

## SCOPE OF WORK 2020-2021

|                                   | Activities                                                                                                                                                                                                                                                                                                                             | Deliverables                                                                                                                                                                                                                                                                                                | Costs **                                                                                                                                                | Timeline                                                                                                                                                                                                                        |
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| Meetings and Routine Deliverables | <b>Pre-Planning Meetings:</b><br>Coordinate and lead conference calls with WisDOT and ITTF leadership to finalize meeting agenda.                                                                                                                                                                                                      | * ITTF meeting agendas                                                                                                                                                                                                                                                                                      |                                                                                                                                                         | * 3 weeks prior to every ITTF meeting                                                                                                                                                                                           |
|                                   | <b>Meeting Notice/Recruitment:</b> Send final agenda and meeting materials to membership. Require RSVPs and insure all follow up from the previous meeting is complete, confirm and coordinate all ITTF speakers and guest.                                                                                                            | * Final Agenda<br>* Send complete meeting invitation with packet<br>* RSVP list,<br>* Arrange speaker/presenters                                                                                                                                                                                            |                                                                                                                                                         | * 10-14 days prior to ITTF meetings<br>* Have enough time for RSVP to assure a quorum if no quorum meeting cancelled.                                                                                                           |
|                                   | <b>Task Force Meeting facilitation:</b> Coordinate and provide logistics for each ITTF meeting. Provide travel reimbursements to all ITTF participants. Coordinate and secure all audio, visual and other tech for meeting. Facilitate ITTF meeting in cooperation with WisDOT, record and maintain all meeting materials and minutes. | * Coordinate bimonthly meetings<br>* Format determined by existing conditions<br>* Secure tool for audio/visual remote meetings<br>* Full facilitation of communication needs for remote participation including software licensing needs<br>* Annual report to each tribe on attendance and reimbursements | * Meeting room & meals<br>* Supplies<br>* Audio, visual, communication costs<br>* Lodging, mileage<br>* Staff time to coordinate and facilitate meeting | * Bimonthly meeting in a format determined by existing conditions<br>* Annual report to be complete within 1 month of the end of contract. Final invoice will be withheld until approved report delivery                        |
|                                   | <b>Meeting Minutes:</b> Prepare draft set of minutes for distribution to WisDOT for review, prepare final draft for ITTF review, prepare final approved minutes and upload to ITTF website and submit finals to all ITTF members.                                                                                                      | * Draft Copy of Meeting Minutes sent for review<br>* Final meeting minutes distributed before next meeting<br>* Final minutes posted on website                                                                                                                                                             | * Consultant cost for website maintenance                                                                                                               | * Draft Meeting Minutes within 2 weeks of meeting, * Approved draft minutes included in next meeting invitation packet.<br>* Approved minutes posted to website and distribute within 1 week of meeting.                        |
|                                   | <b>Communications:</b> Keep membership updated on current information, trainings, legislature, and events as it by distributing notices sent from WisDOT, FHWA, BIA, etc.<br><br>Maintain ITTF Website                                                                                                                                 | * Forward email information to membership<br>* Maintain ITTF, including information on these events, trainings, ITTF meetings with minutes and agendas<br>* Communicate with tribal leadership to encourage ITTF participation                                                                              | * Website maintenance                                                                                                                                   | * Forward emails upon receipt<br>* Website should be updated at least every other month after ITTF meetings<br>* Outreach to tribes to encourage participation at least twice per year, other than regular recruitment letters. |
|                                   | Review and Update ITTF Bylaws as needed                                                                                                                                                                                                                                                                                                | Ensure that ITTF has clear and concise operating procedures that are agreeable to all stakeholder that follow the original intent and mission statement of the organization.                                                                                                                                | ITTF                                                                                                                                                    | * Revision to be completed by 9/30/20                                                                                                                                                                                           |

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|                                              | Provide an annual report of accomplishments and evaluate agreement annually                                                                                                                                                                                                                                                                              | Review the WisDOT FHWA Tribal Partnership annual and report to Tribal Leadership regularly                                                                                                                                                                                                                                                                                               | ITTF Coordinator, Tribal Liaisons, Tribal Governments, GLITC | Ongoing                                                                                                                                                                                                                                                                               |
|                                              | Promote and encourage participation in ITTF events, conferences, activities and public service announcements or initiatives                                                                                                                                                                                                                              | * Distribute notices of upcoming meetings or events. Follow up with individual Tribes as needed                                                                                                                                                                                                                                                                                          |                                                              |                                                                                                                                                                                                                                                                                       |
| <b>Task Force Membership and Recruitment</b> | <b>Tribal Task Force Appointments:</b> Maintain adequate records of tribal appointments, recruitment of membership for tribes not participating, provide background to tribal task force members on ITTF, create introductory materials for ITTF members, accomplishments and attendance results included in annual report and sent to tribal leadership | <ul style="list-style-type: none"> <li>* Send appointment and recruitment letters</li> <li>* Send attendance reports to each tribe at the end of CY</li> <li>* Create ITTF binder with handouts to serve as introductory materials for new ITTF members, include background, mission, bylaws, etc</li> <li>* Record and tabulate attendance, send report to tribal leadership</li> </ul> | * Supplies                                                   | <ul style="list-style-type: none"> <li>* Letters for recruitment sent after 3 missed meetings or immediately following a vacated position</li> <li>* ITTF binder to be delivered within this contract year</li> <li>* Attendance reports sent to all tribes by December 15</li> </ul> |
|                                              | <b>GLITC Participation and Reports:</b> Prepare GLITC written report to be sent to GLITC and/or for ITTF president to deliver at each quarterly GLITC meeting                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>* Prepare draft and final report for WisDOT and ITTF Chair</li> <li>* Submit report to GLITC before their meeting or work with ITTF Chair to prepare for in-person report if requested by GLITC</li> </ul>                                                                                                                                        | * Supplies                                                   | * Prepared for completion at least 2 weeks prior to quarterly GLITC meeting                                                                                                                                                                                                           |
| <b>Subcommittee Meetings</b>                 | <b>Create Subcommittees</b> as needed for events and training planning                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>* Recruit members</li> <li>* Same meeting requirements as regular ITTF meetings</li> </ul>                                                                                                                                                                                                                                                        |                                                              | <ul style="list-style-type: none"> <li>* Same timelines as regular ITTF meeting</li> <li>* Membership to determine deadlines as part of direction</li> </ul>                                                                                                                          |

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| <b>2020-2021 Scope of Work as Directed by the ITTF</b> | Offer Law Enforcement Training /Peer Exchange opportunities                                                          | <ul style="list-style-type: none"> <li>* Work with BOTS to schedule a peer exchange between State Police and Tribal Police Departments</li> <li>* Schedule a session on this topic for the Governor's Conference on Highway Safety</li> </ul>                              | <ul style="list-style-type: none"> <li>* Facility costs and meals</li> <li>* Could hire subcontractor with State Police contact to facilitate</li> <li>* Travel expenses for reps and Tribal Police attendees</li> </ul> | <ul style="list-style-type: none"> <li>* Fall 2020 or Spring 2021 for Peer Exchange</li> <li>* Gov. Conference on Highway Safety</li> </ul>                  |
|                                                        | Increase awareness and promote attendance for Governor's Conference on Highway Safety                                | <ul style="list-style-type: none"> <li>* Send flyers and promote event during meetings</li> <li>* Get input from members on presentation ideas</li> <li>* Work with BOTS to secure presenter on topics requested</li> </ul>                                                | <ul style="list-style-type: none"> <li>* Facilitator</li> <li>* Facility costs and meals</li> <li>* Travel expenses for attendees</li> <li>* Handout materials</li> </ul>                                                | <ul style="list-style-type: none"> <li>* Plan throughout the year</li> <li>* Be prepared for Summer 2021 event</li> </ul>                                    |
|                                                        | Provide an annual training in Tribal Real Estate and Jurisdictional topics                                           | <ul style="list-style-type: none"> <li>* Schedule and lead planning including logistics and secure facilitator for Real Estate Training. Coordinate with FHWA, BIA, WisDOT, and facilitator.</li> </ul>                                                                    | <ul style="list-style-type: none"> <li>* Facilitator</li> <li>* Facility costs and meals</li> <li>* Travel expenses for attendees</li> <li>* Handout materials</li> </ul>                                                | <ul style="list-style-type: none"> <li>* Spring 2021</li> </ul>                                                                                              |
|                                                        | Provide Transit Peer Exchange that includes training and current funding information                                 | <ul style="list-style-type: none"> <li>* Schedule and lead planning including logistics</li> <li>* Secure presenters for annual Transit Peer Exchange</li> </ul>                                                                                                           | <ul style="list-style-type: none"> <li>* Facilitator \$14,700</li> </ul>                                                                                                                                                 | <ul style="list-style-type: none"> <li>* Transit Peer Exchange scheduled for spring 2019</li> </ul>                                                          |
|                                                        | Promote and support efforts for 100% Tribal Enrollment in WISLR                                                      | <ul style="list-style-type: none"> <li>* Send out notices to Tribes who are not included in the WISLR system</li> <li>* Get supportive information from WisDOT to distribute</li> </ul>                                                                                    | <ul style="list-style-type: none"> <li>* Dependent upon 2020-2021 Budget</li> </ul>                                                                                                                                      | <ul style="list-style-type: none"> <li>* Begin process in fall of 2020 and complete by June 2021</li> </ul>                                                  |
|                                                        | Provide Cultural Awareness Training to WisDOT staff, ITTF, and other agencies who may be interested in attending     | <ul style="list-style-type: none"> <li>* Work with WisDOT to secure approved facilitator</li> <li>* Finalize logistics for each training site</li> </ul>                                                                                                                   |                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>* July 2020 – June 2021</li> </ul>                                                                                    |
|                                                        | Develop Award category for the development of potential Tribal services projects                                     | <ul style="list-style-type: none"> <li>* Create subcommittee to set parameters for the award categories</li> <li>* Take lead on advertising for nominations, review and select awardees</li> </ul>                                                                         | <ul style="list-style-type: none"> <li>WisDOT, ITTF</li> </ul>                                                                                                                                                           | <ul style="list-style-type: none"> <li>February 2021</li> </ul>                                                                                              |
|                                                        | Maintain ITTF Website – All information and ownership of ITTF website is the property of the State of Wisconsin, DOT | <ul style="list-style-type: none"> <li>* Monthly maintenance of ITTF website to enter events and information</li> <li>* Update meeting information every other month</li> </ul>                                                                                            | <ul style="list-style-type: none"> <li>* Qualified internet subcontractor with experience in creating and maintaining websites</li> </ul>                                                                                | <ul style="list-style-type: none"> <li>* Monthly maintenance</li> </ul>                                                                                      |
|                                                        | Regular Outreach to new and existing NADBEs                                                                          | <ul style="list-style-type: none"> <li>* Create and schedule at least two emails to NADBEs to serve as outreach with links to information that would be of benefit to them.</li> <li>* This should include links to ITTF website, webinars, project lists, etc.</li> </ul> |                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>* Deliver at least 2 emails to NADBEs within the next year, one in the fall and the other in early spring.</li> </ul> |

\*\* Costs for general communication facilitation like email, phones and conference calls etc. are included in the general budget and indirect costs. When extra charges are incurred at hotels where meetings are held those costs are included in the "meeting room" expenses.

Also, considering this is a work plan for ITTF, it can be assumed that the full and part-time staff are responsible for delivery of the work plan items, therefore their cost does not need to be listed.