LPA Certification
Casper, WY
November 9, 2016
Purpose of Certification

• To ensure a sub-recipient agency has a fundamental understanding of the requirements in executing state and Federal Highway Administration rules:
  – Rules and regulations are strictly interpreted – there is little room for forgiveness
  – July 2011 – Office of Inspector General (OIG) audit
Requirement for Certification

• The Local Public Agency (LPA) must show a certified staff member when the cooperative agreement is signed.
  – Responsible Charge (23 CFR 635.105)
    • Person must be a full-time employee of the Sponsor
• Began with FY 2012 funds.
• A certified staff member is defined as one that has taken the certification course and passed the final exam and has the ability to advise on the execution of the project.
Partial List of Eligible Projects

• **Certification is relevant to projects that LPA is administering**
  – Typical examples:
    • Transportation Alternatives Program
      – Transportation Enhancement Activities
      – Safe Routes to School
      – Recreational Trails
    • Congestion Mitigation & Air Quality
  – Occasional examples:
    • Bridge Replacement Off System
    • State Transportation Program – Urban
    • Industrial Road Program (IRP) – State Funded
    • Commission Road Improvement Program (CRIP)
Preliminary Engineering Reminder

• Up to 10% of the allocated funding could be used for preliminary engineering.
• Nearly all off-roadway projects expect preliminary engineering to be done before application.
Certification

• WYDOT’s Local Government Coordinator will determine the need for recertification.

• Normal certification period is three years:
  – If no significant deficiencies are found, the certification may be extended by three additional years based on a letter submitted to WYDOT
  – Recertification may be required if serious deficiencies are found.

• Certification tracked by T2/LTAP
References

• Primary:
  – uscode.house.gov
    • Title 23 Highways
    • Title 49 Transportation
  – www.ecfr.gov
    • 23 CFR Highways
    • 49 CFR Transportation
    • 2 CFR Part 200 Uniform Administrative Requirements

• Good Reference:
  – County Road Fund Manual
  – Federal Aid Essentials: http://www.fhwa.dot.gov/federal-aidessentials/
  – Project Agreement
Final Exam

• At the end of the course, an open-book, open-note exam will be given to demonstrate basic understanding.
  – Minimum of 70% correct answers required
  – Multiple choice and true/false

• If participant fails first exam, time will be allowed to ask questions and take a second test.

• If the second test is failed the participant re-takes the LPA class.
Introductions

• Name
• Representing
• Experience with federally funded projects