Transportation Planning Capacity Building Program

Arizona Department of Transportation e-STIP Peer Exchange

A TPCB Peer Exchange

Location: Phoenix, Arizona

Date: September 20-21, 2011

Host Agency: Arizona DOT

Peer Agencies: Florida Department of Transportation (FDOT)
Mid Region Council of Governments (MRCOG)
New Jersey Department of Transportation (NJDOT)
New Mexico Department of Transportation (NMDOT)
Utah Department of Transportation (UDOT)

Federal Agencies: Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)
Volpe National Transportation Systems Center (Volpe Center)

U.S. Department of Transportation
Federal Highway Administration • Federal Transit Administration

Introduction

This report highlights key recommendations and best practices identified at a peer exchange on September 20-21, 2011 in Phoenix, Arizona about the development, implementation, and operation of an electronic State Transportation Improvement Program (e-STIP). The peer exchange was sponsored by the Transportation Planning Capacity Building (TPCB) Peer Program, which is jointly funded by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

The TPCB Peer Program advances the state of the practice in multimodal transportation planning nationwide by organizing, facilitating, and documenting peer events to share noteworthy practices among State Departments of Transportation (DOTs), Metropolitan Planning Organizations (MPO), transit agencies, and local and Tribal transportation planning agencies. During peer events, transportation planning staff interact with one another to share information, accomplishments, and lessons learned from the field, and help one another overcome shared transportation planning challenges.

Background and Overview of the Peer Event

Arizona Department of Transportation (ADOT) requested this peer exchange to explore ways to improve and streamline their Statewide Transportation Improvement Program (STIP) process. Federally required, the STIP is a staged multi-year, statewide intermodal program of transportation projects, consistent with the statewide transportation plan and planning processes, as well as metropolitan plans, TIPs, and processes. As part of an effort to streamline, ADOT is considering the potential for developing an electronic process for the STIP in Arizona. Specifically, ADOT's reasons for requesting the peer exchange were:

- An identified need to improve the ADOT STIP process. A component of that improvement is to explore the feasibility in developing and operating an e-STIP.
- Meet the Agency's goal to streamline the document adoption and amendment process.
- Meet the Agency's goal to develop an electronic system that is able to be used by the MPOs.
- Learn if the Agency's proposed two-step process is feasible (1) Identify what the e-STIP should look like, and 2) Identify the specifics of the system.

Four State Departments of Transportation and one Metropolitan Planning Organization (MPO) were invited to serve as peers to ADOT for this exchange. The peers included:

- James Jobe, Florida Department of Transportation (FDOT)
- Dave Pennella, Mid Region Council of Governments (MRCOG)
- Robert Pelly, Utah Department of Transportation (UDOT)
- Rebecca Sena, New Mexico Department of Transportation (NMDOT)
- James Vari, New Jersey Department of Transportation (NJDOT)

The peers were selected based on the following criteria:

- Agencies that have developed and are currently using an electronic, "real time" STIP process
- Agencies that are comparable in demographic or geographic characteristics with Arizona
- Agencies that have worked with their MPOs in developing and operating an electronic STIP

Peers were asked to share their experiences, lessons learned, and recommendations for developing and implementing an e-STIP process including topics related to local collaboration, STIP amendment approval, as well as providing an e-STIP demonstration. Peers were specifically asked to address the following questions:

- If you are starting from the beginning, what do you want the system to do?
- What kind of legacy system do you have now?
- Realizing that ADOT needs to determine its minimum systems requirements: What are the musts vs the things that are nice to have in developing a STIP?
- How do the MPOs in your state integrate into your system?
- What were the costs and benefits of doing the work in-house versus utilizing a contractor?
- How will the system be maintained and enhanced?
- What are the key pieces of information you are interested in learning from the peer exchange?

What Is An e-STIP?

An electronic Statewide Transportation Implementation Program (e-STIP) is a program that provides information about a State DOT's STIP in an on-line format. The benefits of an e-STIP are that it:

- Allows a State DOT to streamline the STIP development and amendment process
- Allows for access in real-time to the project and financial information by State DOT, MPO, Federal partners, and the public.
- Allows for improved fiscal management.
- Can provide real-time information for determining fiscal constraint.

- Reduces the time needed for review and approval of the STIP and amendments by Federal agencies.

Key Recommendations and Lessons Learned

During the two-day peer exchange, peer agency staff from New Mexico, Utah, Florida, and New Jersey shared experiences and lessons learned from their respective agencies with ADOT staff, representatives from Arizona MPOs and the Arizona FHWA Division staff. The following section summarizes key recommendations that emerged from these discussions. Where applicable, best practice examples are also described to illustrate how the participating peer agencies are addressing key recommendations in their respective state contexts.

Three types of recommendations were discussed by peer representatives during the exchange:

A. Developing an e-STIP: Business Process and Stakeholder Coordination
B. Launching the e-STIP
C. Operating and Maintaining the e-STIP

A. Developing an e-STIP: Business Process and Stakeholder Coordination

Internal documentation of STIP business process

Peer agencies recommend that ADOT build the e-STIP system to *enhance* their existing business process rather than *drive* their business process. The e-STIP is not intended to replace the existing business process already in place in Arizona. Therefore, the peers suggest that ADOT begin by identifying and documenting the current and future needs and business processes of the STIP. The e-STIP is essentially just a database that stores information; it's the process, management, and real-time access that make the system efficient. Peer agencies suggest consulting all relevant internal DOT departments as well as the external stakeholders like other state agencies, MPOs, operators of public transit, and Regional Planning Organizations (RPOs) to make sure the entire business process is captured.

Coordinate with Relevant Stakeholders

Peer agencies stressed the importance of communication with relevant stakeholders when developing the e-STIP. Peer agencies recommend including internal State DOT offices such as the offices of Planning, Design, Comptroller, Expenditures, Safety, Maintenance, Operations, Right of Way, and Utilities, among others as well as external stakeholders. Depending upon the situation, these external stakeholders may include the other state departments, MPOs, Councils of Government, Tribal Governments, Transit Agencies, and Federal Lands (i.e. land under the jurisdiction of Federal Agencies such as Bureau of Land Management, Bureau of Indian Affairs, etc). MRCOG, the Albuquerque MPO, also suggested consulting the State or regional Air Quality board and other related bodies. This is particularly useful in determining the necessary data fields that the e-STIP will need to collect and maintain. Peers warned that stakeholders often request similar data fields in the e-STIP. Becoming aware of the requested fields will streamline the process in the long run, making reporting more efficient. In order to effectively understand the needs of each stakeholder, peers suggest convening individual meetings with each of the stakeholders.

> ***Best Practice Example:*** NMDOT and MRCOG learned early on in their e-STIP development that they were unsure of FTA funding amounts allocated to the local transit agencies. As such, MRCOG began to work closely with their transit agencies to better understand FTA funding grants as well as identifying funds flexed from highway to transit.

Best Practice Example: UDOT formed Joint Application Development (JAD) teams to brainstorm with stakeholders and define the necessary user specifications of their system. JADs included representatives from UDOT, the FHWA division office, and MPOs.

After convening stakeholders, peers suggest determining how stakeholders like MPOs will interact with the e-STIP. Peers suggest that ADOT develop realistic expectations for how stakeholders will integrate into and utilize the system. UDOT warned that the e-STIP is only useful if the end-users are able to efficiently use the system. Peers suggest that ADOT consider the following key questions related to stakeholder input:

- Do you want the MPOs to directly input information into the State DOT electronic system?
- Will MPOs export their electronic TIP data to import into the STIP? If not, how will this information be incorporated into the e-STIP database?
- What key data fields do stakeholders need to track?
- What key data fields does ADOT need to track related to stakeholders?

Maintain Transparency

Peers emphasized the importance of gaining early buy-in from key stakeholders and State DOT leadership in order to create a successful e-STIP program. FDOT recommended emphasizing that the e-STIP is a tool that can make the DOT and related stakeholders better financial stewards. Since the system is online and accessible by most interested parties, it has the potential to create greater transparency for oversight by the Federal agencies and with the public. In the old, paper system, it was easier for departments to hoard their data and not freely share information with others. With the e-STIP, there is greater potential of knowledge exchange and financial transparency. Peers suggest providing all documented workflows, processes, and decisions on external websites for public consumption.

Identify a Powerful Champion

Peer agencies suggest that ADOT identify a powerful champion to take ownership over the development of the e-STIP. The champion will also have to gain leadership support in order to be successful. Leadership must understand that while the e-STIP will cost money in the short run and require a long-term financial commitment, it will increase efficiency, transparency, and inter-agency cooperation in the long run. The champion will also be responsible for engaging stakeholders in the development of the system. Peers suggested that the most important allies the champion can secure are their Federal partners (FHWA Division Office and FTA Regional Office).

Identify Funding Sources

Peer agencies suggest securing commitment for financial resources not only for the initial start up of the e-STIP but also for technical support and management of the system. The champion should clearly articulate how much the system is anticipated to cost compared to how much the system will save in the long run based on efficiencies gained. For instance, ADOT should try to demonstrate how the improved electronic system will be able to process more authorizations with less staff and in less time***.*** The peers have used many different funding sources including:

- UDOT used training funds to hire a consultant.
- FDOT made use of internal personnel to develop the e-STIP.
- NJDOT used Federal planning grant funds to develop their system.

Lessons Learned: FDOT stressed the importance of securing maintenance funds because of their experience with their electronic Financial Account Management System (FAMS). Since they were not able to secure continual support over the years for their FAMS, they are only able to have one programmer supporting the entire system.

Technical Requirements

The peers explained two models for developing the e-STP:

1) Hiring an outside IT contractor, or
2) Using the DOT's in-house information technology (IT) department.

The peers agreed that there is really no best way to develop the system. The choice between selecting a contractor or using in-house capabilities depends on the individual state's ability, resources, and structure. Although the peers did not encourage ADOT to hire a consultant or use their own in-house capability, they did stress the importance of making sure that whoever is developing and maintaining the system has considered the following key issues:

- Make sure that the developer has a clear understanding of the DOT's business processes.
- Make sure the developer has a firm understanding of the goals of the system.
- If you hire a consultant, make sure you hire the *right* consultant for your needs. How closely can they work with you? Can they temporarily be located in-house during development?
- If you hire a consultant, ensure that your internal IT department has a working knowledge of the system so that you don't have to rely completely on the consultant.
- Involve the State Office of Information Technology (OIT) department and have them coordinate with the State DOT's IT department. The State OIT may have different requirements from the State DOT. (Make sure you have compatible systems and structure with the state system).
- Include the developers in internal and stakeholder meetings, so that the developers can hear specification requirements first hand.
- Coordinate with stakeholders to make sure that the e-STIP is collecting and maintaining useful fields and data.
- Focus on the report module. It is important to take the time to determine what types of reports the DOT wants and what the user expectations are. This may be an evolutionary process.
- It would be good to be able to export data into Excel or database formats, rather than just PDF.
- Align the data fields and naming conventions with existing internal DOT departments as well as external partners, such as the MPOs and Air Quality boards.
- Determine if you want the e-STIP to have a direct interface with the Federal Management Information System (FMIS).

Example of Lesson Learned: NJDOT explained their communication issues with their contractor during the initial development of their e-STIP. NJDOT realized that the original programming language NJIT used was not compatible with New Jersey's State Office of Information Technology specifications. This miscommunication cost them valuable time and resources. NJDOT learned to consistently communicate with their contractors and include the programmers in development discussions.

Example of Lesson Learned: UDOT originally built their system to only handle whole dollar amounts. While some reports did not rely on precise calculations, others like planning documents require precise calculations. It took UDOT a great amount of effort to resolve the discrepancy after

the fact. The main lesson learned from UDOT's experience is to consider even the smallest details in the e-STIP development and thoroughly consult all potential users of the e-STIP.

Example of Lesson Learned: FDOT realized in their e-STIP development that projects and programs carried several different identifying numbers. For example, a project throughout its life would have a work program number, a state project number, and a FMIS number. FDOT has tried to consolidate the identification numbers to make individual projects easier to track.

Example of Lesson Learned: Inconsistencies in project information between the MRCOG's TIP and New Mexico DOT's STIP were noted in the MPO's 2004 triennial review, prompting the State and MPO to coordinate on aligning project names and information fields. With the e-STIP, there is now a new control number ID system in which one project identification number is used for each project by the MPO, the State and the Federal agencies.

There is no "out of the box" E-STIP

Peer agencies recommended that ADOT work closely with their regional stakeholders to develop a process that addresses the region's specific goals, resources, and needs for the e-STIP. Each peer explained a different approach and criteria in developing their system. Some processes were more detailed and technical, while others reflect broader policy priorities.

B. Launching the e-STIP

Work Closely Stakeholders and Build a Sense of Ownership

It is important to gain input from the various stakeholders early in the process to ensure that the system is developed to meet the needs of the various agencies. This includes working with the MPOs, regional transit agencies, and regional planning agencies to match up the cycles of review and adoption of TIPs and STIPs as well as determining if the State DOT wants the MPOs to be able to directly input information into the e-STIP system or transmit the data and have the State DOT input the information. The e-STIP is a tool and will only be as useful as those who use it chose to make it. The two peers from New Mexico noted that the State's e-STIP is fully compatible with MRCOG's TIP program, making for a seamless sharing of information and data. In Florida, the DOT allowed the MPOs to take several years to transition over from paper transmission of information to the full adoption of the e-STIP.

Work Closely with the Programmers

Peer agencies recommend closely involving the internal IT staff and not entirely relying on IT contractors to maintain the e-STIP since ADOT will likely face numerous technical issues after the initial launch. It is also important to remember that the definition of terms used in the e-STIP is extremely important. An IT programmer may not fully understand the nuances involved in the business processes required to develop and maintain an e-STIP. It is important for the planning and financial staffs to work with the programmers to ensure that terms are well defined and have common meaning for all stake holders.

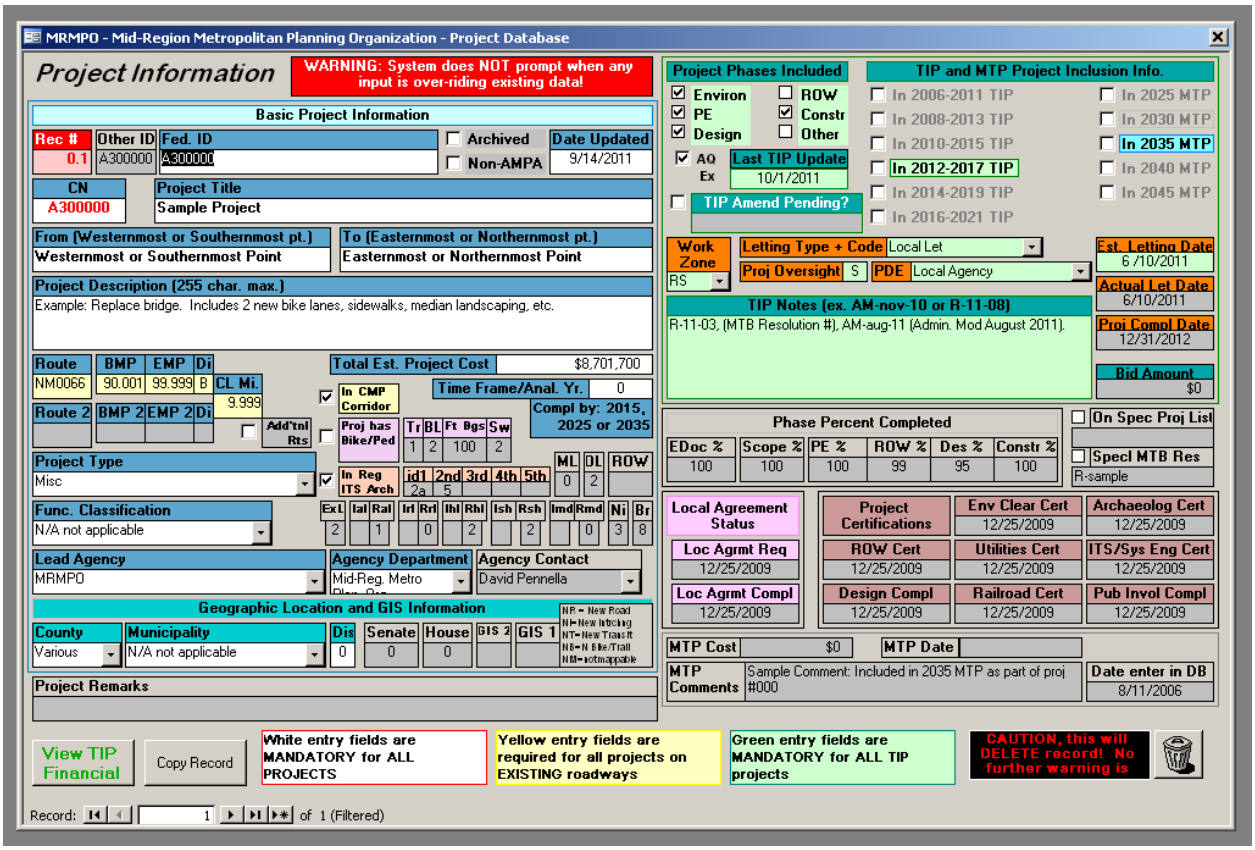
Incorporate Training into the Launching and Operations Process

Peer agencies noted that there are several layers of staff that will need to be trained. This includes staff internal to the State DOT, staff at the MPOs, as well as staff at stakeholder organizations, such as the Air Quality board.

Make the e-STIP Flexible

Peer agencies suggest that ADOT develop a good database with programming design that can easily accommodate new features and replace inefficient or unused features. Likewise, peer agencies recommend building in the capability for non-traditional funding sources including flexing funds between highway and transit. UDOT explained that they have continued to make annual improvements and upgrades on their system as they identify additional needs. The information included in the e-STIP database should reflect the needs of the State DOT and their stakeholders. Figure 1, below, displays the project information screen for MRCOG. The project information fields are consistent with those used by NMDOT. It is important to note that MRCOG and NMDOT were flexible in changing their business process to allow for the establishment of a common system for developing unique identification numbers that could be used to synchronize their respective databases.

Figure 1. MRCOG Project Information Input Screen



Fiscal Constraint

Determining and ensuring fiscal constraint on the STIP and with each amendment can be a time-consuming process. An e-STIP can be developed to help streamline the process of determining fiscal constraint.

> **Best Practice Example:** NMDOT and MRCOG have developed a process for including fiscal constraint into their e-STIP process. NMDOT has integrated the "Fed Form" into their e-STIP system. The "Fed Form" is the electronic form within the e-STIP that NMDOT uses to request the obligation of federal funds. This has given the DOT more control over the funding targets and helps the MPOs work more efficiently within their funding limits. This process and coordination

helps the MPOs better achieve fiscal constraint. NMDOT's next step in improving its e-STIP is to directly input the Fed Form into the FMIS system.

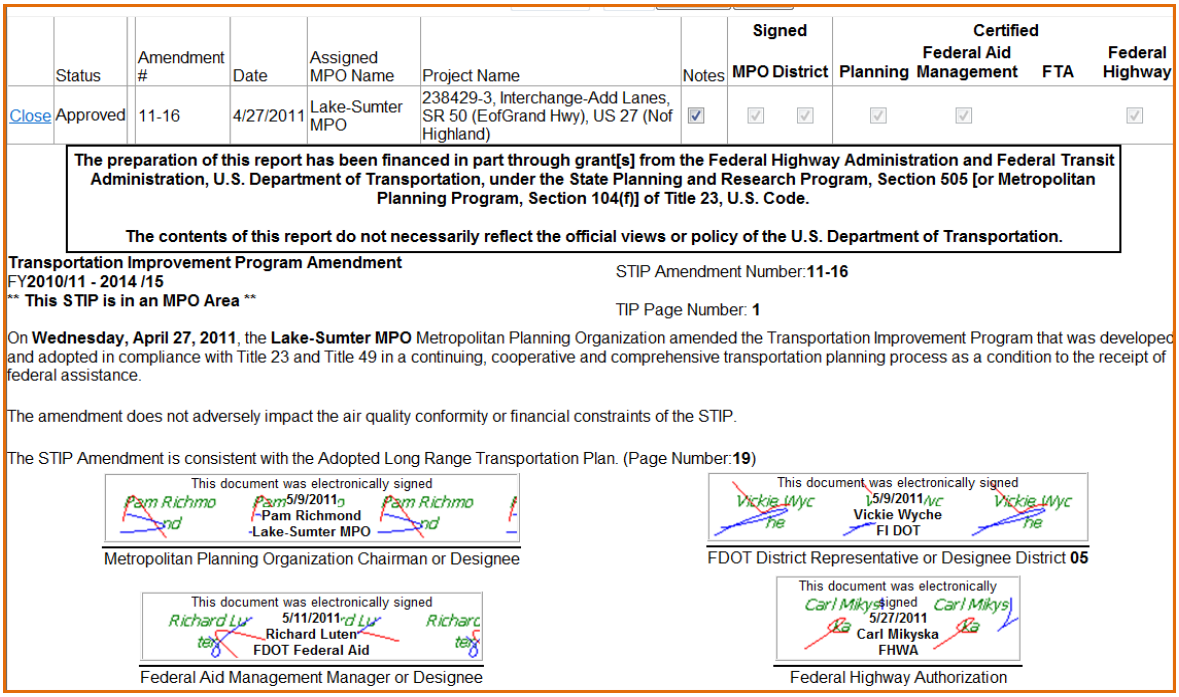
Identify the Various Levels of Users

Peer agencies recommended defining various levels of who can access the information, who can input the information, and who can authorize actions. The e-STIP should be accessible to a broad audience, but it is important to maintain controls to ensure the accuracy of the data that is input into the system. New Jersey has five different authorization levels, ranging from level 4, which allows for full rights to change information and approval of the STIP to 0, which allows for public access to the information but no privileges to modify the document.

Use of Electronic Signatures

Several of the peer agencies have implemented a comprehensive electronic signature process while others still rely on obtaining "wet" signatures on paper. The level of electronic signature certification varied, with some agencies having instituted a formal process to have those who are able to sign being certified. For example Florida DOT uses digital signatures- the same standard they use for stamping project plans. Utah uses a registered electronic signature, which requires a background check and bonding. New Jersey DOT uses a time-stamp approval signature process. The level of security associated with electronic signatures should be determined within the State DOT and may require policy changes by the State DOT. Figure 2, below, is a display page showing the electronic signatures for a Florida DOT STIP amendment.

Figure 2. Florida DOT Electronic Signature Page



	Status	Amendment #	Date	Assigned MPO Name	Project Name	Notes	Signed MPO District	Certified Planning	Certified Federal Aid Management	Certified FTA	Certified Federal Highway
Close	Approved	11-16	4/27/2011	Lake-Sumter MPO	238429-3, Interchange-Add Lanes, SR 50 (EofGrand Hwy), US 27 (Nof Highland)	☑	☑ ☑	☑	☑		☑

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The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

Transportation Improvement Program Amendment
FY**2010/11 - 2014 /15**
** **This STIP is in an MPO Area** **

STIP Amendment Number:**11-16**

TIP Page Number: **1**

On **Wednesday, April 27, 2011**, the **Lake-Sumter MPO** Metropolitan Planning Organization amended the Transportation Improvement Program that was developed and adopted in compliance with Title 23 and Title 49 in a continuing, cooperative and comprehensive transportation planning process as a condition to the receipt of federal assistance.

The amendment does not adversely impact the air quality conformity or financial constraints of the STIP.

The STIP Amendment is consistent with the Adopted Long Range Transportation Plan. (Page Number:**19**)

This document was electronically signed
5/9/2011
Pam Richmond
Lake-Sumter MPO
Metropolitan Planning Organization Chairman or Designee

This document was electronically signed
5/9/2011
Vickie Wyche
FI DOT
FDOT District Representative or Designee District **05**

This document was electronically signed
5/11/2011
Richard Luten
FDOT Federal Aid
Federal Aid Management Manager or Designee

This document was electronically signed
5/27/2011
Carl Mikyska
FHWA
Federal Highway Authorization

C. Operating and Maintaining the e-STIP

Provide Ongoing Training of e-STIP

The peers stressed the importance of thoroughly training all users of ADOT's e-STIP. Training is essential so that stakeholders not only use the system correctly, but also can completely understand the e-STIP and therefore support the system. Peers also suggested that the more ADOT is able to train their users the more the users will be able to be involved in the system and then train others. Peers suggest both initially training the MPOs directly and then regularly following up with refresher training. They further advised that ADOT should make sure the users can use the e-STIP and actually run user-generated reports so that the system is useful for them.

Peers also suggest providing online training (recorded webinars, PowerPoints, training manuals, etc.) and other reference materials for e-STIP users on ADOT's external website. There is no standard way to provide the support. For example, New Mexico DOT has a PDF training manual, Utah DOT has help tabs online, and Florida DOT provides step-by-step PowerPoints.

The training also becomes important as an agency experiences staff turnover. Usually only a few staff members work on the STIP at the State DOT and the TIP at the MPOs, so it is important to have other staff trained with the system in case key staff leave the agency.

Continued Communication with Stakeholders

New Mexico suggests continued communication by convening quarterly STIP meetings with stakeholders to discuss problems within the system. Peers also recommend regularly meeting with the FHWA division office for guidance and direction. The Florida DOT STIP is downloadable by the public as both a PDF as well as Excel files. The site is: http://www.dot.state.fl.us/programdevelopmentoffice/federal/stip.shtm.

Upgrading and Improving the System

The peers noted that an agency should not view the e-STIP as a static tool. Regardless of the initial effort involved in developing the system, there will need to be changes and improvements made to the system. Utah DOT realized that they needed to expand the e-STIP system as more departments within the agency became familiar with the system. It has served as a tool to help with the overall agency's goals and processes.

Next Steps

Arizona will continue with the fact finding task in the Development phase of their current study. The study should be completed in December 2011. Once the results of the development phase are available, they will work with stakeholders to discuss the next steps and get the implementation phase started in January or February of 2012. ADOT reported that the timing of the peer to peer exchange was excellent as the agency learned many things that will help move the current study in the right direction. ADOT has completed interviews with all of its stakeholders to see how each prepares their respective TIPs. This has allowed ADOT to go back and fine tune the study with some other key interviews after the peer exchange. ADOT found the recommendations given by the peers to be extremely valuable as it moves forward with its e-STIP.

Specific action steps that ADOT has taken as a result of the peer exchange are:

- Included Information Technology group in the current study.
- Defined and communicated objectives of the e-STIP.
- Defined process for different types of amendments and actions.
- Created multiple e-STIP experts and champions.
- Involved all MPO's, COG's and Federal Agencies in the data gathering phase of the study.

The following steps were identified by each of the peers as a result of the e-STIP Peer Exchange:

Florida DOT

- FDOT is exploring ways in which to provide more Computer Based Training (CBT) for the e-STIP Amendment process. An on-line CBT course will enable new staff to learn at their own pace without the need to incur costs for trainers to travel to the various district offices for classroom training.
- FDOT is exploring ways to incorporate later phases of work on a multiyear project into the e-STIP database, as other states are doing to comply with recent FHWA interpretations of the joint FHWA/FTA planning requirements. Presently phases of work which are not funded within the four years of the STIP are not shown in any of our STIP reports.

New Jersey DOT

New Jersey DOT summarized the following next steps for Arizona and other states to consider when developing their e-STIP system.

- Document the Business Process by including the following items:
    - Background
    - AZDOT STIP Process (provide details on who is involved and their respective rolls, how projects are screened and by whom, etc)
    - STIP assembly and approval process
    - Assembling projects (how are projects eligible to be included into the STIP?)
    - Assigning funds (who assigns the funds?)
    - Project approval (who has approval to include project into STIP?)
    - STIP Amendment/Modification Process (who initiates, who approves, etc)
    - Authorization Process (who obligates/authorizes funds and how?)
- Create an "Information Model" by mapping the process (e.g. what documents are included in an Amendment Package, who are the project coordinators).
- Include the following information and functional requirements in the system:
    - Define each part of the process.

- Indicate each of the properties that the system will provide for data elements and business rules.
- Describe the various activities involved (e.g. detail who can create a project, what are the design considerations, and assumptions and risks).

MRCOG

- Work with NMDOT to institute a "reverse export file" where data is sent to MRCOG from the NMDOT STIP database regarding which funds were actually obligated. This will aid in producing the Annual Project Listing required by 23 CFR 450.
- Work with FHWA to hold a training workshop on FMIS & UPACS to better understand how to use those systems to review financial information.

Utah DOT

- Update UDOT's ePM (electronic Program Management System) with the e-STIP system.
- Redefine the functionality and requirements of the e-STIP system to ensure financial constraint.
- Improve the relationship between UDOT and the local MPO's.
- Create a better interface to enter and manage the MPOs TIP within the ePM system, thus integrating the TIP and STIP process into one location.
- Create a more efficient naming convention system for STIP amendments (e.g. Florida lists amendments by Year, then in sequence).
- Review and update UDOT's Policies and Procedures, and training documents.
- Convene quarterly meetings with all the MPO's and FHWA to discuss ePM and eSTIP issues.

About the Transportation Planning Capacity Building (TPCB) Program

The Transportation Planning Capacity Building (TPCB) Program is a joint venture of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) that delivers products and services to provide information, training, and technical assistance to the transportation professionals responsible for planning for the capital, operating, and maintenance needs of our nation's surface transportation system. The TPCB Program website (www.planning.dot.gov) serves as a one-stop clearinghouse for state-of-the-practice transportation planning information and resources. This includes over 70 peer exchange reports covering a wide range of transportation planning topics.

The TPCB Peer Program advances the state of the practice in multimodal transportation planning nationwide by organizing, facilitating, and documenting peer events to share noteworthy practices among state departments of transportation (DOTs), Metropolitan Planning Organizations (MPO), transit agencies, and local and Tribal transportation planning agencies. During peer events, transportation planning staff interact with one another to share information, accomplishments, and lessons learned from the field and help one another overcome shared transportation planning challenges.

Appendix

A. Key Contacts

Bret Anderson
Project Manager
Arizona Department of Transportation
206 South 17th Avenue
Phoenix, AZ 85007
Phone: 602-712-8144
BAnderson@azdot.gov
www.azdot.gov

Nathan Banks
Senior Engineering Manager
Arizona Division
Federal Highway Administration
4000 N. Central Avenue, Ste. 1500
Phoenix, Arizona 85012-3500
Phone: 602-382-8960
Nathan.banks@dot.gov
http://www.fhwa.dot.gov/azdiv/

Georgi Ann Jasenovec
Transportation Specialist
Arizona Division
Federal Highway Administration
4000 N. Central Avenue, Ste. 1500
Phoenix, Arizona 85012-3500
Phone: 602-382-8978
Georgi.Jasenovec@dot.gov
http://www.fhwa.dot.gov/azdiv/

James Jobe, CPA, CGFM
Manager, Federal Aid Management Office
Florida Department of Transportation
605 Suwannee Street
Tallahassee, Florida 32399-0450
Phone: 850-414-4448
James.Jobe@dot.state.fl.us
http://www.dot.state.fl.us/

Michelle Noch
Community Planner
FHWA Office of Planning
1200 New Jersey Avenue, SE
Washington, DC 20590
Phone: 202-366-9206
Michelle.noch@dot.gov
www.planning.dot.gov

Robert Pelly
STIP Coordinator
Utah Department of Transportation

4501 South 2700 West
Salt Lake City, UT 84114
rpelly@utah.gov
www.udot.utah.gov

Dave Pennella
Transportation Program Manager
Mid-Region Metropolitan Planning Organization
Mid-Region Council of Governments
809 Copper Avenue NW
Albuquerque, New Mexico 87102
Phone: 505-247-1750
http://www.mrcog-nm.gov/

Terrance Regan
Community Planner
U.S. DOT Volpe National Transportation Systems Center
55 Broadway
Cambridge, MA 02142
Phone: 617-494-3628
terry.regan@dot.gov
www.volpe.dot.gov

Rebecca Sena
STIP Coordinator
New Mexico Department of Transportation
1120 Cerrillos Road
Santa Fe, NM 87504
Phone: 505-476-3785
Rebecca.Sena@state.nm.us
http://www.nmshtd.state.nm.us/

Mayela Sosa
Assistant Division Administrator
Arizona Division
Federal Highway Administration
4000 N. Central Avenue, Ste. 1500
Phoenix, Arizona 85012-3500
Phone: 602-382-8989
Mayela.Sosa@dot.gov
http://www.fhwa.dot.gov/azdiv/

John Sprowls
Community Planner
Federal Transit Administration
Office of Planning and Environment
1200 New Jersey Avenue, SE
Washington, DC 20590
Phone: 202-366-5362
john.sprowls@dot.gov
www.fta.dot.gov

Ed Stillings
Engineering Development Coordinator
Arizona Division
Federal Highway Administration

4000 N. Central Avenue, Ste. 1500
Phoenix, Arizona 85012-3500
Phone: 602-382-8966
Ed.Stillings@dot.gov
http://www.fhwa.dot.gov/azdiv/

James F. Vari
Capital Program Development
New Jersey Department of Transportation
1035 Parkway Avenue
PO Box 600
Trenton, New Jersey 08625
Phone: 609-530-2537
James.Vari@dot.state.nj.us
http://www.state.nj.us/transportation/

B. Peer Exchange Agenda

TUESDAY, SEPTEMBER 20, 2011

Time	Topic	Lead Presenter
8:30 a.m.	**TPCB Welcome and Overview** TPCB staff welcome everyone, review the TPCB program mission/goals, describe documentation/follow-up, and establish ground rules for discussions.	**Michelle Noch**, *FHWA* **John Sprowls**, *FTA*
8:35 a.m.	**e-STIP Welcome and Goals** ADOT welcomes participants and opens the exchange. Provides context on what motivated the peer exchange request and ADOT goals for the day.	**Scott Omer**, *ADOT*
8:40 a.m.	**Peer Agency Introduction and Goals** Peer and other participating staff briefly share their goals for the day, including any specific information they hope to gather during the exchange.	**James Jobe,** *FDOT* **Dave Pennella,** *MRCOG* **Robert Pelly**, *UDOT* **Rebecca Sena**, *NMDOT* **James Vari**, *NJDOT*
9:00 a.m.	**Live Demonstration of Peer Agency e-STIP Programs** Peer Agencies give brief (30 minutes each) live demos to see/learn how key functions of the peer agencies' e-STIP programs work, followed by brief Q&A. **Technical Development** • Choosing the right software • IT Support and Security process • Resources and staffing to build the system *These sessions will be broadcast via live webinar in listen only mode at (*join the room as a guest*): http://fhwa.adobeconnect.com/nepaplanning/ To listen to the presentations please USA Toll-Free: 888-273-3658 ACCESS	**James Jobe**, *FDOT* **Robert Pelly**, *UDOT*

Time	Topic	Lead Presenter
	CODE: 7425477 *(please mute your phone)*	
10:00 a.m.	***Break***	
10:15 a.m.	**Live Demonstration of Peer Agency e-STIP Programs** *(continued)* **Question and Answer Session (30 minutes)**	**Rebecca Sena**, *NMDOT* **Dave Pennella,** *MRCOG* **James Vari**, *NJDOT*
12:00 p.m.	***Lunch***	
1:00 p.m.	**Developing an e-STIP Program: Business Process and Stakeholder Coordination** *What are the initial steps and products an agency must take to develop an effective e-STIP program?* • Workflow, business process, amendments • Designation of Roles and Responsibilities • Coordination with MPOs, Transit Agencies, COGs, Tribal Governments, etc. **Highlights and Lessons Learned (5 minutes)**	**James Jobe,** *FDOT* **Dave Pennella,** *MRCOG* **Robert Pelly**, *UDOT* **Rebecca Sena**, *NMDOT* **James Vari**, *NJDOT* **Terry Regan,** *Volpe*
2:00 p.m.	***Break***	
2:15 p.m.	**Launching e-STIP and Initial Implementation** *What are the important aspects of launching and beginning to implement a new e-STIP system/program? What are the lessons learned? Key elements of the discussion fall in two categories:* **Technical Issues/Requirements** • Handling glitches from the launch • Making initial adjustments to the system • Challenges faced and lessons learned **Process Issues** • Coordination issues with MPOs, Transit Agencies, COGs, Tribal Governments, etc. • Technical assistance needs to help partners use the system • Challenges faced and lessons learned **Highlights and Lessons Learned (5 minutes)**	**James Jobe,** *FDOT* **Dave Pennella,** *MRCOG* **Robert Pelly**, *UDOT* **Rebecca Sena**, *NMDOT* **James Vari**, *NJDOT* **Terry Regan,** *Volpe*
4:30 p.m.	**Wrap up**	**Terry Regan,** *Volpe*

Wednesday, September 21, 2011

Time	Topic	Lead Presenter
8:30 a.m.	**Maintaining and Operating the e-STIP** *What are the important aspects of ongoing maintenance and operations of an e-STIP system/program? Key elements of*	**James Jobe,** *FDOT* **Dave Pennella,** *MRCOG* **Robert Pelly**, *UDOT* **Rebecca Sena**, *NMDOT*

Time	Topic	Lead Presenter
	the discussion fall in two categories: **Process Issues** • Business process and workflow • Coordination issues with MPOs, Transit Agencies, COGs, Tribal Governments, etc. **Lessons Learned** • How well is the system working? • Has the e-STIP improved the paper process?	**James Vari**, *NJDOT*
10:00 a.m.	***Break***	
10:15 a.m.	**Work Session** • Develop a Check-list for Arizona DOT • What lessons learned and advice do you have for ADOT as they move forward to develop their e-STIP process? • What are the most effective solutions you have developed to specific challenges you faced?	**Small Group Discussions**
12:30 p.m.	**Wrap up** • What are the best practices heard from the event? • Next steps • Peer Exchange Evaluation Form	**Terry Regan,** *Volpe*

C. Links to additional resources (agency websites, relevant research/publications/online resources

- ADOT Website: www.azdot.gov
- Arizona Federal Highway Division Office: http://www.fhwa.dot.gov/azdiv/
- FDOT's MPO Handbook: http://www.dot.state.fl.us/planning/policy/metrosupport/mpohandbook/
- FDOT's STIP Homepage: http://www.dot.state.fl.us/programdevelopmentoffice/Federal/stip.shtm
- FDOT's Five Year Work Program: http://www2.dot.state.fl.us/fmsupportapps/workprogram/WorkProgram.aspx
- FDOT's Work Program Instructions: http://www.dot.state.fl.us/programdevelopmentoffice/Development/WP_instructions.shtm
- FHWA Website: www.fhwa.dot.gov
- FHWA/FTA Transportation Planning Capacity Building Website: www.planning.dot.gov
- FTA Website: www.fta.dot.gov
- MRCOG'S TIP Policies and Procedures, and Project Prioritization Process Guidebook: www.mrcog-nm.gov (click on the Transportation tab then go to Short Range: TIP page and scroll to the item wanted.)

- MRCOG Website: http://www.mrcog-nm.gov/
- NMDOT Website: http://www.nmshtd.state.nm.us/
- NJDOT Website: http://www.state.nj.us/transportation/
- UDOT Website: www.udot.utah.gov
- Volpe National Transportation Systems Center Website: www.volpe.dot.gov

D. Acronyms

DOT	Department of Transportation
CBT	Computer Based Training
e-STIP	Electronic Statewide Transportation Improvement Program
FAMS	Financial Account Management System
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FMIS	Federal Management Information System
FTA	Federal Transit Administration
JAD	Joint Application Development
MRCOG	Mid-Region Council of Governments
MPO	Metropolitan Planning Organization
NMDOT	New Mexico Department of Transportation
NJDOT	New Jersey Department of Transportation
OIT	Office of Information Technology
RPO	Regional Planning Organizations
STIP	Statewide Transportation Improvement Program
TIP	Transportation Improvement Program
TPCB	Transportation Planning Capacity Building
UDOT	Utah Department of Transportation