

District Local Assistance Coordinators

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The ability of the Division of Local Assistance to provide assistance to local governmental agencies has increased since the last meeting at Road School. The passage of the Surface Transportation Assistance Act of 1982 and the increase of federal funding to the state brought some questions as how the funds were to be divided between the Indiana Department of Highways (IDOH) and local governments. The State Transportation Coordinating Board appointed a committee to study the distribution and means of using all the funds. One of the items discussed in the committee meetings was a need for assistance to local agencies in applying, developing and constructing projects using federal aid. A recommendation was suggested that a representative in each IDOH district office be appointed to provide this needed assistance.

Based on that recommendation, the IDOH reviewed and analyzed needs of the local agencies that could be served by representatives located at the district offices. The manpower needs analysis supported the addition of these positions. The IDOH Management Committee approved the additional positions and a request was submitted to the IDOH Personnel Office for the addition of six approved positions—one for each district. The positions were approved in July 1984 and one was assigned to each district. Advertisement for applicants to fill these positions was started in August. All positions have now been filled except for the position in the Greenfield District.

Now that these positions are almost filled—what are their duties? The recommendation to create these positions originated from officials at the local level. The recommendation was to have a representative in the district to assist local officials in the federal-aid process. There were no specific detailed duties of assistance. The Division of Local Assistance outlined certain specific duties that we felt would be beneficial to local officials. The areas we felt that assistance could be provided would be as follows:

1. Federal-Aid System Classification
2. Road Mileage Data
3. Railroad Crossing Inventory Update
4. Traffic Counts
5. Federal-Aid Programming (FA-2)
6. Selection of Viable Projects

7. Priority Planning
8. Funding Considerations
9. TIP Coordination
10. County Commissioner, City Council or Town Board Meetings
11. Claims Follow-Up
12. Audit Resolutions
13. Field Inspection for Project Viability and Scope
14. Traffic Control Plan (Detour) Assistance
15. Railroad Crossing Striping and Signing Assistance

The district coordinator's functions will be to assist counties, cities, and towns in the federal-aid highway program. They will coordinate activities between LPAs, the district office, and the Division of Local Assistance. Be reminded—their function is to assist LPA officials and not to perform their work. The coordinator will be available for meetings upon request at the district office, LPA office or meeting place, or at a project site. The coordinator is available for evening meetings upon request. The area engineer of each district from our office will also be in the district office two days each month to provide assistance. The area engineers are scheduled on a predetermined time in accordance with information previously sent to the LPAs.

The functions I have outlined as the coordinator's areas of responsibility are not the sole functions. These are the areas we have identified. If there are other areas concerning LPA needs, we would be glad to consider them. Assistance provided by the coordinators should be upon request.

Figure 1 shows areas of the state served by each district coordinator and the central office area engineer. There are six areas generally corresponding to the district boundaries. Boundaries have been established at county lines to be served by the coordinators. Any county, city, or town within the established boundaries should contact the respective district coordinator or area engineer.



Figure 1.