



## Local Government Project Procedures Training Information

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### Training Summary

TxDOT's LGPP Qualification Program requires successfully completing a 12-hour training and qualification class. The class provides an introduction to TxDOT's Local Government Project requirements. Each local government managing a project in TxDOT's Local Government Projects program is required to have at least one "qualified" individual assigned to the project. Participants who successfully complete the class will receive a certificate as proof of qualification. TxDOT requires all "qualified" persons to successfully complete the LGPP Qualification course at least once every three years.

The class is offered periodically at locations throughout the state. Refer to the training calendar to identify currently scheduled classes. Each class is led by instructor(s) with hands-on experience in implementing local government projects with Federal Highway Administration (FHWA) and/or TxDOT funds. Participants are encouraged to actively participate and interact with the instructor(s) and other attendees by sharing experiences and asking questions related to topics being discussed. The course includes five sessions over 1-1/2 days:

*Session 1 – Introduction to applicable laws and regulations, to FHWA, and to TxDOT*

*Session 2 – Discussion of state/LG contracts and tools*

*Session 3 – The project development process*

- *Advance Funding Agreement through performance of non-construction project activities*
- *Advance Funding Agreement through approval of plans, specifications & estimate (PS&E) for construction projects*

*Session 4 – The project development process*

- *Construction letting through project acceptance*
- *Project close-out for construction and non-construction projects*

*Session 5 – Final summary and review*

The goal of the class is to make participants aware of the federal and state laws and regulations, as well as the procedures that must be followed to maximize reimbursement of eligible project costs. The class is focused primarily on providing information on requirements for transportation projects that include design, environmental, right-of-way/utility and construction activities. Information is also provided on requirements for non-construction related projects. The class is not intended to provide expertise on any specific topic.

All participants will receive training on accessing and utilizing the Local Government Projects Online Toolkit and related available web resources. They will also receive a printed copy of TxDOT's Local Government Projects Best Practices Workbook, a printed copy of the course presentations and other relevant materials. To successfully complete the class, attendees must pass a written end-of-training exam.

Participants are strongly encouraged to bring their own laptop or tablet to class. Computers will be available for those who are unable to bring a laptop or tablet.