remain for UCI localities that establish and retain qualification status and will be expanded to other qualified localities in the future that demonstrate successful on time and on budget performance.

Q What happens if my full-time employee that met the qualified program requirements leaves the position?

A In the event that the full-time employee who holds your qualified status leaves, the locality will be given time to select another full-time employee & have them successfully complete the Qualification Program training sessions to regain the “qualified” status for the locality. During the interim, your VDOT district staff may have a higher level of oversight for projects. It is our recommendation that each locality send more than one full-time employee through the Program training sessions for contingency planning. It is the locality’s responsibility to notify the proper VDOT staff when an individual who holds the qualified status for the locality leaves.

Q When will it be required for localities to have at least one full-time employee who has successfully completed the Qualification Program in order to administer federally funded projects?

A Every locality should have at least one full-time employee who has successfully completed the Qualification Program & holds a “qualified” status by **December 31, 2020**.

Q Does my “qualified” status ever expire?

A Yes, after 3 years your locality’s qualified status will expire. The individual who holds the status for your locality will be notified at the beginning of the 3rd year so that they can plan to attend a one day re-qualification session.

Q How long will it take to complete the Qualification Program training sessions? Will the classroom portion be offered statewide?

A The Qualification Program is broken into two parts. Part one consists of 14 online self-paced training sessions that last roughly fifteen minutes each. Each of the online training sessions will end with a short quiz. Part two of the training session is a 7 hour classroom training that will end with a test. The participants are required to complete all 14 online training sessions and quizzes prior to attending the 7 hour classroom training session. The classroom training session will be offered throughout the state, multiple times a year.

Q How much does it cost to attend the Qualification Program?

A This Program is offered at no cost to local governments. For consultants, there is a fee of \$200.00 for hybrid classroom session or \$250.00 for in-person classroom session (once those return).

Q Will participants of the Qualification Program training session receive Professional Development Hours (PDH)?

A Yes, participants who successfully complete the Qualification Program training sessions will receive 15 Contact Hours.

Q Will the implementation of the Qualification Program replace the current Request to Administer (RtA) process?

A This program will not fully replace the current RtA process, but would significantly modify the process to shorten the current eight page form and establish a more streamlined approach.

Q Do Safe Routes to School projects with Transportation Alternative Program funding require the responsible personnel to take the course?

A Yes, Safe Routes to School projects are usually non-infrastructure project, therefore the responsible personnel will only need to complete the online modules portion of the Qualification Program. The modules includes Virginia Department of Transportation Policy, Qualifications for Federal-Aid Project Administration, Roles and Responsibilities, Project Initiation and Authorization, and Project Administration Agreements.