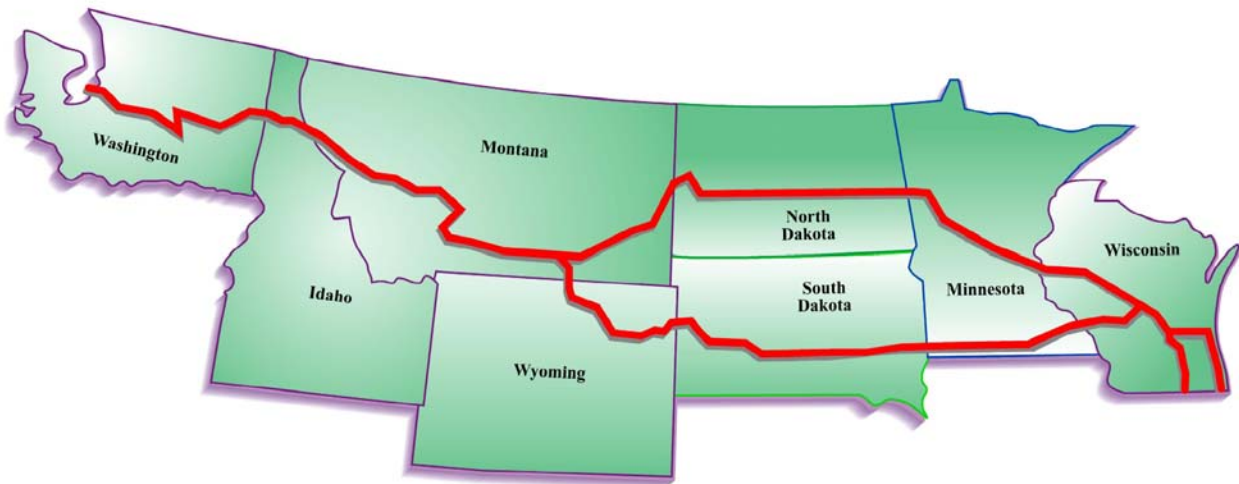


**North/West Passage
Transportation Pooled Fund Study
TPF-5(093)**



Phase III Work Plan

April 25, 2007

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Background

The North/West Passage Corridor encompasses the states along I-90/I-94 from Wisconsin to Washington. The states within the North/West Passage Corridor are predominately rural and face similar transportation issues related to traffic management, traveler information, and commercial vehicle operations. Within the corridor states, there are numerous systems for collecting, processing, and integrating traveler and road maintenance information. At present, this information is not readily shared across state borders. Recognizing the value of coordinated, cross-border collaboration for ITS deployment to address these issues, the states formed the Transportation Pooled Fund (TPF-5(093)) in 2003.

The vision of the North/West Passage Corridor is to immediately influence ongoing standards development and utilize effective methods for sharing, coordinating, and integrating traveler information across state borders. While traveler information reflects the initial destiny, maintenance and operations and planning and programming are long-term visions.

The states have completed several projects in the years since their establishment as a pooled fund. Some Phase I projects involved significant construction or equipment purchases, and the North/West Passage pooled fund served as project initiator. This concept of project initiation was a success in Phase I. In Phase II, an ITS Integrated Corridor Strategic Plan was developed to guide future collaboration in the corridor. The plan focuses on center-to-center information sharing opportunities, includes a high-level architecture for the corridor, presents an inventory of existing systems, and identifies a coordinated deployment and operational concept for traveler information systems across state borders.

Purpose

Building on several projects recommended in the ITS Integrated Corridor Strategic Plan for North/West Passage, this Phase III Work Plan presents a series of projects targeted for completion in 2007-2008. The projects continue to develop, expand implementation, and evaluate integrated traveler information systems. They also continue the understanding and development of coordinated maintenance operations across state borders.

Financial Status

Currently, all eight of the North/West Passage states are financially committed to the pooled fund. In 2006, the eight states contributed a total of \$400,000 for the next two years of the program. The Phase II Work Plan and corresponding expenses of \$188,149 focused on developing the ITS Integrated Corridor Strategic Plan, maintaining the program web site (www.nwpassage.info), and supporting an annual meeting for the states. The remaining funding of \$211,851 has been targeted for the projects selected in the Phase III Work Plan.

Phase III Projects

During their annual meeting in February 2007, the North/West Passage states considered the list of projects recommended in the strategic plan for the 2007-2008 timeframe. States were also invited to submit additional project ideas for further consideration, but none were suggested. Each state was asked

to select their top five preferred projects for the Phase III Work Plan. The results, along with planning level cost estimates are presented in Table 1.

Table 1. Cost Estimates

Phase III Work Plan Projects	Cost Estimate
Traveler Information	
3.1. Corridor-Wide Consistent Major Event Descriptions	\$ 45,000
3.2. Clarus Regional Demonstration Concept of Operations	\$ 37,500
3.3. CAD to Reporting System Integration - Workshop	\$ 40,000
3.4. North/West Passage Traveler Information Web Site	\$ 30,000
Operations and Maintenance	
3.5. Cross Border O&M Collaboration - Workshop	\$ 40,000
Program Management	
3.6. Administrative Support	\$ 25,000
3.7. Pooled Fund Annual Meeting - State Rep Travel	\$ 8,000
Total	\$ 225,500

Table 2. further illustrates a planning level schedule for the Phase III Work Plan projects.

Table 2. Planning Level Schedule

Phase III Work Plan Projects	2007						2008					
	J	A	S	O	N	D	J	F	M	A	M	J
Traveler Information												
3.1. Corridor-Wide Consistent Major Event Descriptions												
3.2. Clarus Regional Demonstration Concept of Operations												
3.3. CAD to Reporting System Integration - Workshop												
3.4. North/West Passage Traveler Information Web Site												
Operations and Maintenance												
3.5. Cross Border O&M Collaboration - Workshop												
Program Management												
3.6. Administrative Support												
3.7. Pooled Fund Annual Meeting – State Rep Travel												

The member states of the pooled fund typically meet in-person once each year and project 3.7 is intended to capture the cost estimate and suggested timeframe for when the meeting may be scheduled. The details of projects 3.1 – 3.6 are included on the following pages. For each project, a title, description, and recommended champion is provided, in addition to a prospective approach, anticipated benefits, participants, duration and timing. Also provided are planning level cost estimates and anticipated deliverables. This planning level information will be used as the basis to develop this annual work plan and to solicit vendor or consultant services to execute the individual projects.

Project Title	3.1. Corridor-Wide Consistent Major Event Descriptions
Project Champion	Bob Koeberlein, Idaho DOT
Project Purpose	<p>The purpose of this project is to establish an agreeable set of nomenclature and related definitions for how events are described throughout the corridor. It is recommended that this project be completed before any others directed at standardizing the data exchange of event information. It will focus on the basics of how events are described to the traveling public, both on the Internet and 511 phone systems. This project will also identify a minimum, core set of events to be exchanged in a consistent manner.</p>
Current Status	<p>Currently, most of the North/West Passage states operate and maintain traveler information systems to disseminate information over 511 phone systems and Internet pages. While these states all report events, such as weather, delays, roadwork, and road closures, the event descriptions often vary from state to state. An example to illustrate this situation is to consider how snow covered roads are reported. The exact same weather and road conditions may be reported differently in many North/West Passage states. For example, if snow is falling at a rate of 1-inch per hour, one state may report “difficult driving conditions, heavy snowfall”, another state may report “blizzard conditions”, while a third might report “moderate snowfall”. Each report is technically correct, but could leave travelers guessing as to the interpretations of each definition. At best, this can lead to confusion as travelers hear or read reports on adjacent states. If the North/West Passage states reach the point of exchanging event reports, it could be that states are misrepresenting reports received from other states.</p> <p>Therefore, prior to the North/West Passage Corridor beginning the process of exchanging data, it is critical that solid definitions be agreed by corridor members for at least those serious events that are pertinent and would be disseminated along the corridor. This would ensure that a traveler driving the entire corridor would get consistent reports and not hear inconsistent reports that could add unnecessary confusion for similar conditions that exist along the corridor.</p>
Approach	<p>The direction of this project will be to begin by focusing on defining (and reaching group consensus on) a small set of events that are critical to the North/West Passage Corridor. These may be six to ten event descriptions, reporting such things as road closures or situations that seriously impact safety or result in long delays. Additionally, North/West Passage members may reach consensus on key locations where consistent reports and reporting procedures are agreed. By only limiting this consistent reporting to a limited set of event types or locations, the intent is to avoid extensive debate over the many other events that may describe local situations. Once this project is successful, it is envisioned that, as a future project, the number of event types that are described in a consistent manner may be expanded to include additional (or perhaps all) types of events.</p> <p>Other factors that will be addressed in this project include:</p> <ul style="list-style-type: none"> ▪ Whether condition reports are provided all the time during the winter months (i.e., if the pavement is dry and clear, reporting “good driving conditions” or “dry pavement”) or whether only exception reporting is performed. This is because if a traveler of the corridor hears “good

Project Title	3.1. Corridor-Wide Consistent Major Event Descriptions
	<p>driving conditions” for I-94 throughout Minnesota and then hears nothing about the road in Wisconsin, it may be confusing to travelers as they might assume that the report is delayed or non-existent</p> <ul style="list-style-type: none"> ▪ Whether future roadwork is included in descriptions or only current roadwork ▪ Whether forecasted weather conditions are reported, or only current conditions
Benefits	<p>The benefits of this project will be realized every time events are exchanged among North/West Passage members and disseminated to travelers throughout the corridor. Without this project, there would always be a lack of consistency at the core definition of the events that are being disseminated to travelers, and therefore, the potential for confusion and misunderstanding with every event disseminated to travelers along the corridor. This project will indirectly address all of the eight traveler information related needs defined in Chapter 2. However, it will most directly address the following needs:</p> <ul style="list-style-type: none"> ▪ Lack of consistent and adequate traveler information ▪ Lack of consistent and adequate real-time information that would enhance corridor-wide travel ▪ Inconsistent and unreliable information for commercial vehicle travelers <p>Because this project is not a deployment project, a benefit/cost comparison is not appropriate.</p>
Participants	<p>It is important that all North/West Passage states participate in this project. It may also be important to consider (at some level) neighboring states to the North/West Passage states. For example, Wisconsin is part of the GCM Corridor and would, therefore, not want to agree to any definitions that present a potential conflict with the information exchanges among GCM states.</p>
Duration/Timing	<p>This project should be performed as an early winner project and should be completed before any projects that focus on exchanging event information between states. The estimated duration is 4 to 6 months.</p>
Costs	<p>The estimated cost for identifying the common set of nomenclature and related definitions, and then preparing a summary document is \$45,000. This cost does not include any modifications to the states’ reporting systems to comply with the agreed upon nomenclature and definitions.</p>
Deliverables	<ol style="list-style-type: none"> 1. Clear definitions of agreed nomenclature and ‘semantics’ for describing major incidents and events along the corridor, that are consistent with the ITS standards, but include enough detail to ensure consistent information delivery. 2. North/West Passage states would individually use these definitions within their own operational procedures and state reporting systems to report and disseminate consistent event summaries.

Project Title	3.2. Clarus Regional Demonstration Concept of Operations
Project Champion	Dave Huft, South Dakota DOT
Project Purpose	Contingent upon selection by FHWA, the North/West Passage states will develop a concept of operations for Clarus using the corridor as a demonstration site. As stated in the August 30, 2005 synopsis published by FHWA, “Clarus is a FHWA initiative designed to collect, quality check, and make available via the Internet, this nation’s public investments in atmospheric and pavement observations which support surface transportation operations. The progress of the Clarus Initiative has advanced to a stage in which the Government is seeking to conduct one or more Clarus Multi-state Regional Demonstrations. Through the Clarus Multi-state Regional Demonstrations, the government aims to achieve the following objectives: (1) Demonstrate that the Clarus System functions as designed by incentivizing a large number of state and local agencies to contribute data from their Environmental Sensor Stations (ESS); (2) Enable proactive transportation system management through utilization of the Clarus System; and (3) Provide an environment so that private sector service providers can innovate and create new and improved products that will benefit the public, academia and other private industries. This Request for Applications (RFA) for participating in a “Clarus Multi-state Regional Demonstration Concept of Operations” will be the first among several activities that the Government will initiate to carry out the full Clarus Multi-state Regional Demonstrations. Emphasis will be on demonstrating new and innovative uses of Clarus-based technologies and information. It is anticipated that the demonstrations will span multiple procurements over a three-year period.”
Current Status	FHWA issued a synopsis (http://www.grants.gov/search/search.do?oppId=10797&mode=VIEW) of the grant notice on August 30, and the full request for applications will be issued on October 1. Applications will be due to FHWA by November 15. A total of \$675,000 is available for the grant program with a maximum of \$135,000 per grant. Minnesota, North Dakota, South Dakota, Washington and Wisconsin. have been actively involved in the Clarus Initiative Coordinating Committee (ICC). To date, the ICC has completed an overall concept of operations, system requirements, architectural description, gap analysis, and preliminary design for a Clarus system. The purpose of the next phase of demonstration is to develop concepts of operation based on actual corridors and then select a demonstration site to evaluate the full potential for a more broadly deployed Clarus effort.
Approach	The North/West Passage states will identify an external party to support their Clarus Initiative efforts. With input from the states, this party will prepare an application to FHWA’s RFA on behalf of the North/West Passage states. Upon FHWA selection of the North/West Passage as a demonstration corridor, the external party will provide program support for the states’ charge to develop a concept of operations for Clarus along I-90/I-94.
Benefits	This project presents a rare opportunity for the North/West Passage states to visibly establish their identity as a corridor in the industry and more broadly address the traveler information and maintenance and operations goals identified for the corridor. As identified in Chapter 2, the issues and needs that this project would allow the states to address include:

Project Title	3.2. Clarus Regional Demonstration Concept of Operations <ul style="list-style-type: none"> ▪ Lack of consistent and adequate traveler information ▪ Lack of consistent and adequate real-time information that would enhance corridor-wide travel ▪ Inconsistent and unreliable information for commercial vehicle travelers ▪ Inconsistent management of weather-related incidents and traffic management ▪ Need to share information among local and regional management centers to include crossing state borders ▪ Lack of agency and management coordination at state borders <p>In turn, the corridor also offers a broad range of surface weather challenges that present an ideal environment for evaluating the effectiveness and potential of Clarus.</p>
Participants	All states
Duration/Timing	The estimated duration for this project is 9 to 12 months, and it is recommended that it be scheduled for early 2007.
Costs	FHWA grant awards will not exceed \$150,000. The planned local match from the North/West Passage pooled fund is \$37,500.
Deliverables	<ol style="list-style-type: none"> 1. Concept of Operations describing the approach to and benefits of Clarus throughout the corridor, and the roles of each agency. 2. Each participating North/West Passage state will establish a connection to Clarus in order to upload the states' weather data. 3. Each North/West Passage state will have access to the Clarus database of weather data.

Project Title	3.3. CAD to Reporting System Integration-Lessons Learned Workshop
Project Champion	Bill Legg, Washington DOT
Project Purpose	Based on Washington’s recent experience with this type of integration, the purpose of this project is to develop and present a workshop for the states to evaluate the effectiveness of and process followed to integrate Computer Aided Dispatching (CAD) with a reporting system. The purpose of this workshop is to determine the value of proceeding with further CAD to reporting system integration in other states within the corridor as a mechanism for gathering incident (i.e., crash) related information. Additionally, the workshop will concentrate on how each of the states collect data, as well as take a higher level look at how North/West Passage members share information and with who. The Washington experience will serve as a case study to identify the technical and institutional process used to complete the integration and further evaluate the benefit of receiving the additional information from CAD in a reporting system.
Current Status	Washington completed a CAD to reporting system integration project within the past 2 years. The integration was between the Motorola Printrak system used by the Washington State Patrol and the Condition Acquisition and Reporting System (CARS) operated by Washington DOT. Although the integration effort was initially considered an operational test, it is still operational and used on a daily basis today. All of the North/West Passage states use CAD for highway patrol dispatching purposes on I-90/I-94 and other roadways. However, they use a variety of CAD software programs – none of which are standardized and as such would require case-by-case integration approaches. Furthermore, there are at least two different reporting systems used by the states – CARS and the Road Condition Reporting System (RCRS) – and three of the states do not yet operate state-wide reporting systems. This further compounds the complexity of defining a consistent integration path for all the states to follow.
Approach	This should be a small scale project consisting of a 2 to 3 hour workshop during one of the in-person state meetings. Emphasis will be placed on reviewing the Washington project, highlighting challenges and benefits recognized to date, and discussing potential benefits for a corridor-wide effort for further integration. In addition, ideally additional representatives from each NorthWest Passage state would attend the workshop, allowing law enforcement and emergency responders (who may operate the CAD systems) to benefit as well.
Benefits	The perceived benefit of integrating CAD with reporting systems is faster, more comprehensive reporting on incidents (i.e., crashes) managed by law enforcement, particularly in rural areas. If successful, this automated transfer of information from CAD to reporting systems could facilitate more consistent, reliable information for travelers using services like 511 in the North/West Passage Corridor. The specific issues and needs identified in Chapter 2 that this project may indirectly address are: <ul style="list-style-type: none"> ▪ Lack of consistent and adequate traveler information. ▪ Ongoing demand to update and maintain traveler information. ▪ Lack of consistent and adequate real-time information that would enhance corridor-wide travel.
Participants	All states including DOT’s, state patrol representatives, and IT staff from both the

Project Title	3.3. CAD to Reporting System Integration-Lessons Learned Workshop
	DOT's and state patrol's.
Duration/Timing	Estimated project duration is 1 to 3 months, allowing for workshop preparation, the actual workshop, and a summary document to be prepared following the workshop. It is suggested that this project be scheduled for early to mid-2007 in conjunction with a regularly scheduled in-person meeting for the states.
Costs	The estimated project cost includes \$10,000 for an external party to prepare, deliver, and summarize the workshop. An additional \$30,000 is expected for meeting facilities and travel for 24 (three from each of the eight states) participants at approximately \$1,000 each. There are no operational costs associated with this project.
Deliverables	<ol style="list-style-type: none"> 1. Power point presentation developed to be a focal point of the workshop and will also be circulated to all members for use in further presentations. 2. Facilitated workshop allowing corridor representatives to understand the issues, setbacks, and expected path to be followed should they decide to implement CAD to reporting system integration. Discussions will focus on helping each state understand if CAD to reporting system integration is appropriate for their state. 3. Meeting summary documenting the meeting process, the feedback of attendees, and a perspective for each state moving forward with CAD to reporting system integration.

Project Title	3.4. North/West Passage Traveler Information Web Site
Project Champion	Ginny Crowson, Minnesota DOT
Project Purpose	Develop a corridor based web site focused on presenting travel information related to I-90/I-94. The inspiration for this idea was based on the I-5 corridor web site that Washington participates in with California and Oregon. The initial information presented for the North/West Passage web site would focus on major events as defined in Project 1 – Corridor-wide Consistent Major Event Descriptions. The North/West Passage site would be linked to/from each of the individual state 511 (or related state-wide traveler information) web sites to encourage use. The site could also be developed to serve as a foundation for providing similar information at kiosks in rest areas, restaurants or other venues along the corridor.
Current Status	All of the North/West Passage states have state-wide road condition and construction related web sites. All, except Wisconsin and Wyoming, also co-brand their web sites with state-wide 511 telephone services. Five of the eight states also use a centralized reporting system to populate their web sites. The other three – Wisconsin, North Dakota, and Wyoming – pull their data from separate databases to publish state-wide travel information. Finally, it is also important to note that not all of the states report on the same type of information. All of them provide construction and winter road condition information, but they do not all provide incident (i.e., crashes), congestion or commercial vehicle (i.e., weight/height restrictions) related information. Therefore, the definition of “major events” and what is displayed on a corridor web site must be carefully considered to ensure quality and manage traveler expectations.
Approach	Project 1 – Corridor-Wide Consistent Major Event Descriptions should be completed prior to this project to ensure a consistent definition for “major events” and how those events will be described to travelers on a web site or via any other medium (i.e., 511 telephone). With this foundation established, the states could develop one common technical approach for a North/West Passage web site to collect information from each state’s individual reporting system or systems. For example, all states could be required to develop an XML stream of their data that the North/West Passage web site could then parse for relevant information to post. The benefits of this approach would be minimal administration for the state assigned responsibility for the web site, and a process for future travel information distribution (i.e., via kiosks) would be established. Potential costs to this approach could be the need for one state to be responsible for administering the web site for quality and availability, and the broader exchange of information among TOCs could be limited. A further simplified approach may be to simply develop a web site with links to the individual states’ camera views and a list of links to the individual existing state web site. Regardless of the approach ultimately selected, it is recommended that the web site be used as an evaluation mechanism for further, more complex integration efforts among the states. For example, hits to the site could reflect a general level of interest among corridor travelers in using a web site as a tool to receive such information. Hits could also reflect the value of the actual information contained on the site. Random surveys could also be developed for the site to get more direct feedback from visitors.
Benefits	This approach offers a simpler, less expensive and potentially shorter duration project to achieve the overall desire for a corridor web site. If evaluation is incorporated into the project, it may also serve as a tool for gauging the value of

Project Title	3.4. North/West Passage Traveler Information Web Site
	<p>more complex integration among traveler information systems in the corridor. Finally, this project presents an opportunity to provide consistent, real-time information aimed at enhancing travel in the corridor. The specific issues and needs identified in Chapter 2 that this project could address are:</p> <ul style="list-style-type: none"> ▪ Lack of consistent and adequate traveler information ▪ Ongoing demand to update and maintain traveler information ▪ Lack of consistent and adequate real-time information that would enhance corridor-wide travel ▪ Inconsistent and unreliable information for commercial vehicle travelers
Participants	All states
Duration/Timing	The estimated duration to complete this project is 9 to 12 months, and the suggested timeframe for scheduling this project is mid-2007.
Costs	The estimated cost to complete this project is \$30,000, and the estimated operational costs for the web site are \$ 1,500 to \$2,000.
Deliverable	<ol style="list-style-type: none"> 1. Concept of Operations and Preliminary Design Document for corridor-wide ATIS website. 2. Operational website supporting travelers of the corridor with camera images, links to weather reports, and links to state operated traveler information. 3. Usage feedback on the level of public use of the corridor-wide website.

Project Title	3.5. Cross Border O&M Collaboration – Workshop
Project Champion	Ed Ryen, North Dakota DOT
Project Purpose	<p>This workshop will focus on four major topics related to collaborating operations and maintenance across borders throughout the corridor.</p> <p><u>Topic #1 – Maintenance Operations (Lessons Learned)</u> This topic will allow participants to understand other states’ standards for maintenance in the corridor with emphasis on operations at or near state borders. With this understanding, states can identify areas where maintenance operations may be insufficient, but improved through improved coordination with neighboring states. Issues that should be addressed under this topic include:</p> <ul style="list-style-type: none"> ▪ The types of events each state responds to. ▪ The level of urgency each type of event is given. ▪ The existing and planned resources that are typically applied to each event. ▪ Needs each state has that may be addressed through coordination with other states. <p><u>Topic #2 – Equipment and Resource Sharing</u> This topic will include discussion of how states can share equipment and resources when maintenance needs arise at or near state borders. Maintenance needs for corridors like I-90 and I-94 do not end at state borders, but rather transverse them. More often than not, institutional responsibilities and boundaries prevent states from performing services within another state. For example, equipment, such as snowplows, traditionally clear roadways up to the state border, but not beyond. Maintenance equipment positioned near state borders may be used more effectively if used to clear roadways on each side of the border.</p> <p><u>Topic #3 – Camera and Sensor Data Sharing</u> This topic will involve discussion of how states can share camera images and provide access to RWIS sensor data. States will consider what data is available, how it might be used, how it might be shared (technically), and what agreements may need to be in place to facilitate sharing.</p> <p><u>Topic #4 – Incident/Construction/Event Information Data Sharing</u> As with the previous topic, this topic explores further information sharing among other data sources. Again, the states will consider what data is available, how it might be used, how it might be shared (technically), and what agreements may need to be in place to facilitate sharing. The anticipated benefit of this type of information sharing is improved freeway operations near state borders by quickly identifying incidents, construction activities and events beyond state borders, and rerouting traffic as needed.</p>
Current Status	<p>The procedures for maintaining roadways and the desire/ability to share resources across state borders vary between states. In some cases, there may be individual agreements (informal and formal) between two or more states; however, on a corridor-wide basis there is no formal coordination. The current approach used to coordinate operations and maintenance activities between states is not streamlined and is often difficult to achieve considering the varying agendas of state personnel. The approach is also limited by the proprietary software and systems own and operated by the various states. As such, the current approach is not reliable, and</p>

Project Title	3.5. Cross Border O&M Collaboration – Workshop
	there is no guarantee that information will be communicated across state borders.
Approach	<p>This project should start with an investigation that looks into if and how other states currently share data, equipment and resources. This investigation should focus on topic areas 2, 3, and 4. In doing so, the investigation should provide case studies to serve as the foundation from which further collaboration could be identified and consensus achieved.</p> <p>This workshop would devote a half day to each topic identified above in the project purpose section. Ideally, all four topics would be discussed over a two-day period, reducing the expense of multiple trips. The states’ maintenance personnel will be asked to participate and provide their lessons learned for providing maintenance operations within their respective states. Appropriate points of contact knowledgeable in daily maintenance activities along the corridor need to be identified by the states and then asked to participate in the workshops. An appropriate amount of time between when invitations are sent and when the workshop will be held should be accounted for to allow as much participation as possible. The pertinent findings of the workshop should be documented in a summary report and distributed to each state.</p> <p>During the workshop, the applicable results of the investigation should be presented to facilitate discussion and to obtain consensus on whether specific agreements should be developed. The states should investigate using an external party to conduct the investigation, coordinate workshop logistics, facilitate the workshop, and develop the summary report.</p>
Benefits	This project will allow states to share the current procedures they follow to maintain their roadways. Based on this understanding, states can begin to identify gaps in their existing operations and take steps to improve them. This will lead to procedures that are perceived as beneficial and those that need to be improved. In addition, this project also facilitates multi-state agency interaction and works to establish inter-agency agreements so resources and data can be more effectively shared between states on a corridor-wide basis. This helps establish formal agreements that will ultimately strengthen the working relationships between states.
Participants	All states
Duration/Timing	The estimated project duration is 6 to 9 months, allowing for individuals’ schedules, workshop preparation including initial investigation into states’ current operating procedures, the actual workshop, and a summary report of the pertinent workshop findings. It is suggested that this workshop be conducted in mid to late 2008.
Costs	The estimated project cost includes \$10,000 for an external party to prepare, deliver, and summarize the workshop. An additional \$30,000 is expected for meeting facilities and travel for 24 (three from each of the eight states) participants at approximately \$1,000 each. There are no operational costs associated with this project.
Deliverables	<ol style="list-style-type: none"> 1. Two-day workshop 2. Workshop materials (i.e., invitations, presentations, handouts, etc.) 3. Summary report documenting the results of the investigation of states’ current procedures for sharing data, resources and equipment, and the workshop proceedings.

Project Title	3.6. Administrative Support
Project Champion	Ginny Crowson, Minnesota DOT
Project Purpose	<p>Efforts under this project, or task, will primarily consist of support for the Program Administrator and pooled fund in the areas of:</p> <ul style="list-style-type: none"> ▪ Meeting support: This includes meeting facilitation, agendas and minutes to support the Program Administrator and steering committee. It may also include travel coordination for member states to attend one, annual in-person meeting. Facilitation may include distributing materials, communication with team members and arranging meeting logistics. ▪ Web site maintenance: This involves maintaining content of the North/West Passage web site (www.nwpassage.info). It will include the posting of meeting agendas and minutes, responding to e-mails received through the web site and posting other material related to North/West Passage activities. This task will also involve maintaining content on the FHWA transportation pooled fund web site (www.pooledfund.org). This site is used to solicit additional participation in the pooled fund and provides current status on North/West Passage activities. ▪ Quarterly reports: As a Federal Highway Administration (FHWA) pooled fund, the North/West Passage group is required to submit quarterly status reports on completed and planned activities and financial status. This support involves preparing reports in January, April, July and October for submission to the FHWA by the Program Administrator.
Current Status	Administrative support for the North/West Passage pooled fund is not currently available, but as projects for the Phase III Work Plan are initiated this support will become essential to the periodic meetings of the Steering Committee.
Approach	Administrative support will be folded into the other projects related to the Phase III Work Plan and provided as an additional program management task.
Benefits	The benefits of having administrative support include successful planning, execution and follow-up related to Steering Committee meetings, current and accurate information on project web sites, and timely quarterly reports to FHWA.
Participants	All states
Duration/Timing	12 months
Costs	\$25,000 for 12 meetings (one per month), four quarterly reports and 12 updates to the project web sites
Deliverables	<ol style="list-style-type: none"> 1. Meeting materials (i.e., invitations, agendas, minutes, handouts, etc.) 2. Four quarterly reports 3. 12 updates to the project web sites (www.nwpassage.info and www.pooledfund.org)

Further information about the North/West Passage Transportation Pooled Fund Study may be found online at (<http://www.pooledfund.org/projectdetails.asp?id=316&status=4>) or (<http://www.nwpassage.info/>), or by contacting the Program Administrator, Ginny Crowson, Mn/DOT at 651.234.7058 or ginny.crowson@dot.state.mn.us.