

# MULTI-STATE TECHNICAL ASSISTANCE PROGRAM 2005-2006 WORK PLAN

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The following work plan was updated at the MTAP Annual Meeting in Tampa, Florida.

## INTRODUCTION

The purpose of AASHTO's Multi-State Technical Assistance Program (MTAP) is to provide a forum through which state-level public transportation agencies can communicate with each other about federal transit regulations, grant program management, and technical issues pertaining to everyday administration of public transportation service. The MTAP program was developed to benefit the member states as well as their federal program counterparts and local transit operators. Currently, 43 states are members of the MTAP program. MTAP is administered by a ten-member Project Steering Group (PSG). PSG members are elected to three-year terms by the general membership. The PSG directs the work activities of the MTAP Coordinator at AASHTO headquarters.

This plan covers activities for the period July 1, 2005 – June 30, 2006. This work plan also includes projects expected to be completed in spring 2005.

## WORK PLAN TASKS

### *MTAP COMMUNICATION*

#### **Newsletters & Alerts**

**PSG Oversight: Rachel Beyerle, MTAP Coordinator**

#### *Task*

- Maintain quarterly MTAP newsletter. Provide newsletter in pdf format by electronic mail and the MTAP website.

Staff: MTAP Coordinator

Schedule: On-going

- Maintain e-mail announcements on an as-needed basis. E-mail announcements will be distributed to share immediate information on a special case basis.

Staff: MTAP Coordinator

Schedule: As needed

- Broadcast all MTAP Alert requests within two (2) business days of receipt. Distribute Alert follow-up requirements to requestor. When appropriate, report results of key alerts in quarterly newsletter. Provide an annual summary report of all Alerts and responses. Explore ways to make responding to MTAP Alerts easier.

Staff: MTAP Coordinator

Schedule: On-going

## **Website**

**PSG Oversight: Rachel Beyerle, MTAP Coordinator**

### *Task*

- Maintain member networking fund balances on the MTAP website.  
Staff: MTAP Coordinator                      Schedule: Monthly updates
- Repair state directory on the MTAP website. Update with 2005 directory information. .  
Staff: MTAP Coordinator                      Schedule: December 2005
- List PSG members and their contact information on the MTAP website.  
Staff: MTAP Coordinator                      Schedule: September 2005
- Provide links to other sites and documents including the AASHTO Reauthorization Bottom Line report, FTA clauses, apportionments, certifications and assurances, Third Party regulation, Administration, FTA Challenger session, Reauthorization, CUTR project, safety and security, APTA, CTA and state DOTs.  
Staff: MTAP Coordinator                      Schedule: Winter 2005
- Post timely information for upcoming MTAP meetings and conferences.  
Staff: MTAP Coordinator                      Schedule: 3 months prior to meeting with periodic updates.
- Add state best practices information to the website. List best practices by state and send periodic alerts to share best practice information.  
Staff: MTAP Membership/MTAP Coordinator                      Schedule: On-going
- Maintain current information for all categories on the MTAP website.  
Staff: MTAP Coordinator                      Schedule: On-going
- Post University of Wisconsin-Milwaukee's Fundamentals of Public Transit course information on the MTAP website. Post PT 101 classes and class openings.  
Staff: MTAP Coordinator                      Schedule: On-going
- Post Financial Management course information on MTAP web site.  
Staff: MTAP Coordinator                      Schedule: On-going

## **Project Steering Group Conference Calls**

**PSG Oversight: David Spacek, Illinois DOT**

### *Task*

- MTAP Coordinator will distribute the agenda by e-mail on or before the Friday preceding the call.  
Staff: MTAP Coordinator                      Schedule: Monthly
- PSG Chair will structure the call so that whenever possible the conference calls are limited to one hour.  
Staff: PSG Chair                                      Schedule: Monthly

- MTAP Coordinator will prepare call notes following the PSG call. The notes will be distributed prior to the next month's call.  
Staff: PSG Chair Schedule: Monthly
- MTAP Coordinator will update MTAP activities, products schedule, and follow up on action items as requested by PSG.  
Staff: MTAP Coordinator Schedule: Updates as requested by PSG

## ***MTAP MEMBERSHIP***

### **Membership Renewal**

#### **PSG Oversight: John Dockendorf, Pennsylvania DOT**

##### *Task*

- Conduct annual membership renewal and invoice mailings. Follow up on non-payments.  
Staff: MTAP Coordinator Schedule: May 2004-January 2005
- Send membership promotion letter to state DOT secretaries and commissioners.  
Staff: John Dockendorf /MTAP Coordinator Schedule: April 2004

### **Membership Guide**

#### **PSG Oversight: Steve Kish, Georgia DOT**

##### *Task*

- Provide the MTAP brochure on the website with current information.  
Staff: MTAP Coordinator Schedule: January 2004
- Conduct MTAP marketing on a case-by-case basis for non-member states.  
Staff: MTAP Coordinator Schedule: On-going

### **Technical Assistance Directory**

#### **PSG Oversight: Donna Allan, Minnesota DOT**

##### *Task*

- Update the membership phone book directory.  
Staff: MTAP Coordinator Schedule: Spring 2006

### **Customer Satisfaction Survey**

#### **PSG Oversight: Donna Allan, Minnesota DOT**

##### *Task*

- Conduct an annual short-form customer survey of MTAP members. Design survey to follow work plan emphasis areas and rotate in questions from the long form survey. Responses will be used to develop future work plans.  
Staff: MTAP Coordinator Schedule: October-December 2005

## **Spring Election**

**PSG Oversight: Donna Allan, Minnesota DOT**

### *Task*

- Hold election by ballot for PSG vacancies at least thirty (30) days prior to the expiration of the incumbent terms. Terms for newly-elected PSG members shall begin on July 1<sup>st</sup> of each year and will run for three years.  
Staff: MTAP Coordinator/MTAP members      Schedule: May 2005/2006
- Hold election of PSG Chair and Vice-Chair during first scheduled conference call of the new fiscal year.  
Staff: PSG Members      Schedule: July 2005/2006

## **Outstanding Service Award**

**PSG Oversight: Donna Allan, Minnesota DOT**

### *Task*

- Establish MTAP Awards committee, select MTAP annual award candidates, and present service award at MTAP Annual meeting.  
Staff: PSG/MTAP Award Coordinator      Schedule: October-December 2005

## ***MTAP MEETINGS***

### **Spring Technical Meeting**

**PSG Oversight: Rachel Beyerle, MTAP Coordinator**

### *Task*

- Hold MTAP spring meeting or combine a spring technical session with another conference.  
Staff: MTAP Members      Schedule: April/May 2006

### **Annual Meeting**

**PSG Oversight: Rachel Beyerle, MTAP Coordinator**

### *Task*

- Hold annual winter meeting in Charleston, South Carolina.  
Staff: PSG/MTAP Coordinator      Schedule: November/December 2005

## ***MTAP BUDGET***

### **Budget Updates**

**PSG Oversight: John Dockendorf, Pennsylvania DOT**

### *Task*

- Review and comment on AASHTO budget for MTAP program.  
Staff: PSG/AASHTO Accounting      Schedule: April-June 2005
- Prepare quarterly budget reports for PSG members.  
Staff: MTAP Coordinator      Schedule: On-going

## ***MTAP COORDINATION***

### **Association Coalition Building**

**PSG Oversight: Charles Carr, Mississippi DOT**

#### *Task*

- Conduct monthly communication with the Federal Transit Administration (FTA), Community Transportation Association (CTAA), American Public Transportation Administration (APTA), and the Rural Transit Assistance Program (RTAP) to discuss current or forthcoming legislative and technical issues.  
Staff: MTAP Coordinator Schedule: On-going
- Coordinate with APTA and CTAA, when appropriate, to provide training opportunities or informational conference calls. Report on any coordination activities during PSG calls.  
Staff: MTAP Coordinator/PSG Schedule: On-going
- Coordinate with APTA, CTAA, and RTAP to identify appropriate links to other transportation websites.  
Staff: MTAP Coordinator Schedule: On-going
- Provide on-going MTAP and public transportation representation in AASHTO through AASHTO Annual Meeting agenda modifications and expanded modal coverage in the AASHTO Resource Book.  
Staff: MTAP Coordinator Schedule: On-going
- Increase communication with APTA, RTAP, and CTAA through conference calls or invitations to association representatives to present or attend MTAP meetings.  
Staff: PSG/MTAP Coordinator Schedule: On-going

## ***TECHNICAL INITIATIVES***

### **Issue Conference Calls**

**PSG Oversight: Rachel Beyerle, MTAP Coordinator**

#### *Task*

- Schedule conference calls on topics such as insurance, intercity bus, Section 5311, and sub-recipient oversight on an as-needed basis.  
Staff: PSG/MTAP Coordinator Schedule: On-going

### **National Coordination Consortium & United We Ride Initiative**

**PSG Oversight: Rachel Beyerle, MTAP Coordinator**

#### *Task*

- Provide MTAP members with updates on the FTA United We Ride Initiative and the activities of the National Consortium on Coordinated Transportation during MTAP meetings, through email alerts, and conference calls.  
Staff: PSG/MTAP Coordinator Schedule: On-going



## ***FEDERAL INITIATIVES***

### **SAFETEA-LU Implementation**

#### **PSG Oversight: PSG and MTAP Coordinator**

##### *Task*

- Keep members informed of Reauthorization implementation and rule-making process. Determine opportunities for states to participate in rule-making process through FTA working groups and comments.

Staff: PSG/MTAP Coordinator

Schedule: 2004

### **NCHRP Project Updates**

#### **PSG Oversight: Martin Loring, Oregon DOT**

##### *Task*

- Keep MTAP membership informed of progress of Standing Committee on Public Transportation research projects funded through the National Cooperative Highway Research Program.

Staff: PSG

Schedule: On-going

### **National Transit Database**

#### **PSG Oversight: PSG**

##### *Task*

- Work with FTA through the SAFETEA-LU implementation process to comment and provide recommendations on useful national data and data collection administration.

Staff: PSG and MTAP membership

Schedule: On-going

8/31/05