

2012 NLTAPA COMMUNICATIONS WORKGROUP WORK PLAN

WORKGROUP MEMBERS	PURPOSE
BILL BIVIN, NE LTAP, CHAIR	To ensure communication and collaboration between the National Local Technical Assistance Association (NLTAPA) and Centers; communication among the Centers; and to represent Centers to FHWA and external entities.
JANET LELI, NJ LTAP, CO-CHAIR	
LEE CABEZA DE VACA, NM LTAP	
JAIME CARREON, FL LTAP	
LISA HARRIS, KS LTAP	
ANDRES RODA, NJ LTAP	
MAUREEN DAKIN, VT LTAP	
LOU FERRETI, PA LTAP	
JIM GROTHAUS, MN LTAP	

2012 Work Plan and Budget

TASK	Complete	Budget
1. Monitor maintenance of the NLTAPA website January 1– December 31, 2012. Contract currently in place with Purdue University.	Ongoing	\$1,320
2. Provide content for the NLTAPA website. Monthly review (at a minimum) to ensure the Committee/Workgroup/Regional pages are kept current. Annual and semi-annual review of entire site. Assign Communications Workgroup member to review each of the other WG pages to help WG Chairs populate their page.	Ongoing	N/A
3. Assist the NLTAPA President in preparing, printing and distributing Annual Report at the summer conference.	Aug. 2012	\$500
4. Assist the NLTAPA Executive Committee in communicating information to the association members through the LTAP/TTAP Clearinghouse Forum(s).	Ongoing	N/A
5. Monitor progress on federal transportation bill reauthorization with partners, such as FHWA, AASHTO, APWA, NACE, and ARTBA.	Ongoing	N/A
6. Conduct seminar room calls with WG members.	Ongoing	N/A
7. Develop briefing sheets or similar tools containing Center best practices and information that communicates the importance of the LTAP/TTAP program to the public and to stakeholders.	As needed	N/A
8. Complete NLTAPA advocacy letters that were in progress in 2011- provide to Centers for use at their discretion.	March 2012	N/A

\$1,820