

PennTRAIN Annual Work Plan

**July 2008
FY 2008/09**

Introduction

This PennTRAIN work plan spans from July 2008 through June 2009 and involves the management of the PennTRAIN Program by the Pennsylvania Public Transportation Association, through PennDOT's Rural Technical Assistance Grant Agreement. Assistance will be provided by Lazaro and Noel and RTR Associates, through the contract resulting from the RFP, Proposal for PennTRAIN Services, March 2004. The plan tasks, as described herein, apply to both annual elements of the plan.

Work Plan Tasks

The annual work plan consists of five basic tasks. They are:

1. Coordinate and Develop Trainings/Meetings/On-site support
2. Provide Technical Assistance and Outreach to include Mid-Atlantic
3. Provide Administrative Support for Program
4. Maintain/Operate/Distribution Library
5. Financial Reporting/Budgeting of Program

Task 1: Coordinate and Develop Trainings/Meetings/On-site support

This task involves coaching instructors on content and audience, facilitating training, evaluating and monitoring training, working with PPTA committees to design training courses and programs, preparing RFPs for new courses, and providing training.

The program coordinator and appropriate staff will be responsible for the annual training programs that are outlined in the attached proposed budget for the PennTRAIN RTAP program. The list includes programs that are designed to enhance the skills of transit professionals and to address pertinent issues related to service delivery.

Task 2: Provide Technical Assistance and Outreach to Include Mid-Atlantic Group

Within 24-hours of receipt, the program coordinator will handle requests for technical assistance. If necessary, appropriate staff and resources will be consulted. The program coordinator will collect information on requests and outcomes, and create a log for future reference. In addition, the program coordinator and appropriate staff will perform the following activities related to technical assistance and outreach:

- Evaluate various resources to identify reports, briefs, videos, training manuals and other materials that support the technical assistance effort. Examples of resources include materials provided by the national RTAP office, FTA reports, CFTE reports, TCRP reports and other materials such as training videos. Material will be made available through the PennTRAIN Resource Center and, if appropriate, posted on the PennTRAIN web site in a format that can be downloaded by the user.

- Increase awareness of the scholarship program that is available for transit systems in need of education and training opportunities and assist in determining eligibility.
- Promote PennTRAIN activities, conduct surveys to determine training needs and provide site visits to transportation systems. Transit systems that have not participated in PennTRAIN programs will be intermittently contacted to identify opportunities to generate their involvement.
- The internet will be utilized for most communication, promotion and program registration to conserve resources.
- Brochures for PennTRAIN, TransitSCORE, and other programs are distributed at PennDOT, PPTA and PennTRAIN functions and through the Mid Atlantic RTAP group. Additionally, CTAA, APTA and National RTAP venues provide a forum for broad outreach and promotional effort.

Task 3: Provide Administrative Support for Program

The program coordinator will provide administrative support in all areas of the PennTRAIN program, including:

- Maintain database for all classes along with mailing list.
- Maintain website at www.penntrain.net.
- Create monthly update for electronic distribution to transit system staff.
- Create reports and brochures as necessary.
- Perform mailings and prepare materials as necessary.
- Provide general administrative support as necessary.

Task 4: Maintain/Operate/Distribute Library Materials

The existing library catalog of materials requires review and updates to reflect new acquisitions and the removal of outdated materials. New web based materials with downloaded capabilities will be added to the PennTRAIN website as appropriate. These will include forms, policies and procedures transit systems may find valuable.

Task 5: Financial Reporting/Budgeting of Program

Reports of monthly activities along with appropriate invoices will be provided as required by PennDOT.