

# Local Agency Certification Program

## Overview

Started in the early 2000s, the [Local Agency Certification Program](#) is a Federal Highway Administration (FHWA)-approved program that allows the Oregon Department of Transportation (ODOT) to certify qualified and suitably equipped local agencies in the delivery of federal-aid projects. Through the program, a certified local agency takes on day-to-day responsibility for the development and delivery of its federal-aid projects with risk-based support and oversight from ODOT.



*Photo 1: Peter Courtney Minto Island Bridge, City of Salem Certification Project, \$2M Engineering, \$6.1M Construction*

## Eligible Projects

Projects delivered through the certification program must be funded through FHWA, and may include planning, design, construction, and other transportation projects in the Statewide Transportation Improvement Program (STIP). Federal funds involved in certification projects may be awarded from several sources such as ODOT, metropolitan planning organizations (MPOs), the U.S. Department of Transportation, and congressionally directed spending.

As of September 2024, there are 128 certified local agency projects programmed in the 2024-2027 STIP, with estimated costs of around \$587 million.

## Program Highlights

1. Using ODOT and FHWA approved procedures, a certified local agency is responsible for procuring and administering the contracts needed to deliver its federal-aid projects. With ODOT approval, a certified local agency may also deliver projects on behalf of a non-certified local agency.
2. The certified local agency is responsible to ensure its staff, consultants, and contractors comply with the applicable local, state, and federal laws, regulations and procedures in developing and constructing its federal-aid projects.
3. ODOT and FHWA retain specified project authorities and responsibilities that are not delegated to local agencies through certification. ODOT remains responsible to FHWA for a certified local agency's compliance with federal requirements. As such, the certified local agency must comply with ODOT's programs and processes in several key areas, for example, civil rights, environmental, final certifications of right of way transactions and utility relocations, and final project acceptance.
4. For more detailed information, see the [Local Agency Guidelines for Certified Local Public Agencies](#), which provides guidance to local agencies engaged in becoming certified, maintaining certification, and delivering certified local agency federal-aid projects.



## Program Participants

Figure 1: Table of certified local agencies.

Cities	Counties	MPOs
<ul style="list-style-type: none"> <li>▪ Corvallis</li> <li>▪ Eugene</li> <li>▪ Gresham</li> <li>▪ Medford<sup>+</sup></li> <li>▪ Portland</li> <li>▪ Salem</li> <li>▪ Springfield</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clackamas</li> <li>▪ Lane</li> <li>▪ Linn</li> <li>▪ Marion</li> <li>▪ Multnomah</li> <li>▪ Washington</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lane Council of Governments*</li> <li>▪ Metro</li> <li>▪ Rogue Valley Council of Governments<sup>+</sup>*</li> </ul>

<sup>+</sup>Pending completion of the certification process. \* Certification limited to consultant selection for planning services contracts.

## Application Process

Figure 2: Certification Process Overview



Figure 2. above provides an overview of the certification process, which is explained in detail in [Section-B](#) of the Local Agency Guidelines for Certified Local Public Agencies. A certification application form (# [734-5327](#)) is available in the ODOT Local Government forms library. Prior to applying, local agencies are encouraged to contact the Certification Program Office to discuss program eligibility and process timelines. Timelines vary, but local agencies should anticipate steps 1-3 taking at least a year.

## Program Eligibility

Figure 3: Certification Eligibility Requirements

<b>Volume of projects</b>	• Generally, local agency has 2-3 federal-aid projects in most STIP cycles.
<b>STIP Portfolio Management</b>	• Local agency can manage, schedule, and adequately staff its portfolio of STIP projects.
<b>Certification Program Liaison</b>	• Full-time local agency employee is designated as single point of contact to the certification program.
<b>Person in Responsible Charge</b>	• Full-time local agency employee(s) designated as accountable for each project
<b>Quality Control Coordinator</b>	• A designated person to coordinate the local agency's certification quality program plan activities
<b>Qualified Staff</b>	• Sufficient staff, expertise, and capability to perform all project phases. Commits to ongoing staff training.
<b>Publications</b>	• Local agency must have appropriate guidance on hand or available electronically.

**Contacts:** For project questions or to discuss delivery options, contact the applicable [region contact](#). For questions about certification, contact: **Tiffany Hamilton**, Local Agency Certification Program Manager at [ODOTCertification@odot.oregon.gov](mailto:ODOTCertification@odot.oregon.gov), or 503-551-6277.