DEPARTMENT OF TRANSPORTATION
DIVISION OF MASS TRANSPORTATION MS 39
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Flex your power!
Be energy efficient!

May 22, 2007

To: Metropolitan Planning Organizations, Councils of Governments, Transportation Planning Agencies, Associations of Governments, Transportation Planning Commissions, and Transit Operators.

In accordance with the provisions of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), recipients under the Federal Transit Administration (FTA) Sections 5310, 5316, and 5317 programs must comply with all federal coordinated planning requirements to be eligible for funds. The reauthorization stipulates that projects selected for funding under these specified programs must be derived from a locally coordinated, public transit-human services transportation plan (Coordinated Plan).

According to the FTA program guidance, the coordinated plan must contain the following four (4) required elements that are at a level consistent the available resources of each individual agency/organization:

1. An assessment of available services that identifies current providers (public, private, and non-profit).

2. An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes – this assessment can be based on the experiences and perceptions of the planning partners or on data collection efforts and gaps in service.

3. Strategies and/or activities and/or projects to address the identified gaps between current services and needs as well as opportunities to improve efficiencies in service delivery.

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

The California Department of Transportation, Division of Mass Transportation, a designated recipient administering the FTA Section 5310 program and the small urban and rural portions of FTA Sections 5316 and 5317 programs, must certify that coordinated plans are developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by the public. As part of the coordinated planning process, the lead agency (in consultation with the participants) should identify the process for adoption of the coordinated plan. Therefore, upon adoption of your coordinated plan, please provide a copy to this office for our records.

To further assist your coordinated planning efforts, enclosed is a listing of recipients from FTA Sections 5310, 5316, and 5317 programs during the past three years. These recipients are representatives of public, private, and non-profit transportation and human services providers who may serve as potential stakeholders or committee members in your area. Also, enclosed is a copy of a Coordinated Plan Checklist that identifies the required elements of a coordinated plan, emphasizing the tools and strategies for developing a coordinated plan. Many communities will approach the development of a coordinated plan in different ways, pending the amount of resources, staff, funding, and time available. We are hopeful that your collaborative efforts will provide greater participation and broader inclusion within your community.

Information about SAFETEA-LU implementation and the coordinated planning requirement is available at FTA's website at http://www.fta.dot.gov/index_4696.html.

If you have any questions or require additional information, please contact John Mason of my staff at (916) 657-4192.

Sincerely,

KIMBERLY A. GAYLE
Chief
Office of Federal Transit Grant Programs

Enclosure