

## **TRAINING REQUEST TO NEBRASKA LOCAL TECHNICAL ASSISTANCE PROGRAM (LTAP)**

- \*\*\*
1. **Purpose:** To provide a procedure for NDOT Divisions and Districts when requesting assistance from Nebraska LTAP to schedule, organize, facilitate, and manage workforce development and technical training for NDOT and local public agency staff. The office of primary responsibility is the Local Assistance Division (LAD). This DOT-OI supersedes DOT-OI 90-01 dated June 15, 2012.
  2. **Submitting a request for training:**
    - \*\*\* A. The NDOT requester contacts LTAP directly to initiate request.  
  
If NDOT Human Resources (NDOT HR) funding will be requested to cover all or part of the training costs, concurrently submit a NDOT Form 238 to NDOT HR.  
  
**DO NOT proceed with the training request prior to receiving approval from NDOT HR.**
    - \*\*\* LTAP and/or NDOT requester will contact the LAD if LAD workforce development funds will be requested for all or part of the training costs. LAD will confirm with LTAP and NDOT requester if the event is eligible and funds are available.
    - \*\*\* **Please Note: Only NDOT staff involved in local federal-aid transportation projects and programs are eligible for LAD workforce development funds. If your staff does not meet this criterion, submit a training request (NDOT Form 238) directly to NDOT HR for funding BEFORE submitting an LTAP training request.**
    - \*\*\* B. LTAP will interview the NDOT requester and complete the LTAP Training Request Form (obtain from LTAP or LAD) together to ensure there is communication.
    - \*\*\* If LAD workforce development funds have been requested, the NDOT requester may also contact the LAD for any additional requirements.
    - \*\*\* C. LTAP will send the completed training/event form to the NDOT requester and/or LAD and NDOT HR (as applicable.)
  3. **Establishing course objectives and content:**
    - \*\*\* A. With input from the NDOT requester, NDOT HR (if HR funds are involved), LAD (as applicable) and LTAP will establish the course objectives, needs, schedule, etc.

The NDOT requester or training facilitator provides course material, including content, displays, presentations, and handouts. Included on the LTAP Training Request Form is indication if LTAP is requested to assist with these items.

The NDOT requester or training facilitator provides course outline/agenda to LTAP.

**4. Budget, scheduling, and training facilitation:**

\*\*\* A. LTAP will create a budget. If LAD workforce development funds will be utilized, LTAP will submit to LAD for approval. The LAD will proceed with the following:

\*\*\* (1) Add training or event to LAD's Workforce Development Plan.

\*\*\* (2) Submit AFE request to NDOT Controller Division.

(3) Pre-pay costs as eligible, including registration fees and airfare.

B. LTAP will make arrangements for the training/event (facility, etc.) and market the training.

\*\*\* The LAD may assist with marketing if the LPA and/or eligible NDOT personnel are involved.

C. Then the training or event can occur. Unless otherwise specified, the LTAP personnel will provide onsite management of the training/event.

**5. Payment and training records:**

\*\*\* A. After the actual costs have been accumulated, LTAP submits an IBT invoice for NDOT and LPA attendees to both LAD and NDOT HR.

(1) LTAP will invoice private pay attendees, such as consultants and contractors.

\*\*\* (2) If LAD workforce development funds are not used, expenses are paid by regular monthly invoicing on a grant contract.

\*\*\* (3) If NDOT HR has approved funds, an IBT will be sent directly to NDOT HR for payment of approved funds.

B. The expenses are then paid.

\*\*\* C. NDOT HR will update attendance of NDOT personnel on the individual's training record.

\*\*\* If the event is covered 100% by LAD workforce development funds and NDOT HR is not invoiced, the LAD will provide NDOT HR with information to update the NDOT personnel records.

**6. Cancellations**

\*\*\* A. If a training event scheduled by LTAP is cancelled for any reason, LTAP will notify the registered attendees and the NDOT requester.

Khalil Jaber, P.E.  
Deputy Director – Engineering