

**LTAP/TTAP STRATEGIC PLAN – ROLES AND RESPONSIBILITIES**  
**2010 UPDATE**

**APPENDIX I: PROGRAM ROLES AND RESPONSIBILITIES**

In 2003 FHWA initiated a broad review of the LTAP/TTAP to determine the strategic and operational direction of the Program. Working with stakeholders throughout the community, the goal was to assess whether LTAP/TTAP was “doing the right things, and doing things right” and insure that our work was focused, aligned and accountable to the needs of the taxpayer. This culminated with the implementation of the Program Strategic Plan in 2004.

The next step was to clarify how Program stakeholders work together within clearly defined roles and responsibilities, including how tasks should be aligned and how clearer lines of accountability can make the Program more efficient and effective. All of the parties that work to deliver value for LTAP/TTAP collaborated to address these areas and better define how to improve operations.

In that review, three main stakeholders emerged: LTAP/TTAP Centers, FHWA, and NLTAPA. Composite definitions of roles and responsibilities for FHWA, its Clearinghouse, NLTAPA and Centers at large were created in late 2004 and released in January 2005. Over the course of 2005, charters for the committees that help stakeholders to better govern LTAP/TTAP were also completed and released.

Following the twin developments of the selection of ARTBA as the new contractor for the FHWA LTAP/TTAP Clearinghouse and the new organizational structure of NLTAPA, it became clear that additional work was needed to align the previous roles and responsibilities work to the new realities of the Program. A 2007 update included updated outlines for Centers, FHWA, and NLTAPA and an additional section that broke out roles and responsibilities by program tasks.

In 2008, FHWA responded to the growing workload surrounding national program efforts across LTAP/TTAP by modifying the LTAP/TTAP Clearinghouse contract to add one full-time staff member to perform additional support tasks. The new staff member was hired in mid-2009, and this 2010 update captures those changes. In addition, there is updated information on the NLTAPA work groups and the integral part they play in the Program, including the addition of the new Safety work group.

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**ROLES AND RESPONSIBILITIES BY STAKEHOLDER**

**LTAP/TTAP Centers**

Overall National Program Management

- Submit national Program reporting reports and tools on time to FHWA
- Serve as at-large members of national FHWA program committees such as SPC and CSC
- Serve on national NLTAPA committees and work groups
- Align annual work plans with the four focus areas in the Strategic Plan

Center Management

- Provide technology transfer and workforce development services for the primary benefit of local or tribal agencies as detailed by Center contracts with FHWA or State DOTs
- Leverage available Program and other resources to meet customer needs
- Prepare an annual work plan that:
  - Responds to customer needs
  - Aligns with the four focus areas in the LTAP/TTAP Strategic Plan
  - Coordinates with relevant national, state and other oversight agencies
- Report annual performance to FHWA/TPP as outlined in the LTAP/TTAP Strategic Plan and other directives
- Coordinate relationships between funding and oversight agencies to foster collaboration and maximize growth opportunities

Partnerships

- Initiate, expand and improve local partnerships in their state or area
- Leverage local partner resources for LTAP/TTAP to help the Center achieve its mission to local agencies
- Support the national strategy for partnerships through their local relationships; communicate information regarding efforts, initiatives and best practices to wider Program community

Product and Service Development

- Identify and/or develop local products, services and programs that meet the needs of local customers
- Work with FHWA, NLTAPA and other Centers to improve the products and services provided to both Centers and customers
- Participate in periodic surveys and needs assessments to help prioritize national product development
- Provide feedback at regional meetings on training programs or products under development

Program Growth and Sustainability

- Leverage Program opportunities through non-traditional avenues with stakeholders and partners, such as agencies working in safety, environment, workforce development, etc.
- Maximize local relationships with state and national partners; develop and maintain effective marketing and educational tools regarding the work of the Center
- Communicate additional Center and Program development opportunities to FHWA TPP and NLTAPA

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**LTAP/TTAP Centers [continued]**

Safety

- Promote highway and worker safety to partners and customers; communicate national safety initiatives and information

National Conference Planning and Participation

- Serve on the conference program planning committee
- Communicate needs to the committee when requested
- Serve on the agenda as speakers, presenters, moderators, etc
- Attend the conference
- Host the national conference if selected by their region
- Promote the conference within their state or tribal area

Regional Meeting Planning and Participation

- Communicate their needs to the meeting coordinator through their regional representative
- Serve on the agenda as speakers, presenters, moderators, etc
- Attend and promote the meeting within their state and/or tribal area

Facilitate Information Exchange within the LTAP/TTAP Community

- Share information with peers at regional and national meetings as well as through surveys, needs assessments and other methods wherever possible and relevant
- Provide feedback to FHWA and NLTAPA on their efforts
- Provide and update information on Center initiatives, programs, courses and other information to the FHWA LTAP/TTAP Clearinghouse for use in the LTAP/TTAP Resource Database and other databases; upload and update materials to the Resource Database as needed

Professional LTAP/TTAP Staff Development

- Commit staff time and resources to ensure staff are well trained about LTAP/TTAP, their customers, and about their particular jobs
- Share best practices with other Centers
- Participate in state and national committees such as TRB, strategic highway safety plans etc. to develop technical expertise within the LTAP/TTAP community

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**FHWA**

***FHWA: Technology Partnership Programs***

Overall National Program Management

- Provide overall program management and leadership
- Exert primary fiduciary responsibility for the Program through distribution of federal Program funds to LTAP/TTAP Centers as mandated by Congress and resultant US code, and accountable to legislative and executive branches for Program performance
- Set strategic direction and contract requirements; monitor progress and effectiveness of the program
- Create, implement and manage the Program Strategic Plan
- Create, implement and manage a national Program business plan that furthers the goals in the Program Strategic Plan
- Develop tools to further strategic planning goals; collect, analyze and report on Program performance data
- Effectively manage the FHWA LTAP/TTAP Clearinghouse
  - Effectively manage the Clearinghouse Steering Committee to support these activities
- Ensure the coordination of reporting requirements with Division offices
- Work effectively with the Strategic Planning Committee to...
- Ensure coordination, communication and support for NLTAPA activities; manage Program resources, with specific oversight responsibility for the FHWA LTAP/TTAP Clearinghouse via contract
- Coordinate activities and reporting requirements between Program stakeholders
- Promote LTAP/TTAP to FHWA Division Offices and state DOTs; share information on current Program activities and issues
- Ensure compliance with all Federal regulations

Center Management

- Coordinate LTAP/TTAP contract requirements with FHWA Division offices and additional offices that provide matching funds
- Ensure that LTAP/TTAP contracts support the Strategic Plan and address local needs
- Provide direct contract authority for Centers (TTAP only)

Collaborative Partnerships

- Develop, document and implement a strategy for mutual collaborative partnerships in coordination with NLTAPA
- Represent LTAP/TTAP to other FHWA and federal program offices; initiate, expand and improve national agency-level partnerships on behalf of the Program
- Leverage national partner resources for LTAP/TTAP to help the Program achieve its national mission
- Annually review progress on partnering activities with NLTAPA and preview forward strategy
- Represent the national LTAP/TTAP to partners at their meetings

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***FHWA: Technology Partnership Programs [continued]***

Product and Service Development

- Provide funding to develop, implement and promote national products, services and programs that support the Strategic Plan
- Assess and act upon input from Center surveys and needs assessments
- Coordinate availability of selected NHI courses for Center use
- Support NLTAPA Training Resources work group as requested by the Executive Committee
- Investigate resources available for program use through FHWA and other partners in the local roads community
- Work with NLTAPA to identify priority program resources for Centers

Program Growth and Sustainability

- Represent the LTAP/TTAP to FHWA, BIA, FLH, DOT and other federal agencies
  - Find and develop additional funding opportunities from these sources
- Work with NLTAPA to support activities that promote the national program

National Conference Planning and Participation

- Participate on the planning committee
- Develop the FHWA national program section of the agenda
- Provide financial assistance to the conference to promote the national Program and share information among program constituents
- Coordinate participation of FHWA and other national partners as needed as part of ongoing promotion efforts

Regional Meeting Planning and Participation

- Develop the FHWA national Program part of the agenda
- Provide financial assistance as applicable to promote the national Program

Facilitate Information Exchange within the LTAP/TTAP Community

- Provide timely information to the Program community on national Program efforts
- Coordinate with other FHWA offices and community partners to provide information relevant to LTAP/TTAP such as local roads and transportation workforce development
- Effectively manage the FHWA LTAP/TTAP Clearinghouse
- Ensure communication with and general support for NLTAPA activities, committees and workgroups
- Lead an annual review of these Roles and Responsibilities with the NLTAPA Executive Committee

Professional LTAP/TTAP Staff Development

- Provide funding to develop, implement and promote staff development opportunities, such as train-the-trainer and peer exchanges
- Respond to and meet Center professional development needs in coordination with NLTAPA
- Hold an orientation for new Center directors within six months of their date of service and/or as requested by new Center director per the Program professional development process

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***FHWA: Technology Partnership Programs [continued]***

Safety

- Promote the LTAP/TTAP role as a national leader in local road safety
- Promote roadway and worker safety to partners and customers
- Communicate national safety initiatives and information to Centers
- Support the NLTAPA Safety work group as applicable to promote the national safety program
- Lead emphasis on safety within LTAP/TTAP community
- Continue effective liaison with the FHWA Office of Safety
  - Develop and deliver national program resources

***FHWA: LTAP/TTAP Clearinghouse Contractor***

Overall National Program Management

- Compile PAR data and report results to FHWA, Program leadership and Centers
- Facilitate the sharing of Program information between FHWA, its Program Offices, LTAP/TTAP, NLTAPA, its work groups, and any other stakeholder
- Share information on Program efforts among LTAP/TTAP community and national stakeholders
- Provide support to Program work groups and committees as directed by FHWA

Center Management

- Support and respond to Center requests for resources and information; share results of these efforts with Centers and others in the program community

Partnerships

- Coordinate and communicate information regarding partnerships for the Program community as needed
- Support national partnership efforts as directed by FHWA

Product and Service Development

- Create and manage an accessible repository for training materials, a graphics library, a professional development tools library, and a master list of instructors and program expertise
- Respond to both Center requests and development items identified in surveys and needs assessments
- Act as single point of contact for program community to products and services offered by or stored at the LTAP/TTAP Clearinghouse
- Coordinate support and information sharing for national product development efforts as requested by FHWA

Program Growth and Sustainability

- Raise awareness of the LTAP/TTAP through various contract activities
- Coordinate, develop and distribute Program marketing and other informational materials
- Provide operational assistance and support to NLTAPA workgroups as directed by FHWA
- Perform and communicate primary research on technical issues of interest to the program community as directed by FHWA
- Market program through exhibition attendance and booths at major local roads conferences

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***FHWA: LTAP/TTAP Clearinghouse Contractor [continued]***

National Conference Planning and Participation

- Participate on and provide assistance to the Planning Committee as directed by FHWA
- Promote the conference throughout the LTAP/TTAP community
- Develop a half-day Professional Development Roundtables session per the program professional development process

Facilitate Information Exchange within the LTAP/TTAP Community

- Provide information sharing, data collection, facilitation and other Program support functions under contract to FHWA
- Collate requests for additional tasks from Program community and respond to those requests in coordination with the FHWA contract authority
- Develop, maintain and manage a central source of information for the program that includes web-based and traditional media
- Assist in the coordination of information within the program and among partners, customers and stakeholders
- Participate in regional meetings as needed to communicate initiatives, promote the program, and learn about Center activities

Professional LTAP/TTAP Staff Development

- Monitor and maintain an on-line LTAP/TTAP Academy, including program briefing, orientation and other professional development resources per the program professional development process
- Develop and maintain a best practices program for LTAP/TTAP, including marketing and information sharing
- Participate in New Director Orientations as directed by FHWA

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**NLTAPA**

Overall National Program Management

- Represent its member Centers to FHWA
- Identify and champion national Center needs and Program improvement initiatives to FHWA
- Assist and participate in the development, analysis, implementation and communication of Program strategic direction
- Direct and manage the workgroup structure to help implement the national program
- Work with TPP to represent LTAP/TTAP to other organizations and stakeholders
- Effectively orient association officers and regional representatives to their responsibilities
- Promote activities and initiatives to member Centers that benefit the national Program

Center Management

- No direct role in individual center management
- Support and respond to member center requests for center management assistance

Collaborative Partnerships

- Develop, document and implement a strategy for both mutual partnerships and relationships other than full partnerships in coordination with TPP
- Investigate, evaluate and implement unique partnerships and relationships on behalf of its membership
- Based on the above strategy, initiate, expand and improve national and local partnerships and relationships on behalf of the Association
- Leverage partner resources for LTAP/TTAP to address needs identified by its members
- Represent the Association to official partners at their meetings
- Evaluate opportunities for partnering efforts on behalf of Association members
- Coordinate and communicate information to members regarding Association partnerships and relationships

Product and Service Development

- Identify Center needs and priorities for national and local training products
- Identify strategy to develop, implement and promote these national products, services and programs
- Work with FHWA to create and coordinate a managed product development process for Centers
- Provide guidance for the development of national products and resources

Program Growth and Sustainability

- Provide advocacy and marketing for LTAP/TTAP and Centers through its committees and work groups
- Educate decision makers via face-to-face visits and authored materials
- Work with TPP to develop a national strategy for financial and resource development
- Based on the above strategy, seek and develop resources to increase Program services
- Increase national visibility of LTAP/TTAP through participation in national partnership activities such as program committees and meetings

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**NLTAPA [continued]**

National Conference Planning and Participation

- Develop and deliver an annual LTAP/TTAP Conference through a conference planning committee, with the NLTAPA President-Elect serving as chair of that committee
- Hold an NLTAPA business meeting at the annual conference
- Hold an NLTAPA Executive Committee meeting at the annual conference

Regional Meeting Planning and Participation

- Create a national regional meeting schedule that avoids overlapping meetings to allow participation by all stakeholders
  - Communicate schedule to FHWA Clearinghouse and NLTAPA web site
- Participate in the regional meetings; share information on NLTAPA efforts and progress

Facilitate Information Exchange within the LTAP/TTAP Community

- Provide leadership to promote and facilitate information collection and exchange for Centers
- Review and provide feedback to FHWA on Clearinghouse activities through FHWA and/or the Clearinghouse Steering Committee
  - Internal Communications work group chair serves as a member on the Committee
- Develop and deliver an annual LTAP/TTAP meeting at TRB
- Hold monthly NLTAPA Executive Committee conference calls
- Participate in an annual review of these Roles and Responsibilities with FHWA TPP
- Hold an annual “officers retreat” to review by-laws, officer duties and operational details
- Keep members and partners informed of the NLTAPA work plan, including ongoing and completed activities
- Maintain a planning calendar of NLTAPA events

Professional LTAP/TTAP Staff Development

- Respond to and meet Center needs through the Professional Development work group in coordination with FHWA
- Present annual awards for excellence to Center community

Safety

- Promote highway and worker safety to partners and LTAP/TTAP Centers
- Work with FHWA Office of Safety
- Communicate national safety initiatives and information
- Direct and manage the Safety work group to help implement the national program