

Department of Transportation, Division of Mass Transportation

Locally Developed Coordinated Public Transit- Human Services Transportation Plan Checklist

Designated Recipient / Grantee: _____

Area Covered by Plan: _____

Date of Plan Adoption: _____

SAFETEA-LU requires recipients to certify the coordinated plan was developed through a process that included representatives of public, private, and non-profit transportation and human services providers, and participation by members of the public. Please note, that the required participants include not only transportation providers, but also providers of human services, and members of the public (e.g., individuals with disabilities, older adults, and individuals with low incomes) who can provide insights into local transportation needs.

1. **Process for Development of the Coordinated Plan** – Tools and strategies for developing a Coordinated Plan. States and communities may approach the development of a coordinated plan in different ways. The amount of available time, staff, and funding, and other resources should be considered when deciding on specific approaches.

- Community planning session** – A community may choose to conduct a local planning session with a diverse group of stakeholders in the community. This session would be intended to identify needs based on personal and professional experiences, identify strategies to address the needs, and set priorities based on time, resources, and feasibility for implementation.
- Self-assessment tool** – *The Framework for Action: Building the Fully Coordinated Transportation System*, developed by FTA and available at www.unitedweride.gov, helps stakeholders realize a shared perspective and build a roadmap for moving forward together.
- Focus groups** – A community could choose to conduct a series of focus groups with communities that provides opportunity for greater input from a greater number of representatives, including transportation agencies, human service providers, and passengers.
- Survey** – The community may choose to conduct a survey to evaluate the unmet transportation needs within a community and/or available resources. Surveys can be conducted through mail, e-mail, or in-person interviews.
- Detailed study and analysis** – A community may decide to conduct a complex analysis using inventories, interviews, GIS mapping, and other types of research strategies.

2. Coordinated Human Services Transportation Plan – A coordinated public transit-human services transportation plan identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs and prioritizes transportation services for funding and implementation. Projects selected for funding must be derived from a locally, developed, coordinated public transit – human services transportation plan that minimally includes the following elements at a level consistent with available resources and the complexity of the local institutional environment:

- ❑ Assessment of available services identifying current providers (public, private, non-profit):
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- ❑ Assessment of need for individuals with disabilities, older adults and people with low incomes. This assessment can be based on experiences and perceptions of the planning partners or more sophisticated data collection efforts, and gaps in service.
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- ❑ Strategies and / or activities to address the identified gaps and achieve efficiencies in service delivery:
Cite page number(s):

- ❑ Relative priorities for implementation based on resources, time, and feasibility for implementing specific strategies / activities identified:
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