

Office of Regulatory Management  
Economic Review Form

<b>Agency name</b>	Virginia Department of Transportation
<b>Virginia Administrative Code (VAC) Chapter citation(s)</b>	N/A
<b>VAC Chapter title(s)</b>	N/A
<b>Action title</b>	Removal of Locally Administered Projects Manual from Guidance Documents List
<b>Date this document prepared</b>	January 7, 2025
<b>Regulatory Stage (including Issuance of Guidance Documents)</b>	Removal of Guidance Document

**Cost Benefit Analysis**

Complete Tables 1a and 1b for all regulatory actions. You do not need to complete Table 1c if the regulatory action is required by state statute or federal statute or regulation and leaves no discretion in its implementation.

Table 1a should provide analysis for the regulatory approach you are taking. Table 1b should provide analysis for the approach of leaving the current regulations intact (i.e., no further change is implemented). Table 1c should provide analysis for at least one alternative approach. You should not limit yourself to one alternative, however, and can add additional charts as needed.

Report both direct and indirect costs and benefits that can be monetized in Boxes 1 and 2. Report direct and indirect costs and benefits that cannot be monetized in Box 4. See the ORM Regulatory Economic Analysis Manual for additional guidance.

**Table 1a: Costs and Benefits of the Proposed Changes (Primary Option)**

(1) Direct & Indirect Costs & Benefits (Monetized)	This action will remove the Locally Administered Projects (LAP) Manual from the Virginia Department of Transportation’s guidance document list. VDOT and the Office of the Attorney General have determined that the LAP Manual does not meet the definition of a guidance document contained in §§ 2.2-4001 and 2.2-4101 of the Code of Virginia. Current verbiage in the document labeling it as guidance for localities is inaccurate and will be removed. Rather, compliance with the LAP Manual is a contractual requirement incorporated into the terms and conditions of the contracts into which localities enter to administer certain projects. Verbiage clarifying this contractual requirement will be added to the document. Removal of the LAP Manual from VDOT’s guidance document list will serve as a benefit by eliminating confusion as to which of the agency’s documents are truly guidance documents.	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a)	(b)
(3) Net Monetized Benefit		
(4) Other Costs & Benefits (Non-Monetized)		
(5) Information Sources		

**Table 1b: Costs and Benefits under the Status Quo (No change to the regulation)**

(1) Direct & Indirect Costs & Benefits (Monetized)	There are no direct or indirect costs or benefits as a result of the status quo as the Manual does not provide guidance to the public and does not meet the definition of a guidance document.	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a)	(b)
(3) Net Monetized Benefit		

(4) Other Costs & Benefits (Non-Monetized)	
(5) Information Sources	

**Table 1c: Costs and Benefits under Alternative Approach(es)**

(1) Direct & Indirect Costs & Benefits (Monetized)	There are no alternative approaches to consider for this action. The Manual does not provide guidance to the public and does not meet the definition of a guidance document.	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a)	(b)
(3) Net Monetized Benefit		
(4) Other Costs & Benefits (Non-Monetized)		
(5) Information Sources		

**Impact on Local Partners**

Use this chart to describe impacts on local partners. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

**Table 2: Impact on Local Partners**

(1) Direct & Indirect Costs & Benefits (Monetized)	There is no impact on localities from this action. The Manual does not provide guidance to the public and does not meet the definition of a guidance document. Rather, compliance with the LAP Manual is a contractual requirement incorporated into the terms and conditions of the contracts into which localities enter to administer certain projects.	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a)	(b)

(3) Other Costs & Benefits (Non-Monetized)	
(4) Assistance	
(5) Information Sources	

**Impacts on Families**

Use this chart to describe impacts on families. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

**Table 3: Impact on Families**

(1) Direct & Indirect Costs & Benefits (Monetized)	There is no impact on families from this action. The Manual does not provide guidance to the public and does not meet the definition of a guidance document.	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a)	(b)
(3) Other Costs & Benefits (Non-Monetized)		
(4) Information Sources		

**Impacts on Small Businesses**

Use this chart to describe impacts on small businesses. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

**Table 4: Impact on Small Businesses**

(1) Direct & Indirect Costs & Benefits (Monetized)	There is no impact on small businesses from this action. The Manual does not provide guidance to the public and does not meet the definition of a guidance document.
----------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------

(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a)	(b)
(3) Other Costs & Benefits (Non-Monetized)		
(4) Alternatives		
(5) Information Sources		

**Changes to Number of Regulatory Requirements**

**Table 5: Regulatory Reduction**

For each individual action, please fill out the appropriate chart to reflect any change in regulatory requirements, costs, regulatory stringency, or the overall length of any guidance documents.

*Change in Regulatory Requirements*

VAC Section(s) Involved*	Authority of Change	Initial Count	Additions	Subtractions	Total Net Change in Requirements
LAP Manual	(M/A):	31		31	-31
	(D/A):	526		526	-526
	(M/R):	440		440	-440
	(D/R):	840		840	-840
				<b>Grand Total of Changes in Requirements:</b>	<b>(M/A): -31</b> <b>(D/A): -526</b> <b>(M/R): -440</b> <b>(D/R): -840</b>

**Key:**

*Please use the following coding if change is mandatory or discretionary and whether it affects externally regulated parties or only the agency itself:*

**(M/A):** Mandatory requirements mandated by federal and/or state statute affecting the agency itself

**(D/A):** Discretionary requirements affecting agency itself

**(M/R):** Mandatory requirements mandated by federal and/or state statute affecting external parties, including other agencies

**(D/R):** Discretionary requirements affecting external parties, including other agencies

*Cost Reductions or Increases (if applicable)*

N/A

*Other Decreases or Increases in Regulatory Stringency (if applicable)*

N/A

*Length of Guidance Documents (only applicable if guidance document is being revised)*

Title of Guidance Document	Original Word Count	New Word Count	Net Change in Word Count
LAP Manual	202,904 words	0 words	-202,904 words

\*If the agency is modifying a guidance document that has regulatory requirements, it should report any change in requirements in the appropriate chart(s).