

2012-2013 Coordinated Planning Process for Public & Human Services Transportation



**BUREAU OF TRANSIT, LOCAL ROADS,
RAILS, AND HARBORS**

WI DEPARTMENT OF TRANSPORTATION

What is Coordinated Planning?



The 2005 federal transportation bill (SAFETEA-LU) required that projects seeking funding under Section 5310 (Elderly Individuals and Individuals with Disabilities), Sections 5316 (Job Access and Reverse Commute), and 5317 (New Freedom) programs:

- ❑ be derived from a **“locally developed, coordinated public transit human services transportation plan”**, and
- ❑ that the plan be developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public.

Plans must be updated every four years for 8-hour ozone non-attainment and maintenance areas (counties along Lake Michigan shoreline), and every five years for attainment areas.

Plans are required for counties to receive their 85.21 state funds.

MAP-21 Impacts

(Moving Ahead for Progress for the 21st Century)

Federal Public Transportation Act of 2012

Effective October 1, 2012



Map-21 repealed the 5316 (Job Access and Reverse Commute) program. These projects are now eligible to be funded in the public transportation grants programs (5311 and 5307) which do not require coordinated planning.

- ❑ It is not a requirement for 2013 coordinated plans to include low-income employment transportation.

Map-21 repealed the 5317 (New Freedom) program. These projects are now eligible to be funded in the expanded 5310 (Enhanced Mobility for Seniors and Individuals with Disabilities) program.

- ❑ The 5310 program still requires coordinated planning.

MAP-21 Impacts on Coordinated Planning (Pending FTA Guidance)



**Language change that projects need to be “included in” coordinated plans.
Current language says “derived from”.**

Language change that plans be “approved”.

We are still waiting further guidance from FTA and are proceeding under the SAFETEA-LU language until then.

WisDOT's Role in Coordinated Planning



- ❑ WisDOT certifies to FTA that coordinated plans were developed through a process that included representatives of public, private, and non-profit transportation and human services providers AND members of the public including individuals with disabilities, elderly, low-income individuals and advocates of these groups.
- ❑ Provide toolkits
- ❑ Collect the plans
- ❑ **WisDOT does not “own” the plan or prescribe the process or format.**

Lead Agency Role (MPO/RPC)



WisDOT has designated RPC/MPO as lead agency. Their role is to:

- Define the area(s) the coordinated plan will cover (county or multi-county)
- Identify the agency or individual who will be the “keeper” of the plan**
- Develop a list of stakeholders for plan development and implementation
- Obtain demographic data on target population to assist with defining gaps and needs
- Organize and facilitate public meetings
- Draft coordinated plan for approval by appropriate body. (Approval of the plan is new under MAP-21 and that approval can be either a formal public body or by the participants at the public meeting.)
- Submit plan to WisDOT

For counties not included in an RPC/MPO, WisDOT is available to provide additional technical support in the planning process.

GOALS OF COORDINATED PLANNING



- ❖ The goal of the coordinated planning process is to develop a four- or five-year plan that emphasizes strategies for specialized transportation that are broad and encompassing to accommodate action items.
- ❖ The plan should outline strategies and actions for enhancing the mobility of the elderly and disabled and be able to stand the test of time for the duration of the plan.
- ❖ Plans can be for either a single county or multi-county.
- ❖ Amendments can be made if a project develops that cannot fit into a current strategy or goal.

4 Required Elements of a Coordinated Plan



- 1. AN ASSESSMENT OF AVAILABLE SERVICES THAT IDENTIFIES CURRENT TRANSPORTATION PROVIDERS.**
- 2. AN ASSESSMENT OF TRANSPORTATION NEEDS FOR TRANSPORTATION-DISADVANTAGED POPULATIONS.**
- 3. IDENTIFY STRATEGIES, ACTIVITIES AND/OR PROJECTS TO ADDRESS THE IDENTIFIED GAPS BETWEEN CURRENT SERVICES AND NEEDED SERVICES.**
- 4. IDENTIFY PRIORITIES BASED ON RESOURCES, TIME, AND FEASIBILITY.**

USE YOUR EXISTING PLAN AS A STARTING POINT.

1. Assessment of Available Services



Inventory existing providers in the area the plan will cover.

Be sure to include public, private, and private non-profit providers (transit providers, taxi services, human services departments, ADRCs, senior centers)

Inventory can be done prior to the meeting by either survey or face-to-face meeting.

This inventory can help you identify overlaps or gaps in services.

Sample inventories are available in toolkit.

Online tools such as “Survey Monkey” may also be good resources.

2. Assessment of Need



- Demographic profile including information on the elderly and disabled population for the planning area.
- Where do services overlap or where are services lacking?
- What was done well in the last four or five years?
 - Use 2008 plan as basis for discussion
- What can be done better?
- What are the challenges/roadblocks to providing these services?
- Identify needs, gaps, and service redundancies.
- Having all of the necessary groups in the room will facilitate an in-depth discussion on needs and potential coordination efforts.

3. Identify strategies and action items



What is a strategy or action plan?

- ❑ Strategies (goals) should be broad and encompassing to accommodate action **items, not focused on “what projects are we applying for?”**
 - ❑ Example strategy: Increase access to information about transportation options for the transportation disadvantaged.

- ❑ Action items answers the question of how to meet the strategy/goal.
 - ❑ Example action items: Implement a one-call/one-click service or design a web page to provide transportation information.

- ❑ What efficiencies or opportunities can be created by coordination of services?

- ❑ Identify action items to improve service delivery and coordination.

4. Develop priorities for implementation



Priorities will be based on the assessment of available services (Step 1), the assessment of needed services (Step 2), and the strategies and action plans (Step 3).

Assess gaps in services, needs of the community, available resources (time, money) and prioritize the strategies and action plan.

Meeting Requirements



WisDOT needs to certify to FTA that the coordinated plan was derived from a locally developed planning process. The process must include some or all of the following elements to prove due diligence in inviting appropriate stakeholders:

- Notices, flyers, public notice (required), email distribution lists, website postings, invitation letters
- Invite transportation providers, human service providers, and advocacy groups
- Allow alternate ways to participate including in-person participation, mail, email, and teleconference
- If possible, meeting should be held in a location and at a time accessible by public transportation
- Follow Americans with Disabilities Act in meeting accommodations (interpreters, accessible formats, etc.) for anyone requesting accommodations
- Provide a meeting evaluation

What needs to be submitted to WisDOT?



- Identify keeper of the plan
- Demographic data
- Invitation list and attendance records
- Public notice, meeting announcements, agenda
- Documentation of Steps 1-4
- Documentation of efforts in soliciting involvement and identifying the process for adoption of the plan.
- Summary of meeting evaluations
- The format of the document is not prescribed, but must contain all of the above elements.
- Deadline date is December 20, 2013

Resources



- WisDOT coordinated planning website:
<http://www.dot.wisconsin.gov/localgov/transit/toolkit.htm>
- Sample documents (invitations, services inventory, sample plans, attendance documentation) available for download.
- 2008 county coordinated plans
- Nelson Nygard Handbook
- United We Ride Framework For Action Assessment Tool
- Contact Judy Foss (608-266-8968) or email at judy.foss@dot.wi.gov with any questions and to submit the plan via hard copy or pdf.