

Local Agency Program Information Advisory

LAP 2021-04
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From Tracie Leix, Local Agency Program Engineer

Local Agency Programs Project Certification

August 2021

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This advisory is superseded by any subsequent revisions to the references listed in this index.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

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Effective October 1, 2021, all final project submittals to MDOT Local Agency Programs (LAP) will require a Local Agency Programs Project Certification.

The MDOT Staff Engineer will provide the form to the Local Agency when the final revisions to the project documents have been completed. The form is to be certified by the Local Agency Responsible Charge no sooner than the final revisions; and returned to the MDOT Staff Engineer.

The Project Certification form also will serve as the Local Agency's request to obligate and advertise the project.

This will replace the current email process in which the Local Agency Representative requests advertisement and makes certification statements related to Buy America, ADA compliance, etc.

The reason for this process change is to address findings identified by the Federal Highway Administration (FHWA) Michigan Division as part of their Fiscal Year 2020 Compliance Assessment Program (CAP). Three areas of concern were noted related to plan, specification, and estimate (or PS&E) approval, utility coordination, and railroad coordination. MDOT LAP has worked closely with the FHWA Michigan Division office during the development of this document to ensure it addresses CAP findings.

A blank example of the Project Certification form (#2664) can be found in the MDOT Form Repository at:
<https://mdotjboss.state.mi.us/webforms/GetDocument.htm?fileName=2664.pdf>

This form must be completed prior to the project being submitted for obligation. Therefore, it is imperative to ensure that the form is returned in a timely fashion to avoid any delay in obligation and advertisement.

Any estimate or major plan/specification changes after Project Certification is completed (and prior to obligation) will require an updated Project Certification to be completed and placed in the project file.

Please contact your LAP staff engineer with any questions. You may also contact Ryan Doyle at DoyleR3@Michigan.gov.