

# WisDOT Toolkit

## Human Services-Public Transportation Coordination Plans: Required Elements and Reporting

### Section 1 - Introduction

The goal of transportation coordination is to share resources both intra- and inter-county to assist the transportation disadvantaged public in getting rides based on their individual mobility needs. Multi-county plans are desirable in reducing costs, increasing rides, and improving efficiency and effectiveness in designing services for the transportation disadvantaged.

The current coordination plan toolkit available at <http://www.dot.wisconsin.gov/localgov/transit/toolkit.htm> provides definitions, instructions and examples, forms, worksheets, and resource information for county and multi-county teams to conduct the planning efforts to develop a “locally developed coordinated public transit-human services transportation plan” according to Federal Transit Administration (FTA) requirements. Each section is outlined with notes, suggestions, and resources. The toolkit is a resource only; use is not mandatory. However, If plan developers choose to use the coordination meeting and planning resources contained in the toolkit, they will meet the federal requirements.

### Section 2 – Overview of Transportation Coordination

The planning process can be facilitated as a large group by staff from a regional planning commission, the aging and disability resource center from each county, or whomever the counties choose to lead the multi-county planning process. For those conducting a multi-county plan, it is important to be mindful of funding availability and county funding level decisions, but also the multi-county assessment process needs to cover projects in grant applications for individual counties applying to WisDOT for Section 5310 (Enhanced Mobility for Seniors and Individuals with Disabilities Program) grants effecting *only* their county.

If the multi-county assessment does not cover the documentation of current resources, needs, and gaps for the individual county, the county might consider an individual county assessment and coordination plan to assure grant projects are derived from a “locally developed coordinated public transit-human services transportation plan”. Because individual counties are responsible for providing grant match for federal grants, an individual county can benefit from taking the lead on the meeting planning and coordination plan process.

It is suggested county/multi-counties have an individual or team designated as the contact person for potential grant applicants and leading the implementation of the plan’s goals and activities.

### Section 3 – Coordination Plan & Reporting Requirements

According to FTA rules, a human service-public transportation coordination plan must include the following four elements:

1. An assessment of available services that identifies current transportation providers (e.g., public, private and nonprofit);
2. An assessment of the transportation needs for individuals with disabilities and older adults. The assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts and gaps in service;
3. Strategies, activities and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery; and
4. Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

Note: It is from the coordination plan assessment that a prioritized transportation coordination plan with prioritized goals is developed. Upon WisDOT's review of the initial coordination plans, the "strategy" concept was confusing and misinterpreted by plan developers and grant writers as activities. By changing the focus to "goal(s) or overarching vision", coordination plans remain current for a four to five year time period. This means coordination plan "activities" could be modified or changed, but a new coordination plan would not have to be developed each year.

### **WisDOT Reporting Requirements**

When WisDOT applies to the Federal Transit Administration on behalf of local governments and non-profits for funding under the Section 5310 program, WisDOT must certify projects contained in the grant applications are derived from a prioritized goal in a locally developed coordination plan.

In order for WisDOT to certify to this, the following documentation from the coordinated planning process must be submitted to WisDOT as part of the plan:

- a) Outline of coordination planning process and meeting(s) format including a summary of the participant's evaluation of the process;
- b) Copy of the meeting record and/or narrative overview of meeting(s) to develop the coordination plan;
- c) Copies of meeting invitation and participant list(s) including the county and the individual's affiliation or representation;
- d) The plan itself, which includes the four required elements noted above.

### **Amended Coordination Plan Requirements:**

1. A narrative summary describing the reason for the coordination plan amendment and the process used for the amendment.
2. Documentation to show the invitees to the original coordination plan meeting were contacted and given an opportunity to provide feedback on the newly amended plan.

## **Section 4 – Submission & Deadlines**

Please submit electronically (pdf) the completed plan with all four of the required elements along with reporting requirements as noted above to: Judy Foss, WisDOT Statewide Coordination Manager, [Judy.Foss@dot.wi.gov](mailto:Judy.Foss@dot.wi.gov) no later than December 20<sup>th</sup> of the year they are due.

Under federal rules, coordinated plans for maintenance and non-attainment areas under the Clean Air Act must be completed every four years, therefore, plans for Door, Kewaunee, Manitowoc, Sheboygan, Ozaukee, Washington, Milwaukee, Racine, and Kenosha Counties are due in 2012 for grant years 2013 – 2016. Plans for attainment areas (all other counties) are due in 2013 for grant years 2014-2018.

For more information, contact Judy Foss, WisDOT, (608) 266-8968.