



WV Local Technical Assistance Program

2017 Needs Assessment

The WV LTAP wants to ensure we are offering training and services that meet your needs. Please help us collect this information by taking approximately ten minutes of your time to complete the following needs assessment. Please email the completed form to acolli15@mail.wvu.edu.

General Information

1. Which of the following best describes your organization or agency?

- Municipality (City/Town/Village)
- WVDOH – Central Office
- Private
- Home or Property Owners Assoc.
- WVDOH – County Maintenance
- WV Parkways Authority
- Public Service District
- Other _____
- WVDOH – District
- Federal Highway Administration
- US Forest Service

2. How many employees in your agency are responsible for managing, maintaining, or working on the roadway or in the right-of-way?

- 0 - 5
- 6 - 10
- 11 - 20
- 21 - 35
- 36 - 50
- 51 - 75
- Over 75
- Other _____

3. Which of the following best defines your position?

- Manager/Director
- Elected Official
- Mechanic
- Engineer
- Crew Leader
- Other _____
- Technician
- Equipment Operator
- Clerical/Office Staff
- Laborer

4. What interactions have you had with the WV LTAP? (Please select all that apply.)

- I have attended WV LTAP training.
- I have met WV LTAP staff at a meeting.
- Other _____
- I have received technical assistance from WV LTAP staff.
- I receive emails and mailings from the WV LTAP.

Computer and Internet Usage

1. What is your level of comfort using a computer and the internet?

- Very Comfortable
- Comfortable
- Uncomfortable
- Neutral

2. What type of internet do you have access to at work?

- High Speed
- Satellite
- Dial-up
- Not Sure
- None

3. What type of internet do you have access to at home?

- High Speed
- Satellite
- Dial-up
- Not Sure
- None

4. What devices do you use to access the internet? (Please select all that apply.)

- Desktop/Laptop
- Tablet
- Phone
- None

5. Would you use an online tool (forum/listserv) to communicate with your peers across the state?

- Yes
- No
- Maybe

Training Logistics

1. Which type of training do you prefer to attend?

- Traditional - Instructor and participants are at the same location.
- Webinar - Presented live on the internet, and the instructor is available to answer questions during the session.
- Self-paced - Access training on your schedule. An instructor may be able to answer questions by email.

2. Which training style do you find best for learning?

- Traditional - Instructor and participants are at the same location.
- Webinar - Presented live on the internet, and the instructor is available to answer questions during the session.
- Self-paced - Access training on your schedule. An instructor may be able to answer questions by email.

3. What training lengths do you prefer for traditional/in-person training? (Please select all that apply.)

- ½ day (3 to 4 hours)
- 1 day (5 to 7 hours)
- 2 days
- Other _____

4. What training lengths do you prefer for webinar training? (Please select all that apply.)

- Less than 1 hour
- 1 to 2 hours
- 2 to 4 hours
- Over 4 hours
- Other _____

5. What training lengths do you prefer for self-paced training? (Please select all that apply.)

- Less than 1 hour
- 1 to 2 hours
- 2 to 4 hours
- Over 4 hours
- Other _____

6. What months, if any, are difficult for you to attend, or send people to, training? (Please select all that apply.)

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

7. How many hours would you be willing to travel to attend a half-day workshop?

- 1 hour or less
- 2 to 4 hours
- 4 to 6 hours
- 6 to 8 hours

8. How many hours would you be willing to travel to attend a full-day workshop?

- 1 hour or less
- 2 to 4 hours
- 4 to 6 hours
- 6 to 8 hours

9. Which of the following is most accurate in describing your training budget?

- We do not have money for training.
- Money may be available, but primarily for specialized classes.
- My agency has a training budget that can be used to pay for training.
- I don't know.
- Other _____

Training

1. Outside of the current classes we offer, please select additional training topics you would like the WV LTAP to offer. (Please select all that apply.)

- | | |
|--|---|
| <input type="checkbox"/> Asphalt Specifications, Construction and Inspection | <input type="checkbox"/> Asset Management - What do you have and where is it? |
| <input type="checkbox"/> Concrete Maintenance | <input type="checkbox"/> Concrete Inspection |
| <input type="checkbox"/> Concrete Construction | <input type="checkbox"/> Concrete Specifications |
| <input type="checkbox"/> FHWA Every Day Counts Innovations | <input type="checkbox"/> Geotextiles in Transportation Applications |
| <input type="checkbox"/> Grant Writing for Local Agencies | <input type="checkbox"/> Maintenance of Small Bridges |
| <input type="checkbox"/> Pavement Management Systems | <input type="checkbox"/> Project Scheduling and Management |
| <input type="checkbox"/> Traffic Management for Special Events | <input type="checkbox"/> Trenching and Shoring |
| <input type="checkbox"/> Unpaved Road Maintenance | |

2. Please select hands-on training that you would like the WV LTAP to offer. (Please select all that apply.)

- | | |
|--|--|
| <input type="checkbox"/> Asphalt Maintenance Techniques | <input type="checkbox"/> Backhoe Operation and Safety |
| <input type="checkbox"/> Chainsaw Operation and Safety | <input type="checkbox"/> Fork Lift Operation and Safety |
| <input type="checkbox"/> Mini Excavator Operation and Safety | <input type="checkbox"/> Motor Grader Operation and Safety |
| <input type="checkbox"/> Sidewalk Construction and Finishing | <input type="checkbox"/> Work Zone Setup |

3. Please list any other training topics that the WV LTAP should consider offering in the future.

Communication

1. How do you prefer to receive newsletters?

- Mail Email Both

2. Are you familiar with the WV LTAP's newsletter *Country Roads and City Streets*?

- Yes. I receive it. Yes. I've seen it. No



3. Are you familiar with the WV LTAP's electronic newsletter *Road and Street Speak*?

- Yes. I receive it. Yes. I've seen it. No



4. How often do you like to receive notifications of upcoming training, new information, etc?

- Daily Weekly Monthly Quarterly
 Other _____

5. How do you prefer to learn about upcoming WV LTAP training? (Please select all that apply.)

- Website Email Mail Phone
 Facebook Training Coordinator (WVDOH)

6. How often do you visit the WV LTAP website, wvltap.wvu.edu?

- Daily Weekly Monthly Never
 Other _____

Equipment Loan Program and Technical Assistance

1. Are you aware that the WV LTAP has equipment available for a two-week loan at no charge? (radar sign, traffic counters, pedestrian counters, digital levels, etc.)

Yes No

2. We are constantly trying to update our equipment loan program. Please list any suggestions you have for new equipment.

3. Are you aware that the WV LTAP staff is available to provide assistance to your community, either remotely or on-site?

Yes No

4. What are areas that your agency/community could benefit from personalized assistance from WV LTAP staff? (Please select all that apply.)

- | | | |
|---|--|--|
| <input type="checkbox"/> Drainage Issues | <input type="checkbox"/> Proper Pothole Patching Methods | <input type="checkbox"/> Intersection Safety |
| <input type="checkbox"/> Sidewalk/ADA Assessments | <input type="checkbox"/> Parking Issues | <input type="checkbox"/> Traffic Counting and Speed Data |
| <input type="checkbox"/> Pavement Mix Selection | <input type="checkbox"/> Traffic Sign Assessments | <input type="checkbox"/> Road Condition Assessments |
| <input type="checkbox"/> Other _____ | | |

Additional Information

1. Please list any other suggestions or comments you have to help us improve our services and programs.

2. Please check any items from the list below that you would like a WV LTAP staff member to contact you about and provide your contact information. You can fill out the contact info below, or if you would like your survey responses to remain anonymous, you can also email kim.carr@mail.wvu.edu or call 304-293-9924 with your request.

- | | |
|--|---|
| <input type="checkbox"/> Available Programs and Services | <input type="checkbox"/> Receiving Training Announcements and Newsletters |
| <input type="checkbox"/> Technical Assistance | <input type="checkbox"/> Borrowing Materials from the lending Library |

Providing the following information is optional.

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____