

**Intro**

# Welcome

## Local Public Agency (LPA) Certification Training For Federally Funded Projects





<https://www.dot.nh.gov/doing-business-nhdot/municipalities-community-assistance>

2024



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**Intro**

## Local Federal Aid Programs

### Approximately \$45 Million Per Year

Thru a variety of Federal Programs:

- Transportation Alternatives Program (TAP)
- Congestion Mitigation & Air Quality (CMAQ)
- Highway Safety Improvement Program (HSIP)
- Municipally Owned Bridge Rehab/Replace (MOBRR)
- Municipally Owned Bipartisan Infrastructure Law (MOBIL)
- Federal-Aid-LPA (mostly roadway funds)
- Earmarks (congressionally designated spending)
- Emergency Relief (ER)
- etc...


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## 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. \$35 million/year

**\*LPA Certification Training does not apply**

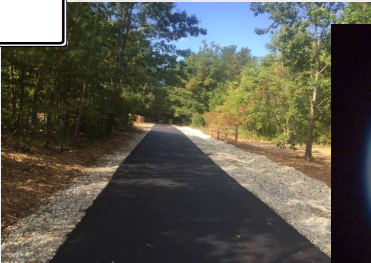



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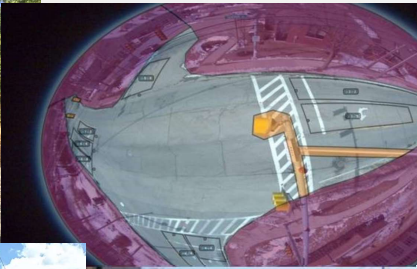
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## Example LPA Projects


TAP




CMAQ




MOBRR




Federal Aid LPA





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## 2022 LPA Annual Report

### Community Assistance Workload

- 279 projects currently enrolled worth \$578 Million
  - Approximately 169 Active projects
  - Approximately 78 Planned in draft 10 Year Plan
  - Approximately 32 in close out process or recently completed
  
- \$2.1 Million is average LPA project cost
  - 10 Projects with HSIP funding
  - 39 projects with CMAQ funds
  - 39 projects with TAP funds
  - 54 projects with federal or state highway funds
  - 135 projects with federal or state bridge funds



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## 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,
<u>Julie Avenant,</u>	Project Manager,
<u>Leah Savage,</u>	Project Manager
<u>Nick Sanders,</u>	Project Manager
<u>Tony Puntin,</u>	Part-time Project Manager
<u>Linda Wescott,</u>	Program Specialist
<u>Jodi Sottilaro,</u>	Program Assistant
<u>C.R. Willeke,</u>	Municipal Highways Engineer

**Currently 4 vacant positions**






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## Who is here from NHDOT? Community Assistance Section

Tom Jameson,  
Program  
Manager TAP &  
CMAQ

Bill Watson,  
Administrator,  
Planning &  
Comm. Asst.

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## Who is here from NHDOT? Community Assistance Section

Kevin Russell,  
Project  
Manager



Julie Avenant,  
Project  
Manager




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## Who is here from NHDOT? Community Assistance Section



Nick Sanders,  
Project Manager




Leah Savage,  
Project Manager




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## Who is here from NHDOT? Community Assistance Section



Linda Wescott,  
Program Specialist



Jodi Sottilaro,  
Program Assistant



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## Who is here from NHDOT? Community Assistance Section

C.R. Willeke,  
Municipal Highways  
Engineer





Tony Puntin,  
Part-Time  
Project  
Manager




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## Who do we work with from Federal Highway Administration?

Patrick Bauer, NH Division Administrator  
Miguel Ramos, NH Deputy Division Administrator  
Vacant, Engineering Supervisor  
Karim Naji, Structures Engineer  
Michelle Marshall, Safety/ Area Engineer  
Lucas Siik, ITS/ Area Engineer  
Leigh Levine, Community Planner Supervisor  
Larisa Djuvelek-Ruggiero, Civil Rights Specialist  
**Jamie Sikora, LPA, Environment Program Manager**  
Paul Maloney, Program Management Analyst (share w/ Vermont)  
Trisha Morrison, ROW Program Manager (share w/ Maine)  
Thomas Kasyan, Finance Manager Team Leader  
Jennifer Bruce, Finance Specialist  
Alex Kramer, Program Coordinator

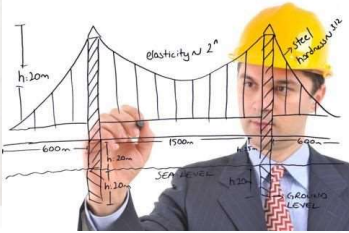
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# Helpful Online Information

<https://www.dot.nh.gov/doing-business-nhdot/municipalities-community-assistance>

- LPA Manual (version 3)
- LPA Notices (Supersede LPA Manual)
- List of LPA Certified People
- Prequalified Consultants
- Course Material... (next slide)






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# Course Material

<https://www.dot.nh.gov/about-nh-dot/divisions-bureaus-districts/planning-community-assistance/local-public-agency-lpa>

- PowerPoint Presentation  
(on screen and online)
- Handouts (online only)  
**(too many to follow along)**
- Course Evaluation – emailed to you  
**email us back at end of course: LPAExam@dot.nh.gov**
- Certificate of Completion  
(to be issued within a week)







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## What are LPAs?

### Local Public Agencies

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

Agencies that receive Federal funds  
thru NHDOT

AKA "Sub-Recipients"




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## 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





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## 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


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## 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




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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

FHWA handout describing OIG findings



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Training Requirements

What, who and how long?

- 8 hrs (over 2 days) (***this course***) plus
- ½ Day *Office of Access, Opportunity, and Compliance (OAOC)* training (for infrastructure projects)
- **Who must attend?**
  - LPA "Person in Responsible Charge"
  - Consultant Engineer of Record (PE & CE)
  - Consultant Contract Administrator / Resident Engineer

LPA Certification good for four years

OAOC Certification good for two years



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## 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



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## Course Objectives

***Person in Responsible Charge*** leaves here with an understanding of their responsibilities

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

***NHDOT Project Manager*** oversight role and approval points known



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## What will we cover?

### Step wise project process

- Project Administration
- Consultant Selection
- Project Development
  - 1) Engineering Study
  - 2) Preliminary Design
  - 3) Final Design
  - 4) Bidding
- OIG – fraud awareness
- Construction

{ Including  
Environmental &  
Right-of-Way  
information

```

    graph LR
      A[Engineering Study] --> B[Right-of-Way]
      B --> C[Final Design]
      C --> D[Bidding]
      D --> E[Construction]
      A -.-> F[Including Environmental & Right-of-Way information]
      B -.-> F
      C -.-> F
  
```

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## Non Compliance

### What happens?

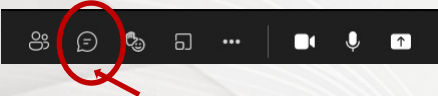
- Part or all of project **ineligible** for federal funds, depending on issue
- FHWA takes federal funds from NHDOT
- NHDOT takes funds from Project Sponsor

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## Ground Rules for Today

- Questions  
Type in chat box. We will read and answer at the end of each session



- No Cell Phones – participants need to view course on monitor large enough to see presentation
- We will be recording each Team’s session
- Evaluations: email us at end of course:  
**LPAExam@dot.nh.gov**

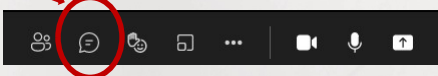


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## Ground Rules Continued


- Attendance required for Certification
- Sign-in Sheet – **Enter your name and organization in the chat box when requested.**



- Short Breaks – between sessions
- Lunch – will be an hour break

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 **ES #1**

**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**



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**Introduction**

**Questions ?**



**Next Up:  
Project Administration**



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