

October 18, 2002

Ms. Nina McLawhorn
WisDOT DTID Administrator's Office
4802 Sheboygan Avenue, Room 451
Madison, WI 53707

Dear Ms. McLawhorn:

RE: Background Information

BACKGROUND

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The peer exchange team will be asking invitees in various groupings **a series of four questions for each of the three following specific focus areas:**

- Business Assistance and Development (such as one-on-one consulting; capacity building services)
- Contract Administration, Good Faith Efforts, and Certification
- Commercially Useful Function/Fraud

The four questions for each focus area are:

- What are the Strengths?
- What are the Opportunities for Improvement and What are the Impediments to Fill Gaps
- What are the Observations for Overcoming Impediments
- What Models, Best Practices, or Future Directions Should We Study for Adoption

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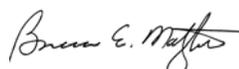
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Sincerely,

Gary C. Whited, P. E.
Administrator



Bruce Matzke
Division Administrator, FHWA-WI

Attachment – Strategic Plan
– Agenda/Schedule
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– DBE Goal Plan (Core)

cc: Eugene Johnson
Mary Williams
Jim Zegers
TRANS AC Members

W:/2002PeerReviewFile/Peer ExchangeTeamMembersLt

October 18, 2002

Mr. Charles Klemstine
FHWA Office of Civil Rights
400 7th Street SW, Room 4132
Washington, D.C. 20590

Dear Mr. Klemstine:

RE: Background Information

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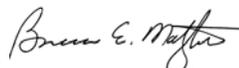
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October 18, 2002

Ms. Anita Elion
FHWA Midwest Resource Center
19900 Governors Drive, Ste. 301
Olympia Fields, IL 60461

Dear Ms. Elion:

RE: Background Information

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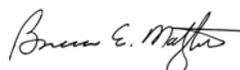
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Jim Zegers
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October 18, 2002

Ms. Jan Thompson
Federal Highway Administration
105 Sixth Street
Ames, IA 50010-6337

Dear Ms. Thompson:

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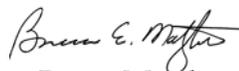
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TRANS AC Members

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Mr. Roger Bierbam
Iowa Department of Transportation
800 Lincoln Way
Ames, IA 50010

Dear Mr. Bierbaum:

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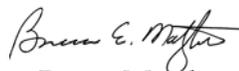
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October 18, 2002

Ms. Sharon Taegel
MO-DOT Civil Right Administration
105 W. Capitol, PO Box 270
Jefferson City, MO 65102 - 270

Dear Ms. Taegel:

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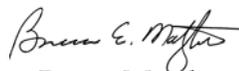
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Mr. David Stokes
7754 N Rockledge Avenue
Glendale, WI 53209

Dear Mr. Stokes:

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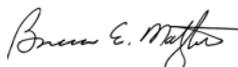
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Mr. Alvin Wilson
KY-DOT, Office of Minority Affairs
501 High Street Room 904
Frankford, KY 40622

Dear Mr. Wilson:

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- What are the Strengths?
- What are the Opportunities for Improvement and What are the Impediments to Fill Gaps
- What are the Observations for Overcoming Impediments
- What Models, Best Practices, or Future Directions Should We Study for Adoption

The Peer Exchange Study Team Members Are:

Nina McLawhorn – WisDOT (Team Leader – Resource)
Charles Klemstine- FHWA (Washington D.C.) – Team #2
Anita Elion – FHWA (Midwest Resource Center) – Team #1
Jan Thompson – FHWA (Iowa) – Team #2
Roger Bierbaum – Iowa-DOT – Team #1
Sharon Taegel – Missouri-DOT – Team #1
David Stokes – Independent – Team #2

Alvin Wilson - Kentucky DOT – Team #2

The outcomes of the Peer Exchange Study will be prepared and documented by the team members, and a report shared in a closeout conference with WisDOT and FHWA. Key policy issues and the team report would be also being brought to the DBE Transportation Advisory Committee (TRANS-AC). The models and potential improvements would then be reviewed for consistency and fit with business plans and future strategic directions.

We are enclosing several documents providing background information. These are drawn from a larger list that we will be providing to you on or before the orientation on November 18th. There is one special request: If you are aware of program related models or best practices from other states, please bring them to Madison for sharing with us. If you have any questions, please contact Mary Williams at 608.829.7516.

ARRANGEMENTS

The Peer Exchange Teams will hold all of the interviews and meetings at the Hill Farms State Transportation Building in Madison (see attachment for conference rooms, dates and times). A tentative agenda is attached; please mark your calendars.

Travel and Expenses:

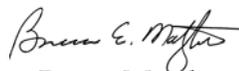
We are reserving a block of rooms under FHWA's name at the Holiday Inn Hotel and Suites, 1109 Fourier Dr Madison WI 53707, 608.826.0500. Please call to reserve a room in your name. Please confer with Mary Williams on your travel estimate by noon Friday October 25, 2002 to include reimbursement for transportation, room, and meals. We are planning to provide a van for your use while in Madison. More details will be covered in later correspondence.

We are planning to hold two short conference calls in October and November with team members; dates will be set very soon. Please let us know what other materials you might like.

We both sincerely appreciate your willingness to participate, and we thank you in advance for your time and contributions.

Sincerely,

Gary C. Whited, P. E.
Administrator



Bruce Matzke
Division Administrator, FHWA-WI

Attachment – Strategic Plan
 – Agenda/Schedule
 – Fact Book
 – DBE Goal Plan (Core)

cc: Eugene Johnson
Mary Williams
Jim Zegers
TRANS AC Members

W:/2002PeerReviewFile/Peer ExchangeTeamMembersLt

