



VDOT | VALTAP

Locally Administered Projects Qualification Program

In an effort to continue to help localities successfully administer transportation projects, VDOT is working to establish a Qualification Program. As a FHWA Every Day Counts (EDC) supported program, the Qualification Program will provide a consistent method of determining a locality's readiness to administer federal projects. Virginia's Qualification Program 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.

Q What does it mean to be “qualified”?

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.

Q Who is required to go through the Qualification Program training for the locality?

A The individual who serves at 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 cannot hold this status for a locality.

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

A This Program is offered at no cost to local governments.

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 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 3.5 hour online self-paced training. 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 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.

For more information or questions on Virginia's upcoming Qualification Program, please contact Michaela McCain at Michaela.McCain@vdot.virginia.gov.