

QUARTERLY PROGRESS REPORT

Project Title:	Local Technical Assistance Program (LTAP) 2015		
RFP NUMBER: 200X-XXX	NJDOT RESEARCH PROJECT MANAGER: Paul Thomas		
TASK ORDER NUMBER: TO 322 / RU Acct 4-37755	PRINCIPAL INVESTIGATOR: Janet Leli		
Project Starting Date: 01/01/2015 Original Project Ending Date: 12/31/2015 Modified Completion Date:	Period Covered: 1 st Quarter 2015		

Task #	Task	% of Total	Fixed Budget	% of Task this quarter	Cost this quarter	% of Task to date	Total cost to date
1	Safety Focus Area	15.56%	\$68,943	45.00%	\$31,024	45.00%	\$31,024
2	Infrastructure Management Focus Area	14.36%	\$63,610	40.00%	\$25,444	40.00%	\$25,444
3	Workforce Development Focus Area	15.19%	\$67,293	40.00%	\$26,917	40.00%	\$26,917
4	Organizational Excellence	19.39%	\$85,883	25.00%	\$21,471	25.00%	\$21,471
5	Every Day Counts Support	6.95%	\$30,776	35.00%	\$10,772	35.00%	\$10,772
6	Local Aid (LPA Support)	28.55%	\$126,495	35.00%	\$44,273	35.00%	\$44,273
	TOTAL	100.00%	\$443,000		\$159,901		\$159,901

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).

Goals for 2015 include:

- 50 Safety Workshops
- 25 Infrastructure Management Workshops
- 20 Workforce Development Workshops

Of the above workshops, a target number has been identified for the following categories:

- 6 EDC Support Workshops
- 20 LPA Support Workshops

Project Abstract:

The New Jersey Local Technical Assistance Program (NJ LTAP) will conduct technology transfer activities that include the dissemination of information through a bi-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.

The Federal Highway Administration requests that the Local Technical Assistance Program activities reflect the four focus areas: safety, workforce development, infrastructure management, and organizational excellence. Two additional task areas have been added- one to support the Every Day Counts and one for Local Public Agency activities currently underway with NJDOT.

Center Name: New Jersey Local Technical Assistance Program

Reporting Period: January 1, 2014 to March 31, 2015

Program Dashboard

Total number of training sessions:	<u>50</u>
Total number of participants:	<u>1,942</u>
Total number of participant hours:	<u>13,475</u>
Total newsletter circulation:	<u>6,665</u>
Total resource materials distribution:	<u>4,781</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		
Traffic Control Coordinator Refresher	5	4			118		118	236	1,180
Traffic Control Coordinator Program	28	6	2		28	1	131	162	4,536
Work Zone Safety for Municipal and County Public Works/ Utilities	4	1	55					55	220
Temporary Traffic Control for LPA Projects	2	1	1				7	8	16
Work Zone Safety Awareness	5	3	29		28		77	134	670
Work Zone Safety Awareness for Local Police	5	1	31					31	155
Municipal Engineering Construction Inspection OSHA	1	1	16				19	35	35
Municipal Engineering Construction Inspection Work Zone Safety	2	1	16				19	35	70
Police Work Zone Safety Train the Trainer	26	2	47		2			49	1,274
Preventing Runovers/Backovers	6	1	14		3		2	19	114
Disaster Response and Introduction to Road Safety +	4	1	13					13	52
Traffic Incident Management for Emergency Responders	4.5	2	115		15		3	133	598.5
Work Zone Safety-Public Works Cont. Ed. Conference	1.5	2	45					45	67.5
TOTAL	94	26	384		194		376	955	8,988

Infrastructure Management

Session Name	Session Length [hours]	Total # of Sessions	Total # of participants					Total # of Participants	Total Participant Hours
			Local	Tribal	State	Federal	Other		
Design of ADA Curb Ramps	4	3	38		7		56	101	404
Centrifugally Lining Culverts with Concrete	1	1	25					25	25
Introduction to Scanning Technologies (Pavements)	1	1	26					26	26
Municipal Engineering Construction Inspection Asphalt Pavements	3	1	11				21	32	96
Municipal Engineering Construction Inspection Concrete Construction	3	1	11				21	32	96
Municipal Engineering Construction Inspection Underground Conduit Construction	3	1	11				21	32	96
Municipal Engineering Construction Inspection Soils	3	1	11				21	32	96
Electrical Signal Design	12	1	9				18	27	324
Asphalt Plant Refresher Training	5	1			96			96	480
Annual Paving Conference	7	1	32		21		221	274	1,918
Municipal Engineering Construction Inspection ADA Design	1.5	1	16				19	32	48
TOTAL	43.5	13	190		124		398	709	3,609

Workforce Development

Session Name	Session Length [hours]	Total # of Sessions	Total # of participants					Total # of Participants	Total Participant Hours
			Local	Tribal	State	Federal	Other		
Highway Inspection Procedures for Federal Aid Projects	4	2	7				20	27	108
Grant Management for Federal Aid Projects	4	1	7		5	1	4	15	60
Municipal Engineering Construction Inspection Contract Documents	3	1	11				21	32	96
Municipal Engineering Construction Inspection Regulatory Agencies	3	1	16				19	35	105
Municipal Engineering Construction Inspection Forms of Government	2	1	16				19	35	105
Municipal Engineering Construction Inspection Records and Duties	3	1	11				21	32	96
Federal Aid Requirements and LPA Stewardship	7	1	1		3		2	6	42
Compliance to the Americans with Disabilities Act	4.5	1	8		5		15	28	126
Municipal Engineering Construction Inspection Law and Ethics	3	1	16				19	35	105
Municipal Engineering Construction Inspection Residential Site Improvement Standards	1	1	16				19	35	35
TOTAL	34.5	11	109		13	1	159	280	878

Newsletter / Published Resources Data

Circulation (bi-monthly newsletter)

Name of Newsletter	Circulation				
	Local	Tribal	State	Federal	Other
LTAP E-News	3,801	17	607	374	1,136

Number of Articles per Focus Area

Newsletter Issue	Safety			Workforce Development	Infrastructure Management
	Highway	Worker	Work Zone		
Volume 17, Issue 1	5	1	1	2	1

Materials Distribution Data

Material Types	Safety			Workforce Development	Infrastructure Management
	Highway	Worker	Work Zone		
Publications	133	80	3,186	494	636
CDs/USBS	225	13	49		
TOTAL:	358	93	3,235	494	636
TOTAL: 4,816					

Technical Assistance Data

Estimate the total percentage of time spent by your Center staff providing technical assistance during the past quarter: **10%**

Activities Related to Program Stakeholders

Organization	Center has a strategic partnership (e.g. informal)	Center has a signed agreement (e.g. formal)	Center collaborates on training	Center collaborates on meetings, events	Other
AASHTO					Yes- SCOHTS Safety Management Subcommittee
APWA		Yes	Yes	Yes	Yes- National Diversity Committee
ARTBA	Yes		Yes	Yes	Yes- Local Roads Expert Panel (work zone)
FHWA (e.g. HQ Offices, Divisions, other OTS, FLH)	Yes		Yes	Yes	Yes- NLTAPA/FHWA Safety Joint Leadership Team and LTAP/TTAP Strategic Planning Committee
ASCE					Yes- multiple committees
NACE	Yes		Yes	Yes	Yes- providing PDH presentations at state meetings
TRB					Yes- Technology Transfer Committee ; Highway Safety Workforce Development Committee
Local governments					Yes- technical assistance support
NJ Asphalt Pavement Association		Yes	Yes	Yes	
NJ Work Zone Safety Partnership	Yes		Yes	Yes	
Municipal League					Yes- participates in annual conference
State DOT		Yes	Yes	Yes	
National LTAP Association				Yes	Serving on 3 work groups plus Executive Committee

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

Task 1: Safety Focus Area (Annual Training Target: 50 workshops)

- 26 Workshops
- 3,686 Resources Distributed

Task 2: Infrastructure Management Focus Area (Annual Training Target: 25 workshops)

- 13 Workshops
- 636 Resources Distributed

Task 3: Workforce Development Focus Area Target: (Annual Training Target: 20 workshops)

- 11 Workshops
- 494 Resources Distributed

Task 4: Organizational Excellence Focus Area

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|--|-------------------|
| ○ NLTAPA Winter Business Meeting | January 11, 2015 |
| ○ NLTAPA Safety Work Group Meeting | January 11, 2015 |
| ○ NLTAPA Executive Committee Meeting | January 12, 2015 |
| ○ NJ State Association of County Engineers Meeting | January 16, 2015 |
| ○ NJ Police Traffic Officers Association | January 7, 2015 |
| ○ NLTAPA Joint Safety Work Group Meeting | January 7, 2015 |
| ○ NJ Work Zone Safety Partnership Meeting | January 29, 2015 |
| ○ APWA NJ Chapter Executive Committee Meeting | February 11, 2015 |
| ○ NLTAPA Conference Planning Work Group Meeting | February 11, 2015 |
| ○ NLTAPA Executive Committee Meeting | February 17, 2015 |
| ○ APWA Diversity Committee Meeting | February 19, 2015 |
| ○ NJ State Association of County Engineers Meeting | February 20, 2015 |
| ○ NLTAPA Safety Work Group Meeting | February 24, 2015 |
| ○ NJ Police Traffic Officers Association Meeting | March 4, 2015 |
| ○ NLTAPA Training Resources Work Group Meeting | March 2, 2015 |
| ○ APWA Diversity Committee Meeting | March 12, 2015 |
| ○ FHWA LTAP/TTAP Strategic Planning Committee | March 17-18, 2015 |
| ○ NLTAPA Executive Committee Conference Meeting | March 24, 2015 |
| ○ Course/Workshop Evaluations | Ongoing |
| ○ Technical Assistance | Ongoing |

Task 5: Every Day Counts Focus Area (Annual Training Target: 6 Workshops)

- EDC Related Newsletter Article (High Friction Surface Treatment) February 2015
- TIM Workshop February 19, 2015
- SHRP 2 TIM Instructor Meeting March 9, 2015
- SHRP 2 TIM Instructor Meeting March 16, 2015
- TIM Workshop March 26, 2015
- Coordination of EDC Exchange for April 9 Feb.-March 2015
- SHRP 2 TIM Data Quality/Control Jan.-March 2015

Task 6: Local Aid (LPA) Support (Annual Training Target: 20 workshops)

Courses

- Highway Inspection Procedures for Federal Aid Projects January 13, 2015
- Design of ADA Curb Ramps January 16, 2015
- Grant Management for Federal Aid Projects January 22, 2015
- Temporary Traffic Control for LPA Projects January 30, 2015
- Compliance to ADA in the Public Right of Way February 5, 2015
- Design of ADA Curb Ramps March 4, 2015
- Highway Inspection Procedures for Federal Aid Projects March 10, 2015
- Federal Aid Requirements and LPA Stewardship March 13, 2015
- Design of ADA Curb Ramps March 31, 2015

Other

- Summary of LPA Attendance by Course, by Organization February 2015

2. Progress on Implementation and Training Activities:

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

Total Project Budget	\$443,000.00
Modified Contract Amount:	
Total Project Expenditure to date	\$159,901.00
% of Total Project Budget Expended	36.10%

NJDOT Research Project Manager Concurrence: _____ Date: _____