



Required Elements and Reporting (2019-2023) Coordinated Plan

Introduction

Federal law requires projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan.

Coordination plan toolkit materials are available on the [WisDOT Transportation Coordination webpage](#) and provide resource information and sample forms and worksheets. Use of the toolkit materials help ensure coordination plans meet all federal requirements.

Getting Started – What does a completed plan look like?

RPCs, MPOs, counties, 5310 and 85.21 subrecipients, transportation providers and stakeholders should review the existing [County Coordination Plans](#). This plan is the roadmap for making plan updates and provides information on the lead contact person, stakeholders, participants and all the required elements. Plans submitted in 2018 should demonstrate efforts to encourage more inclusive participation by passengers and advocates, transportation partners, human service partners, faith-based and community-based organizations, etc.

County Coordination Plan – Who takes the lead?

The development of coordination plans is led by the [Regional Planning Commissions \(RPCs\)](#) in Wisconsin. Counties should contact their respective RPC and/or MPO to discuss the planning process in their area. 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.

Reporting Requirements

Counties should submit the following to WisDOT:

1. An outline of the coordination planning process and format.
2. A copy of the meeting announcement/invitation and invitation list.
3. A copy of the and participant list, meeting summary and the completed participant evaluation forms.
4. The plan itself, which includes (4) four required elements:
 - a. An assessment of available services that identifies current transportation providers (public, private, and non-profit);
 - b. An assessment of the transportation needs and gaps in service for individuals with disabilities and seniors, older adults and people with low incomes.
 - c. Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiency in service delivery

- d. Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

Submission and Deadlines

Submit to WisDOT the completed plan along with reporting requirements electronically via the [BlackCat® Grant Management System](#) by October 15, 2018.

- [BlackCat® Grant Management System Guide for Coordination Plans](#)

Amended Coordination Plan Requirements

After plans are submitted to WisDOT on October 15th, amendments can be made by providing the following information to WisDOT: 1) a narrative summary describing the reason for the coordination plan amendment and the process used for the amendment and 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.

Need Help?

For more information, contact Katie Patterson, WisDOT, Katherine.patterson@dot.wi.gov (608) 264-7335.