

§ 260.401

23 CFR Ch. I (4-1-03 Edition)

Subpart D—State Education and Training Programs

FHWA's approval of the agreement will constitute obligation of funds and authorization for work to proceed.

AUTHORITY: 23 U.S.C. 315, 321 (b) and (c); 49 CFR 1.48(b).

§ 260.407 Implementation and reimbursement.

SOURCE: 43 FR 35477, Aug. 10, 1978, unless otherwise noted.

§ 260.401 Purpose.

(a) After execution of the fiscal agreement, the State may make grants and contracts with public and private agencies, institutions, individuals, and the National Highway Institute to provide highway-related training and education. The principal recipients of this training shall be employees who are engaged or likely to be engaged, in Federal-aid highway work.

To prescribe policy and implement procedures for the administration of Federal-aid funds for education and training of State and local highway department employees.

§ 260.403 Policy.

(b) Claims for Federal-aid reimbursement of costs incurred may be submitted following established procedures to cover 75 percent of the cost of tuition and direct educational expenses (including incidental training, equipment, and program materials) exclusive of travel, subsistence, or salary of trainees.

It is the policy of the Federal Highway Administration (FHWA) to provide continuing education of State and local highway agency employees engaged or to be engaged in Federal-aid highway work. To carry out this policy, States are encouraged to fully utilize the authority contained in 23 U.S.C. 321(b) and 321(c).

§ 260.405 Application and approval procedures.

(c) As provided in 23 U.S.C. 321(c), education and training for subject areas that are identified by the FHWA as Federal program responsibilities, shall be provided at no cost to State and local governments.

The State may apply for education and training funds by submitting a signed agreement designating the desired Federal-aid funds, not to exceed the limits in 23 U.S.C. 321(b). The

[43 FR 35477, Aug. 10, 1978, as amended at 45 FR 6378, Jan. 28, 1980; 53 FR 3745, Feb. 9, 1988]

APPENDIX A TO PART 260

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION REQUEST FOR USE OF FEDERAL-AID HIGHWAY FUNDS FOR EDUCATION OR TRAINING <i>(NATIONAL HIGHWAY INSTITUTE)</i>		1. STATE
		2. DATE OF REQUEST
		3. PROJECT NO.
4. NAME OF AGENCY SPONSORING COURSE	5. CO-SPONSOR <i>(If any)</i>	
6. COURSE TITLE	7. DATE OF PROGRAM	
	7A. BEGINNING	7B. ENDING
8. ESTIMATED ATTENDANCE		
9. PURPOSE AND EDUCATIONAL OBJECTIVES OF THE PROGRAM <i>(Be as Specific as Possible)</i>		
10. PROPOSED COURSE OUTLINE <i>(Attach a copy of the course outline including a list of the subjects to be presented, the sequence of their presentation, the proposed speakers and the amount of time allotted to each subject. Also include the source material upon which the course is based, and the text books and collateral references to be used.)</i>		
11. PROPOSED COURSE SCHEDULE. <i>(Provide information on the length of the course, including number of days, days of the week, and hours per day.)</i>		
12. TOTAL HOURS OF INSTRUCTION		
13. CRITERIA FOR ELIGIBILITY OF PARTICIPANTS <i>(Including organizational affiliation)</i>		
14. WHERE WILL COURSE BE HELD?		
15. IS THIS PROGRAM A REPEAT OF A COURSE PREVIOUSLY GIVEN? <i>(If yes fill-in 15A.)</i>		15A. WHEN WAS IT LAST HELD?
<input type="checkbox"/> YES <input type="checkbox"/> NO		
16. IS THIS PROGRAM RECURRING? <i>(If yes fill-in 16A.)</i>		16A. GIVE FREQUENCY
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER <input type="checkbox"/> OTHER <i>(Specify)</i> _____
17. NAME AND TITLE OF TECHNICAL DIRECTOR <i>(Responsible for technical content.)</i>		
18. NAME AND TITLE OF COORDINATOR <i>(Responsible for arrangements)</i>		

Form FHWA-1422
(Rev. 5-76)

PREVIOUS EDITIONS WILL NOT BE USED

EXPENDITURES	
19 ITEMS	AMOUNT
A. TEXT BOOKS	\$
B. NOTEBOOKS AND SUPPLIES	\$
C. PRINTING	\$
D. COMMUNICATIONS	\$
E. SECRETARIAL	\$
F. AUDIO-VISUAL	\$
G. PHOTOGRAPHS	\$
H. BUSES	\$
I. MEETING ROOM RENTAL	\$
J. COSTS OF SPONSORING AGENCY'S STAFF TIME SPENT IN PREPARATION AND CONDUCT OF COURSE	\$
K. COSTS OF CO-SPONSOR'S STAFF TIME SPENT IN PREPARATION AND CONDUCT OF COURSE	\$
L. HONORARIA PAID TO OUTSIDE INSTRUCTOR	\$
M. INCIDENTALS	\$
N. OTHER ITEMS <i>(Specify)</i>	\$
TOTAL ESTIMATED COSTS <i>(Excluding travel, subsistence and salaries of attendees)</i>	\$
20. COST PER ATTENDEE	\$
21. AMOUNT TO BE PAID OUT OF ½% FEDERAL-AID FUNDS	\$
22. REMARKS	
23. APPROVAL	
REQUEST INITIATED BY <i>(State Representative, Name and Title)</i>	DATE
APPROVED <i>(Division Administrator, Federal Highway Administration)</i>	DATE