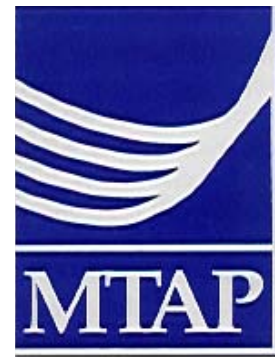


**MULTI-STATE TECHNICAL ASSISTANCE PROGRAM
2005-2006
WORK PLAN**



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

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 1st 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

Standing Committee on Public Transportation Safety and Security Taskforce Liaison
PSG Oversight: Janet Weaver, Idaho TD and Mike Johnson, Florida DOT

Task

- Maintain an MTAP liaison with the SCOPT taskforce to discuss issues regarding the implementation of the FTA Bus Safety program, including development of the state DOT technical assistance such as the CUTR-housed resource website and a safety & security planning toolkit. Continue meetings and conference calls for AASHTO SCOPT Safety subcommittee. Advocate research, networking, and training for bus safety & security.
Staff: MTAP members Schedule: On-going

Substance Abuse Program Managers Alliance (SAPMA)
PSG Oversight: Rachel Beyerle, MTAP Coordinator

Task

- Conduct as needed conference calls for the Substance Abuse Program Managers Alliance. The Alliance will continue conference calls, information exchange, alerts, and meetings as requested. The substance abuse alliance will function as a sub-organization of MTAP.
Staff: MTAP members Schedule: On-going
- Coordinate with the SCOPT Safety and Security taskforce on drug and alcohol policy of FTA bus safety program.
Staff: MTAP members Schedule: On-going

State Transit Employee Training
PSG Oversight: Jan Simpson, New York DOT

Task

- Continue to promote the University of Wisconsin-Milwaukee/MTAP Fundamentals of Public Transportation course and assist UWM in evaluating the course.
Staff: MTAP Coordinator Schedule: On-going

Financial Management Course
PSG Oversight: Jan Simpson, New York DOT

Task

- Continue to promote the National RTAP-MTAP Financial Management course to state DOTs. Provide information on the course through the MTAP web site and email announcements.
Staff: RTAP/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