



MEETING AGENDA

Public Transportation Advisory Committee

Thursday, July 23, 2015 | 8:30 A.M.
 200 E. Riverside Drive, Auditorium
 Austin, TX 78704

1.	Call to Order.
2.	Safety Briefing.
3.	Approval of minutes from May 26, 2015 meeting. (Action)
4.	TxDOT's Public Transportation Division Director's report to the committee regarding public transportation matters.
5.	Texas legislative update. (Action)
6.	Update on federal authorization. (Action)
7.	Review of FY2015 Section 5310 Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities program activities (Action)
8.	Presentation on coordinated regional planning activities. (Action)
9.	Discussion and development of Public Transportation Advisory Committee (PTAC) Work Plan based on PTAC's guiding principles and comments made at the January 22, 2015 meeting. (Action)
10.	Public Comment – Public comment will only be accepted in person. The public is invited to attend the meeting in person or listen by phone at a listen-in toll-free number: 1-866-637-1408 [US] with conference code: 897 305 0787. An audio recording of the meeting will be placed on the Internet following the meeting.
11.	Propose and discuss agenda items for next meeting; confirm date of next meeting. (Action)
12.	Adjourn. (Action)

I certify that I have reviewed this document and that it conforms to all applicable Texas Register filing requirements.

CERTIFYING OFFICIAL: Angie Parker, Associate General Counsel, (512) 463-8630.

AGENDA ITEM 3

MINUTES FOR ADOPTION

Public Transportation Advisory Committee – Teleconference Meeting
3712 Jackson Ave., Bldg. 6, Room 324, Austin, Texas
May 26, 2015

Committee Members Present and Participating:

Michelle Bloomer, Outgoing Chair
J.R. Salazar, Outgoing Vice Chair
Rob Stephens, Incoming Chair (Elected at this meeting)
John McBeth, Incoming Vice Chair (Elected at this meeting)
Brad Underwood

Committee Members Participating via Teleconference:

Glenn Gadbois

TxDOT Present and Participating:

Eric Gleason, Director, Public Transportation Division (PTN)
Josh Ribakove, Communications Manager, PTN
Ryan Granger, Federal Relations Representative, Federal Affairs Office (FED)
Michelle Conkle, Statewide Planning/Program Branch Manager (TPP)

TxDOT Participating via Teleconference:

Jay Bond, Planner, State Legislative Affairs (SLA)

AGENDA ITEM 1: Call to Order.

J.R. Salazar called the meeting to order at 1:33 P.M.

AGENDA ITEM 2: Safety Briefing.

Josh Ribakove gave a safety briefing for attendees at 1:33 P.M.

AGENDA ITEM 3: Approval of minutes from November 22, 2014 meeting.

MOTION John McBeth moved to approve the March 31, 2015 meeting minutes.

SECOND Rob Stephens seconded the motion.

The motion passed unanimously at 1:34 P.M.

AGENDA ITEM 5 (taken out of order): TxDOT's Public Transportation Division Director's report to the committee regarding public transportation matters.

Eric Gleason introduced Jay Bond from TxDOT's State Legislative Affairs office, who addressed the meeting telephonically at 1:35 P.M. re: bills being considered by the Texas Legislature, including Representative Guillen's bill concerning PTAC.

Question and discussion: Eric Gleason, Glenn Gadbois, Jay Bond, J.R. Salazar.

After Mr. Bond finished, Mr. Gleason continued his report, beginning at 1:44 P.M. He spoke about items of concern, including TxDOT's Tiger VII project application, federal funding, and when commission action on the balance of the current fiscal year's federal funds may be anticipated.

Question and discussion: John McBeth, Eric Gleason.

AGENDA ITEM 4 (taken out of order): Selection of a new chairperson and vice chairperson (Action).

Selection of new officers began at 1:53 P.M.

MOTION J.R. Salazar moved to nominate Rob Stephens for PTAC chairperson.

SECOND Michelle Bloomer seconded the motion.

The motion passed unanimously at 1:55 P.M.

MOTION J.R. Salazar moved to nominate John McBeth for PTAC vice chairperson.

SECOND Michelle Bloomer seconded the motion.

The motion passed unanimously at 1:58 P.M.

AGENDA ITEM 6: Update on federal authorization and the revised GROW AMERICA Act proposal (Action).

Eric Gleason introduced Ryan Granger from TxDOT's Federal Affairs Office, who gave his briefing at 1:59 P.M. They led the subsequent discussion together.

Question and discussion: Michelle Bloomer, Ryan Granger.

The committee requests another update at the July meeting.

No action taken.

AGENDA ITEM 7: Discussion on the scope and timing of TxDOT's look at the impact of growth and urbanization on public transportation in Texas (Action).

Eric Gleason introduced Linda Cherrington from Texas A&M University's Texas Transportation Institute (TTI), who presented on the above topic beginning at 2:08 P.M.

Comments and discussion: John McBeth, Linda Cherrington, Rob Stephens, Brad Underwood, Glenn Gadbois, Michelle Bloomer, Eric Gleason.

MOTION Rob Stephens moved to request that, at PTAC's September meeting, TxDOT provide a schedule for an approach and scope of work to address issues that include:

- Issues and options for addressing urbanized areas exceeding 200,000 population with transit districts formed under Chapter

458 of the Texas State Legislative code. Current (2010 Census designations) and future-anticipated 2020 Census results. Examination of Federal/State funding uses, levels, and regulatory environment.

- Issues and options for addressing the Enclave Cities (NET, Mesquite, Arlington, Grand Prairie). Examination of Federal/State funding uses, levels, and regulatory environment.
- Urban Gap - policy options for addressing intervening years leading up to the next Census.
- Anticipated changes in designated area status – 2020 Census: Rural to Small Urban, Small Urban to Large Urban, and Rural to Large Urban. Examination of impacts on funding, mitigation of impact strategies, changes in regulatory environment.

SECOND John McBeth seconded the motion.

The motion passed unanimously at 3:02 P.M.

AGENDA ITEM 8: Discussion of how to track the progress of TxDOT's long-range transportation plan, Texas Transportation Plan 2040 (Action).

Eric Gleason introduced Michelle Conkle, TxDOT's Statewide Planning/Program Branch Manager, Transportation Planning & Program Office, who began her presentation at 3:03 P.M.

Question and discussion: Glenn Gadbois, Michelle Conkle.

No action taken.

AGENDA ITEM 9: Public Comment.

There were no public comments at this meeting.

AGENDA ITEM 10: Propose and Discuss Agenda Items for Next Meeting; Confirm Date of Next Meeting

Discussion began at 3:22 P.M.

No items were proposed beyond another update on federal transportation funding authorization. The committee decided to hold its next meeting on Thursday, July 23, 2015 at TxDOT's Riverside Campus.

AGENDA ITEM 11: Adjourn

Meeting adjourned at 3:28 P.M.

Prepared by:

Approved by:

Josh Ribakove
Public Transportation Division

Rob Stephens, Chair
Public Transportation Advisory Committee

AGENDA ITEM 4

Public Transportation Advisory Committee

Transit Director's Report

Commission Actions: June, July and August Commission meetings include numerous actions important to public transportation. June actions included approving the distribution of State Public Transportation Grant Program funds to Rural Transit Districts and Urbanized Areas of the state served by urban transit districts for FY 2016 and transferring remaining grant program balances associated with changes in rural area rural transit district coverages.

In July, we are recommending awards of remaining FY 2015 Federal Transit Program funds in anticipation of Congress reaching agreement on Authorization at least through the end of the current fiscal year. Awards for Coordinated Call projects – including intercity bus and rural discretionary funding, the FY 15 5310 program of projects, and the balance of 5311 program funding are included. We are also recommending awards to lead agency for efforts to update their Regional Coordination Plans.

Finally, in August we are planning to re-obligate some, relatively small, remaining JARC and New Freedom program amounts to continue to spend down those program funds, and to award TDCs to several transit properties to support fleet procurement (Lubbock) and 5310 program (El Paso MPO and VIA) needs.

TIGER 7 Application: As promised the department did submit a rural area TIGER 7 Program project application – Rural Transit Asset Replacement – on June 5. TIGER funds of approximately \$20 million are requested for statewide fleet and facility replacement efforts. Congressional delegation members have been briefed on the proposal. USDOT has not released a schedule for when they anticipate announcing their funding decisions.

Recap of Semi-annual Operators Meeting: The July 2015 Semi-annual Business meeting with transit operators is scheduled for Wednesday, July 22nd. The Director will provide a brief summary of the meeting. An agenda is attached to this report.



MEETING AGENDA

Transit Operators Semi-Annual Business Meeting

Wednesday, July 22 | 8:30 A.M. – 3:30 P.M.
 200 E. Riverside Drive - Auditorium
 Austin, TX

8:30 – 8:40 A.M.	Settling In
8:40 – 8:50 A.M.	Welcome / Safety Briefing
8:50 – 9:15 A.M.	Director's Report
9:15 – 9:30 A.M.	Advisory Committee and Association Updates <ul style="list-style-type: none"> • PTAC • TTA • ACT
9:30 – 10:00 A.M.	FTA Region VI – Updates / Topics of Interest
10:00 – 10:15 A.M.	Break
10:15 – 10:45 A.M.	eGrants/ERP Workbook – Introduction and Overview
10:45 – 11:30 A.M.	Panel Discussion – Growth and Urbanization Issues
11:30 A.M. – 12:50 P.M.	Lunch (on your own)
12:50 – 1:00 P.M.	Settling In
1:00 – 1:30 P.M.	New PTN-128 Reporting
1:30 – 2:15 P.M.	Compliance Program Topics
2:15 – 2:30 P.M.	Break
2:30 – 3:00 P.M.	5310 and Coordinated Call Debriefs
3:00 – 3:30 P.M.	Q & A / Closing

AGENDA ITEM 7



SECTION 5310

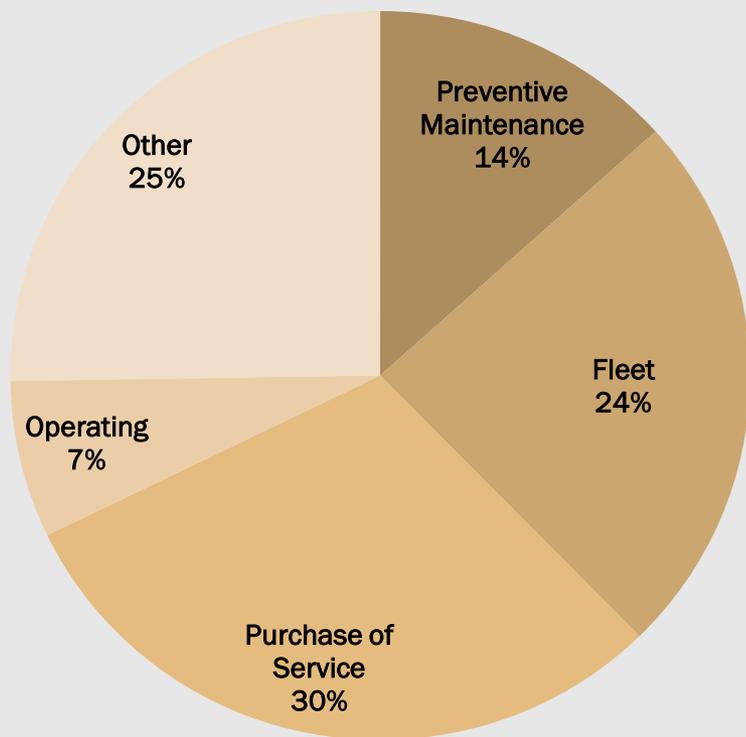
Current and Historical Award Distribution

Award Distribution for Section 5310: This Year vs Last Year

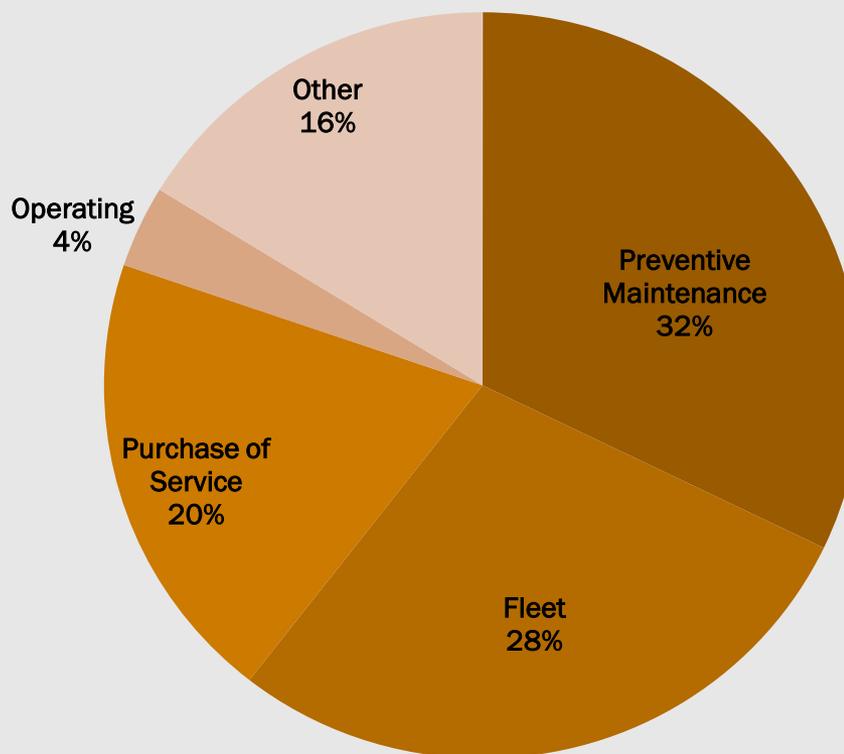
Federal FY 2015 Award: \$6,426,659

Federal FY 2014 Award: \$6,446,898

FY 2015 Award Categories



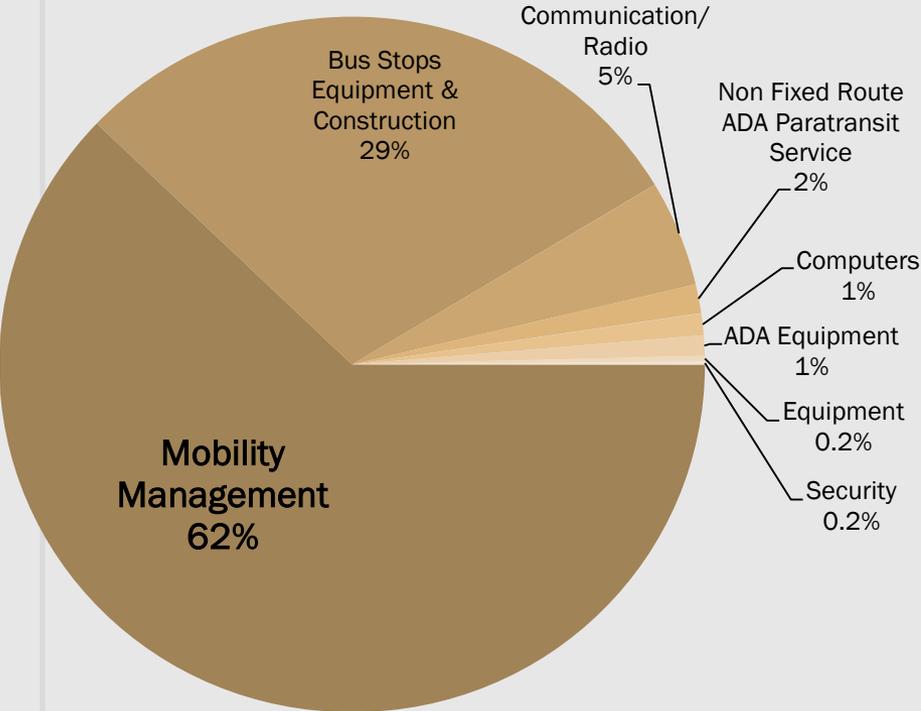
FY 2014 Award Categories



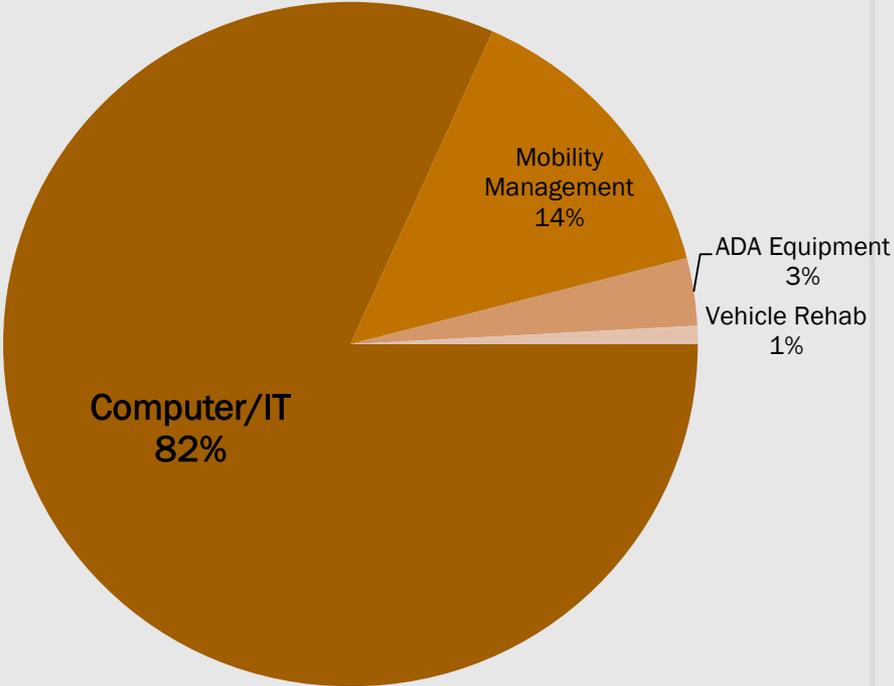
Distribution of Other Category for Section 5310



FY 2015 Breakdown of "Other"



FY 2014 Breakdown of "Other"

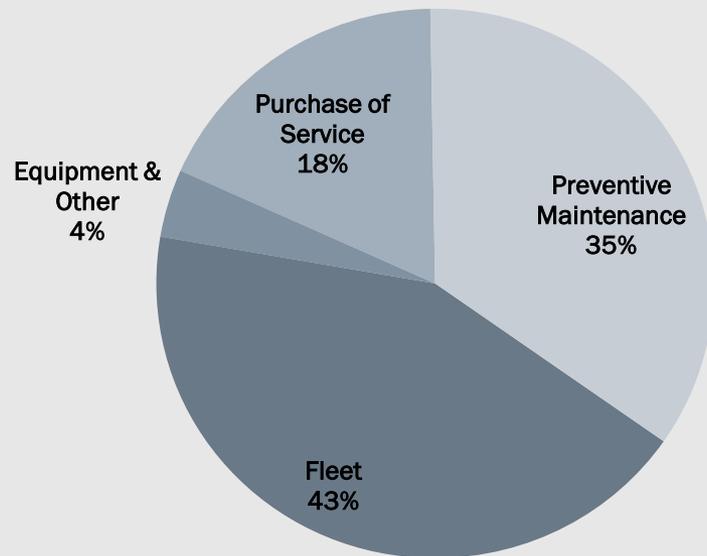


Award Distribution before MAP 21

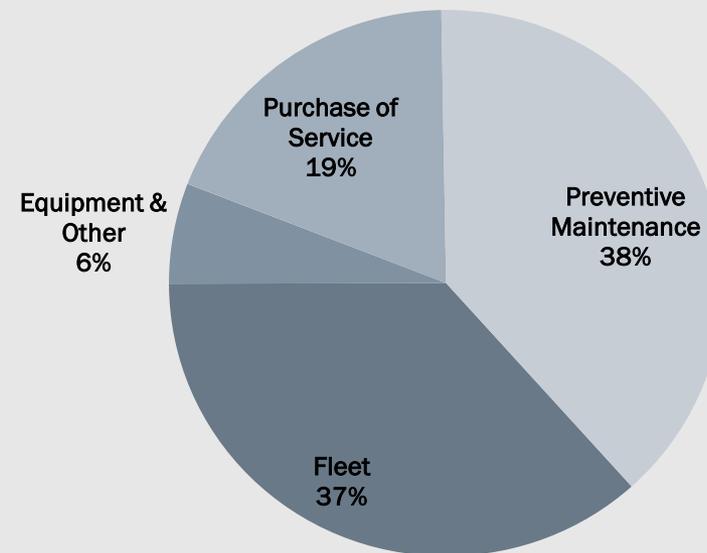
Federal Award 2011: \$7,637,634

Federal Award 2012: \$7,618,303

FY 2011 Section 5310 Award Categories



FY 2012 Section 5310 Award Categories



Changes to 5310 Program from New Circular (Effective June 2014)

- Local transit districts no longer qualify on their own for capital 80/20 match
- Increased requirements for public involvement in projects
- Preventive maintenance only eligible for vehicles purchased with 5310 funds

Highlights from FTA C 9070.1G, the 5310 Circular published June 6, 2014

CHAPTER III GENERAL PROGRAM INFORMATION

5. ELIGIBLE SUBRECIPIENTS FOR TRADITIONAL SECTION 5310 PROJECTS. Section 5310(b) provides that **of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects**—those public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. **Further, the law provides that, for these projects, a recipient may allocate the funds apportioned to it to:**

a. **A private nonprofit organization; or**

b. **A state or local governmental authority that:**

(1) is approved by a state to coordinate services for seniors and individuals with disabilities; or

(2) certifies that there are no nonprofit organizations readily available in the area to provide the service.

6. ELIGIBLE SUBRECIPIENTS FOR OTHER SECTION 5310 PROJECTS. **Eligible subrecipients for other eligible Section 5310 activities include a state or local governmental authority, a private nonprofit organization, or an operator of public transportation that receives a Section 5310 grant indirectly through a recipient.**

Section 5310(b) provides that of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects—those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. **Notably, this 55 percent is a floor, not a ceiling—recipients may use more than 55 percent of their apportionment for this type of project.**

Eligible projects for the required 55 percent of capital projects include the capital cost of contracting for the provision of transit services for seniors and individuals with disabilities and other specialized shared-ride transportation services. The purchase of rolling stock for or the acquisition of ADA-complementary paratransit service are eligible capital expenses that may also qualify as public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate, provided the projects are carried out by eligible subrecipients (see section 5, above) and these projects are included in the area's coordinated plan.

In addition to the above required capital projects, up to 45 percent of an area's apportionment may be utilized for additional public transportation projects that:

a. Exceed the ADA minimum requirements,

- b. Improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service, or
- c. Provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

Such projects must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although they may be used by the general public. It is not sufficient that seniors and individuals with disabilities are included (or assumed to be included) among the people who will benefit from the project. **FTA encourages projects that are open to the public** as a means of avoiding unnecessary segregation of services.

13. **ELIGIBLE ACTIVITIES.** Section 5310 funds are available for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities.

Section 5310(b) provides that of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects—those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Notably, this 55 percent is a floor, not a ceiling—recipients may use more than 55 percent of their apportionment for this type of project.

This means that at least 55 percent of any rural, small urbanized area, or large urbanized area’s annual apportionment must be utilized for public transportation capital projects that are planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities. It is not sufficient that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project.

Eligible projects for the required 55 percent of capital projects include the capital cost of contracting for the provision of transit services for seniors and individuals with disabilities and other specialized shared-ride transportation services. The purchase of rolling stock for or the acquisition of ADA-complementary paratransit service are eligible capital expenses that may also qualify as public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate, provided the projects are carried out by eligible subrecipients (see section 5, above) and these projects are included in the area’s coordinated plan.

In addition to the above required capital projects, up to 45 percent of an area’s apportionment may be utilized for additional public transportation projects that:

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- c. Provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

Such projects must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although they may be used by the general public. It is not sufficient that seniors and individuals with disabilities are included (or assumed to be included) among the people who will benefit from the project. FTA encourages projects that are open to the public as a means of avoiding unnecessary segregation of services.

Recipients must clearly identify the projects that are part of the required 55 percent capital projects as part of the grant activity line item narrative descriptions. Many projects may be eligible under both the required and optional criteria, but a discrete set of projects that meet the required criteria constituting at least 55 percent of the grant amount, exclusive of administrative expenses, must be identified. Alternatively, the grant application may assign less than the required 55 percent to such projects if other grants in the same fiscal year utilize more than the required 55 percent, so long as at least 55 percent of the total annual apportionment will be used for required projects. In such cases, a list of the other grants and the funding amounts must be included within the new grant application.

- 14. ELIGIBLE CAPITAL EXPENSES THAT MEET THE 55 PERCENT REQUIREMENT. Funds for the Section 5310 program are available for capital expenses as defined in Section 5302(3) to support public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Examples of capital expenses that meet the 55 percent requirement, which must be carried out by an eligible recipient or subrecipient as described in section 5 of this chapter above, include, but are not limited to:

- a. Rolling stock and related activities for Section 5310-funded vehicles

- (1) Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs;
- (2) Vehicle rehabilitation or overhaul;
- (3) Preventive maintenance;
- (4) Radios and communication equipment; and
- (5) Vehicle wheelchair lifts, ramps, and securement devices.

- b. Passenger facilities related to Section 5310-funded vehicles

- (1) Purchase and installation of benches, shelters, and other passenger amenities.

- c. Support facilities and equipment for Section 5310-funded vehicles

- (1) Extended warranties that do not exceed the industry standard;
- (2) Computer hardware and software;
- (3) Transit-related intelligent transportation systems (ITS);
- (4) Dispatch systems; and
- (5) Fare collection systems.

- d. Lease of equipment when lease is more cost effective than purchase. Note that when lease of equipment or facilities is treated as a capital expense, the recipient must establish criteria for determining cost effectiveness in accordance with FTA regulations, "Capital

Leases,” 49 CFR part 639 and OMB Circular A–94, which provides the necessary discount factors and formulas for applying the same;

e. Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services when provided by an eligible recipient or subrecipient as defined in section 5 of this chapter, above. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program;

f. Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a nonprofit agency could receive Section 5310 funding to support the administrative costs of sharing services it provides to its own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other nonprofits, but not the operating costs of service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:

- (1) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals;
- (2) Support for short-term management activities to plan and implement coordinated services;
- (3) The support of state and local coordination policy bodies and councils;
- (4) The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;
- (5) The provision of coordination services, including employer-oriented transportation management organizations’ and human service organizations’ customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;

(6) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and

(7) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems.

(Acquisition of technology is also eligible as a standalone capital expense).

g. Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service may qualify toward the 55 percent requirement, so long as the service is provided by an eligible recipient/subrecipient as defined in section 5, above, and is included in the coordinated plan.

15. OTHER ELIGIBLE CAPITAL AND OPERATING EXPENSES.

a. General. Up to 45 percent of a rural, small urbanized area, or large urbanized area's annual apportionment may be utilized for:

(1) Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;

(2) Public transportation projects (capital and operating) that exceed the requirements of ADA;

(3) Public transportation projects (capital and operating) that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; or

(4) Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.

Since the 55 percent requirement is a floor, and not a ceiling, the activities listed in section 14, above, are eligible expenses for all funds available to a recipient under Section 5310. For example, mobility management and ITS projects may be eligible under both categories; the difference to note, in order for the project to qualify toward the 55 percent requirement, is that the project must meet the definition of a capital project, be specifically geared toward the target population, and carried out by an eligible subrecipient, which is limited for this category of projects. The list of eligible activities is intended to be illustrative, not exhaustive. FTA encourages recipients to develop innovative solutions to meet the needs of seniors and individuals with disabilities in their communities and discuss proposed projects with FTA regional staff to confirm eligibility.

b. Public Transportation Projects that Exceed the Requirements of the ADA. The following activities are examples of eligible projects meeting the definition of public transportation service that is beyond the ADA.

(1) Enhancing paratransit beyond minimum requirements of the ADA. ADA-complementary paratransit services can be eligible under the Section 5310 program in several ways:

(a) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;

(b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;

(c) The incremental cost of providing same day service;

(d) The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system;

(e) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;

(f) Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations, 49 CFR part 38 (i.e., larger than 30" x 48" and/or weighing more than 600 pounds), and labor costs of aides to help drivers assist passengers with oversized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600-pound design load, and the acquisition of heavier duty vehicles for paratransit and/or demand-response service in order to accommodate lifts with a heavier design load; and

(g) Installation of additional securement locations in public buses beyond what is required by the ADA.

(2) Feeder services. Accessible "feeder" service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.

c. Public Transportation Projects that Improve Accessibility. The following activities are examples of eligible projects that improve accessibility to the fixed-route system.

(1) Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. Section 5310 funds are eligible to be used for accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail, and rapid rail. This may include:

(a) Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals, or other accessible features;

(b) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA;

(c) Improving signage or wayfinding technology; or

(d) Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.

(2) Travel training. Training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities.

This includes travel instruction and travel training services.

d. Public Transportation Alternatives that Assist Seniors and Individuals with Disabilities with Transportation. The following activities are examples of projects that are eligible public transportation alternatives.

(1) Purchasing vehicles to support accessible taxi, ride-sharing, and/or vanpooling programs. Section 5310 funds can be used to purchase and operate accessible vehicles for use in taxi, ride-sharing, and/or vanpool programs provided that the vehicle meets the same requirements for lifts, ramps, and securement systems specified in 49 CFR part 38, subpart B, at a minimum, and permits a passenger whose wheelchair can be accommodated pursuant to part 38 to remain in his/her personal mobility device inside the vehicle.

(2) Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The Section 5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a

taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.

(3) Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible. FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

e. Limits on operating assistance. Given the 55 percent requirement for traditional Section 5310 capital projects, a recipient may allocate up to 45 percent of its apportionment for operating assistance. However, this funding is limited to eligible projects as described in 49 U.S.C. 5310(b)(1)(B-D) and described in this section (b, c, and d), above. Operating assistance for required ADA complementary paratransit service is not an eligible expense.

CHAPTER IV PROGRAM DEVELOPMENT

1. COORDINATION REQUIREMENTS. Title 49 U.S.C. 5310, as amended by MAP-21, requires a recipient of Section 5310 funds to certify that projects selected for funding under this program are included in a locally developed, coordinated public transit-human service transportation plan and that the plan was developed and approved through a process that included participation by seniors; individuals with disabilities; representatives of public, private, nonprofit transportation and human service providers; and other members of the public. (See Chapter V of this Circular for further information.) This coordinated transportation plan should be prepared through a process that is consistent with the applicable metropolitan or statewide planning process, as described below. Transit service and demographic information developed and used in the broader metropolitan and statewide processes may provide a useful starting point for the more detailed review that will take place in preparing the coordinated plan. Similarly, the extensive public participation and stakeholder consultation provisions of metropolitan and statewide planning can provide a useful context and basis for the more focused local public involvement involved in preparing the coordinated plan. For these reasons, FTA strongly encourages coordination and consistency between the local coordinated public transit-human service transportation plan and metropolitan or statewide transportation planning processes, as described in 23 CFR part 450 and 49 CFR part 613.

2. PLANNING REQUIREMENTS. To be eligible for funding, Section 5310 projects in UZAs must be included in the metropolitan transportation plan (MTP) prepared and approved by the metropolitan planning organization (MPO), the transportation improvement program (TIP) approved jointly by the MPO and the governor, and the statewide transportation improvement program (STIP)

developed by a state and jointly approved by FTA and FHWA. Projects outside UZAs must be included in, or be consistent with the statewide long-range transportation plan, as developed by the state, and must be included in the STIP. With limited exceptions, all federally-funded highway or transit projects must be included in the applicable plan and program documents according to state and local procedures. Areas may choose to include project level information or more aggregated program level information. For purposes of convenience, the recipient may group its planned expenditures of Section 5310 funds into statewide or metropolitan areawide projects, such as vehicle acquisitions or services contracted for rural and urban recipients, and administration costs. All projects must adhere to the requirements of 49 U.S.C. 5303 and 5304. See Appendix D for further information on how the various planning processes relate to one another.

CHAPTER V COORDINATED PLANNING

3. PARTICIPATION IN THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION

PLANNING PROCESS. Recipients shall certify that the coordinated plan was developed and approved through a process that included participation by seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human services providers; and other members of the public. Note that the required participants include not only transportation providers but also providers of human services, and members of the public who can provide insights into local transportation needs. It is important that stakeholders be included in the development, approval, and implementation of the local coordinated public transit-human service transportation plan. A planning process in which stakeholders provide their opinions but have no assurance that those opinions will be considered in the outcome does not meet the requirement of “participation.” Explicit consideration and response should be provided to public input received during the development of the coordinated plan. Stakeholders should have reasonable opportunities to be actively involved in the decision-making process at key decision points, including, but not limited to, development and approval of the proposed coordinated plan document. The following possible strategies facilitate appropriate inclusion:

- a. **Adequate Outreach to Allow for Participation.** Outreach strategies and potential participants will vary from area to area. Potential outreach strategies could include notices or flyers in centers of community activity, newspaper or radio announcements, e-mail lists, website postings, and invitation letters to other government agencies,

transportation providers, human services providers, and advocacy groups. Conveners should note that not all potential participants have access to the Internet and they should not rely exclusively on electronic communications. It is useful to allow many ways to participate, including in-person testimony, mail, e-mail, and teleconference. Any public meetings regarding the plan should be held in a location and time where accessible transportation services can be made available and adequately advertised to the general public using techniques such as those listed above. Additionally, interpreters for individuals with hearing impairments and English as a second language and accessible formats (e.g., large print, Braille, electronic versions) should be provided as required by law.

b. Participants in the Planning Process. Metropolitan and statewide planning under 49 U.S.C. 5303 and 5304 require consultation with an expansive list of stakeholders. There is significant overlap between the lists of stakeholders identified under those provisions (e.g., private providers of transportation, representatives of transit users, and representatives of individuals with disabilities) and the organizations that should be involved in preparation of the coordinated plan.

The projects selected for funding under the Section 5310 program must be “included in a locally developed, coordinated public transit-human services transportation plan” that was “developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and non-profit transportation and human services providers and participation by other members of the public.” The requirement for developing the local public transit-human services transportation plan is intended to improve services for people with disabilities and seniors. Therefore, individuals, groups, and organizations representing these target populations should be invited to participate in the coordinated planning process. Consideration should be given to including groups and organizations such as the following in the coordinated planning process if present in the community:

(1) Transportation partners:

- (a) Area transportation planning agencies, including MPOs, councils of government (COGs), rural planning organizations (RPOs), regional councils, associations of governments, state departments of transportation, and local governments;
- (b) Public transportation providers, including ADA paratransit providers and agencies administering the projects funded under FTA urbanized and rural programs;
- (c) Private transportation providers, including private transportation brokers, taxi operators, vanpool providers, school transportation operators, and intercity bus operators;
- (d) Nonprofit transportation providers, including volunteer programs;

(e) Past or current organizations funded under the Section 5310, JARC, and/or the New Freedom programs; and

(f) Human service agencies funding, operating, and/or providing access to transportation services.

(2) Passengers and advocates:

(a) Existing and potential riders, including both general and targeted population passengers (individuals with disabilities and seniors);

(b) Protection and advocacy organizations;

(c) Representatives from independent living centers; and

(d) Advocacy organizations working on behalf of targeted populations.

(3) Human service partners:

(a) Agencies that administer health, employment, or other support programs for targeted populations. Examples of such agencies include but are not limited to departments of social/human services, employment one-stop services, vocational rehabilitation, workforce investment boards, Medicaid, community action programs (CAP), Agency on Aging (AoA), Developmental Disability Council, community services board;

(b) Nonprofit human service provider organizations that serve the targeted populations;

(c) Job training and placement agencies;

(d) Housing agencies;

(e) Healthcare facilities; and

(f) Mental health agencies.

(4) Other:

(a) Security and emergency management agencies;

(b) Tribes and tribal representatives;

(c) Economic development organizations;

(d) Faith-based and community-based organizations;

(e) Representatives of the business community (e.g., employers);

(f) Appropriate local or state officials and elected officials;

(g) School districts; and

(h) Policy analysts or experts.

Note: Participation in the planning process will not bar providers (public or private) from bidding to provide services identified in the coordinated planning process. This planning process differs from the project selection process, and it differs from the development and issuance of a request for proposal (RFP) as described in the common grant rule (49 CFR part 18 and part 19).

c. Levels of Participation. The suggested list of participants above does not limit participation by other groups, nor require participation by every group listed. Communities will have different types of participants depending on population and size of community, geographic location, and services provided at the local level. FTA expects that planning participants will have an active role in the development, approval, adoption, and implementation of the plan. Participation may remain low even though a good faith effort is made by the lead agency to involve passengers; representatives of public, private, and nonprofit transportation and human services providers; and others. The lead agency convening the coordinated planning process should document the efforts it utilized, such as those suggested above, to solicit involvement.

In addition, federal, state, regional, and local policy makers, providers, and advocates should consistently engage in outreach efforts that enhance the coordinated process because it is important that all stakeholders identify the opportunities that are available in building a coordinated system. To increase participation at the local levels from human service partners, state department of transportation offices are encouraged to work with their partner agencies at the state level to provide information to their constituencies about the importance of partnering with human service transportation programs and the opportunities that are available through building a coordinated system.

d. Adoption of a Plan. As a part of the local coordinated planning process, the lead agency in consultation with participants should identify the process for approving and adopting the plan, and this process must include participation by stakeholders identified in the law: seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human service providers; and other members of the public. A strategy for adopting the plan could also be included in the state's SMP and the designated recipient's PMP, further described in Chapter VII.

FTA will not formally review and approve coordinated plans. The recipient's grant application (see Appendix A) will document the plan from which each project listed is included, including the lead agency, the date of adoption of the plan, or other appropriate identifying information. This may be done by citing the section of the plan or page references from which the project is included.