

Appendix B

Connecticut DOT: LOCHSTP Process Steps and Timeline
FAQ Brochure
LOCHSTP Plan Outline
Transportation Service Survey
Project Prioritization Criteria

Coordinated Planning Process Interim Guidance

Development of the Locally-Coordinated Public Transit-Human Services Transportation Plan (coordinated plan)

- Unified comprehensive strategy for public transportation service delivery that identifies the transportation needs of individuals with disabilities, older adults, and individuals with limited income, lays out strategies for meeting these needs and prioritize services.
- Maximizes collective coverage by minimizing duplication of services.
- Developed through a process that includes representatives of public, private and nonprofit transportation human services providers and participation by the public.
- Incorporates activities offered under other programs sponsored by Federal, State, and local agencies to greatly strengthen its impact.

Required Elements of the Coordinated Plan

Using the Framework for Action,

- Assess available services that identifies current providers (public, private, and non-profit).
- Assess transportation needs for individuals with disabilities, older adults, and individuals with limited incomes. (Note: If a community does not intend to seek funding for a particular program, (Section 5310, JARC, or New Freedom), then the community is not required to include an assessment of the targeted population in its coordinated plan).
- Identify strategies and/or activities to address gaps and achieve efficiencies in service delivery.
- Prioritize implementation strategies.

For FY 2007:

- Initial plans may be less complex in one or more of these elements.
- Addendums to existing plans to include these elements will be sufficient.
- Plans must be developed in good faith in coordination with appropriate partners and with opportunities for public participation.

Potential Tools and Strategies for Developing a Coordinated Plan

- Community planning process
- Self-assessment tool (i.e. *The Framework for Action*)
- Focus Groups
- Survey
- Detailed study and analysis

Who Should Participate in the Coordinated Planning

Transportation Partners:

- Transportation planning agencies
- Public transportation providers
- Private transportation providers
- Non-profit transportation providers
- Past or current organizations funded under the Job Access Reverse Commute, the Elderly Individuals and Individuals with Disabilities, and/or the New Freedoms programs
- Human services agencies funding or supporting access for transportation services

Passengers and Advocates:

- Transit riders and potential riders (including general and target populations)
- Protection and advocacy organizations
- Representatives from independent living centers
- Advocacy organizations working on behalf of targeted populations

Human Service Partners:

- Agencies that administer health, employment of other support programs for target populations (TANF, WIA, Vocational Rehabilitation, Medicaid, Community Action, Independent Living Centers, Agency on Aging)
- Non-profit organizations that serve the target population
- Job training and placement agencies
- Housing agencies
- Health care facilities
- Mental healthcare providers

Other:

- Security and emergency management agencies
- Tribes and tribal representatives
- Economic development agencies
- Faith-based and community-based organizations
- Employers or other members of the business community
- Appropriate local or State officials and elected officials
- School districts

Relationship to Other Transportation Planning Processes

- The coordinated plan can either be developed; (1) separately from the metropolitan and statewide transportation planning processes and then incorporated into the broader plans, or (2) as part of the metropolitan and statewide transportation planning processes.
- If the coordinated plan is not prepared with the broader process, there should be consistency between the coordinated planning process and metropolitan or statewide planning.
- Projects identified in the coordinate planning process and selected for funding must be incorporated into both the TIP and STIP by the MPO in urbanized areas with populations of 50,000 or more; and incorporated into the STIP for nonurbanized areas under 50,000.
- MPO's and/or States may coordinate schedules, agendas, and strategies in order to minimize additional costs and avoid duplication of efforts.

Coordinated plan development should follow the update cycles for metropolitan transportation plans, (i.e. four years in air quality nonattainment and maintenance areas, five years in air quality attainment areas.) *However, there should be opportunities to update the coordinated plan to harmonize with the competitive selection process. We are not sure what this means.*

Competitive Selection - Potential Strategies

Projects must be selected from a coordinated plan

1. Assure greater inclusion at the onset of the coordinated planning process to allow private sector participation or participation by others who have not been involved in the planning process to alleviate concerns about a level playing field.
2. Publish an announcement that lays out program requirements and the process for receiving funds, which may help communities initiate planning activities as well as lay out the recipient's timeline for the competitive selection process.
3. Conduct the competitive selection process in cooperation with the MPO to capitalize on the MPO's experience in project evaluation and selection processes for TIPs.
4. Rank projects using any of the following approaches: peer review, third party review, best practices advice, or a panel of planning partners. Then publish a list of selected projects for each State/locale.
5. Evaluate who should provide services, and ensure fair and equitable competition by allowing communities to build on transit agencies' experience with third party contracting for specialized services.
6. Additional criteria for project selection may include projects which:
 - address gaps in current service provision for targeted communities
 - make use of available resources and leverage resources to the extent possible
 - consider geographic distribution to encourage some level of geographic disbursement
 - coordinate with other Federal programs
 - can be achieved with the given technical capacity of a project sponsor
 - show evidence of broad solicitation for input (coordinated planning process)

The Competitive project selection must be in place for FY 2006 funds for both JARC and NFI.

Fair and Equitable Distribution of Funds

Grant recipient shall certify to the Secretary that allocations of the grant to subrecipients are distributed on a fair and equitable basis. A transparent and inclusive competitive selection and planning process should serve as the basis for the certifications. This should be addressed in the State Management Plan and will be part of the State Management Review. It will also be part of the Planning Certification Review and Triennial Review Processes in areas over 200,000.

State Management Plan for Job Access and New Freedom

The plan will be required for the portions of JARC and NFI that are managed by the State. This may be a stand alone plan for each program or consolidated with 5310. The guidance does not indicate whether a Management Plan would be required in areas over 200,000.

Funding Allocations

From the February 3, 2006 Federal Register

FFY 2006 Funding	NFI	JARC
Bridgeport/Stamford	\$ 256,338.00	\$ 260,506.00
Hartford	\$ 253,704.00	\$ 314,651.00
New Haven	\$ 168,811.00	\$ 200,291.00
<200,000	\$ 267,756.00	\$ 279,431.00
Rural	\$ 87,409.00	\$ 66,653.00
Total	\$1,034,018.00	\$1,121,532.00

New Freedom Initiative

Projects must assist individuals with disabilities with transportation. Grants are for new public transportation services and public transportation alternatives beyond those required by the ADA. Eligible activities must be derived from the coordinated plan and determined based on a competitive selection process.

Eligible Activities:

- Door-through-door (however door-to-door service is not eligible) - providing escorts or assisting riders through the door of their destination.
- Paratransit service beyond ¾ mile boundary.
- Same day service.
- Additional hours of service beyond the fixed route.
- In rural areas, new service that may serve a greater population, but primarily meets the needs of individuals with disabilities (as well as other target populations) may be fully or partially supported.
- Purchasing vehicles and supporting accessible taxi, ridesharing and vanpooling programs (FTA proposes that an accessible taxi be defined as a vehicle having the capacity to accommodate a passenger who uses a “common wheelchair” as defined under 49 CFR 37.3, at a minimum, while remaining in his/her personal mobility device inside the vehicle and meeting same requirements for lifts ramps and securement systems specified in 49 CFR part 38, subpart B).
- Administering voucher and transit pass programs (but not for the purchase of passes).
- Supporting mobility management among public transportation providers and human service agencies providing coordinated transportation services.
- Supporting volunteer driver and aide programs.
- New feeder services to commuter rail, commuter bus, intercity rail and intercity bus stations, for which complementary paratransit service is not required under the ADA.
- Making accessibility improvements to transit and intermodal stations not designated as key stations.

Projects not included in a TIP or STIP as of August 10, 2005 would be eligible for NFI funds.

Grants for capital projects may not exceed 80 percent of the net capital costs of the project and grants for operating assistance may not exceed 50 percent of the net operating costs of the project.

NFI funds are available for operating expenses in urbanized areas >200,000.

Timeline for Locally-Coordinated Planning Process

	2007											
	July	August	September	October	November	December	January	February	March	April	May	June
1												
2												
a												
b												
3												
a												
b												
c												
d												
e												
4												
5												
6												
7												
8												

- 1 Regional Coordination Meetings
- 2 Build Database of Participants
 - a Inventory of interested parties
 - b Publish program requirements and process
- 3 Build Database of Services (FFA)
 - a Inventory of available services
 - b Identify gaps and redundancies
 - c Create strategies to address gaps
 - d Coordination opportunities
 - e Strategies for coordination
- 4 Competitive Project Selection
- 5 Publish list of projects
- 6 TIP/STIP
- 7 Apply for FTA grants
- 8 Implement Projects

Community-Based Transportation Service Planning

The Connecticut Department of Transportation and regional planning organizations across the state are working together on a community planning process for Federal Transit Administration (FTA)-funded transportation of older adults (60+), persons with disabilities and individuals with low incomes. The plan will determine how those funds will be spent in Connecticut and will be developed through a process that includes representatives of public, private and nonprofit human services transportation providers and participation by the public. At this time the process only covers the three FTA-funded programs described below. In the future, it could encompass additional federally-funded and state-funded programs.

Frequently Asked Questions

What is Human Services Transportation?

For the purposes of this planning effort, it is defined as transportation services for persons with disabilities, older adults (60+), and individuals with lower incomes. This could include services provided by public transit agencies, municipalities, human service agencies and private providers such as taxi or medical livery companies.

Why are we doing community-based transportation planning?

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was signed into law on August 10, 2005. This law establishes programs and funding for the Federal Transit Administration through federal fiscal year 2009 and requires the development of Locally-Coordinated Public Transit Human Services Transportation Plans. These plans will determine how transportation funding for the three programs listed below will be spent.

What types of programs will the locally-coordinated transportation plan include?

SAFETEA-LU requires that three federal programs be included in the plan. These are the:

- Section 5317 New Freedom Program,
- Section 5316 Job Access and Reverse Commute program (JARC), and
- Section 5310 Vehicle Grant program to serve Older Adults and People with Disabilities.

How much funding is there?

Statewide, there is \$1 million for Section 5317, \$1.1 million for Section 5316 and \$1.3 million for Section 5310 for Federal Fiscal Year (FFY) 2006. Funds increase by a small percentage every year through FFY 2009.

What can the communities and the state do with these funds?

- *Section 5317 New Freedom* projects must assist individuals with disabilities with transportation. The projects must be for new public transportation services and public transportation alternatives beyond those required by the Americans with Disabilities Act (ADA.)
- *Section 5316 JARC* projects must improve access to employment and employment related activities for low-income workers.
- *Section 5310* provides vehicle grants to non-profit agencies or municipalities to provide transportation to seniors and people with disabilities.

Why should I get involved?

As an agency, you can represent the needs of people your agency serves. As an individual you can let us know your own needs and make those needs a part of the planning process. If you already operate a Section 5310 vehicle or are interested in applying for one, you should be involved, since future program priorities are being considered.

How do I get involved? Who do I contact?

You can get involved by attending regional meetings or by responding to a survey concerning human services transportation needs. Contact the Department at dotadmin.ctrives@po.state.ct.us or Transit Administrator, P.O. Box 317546, Newington, CT 06131 and we will direct your inquiry to the right place.

Do I have to attend meetings?

No. We can keep you informed about what is going on in your region by adding your name to the mailing list for the region.

What will happen during the planning process?

During the planning process, partners will do the following:

1. Build a database of interested participants.
2. Inventory available services.
3. Identify gaps in service and unmet travel needs.
4. Develop proposals to address gaps in service.
5. Evaluate and select proposals to address gaps in cooperation with a panel of planning partners.
6. Prepare a list of selected projects for each region.
7. Adopt the final list in the Statewide Transportation Improvement Program and apply for FTA funds.

When will this happen?

The first plan was in place in spring 2007. Updates are required every four years, but Connecticut is preparing an update to the plan scheduled for completion in fall 2008.

Outline of Coordinated Plan

Required Elements of the Coordinated Plan

1. Set the stage for the plan

- A. Describe the Federal funding and LOCHSTP requirement
- B. Connecticut's approach, definition of "local" and the designation of regions

2. Assess available services

- A. Who took the lead in the region?
- B. Preparation and administration of a survey that identified current providers (public, private, and non-profit) and consumers of public transit and human services transportation programs.
 - 1) What outreach efforts were made?
 - 2) Who administered the survey?
 - 3) How many surveys sent out and returned?
 - 4) How many of the target groups were contacted? Include a list of those contacted.
 - 5) What State agencies were part of the process?
 - 6) Who was "around the table"?
 - 7) What other detailed studies or analyses took place?
 - 8) Were existing studies/surveys available and used as resources?
 - 9) Was the Framework for Action used?
 - 10) How was the coordinated planning process made transparent and inclusive?
- C. Service Summary (level of detail may vary by region)

3. Identify gaps in transportation services (needs) for individuals with disabilities, older adults, and individuals with limited incomes

- A. Survey requested information on temporal, spatial and client gaps as perceived by agencies serving the target population.
 - 1) Were there group discussions with interested parties to further define resources and gaps?
 - 2) How were the resources presented to allow informed decision making by the group? Were maps used? Was there a list of transportation resources? Include these as appendices where possible.
- B. Were any other mechanisms used to identify gaps?
 - 1) UCEDD has proposed holding focus groups using CCDD grant funds to gain input from people with disabilities that are not served by an agency.
 - 2) UCEDD held forums in 2005 to identify gaps. What information is available from their reports?

4. Identify strategies and/or activities to address gaps and achieve efficiencies in service delivery

- A. What process was used to identify strategies?
- B. How were the strategies developed and further refined? Cost estimates?

5. Prioritize implementation strategies

- A. How were uniform priorities developed and applied statewide? What regional priorities were used? How were regional priorities developed?
- B. Who was involved in the strategy prioritization process? How were strategies selected? What took place during the prioritization?

C. Provide list of projects by funding source in order of priority in each region. Update at least annually.

New Freedom Initiative (5317)				
Name of Project	Description (include target pop.)	Total Funds required	What are the proposed sources of this funding?*	Proposed Start date

*Does the project provide

Job Access and Reverse Commute (5316)				
Name of Project	Description (include target pop.)	Total Funds required	What are the proposed sources of this funding?	Proposed Start date

Elderly Individuals and Individuals with Disabilities (5310)	
Name of Gap	Description of the Gap (include target pop.)

6. Publish a list of selected projects for each State/locale

A. Date published, where. Tear sheets?

7. Relationship to Other Transportation Planning Processes

A. How will the coordinated plan incorporated into the TIP and STIP? What date (estimated)?

B. When will the coordinated plan be updated? Full update every 5 years. Year 2 will need to update to correspond with final guidance. Also may take on any issues to difficult to deal with in year 1.

C. How will the coordinated plan be made consistent with MPO and other State plans (LRP)?

Prioritization Criteria for Human Services Transportation

1. To be eligible for funding under NFI, JARC, or Section 5310, the proposed strategy must:

- a. serve the target population categories and address an identified gap,
- b. achieve efficiency in service delivery,
- c. not replace other funding programs or resources,
If the strategy has been funded in prior years by a different resource, in order to be eligible for FTA funding programs, the strategy must have been rejected for future funds or had funding for the specific strategy reduced.
- d. be able to start up in a reasonable period of time,
- e. provide regional/geographical equity,
Each community should be able to share in the benefits from these funds.
- f. maximize the use of available local, state and federal-funded public transportation resources,
This will allow us to make use of resources already in place and will prevent the creation of a secondary layer of services.
- g. be subcontracted with a subrecipient that has the technical and managerial capabilities to conduct the project,
Because these are FTA funds, alcohol and drug testing, plus other 3rd Party Contracting mandates will be required?
- h. have appropriate resources available to provide the service, and
This would include wheelchair accessible vehicles, and could possibly include resources such as dispatch capabilities or other resources as determined by the strategy.
- i. have an adequate plan to make the target population aware of the available service.

2. To receive “extra points”, the proposed strategy must:

- a. provide continued operating funding for a service which is already in operation,

- b. provide a service where or when no other service is available,
What is the degree of need in the area?
- c. have matching funding available from sources other than ConnDOT or US DOT funding, and
This would be relevant only for NFI. Should we consider giving higher priority to strategies that provide their own matching funds? JARC projects at this time have state DOT and DSS funding as match already. 5310 requires the applicant to provide their own match.
- d. coordinate with other public and private programs to maximize resources.
What opportunities were considered? Is provider/service area in a transit district service area? Is this an extra point question or pass/fail?

3. Potential Regional Priorities – In X region, the proposed strategy must:
These might also be used as extra points rather than pass/fail.

- a. not cost more than X per passenger,
This factor should be used judiciously. Cost equals total expense less revenue.
- b. carry at least X passengers, and
Per trip? Per day?
- c. attain any other productivity measures determined by the region.

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Contact Person: _____

Email: _____

1. What population(s) does your organization serve? *(check all that apply)*

- Seniors 60+ People with disabilities Children Low income General Public
 Other _____

2. Do you provide, purchase or arrange transportation?

- Yes No **If yes, please answer questions 3-13. If no, please answer questions 9-13.**

3. What type of transportation do you provide, purchase or arrange? *(check all that apply)*

- Fixed-Route Dial-a-Ride volunteer drive with own vehicle
 Other _____

4. What towns/major destinations are served?

5. What hours and days of the week does your organization provide or use transportation service(s)?

6. Do you coordinate with any other transportation providers in your region?

- Yes No If yes, who? _____

7. How many one-way passenger trips are provided?

Typical week day _____ Saturday _____ Sunday _____

8. How many vehicles are in your fleet? How many of these vehicles are wheelchair accessible?

9. Please indicate any unserved destination(s), geographic area(s), time of day, or day of week that need transportation service?

10. If you feel transportation service to your target population is inadequate, what are the barriers that your agency experiences in obtaining adequate service? *(for example, lack of funding, insurance cost or availability, cost of insurance for volunteer drivers, lack of qualified drivers, equipment, etc.)*

11. What do you see as the most important areas for action in improving transportation?

1. _____

2. _____

3. _____

12. Where does your agency get its funding?

13. Would you be interested in participating in planning for public transit-human services transportation in your region?

Yes No No, but keep me informed via email at: _____
 regular mail