

**Part II:**  
**LOCAL TECHNICAL ASSISTANCE PROGRAM**

## PART II – Local Technical Assistance Program

### Objective:

To provide training and technology transfer in order to meet the federal mandates to provide training and technology transfer to local governments and to achieve four essential goals: 1) Worker Safety; 2) Highway Safety; 3) Infrastructure Management; and 4) Workforce Development.

Extensive public and stakeholder outreach to assist the Department in developing planning products to facilitate decision making related to transportation policy and programs.

### Methodology:

In order to address these focus areas, NMLTAP has tailored the current program to accommodate both rural and urban audiences, expand independent research and training opportunities by making its library resources readily available, and be agile in meeting the training requests of the clients. The NMLTAP will rely on assistance in operating the program through New Mexico Universities. A survey will be conducted to determine specific training needs of tribal and local transportation agencies in New Mexico in order to stay current with the type of training, research and technology needs. The program will rely on training available through the National Highway Institute, the LTAP Library resources, Universities and training available through online opportunities.

The NMLTAP Program Manager will continue to provide outreach to its customers through regular email communications, public meetings, conference attendance, participation at the National Local Technical Assistance Program Association (NLTAPA) meetings, and on-site training. Periodic attendance at MPO and RTPPO meetings will be used as a means to provide outreach to customers. NMLTAP will provide an updated list of all technological and training resources in its resource library and will continue to develop the ability to provide web-based trainings. The goal is to determine the potential for reducing the on-site training operational expenses while still meeting the Federal mandates to provide training and technology transfer to local governmental entities involved in transportation planning and programming, design, construction, and maintenance.

NMLTAP will continue to work with the NMDOT Project Oversight Division to update the Tribal/Local Public Agency Handbook and provide regular training on the information in the handbook through the Inception to Completion of Federal-aid projects. This training will be offered at least once per year in order to provide local governments with the latest information on how to successfully manage a federal-aid project. The handbook and training will be updated to include all of the changes resulting from both MAP-21 and the FAST Act and new performance management requirements. Additional training and outreach will be provided based on the emphasis areas identified in FHWA's Every Day Counts initiatives.

### **Advisory Committee**

The NMLTAP Advisory Committee provides another proactive approach to customer service. Advisory Committee members are recruited by the Program Director to reflect the diversity of the communities served by NMLTAP. The Advisory Committee consists primarily of client representatives willing to provide insight into the needs of local and tribal agencies, thus providing the genesis for creating

NMLTAP's Training Plan. The Advisory Committee will meet on a semi-annual basis in order to identify training and technology transfer needs and to ensure that implementing the National LTAP Strategic Plan supports the needs of NMLTAP's clients and assess the NMLTAP's effectiveness in meeting the needs of its clients.

Products:

<p><b>1</b></p>	<p>Project Description: Personnel Services and Employee and operational expenses  Project Amount FY17: \$100,000  Project Amount FY18: \$100,000  Project Manager: LTAP Manager</p> <table border="0"> <tr> <td>Number of Positions</td> <td>Position Title</td> </tr> <tr> <td>1</td> <td>Line Manager II</td> </tr> <tr> <td>1</td> <td>Trainer</td> </tr> </table>	Number of Positions	Position Title	1	Line Manager II	1	Trainer
Number of Positions	Position Title						
1	Line Manager II						
1	Trainer						
<p><b>2</b></p>	<p>Project Description: LTAP Administrative Activities  Maintain the NMLTAP Resource Library, NMLTAP web page, mailing list, and email NMLTAP monthly update to include new information from FHWA and other sources. Identify, coordinate and schedule trainings, secure training facility, assist with training registration, provide training materials, print certificates and training evaluations. Schedule and conduct semi-annual NMLTAP Advisory Committee meetings, provide reports to the committee and develop the training program for endorsement by the committee.</p> <p>Project Manager: LTAP Manager</p>						
<p><b>3</b></p>	<p>Project Description: Training and Technology Transfer  The NMDOT LTAP Manager will develop a scope of work and consultant contracts with New Mexico Universities to provide support in administering the NMLTAP, developing a multi-year training plan and providing training to tribal and local transportation agencies throughout New Mexico. Registration fees required for training courses offered through NHI and other sources will be included in this task. Supply local government and related agencies with technology transfer and training materials upon request. NMLTAP maintains a large number of publications available for free distribution as well as a lending library composed of videotapes, software, publications, technical reports, and journals.</p> <p>Types of Training:  Computer Aided Drafting (Auto CAD I, II, III)  Computer Courses  ArcView/GIS Training  Hazardous Material Training  GPS and Photogrammetry, Surveying  Traffic Incident Management  Environmental</p>						

	<p>Beginning/Intermediate Welding  Commercial Driver's License  OSHA Health &amp; Safety  Supervisor Management Course  Work Zone Safety  Construction Inspection Highway and Maintenance  Grant Writing  Basics of Road Construction</p> <p>Project Number: CN P917220  Project Amount: \$200,000  Project Number: CN P918190  Project Amount: \$200,000  Project Manager: LTAP Manager</p>
4	<p>Project Description: Heavy Equipment Operator Training  The NMDOT LTAP trainer will provide instruction on the safe operation of various types of heavy equipment typically used by tribal and local transportation agencies. Training will also be provided to prepare for Commercial Driver's License, basic flagger operations, trenching/shoring, safety and maintenance. Student handbooks are updated on a regular basis for the various equipment training. The goal is to provide 40 week long on-site trainings throughout the state, including 10 heavy equipment classes at the NMDOT Training Academy in Roswell.</p>
5	<p>Project Description: NMDOT Tribal/Local Public Agency Handbook Training  The NMDOT Inception to Completion of state and federal-aid projects training course will be updated during FY17 in cooperation with the NMDOT Project Oversight Division. Contract to have vendor update the Handbook and provide training. The training would be taught using the NMDOT's Project Implementation and MAP21. The contractor will use the Departments policies and procedures to ensure compliance with NMDOT and FHWA regulations. The delivery of a final product and to conduct two (2) trainings – one training for NMDOT LPA Coordinators will occur by September 30, 2017.</p> <p>Project Number: CN P917240  Project Amount: \$60,000  Project Manager: LTAP Manager</p>