

# Local Agency Program Information Advisory

LAP 2020-08 - UPDATE  
December 1, 2020

From Tracie Leix, Local Agency Program Engineer

MDOT  
Development Services Division  
Local Agency Program  
PO Box 30050  
Lansing, MI 48909  
Phone/517-373-2300  
Fax/517-335-2209  
[www.michigan.gov/mdotlap](http://www.michigan.gov/mdotlap)

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*This advisory is superseded by any subsequent revisions to the references listed in this index.*

Direct questions and inquiries regarding this Advisory to:

Ryan Doyle, PE  
LAP Safety & Urban Manager  
MDOT Local Agency Program  
517-335-2744  
[DoyleR3@Michigan.gov](mailto:DoyleR3@Michigan.gov)

## TRANSITION TO 100% ELECTRONIC / DIGITAL PROJECT FILES & ELECTRONIC SIGNATURES

**This advisory updates the previous LAP Advisory dated November 19, 2020.**

Effective March 1, 2021, Local Agency Programs (LAP) will generally accept only electronic or digital submittals, project files, and signatures. As an exception to this requirement, LAP will continue to accept plan title sheets and log title sheets that are hand signed and sealed, and then scanned electronically.

LAP cost sharing agreements will continue to be sent to local agencies electronically. Electronic signatures are highly encouraged in order to expedite execution of agreements; however, printed copies with original ink signatures will continue to be accepted for these agreements only.

Please note that signatures must be verified electronic DocuSign signatures. Documents that are hand-signed then scanned are not acceptable after March 1, 2021, except as noted above.

All files shall be emailed to the appropriate LAP contact, or placed into the appropriate ProjectWise folder (PWZ). After uploading the file(s) to PWZ, please notify the proper LAP contact that the files have been uploaded.

LAP staff engineer contact information can be found by visiting the LAP website at [www.Michigan.gov/MDOTLAP](http://www.Michigan.gov/MDOTLAP).

Other common LAP resources are listed below.

For DocuSign training videos, software installation instructions, or additional information please visit: [www.michigan.gov/MDOT-esign](http://www.michigan.gov/MDOT-esign). For questions related to digital signatures, contact [MDOT-esign@Michigan.gov](mailto:MDOT-esign@Michigan.gov).

### Common LAP Resources:

MDOT Local Agency NEPA Coordinator – Lane Masoud –  
[MasoudL@Michigan.gov](mailto:MasoudL@Michigan.gov)

MDOT Local Agency Real Estate Coordinator – Kem Hoopingarner –  
[MDOT-LPA@Michigan.gov](mailto:MDOT-LPA@Michigan.gov)

MDOT Local Agency ProjectWise Support – Michael McInerney –  
[MDOT-ProjectWiseLocalAgency@Michigan.gov](mailto:MDOT-ProjectWiseLocalAgency@Michigan.gov)

MDOT Local Agency Billing Questions –  
[MDOT-LocalBills@Michigan.gov](mailto:MDOT-LocalBills@Michigan.gov)

MDOT Local Agency Program Section Manager – Tracie Leix –  
[LeixT@Michigan.gov](mailto:LeixT@Michigan.gov)

MDOT Local Agency Construction Engineer – Kelly Crannell –  
[CrannellK@Michigan.gov](mailto:CrannellK@Michigan.gov)