



**Research and
Special Programs
Administration**

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Memorandum

To: Bill Zaccagnino, FHWA
Dan Leonard, PENNDOT
Beth Bieryla, PENNDOT

From: Rachel Winkeller, Project Manager, USDOT/Volpe Center

Date: March 22, 2004

Subject: Status Report (February 2004)

1. Background

By means of Project Plan Agreement HW-2M, the USDOT's Volpe Center (Volpe) is supporting the Federal Highway Administration (FHWA) and the Pennsylvania Department of Transportation (PENNDOT) in developing a Pennsylvania Transportation Security Plan. The purpose of this report is to document the status of work performed and planned and of the funds used, as well as to register issues that need resolution.

2. Work Performed in Reporting Period (February 2004)

The major tasks completed during February include the following:

- Conducted further interviews with state DOTs to collect effective practices information;
- Compiled themes from effective practices interviews and literature review and produced draft report;
- Continued analysis of PENNDOT documents and identification of gaps;
- Talked with Arizona and Indiana to report on progress;

- Met with PB Farrdyne to discuss potential overlaps and share insights to date; and
- Met with Dan Leonard to discuss initial findings and plan March workshop.

3. Work Expected in Next Reporting Period (March 2004)

The major tasks expected to be accomplished during March include the following:

- Continue to review PENNDOT documents;
- Continue to compile themes from effective practices interviews and literature review and produce draft report;
- Plan and conduct meeting to present to management and staff findings of the "AS IS" state of PENNDOT security planning covering:
 - *Themes from Internal and External Interviews*
 - *PENNDOT Security Document Review*
 - *Effective Practices in State DOT Security Planning*
- Initiate discussion of next steps at above mentioned meeting.

4. Issues to be Resolved

- A decision needs to be made on the composition of a PENNDOT working group to work with us to validate our findings and help develop recommendations.
- Venue(s) and date (s) need to be determined for a two to three day workshop with the working group.

5. Financial Information (*in thousands*)

Below is an accounting of the funds expended as of the end of February.

Category	Funds Expended as of January 04	Current Month	Year To Date	Funds Remaining
Labor/OH	\$49.40	\$19.80	\$69.20	
Travel	9.50	1.90	11.40	
Contracts & Other*	30.30	6.50	36.80	
TOTAL	\$89.20	\$28.20	\$117.40	\$140.90

*Includes on-site support.