



**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: April 13, 2004
Subject: Status Report (March 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 (March 2004)

The major tasks completed during March include the following:

- Produced a draft report of 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*

- Planned and conducted a meeting to present to PENNDOT management and staff findings of the “AS IS” state of PENNDOT security planning.

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

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

- Begin drafting recommendations for “Good,” “Better,” and “Best” planning scenarios for a PENNDOT security program;
- Obtain feedback from PENNDOT on draft recommendations;
- Work on revising the draft report on *Effective Practices in State DOT Security Planning*.

4. Issues to be Resolved

- An outstanding issue is the extent and format of PENNDOT input into crafting of the “Good,” “Better,” and “Best” planning scenarios for a PENNDOT security program. PENNDOT management has postponed Volpe’s plan for a workshop with PENNDOT staff.

5. Financial Information (in thousands)

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

Category	Funds Expended as of February 04	Current Month	Year To Date	Funds Remaining
Labor/OH	\$69.2	\$1.9	\$71.1	
Travel	11.4	1.8	13.2	
Contracts & Other*	36.8	7.4	44.2	
TOTAL	\$117.41	\$11.1	\$128.5	\$129.8

*Includes on-site support as of 4/2/04.