

 <p style="text-align: center;"><b>Bulletin</b> <b>Statewide Programs Unit</b> <b>Certification Program Office</b> <b>(CPO)</b></p>	NUMBER	101_72-Rev1	SUPERSEDES	101_72	
	EFFECTIVE DATE	09/03/2024 (revised 10/28/2024)		PAGE NUMBER	Page 1 of 3
	REFERENCE	ODOT Certification Program			
	TARGET AUDIENCE	Certified Local Public Agencies, Region Managers, Area Managers, Local Agency Liaisons/Transportation Project Managers			
SUBJECT	2024 LAG Update LPA Review Process (ACTION REQUESTED)		CC	ODOT Statewide Investments Section Manager, FHWA, ODOT Statewide Programs Unit, ODOT Subject Matter Resources	

**PURPOSE:**

To notify Certified Local Public Agencies (LPAs) about the opportunity to review and comment on Local Agencies Guidelines for Certified Local Public Agencies (LAG manual) chapters as part of the 2024 LAG manual update process.

Revision 1 changes shown in underline text. See Section 3, Batch 2 and appended schedule.

**BULLETIN INFORMATION:**

**1. Background:**

The most recent LAG Manual update was published on November 3, 2021. In 2022, with input from the Certification User Group, the Certification Program decided to follow a three-year update cycle. As such, the Certification Program will collaborate with Certified LPA, ODOT, and FHWA subject matter resources to update the LAG manual in 2024, with publication anticipated in the first quarter of 2025.

The 2024 LAG update is intended to provide updates, corrections and improvements, including adapting the order of the chapters to more accurately track the project delivery process. As part of the update process, LPAs are encouraged to submit suggestions for specific updates to the LAG manual. LPA staff may review and comment on as many or as few sections/chapters as desired.

**2. LPA LAG manual review process:**

- Access draft LAG manual chapters on the [Local Agency Guidelines](#) page in the 2024 LAG Update-Draft documents section (below the currently published LAG manual). Chapters will be posted in batches with separate review deadlines.
- Select the chapter you wish to review and open the MS Word document. While we are providing Word documents for review convenience, ***please note redline comments in the Word documents will not be accepted.***
- Complete the [LAG Chapter Review Survey](#) for each chapter reviewed, including the chapters for which you have no comments. For example, if you reviewed Chapters 3 and 6, please fill out the survey once for Chapter 3 and a second time for Chapter 6. The survey allows up to fifteen

comments per chapter. You can complete the form again if you have more than fifteen comments on a single chapter.

- Submit the form to complete your review and move to the next chapter you wish to review.

**3. Due date(s):**

- **Batch 1:** Section C Overview/Cover Page, Chapter 1 (Planning & Program Development), Chapter 9 (General Design Requirements), Chapter 10 (Design Approval). Review deadline: September 24, 2024.
- **Batch 2:** Section C, Chapter 3 (Progress Billings), Chapter 4 (Consultant Selection), Chapter 5 (Access Management) and Chapter 8 (Civil Rights). Review deadline: November 18, 2024
- For additional upcoming reviews, please see the appended schedule. Notification of reviews will be communicated via GovDelivery email as they become available.

**4. Technical Assistance:** Contact [ODOTCertification@odot.oregon.gov](mailto:ODOTCertification@odot.oregon.gov) with any questions about the review process.

**5. Webpage links:**

- [Local Agency Guidelines](#): Access published LAG manual chapters and draft LAG manual chapters for review.
- [LAG Chapter Review Survey](#): Use the survey to communicate comments and input.

**Questions, concerns, or need an ADA accommodation or alternate format?** Please contact us at:

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**LAG Manual Review Schedule**

<b>Batch</b>	<b>Section, Chapter, Title</b>	<b>Anticipated Review Availability</b>
0	C6: NEPA/Environmental	Completed June 18, 2024
1	C: Overview Page	Completed September 27, 2024
1	C1: Planning & Program Dev.	Completed September 27, 2024
1	C9: General Design Req'ts	Completed September 27, 2024
1	C10: Design Approval	Completed September 27, 2024
2	C3: Progress Billings	Review deadline: November 18, 2024
2	C4: Consult. Select. & Admin.	Review deadline: November 18, 2024
2	C5: Access Management	Review deadline: November 18, 2024
2	C8: Civil Rights	Review deadline: November 18, 2024
3	C7: Right of Way Procedures	Nov. 2024
3	C16: Const. & Contract Admin	Nov. 2024
3	C17: Project Closeout	Nov. 2024
4	C2: Project Initiation	Dec. 2024
4	C11: Utilities	Dec. 2024
4	C12: Railroad	Dec. 2024
4	C14: PS&E	Dec. 2024
4	C15: Ad., Bid & Award	Dec. 2024
5	A: LAG Overview	Jan. 2025
5	B: Cert., Compliance & Oversight	Jan. 2025
5	C13: Bridge Select., Scop. & Design	Jan. 2025
5	D: Resources Directory	Jan. 2025
<i>Final</i>	<i>LAG Update Publication</i>	<i>QR1 2025</i>