

**FHWA - LTAP/TTAP Business Plan**  
**Draft Plan for FY 2009**  
**July 2008**

**I. Provide Sound Program Management and Collaborative LTAP/TTAP – FHWA Relationship**

**A. Accountability**

The continued economic and budget pressures at the federal level along with the upcoming reauthorization of SAFETEA-LU, make it necessary to demonstrate the value for investment of the LTAP/TTAP program. In addition, accountability and measurement is inherent to show the quality of the LTAP/TTAP practices and programs and to demonstrate to the LTAP/TTAP partners and the transportation community the continuing contribution of the LTAP/TTAP program.

1. Each Center will continue to provide PAR and CAR data to measure and support the Center's output and outcome. OPCD will use the data to help both FHWA and the Centers manage their program(s). With continued data, trends will emerge, both nationally and for the individual Centers. The information in the CARS provides valuable insight into both program barriers and successes for the "Snapshot" and annual OPCD reports. OPCD will analyze the data to determine trends, highlight successes, identify program traits and identify program needs. OPCD will work with the NLTAPA Executive Committee and the LTAP/TTAP community for input on what composite data would be useful to the Centers and in managing the program.
2. Transitioning from the "Six Tasks" currently used to the "Four Focus Areas" of the LTAP Strategic Plan as a basis for Centers' annual work plan development. This will align work plans with the strategic plan and the Center's PAR reporting. OPCD and the Strategic Planning Committee will develop a transition plan framework for Centers to use.

**B. Program Management**

To successfully operate and manage LTAP/TTAP Programs, new and enhanced procedures and materials must be made available to LTAP/TTAP Centers.

1. Working with the NLTAPA Executive Committee, OPCD will implement the Professional Development Program and organize orientations, as necessary, for those LTAP/TTAP Centers with new directors/management. This will assist new staff with sound program management startup. The Seminar Room may also be used to enable electronic "Peer Exchanges" to support Center management. Electronic and on-site Peer Exchanges may be used for Centers with an interest in strengthening their program.

2. OPCD will continue to address the prioritized needs identified by the Products and Services Workgroup in the Center Needs Assessment for the LTAP/TTAP community. OPCD, through the LTAP/TTAP Clearinghouse, will procure an FTP site to make available all currently existing resources collected by the Products and Services Committee in the top 5 topic areas. Resources available, other activities could include efforts to research materials and resources outside of FHWA and LTAP/TTAP and to collect and catalog existing resources in the other topic areas. OPCD and the Products and Services Workgroup will also work with the TTAP Directors on the development of needed resources identified in the Tribal Technical Assistance Program (TTAP) Products Report.
3. If additional resources become available, develop a train the trainer program in support of LTAP/TTAP Center instructor development based on Center priorities.
4. Make greater use of 'ad-hoc' groups for addressing priority needs and problem solving for the LTAP community to represent and better incorporate the views of the larger community.

## **II. Expand Opportunities for the Greater Benefit of the LTAP/TTAP Programs**

To effectively carry out the LTAP mission, new and enhanced endeavors must be identified and integrated into the LTAP program. These expanded opportunities can take the form of knowledge, skills or partnerships that strengthen the LTAP/TTAP offerings to serve our customers.

### **A. Focus on Safety**

Continued focus on Safety is a priority program area for LTAP/TTAP. To strengthen the LTAP/TTAP safety program, OPCD in consultation with the NLTAPA Executive Committee, will undertake several initiatives:

1. Continue work with FHWA's Office of Safety to maintain a stronger liaison relationship and flow of information and materials with LTAP/TTAP that can keep the community better informed of appropriate and priority programs and knowledge (e.g., safe routes to schools, road safety assessments, safety circuit rider, data analysis, 402 program, highway safety plans, older driver issues, speed, roadside design).
2. Coordinate with the FHWA Office of Safety, Highway Safety Improvement Program Team, to explore opportunities for LTAP/TTAP to collaborate on initiatives of common interest and support the LTAP/TTAP community in their participation.
3. In 2008, NLTAPA convened an ad-hoc Safety Workgroup. The Workgroup has developed a Safety Toolkit and has provided safety resource information to all Centers. OPCD will continue to work closely with the Safety Workgroup to

implement identified activities that advance local road safety to national transportation agencies and organizations.

4. Continue to enhance the recognition of LTAP/TTAP Centers as providers of safety information and training.

## **B. Build and Nurture Partnerships**

OPCD will assist the LTAP/TTAP community to expand and enhance partnerships with other organizations/groups that can provide mutual benefits to LTAP/TTAP and the partner organization. Interest in local roads has grown over the past several years and partnerships are valuable in expanding LTAP/TTAP's reach and influence.

1. OPCD will convene a group of FHWA Program Offices (Infrastructure, Planning, Environment, Safety, etc.) to share information about agency policies, programs, and initiatives, that pertain to and affect local government agencies.
2. In 2006, FHWA reviewed the Local Public Agency (LPA) Program and specifically the Administration of Federal-aid Projects by Local Public Agencies. One finding suggested the need for new or additional training on the LPA Program. OPCD will work with the FHWA Office of Infrastructure on the development of training tools identified in the Implementation Plan to Improve LPA Program Oversight and Stewardship.

## **III. Organizational Excellence – Striving for Continuous Improvement**

Central to effective management is a commitment to Organizational Excellence--striving for continuous improvement. Enhanced information sharing/exchange can further strengthen the LTAP/TTAP programs.

### **A. Knowledge Sharing**

Implement the use of state-of-the-practice tools to enable virtual sharing and enhance the culture of sharing across LTAP/TTAP Centers.

1. In order to enhance LTAP/TTAP program sharing capabilities and activities, OPCD will continue to make available a Web-cast based "Seminar Room" a virtual space where the community can exchange knowledge, experiences and insights among Centers.
2. The "Seminar Room" will also be made available to the LTAP community including the NLTAPA Executive Committee and individual centers for information sharing including Web conferences of common interest or to support LTAP work groups (e.g., Strategic Planning Committee, Clearinghouse Steering Committee, NLTAPA Work Groups, NLTAPA Regions, etc.), and possible use as a Center training tool to remote sites.

3. LTAP/TTAP Clearinghouse will develop a schedule of periodic Web conferences of interest to the LTAP/TTAP community and coordinate/facilitate the conduct of these events. A schedule of these events will be maintained on the Clearinghouse Web site.

## **B. Successful Practices Program**

Use of a “successful practices” program through the Clearinghouse will allow Centers to better share successes, and exchange information and materials. Learning from others is an effective and efficient way to implement advancements without having to “reinvent the wheel.”

1. Working with NLTAPA and the LTAP/TTAP Centers, OPCD through the Clearinghouse Steering Committee will establish a successful practices area as part of the Clearinghouse so Centers can better share successes and glean useful knowledge for their individual Center programs. A basic framework will be developed that would include a simple template for practice collection, Web-based storage, search and retrieval from the LTAP/TTAP Web site. This template will be developed and incorporated for adding content at anytime and will be included as part of the PAR reporting information for 2008.

## **C. Program Materials**

Up-to-date materials and innovative methods that tell the successful LTAP/TTAP story are necessary to effectively promote and market the LTAP/TTAP program to local communities and expand the reach to additional community customers. OPCD, the NLTAPA Executive Committee, and the External Communications Workgroup will continue to identify ways to highlight LTAP/TTAP Program capabilities and successes to customers and partners.