

PART 1
Program Development

Chapter 4

Resources for Local
Governments

Locally Administered
Projects (LAP) Manual

CHAPTER 4

RESOURCES FOR LOCAL GOVERNMENTS

There are many training opportunities available to LPAs to assist them to obtain the skills necessary to successfully administer transportation projects. The following identifies just a few of the resources available to LPAs.

4.1 VDOT LOCAL PARTNERSHIP TEAM

VDOT has created a Local Partnership Team (LPT) with the goal of providing assistance and training to those local governments administering or planning to administer federal-aid transportation projects. The most up to date information about upcoming training can be found on the LPT Web site at

<http://www.virginiadot.org/business/local-assistance-lpt.asp>.

The LPT workshops include the following:

- General Project Delivery
- Contract Management
- Environmental Requirements
- Construction Management

4.2 VDOT VIRTUAL CAMPUS

VDOT offers training opportunities through the VDOT Virtual Campus <https://virtualcampus.vdot.virginia.gov>. Resources range from training for current external applications such as Project Cost Estimating System (PCES) and Dashboard to Project Management, highway plan reading, and many other project related skills.

4.3 NATIONAL HIGHWAY INSTITUTE

In addition to these direct VDOT training opportunities, the FHWA - National Highway Institute (NHI) provides a number of on-site and on-line workshops and seminars directly related to federal-aid highway project administration. The NHI catalog can be found at http://www.nhi.fhwa.dot.gov/training/brows_catalog.aspx.

Some NHI courses available include:

- Highway Program Financing
- Federal-aid Highways
- Partnering: A Key Tool for Improving Project Delivery in the Field
- Materials Control and Acceptance - Quality Assurance
- Contract Administration Core Curriculum
- Basic Construction and Maintenance Documentation - Improving the Daily Diary (online course)
- Basic Materials for Highway and Structure Construction and Maintenance (online course)
- Basic Relocation under the Uniform Act
- Local Public Agency Real Estate Acquisition (online course)

4.4 LOCAL TECHNICAL ASSISTANCE PROGRAM

The Local Technical Assistance Program (LTAP) at the University of Virginia - Center for Transportation Studies (<http://ltap.cts.virginia.edu/index.php>) also provides training opportunities for local government.

Examples of currently available courses include:

- Project Management for the Transportation Professional
- Effective Technical Writing
- Bicycle/Pedestrian Accommodation

4.5 WORK ZONE TRAFFIC CONTROL TRAINING REQUIREMENTS

To improve safety and mobility during construction and maintenance activities, personnel involved in the development, design, implementation, operation, inspection, and enforcement of work zone related transportation management and traffic control must be trained, appropriate to the job decisions each individual is required to make. Work zone traffic control plans, Maintenance of Traffic, Sequence of Construction and/or temporary traffic control devices shall not be designed, implemented or installed in the field unless performed by or under the direct supervision of a person who has satisfactorily completed the training requirements. Details regarding work zone traffic control training are available on our Web page at <http://www.virginiadot.org/business/trafficeng-WZS.asp>.