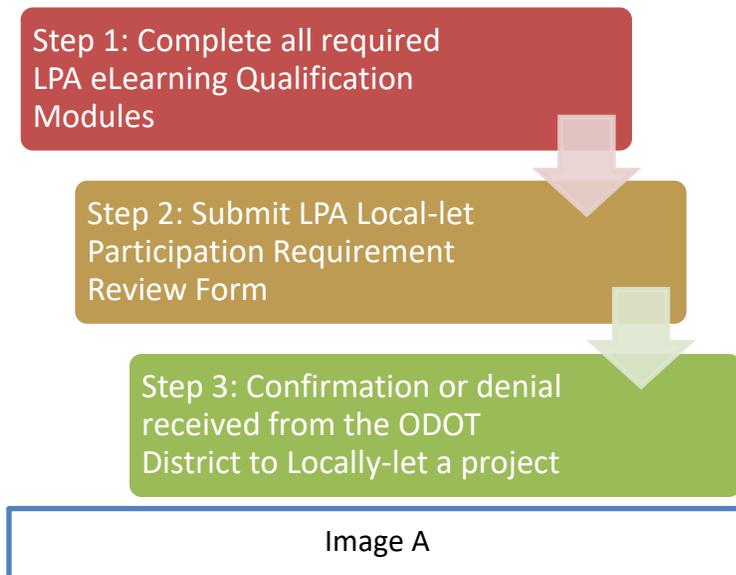


Ohio LPA Qualification Fact Sheet

The Federal Highway Administration (FHWA) permits the Ohio Department of Transportation (ODOT) to delegate project activities on Federal-aid local projects to Local Public Agencies (LPAs) but ODOT is ultimately responsible and must assure local compliance with all Federal and State laws, regulations and policies.

ODOT allows LPAs to administer construction projects on the LPA's system using Federal funds if the LPA has completed all of the required LPA eLearning Qualification Modules, the LPA can prove it has properly licensed and experienced employees, all of the required written processes and policies are in place, and the LPA has enough internal support to complete the project properly. An LPA can prove it meets these requirements through the process in Image A below.



It is highly recommended the LPA "Person in Responsible Charge" be the LPA staff member responsible for completing all of the Qualification Modules on behalf of the LPA. For larger LPAs, the responsibility for completing the modules may be shared among LPA staff. Regardless of who the LPA has complete the modules, all modules MUST be completed by an LPA staff person. The LPA cannot delegate completion of the modules to a

consultant or contractor acting on behalf of the LPA. There are thirteen modules total, approximately one-hour each in length. See image B below.

The modules must be completed before an LPA can move forward to Step 2, submitting the LPA Local-let Participation Requirement Review Form to their District Office. Completion of the eLearning modules will be tracked and made available on the Office of Local Programs website.

The eLearning modules are available at: <http://learning.transportation.ohio.gov> **Each module must be completed a minimum of every five years.**

The LPA Local-let Participation Requirement Review Form for Step 2 is available by clicking [here](#) and must be updated every four years or if there is a change in key LPA personnel. For more information on Ohio's LPA Qualification Process, please review chapter one of the Locally Administered Transportation Projects (LATP) Manual available by clicking [here](#) or contact your District LPA Manager (list available by clicking [here](#)). LPA Qualification Renewal information is available on a separate fact sheet. ◇

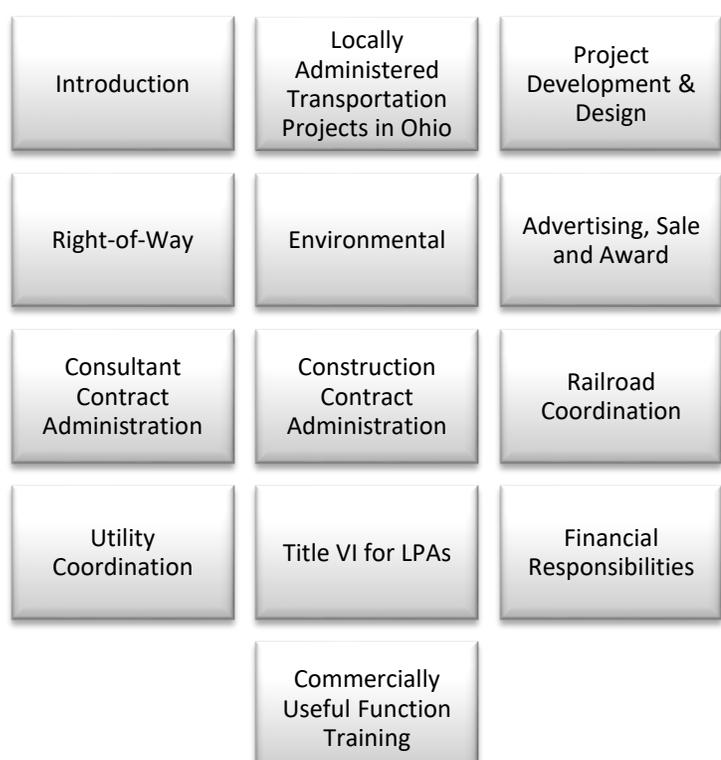


Image B