

QUARTERLY PROGRESS REPORT

| | | | |
|---|--|--|--|
| Project Title: | New Jersey State LTAP Technology Transfer Center (FHWA) 2009 | | |
| RFP NUMBER: | NJDOT RESEARCH PROJECT MANAGER: W. Lad Szalaj | | |
| TASK ORDER NUMBER: TO 230 / Acct 4-30745 | PRINCIPAL INVESTIGATOR: Dr. Ali Maher | | |
| Project Starting Date: 01/01/2009 Original Project Ending Date: 12/31/2009 | Period Covered: 4th Quarter 2009-FINAL | | |

| Task # | Task | % of Total | Fixed Budget | % of Task this quarter | Cost this quarter | % of Task to date | Total cost to date |
|--------|--------------------------------------|------------|--------------|------------------------|-------------------|-------------------|--------------------|
| 1 | Mobilization | | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| 2 | Safety Focus Area | 30.50% | \$ 73,264 | 15.00% | \$ 10,990 | 100.00% | \$ 73,264 |
| 3 | Infrastructure Management Focus Area | 28.10% | \$ 67,289 | 25.00% | \$ 16,822 | 100.00% | \$ 67,289 |
| 4 | Workforce Development Focus Area | 23.00% | \$ 55,290 | 25.00% | \$ 13,823 | 100.00% | \$ 55,290 |
| 5 | Organizational Excellence | 18.40% | \$ 44,157 | 25.00% | \$ 11,039 | 100.00% | \$ 44,157 |
| 6 | | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| 7 | | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| 8 | | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| 9 | | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| 10 | | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| 11 | | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| 12 | | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| 13 | | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| 14 | | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| 15 | | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| 16 | | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| 17 | | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| 18 | | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| 19 | | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| 20 | | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| | TOTAL | 100.00% | \$ 240,000 | | \$ 52,674 | | \$ 240,000 |

Blue text is entered once at the beginning of the project

Green text is updated ever quarter

Black text is automatically updated or static

Project Objectives:

The New Jersey Local Technical Assistance Program (LTAP) has a mission to become an information clearinghouse to foster a safe, efficient, environmentally sound transportation system by improving the skills and knowledge of the transportation industry through technology transfer activities, such as training, technical assistance and dissemination of resources.

The objectives of this project are to continue to diversify and expand the customer base, deliver quality customer service, communicate the program values to partners and clients, and enhance the technology transfer network, through the activities of the New Jersey Local Technical Assistance Program (LTAP).

Project Abstract:

The Center for Advanced Infrastructure and Transportation (CAIT), located at Rutgers University, is submitting this proposal for the continuation of the New Jersey Local Technical Assistance Program (NJ LTAP). NJ LTAP will conduct technology transfer activities that include the dissemination of information through a monthly newsletter, conducting training programs, and administering clearinghouse activities. This ongoing effort provides public works, engineering, planning, and law enforcement employees with training and information in the areas of design, maintenance, inspection, supervision, employee development, and other transportation related subjects. NJ LTAP will also support and provide services to the transportation research community in cooperation with the New Jersey Department of Transportation.

Recently, FHWA has revised the LTAP/TTAP focus areas and performance measures to better reflect a continuous cycle of improvement. Performance measures, formerly known as tasks, will be used in 2009 to assess safety, workforce development, infrastructure management, and organizational excellence. This approach will provide an opportunity to continually reassess the customer base and value in each focus area.

Center Name: New Jersey Local Technical Assistance Program
Reporting Period: October 1, 2009 to December 31, 2009

Program Dashboard

| | |
|---|----------------------|
| Total number of training sessions: | <u>26</u> |
| Total number of participants: | <u>756</u> |
| Total number of participant hours: | <u>5,704</u> |
| Total newsletter circulation: | <u>10,884</u> |
| Total number of LTAP/TTAP FTEs: | <u>1.75</u> |

Training Data

Safety

The Safety metric is divided into 2 categories: Highway Safety and Worker/Workplace Safety. Count the training your center conducted or had responsibility for conducting, such as training co-sponsored with a partner.

Highway and Worker Safety

| Session Name | Session Length [hours] | Total # of Sessions | Total # of participants | | | | | Total # of Participants | Total Participant Hours |
|--|------------------------|---------------------|-------------------------|--------|-------|---------|-------|-------------------------|-------------------------|
| | | | Local | Tribal | State | Federal | Other | | |
| Work Zone Safety Awareness Program | 6 | 2 | 26 | | 32 | | | 58 | 348 |
| NJTR-1 Motor Carrier Refresher | 5 | 3 | 41 | | 12 | | | 53 | 265 |
| Traffic Control Coordinator Workshop | 24 | 3 | | | 29 | | 56 | 85 | 2,040 |
| Traffic Control Coordinator Refresher Workshop | 5 | 1 | | | | | 28 | 28 | 140 |
| Operator Safety Training for Jetting | 2 | 1 | 24 | | | | | 24 | 48 |
| Police Work Zone Safety TTT Refresher | 6 | 1 | 38 | | | | | 38 | 228 |
| Police Work Zone Safety Train the | 6 | 1 | 37 | | | | | 37 | 222 |

| | | | | | | | | | |
|---|-----------|-----------|------------|--|-----------|--|-----------|------------|--------------|
| Trainer MUTCD Part 6 | | | | | | | | | |
| Police Work Zone Safety Train the Trainer NJDOT/Enforcement | 6 | 1 | 37 | | | | | 37 | 222 |
| Police Work Zone Safety Train the Trainer NJ Specs | 6 | 1 | 38 | | | | | 38 | 228 |
| TOTAL | 66 | 14 | 241 | | 73 | | 84 | 398 | 3,921 |

Infrastructure Management

| Session Name | Session Length [hours] | Total # of Sessions | Total # of participants | | | | | Total # of Participants | Total Participant Hours |
|--|------------------------|---------------------|-------------------------|--------|-----------|-----------|-----------|-------------------------|-------------------------|
| | | | Local | Tribal | State | Federal | Other | | |
| Making Trees a Positive for your Community | 3 | 1 | 23 | | | | | 23 | 69 |
| Delaware River and Bay Regional Port Awareness and Response Training | 7 | 5 | 10 | | 30 | 30 | 20 | 90 | 630 |
| The Mini Bridge: Intro to Culvert Planning and Design | 6 | 1 | 15 | | | | | 15 | 90 |
| TOTAL | 16 | 7 | 48 | | 30 | 30 | 20 | 128 | 789 |

Workforce Development

| Session Name | Session Length [hours] | Total # of Sessions | Total # of participants | | | | | Total # of Participants | Total Participant Hours |
|---|------------------------|---------------------|-------------------------|--------|-----------|----------|-----------|-------------------------|-------------------------|
| | | | Local | Tribal | State | Federal | Other | | |
| Annual Research Showcase | 4 | 1 | 9 | | 60 | 3 | 31 | 103 | 412 |
| NACE Fall Forum | 6 | 1 | 43 | | 5 | | 4 | 52 | 312 |
| Certified Municipal Engineering Program | 6 | 3 | 65 | | | | 10 | 75 | 450 |
| TOTAL | 16 | 5 | 117 | | 65 | 3 | 45 | 230 | 1,174 |

Newsletter / Published Resources Data

Circulation

| Name of Newsletter | Circulation | | | | |
|--------------------|-------------|--------|-------|---------|-------|
| | Local | Tribal | State | Federal | Other |
| LTAP E-News | 1,776 | 7 | 920 | 161 | 764 |

Number of Articles per Focus Area

| Newsletter Issue | Safety | | | Workforce Development | Infrastructure Management |
|----------------------|---------|--------|-----------|-----------------------|---------------------------|
| | Highway | Worker | Work Zone | | |
| Volume 11, Number 10 | 2 | 1 | 0 | 3 | 0 |
| Volume 11, Number 11 | 1 | 1 | 1 | 1 | 1 |
| Volume 11, Number 12 | 1 | 2 | 1 | 1 | 2 |

Materials Distribution Data

| Material Types | Safety | | | Workforce Development | Infrastructure Management |
|-----------------|---------|--------|-----------|-----------------------|---------------------------|
| | Highway | Worker | Work Zone | | |
| Publications | 1,390 | 24 | 1,276 | 240 | 282 |
| CDs | | | | | |
| Videotapes | | | | | |
| DVDs | | | | | 5 |
| Downloads | | | | | |
| Others [insert] | | | | | |
| TOTAL: | 1,390 | 24 | 1,276 | 240 | 287 |

Technical Assistance Data

Estimate the total percentage of time spent by your Center staff providing technical assistance during the past quarter: **40%**

Activities Related to Program Stakeholders

| Organization | Activities | | | | | |
|-----------------------------------|---|------------------------------|------------------------|-----------------------------|---|---|
| | # of times center distributed information for this organization (mail, e-mail, fax, etc.) | # of joint training sessions | # of joint conferences | # of joint special programs | # of articles reprinted in LTAP/TTAP newsletters from this organization | # of center staff participating in national program efforts |
| National Stakeholders | | | | | | |
| FHWA (HQ, Resource Center) | 6 | | | | 2 | 2 |
| AASHTO | | | | | | 1 |
| NACE | 2 | | | | 2 | 1 |
| APWA | 4 | | | | 4 | 1 |
| TRB | | | | | | 1 |
| Salt Institute | | | | | | |
| State/Local Stakeholders | | | | | | |
| FHWA Division | | | | 1 | | 2 |
| State DOT/govt | 5 | | 1 | | | 2 |
| AASHTO Chapter | | | | | | |
| NACE Chapter | | | 1 | | | 1 |
| APWA Chapter | 5 | 2 | | 1 | | 1 |
| ITE | | | | | | 2 |
| Other Stakeholders | | | | | | |
| NJ Society of Municipal Engineers | | 3 | | | | 2 |
| NJ Div of Highway Traffic Safety | 3 | 10 | | | 1 | 2 |
| NJ Asphalt Pavement Assoc. | 2 | | | | | 1 |
| NJ WZS Partnership | | 10 | 1 | | | 2 |

1. Progress this quarter by task, with specific deliverables:

A. Safety Focus Area

14 Workshops
2,690 Resources Distributed

B. Infrastructure Management Focus Area

7 Workshops
287 Resources Distributed

C. Workforce Development Focus Area

5 Workshops
240 Resources Distributed

D. Organizational Excellence

| | |
|--|-------------------|
| New Jersey Police Traffic Officers Association Meeting | October 7, 2009 |
| NLTAPA Safety Work Group Conference Call | October 12, 2009 |
| Associated General Contractors of NJ Safety Committee | October 13, 2009 |
| NLTAPA Executive Committee Meeting | October 19, 2009 |
| FHWA Domestic Safety Scan | October 27, 2009 |
| New Jersey Police Traffic Officers Association Meeting | November 4, 2009 |
| NLTAPA Executive Committee Meeting | November 16, 2009 |
| New Jersey Society of Municipal Engineers Meeting | November 18, 2009 |
| New Jersey Police Traffic Officers Association Meeting | December 2, 2009 |
| NJ Paving Conference Committee Meeting | December 4, 2009 |
| NLTAPA Executive Committee Meeting | December 7, 2009 |
| APWA NJ Chapter Executive Board Meeting | December 9, 2009 |
| NLTAPA Safety Work Group Conference Call | December 14, 2009 |
| Course/Workshop Evaluations | Ongoing |
| Technical Assistance | Ongoing |

2. Progress on Implementation and Training Activities:

All of the activities of this technology transfer project, and their implementation dates are included above.

| | |
|------------------------------------|--------------|
| Year 1 Budget | \$240,000 |
| Total Project Budget | \$240,000 |
| Modified Contract Amount: | \$ |
| Total Project Expenditure to date | \$240,000.00 |
| % of Total Project Budget Expended | 100% |

NJDOT Research Project Manager Concurrence: _____ Date: _____

QUARTERLY PROGRESS REPORT

| | | | |
|--|---|--|--|
| Project Title: | New Jersey State LTAP Technology Transfer Center (STATE) 2009 | | |
| RFP NUMBER: | | | NJDOT RESEARCH PROJECT MANAGER: W. Lad Szalaj |
| TASK ORDER NUMBER: TO 230 / Acct 4-30761 | PRINCIPAL INVESTIGATOR: Dr. Ali Maher | | |
| Project Starting Date: 01/01/2009 Original Project Ending Date: 12/31/2009 Modified Completion Date: | Period Covered: 4th Quarter 2009-FINAL | | |

| Task | % of Total | Fixed Budget | % of Task this quarter | Cost this quarter | % of Task to date | Total cost to date |
|--|------------|--------------|---------------------------|----------------------|----------------------|-----------------------|
| Mobilization | | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| Safety Focus Area | 25.00% | \$ 10,000 | 15.00% | \$ 1,500 | 100.00% | \$ 10,000 |
| Infrastructure Management Focus Area | 25.00% | \$ 10,000 | 20.00% | \$ 2,000 | 100.00% | \$ 10,000 |
| Workforce Development Focus Area | 25.00% | \$ 10,000 | 15.00% | \$ 1,500 | 100.00% | \$ 10,000 |
| Organizational Excellence | 25.00% | \$ 10,000 | 25.00% | \$ 2,500 | 100.00% | \$ 10,000 |
| | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| | 0.00% | \$ - | 0.00% | \$ - | 0.00% | \$ - |
| TOTAL | 100.00% | \$ 40,000 | | \$ 7,500 | | \$ 40,000 |

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Project Objectives:

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Training Data

Safety

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Highway and Worker Safety

| Session Name | Session Length [hours] | Total # of Sessions | Total # of participants | | | | | Total # of Participants | Total Participant Hours |
|--|------------------------|---------------------|-------------------------|--------|-------|---------|-------|-------------------------|-------------------------|
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| Work Zone Safety Awareness Program | 6 | 2 | 26 | | 32 | | | 58 | 348 |
| NJTR-1 Motor Carrier Refresher | 5 | 3 | 41 | | 12 | | | 53 | 265 |
| Traffic Control Coordinator Workshop | 24 | 3 | | | 29 | | 56 | 85 | 2,040 |
| Traffic Control Coordinator Refresher Workshop | 5 | 1 | | | | | 28 | 28 | 140 |
| Operator Safety Training for Jetting | 2 | 1 | 24 | | | | | 24 | 48 |
| Police Work Zone | 6 | 1 | 38 | | | | | 38 | 228 |

| | | | | | | | | | |
|---|-----------|-----------|------------|--|-----------|--|-----------|------------|--------------|
| Safety TTT Refresher | | | | | | | | | |
| Police Work Zone Safety Train the Trainer MUTCD Part 6 | 6 | 1 | 37 | | | | | 37 | 222 |
| Police Work Zone Safety Train the Trainer NJDOT/Enforcement | 6 | 1 | 37 | | | | | 37 | 222 |
| Police Work Zone Safety Train the Trainer NJ Specs | 6 | 1 | 38 | | | | | 38 | 228 |
| TOTAL | 66 | 14 | 241 | | 73 | | 84 | 398 | 3,921 |

Infrastructure Management

| Session Name | Session Length [hours] | Total # of Sessions | Total # of participants | | | | | Total # of Participants | Total Participant Hours |
|--|------------------------|---------------------|-------------------------|--------|-----------|-----------|-----------|-------------------------|-------------------------|
| | | | Local | Tribal | State | Federal | Other | | |
| Making Trees a Positive for your Community | 3 | 1 | 23 | | | | | 23 | 69 |
| Delaware River and Bay Regional Port Awareness and Response Training | 7 | 5 | 10 | | 30 | 30 | 20 | 90 | 630 |
| The Mini Bridge: Intro to Culvert Planning and Design | 6 | 1 | 15 | | | | | 15 | 90 |
| TOTAL | 16 | 7 | 48 | | 30 | 30 | 20 | 128 | 789 |

Workforce Development

| Session Name | Session Length [hours] | Total # of Sessions | Total # of participants | | | | | Total # of Participants | Total Participant Hours |
|---|------------------------|---------------------|-------------------------|--------|-----------|----------|-----------|-------------------------|-------------------------|
| | | | Local | Tribal | State | Federal | Other | | |
| Annual Research Showcase | 4 | 1 | 9 | | 60 | 3 | 31 | 103 | 412 |
| NACE Fall Forum | 6 | 1 | 43 | | 5 | | 4 | 52 | 312 |
| Certified Municipal Engineering Program | 6 | 3 | 65 | | | | 10 | 75 | 450 |
| TOTAL | 16 | 5 | 117 | | 65 | 3 | 45 | 230 | 1,174 |

Newsletter / Published Resources Data

Circulation

| Name of Newsletter | Circulation | | | | |
|--------------------|-------------|--------|-------|---------|-------|
| | Local | Tribal | State | Federal | Other |
| LTAP E-News | 1,776 | 7 | 920 | 161 | 764 |

Number of Articles per Focus Area

| Newsletter Issue | Safety | | | Workforce Development | Infrastructure Management |
|----------------------|---------|--------|-----------|-----------------------|---------------------------|
| | Highway | Worker | Work Zone | | |
| Volume 11, Number 10 | 2 | 1 | 0 | 3 | 0 |
| Volume 11, Number 11 | 1 | 1 | 1 | 1 | 1 |
| Volume 11, Number 12 | 1 | 2 | 1 | 1 | 2 |

Materials Distribution Data

| Material Types | Safety | | | Workforce Development | Infrastructure Management |
|-----------------|---------|--------|-----------|-----------------------|---------------------------|
| | Highway | Worker | Work Zone | | |
| Publications | 1,390 | 24 | 1,276 | 240 | 282 |
| CDs | | | | | |
| Videotapes | | | | | |
| DVDs | | | | | 5 |
| Downloads | | | | | |
| Others [insert] | | | | | |
| TOTAL: | 1,390 | 24 | 1,276 | 240 | 287 |

Technical Assistance Data

Estimate the total percentage of time spent by your Center staff providing technical assistance during the past quarter: **40%**

Activities Related to Program Stakeholders

| Organization | Activities | | | | | |
|-----------------------------------|---|------------------------------|------------------------|-----------------------------|---|---|
| | # of times center distributed information for this organization (mail, e-mail, fax, etc.) | # of joint training sessions | # of joint conferences | # of joint special programs | # of articles reprinted in LTAP/TTAP newsletters from this organization | # of center staff participating in national program efforts |
| National Stakeholders | | | | | | |
| FHWA (HQ, Resource Center) | 6 | | | | 2 | 2 |
| AASHTO | | | | | | 1 |
| NACE | 2 | | | | 2 | 1 |
| APWA | 4 | | | | 4 | 1 |
| TRB | | | | | | 1 |
| Salt Institute | | | | | | |
| State/Local Stakeholders | | | | | | |
| FHWA Division | | | | 1 | | 2 |
| State DOT/govt | 5 | | 1 | | | 2 |
| AASHTO Chapter | | | | | | |
| NACE Chapter | | | 1 | | | 1 |
| APWA Chapter | 5 | 2 | | 1 | | 1 |
| ITE | | | | | | 2 |
| Other Stakeholders | | | | | | |
| NJ Society of Municipal Engineers | | 3 | | | | 2 |

| | | | | | | |
|----------------------------------|----------|-----------|----------|--|----------|----------|
| NJ Div of Highway Traffic Safety | 3 | 10 | | | 1 | 2 |
| NJ Asphalt Pavement Assoc. | 2 | | | | | 1 |
| NJ WZS Partnership | | 10 | 1 | | | 2 |

1. Progress this quarter by task, with specific deliverables:

A. Safety Focus Area

14 Workshops
2,690 Resources Distributed

B. Infrastructure Management Focus Area

7 Workshops
287 Resources Distributed

C. Workforce Development Focus Area

5 Workshops
240 Resources Distributed

D. Organizational Excellence

| | |
|--|-------------------|
| New Jersey Police Traffic Officers Association Meeting | October 7, 2009 |
| NLTAPA Safety Work Group Conference Call | October 12, 2009 |
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| NLTAPA Executive Committee Meeting | November 16, 2009 |

| | |
|--|-------------------|
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| New Jersey Police Traffic Officers Association Meeting | December 2, 2009 |
| NJ Paving Conference Committee Meeting | December 4, 2009 |
| NLTAPA Executive Committee Meeting | December 7, 2009 |
| APWA NJ Chapter Executive Board Meeting | December 9, 2009 |
| NLTAPA Safety Work Group Conference Call | December 14, 2009 |
| Course/Workshop Evaluations | Ongoing |
| Technical Assistance | Ongoing |

2. Progress on Implementation and Training Activities:

All of the activities of this technology transfer project, and their implementation dates are included above.

| | |
|------------------------------------|-------------|
| Year 1 Budget | \$40,000 |
| Total Project Budget | \$40,000 |
| Modified Contract Amount: | \$ |
| Total Project Expenditure to date | \$40,000.00 |
| % of Total Project Budget Expended | 100% |

NJDOT Research Project Manager Concurrence: _____ Date: _____