

NJDOT RESEARCH QUARTERLY PROGRESS REPORT

Date: 07/06/2016

Project Title:	2016 Local Technical Assistance Program (LTAP)				
RFP Number:	2016-02	Task Order Number:	TBD / RU Acct 4-39237	Contract ID Number:	
NJDOT Project Manager: Pragna Shah	Customer: Eileen Sheehy		Principal Investigator: Janet Leli	IHE/Consultant: Rutgers University	
Project Starting Date: January 01, 2016	Original Project Ending Date: December 31, 2016		Modified Completion Date:	Period Covered: 01/01/2016-03/31/2016	

Project Budget Status:

Task #	Task Description	Task % of Total Budget	% of Task This Quarter	Year 1 - % Complete
Task A	Provide Maintenance Training	13.76%	5.00%	5.00%
Task B	Provide Maintenance-Related Technical Assistance	5.60%	8.00%	8.00%
Task C	Provide Safety Training	11.07%	5.00%	5.00%
Task D	Provide Safety-Related Technical Assistance	6.44%	7.00%	7.00%
Task E	NJDOT Directed Technical Assistance (Removed)	0.00%	0.00%	0.00%
Task F	Local Safe Roads Program (Removed)	0.00%	0.00%	0.00%
Task G	Communication and Marketing Activities	12.17%	20.00%	20.00%
Task H	Customer Service Evaluation	8.95%	20.00%	20.00%
Task I	Meetings and Conferences	7.05%	25.00%	25.00%
Task J	Concrete Field Testing Technician-Guide I Training	2.87%	100.00%	100.00%
Task K	Soils Level I and II Training	6.12%	40.00%	40.00%
Task L	Soil Refresher Training Course	4.16%	5.00%	5.00%
Task M	Work Zone Awareness Workshop	3.00%	25.00%	25.00%
Task N	Traffic Control Coordination Program	5.63%	25.00%	25.00%
Task O	Pavement Refresher Training	0.49%	50.00%	50.00%
Task P	Provide Compliance Training	12.70%	50.00%	50.00%
	TOTAL	100.00%	22.40%	22.40%

	Totals
Year 1 Budget	\$766,574.00
Task % per Total Budget:	100.00%
Year 1 - % of Budget Expended	13.50%
Quarterly Report, 1st Qtr. 2016	Subtotals:
% Expended This Quarter	13.50%
To be Invoiced this Quarter	\$ 103,453.66
Total Billing To Date:	\$ 103,453.66

Project Objectives:

Through the technology transfer efforts, the following objectives will be met:

1. To deliver training to local public agency personnel who work with roadway safety and infrastructure management (maintenance, operations) issues.
2. To administer technical assistance in the areas of local roadway safety and maintenance to local public agencies.
3. To deliver the following training to NJDOT personnel: Concrete Field Testing, Soils Level 1 & 2, Soils Refresher Training, Work Zone Awareness, Traffic Control Coordinator, and Pavement Refresher.
4. To provide technology transfer through materials distribution, website repository, presentations, electronic mediums, and traditional mail.

Project Abstract:

The New Jersey Local Technical Assistance Program is one of a national network of 58 centers created by the Federal Highway Administration to support local agencies with their education and technical assistance needs relating to safety, workforce development and infrastructure management of local roadways.

In order to enhance the safety and efficiency of the roadway system throughout New Jersey, a number of tasks have been identified as activities for the duration of this project. They will strengthen the knowledge and capabilities of local government officials and workforces through training, technical assistance, partnerships and emerging means of technology transfer. All of the activities will be conducted on a continuum, and should be considered year-long activities for each of the project years.

The team will work with the NJDOT to provide a portfolio of training for local public agencies and state transportation agency personnel, as well as courses that are applicable to the private sector when working on publically funded projects. The training calendar considers typical construction cycles and seasonal issues. The team recognizes that there is level of flexibility that will be required to accommodate new NJDOT initiatives, changes in federal regulations, and unanticipated local needs that may arise due to weather occurrences. Locations for courses will be selected in a combination of methods- for ease of travel for attendees, a central location will be offered for courses. A second location may be selected in the northern or southern part of the state. When possible, we will partner with the MPOs to identify a viable location. In order to provide efficiency, selected locations will be public facilities. With consideration to the difficulty in finding large enough venues with appropriate facilities for courses, the auditorium and related training rooms at Rutgers CAIT have been made available for use at no additional expense to the project. Many LTAP stakeholders have attended

courses at this location, which provides level of familiarity for them; if a local agency offers their facility to host a course, we will work with them to provide training at that location.

The LTAP team is equipped with the following for off-site training: laptop computers for presentation, projectors, portable screen, and portable audio system. The LTAP team is equipped with the following at the Rutgers CAIT training location: computer, projector, screen, whiteboard, DVD player, and audio system.

All training and technical assistance efforts will be documented and submitted to the NJDOT for periodic review. In addition, an advisory committee will be used to provide feedback on program activities. Consistent communication with program stakeholders will be used to effectively provide both collaborative and programmatic activities and improvements.

While the FHWA has defined four focus areas (Infrastructure Management, Organizational Excellence, Safety, and Workforce Development) for the national LTAP/TTAP Program, the RFP for this project had been organized by specific tasks. The LTAP staff will identify which sections of the tasks correlate to the FHWA LTAP/TTAP focus areas for reporting purposes.

The primary activities of this project include traditional classroom training, technical materials distribution, technical assistance, representation at related events, marketing and program evaluation. The project staff will also participate in the network of region centers and the national network of the 58 LTAP/TTAP program centers.

Formal reporting will occur quarterly to NJDOT and annually to the Federal Highway Administration and the NJDOT.

1. Progress this quarter by task:

Project schedule status:
<input type="checkbox"/> On schedule <input type="checkbox"/> On revised schedule <input type="checkbox"/> Ahead of schedule <input checked="" type="checkbox"/> Behind schedule

Task A: Provide Maintenance Training- The annual deliverable for this task is 26 courses. The team has been working with new instructors to develop new courses, and has been scheduling programs for the remainder of the calendar year. No training has been conducted in this area during the first quarter.

Task B: Provide Maintenance-related Technical Assistance- The annual deliverable for this task is up to 100 requests. During this quarter, there have been eight recorded technical assistance requests.

Task C: Provide Safety Training- The annual deliverable for this task is 20 courses. No training was conducted in this area in the first quarter; however, scheduling has begun for the remainder of the year. Several new courses are under development at this time.

Task D: Provide Safety-related Technical Assistance- The annual deliverable is up to 100 requests in this task area. There have been seven recorded technical assistance requests to date. We are developing a safety technical assistance flyer to market services. In order to prepare for this, we have been reviewing what services other centers offer and how other centers conduct their program. We are exploring the feasibility of additional loaner items. The team also hosted an IHSDM training course for four days on behalf of the NJDOT, at the request of the NJDOT. The instructional team was provided by the FHWA Resource Center.

Task G: Coordination and Development of Communication and Marketing Activities- this task includes the electronic and printed newsletters. An E-newsletter was published in February 2016, and the first printed newsletter was drafted, as it will be printed for distribution in the beginning of the fourth quarter. We compiled a new mail list for municipal public works departments (nearly 600 entries) and a new mail list was constructed for county engineers (approximately 40 entries). There is a technical assistance marketing piece in draft. The LTAP website has begun being updated.

Task H: Customer Service Evaluation- this task includes course evaluations and a needs assessment. Course evaluations have been completed by participants in training classes, reviewed, and scanned for archiving. Any comments from participants are shared with the instructor. Any comments eliciting concern are addressed. None have occurred this quarter. The LTAP customer needs survey has been drafted and provided to NJDOT. A review of other centers' surveys occurred prior to developing our own.

Task I: Meetings and Conferences- this task represents our participation in local, state, national events. A list of events attended and contributed to is below:

- Attended National Local Technical Assistance Program Association Winter Meeting – January 2016
- Participated in NLTAPA-FHWA Joint Safety Leadership Team
- Participated in NJ Chapter of the American Public Works Association Education Committee and attended Chapter meetings on February 17 and March 9, 2016
- Coordinated County and Municipal Transportation Engineers Association Meeting on March 15, 2016

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- Attended the NJ Police Traffic Officers Association meetings January 6, February 3, and March 2, 2016
 - Attended NJ State Association of County Engineers meetings January 15, February 19, and March 18, 2016
 - Provided PDH technical session for February NJSACE Meeting, Paving New Jersey on February 19, 2016 (32 attended)
 - Provided PDH technical session for March NJSACE Meeting, ADA Transition Plans on March 18, 2016 (32 attended)
 - Coordinated and attended NJ Asphalt Paving Conference on March 8, 2016 (310 attended)
 - Participated in NLTAPA work groups for Conference Planning and Training Resources

Task J: Training for Concrete Field Testing Technician- the annual deliverable for this task is up to three courses. Three courses were conducted for the NJDOT- two in January and one in March. American Concrete Institute (ACI) exams were held for each section of the course. This task is complete.

Task K: Soils Level 1 & 2 Training- the annual deliverable for this task is up to 2 sessions. One program was held. The Soils Level One Class for NJDOT was March 29-April 7, 2016; 19 attended. 3 days of presentations and demonstrations were followed by 1 day of final exam and 2 days of practical exercises. 12 of the 19 passed the written exam (75% or better on the exam needed) and are taking the practical. The practical exercises occur in the second quarter.

Task L: Soils Refresher Training Course- the annual deliverable is up to 8 sessions. In this quarter, the Refresher training date and topics were being coordinated with NJDOT.

Task M: Work Zone Safety Awareness Workshop- the annual deliverable for this task is up to 4 sessions. During this quarter, one session of Work Zone Safety Awareness was held at the NJDOT facility on March 14, 2016. 36 NJDOT personnel attended.

Task N: Traffic Control Coordinator Program- the annual deliverable is up to 4 sessions. NJ LTAP provided one session of Traffic Control Coordinator on March 15-18, 2016. There were 35 NJDOT personnel in attendance. The exam was administered on the fourth day and all participants successfully passed the exam.

Task O: Pavement Refresher Training- the annual deliverable for this task is up to 2 sessions. One session was provided for Pavement Refresher Training on March 3, 2016. There were 64 NJDOT personnel in attendance.

Task P: Provide Compliance Training- the annual deliverable for this task is up to 25 courses per year. During this quarter, a variety of courses were held. A list is below, with the corresponding number complete for the year and number of attendees:

- Compliance to the Americans with Disabilities Act in the Public Rights-of-Way on January 29, 2016 (1 of 2 complete) (35 attended)
- Traffic Control Coordinator Refresher on February 17, 2016 (1 of 2 complete) (77 attended)
- Traffic Incident Management for First Responders on February 19, 2016 (1 of 4 complete) (29 attended)
- Traffic Incident Management for First Responders on March 11, 2016 (2 of 4 complete) (42 attended)
- Grant Management for Federal Aid Projects on February 23, 2016 (1 of 4 complete) (33 attended)
- Conducting Traffic Sign Retroreflectivity Inspection on February 26, 2016 (21 attended) (Miscellaneous class selected for federal compliance)
- Design of ADA Curb Ramps on February 4, 2016 (1 of 4 complete) (34 attended)
- Design of ADA Curb Ramps on March 4, 2016 (2 of 4 complete) (35 attended)
- Design of ADA Curb Ramps on March 30, 2016 (3 of 4 complete) (31 attendees)
- Highway Inspection Procedures for Federal Aid Projects on March 8, 2016 (1 of 4 complete) (28 attended)
- Highway Inspection Procedures for Federal Aid Projects on March 22, 2016 (2 of 4 complete) (30 attended)
- Federal Aid Requirements and LPA Compliance on March 9, 2016 (1 of 1 complete) (53 attended)
- Ethical Choices: Daily Decisions for Engineers on January 21, 2016 (17 attended) (Miscellaneous class selected for NJ Professional Engineer PDH requirement)
- Ethical Choices: Daily Decisions for Engineers on March 17, 2016 (36 attended) (Miscellaneous class selected for NJ Professional Engineer PDH requirement)

2. Proposed activities for next quarter by task:

Task A: Provide Maintenance Training

- Training to be conducted:
 - Asphalt Roads Common Maintenance Problems – April 29, 2016
 - Pavement Maintenance Crack Treatment – May 11, 2016
 - Pavement Management for Local Agencies- May 17, 2016
 - Principles of Paving- June 7, 2016
 - Roadway and Roadside Drainage- June 28, 2016
 - Roadway and Roadside Drainage- June 29, 2016
 - Additional TBD

Task B: Provide Maintenance-related Technical Assistance

- Technical assistance requests will continue to be responded to.
- A technical assistance flyer/brochure will be produced for marketing of services.

Task C: Provide Safety Training

- Training to be conducted:
 - Roadway and Traffic Safety Improvement Program- June 8, 2016
 - Additional TBD

Task D: Provide Safety-related Technical Assistance

- Safety tech assistance flyer will be produced.
- Technical assistance requests will continue to be responded to.
- An ASAP funding application will be submitted to FHWA for consideration.

Task G: Coordination and Development of Communication and Marketing Activities

- Printed newsletter published April 2016
- E-newsletter published June 2016
- New mail list continue to be populated
- Technical brief #1 produced
- Website continued updates and maintenance
- Logo contest conducted

Task H: Customer Service Evaluation

- Course evaluation forms for April, May, and June scanned and archived, and available for audit by NJDOT
- Needs assessment conducted
- Advisory board established

Task I: Meetings and Conferences- participation in local, state, national events

- Attend National Local Technical Assistance Program Association Summer Meeting – July 2016 and lead Safety Work Group Meeting
- Participate in NLTAPA-FHWA Joint Safety Leadership Team
- Participate in NJ Chapter of the American Public Works Association Education Committee and attend Chapter meetings
- Attend County and Municipal Transportation Engineers Association Meeting on April 15, 2016
- Attended the NJ Police Traffic Officers Association meetings April 6, May 4, and June 1, 2016
- Provide PDH technical session for April 15, 2016 NJ State Association of County Engineers meeting
- Participate in NLTAPA work groups for Conference Planning and Training Resources
- Participate in EDC State Transportation Innovation Council meeting on April 14, 2016

Task J: Training for Concrete Field Testing Technician

- This task is complete.

Task K: Soils Level 1 & 2 Training

- Soils Level One Class Practical Work April 2016

Task L: Soils Refresher Training Course

- Session of Refresher training conducted

Task M: Work Zone Safety Awareness Workshop

- WZA Workshop for NJDOT Operations on June 6, 2016
- Schedule any remaining NJDOT WZA for 2016

Task N: Traffic Control Coordinator Program

- TCC Training for NJDOT Operations on June 7-10, 2016
- Schedule any remaining NJDOT TCC for 2016

Task O: Pavement Refresher Training

- TBD

Task P: Provide Compliance Training

- Training will continue during the second quarter, including:
 - Grant Management for Federal Aid Projects- April 20, 2016
 - Design of ADA Curb Ramps- May 6, 2016
 - Highway Inspection Procedures for Federal Aid Projects- May 19, 2016
 - Grant Management for Federal Aid Projects- May 25, 2016

3. List of deliverables provided in this quarter by task (include deliverable date):

Task A: Provide Maintenance Training

- Scheduling has begun for the remainder of the year, and those confirmed and available for registration, to date, are:
 - Asphalt Roads Common Maintenance Problems – April 29, 2016
 - Pavement Maintenance Crack Treatment – May 11, 2016
 - Pavement Management for Local Agencies- May 17, 2016
 - Principles of Paving- June 7, 2016
 - Roadway and Roadside Drainage- June 28, 2016
 - Roadway and Roadside Drainage- June 29, 2016

Task B: Provide Maintenance-related Technical Assistance

- Eight recorded technical assistance requests

Task C: Provide Safety Training

- Scheduling has begun for the remainder of the year and the new courses are under development. Those confirmed and available for registration, to date, are:
 - Roadway and Traffic Safety Improvement Program- June 8, 2016

Task D: Provide Safety-related Technical Assistance

- Safety tech assistance flyer being worked on- research on possible new loaner items
- A review of other LTAP technical assistance services was conducted
- Seven recorded technical assistance requests
- Hosted FHWA Resource Center IHSDM training at the request of NJDOT.

Task G: Coordination and Development of Communication and Marketing Activities

- E-newsletter published February 2016
- New mail list constructed for municipal public works departments (January 2016)
- New mail list constructed for county engineers (March 2016)
- Technical assistance marketing piece in draft
- Printed newsletter issue #1 content provided to NJDOT for approval, approved February 2016, being printed for the second quarter

Task H: Customer Service Evaluation

- Course evaluation forms for January, February, and March are scanned and archived, and available for audit by NJDOT
- APWA NJ Chapter Executive Board and NJ State Association of County Engineers polled for training topic requests (February 2016)
- Needs assessment in draft and provided to NJDOT in March 2016

Task I: Meetings and Conferences- participation in local, state, national events

- Attended National Local Technical Assistance Program Association Winter Meeting – January 2016 and led Safety Work Group Meeting
- Participated in NLTAPA-FHWA Joint Safety Leadership Team
- Participated in NJ Chapter of the American Public Works Association Education Committee and attended Chapter meetings on February 17 and March 9, 2016
- Coordinated County and Municipal Transportation Engineers Association Meeting on March 15, 2016
- Attended the NJ Police Traffic Officers Association meetings January 6, February 3, and March 2, 2016
- Attended NJ State Association of County Engineers meetings January 15, February 19, and March 18, 2016

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- Provided PDH technical session for February NJSACE Meeting, Paving New Jersey on February 19, 2016
 - Provided PDH technical session for March NJSACE Meeting, ADA Transition Plans on March 18, 2016
 - Coordinated and attended NJ Asphalt Paving Conference on March 8, 2016
 - Participated in NLTAPA work groups for Conference Planning and Training Resources

Task J: Training for Concrete Field Testing Technician

- Concrete Technician Training (January 20, 21, and 22, 2016 (20 attended)
- Concrete Technician Training (January 26, 27, and 29, 2016 (21 attended)
- Concrete Technician Training (March 22, 23, and 24, 2016 (16 attended)
- ACI Testing January 23, 30, and March 25.

Task K: Soils Level 1 & 2 Training

- Soils Level One Class March 29-April 7, 2016 (19 attended)

Task L: Soils Refresher Training Course

- Refresher training date and topics is being coordinated with NJDOT

Task M: Work Zone Safety Awareness Workshop

- Provided one session of Work Zone Safety Awareness on March 14, 2016 (36 attended)

Task N: Traffic Control Coordinator Program

- Provided one session of Traffic Control Coordinator on March 15-18, 2016 (35 attended)

Task O: Pavement Refresher Training

- Provided one session of Pavement Refresher Training on March 3, 2016 (64 attended)

Task P: Provide Compliance Training

- Compliance to the Americans with Disabilities Act in the Public Rights-of-Way on January 29, 2016 (35 attended)

- Traffic Control Coordinator Refresher on February 17, 2016 (77 attended)

- Traffic Incident Management for First Responders on February 19, 2016 (29 attended)
- Traffic Incident Management for First Responders on March 11, 2016 (42 attended)

- Grant Management for Federal Aid Projects on February 23, 2016 (33 attended)

- Conducting Traffic Sign Retroreflectivity Inspection on February 26, 2016 (21 attended)
- Design of ADA Curb Ramps on February 4, 2016 (34 attended)
- Design of ADA Curb Ramps on March 4, 2016 (35 attended)
- Design of ADA Curb Ramps on March 30, 2016 (31 attendees)
- Highway Inspection Procedures for Federal Aid Projects on March 8, 2016 (28 attended)
- Highway Inspection Procedures for Federal Aid Projects on March 22, 2016 (30 attended)

- Federal Aid Requirements and LPA Compliance on March 9, 2016 (53 attended)

- Ethical Choices: Daily Decisions for Engineers on January 21, 2016 (17 attended)
- Ethical Choices: Daily Decisions for Engineers on March 17, 2016 (36 attended)

4. Progress on implementation and training activities:

All associated work completed has been detailed in the sections above.

First Quarter 2016	Infrastructure Management Focus Area	Workforce Development Focus Area	Safety Focus Area
Number Trained	582	240	264

Summary of Number Trained per FHWA Focus Area

5. Problems/Proposed Solutions:

The project is currently 22.3% complete. The project timeline anticipated the project to be at 39% complete at this time. The variation is due to fewer technical assistance requests received during the first quarter (Tasks B and D). This is not considered an impediment of the progress of the project, as technical assistance tasks were estimated to a maximum number and time billed to this task reflects the actual number received, not the maximum possible.

Total Project Budget – Year 1	\$766,574.00
Modified Contract Amount:	
Total Billing To Date *	\$103,453.66
Year 1 - % of Total Budget Expended	13.50%
Year 1 - % Complete	22.40%
% of Total Project Time Expended	25%

** This amount is based on the “FD Fund Source Summary by Natural Account” report the Rutgers Financial Data Warehouse. Actual billing will be submitted by the Office of Grant and Contract Accounting*

NJDOT Research Project Manager Concurrence: _____ Date: _____

PROJECT SCHEDULE - YEAR 1

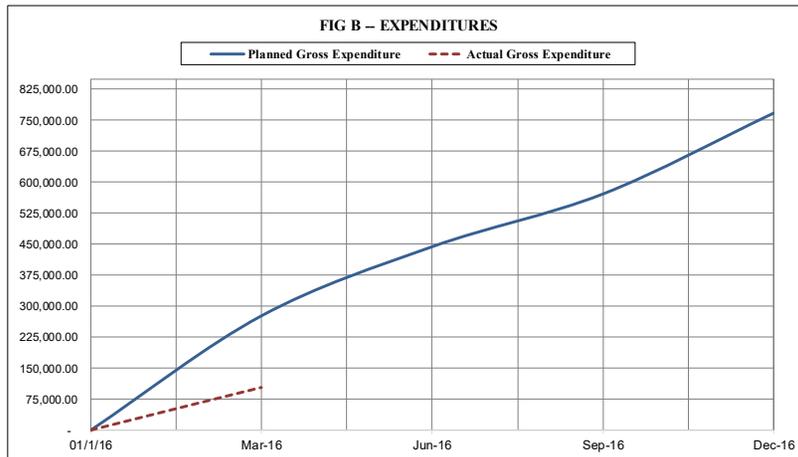
Project Title	2016 Local Technical Assistance Program										FY: 2016	March	
Project No.	2016-02												
Principal Investigator	Janet Leli												
	MONTHS												Estimated % Completion
RESEARCH TASK	1	2	3	4	5	6	7	8	9	10	11	12	
Task A	9%	18%	27%	36%	45%	55%	64%		73%	82%	91%	100%	5.00%
Task B	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	8.00%
Task C	9%	18%	27%	36%	45%	55%	64%		73%	82%	91%	100%	5.00%
Task D	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	7.00%
Task G	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	20.00%
Task H	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	20.00%
Task I	9%	18%	27%	36%	45%	55%	64%		73%	82%	91%	100%	25.00%
Task J	33%	67%	100%										100.00%
Task K	25%	50%	75%							100%			40.00%
Task L	25%	50%	75%	100%									5.00%
Task M		25%	50%							75%	100%		25.00%
Task N		25%	50%							75%	100%		25.00%
Task O	25%	50%	75%								100%		50.00%
Task P	10%	20%	30%	40%	50%	60%	70%		80%	90%	100%		50.00%
Overall % Complete													
Project	11%	23%	36%	44%	51%	58%	65%	68%	75%	85%	94%	100%	
Overall % Complete													
Actual			22%										22.40%

FIG. A -- OVERALL PROJECT SCHEDULE

Data Table for Figures B and C (Charts)

Month	Planned Gross	Actual Gross Expenditure
01/1/16	-	\$0.00
Mar-16	276,373	103,453.66
Jun-16	443,747	
Sep-16	571,190	
Dec-16	766,574	

Month	Planned Progress	Estimated Actual
01/1/16	0%	0.00%
Mar-16	36%	22.40%
Jun-16	58%	
Sep-16	75%	
Dec-16	100%	



Year 1 - % Complete	13.50%
Contract Amount	\$766,574.00
To be Invoiced this Quarter	\$103,453.66
Total Billing to Date	\$103,453.66
Balance	\$663,120.34

Time expended	25.00%
Starting Date	01/01/16
Completion Date	12/31/16